

**RULES OF PROCEDURE FOR  
THE SENIOR OFFICIALS MEETING FOR THE ASEAN PLUS THREE  
COOPERATION ON CIVIL SERVICE MATTERS (ACCSM+3 SOM)**

**I. PURPOSE**

1. The Senior Officials Meeting for the ASEAN Plus Three Cooperation on Civil Service Matters (ACCSM+ 3 SOM) is established to realise and strengthen the Luang Prabang Joint Declaration on ASEAN Plus Three Civil Service Cooperation as well as to assist the ACCSM+3 in promoting ASEAN Plus Three cooperation in civil service matters.

**II. COMPOSITION**

2. The ACCSM+3 SOM shall comprise representative(s), senior level officials from each of the ASEAN Member States and the Plus Three Countries.

**III. CHAIRMANSHIP**

3. The ACCSM+3 SOM shall be chaired by the ASEAN Member State holding the Chairmanship of the ACCSM. The ACCSM+3 SOM shall be co-chaired by one of the Plus Three Countries, to be rotated according to alphabetical order.
4. The Chairperson shall prepare the draft agenda of the ACCSM+3 SOM in consultation with the Co-Chairperson.

**IV. SCOPE OF WORK**

5. The ACCSM+3 SOM shall have the following functions:
  - 5.1. Assist the ACCSM+3 in implementing the Luang Prabang Joint Declaration on ASEAN Plus Three Civil Service Cooperation;
  - 5.2. Assist the ACCSM+3 in developing, implementing and reviewing the ACCSM+3 Work Plan;
  - 5.3. Undertake follow-up work to the decisions of the ACCSM+3;
  - 5.4. Assist the ACCSM+3 in the drafting the ACCSM+3 progress report to the ASEAN Plus Three Summit;
  - 5.5. Review proposed cooperation activities to be funded by the ASEAN Plus Three Cooperation Fund (APTCF) and make recommendation to the Committee of the Permanent Representatives to ASEAN Plus Three (CPR+3) Meeting for approval; and
  - 5.6. Perform any other functions as may be determined by the ACCSM+3.

**V. REPORTING MECHANISM**

6. The ACCSM+3 SOM shall report to the ACCSM+3 Meeting.

**VI. FREQUENCY OF MEETINGS**

7. The ACCSM+3 SOM shall meet at least once every two years prior to the convening of an ACCSM+3 Meeting. It may also convene additional meetings if and when necessary as determined by the ACCSM+3 Meeting.

**VII. VENUE OF MEETINGS**

8. The ACCSM+3 SOM shall meet in the ASEAN Member State holding the Chairmanship of the ACCSM.

**VIII. SUPPORT FOR MEETINGS**

9. The ASEAN Secretariat shall provide secretarial support to the Chairperson in the conduct of the Meetings, and be the repository of reports of the ACCSM+3 Senior Officials Meetings.

**IX. APPROVAL AND AMENDMENT**

10. These Rules of Procedure shall be approved by the ACCSM+3 Meeting.

11. Any amendment shall be decided through consultation and by consensus of members of the ACCSM+3 Senior Officials Meeting and approved by the ACCSM+3 Meeting.