

TERMS OF REFERENCE

ASEAN SENIOR OFFICIALS MEETING ON SPORTS (SOMS)

A. Background

1. The establishment of an ASEAN Sectoral Body on Sports was an idea that was proposed at the 16th ASEAN Summit in Ha Noi, Viet Nam in April 2010 to promote more active cooperation in sports within ASEAN.
2. 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).
3. 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.
4. Along with the establishment of the AMMS is the setting up of the Senior Officials Meeting on Sports (SOMS) to support the AMMS. The first ASEAN Senior Officials Meeting on Sports (SOMS-1) was held on 30 November 2011 in Jakarta, Indonesia, followed by the convening of the First ASEAN Ministerial Meeting on Sports (AMMS-1) on 14 December 2011 in Yogyakarta, Indonesia.
5. The Terms of Reference (TOR) of the SOMS was adopted by the AMMS-1 on 14 December 2011. The first amendment to the TOR was finalised for adoption by the AMMS-5 on 9 October 2019 in Manila, Philippines.

B. Objective

6. The SOMS is the ASEAN senior officials sectoral body responsible for sports development cooperation in ASEAN. It works towards realising the measures of sports development stipulated in the Vientiane Declaration on Sports Cooperation in ASEAN¹, ASEAN Community Vision 2025 and the ASEAN Socio-Cultural Community (ASCC) Blueprint 2025, in line with the principles and purposes of the ASEAN Charter.
7. The SOMS shall implement the directives and priorities of the AMMS in the following areas:
 - a. Enhance cooperation in sports and sports-related activities in ASEAN;
 - b. Enhance cooperation in Sports for Development and Peace (SDP) in ASEAN, including *Sports for All* initiatives and gender mainstreaming in sports;

¹ During the AMMS-2 held on 5 December 2013 in Vientiane, Lao PDR, ASEAN Sports Ministers adopted the Vientiane Declaration on Sports Cooperation in ASEAN. The Declaration expressed a commitment that cooperation in sports has to be strengthened in realising the vision of an ASEAN Community, to forge a common regional identity and build a caring and sharing society, with the ultimate goal of achieving unity and solidarity among all nations and peoples of ASEAN.

- c. Promote healthy lifestyle among the citizens of ASEAN Member States;
- d. Strengthen cooperation in protection of sports integrity, capacity building for physical education (PE) teachers and sports professionals, including athletes, coaches and referees;
- e. Encourage more interaction among peoples of ASEAN, thus, fostering ASEAN awareness and friendship among ASEAN Member States through sports; and
- f. Promote sportsmanship, competitiveness and an ASEAN culture of excellence in sports at the regional and international levels.

C. Mandate and Functions

- 8. Guided by the above objective, the mandate of the SOMS shall include the following:
 - a. To operationalise the relevant directives of the ASEAN Summits, the ASEAN Coordinating Council, the ASEAN Community Councils and the AMMS;
 - b. To formulate, implement, review and evaluate the priority areas and programmes on sports development based on the ASEAN Work Plan on Sports, in alignment with the strategic measures of ASEAN Socio-Cultural Community (ASCC) Blueprint and other action lines that are deemed relevant to sports in ASEAN;
 - c. To strengthen coordination with other relevant ASEAN bodies, entities and mechanisms;
 - d. To formulate common positions on sports issues in preparation for international meetings and conferences and enhance the sharing of resources and information on youth development;
 - e. To provide recommendations to the AMMS on the establishment or dissolution of subsidiary bodies such as ad-hoc working groups and/or expert task forces assigned for specific and technical areas of sports cooperation with defined terms of reference and duration; and
 - f. To collaborate with ASEAN's Dialogue Partners; regional, international and multilateral agencies; NGOs/CSOs and the private sector in advancing the objectives of ASEAN cooperation in sports.

D. Chairpersonship and Vice Chairpersonship

9. The Chairpersonship of SOMS shall be rotated among the ASEAN Member States according to alphabetical order. The Chairperson of SOMS shall serve for a term of two years. The mandates of the Chair appear as **ANNEX 1**.

10. The Vice-Chair will be the incoming chair country. The Vice-Chair will assist the Chair when he/she is unable to chair the body.

E. Meetings

11. The SOMS shall meet annually and shall submit a report to the AMMS.

12. SOMS shall be composed of senior officials, at the level of Director-General or its equivalent, of sports ministries or equivalent agencies of the respective ASEAN Member States.

13. 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 mandates of SOMS National Focal Points appear as **ANNEX 2**.

14. 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.

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

16. 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.

17. The ASEAN Secretariat shall provide the technical and administrative support to the activities of the AMMS, SOMS and its subsidiary bodies, including those established with Dialogue Partners in the area of sports. The mandates of ASEAN Secretariat appear as **ANNEX 3**.

F. Decision Making

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

19. Matters requiring the attention and/or decision of SOMS shall be channelled through the SOMS Chair for consultation with the members of SOMS. Consultation 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.

G. Amendments

20. The TOR shall be regularly reviewed to ensure relevance and coherence with

regional developments of ASEAN.

21. Any ASEAN Member State may propose amendments to the TOR.

22. Amendments to the TOR shall be made as appropriate upon mutual consent of all ASEAN Member States.

[end]

ANNEX 1

MANDATES OF THE CHAIR OF THE ASEAN SENIOR OFFICIALS MEETING ON SPORTS (SOMS)

The Chair of the SOMS shall perform the following activities:

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 formulate, implement, review and evaluate programmes and activities of the ASEAN Work Plan on Sports, its contribution to the implementation of relevant development frameworks in 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:
 - a. preparation of provisional agenda(s); and
 - b. when serving as host, issuance of meeting announcement and invitation letters at least one month before the meeting in coordination with ASEAN Secretariat.
4. To present updates, reports and provide recommendations of the SOMS to the ASEAN Ministerial Meeting on Sports (AMMS) for their consideration;
5. To preside over regular SOMS meetings, and other relevant meetings;
6. To 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 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; and
9. To ensure proper handover and succession of chairpersonship according to the established rotation.

[end]

ANNEX 2

**MANDATES OF THE
NATIONAL FOCAL POINTS OF
THE ASEAN SENIOR OFFICIALS MEETING ON SPORTS (SOMS)**

The SOMS National Focal Points shall perform the following activities:

1. To represent its respective countries in the SOMS and other meetings under the purview of ASEAN Socio-Cultural Community (ASCC), dialogue relations and other relevant cross-sectoral/cross-pillar forums;
2. To prepare reports and recommendations to their respective Sports Minister in preparation 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;
3. To assist their respective Sports Minister in providing leadership and guidance to national efforts in formulating, implementing, reviewing and evaluating the ASEAN Work Plan on Sports pursuant to the mission of SOMS and required follow-up actions to relevant decisions of ASEAN meetings;
4. To serve as the host country of certain meetings/workshops/activities on a voluntary basis leading to the establishment and operationalisation of an organising team working in coordination with the ASEAN Secretariat; and
5. To serve as the contact point of regular communication with other SOMS National Focal Points, proponents of ASEAN cooperation projects, project consultants/experts engaged by SOMS, and counterparts in Dialogue Countries.

[end]

ANNEX 3**MANDATES OF THE ASEAN SECRETARIAT
IN ASSISTING THE ASEAN SENIOR OFFICIALS MEETING ON SPORTS (SOMS)
AND ITS SUBSIDIARY BODIES**

ASEAN Secretariat shall provide the following technical and administrative support to the activities of the AMMS, SOMS and its subsidiary bodies, including those established with Dialogue Partners in the area of sports:

General Support

1. Advise, coordinate and assist in the initiation and implementation of activities and decisions of the AMMS and SOMS;
2. Assist in the preparation and development of the ASEAN Work Plan on Sports; and
3. Monitor the implementation of Agreements entered into between and among the AMMS, the SOMS, Dialogue Partners, other legal entities and the private sector.

Conduct of Meetings

4. Assist the host country in planning and coordinating all activities required for convening the AMMS, SOMS and other relevant meetings. The assistance may include the following:
 - a. 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;
 - b. assist in protocol and logistical arrangements including media conference; and
 - c. preparation of draft report of the meeting for adoption.

Information Dissemination

5. Inform the AMMS, the SOMS and its subsidiary bodies on the directives of the Committee of Permanent Representatives to ASEAN (CPR) and relevant current developments in ASEAN;
6. Maintain regular communication and links with the AMMS, the SOMS and its subsidiary bodies, proponents of projects, project consultants/experts, designated focal points in Dialogue Partner Countries and international bodies; and
7. 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 other relevant regional and international stakeholders.

[end]