

TERMS OF REFERENCE

ASEAN PLUS JAPAN SENIOR OFFICIALS MEETING ON SPORTS (SOMS + JAPAN)

1. INTRODUCTION

- The ASEAN Plus Japan Senior Officials Meeting on Sports (SOMS+Japan) is established as a platform for policy dialogue between ASEAN and Japan to promote the value of sports and the Olympic and Paralympic movement in Southeast Asia.

2. MISSION

- To strengthen and facilitate policy dialogue, coordination, collaboration and promotion in the field of sports between ASEAN and Japan with an emphasis on initiatives and activities related to policy recommendations, development of work programmes on strategic issues in accordance with the guidance of the ASEAN-Japan Summit, ASEAN Plus Japan Ministerial Meeting on Sports (AMMS+Japan), and monitor the progress of the programmes and recommendations of AMMS+Japan.

3. MANDATE AND FUNCTIONS

- To provide policy guidelines for ASEAN-Japan cooperation in sports.
- To provide strategy for ASEAN-Japan collaborative work programmes in the field of sports.
- To intensify coordination between sports, and other sectors, through maximizing their contributions in realization of the Vision Statement on ASEAN-Japan Friendship and Cooperation, and supporting the ASEAN Work Plan on Sports (2016-2020).
- To exchange views with each other on issues pertaining to sports at regional and international forums to implement other initiatives of mutual benefit.
- To monitor and evaluate the implementation of approved collaborative programmes and plans.

- To perform any other functions as tasked by AMMS+Japan.

4. **REPORTING**

- The SOMS+Japan Meeting shall be reported to the AMMS+Japan.

5. **MEMBERSHIP**

- The SOMS+Japan shall comprise of senior representatives of the Ministries responsible for sports of ASEAN Member States and Japan, and the ASEAN Secretariat.

6. **CHAIRMANSHIP**

- The ASEAN Member States chairing the SOMS will co-chair the SOMS+Japan Meeting with Japan.

7. **MEETING ARRANGEMENTS**

- The SOMS+Japan Meeting shall meet at least once a year following the SOMS's meeting arrangement.
- Additional meetings of the SOMS+Japan may be held whenever deemed necessary, e.g. immediately prior to the meeting of the AMMS+Japan as a preparatory meeting, by consensus of the members and/or upon the directive of the AMMS+Japan.
- Representatives of relevant regional and international organisations may be invited, as and when necessary and appropriate.

8. **SECRETARIAT**

- The ASEAN Secretariat shall be the Secretariat for the SOMS+Japan Meeting.
- The ASEAN Secretariat shall be responsible for the preparation of the Agenda in consultation with the Co-Chairs, and the Report of the Meeting.
- The country hosting the SOMS+Japan shall provide the necessary administrative services/support, the arrangements of facilities, documentation and hospitality.

9. **OTHER MATTERS**

- The Terms of Reference shall be adopted by the AMMS+Japan.
- Necessary amendments to the Terms of Reference shall be made by consultation and agreement of both sides.

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