

TERMS OF REFERENCE OF ASEAN COOPERATION ON CIVIL SERVICE MATTERS (ACCSM)

I. PURPOSES

1. The ASEAN Cooperation on Civil Service (ACCSM) was established in 1981 to foster a greater level of cooperation among ASEAN civil services. Since its establishment, the ACCSM has, and continues to be, a platform for the exchange of information, innovations and best practices in public service management in ASEAN. The ACCSM also continues to promote effective cooperation and mutual assistance in, among others, capacity building that supports the narrowing of development gap among ASEAN Member States.

II. MISSION

2. The ACCSM shall contribute to the achievement of the ASEAN Vision 2025 by strengthening civil service cooperation in ASEAN.
3. The ACCSM will promote ASEAN collaboration in the promotion of effective and efficient civil service, public accountability, and good governance;
4. The ACCSM seeks to leverage the strengths of ASEAN Member States through:
 - i. the enhancement of existing mechanisms for networking, mutual learning and sharing of experiences among members;
 - ii. the promotion and facilitation of exchange of best practices and other public management innovations by enhancing the role of ASEAN Resource Centres (ARCs) as providers of expertise in their respective areas of competencies; and
 - iii. the establishment of supporting initiatives to help ASEAN Civil Service develop and adopt cutting-edge practices, and
 - iv. the implementation of various programmes on civil service matters with the support and assistance of ASEAN Dialogue Partners and regional/international agencies

III. OBJECTIVES

General Objective:

5. To promote the role of civil service in contributing to the development of the three pillars of the ASEAN Community, namely political and security, economic and socio-cultural agenda;

Specific Objectives:

6. To develop a strategic framework and provide impetus for greater collaboration through the sharing and exchanges of information, experiences and insights;
7. To deliberate and recommend common positions or understandings where appropriate, especially in preparation for international meetings relevant to civil service matters;
8. To develop strategies and programmes/projects for mutual support and assistance among ASEAN Member States in creating a conducive climate and the development of strategy for effective and efficient civil service and good governance; and to establish supporting initiatives towards narrowing the development gap among ASEAN Member States;
9. To strengthen the existing mechanism for networking and building closer relationships;
10. To strengthen the capacity of and facilitate mutual learning among ASEAN Member States;
11. To promote and facilitate adoption of best practices and public management innovations within the Civil Service;
12. To implement ASEAN Leaders directives in the field of civil service;
13. To promote joint collaboration with ASEAN Dialogue Partners and regional/international agencies in implementing programmes on civil service matters;
14. To evaluate the implementation of ACCSM projects/activities and further identify priority areas for ACCSM cooperation as necessary.

IV. ACCSM STRUCTURE AND COMPOSITION

15. ACCSM: The ACCSM shall comprise of representatives from the ministry/agency in-charge of civil service in each of the ASEAN Member States.
16. ACCSM+3: The ACCSM+3 shall comprise of representatives from the ministry/agency in-charge of civil service in each of the ASEAN Member States and Plus Three Countries.

V. CHAIRMANSHIP AND VICE CHAIRMANSHIP

17. Chairmanship of the ACCSM shall be rotated among ASEAN Member States in alphabetical order with a term of two years. The Vice Chair shall be the incoming Chair of the ACCSM.
18. The Chair of the ACCSM is responsible for the following duties:
 - i. Prepare the agenda for and chair the meetings of ACCSM;
 - ii. Host meetings of the ACCSM within the 2-year term of Chairmanship;
 - iii. Report decisions and progress of work of the ACCSM to the ASEAN Socio-Cultural Community (ASCC) Council;
 - iv. Coordinate and consult with ASEAN Member States during the times between meetings of the ACCSM, and promote the engagement of the ACCSM with other relevant ASEAN Sectoral Bodies;
 - v. Coordinate the implementation of projects and activities in the Work Plans of the ACCSM and ACCSM+3 in consultation with the Country Coordinators;
 - vi. Represent the ACCSM at regional and international events pertaining to civil service matters as entrusted by the ACCSM; and
 - vii. Act as the Secretariat of the ACCSM for a term of 2 years.
19. The Chair of the ACCSM is expected to represent ACCSM in relevant ASEAN Meetings, including but not limited to the following:
 - a. Coordinating Conference for the ASEAN Socio-Cultural Community (SOC-COM)
 - b. Coordinating Conference for the ASEAN Political-Security Community (ASCCO)
 - c. Other events upon invitation of other ASEAN Sectoral Bodies, Dialogue Partners, international organisations, or other parties.
20. The Vice-Chair of the ACCSM will be responsible for the duty of the Chair in representing the ACCSM in the events specified in item 17 & 18, in the absence of the Chair or as delegated by the Chair.

VI. ACCSM SECRETARIAT

21. The Secretariat of the ACCSM shall be responsible for substantive, administrative, and protocol arrangements of the meetings of the ACCSM.
22. The Secretariat of the ACCSM supports the Chair in facilitating coordination and consultation with ASEAN Member States during times between meetings of the ACCSM.

VII. ASEAN SECRETARIAT

23. The ASEAN Secretariat may bring relevant issues to the attention of the ACCSM.
24. The ASEAN Secretariat shall provide the necessary secretarial support to the ACCSM including on the following:
 - i. Support the Chair of the ACCSM in preparing agenda of the meetings;
 - ii. Support, in collaboration with the Secretariat of the ACCSM, the documentation and drafting of reports of the meetings of the ACCSM;
 - iii. Support the Secretariat of the ACCSM in hosting meetings of the ACCSM;
 - iv. Support the Country Coordinators in the conceptualization, implementation and evaluation of projects as well mobilizing needed resources.

VIII. DECISION MAKING AND LINE OF REPORTING

25. Decision making in the ACCSM shall be based on consultation and consensus in accordance with the ASEAN Charter.
26. The ACCSM reports to the ASEAN Socio-Cultural Community (ASCC) Council.

IX. MEETINGS AND OTHER RELATED EVENTS

27. The ACCSM shall have the following regular meetings/side events, which will be hosted by the Chair of the ACCSM:

Name of Meeting ¹	Objectives	Schedule	Level of Participation
First Year of Chairmanship			
Senior Officials Meeting for the ASEAN Cooperation on Civil Service Matters (ACCSM SOM)	The meeting will consider and agree upon the organization of the ACCSM (i.e. provisional agenda for the meetings, document format and procedures, etc.) proposed by the host country. The Meeting will also review the progress and updates of the ACCSM/ASEAN Resource Center projects by all member States, -presentation of concept papers of	Early part of the first year of Chairmanship	Senior Officials

¹ Reorganized Meetings as agreed at the ASEAN Heads of Civil Service Retreat on 17 November 2015 in Cyberjaya, Malaysia with amendments proposed by the Philippines.

Name of Meeting¹	Objectives	Schedule	Level of Participation
	projects/programs identified in the work plan, discussion of priority area of civil service matters with Dialogues partners and recommend additional programmes/projects for regional cooperation.		
Second Year of Chairmanship			
Senior Officials Meeting for the ASEAN Cooperation on Civil Service Matter (ACCSM SOM)	The meeting will discuss preparatory matters for the Heads of Civil Service Meetings as well as other concerns that may be raised by any AMS	Second part of the second year of Chairmanship back-to-back with the Heads of Civil Service Meeting for ACCSM	Senior Officials
Senior Officials Meeting for the ASEAN Plus Three Cooperation on Civil Service Matters (ACCSM+3 SOM)	The Meeting is established to assist the ACCSM+3 in promoting the cooperation with the Dialogue Partners particularly in implementing the Luang Prabang Declaration on ASEAN Plus Three Civil Service Cooperation which also includes the ACCMS+3 Work Plan.		Senior Officials
Heads of Civil Service Meeting for the ASEAN Cooperation on Civil Service Matters (ACCSM)	The Meeting will be a platform for ASEAN Heads of Civil Service to share information, best practices and experiences on innovations in civil services. The format of the meeting will allow free flow of exchange of ideas. This meeting is to be preceded by the ACCSM+3 Forum on Good Governance.	Second part of	Heads of Civil Service + 2 Senior Officials

Name of Meeting ¹	Objectives	Schedule	Level of Participation
Heads of Civil Service Meeting for the ASEAN Plus Three Cooperation on Civil Service Matters (ACCSM+3)	The Meeting will be a platform for ASEAN+3 Heads of Civil Service to share information, best practices and experiences on innovations in civil services. The format of the meeting will allow free flow of exchange of ideas.	the second year of Chairmanship	
ACCSM+3 Forum on Good Governance	A one-day Forum for sharing and learning among AMS and the Plus Three Countries. The AMS may present country/technical papers in relation to/support of the work plans. ACCSM Chair can also have the flexibility to propose and seek ASEAN Member States' agreement on other possible ACCSM platforms / meetings for this sharing.		Senior Officials Heads of Civil Service (optional)

28. ASEAN Member State assuming ASEAN Chairmanship and/or ACCSM Chairmanship may propose the conduct of ASEAN Heads of Civil Service Retreat. ASEAN Member States may also propose the conduct of other additional meetings as the need arises. Hosting of such Retreat or meetings shall be on a voluntary basis.

X. SUPPORT FOR MEETINGS

29. The ASEAN Secretariat shall provide support to the Chair in the conduct of the meetings and be the repository of reports of the ACCSM Meetings and other related events.

XI. ACCSM'S COOPERATION WITH OTHER PARTNERS

30. ACCSM may wish to expand its cooperation with ASEAN Dialogue Partners and other networks on a need basis by tapping their expertise to support the planned projects/activities.

31. ACCSM cooperation with other partners shall be based on the principles of ASEAN centrality and non-discrimination.

XII. APPROVAL AND AMENDMENT

32. The Terms of Reference for the ACCSM shall be adopted by the ASEAN Heads of Civil Service.
 33. Any ASEAN Member State may propose amendments to the Terms of Reference. Any amendments shall be decided through consultation and adopted by the ASEAN Heads of Civil Service.
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