

2008 TERMS OF REFERENCE FOR THE COMMITTEE OF PERMANENT REPRESENTATIVES TO ASEAN

Adopted in Singapore on 21 July 2008

BACKGROUND

1. At the 13th ASEAN Summit in Singapore, ASEAN Leaders signed the ASEAN Charter on 20 November 2007. ASEAN Leaders also pledged to complete the ratification process so that the Charter will enter into force by the 14th ASEAN Summit in Thailand in December 2008.
2. The ASEAN Charter provides for the establishment of the Committee of Permanent Representatives to ASEAN (CPR), which shall be constituted by the Permanent Representatives of ASEAN Member States at the rank of Ambassador and based in Jakarta.
3. The ASEAN Charter also provides for the establishment of ASEAN National Secretariats in each Member State which will serve as the national focal point for ASEAN matters. The National Secretariats will work closely with their respective Permanent Representatives.

ROLE AND FUNCTIONS

The CPR shall:

4. Support the work of the ASEAN Coordinating Council, in line with Article 8 and other chapters of the ASEAN Charter, in the following aspects:
 - a) assisting in the preparation of the meetings of the ASEAN Summit;
 - b) coordinating the implementation of agreements and decisions of the ASEAN Summit;
 - c) acting as the approving authority for ASEAN cooperation projects funded from ASEAN's central funds;
 - d) coordinating with the ASEAN Community Councils to enhance policy coherence, efficiency and cooperation among them;
 - e) assisting with the coordination of the reports of the ASEAN Community Councils to the ASEAN Summit;
 - f) assisting in the consideration of the annual report of the Secretary-General on the work of ASEAN;
 - g) assisting in the consideration of the report of the Secretary-General on the functions and operations of the ASEAN Secretariat and other relevant bodies, including reports on the administrative, financial and management procedures;
 - h) approving the annual operational budget of the ASEAN Secretariat; and
 - i) considering the report of the ASEAN Foundation.

5. Support the work of the ASEAN Community Councils, as elaborated in Article 9, and the ASEAN Sectoral Ministerial Bodies, as elaborated in Article 10, in the following aspects:
 - a) strengthening cooperation in the respective fields in support of ASEAN integration and community building;
 - b) coordinating across the community pillars and sectoral meetings of ASEAN to support policy coherence and coordination; and
 - c) assisting in the submission of reports and recommendations.
6. Liaise with the Secretary-General of ASEAN and the ASEAN Secretariat on all subjects relevant to its work, including the following aspects:
 - a) overseeing the operations of the Secretariat and related ASEAN institutions;
 - b) managing the rules of procedure for the accreditation of, and engagement with, entities associated with ASEAN; and
 - c) liaising with ASEAN Committees in Third Countries and International Organisations
 - d) conducting consultations with entities associated with ASEAN;
 - e) coordinating cooperative activities with external parties that have interests in ASEAN, but do not have any formal status in accordance with Article 44 (2);
 - f) coordinating with the Secretary-General of ASEAN in performing its role to monitor the implementation of ASEAN's decisions and agreements.
7. Facilitate ASEAN cooperation with external partners, including the following aspects:
 - a) supporting the respective Country-Coordinators, in managing ASEAN's cooperation with and policies towards Dialogue Partners, as well as facilitating engagement with Sectoral and Development Partners;
 - b) preparing and supporting Ministerial and Summit level meetings with ASEAN's external partners, including the Post Ministerial Conferences, ASEAN+1 and ASEAN+3 Summits, the East Asia Summit (EAS) and the ASEAN Regional Forum (ARF);
 - c) acting as the approving authority for cooperation projects funded from ASEAN+1 and ASEAN+3 cooperation funds and monitoring their implementation;
 - d) supporting the ASEAN Senior Officials on ASEAN+3 matters, including monitoring and coordinating sectoral cooperation projects and assisting in their implementation;
 - e) supporting the ASEAN Senior Officials on EAS matters, including monitoring and coordinating sectoral cooperation projects and assisting in their implementation;
 - f) supporting the ASEAN Senior Officials on ARF matters, including consideration of project proposals and assisting in their implementation;
 - g) supporting the ASEAN Foreign Ministers Meeting in assessing the accreditation of Ambassadors of Non-ASEAN Member States to ASEAN;

- h) liaising on ASEAN matters with Ambassadors of Non-ASEAN Member States; and
 - i) promoting ASEAN's ties with other countries and regional and international organisations with interests in ASEAN.
8. Perform such other functions as may be determined by the ASEAN Coordinating Council.

REPORTING MECHANISM

9. The CPR shall report to the ASEAN Coordinating Council.

CHAIRMANSHIP

10. In accordance with Article 31, the Member State assuming the chairmanship of ASEAN shall chair the meetings of the CPR.

VENUE OF MEETINGS

11. As a general rule, the CPR shall conduct its meetings at the ASEAN Secretariat in Jakarta.

SUPPORT FOR MEETINGS

12. Where necessary, the CPR may establish subcommittees and working groups to facilitate its work.
13. The ASEAN Secretariat shall provide secretariat support to the CPR.

AMENDMENT

14. These terms of reference may be amended by consensus of the ASEAN Coordinating Council.