

Terms of Reference ASEAN Senior Officials Meeting on Sports (SOMS)

A. Background

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

The ASEAN Leaders at their 18th ASEAN Summit held on 7-8 May 2011 in Jakarta, Indonesia, endorsed the recommendation to establish an ASEAN Ministerial Meeting on Sports (AMMS).

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.

Along with the establishment of the AMMS is the setting up of the Senior Officials Meeting on Sports (SOMS) to support the AMMS. The Terms of Reference of the SOMS are described as follows:

B. Objectives:

The ASEAN SOMS shall assist the ASEAN Sports Ministers in

1. Enhancing cooperation in sports and sports-related activities towards balanced sports development in ASEAN;
2. Promoting a healthier lifestyle among citizens of ASEAN Member States through sports;
3. Encouraging more interaction among peoples of ASEAN, thus fostering friendship among ASEAN Member States, as well as contributing to ASEAN integration and community building;
4. Advocating and promoting the role of sports in regional development, peace and stability; and
5. Promoting 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, the ASEAN Community Councils and the ASEAN Ministerial Meeting on Sports;
2. Formulate and recommend to the ASEAN Sports Ministers 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. Assist the ASEAN Sports Ministers in carrying out the following tasks:
 - a. Promote cooperation in sports:
 - i. Support regional sports events, including by working with existing sports organisations in the ASEAN region;
 - ii. Share expertise in hosting regional sports events;
 - iii. Mobilize resources to support active participation of national teams that require assistance;
 - iv. Exchange of experts/trainers/coaches;
 - v. Organize sports coaching clinics; and
 - vi. Establish and support centers of excellence for sports training of ASEAN nationals.
 - b. Promote cooperation in sports R&D and sports-related activities:
 - i. Sports medicine, including injury prevention and assistive rehabilitation and anti-doping;
 - ii. Sports science and technology, including research in physical fitness; and
 - iii. Construction, management and maintenance of sports facilities.
 - c. Promote cooperation of the private sector in sports industry and sports tourism:
 - i. Research, design, investments, production, marketing and exhibition of sports equipment and related products;
 - ii. Cooperation with the private sector in regional sports events;
 - iii. TV and Internet broadcasting of regional sports events; and
 - iv. Promote professional sports.
 - d. Raise public awareness in ASEAN and promote mutual understanding and trust through sports:
 - i. Support special regional and sub-regional games for students, persons with disabilities and senior citizens; and
 - ii. Exchange of visits of experts in indigenous games as part of ASEAN cultural exchange.
 - e. Cooperate with ASEAN's external friends and partners in sports
 - i. Technical assistance for sports training in ASEAN;
 - ii. Exchange of experts/trainers/coaches;
 - iii. Special games with ASEAN's external friends and partners as part of the commemoration of their partnerships; and

- iv. Formalization of cooperation with ASEAN Dialogue Partners.
 - 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 common positions on sports issues in preparation for international meetings and conferences.

D. Rules of Procedures

D.1. Membership

1. SOMS shall be composed of senior officials, at least at the level of Director-General or its equivalent, of Sports ministries or equivalent agencies of the respective ASEAN Member States. The respective Sports Ministries or their equivalent agencies of ASEAN Member States are as follows:
 - Brunei Darussalam - Ministry of Culture, Youth and Sports;
 - Cambodia - Ministry of Education, Youth and Sports;
 - Indonesia - Ministry of Sports and Youth;
 - Lao PDR - Ministry of Education and Sports;
 - Malaysia - Ministry of Youth and Sports;
 - Myanmar - Ministry of Sports;
 - The Philippines - Philippine Sports Commission;
 - Singapore - Ministry of Community Development, Youth and Sports;
 - Thailand - Ministry of Tourism and Sports; and
 - Viet Nam - Ministry of Culture, Sports and Tourism.
2. The designated Senior Officials shall be the National SOMS Focal Points of their respective governments. The National SOMS Focal Points may be assisted or accompanied by other officials or experts and shall constitute their national delegations to SOMS. The draft Terms of Reference of the National SOMS Focal Point are stipulated in **ANNEX 1**.
3. 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 SOMS to promote collaboration and partnerships.

D.2. Chairmanship

The Chairmanship of SOMS shall be rotated among the ASEAN Member States according to alphabetical order. The SOMS Chair shall hold office for a period of two years, or such other periods as determined by SOMS. The draft Terms of Reference of the ASEAN SOMS Chair are stipulated in **ANNEX 2**.

A Vice-Chair, representative of the incoming chair country, will assist the Chair when he/she is unable to chair the body.”

D.3. Decision Making

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

D.4. Role of the ASEAN Secretariat

The ASEAN Secretariat shall provide the 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 are stipulated in **ANNEX 3**.

D.5. Frequency of Meetings

1. The Senior Officials Meeting on Sports (SOMS) shall meet annually and shall report to the ASEAN Ministerial Meeting on Sports (AMMS). The SOMS shall, whenever possible, be held back-to-back with the AMMS every two years. Ad-hoc meetings can be held as and when necessary to discuss urgent matters.

D.6. Financial arrangements on Meetings

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

D.7. Organisational Structure and Reporting Line

1. SOMS shall report to the ASEAN Sports Ministers.
2. SOMS 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.
3. SOMS shall review this TOR, including that of the Chair, national focal points, and the ASEAN secretariat, from time to time. Necessary amendments shall be made by consultation and consensus. The outcome of these reviews shall be submitted to AMMS for their approval

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ANNEX 1

Terms of Reference National SOMS Focal Point

1. To assist the Sports Minister in providing leadership and guidance to the National efforts towards fulfilling the objectives of the ASEAN Senior Officials Meeting on Sports (SOMS), pursuant to the larger goals, aims, objectives and mission of ASEAN.
2. To assist the Sports Minister in initiating, directing and overseeing the development, monitoring and implementation of the programmes and activities of SOMS and its subsidiary bodies at the national level, in support of the ASEAN Work Plan of Action on Sports and other directives from the ASEAN Sports Ministers and Leaders.
3. To preside over National SOMS, prepare reports and recommendations to the Sports Minister in preparation for the regular ASEAN Ministerial Meeting on Sports (AMMS) and other relevant meetings and exert efforts in achieving consensus over the issues discussed and decisions made.
4. To represent his/her country in the ASEAN SOMS and in other Meetings under the purview of ASEAN-Dialogue Relations and other forums.
5. To facilitate and coordinate at the national level the execution and follow-up of the decisions of the ASEAN Summit, AMMS, ASEAN SOMS and other relevant Meetings under ASEAN Dialogue relations.
6. To facilitate, coordinate and organize all activities, as host country, in the smooth conduct of activities during meetings and workshops of the ASEAN SOMS, its subsidiary bodies, and other relevant bodies established with Dialogue Partners.
7. To Co-Chair the ASEAN SOMS should the Meeting be held in his/her country;
8. To maintain, in coordination with the National SOMS Secretariat, an archive of Meeting's minutes, notes, and relevant documents of AMMS, ASEAN SOMS and its subsidiary bodies, in close cooperation with the ASEAN Secretariat.
9. To establish regular communications and links with all National SOMS Focal Points of ASEAN Member States, ASEAN Secretariat, Chairs, if any, of SOMS subsidiary bodies, proponents of projects implemented by SOMS, project consultants/experts engaged by SOMS, and counterparts in Dialogue Countries.
10. To prepare Handover Notes at the end of his/her term as National SOMS Focal Point to ensure continuity and that proper succession planning takes place should such event takes place.

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ANNEX 2

Terms of Reference ASEAN SOMS Chair

1. To provide leadership and guidance towards fulfilling the objectives of the ASEAN Senior Officials Meeting on Sports (SOMS), pursuant to the larger goals, aims, objectives and mission of ASEAN.
2. To initiate, direct and oversee the development, monitoring and implementation of programmes and activities of the SOMS 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. To plan and coordinate all activities required for convening of meetings, in coordination with the host country and ASEAN Secretariat. These include the following:
 - i. Preparations of tentative agenda and its annotation, information papers, policy issues and other documents for discussion in the meeting;
 - ii. Issuance of meeting announcement and invitation letters at least one month before the meeting; and
 - iii. Preparations of draft report of the meeting for adoption, and its subsequent reproduction.
4. To present reports, policy papers, and provide recommendations of the SOMS to the ASEAN Ministerial Meeting on Sports (AMMS) for their considerations;
5. To preside over regular SOMS meetings, preparatory meetings for the ASEAN Ministerial Meeting on Sports (AMMS) and other relevant meetings and exert efforts in achieving consensus over the issues discussed and decisions made.
6. To Chair and/or Co-Chair Meetings and represent the SOMS in meetings under the purview of ASEAN-Dialogue Relations and other forums.
7. To facilitate and coordinate the execution and follow-up of the decisions of the ASEAN Summit, AMMS, SOMS and other relevant meetings under ASEAN Dialogue relations.
8. To maintain an archive of Meeting's minutes, notes, and relevant documents of AMMS, SOMS and its subsidiary bodies, in close cooperation with the ASEAN Secretariat
9. To establish regular communications and links with all National SOMS Focal Points, ASEAN Secretariat, Chairs of SOMS subsidiary bodies, proponents of projects implemented by SOMS, project consultants/experts engaged by SOMS, and counterparts in Dialogue Countries.
10. To prepare the Handover Notes at the end of Chairman's term to ensure continuity and that proper succession planning takes place according to the usual rotation.

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ANNEX 3

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, and where appropriate, to regional and international media;
2. Perform such other duties as directed by the Secretary-General of ASEAN, the AMMS and the ASEAN SOMS.

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