



ASEAN SECRETARIAT

Design Specification

Design and Development of the ASEC's Meeting/Event Display System

Version 1.0

Version	Date	Status	Author
1.0	07/08/2023	Final	ITSD & Corporate Affairs

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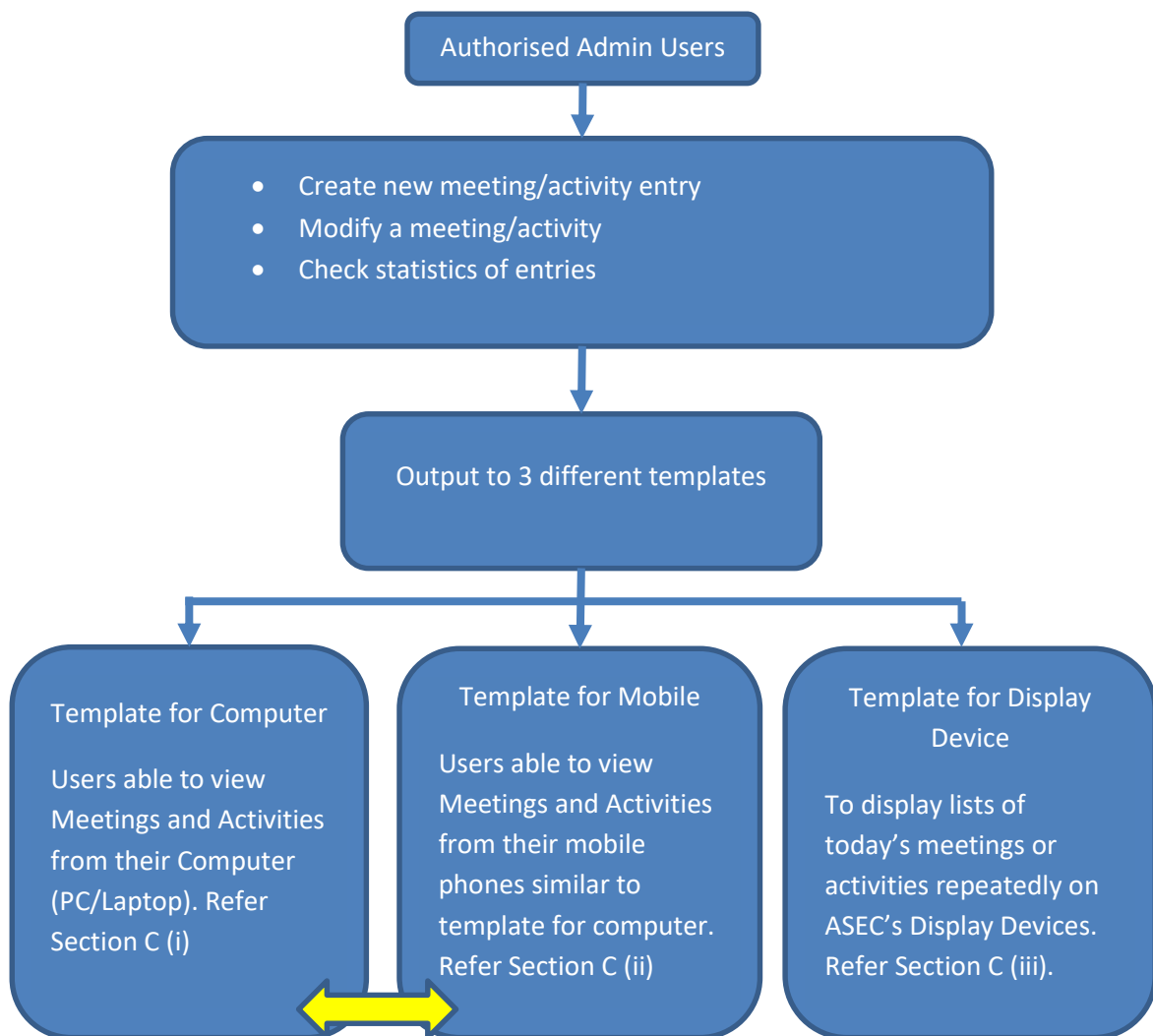
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Design Specification for ASEC's Meeting/Event Display System

1 Design Specification:

A. Backend

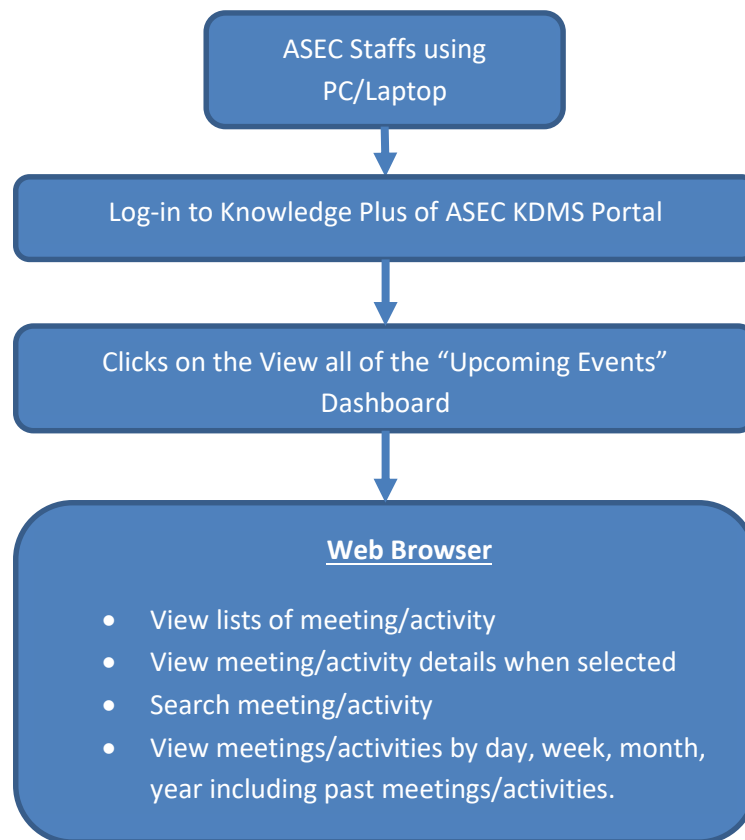
i. Process Flow for Meeting/Activity Entry



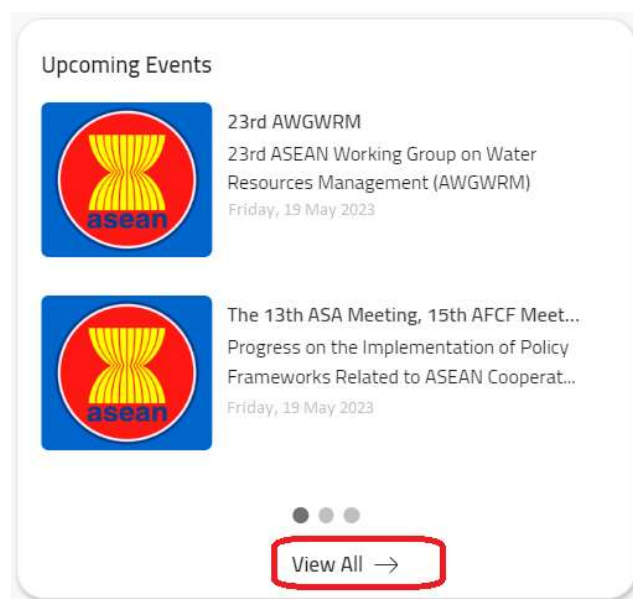
B. Output Templates

i. Template for Computer (Access from PC/Laptop)

a. Process Flow



b. Illustration of User Interface (UI)



← **Today** →
Fri 19 May 2023

Date/Time	Meeting/Activity	Venue
Fri, 19 May 2023 9.00 - 17.00	Workshop on Cybersecurity for all Staffs	Kampong Ayer, 4th Floor North Tower
Fri, 19 May 2023 10.00 - 12.00	Prebid Meeting with IT Vendors	Lotus room, Mez floor Heritage Building
.	.	.
Fri, 19 May 2023 13.00 - 15.30	Preparation for SEOM Meeting Discussion	Lotus room, Mez floor Heritage Building
Thu, 18 May 2023	.	.
.	.	.
Wed, 17 May 2023	.	.
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←
Thursday
18 May 2023
→

Date/Time	Meeting/Activity	Venue
Thu, 18 May 2023 9.00 - 17.00	Workshop on Cybersecurity for all Staffs	Kampong Ayer, 4th Floor North Tower
Thu, 18 May 2023 10.00 - 12.00	Prebid Meeting with IT Vendors	Lotus room, Mez floor Heritage Building
.	.	.
Thu, 18 May 2023 13.00 - 15.30	Preparation for SEOM Meeting Discussion	Lotus room, Mez floor Heritage Building
Wed, 17 May 2023	.	.
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Tue, 16 May 2023	.	.
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Select Previous Day
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←
Today
Fri 19 May 2023
→

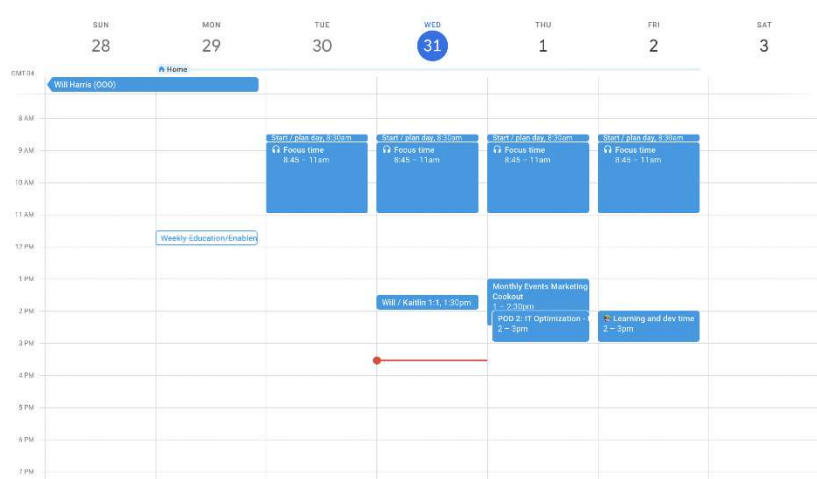
Date/Time	Meeting/Activity	Venue
Fri, 19 May 2023 9.00 - 17.00	Workshop on Cybersecurity for all Staffs	Kampong Ayer, 4th Floor North Tower
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Thu, 18 May 2023	.	.
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Wed, 17 May 2023	.	.
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Select Next Day
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Saturday
20 May 2023
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Date/Time	Meeting/Activity	Venue
Sat, 20 May 2023 9.00 - 17.00	Workshop on Cybersecurity for all Staffs	Kampong Ayer, 4th Floor North Tower
Sat, 20 May 2023 10.00 - 12.00	Prebid Meeting with IT Vendors	Lotus room, Mez floor Heritage Building
.	.	.
Sat, 20 May 2023 13.00 - 15.30	Preparation for SEOM Meeting Discussion	Lotus room, Mez floor Heritage Building
Fri, 19 May 2023	.	.
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Thu, 18 May 2023	.	.
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Weekly View



Monthly View

< Aug 2023 **September 2023** Oct 2023 >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 26	Aug 27 Weekly Milestone Review (Please... 8:30 AM	Aug 28 Workgroup Meeting	Aug 29 End of month wrap up 8:00 AM BoD	Aug 30 Board Meeting 8:00 AM	Aug 31	Sep 1
2	3 Weekly Milestone Review (Please... 8:30 AM	4	5	6 Test Committee Meeting 8:00 AM Technical Workgroup > Marketing	7	8
9	10 Weekly Milestone Review (Please... 8:30 AM	11	12 Monthly Round Up 9:00 AM	13	14	15
16	17 Weekly Milestone Review (Please... 8:30 AM	18	19	20 Test Committee Meeting 8:00 AM Technical Workgroup > Marketing	21 Academic Standards Monthly Meeting 9:00 AM AcSt	22
23	24 Weekly Milestone Review (Please... 8:30 AM	25	26 End of month wrap up 8:00 AM BoD	27	28	29
30	Oct 1 Weekly Milestone Review (Please... 8:30 AM	Oct 2	Oct 3	Oct 4 Test Committee Meeting 8:00 AM Technical Workgroup > Marketing	Oct 5	Oct 6

Calendar View (Yearly)

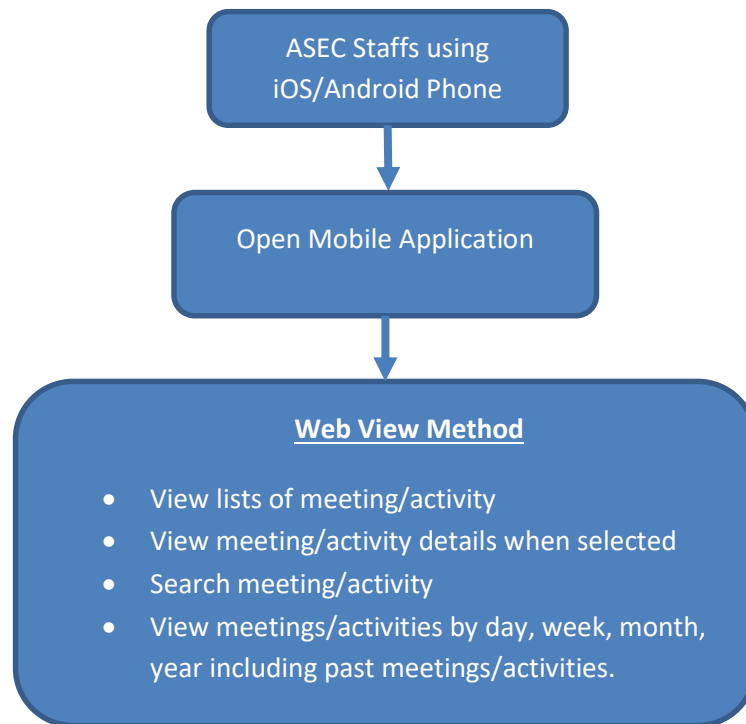
The diagram illustrates the Calendar View (Yearly) interface. It features a central calendar grid for June 2023. A red circle highlights the 14th of June. To the left, a detailed view for 'Today' (Fri 19 May 2023) is shown, displaying a list of meetings/activities with columns for Date/Time, Meeting/Activity, and Venue. To the right, a detailed view for 'Wednesday 14 June 2023' is shown, also displaying a list of meetings/activities with the same columns. Red arrows indicate the flow from the calendar grid to the detailed views.

c. Requirement

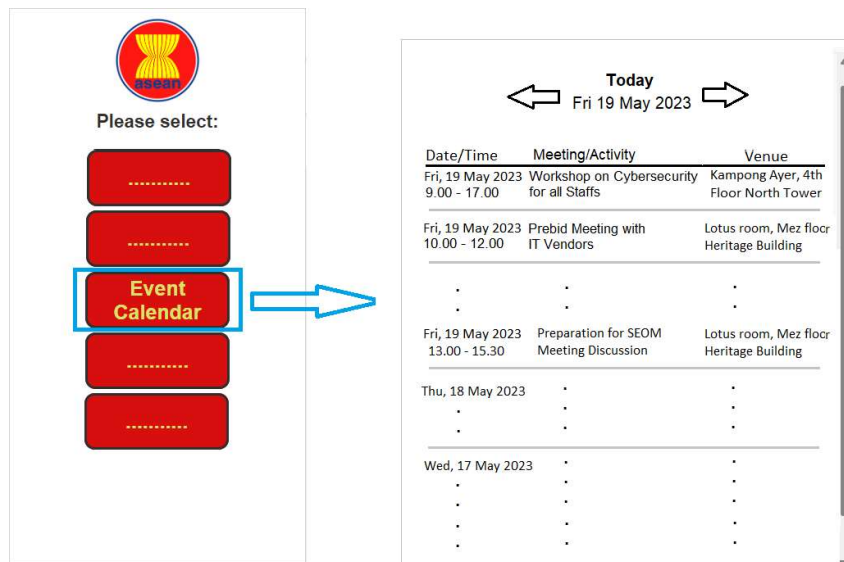
- Display lists of meeting/activity of Today by default
- Display lists of meeting/activity of the day selected on top and followed by previous days meetings/activities (1 week/7days) sorted in descending order.
- When showing full lists of meeting/activities, it has to be sorted by today and followed by previous days meetings/activities (1 week/7days) sorted by in descending order as illustrated above.
- Display the details of the meeting/activity when selected.
- Able to output as RSS feed (10 lists) based on meeting/activity as of the day for RSS feeder.
- The meeting/event details will be accessed via ASEC existing system called **“Knowledge Plus” of ASEC KDMS**.
- Allow users to view list of meetings/activities by day, week, month, year including past meetings/activities.

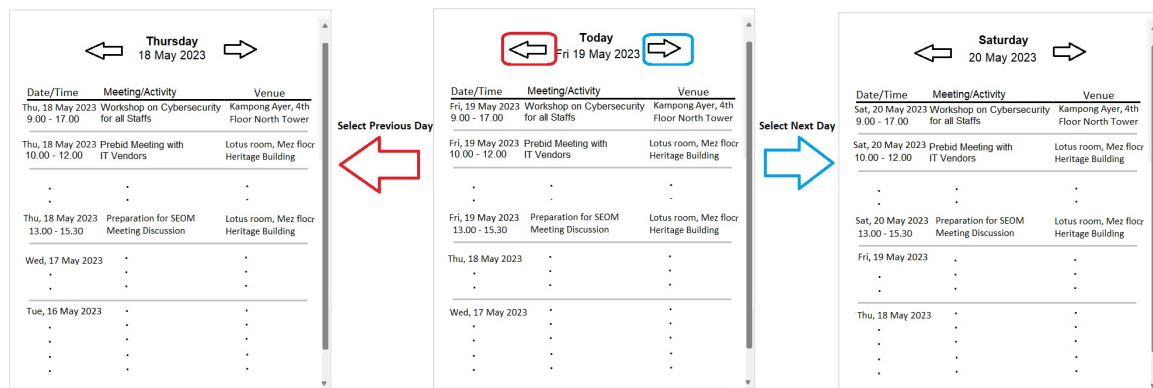
ii. **Template for Mobile (Access from iOS/Android Phone)**

a. Process Flow



b. Illustration of User Interface (UI)



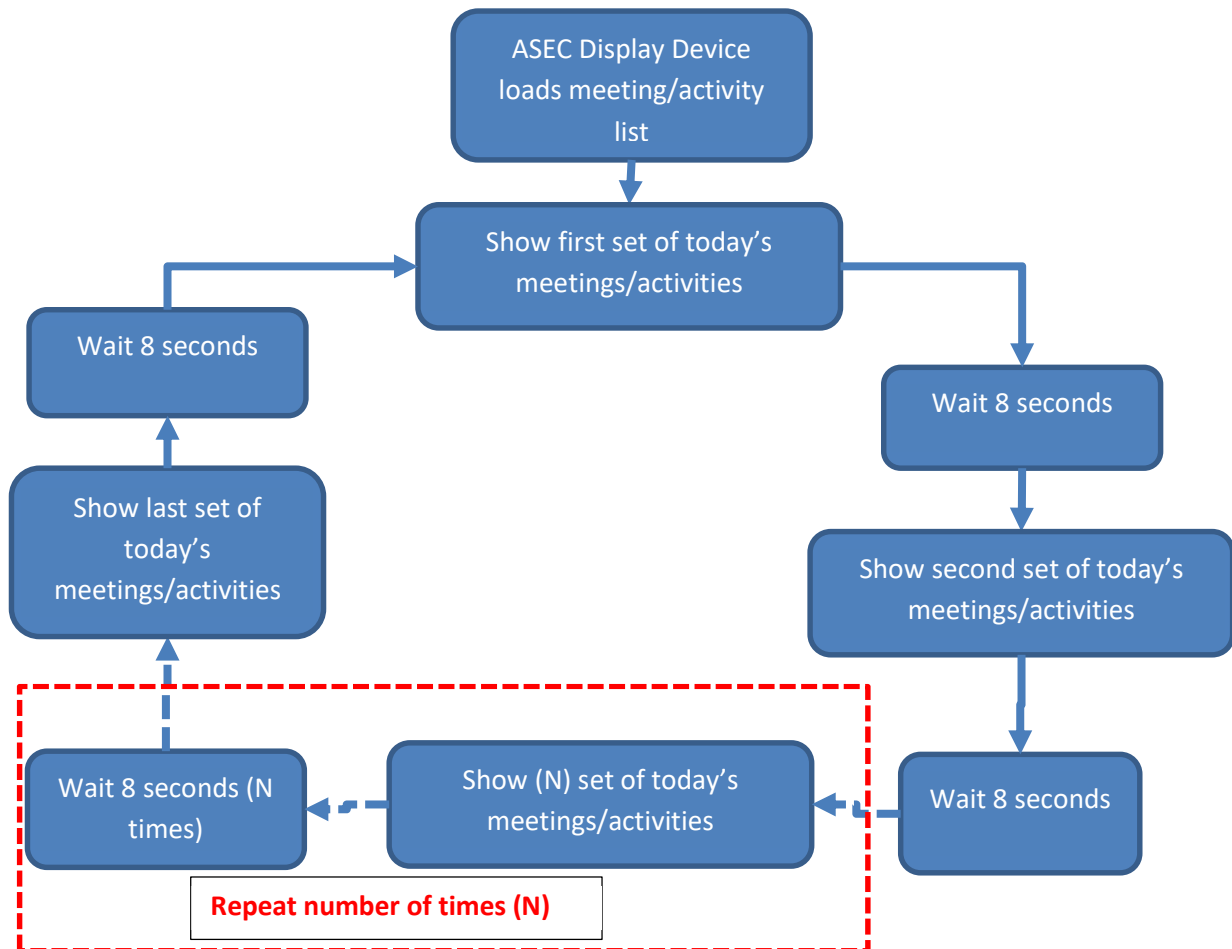


c. Requirement

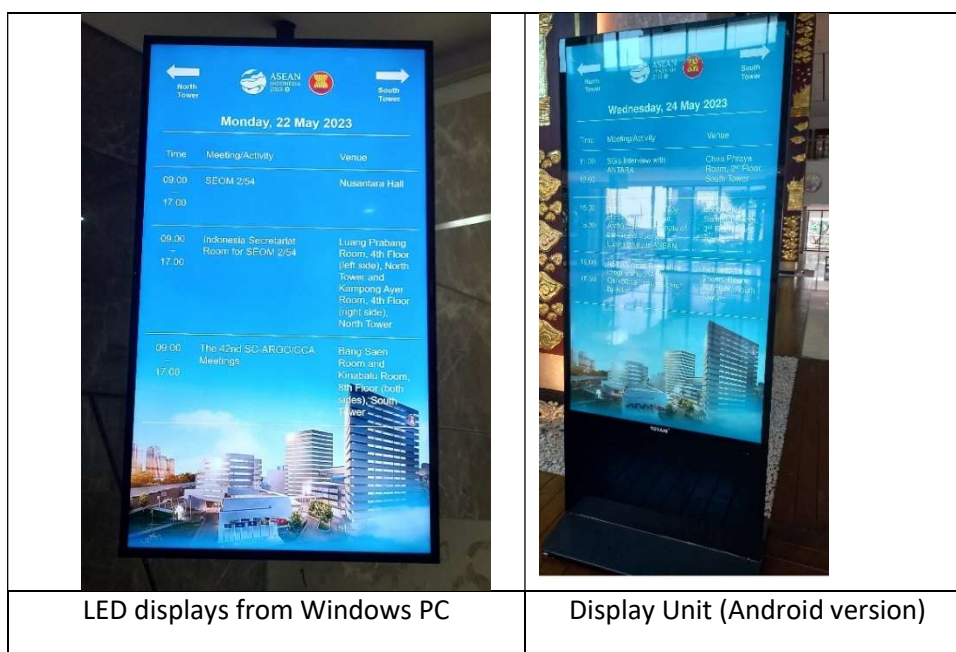
- **Must make available** for Android and iOS mobile phones.
- The output template will be similar as of Computer in mobile view - refer Item C (i) illustrations.
- Developer can use any available development tools to develop the mobile application.
- Provide steps to allow adding more buttons and links using “Web View” or similar method.

iii. Template for Display Device

a. Process Flow



b. Illustrations view on Display Device



c. Requirement

- It can be called up by ASEC display device either from Web Browser or App or other recommendation
- Will display lists of meeting/event of the day in sets and run a “slide show” like with 8 seconds interval and repeat for the whole day.
- Automatically display new lists of meeting/event for the new day.
- Able to allow to change background image/logo
- Fix format in dimension and font size in according to the size and resolution of the TV set

2 Expected Timeline

Expect to complete within 1 month.

3 Qualifications and Experiences

- 1) Experience in web-based application development
- 2) Experience in mobile application development (iOS and Android)
- 3) Have knowledge to submit to Play Store and App Store
- 4) Have good communications in English, both written and verbally

4 Other Requirements

- 1) Vendors are allowed to propose any available solution from open-source, off-the-shelf or customised solution for the to-be application.
- 2) The to-be-application must be user-friendly.
- 3) The mobile application must be only downloadable/accessible by ASEAN Secretariat users.
- 4) Free maintenance and support of at least 12 months after handover.
- 5) Provide training to respective users.
- 6) Develop guidelines/manual for both end users and technical users.
- 7) The vendor will be required to sign NDA and Intellectual Property Rights agreement with ASEAN Secretariat.

5 Financial Requirement

1. Currency preference in IDR for Indonesia base vendor or USD for international (outside Indonesia) based vendor.
2. Terms of payment:
 - 30% Deposit payment after received Purchase Order (PO)
 - 20% 2nd payment after 80% of work progress (UAT stage)
 - 50% Final Payment upon completion and acceptance of work or upon confirmation from ASEAN Secretariat
