













Activity (Work)	Who
WP 1. Setting up the Pro-tem & finalizing the schedule of activities	
1. Setting up the pro tem committee - VIP	ALL
2. Definition of roles and responsibilities	ALL
3. Identification of overall pro tem coordinator & base	ALL
4. Effective communication channel to be defined	ALL
5. Finalizing schedule of activities and budget requirements	ALL
WP 2. Incorporation	
6. Review ABCDE possible location options & define	ALL
7. Letters of Association & Registering NGO – Marcus to send letters of assoc to IED + IED to produce first draft	Mala vs
8. Registration at ASEAN Secretariat – with support from Yoong Yoong	Mala ysia
WP3. Definition	
WP4. Dissemination	
11. Database of potential members & identification of champions (IED will wk on a first db)	
12. Development of communication pack (IED will produce a first draft)	
13. Target Dissemination & attracting membership – personal touch	ALL
WP5. Capital	ALL
WP6. First General Assembly	
WP7. Coordination of activities	???

Activity (Work)		Month										
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WP 1. Setting up the Pro-tem & finalizing the schedule of activities								1				
1. Setting up the pro tem committee	Х											
2. Definition of roles and responsibilities	Х											
3. Identification of overall pro tem coordinator & base	Х											
4. Effective communication channel to be defined	Х											
5. Finalizing schedule of activities and budget requirements	Х											
WP 2. Incorporation												
6. Review ABCDE possible location options & define			Х									
7. Letters of Association & Registering NGO		Х	Х	х								
8. Registration at ASEAN Secretariat				Х								
WP3. Definition												
9. Revise MP & finalize membership fees	Х	Х	х									
10. Review services and strategic priorities	Х	Х	х									
WP4. Dissemination							·					
11. Database of potential members & identification of champions	Х	Х	Х	Х	Х	х	х х					
12. Development of communication pack					Х	Х						
13. Target Dissemination & attracting membership							X X	X X				
WP5. Capital												
14. Identification of Budget sources for Business Council	Х	Х	Х	Х	X	х						
15. Explore & mobilize capital for the Business Council					X	X	х х	X X	X X			
WP6. First General Assembly												
16. Invitation of champions							х х	X X	х			
17. Preparation of all documents & voting system								X	х			
18. Logistics for venue								х	X			
19. General Assembly						T			2			
WP7 Coordination of activities							_					
20. Coordination	Х	Х	х	Х	X	x	хх	х х	X			
21. Pro tem Meetings				Х			х					













