



ANNEX 6

Terms of Reference ASEAN Senior Officials Meeting on Education (SOM-ED)

A. Mission

To enhance, through education, regional understanding and cooperation and unity of purpose among Member States and achieve a better quality of life through:

- establishment of networks and partnerships;
- provision of an intellectual forum of policy makers and experts; and
- promotion of sustainable human resource development.

To contribute to the vision for a socially cohesive and caring region, and the shared goals and objectives for social and economic progress and integration.

B. Rules of Procedures

In line with the above Mission, the work of the ASEAN Senior Officials Meeting on Education will be guided by the following Rules of Procedures:

B.1. Membership

1. The ASEAN Senior Officials Meeting on Education (henceforth known as SOM-ED) shall be composed of senior representatives (SEAMEO High Officials) of the Ministries of Education/Higher Education of ASEAN Member States;
2. The ASEAN University Network (AUN) Secretariat shall be invited to provide an update of the work of the AUN to SOM-ED.
3. The South-East Asian Ministers of Education Organisation (SEAMEO) Secretariat shall be invited to attend the SOM-ED Meeting.

B.2. Chairmanship and Frequency of Meetings

4. The SOM-ED shall meet annually back-to-back with the SEAMEO High Officials Meeting. Chairmanship of the SOM-ED shall follow the ASED rotation and a Vice Chair, representative of the incoming chair country, will assist the Chair when he/she is unable to chair the body.
5. The convening of SOM-ED meetings with Dialogue Partners shall be decided on a need-to and case-by-case basis, in consultation with the Dialogue Partners. SOM-ED's meeting with ASEAN Dialogue Partners could be held back to back with the

annual SOM-ED, or back to back with the preparatory SOM-ED meetings before ASED, or on a stand-alone basis.

C. Mandate and Functions

6. The SOM-ED shall undertake to address the following priorities for regional cooperation in education:
 - a. Implement directives and priorities identified by ASEAN's Leaders and the ASEAN Education Ministers for effective cooperation in the field of education within the ASEAN region and with interested Dialogue Partners. In particular, the SOM-ED shall work to realise the priorities for education enunciated in the ASEAN 5-Year Work Plan on Education (2011-2015).
 - b. Monitor, review and evaluate, and recommend to the ASEAN Education Ministers, focused strategies for ASEAN programmes and projects in the field of education towards:
 - i. Promoting ASEAN awareness among its citizens, particularly the youth, through enhancing multi-cultural and multi-religious understanding.
 - ii. Supporting the realisation of Education for All in ASEAN to narrow the development gaps, and building a learning society for a knowledge economy.
 - iii. Strengthening the ASEAN identity through education by promoting ASEAN studies.
 - iv. Strengthening regional capacity-building through exchanges among teachers, faculty, staff and students, training programmes, as well as promoting the use of ICT in education.
 - v. Exchanging data, information and ideas concerning national, regional and international activities in the field of education, and strengthen coordination with other relevant ASEAN Committees to complement the implementation of collaborative programmes in education.
7. The SOM-ED may also convene ad hoc Task Force Meetings and endorse its Term of Reference, where necessary and appropriate.
8. The SOM-ED shall follow up on the work of the AUN and provide necessary inputs through the SOM-ED Chairman. The SOM-ED Chairman shall sit on the AUN Board of Trustees as an ex-officio Board Member.

D. Organisational Structure

9. The SOM-ED shall report to the ASEAN Education Ministers Meeting (ASED).

10. The SOM-ED shall be part of the ASEAN Socio-Cultural Community pillar and shall report to and support the work of other relevant organs established under the ASEAN Charter in accordance with their respective mandates.
11. The SOM-ED shall ensure that on-going programmes and future collaboration in education in the region are undertaken and facilitated through or with SEAMEO. The SOM-ED recognises that the SOM-ED mission and functions converge with those of SEAMEO.

E. Support for Meeting

12. The country hosting the Meeting shall provide the necessary administrative services/support, the arrangements of facilities, documentation and hospitality.
13. The ASEAN Secretariat shall assist the Chair in preparing the draft agenda for SOM-ED and also in keeping a summary record of discussions.

F. Other Matters

14. The SOM-ED shall review this TOR from time to time; necessary amendments shall be made by consultation and consensus. The outcome of these reviews shall be submitted to ASED for their adoption.

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TERMS OF REFERENCE ASEAN EDUCATION MINISTERS MEETING

A. OBJECTIVES

1. To address challenges and opportunities in education in the region through policy dialogue, coordination and collaboration among ASEAN Member States; and
2. To synergise efforts of ASEAN Education Ministers Meeting (ASED) with that of Southeast Asia Ministers of Education Organisation (SEAMEO) on education issues and initiatives in the region, and ensure that these concerns are integrated into national and regional agendas.

B. RULES OF PROCEDURES

In line with the above Objectives, the work of ASED will be guided by the following Rules of Procedures:

B.1. Membership

3. The ASED shall comprise Ministers responsible for education from the ASEAN Member States;
4. The ASEAN University Network (AUN) Secretariat shall be invited to provide an update of the work of the AUN to ASED.
5. The SEAMEO Secretariat shall be invited to attend the ASED Meeting.

B.2. Chairmanship and Frequency of Meetings

6. The ASED shall meet once every two years¹, alternating with the SEAMEO Council Conference (SEAMEC) meetings in the intervening years. Hosting and chairmanship of the ASED shall be rotated among ASEAN Member States according to alphabetical order.
7. A Vice Chair, representative of the incoming chair country, will assist the Chair when he/she is unable to chair the body.

¹ The revision from annual to biennial ASED begins in 2012.

C. MANDATE AND FUNCTIONS

C.1. Strategies

8. To facilitate policy dialogues, and establish and/or strengthen networks and collaborations in education among Member States, and with regional and international partners;
9. To ensure integration of priorities for education into the development agenda, especially through promoting regional identity and awareness, supporting the realization of Education for All to bridge development gaps, building a learning society for a knowledge economy and promoting the use of ICT for education.

C.2. Scope of Activity

10. To implement relevant directives emanating from the ASEAN Summits, particularly the role of education in ASEAN community-building;
11. To intensify policy coordination in strengthening ASEAN identity through education, regional capacity-building, and university networking;
12. To monitor and evaluate the implementation of approved collaborative programmes and plans in education, and recommend measures for improvement;
13. To formulate common positions, where appropriate, especially in preparation for international meetings on education matters; and
14. To assign the ASEAN Senior Officials Meeting on Education (SOM-ED) to carry out the policies and decisions of the ASED.

D. ORGANISATIONAL STRUCTURE

15. The ASED shall report to the ASEAN Summit in consultation with the ASEAN Foreign Ministers;
16. The ASED shall be part of the ASEAN Socio-Cultural Community pillar and shall report to the ASCC Council and support the work of other relevant organs established under the ASEAN Charter in accordance with the respective mandate.

E. SUPPORT FOR MEETING

17. The ASEAN Secretariat shall assist the Chair in preparing the draft agenda for the ASED and also in keeping a summary record of discussions.
18. The country hosting the Meeting shall provide the necessary administrative services/support, the arrangements of facilities, documentation and hospitality.

F. OTHER MATTERS

19. The TOR is open for review from time to time; necessary amendments shall be made by consultation and consensus.

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