

Rules of Procedure (ROP) of the Senior Officials' Meeting for the ASEAN Plus Three Cooperation on Civil Service Matters (ACCSM+3 SOM)

I. PURPOSE

1. The Senior Officials' Meeting for the ASEAN Plus Three Cooperation on Civil Service Matters (ACCSM+3 SOM) is established to realise and strengthen the Luang Prabang Joint Declaration on ASEAN Plus Three Civil Service Cooperation as well as to assist the ACCSM+3 in promoting ASEAN Plus Three Cooperation on Civil Service Matters.

II. COMPOSITION

2. The ACCSM+3 SOM shall comprise representative(s) at senior official level from each of the ASEAN Member States and the Plus Three Countries.

III. CHAIRSHIP

3. The ACCSM+3 SOM shall be chaired by the ASEAN Member State holding the Chairship of the ACCSM. The ACCSM+3 SOM shall be co-chaired by one of the Plus Three Countries, to be rotated according to alphabetical order.
4. The Chairperson shall prepare the draft agenda of the ACCSM+3 SOM in consultation with the Co-Chairperson.

IV. SCOPE OF WORK

5. The ACCSM+3 SOM shall have the following functions:
 - i. Assist the ACCSM+3 in implementing the Luang Prabang Joint Declaration on ASEAN Plus Three Civil Service Cooperation;
 - ii. Assist the ACCSM+3 Heads of Civil Service Meeting in developing, implementing and reviewing the ACCSM+3 Work Plan;
 - iii. Undertake follow-up work to the decisions of the ACCSM+3 Heads of Civil Service Meeting;
 - iv. Assist the ACCSM+3 Heads of Civil Service Meeting in the drafting the ACCSM+3 progress report to the ASEAN Plus Three Summit as necessary;
 - v. Review proposed cooperation activities to be funded by the ASEAN Plus Three Cooperation Fund (APTCF) and make recommendation to the Committee of Permanent Representatives to ASEAN Plus Three (CPR+3) Meeting for approval; and
 - vi. Perform any other functions as may be determined by the ACCSM+3.

V. REPORTING MECHANISM

6. The ACCSM+3 SOM shall report to the ACCSM+3 Heads of Civil Service Meeting.

VI. FREQUENCY OF MEETINGS

7. The ACCSM+3 SOM shall meet at least once every two years prior to the convening of an ACCSM+3 Heads of Civil Service Meeting.
8. It may also convene additional meetings, if and when necessary, as determined by the ACCSM+3 SOM.

VII. VENUE OF MEETINGS

9. The ACCSM+3 SOM shall meet in the ASEAN Member State holding the Chairship of the ACCSM.

VIII. SUPPORT FOR MEETINGS

10. The ASEAN Secretariat shall provide secretarial support to the Chairperson in the conduct of the Meetings, and be the repository of reports of the ACCSM+3 Senior Officials' Meeting.

IX. APPROVAL AND AMENDMENT

11. These Rules of Procedure shall be approved by the ACCSM+3 Heads of Civil Service.
 12. Any amendment shall be decided through consultation and by consensus of members of the ACCSM+3 Senior Officials' Meeting and approved by the ACCSM+3 Heads of Civil Service.
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