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Annexes

Annex A

LIST OF DOCUMENTS ISSUED BY ASEAN IN 2017

- a. ASEAN Declaration to Prevent and Combat Cybercrime
- b. ASEAN Declaration on Innovation
- c. Action Agenda on Mainstreaming Women's Economic Empowerment in ASEAN
- d. ASEAN Leaders' Declaration on Anti-Microbial Resistance (AMR): Combating AMR through One Health Approach
- e. ASEAN Leaders' Declaration on Disaster Health Management
- f. ASEAN Leaders' Declaration on Ending All Forms of Malnutrition
- g. ASEAN Declaration on the Adoption of the ASEAN Youth Development Index
- h. ASEAN Declaration on 'Culture of Prevention' for a Peaceful, Inclusive, Resilient, Healthy and Harmonious Society
- i. ASEAN Declaration on the Gender-Responsive Implementation of the ASEAN Community Vision 2025 and Sustainable Development Goals
- j. ASEAN Joint Statement on Climate Change to the 23rd Session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC COP-23)
- k. Joint Statement on Promoting Women, Peace and Security in ASEAN
- l. ASEAN Framework Agreement on the Facilitation of Cross Border Transport of Passengers by Road Vehicles

In addition, the following documents were also either issued, signed or adopted:

APT documents

- Manila Declaration on the 20th Anniversary of the ASEAN Plus Three
- ASEAN Plus Three Leaders' Statement on Food Security Cooperation
- ASEAN Plus Three Plan of Action 2018–2022

ASEAN+1 documents

- Chairman's Statement of the 5th ASEAN-U.S. Summit to Commemorate the 40th Anniversary of ASEAN-U.S. Dialogue Relations
- Co-Chairs' Press Statement of the ASEAN-Canada Commemorative Summit on the Occasion of the 40th Anniversary of the Establishment of ASEAN-Canada Dialogue Relations
- Press Statement of the ASEAN-EU Commemorative Summit on the Occasion of the 40th Anniversary of the Establishment of ASEAN-EU Dialogue Relations
- Chairman's Statement of the ASEAN-China 20th Summit

EAS documents

- Manila Plan of Action to advance the Phnom Penh Declaration on the East Asia Summit Development Initiative (2018–2022)
- Chairman's Statement of the 12th East Asia Summit, Manila, 14 November 2017
- East Asia Summit Leaders' Statement on Chemical Weapons, Manila, 14 November 2017
- East Asia Summit Leaders' Statement on Cooperation in Poverty Alleviation, Manila, 14 November 2017

- East Asia Summit Leaders' Statement on Countering Ideological Challenges of Terrorism and Terrorist Narratives and Propaganda, Manila, 14 November 2017
- East Asia Summit Leaders' Statement on Anti-Money Laundering and Countering the Financing of Terrorism, Manila, 14 November 2017
- Chairman's Statement of the 7th East Asia Summit Foreign Ministers' Meeting, Manila, 7 August 2017

In 2017, ASEAN also commemorated the following milestones in its relations with Dialogue Partners: (i) 40th anniversary of ASEAN's dialogue relations with the United States of America, Canada, and the European Union; (ii) the 25th anniversary with India; and (iii) the 20th Anniversary of the ASEAN Plus Three. The ASEAN Inter-Parliamentary Assembly (AIPA) also marked its 40th year.

Annex B

TERMS OF REFERENCE FOR THE JOINT CONSULTATIVE MEETING (JCM)

I. Role and Functions

The JCM shall:

1. Assist the ASEAN Coordinating Council (ACC) in addressing cross-sectoral and cross-pillar issues at the Senior Official's level in the following aspects:
 - a. Providing recommendations to the ASEAN Community Councils, ACC and ASEAN Summit in addressing strategic cross-cutting and ASEAN community-building issues, as well as challenges/obstacles to the community-building process;
 - b. Promoting policy coherence and effective coordination among the ASEAN Community pillars, including through identifying a lead implementing sectoral body to coordinate the implementation of cross-pillar matters where appropriate, and work closely with ASEAN Member States who serve as coordinators on specific issues where applicable; and
 - c. Following up on the implementation of decisions by the ASEAN Community Councils, ACC and ASEAN Summit on cross-sectoral and cross-pillar issues.
2. Support the ACC to prepare for the meetings of the ASEAN Summit in the following aspects:
 - a. Identifying and prioritizing strategic cross-cutting and ASEAN community-building issues, and preparing the necessary

documentation, for the discussion and decision by the ACC and the ASEAN Summit, in consultation with the relevant ASEAN Organs. Only in specific cases where coordination and a common decision among the three pillars of the ASEAN Community is required, the JCM may submit its recommendations to the ACC for consideration.

- b. Assisting in the coordination of outcome documents for submission to ACC and ASEAN Summit, including documents to be noted, issued, adopted, or signed by the ASEAN Summit.
- c. Promoting cross-sectoral and cross-pillar coordination through the placement/assignment/secondment of AEC and ASCC officials from ASEAN Member States to their respective Permanent Missions to ASEAN in Jakarta.
- d. In line with the foregoing, the Committee of Permanent Representatives to ASEAN (CPR) and the ASEAN Secretariat will assist the JCM in the implementation and monitoring of the implementation of Leaders' decisions on cross-sectoral and cross-pillar issues.

II. Composition and Chairmanship

3. The JCM shall comprise all Members of the ASEAN Senior Officials' Meeting (ASEAN SOM), Senior Economic Officials' Meeting (SEOM), Senior Officials' Committee for the ASEAN Socio-Cultural Community Council (SOCA) and Committee of Permanent Representatives to ASEAN (CPR).
4. The JCM shall be chaired by the Chair of the ASEAN SOM.
5. In the absence of the JCM Chair, the Member State holding the ASEAN Chairmanship shall designate an alternate of Senior Official rank to serve as the Chairperson.

III. Agenda

6. The Chair of the JCM shall prepare the agenda for the JCM, in consultation with the Chairs of SEOM, SOCA, CPR and where applicable, ASEAN coordinators on specific issues. The agenda

shall focus on issues related to cross-sectoral and cross-pillar coordination and other issues related to the preparation of Summits for discussion and decision by the ACC and the ASEAN Summit.

7. The Agenda should be circulated at least thirty days prior to the JCM.

IV. Frequency of Meeting

8. The JCM shall meet in advance of the ASEAN Summit, at a time to be determined by the Chair in consultation with Member States. Such meetings shall be hosted by the Member State holding the ASEAN Chairmanship.
9. Special meetings may be convened at the initiative of the Chair or at the request of any Member State with the concurrence of all other Member States. Such meetings may be convened in any Member State.
10. The JCM shall also coordinate intersessionally as required, including through electronic means, to ensure substantive discussions.

V. Participation

11. All Member States shall ensure appropriate representation for the SOM, SEOM, SOCA and CPR during meetings of the JCM.
12. The JCM may invite the Chairs of relevant sectoral bodies to attend its meetings as appropriate.

VI. Reporting Mechanism

13. The JCM shall submit its reports and recommendations to the ACC.

VII. Rules of Procedure

14. The JCM shall prescribe its own Rules of Procedure.

VIII. Amendment

15. Any amendments to these Terms of Reference shall be done by consultation and consensus and shall be adopted by the JCM.
16. ASEAN SOM, SEOM, SOCA and the CPR and individual ASEAN Member States may propose amendments to these Terms of Reference.

Annex C

TERMS OF REFERENCE FOR THE ASEAN CONNECTIVITY COORDINATING COMMITTEE (ACCC)

I. Background

1. The ASEAN Connectivity Coordinating Committee is established under the ASEAN Coordinating Council pursuant to the decision of the 17th ASEAN Summit on 28 October 2010 and as espoused in the Ha Noi Declaration on the Adoption of the Master Plan on ASEAN Connectivity.

II. Purposes

2. The ASEAN Connectivity Coordinating Committee shall work to ensure the effective implementation of the Master Plan on ASEAN Connectivity to:
 - promote economic growth;
 - narrow development gaps;
 - enhance ASEAN integration and community-building process;
 - enhance competitiveness of ASEAN;
 - promote deeper social and cultural understanding and mobility of people; and
 - connect ASEAN Member States within the region and with the rest of the world.

III. Roles and Functions

3. The ASEAN Connectivity Coordinating Committee shall:
 - a) Monitor, evaluate and review on a regular basis, or as appropriate, the implementation of the strategies, actions and projects of the Master Plan on ASEAN Connectivity;
 - b) Coordinate with the National Coordinators, the Committee of Permanent Representatives to ASEAN, relevant ASEAN sectoral bodies and subregional arrangements to ensure that the implementation of the strategies, actions and projects are in line with the Master Plan on ASEAN Connectivity;
 - c) Identify issues and challenges, which arise from the implementation of the Master Plan on ASEAN Connectivity, and make appropriate recommendations to the ASEAN Summit through the ASEAN Coordinating Council;
 - d) Coordinate with ASEAN Dialogue Partners, multilateral development banks including various international and regional financial institutions. Adopted by the ASEAN Coordinating Council 17 January 2011 two international organizations, private sector and other relevant stakeholders to promote the implementation of Master Plan on ASEAN Connectivity and mobilize all possible sources of funding;
 - e) Evaluate and recommend additional strategies, actions and prioritized projects to the ASEAN Summit through the ASEAN Coordinating Council;
 - f) Liaise with the National Coordinators to carry out outreach activities and consultations with stakeholders to raise awareness of ASEAN Connectivity;
 - g) Explore strategies to strengthen connectivity between ASEAN and other regions including East Asia and beyond; and
 - h) Undertake other activities as instructed by the ASEAN Coordinating Council.

IV. Composition of the Committee

4. The ASEAN Connectivity Coordinating Committee shall comprise the Permanent Representatives to ASEAN or any other special representatives appointed by ASEAN Member States.

V. Chairmanship

5. The ASEAN Connectivity Coordinating Committee shall be chaired by the Member State assuming the ASEAN Chair.

VI. Reporting Mechanism

6. The ASEAN Connectivity Coordinating Committee shall report, on a regular basis and well in advance of the ASEAN Coordinating Council meetings, the progress of implementation of the Master Plan on ASEAN Connectivity to the ASEAN Coordinating Council. The ASEAN Coordinating Council shall make appropriate recommendations, in consultation with the ASEAN Political-Security Community Council, ASEAN Economic Community Council and ASEAN Socio-Cultural Community Council, to the ASEAN Summit.

VII. Decision Making

7. All decisions of the ASEAN Connectivity Coordinating Committee shall be taken by consensus. Adopted by the ASEAN Coordinating Council 17 January 2011.

VIII. Participation

8. The ASEAN Connectivity Coordinating Committee may invite National Coordinators, relevant sectoral bodies, Asian Development Bank (ADB), the World Bank, Economic Research Institute for ASEAN and East Asia (ERIA), the United Nations

Economic and Social Commission for Asia and the Pacific (UNESCAP), the private sector, or representatives of Dialogue Partners and other external parties, to participate in their meetings and other relevant activities, as and when necessary.

IX. Establishment of Sub-committees and Coordinating Mechanisms

9. The ASEAN Connectivity Coordinating Committee, if necessary, may establish a sub-committee to facilitate its work as well as in coordinating with interested Dialogue Partners and external parties.

X. Frequency and Venue Of Meetings

10. The ASEAN Connectivity Coordinating Committee shall convene at least two meetings a year.
11. All meetings of the ASEAN Connectivity Coordinating Committee shall be held at the ASEAN Secretariat or other venue as agreed by the Committee.

XI. Role of the Asean Secretariat

12. The ASEAN Secretariat shall provide the necessary resources and support for the effective functioning of the ASEAN Connectivity Coordinating Committee.

XII. Review

13. The Terms of Reference of the ASEAN Connectivity Coordinating Committee shall be subject to review by the ASEAN Coordinating Council as and when necessary and by consensus.

Annex D

TERMS OF REFERENCE FOR THE ASEAN INSTITUTE FOR PEACE AND RECONCILIATION (AIPR)

The ASEAN Institute for Peace and Reconciliation (hereinafter referred to as “the Institute”) shall be established under Provision B.2.2.i of the ASEAN Political-Security Community Blueprint. As a follow-up to the ASEAN Leaders’ Joint Statement on the Establishment of an ASEAN Institute for Peace and Reconciliation adopted on 8 May 2011, the Institute shall be an entity associated with ASEAN under Article 16 of the ASEAN Charter.

The Institute shall operate in accordance with the following Terms of Reference (TOR):

1. Headquarters

The headquarters of the Institute shall be in the Republic of Indonesia, hereinafter referred to as “the Host Country”, and shall be based in Jakarta.

2. Legal Personality

The legal personality of the Institute shall be established under a Memorandum of Understanding (MoU) between the Host Country and the Institute.

3. Principles

The Institute would operate in accordance with the ASEAN Charter and be guided by the principles of the Treaty of Amity and Cooperation in Southeast Asia, *inter alia*:

- a. respect for the independence, sovereignty, equality, territorial integrity and national identity of all ASEAN Member States;
- b. shared commitment and collective responsibility in enhancing regional peace, security and prosperity; and
- c. non-interference in the internal affairs of ASEAN Member States.

4. Mandate and Functions

4.1. Mandate

The Institute shall be the ASEAN institution for research activities on peace, conflict management and conflict resolution, as requested by ASEAN Member States. The Institute's work will include, *inter alia*, promotion of those activities agreed in the ASEAN Political-Security Community Blueprint and additional activities as agreed by ASEAN Member States.

4.2. Functions

The Institute may undertake, among others, the following activities:

Research

- Undertake research and compile ASEAN's experiences and best practices on peace, conflict management and conflict resolution as well as post-conflict peace-building, with the view to providing appropriate recommendations, upon request by ASEAN Member States, to ASEAN bodies;
- Undertake studies to promote gender mainstreaming in peace building, peace process and conflict resolution; and
- Study and analyse existing dispute settlement mechanisms in ASEAN with a view to enhancing regional mechanisms for the pacific settlement of disputes.

Capacity Building

- Hold workshops on peace, conflict management, and conflict resolution;
- Hold seminars/workshops/training in promoting the voice of moderation to contribute to the Global Movement of the Moderates, as well as to advance work in the area of interfaith dialogue; and
- Knowledge building among relevant government officials, scholars or think-tanks on conflict management and resolution.

Pool of Expertise and Support for ASEAN Bodies

- Develop a pool of experts from ASEAN Member States as resource persons to assist in conflict management and conflict resolution activities;
- Where appropriate and at the request of ASEAN governments, provide policy recommendations to ASEAN governments on promotion of peace and reconciliation based on their own studies, as well as facilitation for peace negotiation; and
- Assist ASEAN bodies, upon request of ASEAN Member States, on activities and initiatives related to peace, reconciliation, conflict management and conflict resolution.

Networking

- Function as a knowledge hub by establishing linkages/network with relevant institutions and organizations in ASEAN Member States, as well as other regions and at the international level, which have similar objectives aimed at promoting a culture of peace; and
- Collaborate with relevant UN agencies, regional organizations and international think tanks to exchange expertise and experiences on peace, conflict management, and conflict resolution.

Dissemination of Information

- Disseminate best practices, lessons learned and relevant information to ASEAN Member States;

- Outreach and engagement with the civil society and other relevant stakeholders to promote peace, reconciliation, conflict management, conflict resolution and peace-building; and
- Promote awareness of the work of the Institute among the general public.

5. Budget and Funding

- ASEAN Member States shall make a contribution to support the operations of the Institute for each budget year. ASEAN Member States may consider making additional contributions to support the operations of the Institute within the same budget year.
- The Institute may seek additional project-based voluntary funding from ASEAN Member States on an ad hoc basis, which should be requested in a timely manner.
- The Institute shall mobilize additional resources from ASEAN Dialogue Partners, interested countries, international and regional organizations, financial and any other institutions, corporations, foundations or individuals to fund project-based activities.
- The resources mobilized to fund the project-based activities will also be allocated as deemed appropriate to support the operations of the Institute.

6. Structure

The Institute shall be composed of the Governing Council, the Executive Director and an Advisory Board Governing Council.

- 6.1. The Governing Council, hereinafter referred to as “the Council”, shall consist of:
 - a. a Representative of each ASEAN Member State to be appointed by and accountable to the respective appointing Governments;
 - b. the Secretary-General of ASEAN as ex-officio member; and
 - c. the Executive Director as ex-officio member.
- 6.2. Each Member of the Council, except for the ex-officio members, shall work for a term of three (3) years and shall be eligible for one re-appointment.

- 6.3. The Chair of the Council shall be the Representative of the ASEAN Member State holding the Chairmanship of ASEAN.
- 6.4. The Members of the Council, except for the ex-officio members, shall elect two (2) Vice-Chairmen from among themselves each for a term of one year.
- 6.5. The Council shall:
 - a. formulate the guidelines and procedures for the activities of the Institute;
 - b. have the overall responsibility for the funds of the Institute and shall be responsible for the formulation of policy for the procurement and the utilization of the funds;
 - c. approve the annual operating budget for the Institute;
 - d. perform such other functions as may be necessary to carry out the objectives of the Institute; and
 - e. meet at least twice a year.

Executive Director

- 6.6. The Executive Director of the Institute shall be a national of an ASEAN Member State and shall be appointed by the Governing Council through open recruitment for a non-renewable term of three years.
- 6.7. The Executive Director in discharging his/her functions to serve ASEAN Member States, shall represent the Institute, not his/her country or any other institution.
- 6.8. The Executive Director shall:
 - a. represent the Institute in all administrative and operational matters, manage the activities of the Institute and perform such other functions as may be assigned by the Council from time to time;
 - b. have authority to appoint such professional, secretarial and administrative staff as are necessary to achieve the Institute's objectives; and
 - c. undertake activities to raise funds for the Institute's activities, in accordance with guidelines and procedures as established by the Council.
- 6.9. The Executive Director shall be responsible to the Council.

Advisory Board

- 6.10. An Advisory Board, hereinafter referred to as “the Board”, shall consist of:
 - a. representative appointed by the government of each ASEAN Member State, hereinafter collectively referred to as “Representative”; and
 - b. the Executive Director as ex-officio member.
- 6.11. Representatives shall work for a term of three years and shall be eligible for one re-appointment.
- 6.12. Representatives shall be eminent persons in the field of peace and reconciliation, including, but not limited to, academics, parliamentarians, senior or retired civil servants and civil society representatives.
- 6.13. Representatives on the Board, with the exception of the Executive Director, shall not serve concurrently on the Council.
- 6.14. The Board shall advise the Council on the research priorities for the Institute.

7. Decision-making

Decision-making in the Institute shall be based on consultation and consensus in accordance with Article 20 of the ASEAN Charter.

8. Reporting Mechanism

The Executive Director shall make regular reports on the work of the Institute through the relevant senior officials to the ASEAN Political-Security Community Council (APSC Council).

9. Review Mechanism

This TOR shall be initially reviewed five years after the official launching of the Institute. This review and subsequent reviews shall be undertaken by the APSC Council supported by the relevant senior officials.