

MINUTES OF MEETING
Ist MUWAREC MALAYSIA MEETING 2010

Meeting: 1/2010

Date : 2 February 2010

Time : 3.00 pm

Venue : Civil and Structural Eng. Dpt. Meeting Room, Engineering Faculty, UKM

Present

Prof Dr Rakmi Abdul Rahman

Datuk Fuad Embi

Prof Dr Amir Hasan Khadum

Dr. Ir. Othman Jaafar (Chairperson)

Dr Ahmed El-Shafie

Dr Mohd Mukhlisin

PM Dr Fatihah Suja' (Secretary)

Sr Khairul Nizam Maulud

Absent with apology

Prof Dr Abu Bakar Muhammad

PM Dr Siti Rozaimah Sheikh Abdullah

PM Dr Noor Ezlin Ahmad Basri

1. Chairperson's opening remarks

The meeting started with the recitation of Surah Al-Fatihah. The chairperson then welcomed all members to the 1st MUWAREC Malaysia meeting for the year 2010 and thanked them for coming.

2. Formalization of the management committee for MUWAREC Malaysia.

Being a loose organization, no formal appointment is required. The committee unanimously approved the following operational structure:

Internal Advisor : Prof Dr Rakmi Abdul Rahman

External Advisor : Datuk Fuad Embi

Head : Ir Dr Othman Jaafar

Secretary : Dr Fatihah

Treasurer : Pn Shahrom Md Zain

Web master : Sr Khairul Nizam

Committee members : Research Coordinator : Prof Bakar Muhammad

Dr Ahmed El-Shafie

Dr Siti Rozaimah

Training and Workshop Coordinator

: Prof Amir Hassan Khadum

Dr Mukhlisin

Dr Noor Ezlin

- The activities carried out by this association will be mainly attached to Environmental Technology and Cleaner Production Group Researches.
- MUWAREC Malaysia meeting will be held once every two months.

3. MUWAREC Malaysia website

- Existing website must be updated more regularly for progress of the association.
- All members are encouraged to provide any information regarding MUWAREC and related activities to Mr Khairul Nizam.
- Mr Khairul Nizam would also decide on whether or not to have a web technician to assist him for updating the information once a week.
- The appointed web technician will be given a monthly allowance of RM200/month.

Action

Mr Khairul Nizam

All members

4. MUWAREC letterhead

- Letterhead for MUWAREC Malaysia will be made and should be used for all written communication that relates to MUWAREC activities.
- Logo printed on the letterhead should be the same as that on the website.
- Correspondence should be addressed to MUWAREC Malaysia Secretariat, Faculty of Engineering and Built Environment, UKM and the website address shall be printed underneath.
- A mail box dedicated for MUWAREC letters will be requested from the faculty front office.

Action

Dr Fatihah

Mr Khairul Nizam

5. Training and workshop activities

- A series of workshop will be carried out in order to disseminate information as well as to generate fund.
- Main targets are overseas students in the faculty, but may also attract international participants through dissemination in the MUWAREC website.
- Each workshop will cater for small groups (around 20 participants) with a registration fee of about RM150 (case to case basis).
- Upcoming workshops:
 - (a) MUWAREC GIS for beginners on 27th April 2010
 - May be continued with a series of GIS workshops, GIS for DID, GIS for JKR etc.
 - (b) A Two Day MUWAREC Hands-On Workshop on Water Analysis.
 - Tentative date 28 and 29th April 2010.

- Use the same modules as those carried out for KPKT workshops.
- Concentrate on 4 common parameters.

Continuity between the two workshops is an initiative to attract those who would like to attend both workshops.

Action

Prof Amir Khadum

Mr Khairul Nizam

Ir Othman Jaafar

6. Cooperative Extension of MUWAREC Association

- Main targets are government water research bodies such as DID, NAHRIM and nearby universities UPM, UITM and new universities such as UNIMEP.
- First move is to call for the 2nd MUWAREC Malaysia meeting on 6th April 2010.
- To make it more attractive, it will be held in conjunction with the Civil and Structural Engineering department seminar given by the External Advisor, Datuk Fuad who is also the Adjunct Professor to the department.
- Tentative agenda: Department seminar : 10 – 12 am
Lunch for MUWAREC meeting attendees.
MUWAREC 2nd meeting: 2.00 pm onwards
- Datuk Fuad is to decide on the seminar topic related to water.
- Datuk Fuad will help to draft an effective invitation letter and make the follow up.
- Call for seminar participation will also be made through MUWAREC website and notice boards.

Action

Datuk Fuad

Dr Fatihah

Mr Khairul Nizam

7. MUWAREC Brochure

- To make MUWAREC internationally known and increase its memberships, a flyer for MUWAREC Association shall be prepared and will be made available to those who wants to travel overseas.
- Dr Ahmed is to prepare the brochure and bring it to the next meeting.

Action

Dr Ahmed El-Shafie

8. MOU with other universities

- Prof Bakar is expected to follow up the MOU planned in April 2010 between Department of Chemical and Process Engineering, UKM and Chemical Department, UGM, Indonesia.
- Civil and Structural Engineering UKM?

Action

Prof Bakar

Ir Othman Jaafar

9. Collaborative Research

(a) Neural network modeling

- Dr Ahmed is to venture various possible ways to make the collaboration with UGM a reality.

(b) Green roof system

- Should be the first MUWAREC cooperative research with UGM and may be followed with Pakistan.
- Should trigger communication with UGM.
- Liaison officer: Dr Mukhlisin

Action

Dr Ahmed El Shafie

Dr Mukhlisin

10. MUWAREC Seminar 2010 in Pakistan (September 2010)

- All members are encouraged to go and are reminded to send the abstract before 15 February 2010.

Action

All members

11. Fund Generation

Besides the workshops, a few other activities to raise fund.

Eg Selling of a book written by Prof Rakmi "Caring Verses".

- The sale price is RM38.00 and if it is sold through MUWAREC, an amount of RM15.20 will go to MUWAREC fund.
- Pn Shahrom is to make the advertisement and arrange for the sale of this book.
- MUWAREC Indonesia can also sell the book to raise its fund.

Action

Pn Shahrom

12. Adjournment of meeting

The chairman thanked all members for being present for the day. There being no other matter to discuss, the meeting was adjourned at 5.00 pm with Surah Al-Asr recitation. Next meeting was set tentatively on 6th April 2010.