1. The Twenty Fourth ASEAN Labour Ministers Meeting (24th ALMM) was convened on 15 May 2016 in Vientiane, Lao PDR. It was preceded by the Ninth Meeting of the ASEAN Committee on the Implementation of the ASEAN Declaration on the Protection and Promotion of the Rights of Migrant Workers (9th ACMW Meeting), Twelfth ASEAN Senior Labour Officials Meeting (12th SLOM), Fourteenth ASEAN Plus Three Senior Labour Officials Meeting (14th SLOM+3), and related Meetings on 10-14 May 2016. The 24th ALMM adopted the theme, “Transition from Informal Employment to Formal Employment towards Decent Work Promotion in ASEAN”.

2. The Opening Ceremony of the 24th ALMM was officiated by H.E. Sonexay Siphandone, Deputy Prime Minister of Lao PDR. The 24th ALMM was attended by the ASEAN Labour Ministers/Heads of Delegations from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Viet Nam and their respective delegations. The Deputy Secretary-General of ASEAN for the ASEAN Socio-Cultural Community (ASCC) and staff representatives of the ASEAN Secretariat were also in attendance. The list of Ministers/Heads of Delegations is enclosed.

Vientiane Declaration on Transition from Informal Employment to Formal Employment towards Decent Work Promotion in ASEAN

3. The Ministers/Heads of Delegations exchanged views and agreed to continue to take utmost efforts to promote decent work conditions of workers regardless the informality of employment and, at the same time, to facilitate transition from informal employment to formal employment towards inclusive growth and sustainable development.

4. The Ministers/Heads of Delegations endorsed the Vientiane Declaration on the Transition from Informal Employment to Formal Employment towards Decent Work Promotion in ASEAN for adoption at the 28th ASEAN Summit in September 2016 in Vientiane, Lao PDR. The Declaration reflected the commitment of ASEAN Member States to promote inclusive and sustainable growth, employment, and decent work for all. Transition from informal to formal employment of workers is necessary and plays an important role in enhancing the well-being of workers and their families, promoting inclusive growth, and eradicating poverty.
5. The Ministers/Heads of Delegations took note of relevant decisions made by the Leaders at the 26th and 27th ASEAN Summits held in April 2015 and October 2015, respectively, in Kuala Lumpur, Malaysia, and other related ASEAN Meetings convened since last year. The Ministers/Heads of Delegations supported greater cross-sectoral engagement with other ASEAN Sectoral Ministerial Bodies to facilitate coordinated response to cross-cutting labour issues in the region. The Ministers/Heads of Delegations welcomed collaboration with the ASEAN Ministers Meeting on Transnational Crime (AMMTC) and other relevant ASEAN Sectoral Ministerial Bodies under the framework of the ASEAN Convention and Plan of Action Against Trafficking in Persons Especially Women and Children.

6. The Meeting adopted the ASEAN Qualification Reference Framework (AQRF) Governance and Structure which would guide the coordination of AQRF referencing in 2016-2018 by ASEAN Member States on a voluntary basis. The AQRF is a joint effort of the ASEAN Economic Ministers Meeting (AEM), ASEAN Education Ministers Meeting (ASED), and ALMM.

7. The Ministers/Heads of Delegations noted with satisfaction that all projects and activities under the ASEAN Labour Ministers’ Work Programme 2010-2015 had been addressed by the ASEAN Senior Labour Officials Meeting (SLOM) and its subsidiary bodies namely the ASEAN Committee on the Implementation of the ASEAN Declaration on the Protection and Promotion of the Rights of Migrant Workers (ACMWW), Working Group on Progressive Labour Practices to Enhance the Competitiveness of ASEAN (SLOM-WG), and ASEAN Occupational Safety and Health Network (ASEAN-OSHNET). Some regular activities would continue under the new ALM’ Work Programme 2016-2020.

8. The Ministers/Heads of Delegations adopted the ASEAN Guiding Principles for Quality Assurance and Recognition of Competency Certification Systems, which would be a useful reference for ASEAN Member States in better understanding and building mutual confidence on their respective competency certification systems and quality assurance measures.

9. The Ministers/Heads of Delegations adopted the ASEAN Guidelines for Corporate Social Responsibility (CSR) on Labour which would guide the governments, enterprises/establishments, employers’ organisations and workers’ organisations to raise awareness of labour issues in CSR among enterprises, and incorporate CSR initiatives, human rights and decent work in their business practices.

10. The Ministers/Heads of Delegations also adopted the ASEAN Guidelines on Essential Workplace Action for Enterprises on the Prevention and Management of HIV and AIDS with an understanding that its application is subject to the prevailing legislations and policies of ASEAN Member States.

11. The Ministers/Heads of Delegations were satisfied to note the completion of the previous Work Plans of ASEAN-OSHNET, SLOM-WG, and ACMW. The

12. The Ministers/Heads of Delegations noted the urgency to conclude the Instrument; and agreed to finalise the draft ASEAN instrument on the protection and promotion of the rights of migrant workers by September 2016 or at the latest April 2017. The Ministers/Heads of Delegations therefore tasked the ACMW/SLOM to continue negotiations on the Instrument toward finalisation by September 2016/April 2017.

13. The Ministers/Heads of Delegations applauded the fourteen private companies from ASEAN Member States receiving the First ASEAN-OSHNET Awards on 27 April 2016 in Da Nang, Viet Nam, for their contribution to safe and healthy work environment in the region.

14. The Ministers/Heads of Delegations were satisfied with the initiatives of the ASEAN Business Coalition on HIV and AIDS (ASEAN BCA) under the coordination of Indonesia for the period of 2014-2016. The Ministers/Heads of Delegations welcomed the convening of the First ASEAN Red Ribbon for Outstanding Workplace Awards (ARROW) which would be hosted by Indonesia tentatively in September 2016.

15. The Ministers/Heads of Delegations adopted the ASEAN Labour Ministers’ Work Programme 2016-2020 with the objective of achieving a better quality of life for ASEAN people through workforce with enhanced competitiveness and engaged in safe and decent work derived from productive employment, harmonious and progressive workplace, and adequate social protection. The Ministers/Heads of Delegations also adopted the Work Plans of ACMW, SLOM-WG, and ASEAN-OSHNET for 2016-2020.

**Strengthening Labour Cooperation with Dialogue Partners and Other Entities**

16. The Ministers/Heads of Delegations agreed to continue fostering the cooperation with ASEAN Dialogue Partners in the labour sector in support of achieving the ASEAN Vision 2025 and in implementing labour-related strategic measures of the ASCC Blueprint 2025 and ALM’ Work Programme 2016-2020. The Ministers/Heads of Delegations were pleased to note the significant achievements made in their cooperation with the Plus Three Countries. The Ministers/Heads of Delegations reiterated ASEAN Member States’ continued interest to engage with ASEAN Dialogue Partners, International Labour Organisation (ILO), International Organization for Migration (IOM), employers’ organisations, workers’ organisations, civil society, and other relevant external parties.

**The 25th ASEAN Labour Ministers Meeting**

17. The Ministers/Heads of Delegations confirmed that the 25th ASEAN Labour Ministers Meeting would be convened in 2018 in Malaysia.
18. The Ministers/Heads of Delegations expressed their sincere appreciation to
the Government of Lao PDR, particularly the Ministry of Labour and Social Welfare,
for the warm hospitality extended to the ASEAN delegates and excellent
arrangement of the Meeting.
List of Ministers/Heads of Delegations Attending the 24th ASEAN Labour Ministers Meeting (24th ALMM)  
15 May 2016, Vientiane, Lao PDR

1. H.E. Pehin Abu Bakar Apong  
Minister of Home Affairs  
Brunei Darussalam

2. H.E. Mam Vannak  
Secretary of State, Ministry of Labour and Vocational Training  
Cambodia

3. H.E. Irmawan Emir Wisnandar  
Ambassador, Embassy of Indonesia to Lao PDR  
Indonesia

4. H.E. Dr. Khampheng Saysompheng  
Minister of Labour and Social Welfare  
Lao PDR

5. H.E. YB Dato’ Sri Richard Riot Jaem  
Minister of Human Resources  
Malaysia

6. H.E. Thein Swe  
Union Minister of Labour, Immigration and Population  
Republic of the Union of Myanmar

7. H.E. Rosalinda Dimapilis-Baldoz  
Secretary of the Department of Labor and Employment  
The Philippines

8. H.E. Sam Tan  
Minister of State for Manpower  
Singapore

9. H.E. General Sirichai Distakul  
Minister of Labour  
Thailand

10. H.E. Dao Ngoc Dung  
Minister of Labour, Invalids and Social Affairs  
Viet Nam

11. H.E Vongthep Arthakaivalvatee  
Deputy Secretary-General of ASEAN for the ASEAN Socio-Cultural Community  
The ASEAN Secretariat

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