

TERMS OF REFERENCE

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

I. BACKGROUND

1. At the Commemorative Meeting for the 40th Anniversary of ASEAN-Japan Friendship and Cooperation held on 14 December 2013 in Tokyo, Japan, the Heads of State/Government of the Member States of ASEAN and Japan adopted the Vision Statement on ASEAN-Japan Friendship and Cooperation: Shared Vision, Shared Identity, Shared Future; and its Implementation Plan.
2. As a follow up to the vision statement, Japan further initiated the ASEAN Plus Japan Ministerial Meeting on Sports (AMMS+Japan) along with “Sport for Tomorrow” programme with the aim to promote the value of sports and the Olympic and Paralympic movement in Southeast Asia.
3. The First ASEAN Plus Japan Ministerial Meeting on Sports (1st AMMS+Japan) was held on 11 October 2017 in Nay Pyi Taw, Myanmar, in conjunction with the Fourth ASEAN Ministerial Meeting on Sports (AMMS-4) and was preceded by the Preparatory Senior Officials Meeting for the 1st AMMS+Japan on 10 October 2017.
4. The ASEAN Plus Japan Senior Officials Meeting on Sports (SOMS+Japan) was further established to assist the AMMS+Japan in strengthening and facilitating policy dialogue, coordination, collaboration and promotion of sports between ASEAN and Japan with emphasis on the delivery of policy recommendations and development of programmes to address strategic issues in sports.
5. The ASEAN Plus Japan Ministerial Meeting on Sports (AMMS+Japan) first adopted the Terms of Reference (TOR) of SOMS+Japan on 10 March 2016 through ad referendum. The First ASEAN Plus Japan Senior Officials Meeting on Sports (1st SOMS+Japan) was held on 23 October 2018 in Nay Pyi Taw, Myanmar.
6. This first amendment to the TOR was finalised for adoption by the 2nd AMMS+Japan on 9 October in Manila, Philippines.

II. MANDATES

7. The mandates of the SOMS+Japan are as follows:
 - a. To translate directives pertaining to sport emanating from the ASEAN-Japan Summit and ASEAN Plus Japan Ministerial Meeting on Sports (AMMS+Japan), into regional priorities and programmes of ASEAN-Japan Cooperation in Sports in line with the ASEAN Work Plan on Sports.

- b. To implement, review and evaluate the progress of projects contributing to the implementation of programmes under the ASEAN-Japan cooperation in sports.
- c. To jointly collaborate with relevant regional and international stakeholders in implementing programmes under the ASEAN-Japan cooperation in sports.
- d. To exchange information and ideas concerning national, regional and international activities on sports.
- e. To establish ad-hoc working groups and/or expert task forces to provide assistance in performing certain technical and specific functions, as appropriate, with defined TOR and duration.
- f. To perform any other functions as tasked by AMMS+Japan.

III. CO-CHAIRPERSONSHIP

- 8. The ASEAN Co-chairpersonship of SOMS+Japan shall be concomitant with the chairpersonship of the SOMS.
- 9. The SOMS Chair shall host and co-chair the SOMS+Japan alongside a representative of Japan.

IV. MEETINGS

- 10. The SOMS+Japan shall comprise senior representatives, from the Ministries responsible for sports of ASEAN and Japan.
- 11. The SOMS+Japan shall meet at least once a year back-to-back with the regular ASEAN Senior Officials Meetings on Sports. Participation of ASEAN Member States, Japan and ASEAN Secretariat in the Meeting shall be on self-financing basis.
- 12. Additional meetings of the SOMS+Japan may be held whenever deemed necessary, and by consensus of the members and/or upon the directive of the AMMS+Japan.
- 13. The host country of the SOMS+Japan shall provide the necessary administrative services/support, the arrangements of facilities, documentation and hospitality.
- 14. The ASEAN Member States and Japan shall provide support in hosting non-scheduled meetings, as appropriate.

15. Representatives of relevant regional and international agencies and partners may be invited, with the consent of the SOMS+Japan, to attend the open sessions to promote collaboration and partnerships.

16. The ASEAN Secretariat shall be responsible for the preparation of the Provisional Agenda in consultation with the Co-Chairs and the Report of the Meeting.

17. The ASEAN Secretariat shall provide technical and administrative support in convening the SOMS+Japan in compliance with the Guide to ASEAN Practices and Protocol.

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

V. DECISION MAKING

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

20. Matters requiring the attention and/or decision of SOMS+Japan shall be channeled through the SOMS Chair for consultation with the members of SOMS+Japan.

21. Consultations for decision-making shall be done during the Meeting or through ad-referendum by the SOMS Chair or the ASEAN Secretariat as assigned by the SOMS Chair.

VI. AMENDMENTS

22. The Terms of Reference is open for review from time to time; necessary amendments shall be made by consultation and consensus between ASEAN and Japan.

23. Any amendments to the TOR shall be adopted by the AMMS+Japan.

[end]