

Terms of Reference ASEAN Ministerial Meeting on Sports (AMMS)

A. Background

The establishment of an ASEAN Sectoral Body on Sports was first proposed at the 16th ASEAN Summit in Ha Noi, Viet Nam in April 2010 to promote more active cooperation in sports within ASEAN.

The 18th ASEAN Summit held on 7-8 May 2011 in Jakarta, Indonesia endorsed the recommendation to establish an ASEAN Ministerial Meeting on Sports (AMMS). It is recognised that sports is one of the most effective instruments in bringing about greater interaction among the ASEAN peoples.

At the 19th ASEAN Summit held on 17 November 2011 in Bali, Indonesia, the ASEAN Leaders reiterated their commitment to support the AMMS and the initiatives to enhance cooperation in sports and sports-related activities in order to promote a healthier lifestyle for citizens of ASEAN Member States.

As practiced in ASEAN, the AMMS shall be assisted by senior-level officials through the Senior Officials Meeting on Sports (SOMS). The SOMS shall have its own Terms of Reference.

B. Objectives:

The ASEAN Ministerial Meeting on Sports (AMMS) shall endeavour to

1. Enhance cooperation in sports and sports-related activities towards balanced sports development in ASEAN;
2. Promote a healthier lifestyle among citizens of ASEAN Member States through sports;
3. Encourage more interaction among peoples of ASEAN, thus fostering friendship among ASEAN Member States, as well as contributing to ASEAN integration and community building;
4. Advocate and promote the role of sports in regional development, peace and stability; and
5. Promote sportsmanship, competitiveness and an ASEAN culture of excellence in sports at the regional and international levels.

C. Mandate and Functions:

1. Operationalise the relevant directives of the ASEAN Summits, the ASEAN Coordinating Council, and the ASEAN Community Councils;
2. Formulate and recommend policies, strategies, work plans, programmes and projects for regional cooperation in sports development;

3. Monitor, review, and evaluate the implementation of approved programmes and projects and recommend measures for improvement;
4. Establish, as appropriate, subsidiary bodies such as technical or experts working groups that will handle specific areas of sports cooperation. Experts and participants from the private sector may be involved in these working groups;
5. Endorse the Terms of Reference of subsidiary bodies and when necessary, agree on the dissolution of subsidiary bodies;
6. Carry out the following tasks:
 - a. Promote cooperation in sports:
 - b. Promote cooperation in sports R&D and sports-related activities:
 - c. Promote cooperation of the private sector in sports industry and sports tourism:
 - d. Raise public awareness in ASEAN and promote mutual understanding and trust through sports:
 - e. Cooperate with ASEAN's external friends and partners in sports
 - f. Promote healthy and active lifestyle among citizens of ASEAN Member States through sports;
 - g. Contribute to enhancing the physical education programs in schools for the promotion and mainstreaming of physical fitness and health;
 - h. Encourage gender mainstreaming and equal participation and opportunities for women in sports; and
 - i. Work with other ASEAN Sectoral Ministerial Bodies and their SOM-level subsidiary bodies in human resources development through sports.
7. Formulate ASEAN common positions on sports issues in preparation for international meetings and conferences.

D. Rules of Procedures

D.1. Membership

1. The AMMS shall be composed of Ministers or its equivalent, of Sports ministries or equivalent agencies of the respective ASEAN Member States.
2. Dialogue and/or non-ASEAN Partners, relevant regional and international agencies and individuals may be invited, with the consent of the Meeting, to attend the open sessions of the AMMS to promote collaboration and partnerships.

D.2. Chairmanship

1. The Chairmanship of AMMS shall be rotated among the ASEAN Member States according to alphabetical order. The AMMS Chair shall hold office for a period of two years, or such other periods as determined by AMMS.

2. A Vice-Chair, representative of the incoming chair country, will assist the Chair in undertaking his/her role and responsibilities.

D.3. Role and Responsibilities of the Chair

1. Provide leadership and guidance towards fulfilling the objectives, mandates and functions of the ASEAN Ministerial Meeting on Sports (AMMS), pursuant to the larger goals, aims, objectives and mission of ASEAN;
2. Initiate, direct and oversee the development, monitoring and implementation of programmes and activities of the AMMS and its subsidiary bodies in support of the ASEAN Work Plan on Sports, relevant roadmaps to ASEAN Community Building and other directives from the ASEAN Sports Ministers and leaders;
3. Provide leadership in planning and coordinating all activities required for convening of meetings, in coordination with the host country and ASEAN Secretariat;
4. Chair the AMMS during his/her tenure and take appropriate actions to achieve consensus over the issues discussed;
5. Represent the AMMS in ministerial-level meetings under the purview of ASEAN-Dialogue Relations and other forums;
6. Facilitate and coordinate the implementation of the decisions of the ASEAN Summit, AMMS, and other relevant meetings under ASEAN Dialogue relations;
7. Initiate the review and amendment, if necessary, of the TOR of the AMMS;
8. Prepare the handover report to the incoming Chair at the conclusion of his/her tenure; and
9. Perform any other duties as mandated by the AMMS.

D.4. Decision Making

Decision making in AMMS shall be based on consultation and consensus in accordance with the ASEAN Charter.

D.5. Role of the ASEAN Secretariat

The ASEAN Secretariat shall provide technical and administrative support to the activities of the AMMS, ASEAN SOMS and its subsidiary bodies, including those established with Dialogue Partners in the area of sports. The Terms of Reference of the ASEAN Secretariat appear as **ANNEX 1**.

D.6. Frequency of Meetings

1. The ASEAN Ministerial Meeting on Sports (AMMS) shall be convened once every two years. Ad-hoc meetings can be held as and when necessary to discuss urgent matters.

D.7. Financial arrangements on Meetings

Participation of ASEAN Member States and the ASEAN Secretariat at the AMMS shall be on self-financing basis.

D.8. Organisational Structure and Reporting Line

The AMMS shall be part of the ASEAN Socio-Cultural Community (ASCC) 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.

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ANNEX 1

Terms of Reference of the ASEAN Secretariat

[in support of the ASEAN Ministerial Meeting on Sports (AMMS)
and the ASEAN Senior Officials Meeting on Sports (SOMS)]

1. Provide the following technical and administrative support to the activities of the AMMS, ASEAN SOMS and its subsidiary bodies, including those established with Dialogue Partners in the area of sports:
 - i. General support
 - a. Advise, coordinate and assist in the initiation and implementation of activities and decisions of the AMMS and ASEAN SOMS;
 - b. Assist in the preparation and development of the regional work plan on sports;
 - c. Monitor the implementation of Agreements entered into between and among the AMMS, the ASEAN SOMS, Dialogue Partners, other legal entities and the private sector.
 - ii. Conduct of Meetings
 - a. Participate and/or serve as resource person in the Meetings of relevant ASEAN Committees and other international bodies;
 - b. Assist the host country in planning and coordinating all activities required for convening the AMMS, ASEAN SOMS and other relevant meetings. The assistance may include the following:
 - provide advice on the preparations of annotated agenda, information papers, project reports, project briefs/concept paper/proposals and other documents for discussion in the Meeting;
 - assist in protocol and logistical arrangements including media conference;
 - assist the local secretariat or the assigned committee in the preparations of draft report of the meeting for adoption.
 - iii. Project conceptualization, implementation and monitoring
 - a. Assist in the conceptualization, development and appraisal of project proposals for funding consideration of Dialogue Partners and other sponsors;
 - b. Monitor the progress of implementation and assist in the impact assessment of programmes and projects of the AMMS and ASEAN SOMS;
 - c. Coordinate the implementation of the projects of the AMMS and the ASEAN SOMS.
 - d. Implement AMMS or SOMS projects of which the ASEAN Secretariat is the proponent;
 - iv. Information dissemination
 - a. Inform the AMMS, the ASEAN SOMS and its subsidiary bodies of the directives of the Committee of Permanent Representatives to ASEAN (CPR) and on relevant current developments in ASEAN;

- b. Maintain regular communications and links with the AMMS, the ASEAN SOMS and its subsidiary bodies, proponents of projects, project consultants/experts, designated focal points in Dialogue Partner Countries and international bodies;
 - c. Present reports and updates on ASEAN sports activities to the Committee of Permanent Representatives to ASEAN (CPR) and other ASEAN bodies;
2. Perform such other duties as directed by the Secretary-General of ASEAN, the AMMS and the ASEAN SOMS.

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