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**TERMS OF REFERENCE**

**FOR THE**

**ASEAN COMMITTEES IN THIRD COUNTRIES AND INTERNATIONAL  
ORGANISATIONS**

**I. Background**

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

**II. Terms of Reference**

2. Each ACTC shall be the outpost of ASEAN in the capital of the host country or the city where the headquarters of the international organisation is located. It shall be responsible to and shall act upon the instructions of the ASEAN Foreign Ministers Meeting or bodies designated to act on its behalf.

3. Each ACTC shall maintain close contact and coordination with the CPR, the ASEAN Secretariat, and, where appropriate, with the ASEAN National Secretariat of the ASEAN Dialogue Coordinator concerned.

4. Each ACTC shall establish and maintain close contact and coordination with relevant officials of the Foreign Ministry and other government agencies of the host country or relevant departments of the international organisation concerned.

5. Each ACTC shall organise and/or support activities designed to promote ASEAN's interests and identity in the host countries or international organisations concerned.

6. Each ACTC may make relevant recommendations on improving relations with the host country/international organisation to the CPR/SOM through the ASEAN Secretariat.

7. Each ACTC shall make representations with the government of the host country or international organisation upon direction of the ASEAN Foreign Ministers Meeting or bodies designated to act on its behalf. In the case of the ASEAN Committees in New York, Geneva and Vienna, the relevant ACTCs shall represent

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ASEAN and speak on behalf of ASEAN in meetings of the United Nations, UN's subsidiary bodies in New York, Geneva, Vienna, and UN's specialised agencies upon instructions, where or when appropriate, from the ASEAN Foreign Ministers Meeting or bodies designated to act on its behalf.

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