



ASEAN TVET COUNCIL



one vision
one identity
one community



ASEAN TVET Council

The ASEAN Secretariat Jakarta

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TERMS OF REFERENCE



TERMS OF REFERENCE OF THE ASEAN TVET COUNCIL

I. Background

1. ASEAN Member States (AMS) acknowledge that the digital and technological transformation and Fourth Industrial Revolution (or Industry 4.0) bring implications to the economies, industries and employment in many countries around the world. Job creation or transformation, innovations, evolving job categories/descriptions, intensified productivity, skills gap, adaptability of human resources and education to the changing labour market demands, life-long learning culture through up-skilling and re-skilling, and new forms of employment relations are some of the emerging issues that need to be addressed.
2. ASEAN needs to manage the transition today by preparing its human resources for the future of work. Skills development through Technical and Vocational Education and Training (TVET) and life-long learning are keys in achieving sustainable development with competitive workforce. With the capacity of TVET to rapidly respond to changing labour markets, it has the potential to: (i) support employment opportunities, (ii) increase competency and productivity, (iii) improve income of workers, (iv) promote enterprise competitiveness, (v) heighten job security, and (vi) supporting green skills for green jobs – all of which are essential to sustainable development.
3. However, according to the OECD¹, there are challenges pertaining to TVET governance, quality and financing, particularly with respect to participation rates, access to formal and non-formal TVET especially in rural areas, public spending for TVET, quality of TVET and its relevance to the needs of businesses and industries in the ASEAN region.
4. Currently, TVET and skills development in many AMS are handled by several ministries and at the regional level, by several ASEAN sectoral bodies. Furthermore, many training institutions, private companies, international organisations and other stakeholders in the region have been collaborating to enhance TVET access, quality and relevance. Better coordination and sharing of information among stakeholders can help to address the aforementioned challenges.

¹ The Role of TVET in Fostering Inclusive Growth at the Local Level in Southeast Asia (OECD Working Paper 2018/01), available online: <https://www.oecd-ilibrary.org/docserver/5afe6416-en.pdf?expires=1561546046&id=id&accname=quest&checksum=3CE317A58BE2D20DFC5326FE5590DCAB>

5. The ASEAN TVET Council is established to contribute to the realisation of the collective commitments of ASEAN as set out in the ASEAN Charter, ASEAN Community Vision 2025, ASCC Blueprint 2025, AEC Blueprint 2025, and Master Plan on ASEAN Connectivity (MPAC) 2025, as well as other ASEAN commitments in Declarations/Statements related to human resources development. As noted by the 31st ASEAN Summit in 2017, the Council is envisaged to intensify convergence among ASEAN Member States on TVET and workforce development efforts with a view to developing a world-class ASEAN labour force responsive to the rapidly changing needs of the labour market.

II. Vision

6. Advanced TVET in ASEAN towards competitive human resources; market-responsive workforce skills; greater employment opportunities locally and overseas; and higher productivity in the digital economy and human-centered future of work towards a resilient and innovative ASEAN Community.

III. Mandate

7. The ASEAN TVET Council is a multi-sectoral/cross-sectoral body that provides a platform for coordination, research and development on innovations and monitoring of regional programmes that support the advancement of TVET in the region.

IV. Objectives

The Council will pursue the following objectives:

8. To develop evidence-based policy recommendations that will improve TVET systems, including quality assurance, standards development, research and development on innovations, and skills development that are aligned with disruptive technologies;
9. To strengthen coordination and cooperation with businesses and industries to improve TVET quality and responsiveness to labour market demands so as to promote greater mobility of labour, strategic alliances and resource sharing arrangements within and across industry sectors.
10. To support programmes that narrow the gaps between vocational skills demand and supply across ASEAN, systematic collection and sharing of Labour Migration Information (LMI), improvement of Labour Market Information Systems (LMIS) and utilisation of LMIS for TVET development;
11. To support the advancement of access to TVET for all, especially on green jobs and green skills as well as Industry 4.0 related technological and digital skills;

12. To support the ASEAN Senior Economic Officials Meeting (SEOM), ASEAN Senior Labour Officials Meeting (SLOM), and ASEAN Senior Officials Meeting on Education (SOM-ED) in identifying, promoting, and monitoring and evaluating TVET and human resources including ASEAN workforce development-related programmes under the purview of the Council; and
13. To identify a holistic/collective response of ASEAN on emerging issues and challenges affecting employment and future of work through multi-stakeholder consultations.

V. Functions

The Council will serve as a cross-pillar/cross-sectoral coordination mechanism on TVET and shall:

14. Provide policy recommendations pertaining to the quality of TVET and its relevance to current and future industry requirements;
15. Facilitate mutual learning and innovations through sharing of good practices on TVET-related programmes;
16. Develop a comprehensive, integrated, and inclusive regional plan on TVET; and
17. Support regional knowledge management on TVET through the conduct of region-wide researches, studies and publications and the provision of regional knowledge sharing platforms such as forum/conferences and workshops in the context of priority issues.

VI. Priority Areas

The Council will coordinate regional initiatives on the following priority areas with the voluntary participation of AMS:

18. Development of market-responsive workforce through LMIS, skills competitions (e.g. ASEAN Skills Competition), and skills needs anticipation;
19. Conduct of researches pertaining to TVET;
20. Improve the image of TVET;
21. Support to the capacity building of TVET trainers/personnel at schools and in companies, and assessment of their quality;
22. Strengthening of TVET quality assurance in AMS; and
23. Sharing of good practices and lessons learnt on TVET implementation and financing.

VII. Governance Mechanism

Members

24. The Council shall consist of representatives of:
- a. AMS from the economic, education, and labour sectors;
 - b. Business and industry sector; and
 - c. Other relevant stakeholders (by invitation).
25. Considering the cross-sectoral landscape of TVET, each AMS shall appoint TVET focal points at senior official level which may include representatives from national TVET councils, where they exist, Ministry of Commerce/Industry/Trade, Ministry of Labour, and Ministry of Education , and other relevant ministries (please refer to Annex 1); and representatives from the Southeast Asian Ministers of Education Organization (SEAMEO) Secretariat, ASEAN Future Workforce Council,² ASEAN Confederation of Employers (ACE), and ASEAN Trade Union Council (ATUC). The senior officials may be supported by working-level officials in assuming their roles and responsibilities.

Chair and Vice-Chair

26. The first Chair of the Council shall be elected by the appointed representatives of AMS.
27. The subsequent Chair shall be rotated among AMS biennially and alphabetically. The handover of Chairmanship shall be conducted in the meeting of the Council. Should a Member State next in line be not ready to assume the Vice-Chairmanship, it may forgo its turn.
28. The Vice-Chair shall become the incoming Chair. The Vice-Chair shall provide support to the Chair in undertaking the roles and responsibilities.

Role and Responsibilities of the Chair

29. The Chair shall exercise its role and responsibilities in accordance with this terms of reference with the assistance of the ASEAN Secretariat, which shall include:
- a. Chairing the meetings of the Council during its term of Chairmanship;
 - b. Coordinating with the Council's focal points during and in between meetings and promote the engagement of the Council with other relevant ASEAN sectoral bodies and stakeholders;
 - c. Representing the Council at international and regional events pertaining to TVET, in particular, and human resource development in general. The Chair may designate the Vice-Chair or any other focal point to represent the Council at the event;

² The Regional Working Group on Business and Industry Cooperation in TVET was reconstituted as the ASEAN Future Workforce Council in June 2019.

- d. Leading the preparation of reports of the Council and presenting such reports at the ASEAN Economic Ministers Meeting (AEM), ASEAN Education Ministers Meeting (ASED), and ASEAN Labour Ministers Meeting (ALMM); and
- e. Undertaking other specific functions entrusted by the Council in accordance with this terms of reference.

Decision Making

- 30. The Council shall adopt a consultative and consensus approach in its decision making process in accordance with Article 20 of the ASEAN Charter.
- 31. Decision making can be made during the annual meeting of the Council or in between meetings through ad-referendum consultation that is facilitated by the Chair with the support of the ASEAN Secretariat.
- 32. In developing an outcome document, the Council shall, if necessary, consult AEM, ALMM and ASED for adoption or further submission to the ASEAN Summit.

Meetings

- 33. The Council shall meet at least once a year. The annual meeting will be hosted and funded by the Chair in the first year of its two-year term and by ASEAN Secretariat in the second year. The Council may convene additional meetings as necessary. Hosting of an additional meeting shall be on a voluntary basis.

Reporting Mechanism

- 34. The Council shall submit an annual report including accomplishments, challenges, and recommendations on the development of TVET in ASEAN to AEM, ALMM, and ASED through SEOM, SLOM, and SOM-ED, and other relevant sectoral bodies.

35. The Council is structured as follows:



Role of the ASEAN Secretariat

36. The ASEAN Secretariat, through the Education, Youth and Sports Division (EYSD); Enterprise and Stakeholders Engagement Division (ESED); and Labour and Civil Service Division (LCSD) shall provide the necessary technical support (e.g., preparation of meeting agendas in consultation with the Chair) for the effective functioning of the Council.

Financial Arrangements

37. Participation to the meetings of the Council shall be on a self-funded basis.

38. The host of the meetings will be responsible for shouldering the meeting package and necessary administrative services/support, documentation, and, where possible, hospitality.

39. AMS shall support the implementation of the Council's initiatives on a cost-sharing basis, through voluntary contributions, or by mobilising resources from external parties.

VIII. Partnerships with Stakeholders

40. The Council shall coordinate and collaborate with relevant ASEAN sectoral bodies, including but not limited to the ASEAN Qualifications Reference Framework (AQRF) Committee and ASEAN Coordinating Committee on Micro, Small and Medium Enterprises (ACC-MSME), to facilitate a coherent approach.

41. Coordination and collaboration may be pursued through joint meetings/dialogue; attending each other's meetings to share information and exchange views; consultation of draft outcome documents for inputs; and joint projects where possible.
42. The Council shall promote dialogue and partnerships with other stakeholders. In particular, the Council will invite the following, but not limited to, regional entities for consultation sessions in the annual meetings of the Council:
- a) ASEAN Business Advisory Council (ASEAN-BAC);
 - b) SEAMEO SEA TVET Consortium; SEAMEO Regional Centre for Vocational and Technical Education (SEAMEO VOCTECH); and SEAMEO Regional Centre for Technical Education Development (SEAMEO TED); and
 - c) ASEAN Service Employees Trade Union Council (ASETUC).
43. The Council may engage other stakeholders for technical and/or financial support to achieve its objectives and implement its initiatives, which may include ASEAN Dialogue Partners; international organisations; academia; and businesses.

IX. Amendments of the Terms of Reference

44. This Terms of Reference shall come into force upon the approval of AEM, ALMM, and ASER.
45. Any ASEAN Member State may propose amendments to this Terms of Reference. Any amendment shall be decided by the Council based on consensus and subsequently consulted with AEM, ALMM, and ASER for approval.
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Annex 1. List of government agencies / ministries involved in TVET

COUNTRY ³	GOVERNMENT AGENCIES / MINISTRIES ⁴
Brunei Darussalam <ul style="list-style-type: none"> Employs a 21st Century National Education System, wherein vocational and technical education is at the level of post-secondary education 	<ul style="list-style-type: none"> Ministry of Education (Department of Schools) Institute of Brunei Technical Education (IBTE) <ul style="list-style-type: none"> The national agency for the development of occupational standards and the principal provider of Technical and Vocational Education, including full-time courses, apprenticeships and part-time Continuing Education and Training (CET) in Brunei Darussalam. Ministry of Energy and Industry
Cambodia <ul style="list-style-type: none"> Consists an 8-level Qualifications Framework: <ul style="list-style-type: none"> Levels 1-4: tech voc certificates Level 5: Diploma (TVET); Associate Degree (Higher Education) Levels 6-8: Bachelor, Master, Doctor Degree 	<ul style="list-style-type: none"> Ministry of Labour and Vocational Training <ul style="list-style-type: none"> Primary agency managing TVET in Cambodia Ministry of Education, Youth and Sports Ministry of Industry and Handicrafts
Indonesia <ul style="list-style-type: none"> Consists a 9-level Qualifications Framework, wherein levels 3-6 involves TVET 	<ul style="list-style-type: none"> Coordinating Ministry for Economic Affairs Ministry of Education and Culture Ministry of Research and Technology / National Research and Innovation Agency Ministry of Industry Ministry of Transportation Ministry of Marine Affairs and Fisheries Ministry of Energy and Mineral Resources Ministry of Health Ministry of Finance National Professional Certification Agency Ministry of Cooperatives and Small and Medium Enterprises
Lao PDR <ul style="list-style-type: none"> Consists an 8-level Qualifications Framework <ul style="list-style-type: none"> TVET: Level 1-5 HE: Level 5-8 	<ul style="list-style-type: none"> Ministry of Labor and Social Welfare Ministry of Education and Sports (Department of Technical and Vocational Education) <ul style="list-style-type: none"> Primary agency managing the entire education system of Lao PDR, including TVET Ministry of Industry and Commerce
Malaysia <ul style="list-style-type: none"> TVET at post-secondary level is managed through at least 9 ministries Consists an 8-level Qualifications Framework <ul style="list-style-type: none"> Level 1-3: Certificate Level 4: Diploma 	<ul style="list-style-type: none"> Ministry of Human Resources (Policy Division – Human Resources Policy Unit or Department of Skills Development) Ministry of Education Ministry of Youth and Sports Ministry of Agriculture and Agro-based Industry Ministry of Defence Ministry of Rural Development Ministry of Works Ministry of Tourism, Arts, and Culture

³ SEAMEO-SEATVET, Technical and Vocational Education and Training in ASEAN, <http://seatvet.seameo.org/docs>; and US-ASEAN BAC, Country Contacts, <https://www.usasean.org/countries/vietnam/contacts> (accessed on 18 October 2017).

⁴ Ibid.

COUNTRY ³	GOVERNMENT AGENCIES / MINISTRIES ⁴
<ul style="list-style-type: none"> ➤ Level 5: Advanced Diploma ➤ Level 6: Degree ➤ Level 7: Master ➤ Level 8: PhD 	<ul style="list-style-type: none"> • Ministry of Home Affairs
Myanmar <ul style="list-style-type: none"> • Planning and managing of TVET is under 3 agencies • Myanmar National Skills Qualification System <ul style="list-style-type: none"> ○ Skill: Level 1-4 	<ul style="list-style-type: none"> • Ministry of Education - Department of Technical and Vocational Education • Ministry of Labour, Immigration and Population (Department of Labour) • Ministry of Planning, Finance, and Industry • Myanmar Industrial Development • National Skills Standard Authority (NSSA) • Union of Myanmar Federal Chamber of Commerce and Industry (UMFCCI)
The Philippines <ul style="list-style-type: none"> • Three agencies (DepEd, TESDA, and CHED) manage the education system 	<ul style="list-style-type: none"> • Commission on Higher Education • Department of Agriculture • Department of Education (technical-vocational track of K-12 programmes) • Department of Information and Communications Technology • Department of Labor and Employment • Department of Science and Technology • Department of Trade and Industry <ul style="list-style-type: none"> - Philippine Trade Training Center (PTTC) for continuing and adult education training on enterprise and business • Technical Education and Skills Development Authority
Singapore <ul style="list-style-type: none"> • TVET is managed by Ministry of Education, Institute of Technical Education (ITE), and Polytechnics 	<ul style="list-style-type: none"> • Ministry of Education • Ministry of Trade and Industry
Thailand <ul style="list-style-type: none"> • MOE, MOL, MOC, MOI and TPQI collaborate in workforce development based on needed education qualifications, assessment, and gap-fill training, respectively 	<ul style="list-style-type: none"> • Ministry of Education (MOE) <ul style="list-style-type: none"> – Office of the Permanent Secretary (OPS) <ul style="list-style-type: none"> ➤ Serves as a Focal Point of SOM-ED Thailand overseeing the ASEAN Activities under education and learning schemes. – Office of Vocational Education Commission (OVEC) <ul style="list-style-type: none"> ➤ Handles formal technical and vocational education. ➤ Focuses on competency-based curriculum training. • Ministry of Labor - Department of Skills Development (DSD) <ul style="list-style-type: none"> ➤ Trains and develops skills for new graduates coming to labour market, create opportunities for employment, and upgrade skill for employees. ➤ Focuses on National Skill Standard. • Ministry of Commerce (MOC) • Ministry of Industry (MOI) • Thailand Professional Qualification Institute (TPQI) <ul style="list-style-type: none"> ➤ Develops professional qualification system ➤ Supports industries in developing occupational standards and adopts foreign and international standards as well as implements them in Thailand ➤ Accredits and monitors assessment centres ➤ Awards professional qualifications ➤ Promotes competency-based training that is aligned with

COUNTRY ³	GOVERNMENT AGENCIES / MINISTRIES ⁴
	<p>occupational standards</p> <p>➤ Collaborates with public and private institutions at home and abroad to promote occupational standards and professional qualification systems.</p>
<p>Viet Nam</p> <ul style="list-style-type: none"> • TVET system at the central level is managed by MoLISA, MoET, and other line ministries, while local authorities manage TVET at the local level 	<ul style="list-style-type: none"> • Ministry of Labour, Invalids and Social Affairs (MoLISA) - Directorate of Vocational Education and Training • Ministry of Education and Training (MoET) • Ministry of Industry and Trade

RULES OF PROCEDURE

RULES OF PROCEDURE ASEAN TVET COUNCIL

The work of the ASEAN TVET Council (hereinafter shall be referred as “the ATC”) shall be conducted in accordance with the Terms of Reference (TOR) and the following Rules of Procedure (ROP):

RULE 1: CHAIRMANSHIP AND VICE-CHAIRMANSHIP OF THE ATC

1. The ATC Chairmanship and Vice-Chairmanship shall be rotated among the ASEAN Member States (AMS) biennially and alphabetically. The first Chair shall be elected by the appointed representatives of AMS to the ATC. In this regard, the Philippines was elected as the inaugural Chair for the period of 2020-2022 and Singapore as the Vice-Chair. The rotation of the Chairmanship and Vice-Chairmanship appears as **ANNEX 1**.
2. The subsequent Chairmanship shall be assumed by the Vice Chair. The handover of Chairmanship shall be conducted in the annual meeting of the Council. One year prior to the handover, the next country in line to be the Vice-Chair should be consulted on its readiness to assume the role. Should the Member State be not ready to assume the Vice-Chairmanship, it may forgo its turn.
3. The ASEAN Member States assuming the Chairmanship and Vice-Chairmanship shall select among their respective senior-level focal points from different ministries to be the ex-officio Chair and ex-officio Vice-Chair.

Roles and Responsibilities of the Chair

4. The Chair shall perform the functions conferred upon him/her by the Terms of Reference (TOR) of the ATC, the Rules of Procedure of the ATC, and the decisions of the ATC.

Roles and Responsibilities of the Vice-Chair

5. The Vice-Chair shall provide support to the Chair in undertaking his/her roles and responsibilities.
6. The Vice-Chair will be responsible for the duties of the Chair in his/her absence and/or as delegated by the Chair.

RULE 2: MEETINGS

7. The ATC shall convene at least one regular meeting every year.
8. The annual meeting will be hosted and funded by the Chair in the first year of its two-year term and by the ASEAN Secretariat in the second year. However, if the Chair wishes to host the two annual meetings under its term, he/she may do so.
9. The Chair shall decide on the dates of the regular meetings in consultation with the focal points.
10. The Chair shall oversee the organization and arrangements of the meetings, including expected outcomes and agendas of the meetings, invitation letters, administrative and logistics. The meetings may be convened face-to-face or virtually.
11. The meetings shall be convened on a cost-sharing basis whereby the organizational costs (i.e. meeting package, administrative support, documentation, and, where possible, hospitality) shall be borne by the host while the participation costs shall be borne by the respective AMS.
12. The ATC may convene special meetings as necessary. Hosting of an additional meeting shall be on a voluntary basis. When necessary, such special meetings may also be convened through video/audio conferencing or online facilities.

RULE 3: DECISION MAKING

13. The ATC shall adopt a consultative and consensus approach in its decision making process in accordance with Article 20 of the ASEAN Charter.
14. Decision making can be made during the annual meeting of the ATC or in between meetings through ad-referendum consultation with the focal points that is facilitated by the Chair with the support of the ASEAN Secretariat.
 - i) Unless it is an urgent matter, the usual deadline for the members to respond is two weeks after the matters are conveyed to the focal points in writing.
 - ii) The focal points may request for time extension to respond as and when necessary. No response from the focal points on matters that require approval by the given deadline shall be considered as concurrence, provided that such provision is made known to AMS in the cover letter/other written communications.
15. In developing an outcome document, the ATC shall, if necessary, consult AEM, ALMM, and ASER for adoption or further submission to the ASEAN Summit. Consultation with AEM, ALMM and ASER may be conducted ad-referendum with an accompanying letter from the Chair or in their respective meetings.

16. Communications on matters concerning the ATC shall be done by the ATC focal points themselves or by other officials as mandated by the concerned focal points to communicate on their behalf.
17. The focal points shall notify the Chair and the ASEAN Secretariat on any officials and/or supporting staff who should receive copies of regular communications on matters concerning the ATC and/or are allowed to communicate on their behalf.

RULE 4: AGENDA

18. A provisional agenda for each meeting of the ATC shall be prepared by the Chair, with support from the ASEAN Secretariat. The provisional agenda shall be circulated to all focal points for their comments and suggestions at least 15 working days prior to the meeting.
19. The Chair shall, through consultations with the focal points, consolidate the proposed amendments in a revised provisional agenda. The revised provisional agenda shall be circulated to all focal points at least seven working days prior to the meeting.
20. In urgent cases and where a special meeting is to be convened immediately, the Chair may shorten the period needed to provide the agenda to five working days before the date of the meeting.
21. The agenda shall include, but not limited to, the following matters:
 - i) Development or review of the implementation of the ATC work plan and priority areas;
 - ii) Coordination with other ASEAN sectoral bodies, including information sharing by the Chair, focal points or ASEAN Secretariat on outcomes of other meetings that are relevant to the ATC;
 - iii) Cooperation with external parties;
 - iv) Development and endorsement of policy recommendations; and
 - v) Review and endorsement of the annual report to AEM, ALMM and ASER, or other outcome documents.
22. The agenda shall be adopted by the ATC at the beginning of each meeting.

RULE 5: CONDUCT OF BUSINESS

Business Arrangement

23. In a physical / face-to-face set-up, at least one focal point from each Member State and non-governmental member shall have a seat at the main table during the meetings of the ATC.

- i) Focal points from the same country shall be seated together in a clockwise English alphabetical order of country names, starting from Brunei Darussalam on the left hand side of the Chair with a nameplate and national flag of the country placed in front of them.
 - ii) Focal points from non-governmental members, namely the ASEAN Future Workforce Council, ASEAN Confederation of Employers (ACE) and ASEAN Trade Union Council (ATUC) and SEAMEO Secretariat, shall be seated after the country delegation of Viet Nam.
 - iii) The Chair and Vice-Chair shall be seated at the front table. The Vice-Chair shall be seated to the immediate right of the Chair. They shall be accompanied by the respective country focal points and delegates.
 - iv) Each focal point may be accompanied by other representatives of the delegation. Decision on the composition of the country delegations is at the discretion of the concerned AMS.
 - v) The representatives of the ASEAN Secretariat shall be seated at the main table and to the immediate right of the Vice-Chair, with a nameplate of the ASEAN Secretariat and the ASEAN flag in front.
24. In a virtual / online set-up, all focal points and respective delegations will be accommodated in the virtual meeting room. The number of delegates will be decided by the host depending on the capacity of the virtual meeting facility. The host shall develop the technical guidelines for the virtual meeting arrangement.

Sessions of the ATC Meetings

Closed session

25. The ATC shall meet in closed and plenary sessions which are participated by the focal points and ASEAN Secretariat only.

Open Session

26. The ATC may decide to conduct a dialogue and/or consultation in an open session with representatives of other ASEAN sectoral bodies or national, regional, and international institutions and entities dealing with TVET and skills development.
27. In reference to Article 42 of the TOR, the ATC may invite the following, but not limited to, regional entities for consultation sessions in the annual meetings of the ATC: ASEAN Business Advisory Council (ASEAN-BAC), SEAMEO Regional Centre for Vocational and Technical Education, SEAMEO Regional Centre for Technical Education Development, and ASEAN Service Employees Trade Union Council (ASETUC).

28. Prior to the meeting, selection of entities to be invited to an open session shall be consulted by the Chair with the focal points in accordance with the decision making procedure of the ATC. The letter of invitation to the invited entities shall be issued by the Chair.
29. The ATC may decide on additional invitees other than those specified in Article 42 of the TOR based on the following common principles. Any objection from the focal point shall be supported by a good reason for the consideration of the ATC.
 - i) Having a regional presence at ASEAN level;
 - ii) Had collaboration or expressed an interest to collaborate with ASEAN or the ATC on issues of TVET and skills development; and
 - iii) Has experience in working on issues of TVET in ASEAN and, thus, shows ability to contribute to ATC activities to implement the ATC Work Plan.

RULE 6: PARTICIPATION

30. Participation of the focal points to the meetings of the ATC is mandatory. If a focal point is unable to attend a meeting due to exceptional circumstances, he/she may appoint/ designate a substitute with a full mandate to represent the ministry or non-governmental member of the ATC and therefore authorized to decide on matters discussed in the meeting of the ATC. Such temporary representative shall represent the ministry or non-governmental member of the ATC on an ad-hoc basis. The concerned focal point shall send a notification letter to the Chair regarding the appointment/designation.
31. Participation to the meetings of the ATC shall be on a self-funded basis.
32. The ATC focal points shall notify the Chair and the ASEAN Secretariat of their respective lists of delegates to attend the meeting at least five working days prior to the meeting.

RULE 7: DOCUMENTATION

33. The documentation and distribution of documents, including those for the meetings of the ATC, shall be done by the ASEAN Secretariat with the approval of the Chair.
34. Any member wishing to circulate documents for a meeting shall inform and transmit the documents to the ASEAN Secretariat at least five working days prior to the meeting.

RULE 8: SUMMARY RECORDS

35. The ASEAN Secretariat shall prepare a draft Summary Record of discussion and its annexes after every meeting of the ATC. The draft Summary Record shall be conveyed to the Chair for his/her consideration before being circulated by the ASEAN Secretariat to all members for comments.

36. The Summary Record shall be finalized through consultations with and endorsement by all focal points. Such endorsement may be done through ad-referendum within 15 working days after circulation of the draft Summary Record.
37. The ASEAN Secretariat shall be the depository of all summary records and shall convey copies of the summary records to all ATC focal points.
38. The summary records are internal documents of the ATC. Upon the approval of the ATC, relevant issues/decisions of a meeting may be shared with other relevant ASEAN sectoral bodies and stakeholders for information and/or coordination.
39. The ATC shall decide on the information, documents, materials and/or matters produced by the ATC that may be made available to the public through the ASEAN Secretariat website and other appropriate media.

RULE 9: MEMBERS OF THE ATC

40. In reference to Article 25 of the TOR of the ATC, each AMS, through its relevant government agencies/ministries, and non-government member shall formally send a notification letter to the ATC Chair and the Secretary-General of ASEAN regarding the appointment of its representative to the ATC and/or the appointment of a new representative to replace a previous representative. The list of ATC focal points appears as **ANNEX 2**.
41. The term of office of the appointed representatives shall be at the discretion of the concerned ministries and organizations.

RULE 10: ESTABLISHMENT OF COMMITTEES OR WORKING GROUPS

42. The ATC may establish an ad-hoc working group, committee or task force for the ATC to facilitate its work as and when necessary. The TOR for such ad-hoc working group, committee or task force shall be determined by the ATC.

RULE 11: REPORTING PROCEDURE

43. In accordance to Article 34 of the TOR of the ATC, the ATC shall submit an annual report of its activities and other reports, as necessary, to the AEM, ALMM, and ASED through SEOM, SLOM, and SOM-ED, and other relevant sectoral bodies.
44. The Chair shall lead in the preparation of the annual reports of the ATC and presenting such reports to the AEM, ALMM, and ASED at their meetings or ad-referendum. In case the Chair is unable to present the annual report to the meeting, he/she can be represented by the Vice-Chair or the ASEAN Secretariat.

RULE 12: RELATIONSHIP WITH OTHER ASEAN SECTORAL BODIES

45. The ATC shall promote dialogue and partnerships with other ASEAN sectoral bodies dealing with TVET and skills development in undertaking its mandate and functions.
46. In reference to Article 42 of the TOR of the ATC, the modalities for such coordination and collaboration may include the following, among others:
 - i) Convening joint meetings/dialogue;
 - ii) Attending each other's meetings to share information and exchange views;
 - iii) Consultation of draft outcome documents for inputs; and
 - iv) Joint projects where possible.

RULE 13: REPRESENTATION OF THE ATC AT REGIONAL AND INTERNATIONAL EVENTS

47. The Chair shall represent the ATC at regional and international events relevant to the advancement of TVET and skills development, but with the following considerations, among others:
 - i) The events must be substantive and beneficial to the ATC;
 - ii) The inviting organisations must be in good standing and their work must be relevant to the work of ATC;
 - iii) The invitations should be addressed to either the ATC as a whole or to the Chair; and
 - iv) Representation of the ATC by the Chair in non-ASEAN events shall first be consulted with the focal points for agreement.
48. Where the Chair is not able to represent the ATC at regional and international events, the Chair may designate the Vice-Chair or other ATC member to represent the ATC at the event.
49. The Chair or any focal point may attend events in their personal capacities. In such case, the Chair or the focal point does not represent the ATC and, therefore, the ATC shall not be committed to support or endorse any deeds or statements made by the Chair or focal point at such events.

RULE 14: WORK PLAN AND RESOURCE MOBILISATION

Work Plan

50. In accordance to Article 16 of the TOR of the ATC, the ATC shall prepare and submit a five-year Work Plan of programmes and activities to be approved by the members at the regular meetings or inter-sessionally.

Resource Mobilisation

51. The ATC shall mobilise resources for the implementation of its Work Plan from ASEAN Member States as well as from various sources including the ASEAN Dialogue Partners, donor countries, international agencies, the private sector, and nongovernmental organisations.

Project Appraisal and Approval

52. Project proposals to implement the Work Plan shall be developed by the project proponents for endorsement by the ATC. The ATC may also consider and endorse project proposals to implement its Work Plan that are developed by other ASEAN sectoral bodies, ASEAN Dialogue Partners, international organisations or other entities.
53. Project proposals that seek funding from ASEAN Dialogue Partners shall be coursed through the ASEAN appraisal and approval process as provided for in the ASEAN Secretariat's Document on Project Appraisal and Approval Process.

RULE 15: SUPPORT FROM THE ASEAN SECRETARIAT

54. In line with Article 36 of the TOR of the ATC, the ASEAN Secretariat shall provide the necessary technical and secretarial support for the effective functioning of the ATC.

RULE 16: GENERAL AND FINAL PROVISIONS

55. This Rules of Procedure shall come into force upon the approval of the AEM, ALMM, and ASED.
56. Amendments to the Rules of Procedure may be proposed by any focal point. The focal point proposing any amendments shall convey them to the Chair and all other members. Any amendment shall be decided by the Council based on consensus and subsequently consulted with AEM, ALMM, and ASED for approval.
57. Any difference arising from the interpretation of the Rules of Procedure shall be settled by consultation and consensus.
58. In case of inconsistency between these Rules of Procedures and the Terms of Reference of the ATC, the latter shall prevail.

59. This Rules of Procedure shall be reviewed subsequent to any revision of ATC's Terms of Reference.

Annex 1 - The Rotation of the ASEAN TVET Council Chairmanship and Vice-Chairmanship

2020-2022	
<u>Chair: The Philippines</u>	<u>Vice Chair: Singapore</u>
2022-2024	
<u>Chair: Singapore</u>	<u>Vice Chair: Thailand</u>
2024-2026	
<u>Chair: Thailand</u>	<u>Vice Chair: Viet Nam</u>
2026-2028	
<u>Chair: Viet Nam</u>	<u>Vice Chair: Brunei Darussalam</u>
2028-2030	
<u>Chair: Brunei Darussalam</u>	<u>Vice Chair: Cambodia</u>
2030-2032	
<u>Chair: Cambodia</u>	<u>Vice Chair: Indonesia</u>
2032-2034	
<u>Chair: Indonesia</u>	<u>Vice Chair: Lao PDR</u>
2034-2036	
<u>Chair: Lao PDR</u>	<u>Vice Chair: Malaysia</u>
2036-2038	
<u>Chair: Malaysia</u>	<u>Vice Chair: Myanmar</u>
2038-2040	
<u>Chair: Myanmar</u>	<u>Vice Chair: The Philippines</u>

ANNEX 2 - ASEAN TVET COUNCIL Focal Points

As of 5 November 2021

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WORK PLAN (2021-2030)

WORK PLAN OF ASEAN TVET COUNCIL (2021-2030)

INTRODUCTION

The establishment of the ASEAN TVET¹ Council (ATC) was called for in the ASEAN Declaration on Human Resources Development for the Changing World of Work adopted by the 36th ASEAN Summit in June 2020. Subsequently the Terms of Reference of ATC was jointly adopted by the ASEAN Labour Ministers Meeting (ALMM), ASEAN Education Ministers Meeting (ASEM) and ASEAN Economic Ministers Meeting (AEM) and ATC was launched by those three ministerial bodies in September 2020. The Terms of Reference is available online: https://asean.org/storage/2020/06/TOR_ASEAN-TVET-Council_adopted-by-AEM_ALMM_ASED.100620201.pdf.

The ATC consists of representatives of:

- AMS from the economic, education, and labour sectors.* In this regard, AMS have appointed TVET focal points from ministry of labour, ministry of education, and ministry of commerce/industry/trade.
- Business and industry sector.* In this regard, ASEAN Future Workforce Council has appointed its representative to ATC.
- Other relevant stakeholders (by invitation).* In this regard, SEAMEO Secretariat, ASEAN Confederation of Employers (ACE) and ASEAN Trade Union Council (ATUC) have appointed their respective representatives to ATC.

As per its Terms of Reference, ATC carries its mandate as a multi-sectoral/cross-sectoral body that provides a platform for coordination, research and development on innovations and monitoring of regional programmes that support the advancement of TVET¹ in the region.

This Work Plan aims to guide ATC in carrying out its mandate through activities in the period of 2021-2030. Those activities are designed to achieve the target outcomes in six priority areas stipulated in the Terms of Reference of ATC. Please refer to the below table.

As per the TOR, the ATC will coordinate regional initiatives on the following priority areas with voluntary participation of AMS:	The ATC will contribute to achievements of these outcomes through implementation of activities in this Work Plan:
<p>Development of market-responsive workforce through LMIS, skills competitions (e.g. ASEAN Skills Competition), and skills needs anticipation</p> <p>Support to the capacity building of TVET trainers/personnel at schools, centers, and in companies, and assessment of their quality</p> <p>Strengthening of TVET quality assurance in AMS</p> <p>Conduct of researches pertaining to TVET</p>	<p>Outcome 1: Strengthened labour-market orientation through effective use of labour market information and institutionalized cooperation and leadership of business and industry in TVET</p> <p>Outcome 2: Improved digital readiness, resilience to disruptions, and ability of TVET systems and TVET institutions to adapt and respond to emerging trends</p> <p>Outcome 3: Enhanced capacity of TVET personnel (political decision-makers, managers, teachers, instructors, and trainers at schools, centers, and in companies)</p> <p>Outcome 4: Improved image and status of TVET and increased demand for initial and continuous TVET programmes in and across AMS,</p>

¹ In some countries, skills development is known as a training included in TVET.

Sharing of good practices and lessons learnt on TVET implementation and financing Improve the image of TVET	Outcome 5: Sustained and effective ATC as an institution in the region Outcome 6: Harmonized TVET policies/frameworks to improve the whole ASEAN TVET environment
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ATC acknowledges that the advancement of TVET in the region is a result of multiple stakeholders' initiatives at local, national and regional levels. Therefore, this Work Plan does not stand alone but it builds synergy with other TVET -related ASEAN commitments. ATC takes into account the following ASEAN commitments pertaining to TVET in this Work Plan:

- Roadmap of ASEAN Declaration on Human Resources Development for the Changing World of Work (ASEAN HRD Roadmap)
- ASEAN Comprehensive Recovery Framework (ACRF) Implementation Plan
- SOM-ED Work Plan 2021-2025
- SLOM-WG Work Plan 2021-2025
- ASEAN Strategic Action Plan for SME Development 2016-2025

Activities highlighted in green colour are those that will involve ATC. Some of them are planned in other ASEAN documents and will involve ATC as a lead body or contributing body (pending decision among the sectoral bodies listed). Other activities that are not highlighted are planned in the work plans of SOM-ED, SLOM-WG and ACC-MSME. Those sectoral bodies have not decided on whether ATC will be engaged in all or some of those initiatives. Nonetheless, those activities are included in the ATC Work Plan for information and synergy of work.

While the overall timeframe is 10 years, the projects and activities in this Work Plan are staggered into two periods of 2021-2025 and 2026-2030. The ATC shall prioritise its resources for the implementation of projects and activities in the first five years. This Work Plan is a living document that can be updated by ATC in future based on consensus among ASEAN Member States. A mid-term review of this Work Plan will be conducted in 2025. During the mid-term review, ATC may wish to adjust the existing initiatives and/or initiate new initiatives as necessary to support ATC in carrying out its mandate, objectives and functions as stipulated in the Terms of Reference. The mid-term review will take into account the post-2025 TVET-related initiatives in the aforementioned ASEAN documents.

The monitoring and evaluation framework of this Work Plan will be aligned with that of the ASEAN HRD Roadmap and the aforementioned sectoral bodies as a reaffirmation that regional achievements to be made by ASEAN on TVET are not the results of this Work Plan alone. Implementation of ATC-led activities in this Work Plan will be reported by the lead countries during the annual meetings of ATC.

WORK PLAN OF THE ASEAN TVET COUNCIL 2021-2030

As of 30 September 2021

Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
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Outcome 1:

Strengthened labour-market orientation through effective use of labour market information and institutionalized cooperation and leadership of business and industry in TVET

1.1 Enhanced Labour market information systems and skills forecasting for the 4IR and other emerging trends	Support TVET regional mobility to strengthen the comparability of selected sectors in ASEAN and reduce the gap between the demand and supply in skills [TEAM Project] (SOM-ED Work Plan 2021-2025)	SOMED Chair			SOM-ED	KCCI, Koreatech
	Strengthening LMIS in AMS towards Achieving Greater Labour Mobility across AMS (SLOM-WG Work Plan 2021-2025)	Philippines, Viet Nam, Indonesia	2021- 2022		SLOM-WG	RECOTVET, ILO
	Study and documentation of best practices in assessing labour market needs and employment opportunities, linking with skills requirements of growing industries (SLOM-WG Work Plan 2021-2025)	Singapore			SLOM-WG	
	1. Quality labour market information, including:					
	• Skills forecast to support lifelong learning initiatives (ASEAN HRD Roadmap)			ATC	SLOM, SOM-ED	ILO
	• Enhance capacities of governments, educational institutions, skills development institutions, business sector and other stakeholders to conduct skills forecasts to promote labour market oriented education and trainings (ASEAN HRD Roadmap)			ATC	SOM-ED, SLOM, ACCMSME, AFWC, AUN	SEAMEO, ACE, ABAC, ATUC, ILO, RECOTVET

WORK PLAN OF THE ASEAN TVET COUNCIL 2021-2030

As of 30 September 2021

Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
	<ul style="list-style-type: none"> Explore effective models of cooperation or sharing of LMI between all stakeholders, including the private sector 			ATC		
1.2 Increased participation of business and industry in standards development and training delivery through defined/established public-private cooperation formats/mechanisms (e.g. skills training, apprenticeships, dual training, and internships)	Promote the importance of TVET coordinating body or board co-chaired by the public and private institutions to drive coherent, future-oriented TVET agendas (SOM-ED Work Plan 2021-2025)	Thailand			SOM-ED	SLOM, RECOTVET, ATC, SEAO VOTTECH
	Strengthen private sector cooperation in TVET through structured public-private dialogues	Brunei Darussalam Thailand Indonesia			SOM-ED	SLOM, RECOTVET, ATC, SEAMEO VOTTECH
	2. Enhanced cooperation with education and skills development institutions which are industry based (ASEAN HRD Roadmap) <ul style="list-style-type: none"> Document and promote good PPP models particularly in joint standards development 			ATC	SOM-ED, SLOM, ACCMSME, AFWC, AUN	SEAMEO, STEM-ED
	<ul style="list-style-type: none"> Skills development in organisations: Support transferability of skills set, occupational mobility and career development (ASEAN HRD Roadmap) 			ATC	SLOM, SOM-ED	ILO, GIZ/RECOTVET
	<ul style="list-style-type: none"> Establish a regional and/or international internships/apprenticeship programme for TVET students in ASEAN with firms or companies linked to Industry 4.0 			ATC		

WORK PLAN OF THE ASEAN TVET COUNCIL 2021-2030

As of 30 September 2021

Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
	Ensure quality TVET through leadership, regional exchanges and resources to support quality assurance mechanisms, including in promoting inclusive female and male workers' mobility and cross-border internship (SOM-ED Work Plan 2021-2025)	Brunei Darussalam Thailand			SOM-ED	
	Establishment of vocational training, skills development, and counseling centres for micro enterprise, women and youth in collaboration with the private sector (strengthening micro enterprises) (ASEAN Strategic Action Plan for SME Development 2016-2025) : <ul style="list-style-type: none"> Development of TVET programmes in focus industries to meet industry needs in collaboration with the private sector; Establishment of SME technical training centres for updating operational efficiency through on-the-job training. 				ACCMSME	
	3. Explore models to better engage firms in TVET training: <ul style="list-style-type: none"> Analysis of and learning from existing modes of apprenticeships, internships, and dual training systems in AMS to understand why not many firms are participating. 			ATC		
	<ul style="list-style-type: none"> Provide incentives and recognition to companies investing resources in skills development, internships and 			ATC	ACCMSME, SOM-ED, SLOM, AFWC	ABAC, ACE

WORK PLAN OF THE ASEAN TVET COUNCIL 2021-2030

As of 30 September 2021

Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
	apprenticeships (ASEAN HRD Roadmap) : - Identify good models of incentivising the Participation of business and industry in education and skills development, e.g. Skills Award in the ASEAN Business Awards					
1.3 Strengthened research and innovation in TVET	4. Promotion of research on new, advance, and emerging technologies to further improve the efficiency, access, quality, and equity of TVET					
Outcome 2: Improved digital readiness, resilience to disruptions, and ability of TVET systems and TVET institutions to adapt and respond to emerging trends						
2.1 Approaches for lifelong education and skills development , re-skilling, upskilling and soft skill, with a view to be adaptable to new technologies, changing demand and future of work	Adapt TVET curricula to the post-COVID-19 future of work (SLOM-WG Work Plan 2021-2025)	The Philippines			SLOM-WG	
	5. Incorporate 21 st century or transversal skills (learning-to-learn skills) in training standards/curriculum that would ensure continued learning and adaptation to future changes in the labour market			ATC		
	<ul style="list-style-type: none"> Promote a contextualized understanding of 21st century skills that is meaningful for adolescents and youth and aligned with the interests of national economies (ACRF Implementation Plan) Define learning outcomes related to the promotion of digital and 21st 			ATC	SOM-ED	
				ATC	SOM-ED	

WORK PLAN OF THE ASEAN TVET COUNCIL 2021-2030

As of 30 September 2021

Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
	century skills (ACRF Implementation Plan)					
2.2 Enhanced digital competencies/capacities of TVET systems and TVET institutions / skills development centres in employing alternative/flexible modes of TVET delivery, including assessment and certification	6. Develop alternative/flexible training and assessment methodologies and /or platforms on select occupations and pilot projects for benchmarking			ATC		
	Implement RECOTVET Programme to improve the capacity of ASEAN TVET systems to adapt to the requirements of digitalisation (SOM-ED Work Plan 2021-2025)	SOM-ED Chair, ASEC			SOM-ED	GIZ, SEAMEO VOCTECH
	7. Documentation of good practices in promoting digital transformation in TVET and increasing investment in remote learning (<i>also related to ACRF Implementation Plan</i>)			ATC		SEAMEO
Outcome 3: Enhanced capacity of TVET personnel (political decision- makers, managers, teachers, instructors, and trainers at schools, centers and in companies)						
3.1 Regional or international exchange programmes for TVET personnel (e.g., political decision- makers, managers, teachers and trainers at schools and in companies)	Expand and improve the quality of apprenticeship, teachers, instructors, and in-company trainers to increase the relevance and effective transfer of skills as well as industry cooperation (SOM-ED Work Plan 2021-2025)	Thailand			SOM-ED	
	8. Leverage existing training and exchange programmes that promote safe, responsible and appropriate use of ICT for teaching and learning (for students, teachers, school heads, educational managers), including promoting digital citizenship and			ATC	SLOM, SOM-ED	ILO, SEAMEO

WORK PLAN OF THE ASEAN TVET COUNCIL 2021-2030

As of 30 September 2021

Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
	educational technology leadership (e.g., TechEXCELS, GURO, MT4T) (ASEAN HRD Roadmap)					
3.2 Strategies to attract the competent teachers, instructors, and trainers to join in TVET	9. Develop a model demonstrating earning potentials and career development opportunities for TVET trainers			ATC		
	Strengthen the capacities of TVET personnel skills development institutions to equip female and male teachers, trainers, instructors, and students with transversal skills, digital competencies, and other skills to adapt to the digitisation technologies and automation demand (Future of Work) (SOM-ED Work Plan 2021-2025)	Lao PDR			SOM-ED	
	10. Support the development of teacher, trainers, instructors, competencies with respect to remote teaching and learning, training such as: (1) mental health and psychosocial support for students, (2) remote teaching and learning, training for students from vulnerable groups and marginalized communities, (3) adaptability to future crisis and disruption, (4) assessment of learning loss and remedial actions, and (5) enforcement of health and safety guidelines and practices (ACRF Implementation Plan)			ATC	SOM-ED	SEAMEO, SEAMEO SEN
Outcome 4: Improved image and status of TVET and increased demand for initial and continuous TVET programmes in and across AMS						
4.1 Promote lifelong learning and adoption of Recognition of Prior Learning	11. Explore lifelong learning strategies/mechanisms to facilitate seamless education pathways and credit grants			ATC		

WORK PLAN OF THE ASEAN TVET COUNCIL 2021-2030

As of 30 September 2021

Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
	from secondary, TVET, and to tertiary education					
	<p>12. Effective policies and initiatives in TVET that will meet current and future skills needs and allow occupational mobility and career development (ASEAN HRD Roadmap):</p> <ul style="list-style-type: none"> Integrate higher order and transversal skills in TVET curricula; Work towards recognizing, validating, and accrediting prior learning (including review the existing terms and pathways for recognition of prior learning); Introduce flexible training models 			ATC	SOM-ED, SLOM, AFWC, ACCMSME	GIZ/RECOTVET, ILO, SEAMEO VOCTECH, ABAC, ASEAN Dialogue Partners, ATUC, SEAMEO, STEM-ED
	<p>13. Share best practices on the financing of lifelong learning (ASEAN HRD roadmap)</p> <ul style="list-style-type: none"> Explore establishment of a central pool of funds with contributions from governments, private sector, international organisations and other partners to support priorities and research on future skills needs (ASEAN HRD Roadmap) 			ATC	SLOM, SOM-ED, AFWC	ILO, UNESECO, ASEAN Dialogue Partners
4.2 Promotion of TVET as a viable choice of education through demonstration of earning potentials and career development	Promote a positive image of TVET as a viable career path for female and male learners, including those with special needs (SOM-ED Work Plan 2021-2025)	Malaysia, Singapore, Indonesia			SOM-ED	

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Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
	14. Improve the value or recognition of TVET certificates in companies and firms			ATC		
	15. Sharing of good practices on career advice and employment services			ATC		
4.3 Promotion of quality assurance	16. Explore ASEAN TVET Network Quality Assurance (ATN-QA) <ul style="list-style-type: none"> Study ATN-QA framework, including standards, assessment guidelines, quality accreditation, etc. 			ATC		
4.4 Promote up-skilling and re-skilling for all	Developing business engagement models for up-skilling and reskilling workers in response to 4IR (SLOM-WG Work Plan 2021-2025)	Viet Nam	2022-2024		SLOM-WG	
Outcome 5: Sustained and effective ATC as an institution in the region						
5.1 ATC organizational development process	17. Conduct of workshops / policy dialogues among the ATC focal points and/or other stakeholders in support of the organizational development process of the ATC <ul style="list-style-type: none"> discuss interests and ownership among all stakeholders discuss operation/technical capacity resources mobilization among the AMS and/or external partners 	The Philippines	2021-2022	ATC		RECOTVET
5.2 Establishment of ATC digital platform for cooperation, knowledge exchange (researches), and sharing of best practices	18. Develop/establish knowledge resource center in TVET, especially for the best practices or models, and researches	The Philippines		ATC		RECOTVET, SEAMEO VOC TECH

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Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
5.3 Communication Plan for Advocacy	19. Implement advocacy campaign, including wider dissemination of information, education and communication (IEC) materials, of lifelong learning by portraying positive image such as decent and employment opportunities, school to-work transition and career progression of TVET and university graduate (ASEAN HRD Roadmap)			ATC	SOM-ED, SLOM	SEAMEO VOCTECH, UNESCO-UNEVOC, ATUC, ACE, SEAMEO, STEM-ED, GIZ/RECOTVET (SEA-TVET)
Outcome 6: Harmonized TVET policies/frameworks to improve the whole ASEAN TVET environment						
6.1 Promotion of mutual recognition and skills	Promote research and knowledge development on TVET, including analysis of labour market demands and skill needs at the national level (SOM-ED Work Plan 2021-2025)	The Philippines			SOM-ED	SLOM, KRIVET, ASEAN Connectivity Division, SEOM, GIZ, OECD, SEAMEO TED
	Enhancing the Competitiveness of ASEAN Human Resources through Responsive TVET Curriculum Supported by Involvement of Industries and LMI (SLOM-WG Work Plan 2021-2025)	The Philippines, Thailand, Viet Nam	2021-2022 (ongoing)		SLOM-WG	KRIVET, AKCF
	20. Evidence generation on thematic areas such as understanding 21st century skills development through the education system, pathways for girls' empowerment through 21st century skills and innovation, industry, digitalization and youth engagement, development of typologies for public-private partnerships for skills development, impact of social and environmental factors on the			ATC	SOM-ED	

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Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
	educational attainment of adolescents (ACRF Implementation Plan)					
	21. Enhance the responsiveness and cohesiveness of labour, educational, economic policies and institutional frameworks in promoting the following aspects (ASEAN HRD Roadmap) : <ul style="list-style-type: none">Competencies, productivity, job flexibility (including mobility) of workers;Business models that incorporate re-skilling, upskilling and new skills acquisition of workers;Mutual recognition of skills to support mobility of skilled labour;			ATC	SLOM, AFWC, COSTI	ACE, ATUC, ABAC, ILO, RECOTVET, ASEAN Dialogue Partners
				ATC	SLOM, AFWC, ACCMSME	ACE, ATUC, ABAC, ILO, GIZ/RECOTVET, ASEAN Dialogue Partners
				ATC	SLOM, AFWC	ACE, ATUC, ABAC, ILO, AQRFC Committee, ASEAN Dialogue Partners
6.1.1 Strategies for harmonization and development and dissemination of regional standards	22. Encourage harmonisation of TVET competency standards and recognition in AMS (ASEAN HRD Roadmap) :			ATC	AFWC, SOM-ED, SLOM	AUN, AQRFC Committee
	<ul style="list-style-type: none">Continue implementation of ASEAN–ROK TVET Mobility Programme and consider possible follow-up activities.		2022-2023		SOM-ED, SLOM	ROK
	<ul style="list-style-type: none">Explore regional standards for referencing ²			ATC		

² By taking into account, but not limited to: the ASEAN Qualification Reference Framework (AQRFC) and ASEAN Guiding Principles for Quality Assurance and Recognition of Competency Certification Systems.

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Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
6.1.2 Sharing information about the network of TVET qualification framework, accreditation, and assurance agencies, as well as information about TVET institutions and accredited training programs to support mutual recognition of TVET qualifications among AMS	Phase 3 of the Project “Strengthening the Quality Assurance and Competency Certification Systems within ASEAN Economies through the Application of ASEAN Guiding Principles for Quality Assurance and Recognition of Competency Certification Systems” (SLOM-WG Work Plan 2021-2025)	Indonesia	2022-2023		SLOM-WG	IOM, JAIF
	Documentation of the Existing Bilateral or Multilateral Business-to-Business or Government-to-Government Mutual Recognition of Skills Arrangement on Selected Occupational Areas among AMS (SLOM-WG Work Plan 2021-2025)	The Philippines			SLOM-WG	
	Enhancement of Mutual Recognition of Skills (MRS) between Sending and Receiving Countries for Migrant Workers Working in Low-Skilled and Middle-Skilled Occupations (SLOM-WG Work Plan 2021-2025)	Myanmar	TBC		SLOM-WG	ILO
	23. Regional review of existing policies, frameworks and investments around education and skills (ACRF Implementation Plan)			ATC	SOM-ED	
6.2 Promotion of skills competition (e.g., ASEAN Skills Competition) as a mechanism to align skills and qualifications in the ASEAN	ASEAN Skills Competition (ASC) (SLOM-WG Work Plan 2021-2025)	13 th ASC: Singapore, July 2023	Biennially		SLOM-WG	
	24. Development of regional strategies and activities to add value to the ASEAN Skills Competition on:	The Philippines, Indonesia		ATC (co-lead)	SLOM-WG	

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Outputs/Key Results Areas	Planned Actions	Lead	Timeframe	ATC as Lead or Co-Lead Body	Other Lead or Co-Lead ASEAN Bodies	Potential Collaborating Partners
	<ul style="list-style-type: none"> Skill standards improvement in AMS; Exploring possible harmonization of training curriculum standards for TVET instructors in selected skill areas; Exploring benchmarking of skills assessment and certification (SLOM-WG Work Plan 2021-2025) Develop processes whereby skills standards in competitions can be adopted in the AQRf (ATC Work Plan 2021-2030) 	TBC		ATC		



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