

## ASEAN PLUS JAPAN MEETING ON WOMEN AND SPORTS

### **TERMS OF REFERENCE**

#### **I. INTRODUCTION**

1. On the occasion of the inaugural ASEAN Plus Japan Ministerial Meeting on Sports (AMMS+Japan) in October 2017 in Nay Pyi Taw, Myanmar, Japan presented the “Guidelines of the Strategy” which classified potential fields for ASEAN and Japan cooperation in sports and how they are aligned with the ASEAN Work Plan on Sports 2016-2020.
2. In line with the Guidelines of the Strategy, the 1<sup>st</sup> AMMS+Japan agreed to develop a collaborative work programme to guide the work of SOMS+Japan. The work programme comprises four (4) pillars, namely: (i) development of physical education teachers and coaches, (ii) women in sport, (iii) sports for persons with disabilities and; (iv) anti-doping.

#### **II. FUNCTION AND SCOPE**

3. In consideration of pillar 2 of the AMMS+ Japan work programme, the ASEAN Plus Japan Meeting on Women and Sports is established to serve as a platform for coordination between ASEAN and Japan to: (i) raise awareness of the importance of sports and promote gender equality in sports in ASEAN; (ii) identify the socio-cultural interpretations of challenges in sports especially among women and girls in ASEAN; (iii) support participation of women and girls in sports at the community/grassroots level; and (iv) encourage participation of women and girls in major ASEAN sports events<sup>1</sup>, in addition to promoting the movement for the Rugby World Cup 2019 and the Tokyo 2020 Olympic and Paralympic Games, which Japan would be hosting.

#### **III. OBJECTIVES**

4. To formulate and implement programmes, projects and activities under the ASEAN-Japan Cooperation on Sports framework, where possible with the assistance of the ASEAN Secretariat as well as other technical experts.
5. To monitor, review and evaluate the implementation of the agreed programmes, projects and activities under the ASEAN-Japan Cooperation on Sports framework.
6. To identify and exchange views on issues or pertaining to gender equality and women in sports and, where possible, exchange best practices and deliberate on ways forward to address such issues.

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<sup>1</sup> Major ASEAN sports events include the SEA Games, ASEAN Para Games and ASEAN University Games, etc.

7. To perform any other functions as tasked by SOMS+Japan pertaining to women and sports.

### **III. MEMBERSHIP**

8. The ASEAN Plus Japan Meeting on Women and Sports shall comprise senior officials, or their representatives, from relevant ministries/agencies of ASEAN Member States and Japan, as well as the ASEAN Secretariat. AMS may also nominate additional representatives or alternates to attend the meeting when necessary.

### **IV. CHAIRMANSHIP**

9. The ASEAN Plus Japan Meeting on Women and Sports will be Co-Chaired by the ASEAN Member States chairing the SOMS and Japan.
10. The Co-Chairs of the ASEAN Plus Japan Meeting on Women and Sports will have the following roles and responsibilities:
  - a. To provide leadership and guidance towards fulfilling the objectives of Women and Sport Pillar under the ASEAN-Japan Cooperation on Sports, in pursuant to achieve the larger objectives of the ASEAN Work Plan on Sports, the ASCC Blueprint 2025 and ASEAN Community Vision 2025;
  - b. To oversee the development, implementation, monitoring and review of programmes and activities on Women and Sport in support of the objectives of the ASEAN-Japan Cooperation on Sports;
  - c. In coordination with the host country and the ASEAN Secretariat, to undertake needful arrangements required for convening the relevant meetings under the purview of the ASEAN Plus Japan Meeting on Women and Sports, including the following:
    - i. Issuance of meeting announcement and invitation letters;
    - ii. Preparation of the provisional agenda and its annotation;
    - iii. Call for and circulation of concept papers, information papers, project reports, project briefs/ concept paper/proposals and other documents for discussion in the meeting;
    - iv. Drafting, adoption and subsequent reproduction of the meeting reports; and
    - v. Preparation of reports and documents for presentation at the ASEAN Plus Japan Meeting on Women and Sports, SOMS+Japan, and AMMS+Japan meetings.

- d. To preside over regular meetings, project meetings, and discussion forums under the purview of the ASEAN Plus Japan Meeting on Women and Sports so as to achieve consensus over the issues discussed and decisions made;
- e. To present the outcomes of the ASEAN Plus Japan Meeting on Women and Sports Meetings and relevant issues (recommendations, policies, comments, new initiatives) to SOMS+Japan for consideration;
- f. Upon the request of SOMS+Japan, to represent the ASEAN Plus Japan Meeting on Women and Sports in relevant meetings, consultations and other forums;
- g. To facilitate and coordinate the execution and follow-up of the decisions of the ASEAN Plus Japan Meeting on Women and Sports;
- h. To maintain an archive of ASEAN Plus Japan Meeting on Women and Sports minutes, notes and relevant documents in close cooperation with ASEAN Secretariat;
- i. To establish regular communications and links among the members of the ASEAN Plus Japan Meeting on Women and Sports, SOMS+Japan, ASEAN Secretariat, ASEAN Entities, proponents of projects, project consultants/experts and designated focal points in Member States; and
- j. Specifically for the ASEAN Co-Chair, to prepare Handover Notes at the end of the Co-Chair's term to ensure continuity and proper succession.

## **V. MEETING ARRANGEMENTS**

- 11. The ASEAN Plus Japan Meeting on Women and Sports shall be convened at least once a year or more frequently as the need arises. Whenever possible, the ASEAN Plus Japan Meeting on Women and Sports shall be held in conjunction with other related activities such as the SOMS+Japan Meeting.
- 12. The country hosting the ASEAN Plus Japan Meeting on Women and Sports shall provide the necessary administrative services/support, the arrangements of facilities, documentation and hospitality.
- 13. The ASEAN Secretariat shall be the Secretariat for the ASEAN Plus Japan Meeting on Women and Sports.
- 14. In consultation with the Co-Chairs, the ASEAN Secretariat shall be responsible for the preparation of the Agenda and the Report of the Meeting.
- 15. Relevant Dialogue Partners, regional and international agencies, community-based organisations, NGOs, private sector and individuals may be invited to

attend open sessions of the ASEAN Plus Japan Meeting on Women and Sports to promote collaboration and partnerships subject to consultation and consensus of the SOMS+Japan.

**VI. FINANCIAL ARRANGEMENTS**

16. Participation to the ASEAN Plus Japan Meeting on Women and Sports shall be on a self-funded basis.

**VII. REPORTING**

17. The ASEAN Plus Japan Meeting on Women and Sports shall report to the SOMS+Japan at least once a year.

**VIII. ADOPTION AND AMENDMENTS**

18. The Terms of Reference of the ASEAN Plus Japan Meeting on Women and Sports shall be adopted by the AMMS+Japan.
19. Amendments to the Terms of Reference of the ASEAN Plus Japan Meeting on Women may be proposed by any ASEAN Member States or Japan to the SOMS+Japan through the ASEAN Secretariat.
20. The amendments to the Terms of Reference of the ASEAN Plus Japan Meeting on Women and Sports shall enter into force within 30 (thirty) calendar days following its adoption by the SOMS+Japan, and notation by the AMMS+Japan.

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