

**TERMS OF REFERENCE
OF THE
ASEAN MINISTERIAL MEETING ON TRANSNATIONAL CRIME
(AMMTC)**

I. ROLE

1. The ASEAN Ministerial Meeting on Transnational Crime (AMMTC), convened pursuant to the ASEAN Declaration on Transnational Crime adopted in Manila in December 1997, shall be the highest policy making body on matters relating to cooperation and collaborative efforts in combating and preventing transnational crime within ASEAN.

II. MANDATE

2. To facilitate and promote cooperation and coordination within ASEAN in preventing and combating existing and emerging transnational crime; strengthen and improve cross-sectoral coordination including information sharing on transnational crime issues with relevant ASEAN sectoral bodies; and enhance cooperation with ASEAN Dialogue Partners and relevant stakeholders.

III. COMPOSITION

3. The AMMTC shall comprise the Minister responsible for combating transnational crime from each Member State. If the Minister is unable to attend the Meeting, the Minister shall designate a Representative to represent the Member State on his behalf.
4. The Chair of each session of the AMMTC will be the Member State holding the ASEAN Chair at the time of the convening of the AMMTC. Chairmanship of the AMMTC will rotate annually following the cycle of the ASEAN Chairmanship.

IV. FREQUENCY OF MEETINGS

5. The AMMTC shall be convened annually.

6. The AMMTC, on the basis of consensus, can convene special or emergency meetings to address urgent and/or developing transnational crime issues which require timely action.

V. AGENDA

7. The agenda for the AMMTC shall be developed by the Chair and shall incorporate inputs provided by Member States.

VI. ENGAGEMENT WITH EXTERNAL PARTIES

8. Where deemed necessary for the purposes of preventing and combating transnational crime, the AMMTC shall cooperate and collaborate with external parties, including Dialogue Partners and international organisations.
9. Engagement of external parties shall be governed by guidelines (to be developed) adopted by the AMMTC.

VII. SUPPORTING MECHANISMS

10. The AMMTC shall be assisted by the Senior Officials Meeting on Transnational Crime (SOMTC), which will be responsible for the preparations prior to the convening of the AMMTC, the implementation and monitoring of AMMTC decisions, and any other tasks as assigned by the AMMTC. A Preparatory SOMTC shall be convened prior to the AMMTC.
11. The ASEAN Secretariat shall assist the AMMTC Chair through the provision of technical and secretarial support, advice and updates on ASEAN practices and developments where necessary; and be the repository of all AMMTC documents.

VIII. ORGANISATION/PARTICIPATION COST

12. The host of AMMTC shall assume the cost of organizing and hosting the AMMTC.
13. Except in instances where the Member State hosting the AMMTC offers partial or full hospitality, each Member State shall be responsible for the full costs of subsistence, travel and accommodation of its delegates.

IX. REPORTING MECHANISM

14. The AMMTC shall report to the ASEAN Summit through the ASEAN Political-Security Community (APSC) Council.

X. REVIEW

15. This Terms of Reference may be reviewed and amended by the AMMTC by consensus.
