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**RULES OF PROCEDURE**

**FOR**

**THE ASEAN COMMITTEES IN THIRD COUNTRIES AND INTERNATIONAL ORGANISATIONS<sup>1</sup>**

**I. Background**

1. Pursuant to Article 43 of the ASEAN Charter, ASEAN may establish committees in third countries and international organisations (ASEAN Committees in Third Countries and/or Organisations/ACTC), in order to promote ASEAN's interests and identity in the concerned host countries and/or international organisations.

**II. Composition and Chairmanship**

2. Each ACTC shall be encouraged to be named in accordance with its location as follows: ASEAN Committee in XX (XX=location).

3. Each ACTC shall be composed of Heads of Diplomatic Mission of the ASEAN Member States in the host countries or international organisations.

4. The ACTC shall have a Chairman and a Vice Chairman. The Chairman will be the Head of Diplomatic Mission at Ambassador level of the Member State holding the ACTC Chairmanship. The Vice Chairman will be the Head of Diplomatic Mission at Ambassador level of the Member State representing the incoming Chair of ACTC.

5. The Chairmanship of the ACTC shall be rotated in alphabetical order, and the tenure shall be for six months. If the Chairman is recalled or transferred prior to the completion of his/her term as the Chairman of the ACTC, the Vice Chairman shall assume and commence his/her term as the Chairman of the ACTC for the next six months. In other circumstances, the Chairmanship can be decided on the basis of consensus.

**III. Representation and Participation**

6. In the event a member of an ACTC is unable to attend a meeting, he or she may designate a member of his/her diplomatic staff to attend.

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<sup>1</sup> International Organisations such as UN HQ in New York, UN Office in Geneva and UN Office in Vienna

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7. In countries with which ASEAN has no formal dialogue relations, an ACTC may be established only after prior approval by the ASEAN Foreign Ministers Meeting upon the recommendation of the CPR. In a third country or international organisation where not all ASEAN Member States have diplomatic missions, the establishment of an ACTC must also have prior approval of the ASEAN Foreign Ministers Meeting.

8. Such ASEAN Committees shall promote ASEAN's interest and identity in the host countries and international organisations.

**IV. Conduct of Business**

9. The Chairman of the ACTC shall chair all meetings of the ACTC. In his/her absence, the Chairman can delegate this role to the Vice Chairman, and if the Vice Chairman is not available, the Chair of the meeting shall be decided by consensus.

10. The Chairman shall be responsible for coordination of activities and shall be the spokesperson of the ACTC.

11. Upon the end of the tenure of the Chairmanship of each ACTC, the outgoing Chairman shall hand over the Chairmanship together with the hand-over notes and other documents that are deemed important and necessary for the continuity of the work of the ACTC. The hand-over notes shall be copied to the ASEAN Secretariat and the CPR for information and archive.

12. Each ACTC shall have a committee secretary to be designated by the Chairman from among the members of his/her Embassy/Mission staff. The secretary shall be responsible for preparing and circulating the minutes of the meetings, keeping the records, scheduling meetings and performing such other duties as the ACTC Chairman may specify. The secretary's term of office shall be the same period with that of the Chairman designating him or her.

13. Each ACTC may establish a sub-committee/working group, as and when appropriate, to facilitate its work.

14. Each ACTC shall have its seat at the premises of the Embassy/Mission of the Chairman.

15. Each ACTC shall meet regularly at least once a month or as often as deemed necessary.

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16. Each ACTC may be consulted on or requested to provide inputs to the drafting of ASEAN documents, including agreements or joint statements with the third country or international organisation.

17. Each ACTC shall make decisions through consultations and by consensus.

**V. Relations with the ASEAN Secretariat and the Secretary-General of ASEAN**

18. Each ACTC may meet the Secretary-General of ASEAN, as and when appropriate, for briefing and de-briefing whenever the Secretary-General of ASEAN is in the city.

19. Each ACTC may seek information and updates on ASEAN matters relevant to its work from the ASEAN Secretariat for promoting ASEAN interest in the host country or international organisation.

20. Each ACTC's correspondence with the Chairs of ASEAN sectoral bodies shall be copied to the Secretary-General of ASEAN and the CPR Chair.

**VI. Reporting Mechanism**

21. Each ACTC Chair shall submit a report to the SOM, CPR and ASEAN Secretariat at the end of each Chairmanship.

22. Each ACTC may bring urgent issues to the attention of and make relevant recommendations on improving relations with the host country/international organisation to the SOM, CPR and ASEAN Secretariat, as and when necessary.

**VII. Amendment and Interpretation of the Rules of Procedure**

23. These Rules of Procedure shall be adopted by the ASEAN Foreign Ministers Meeting.

24. Amendments to the Rules of Procedure may be proposed by an ACTC. Adoption of amendments to the Rules of Procedure will be by the ASEAN Foreign Ministers Meeting upon the recommendations of the CPR.

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