

**THE ASEAN COMMISSION
ON THE PROMOTION AND PROTECTION
OF THE RIGHTS OF WOMEN AND CHILDREN (ACWC)
WORK PLAN 2016-2020**



one vision
one identity
one community



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OF THE RIGHTS OF WOMEN AND CHILDREN (ACWC)
WORK PLAN 2016-2020**

The ASEAN Secretariat
Jakarta

The Association of Southeast Asian Nations (ASEAN) was established on 8 August 1967. The Member States of the Association are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam. The ASEAN Secretariat is based in Jakarta, Indonesia.

For inquiries, contact:

The ASEAN Secretariat
Community Relations Division (CRD)
70A Jalan Sisingamangaraja
Jakarta 12110
Indonesia
Phone : (62 21) 724-3372, 726-2991
Fax : (62 21) 739-8234, 724-3504
E-mail : public@asean.org

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THE ASEAN COMMISSION ON THE PROMOTION AND PROTECTION OF THE RIGHTS OF WOMEN AND CHILDREN (ACWC) WORK PLAN 2016-2020

ASCC Goals:

- A. Enhance commitment, participation and social responsibility of ASEAN peoples through an accountable and inclusive mechanism for the benefit of all;
- B. Promote equal access and opportunity for all, as well as promote and protect human rights;
- C. Promote balanced social development and sustainable environment that meet the current and future needs of the people;
- D. Enhance capacity and capability to collectively respond and adapt to emerging trends; and
- E. Strengthen ability to continuously innovate and be a proactive member of the global community.

Objectives/sub-goal of the ACWC:

- Promote and protect the rights of women and children
- Work towards achieving gender equality and empower all women and girls

ASCC Blueprint 2025		Programme / Projects / Activities	Country Coordinator	Timeline of Implementation	Potential Partner
KRAs	Strategic Measures				
Thematic Area 1: Strengthening institutional capacity of ACWC					
A.2 B.3	A.2.7 B.3.6	1. ACWC Fund	ASEAN Secretariat as the custodian	On-going	ASEAN Member States ASEAN Dialogue Partners and other partners (voluntary)
A.2	A.2.2 A.2.6	2. Maintenance of the ACWC website: http://acwc.asean.org	The Philippines	On-going	READI (until mid-2017) ACWC to deliberate for post mid-2017 cost

A.2 B.3	A.2.1 A.2.5 B.3.4	3. Strategising the support service system across sector and service provider for vulnerable groups of violence against women in ASEAN	Indonesia	2019	TBC
A.2	A.2.2 A.2.6	4. A pilot project on Facebook page and other social media channels to increase ACWC's visibility	Thailand	On-going	ARCM/IAS at Chulalongkorn University (2018 and 2019) and UN Women-Thailand Programme (2019)
Thematic Area 2 : Elimination of violence against women and children					
B.3 E.1 E.2	B.3.4 E.1.8 E.2.3	5. <u>Women's and Children's Rights</u> Review emerging legislations and legal enforcement concerning elimination of cyber/online-based VAW and VAC	Indonesia (with the support of Lao PDR, Myanmar, and Malaysia)	2017	TBC
A.2 B.2 B.3	A.2.2 A.2.6 B.2.2 B.3.4 B.3.6 B.3.7	6. <u>Women's and Children's Rights</u> Public campaign to stop VAW and VAC through media in collaboration with the ASEAN Senior Officials Meeting on Information (SOMRI) Public campaign can be designed to commemorate the International Day for the Elimination of VAW (25 November) and Universal Children's Day (20 November)	Thailand	On-going annually 2019	TBC

		<p><u>Project Title:</u> 1. ASEAN Campaign(s) to Stop Violence against Women (EVAW) and its linkage to prevention of TIP (also refer to ACWC Thematic Area 4) – ASEAN Regional Strategic Planning Workshop for the Development of ASEAN Campaign (s) in support of EVAW-RPA, and the Bohol Trafficking in Persons (TIP) Work Plan</p>	<p>Thailand</p> <p>Thailand</p>	<p>2019</p> <p>2018</p>	<p>TBC</p> <p>Australian Government, IOM, ARCM/IAS at Chulalongkorn University and others (TBC)</p>
<p>E.1 E.2</p>	<p>E.1.8 E.2.3</p>	<p>7. <u>Children's Rights</u> Study on key concerns on VAC in ASEAN and identify top priorities at regional and national levels to implement the Regional Plan of Action on Elimination of Violence Against Children (RPA EVAC)</p> <p><u>Project Title:</u> 1. Baseline study of priority areas under the ASEAN Regional Plan of Action on the Elimination of Violence against Children (RPA EVAC)</p>	<p>Thailand</p>	<p>2017-2019</p> <p>2018</p>	<p>UNICEF EAPRO</p>
<p>B.1 B.2 B.3</p>	<p>B.1.1 B.1.2 B.2.5 B.3.1</p>	<p>8. <u>Women's and Children's Rights</u> The 5-year programme of priority actions to implement the Regional Plan of Action on Elimination of Violence Against Children (RPA EVAC)</p>	<p>Thailand (with the support of Lao PDR)</p>		

		<p><u>Project Title:</u></p> <p>1. Regional Workshop for Promoting Comprehensive and Harmonized National Legislation aimed at Preventing and Combating Online Child Sexual Exploitation (OCSE) in ASEAN Member States</p> <p>2. Strengthening the Legal Framework to Protect Children from Sexual Exploitation in Travel and Tourism</p> <p>3. Mid-term review of the ASEAN RPA on EVAC</p> <ul style="list-style-type: none"> • The 5-year programme of priority actions to implement the Regional Plan of Action on Elimination of Violence Against Women (RPA EVAW) • Development of guidelines for VAW data collection and analysis in collaboration with ACW 	<p>Thailand in collaboration with ECPAT International</p> <p>Development of the declaration by ACWC and SOMSWD</p> <p>Thailand in collaboration with AIPA and other relevant ASEAN bodies, as well as UNICEF, UN Women, ECPAT International, Save the Children, and other relevant partners</p> <p>Cambodia, Indonesia, Lao PDR, Philippines, Thailand, Viet Nam</p>	<p>2017</p> <p>2018-2019</p> <p>2018-2019</p> <p>2018-2019</p> <p>2018</p>	<p>ECPAT International</p> <p>ECPAT International</p> <p>AIPA</p> <p>UNICEF EAPRO</p> <p>Canada via UN Women</p>
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Thematic Area 3: The right of children to participate in all affairs that affect them					
B.2 B.3	B.2.8 B.2.9 B.3.7	9. <u>Children's Rights</u> ASEAN Consultation on Creating an Enabling Environment for Children to Participate in Decision Making Process	Philippines (with the support of the other 9 AMS)	2017	READI
Thematic Area 4: Trafficking in women and children					
A.2 B.1 B.2 B.3	A.2.5 A.2.7 B.1.2 B.2.2 B.3.1 B.3.5 B.3.7	10. <u>Women's and Children's Rights</u> Programme to strengthen response to victims of trafficking of persons, including training on the Gender Sensitive Guideline for Handling Women Victims of Trafficking in Persons, capacity building activities, and development of a guideline for TIP victim identification in line with ACTIP Article 14) <u>Project Title:</u> Regional Multi-sectoral Guidelines and Procedures to Address the Needs of TIP Victims in accordance with ASEAN Convention Against Trafficking in Persons, Especially Women and Children (ACTIP)	Thailand (in collaboration with AICHR and SOMTC) The guideline will be developed after ratification of ACTIP by at least six AMS (with the support of Brunei Darussalam, Lao PDR)	2017 2017-2018	US PROGRESS TBC

		<p><u>Project Title:</u></p> <p>1. ASEAN Campaign(s) to promote the ASEAN Convention Against Trafficking in Persons, especially Women and Children (ACTIP) and its linkage to violation against women (also refer to ACWC Thematic Area</p> <ul style="list-style-type: none"> - ASEAN Regional Strategic Planning Workshop for the Development of ASEAN Campaign(s) in support of EVAW-RPA, and the Bohol Trafficking in Persons (TIP) Work Plan <p>2. Pilot project on the implementation of ASEAN-ACWC Gender Sensitive Guideline for Handling Women Victims of Trafficking in Persons – translation into national language and organize workshop for Thai Front line officers</p>	<p>Thailand</p> <p>Thailand</p> <p>Thailand</p>	<p>2019</p> <p>2018</p> <p>2018 to February 2019</p>	<p>Australian Government, IOM, ARCM/IAS at Chulalongkorn University and others (TBC)</p> <p>Department of Special Investigation, Ministry of Justice, ARCM/IAS at Chulalongkorn University and UN Women-Thailand Programme</p>
D.4	D.4.4	<p>11. <u>Children’s Rights</u> Strengthening the Survivor for Preventing TIP in ASEAN</p>	<p>Indonesia</p>	<p>2018</p>	<p>UN Women (TBC) UNHCR (TBC)</p>

Thematic Area 5: Promotion and protection of the rights of women and children with disabilities

B.1.1 B.2	B.1.1 B.1.2 B.1.4 B.2.1 B.2.4	12. <u>Children's Rights</u> Setting Performance Standards on Service Delivery for Children with Disabilities	TBC	TBC	TBC
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Thematic Area 6: Child Protection System: Comprehensive / Integrative Approach for Children in Need for Special Protection (e.g. victims of abuse and neglect, trafficking, child labour, children affected by statelessness, undocumented migrant children, HIV/AIDS, natural disaster, conflicts, and children in juvenile justice system / children in conflict with the law)

B.2 B.3	B.2.8 B.2.9 B.3.7	13. <u>Children's Rights</u> Reviewing the Current Child Protection System in ASEAN Member States	Indonesia	2017	READI
B.3 E.1 E.2	B.3.7 E.1.8 E.2.3	14. <u>Children's Rights</u> The Regional Workshop on Right to Identity for Marginalised Children in ASEAN Member States: "Birth registration and the right of everyone to recognition everywhere as a person before the law" UN Human Rights	Indonesia	2017	TBC
A.2 B.3	A.2.5 B.3.7	15. <u>Children's Rights</u> Project on Diversion through Restorative Justice Project Title: International workshop on Diversion through Restorative Justice and International Conference	Thailand Thailand	2017	The Department of Juvenile Observation and Protection (DJOP), Ministry of Justice Thailand, UNICEF EAPRO UNODC

B.3 E.2	B.3.5 E.2.3	16. <u>Children's Rights</u> Regional Dialogue on children bullying and abuse at schools and online	Viet Nam	2019	UNICEF
B.1 B.3	B.1.1 B.3.3	17. <u>Children's Rights</u> Sexual abuse to children: legislation and implementation	Viet Nam	2018-2020	TBC
B.1 B.3	B.1.1 B.3.3	18. <u>Children's Rights</u> ASEAN Workshop on Promoting control on surrogacy through surrogacy law to protect the rights of surrogate children and all relevant parties	Thailand	TBC	TBC
B.1 B.3	B.1.1 B.3.3	19. <u>Children's Rights</u> 2018 ASEAN Conference on Juvenile Justice Reform	Thailand	2018	The Department of Juvenile Observation and Protection (DJOP), Ministry of Justice Thailand, UNICEF EAPRO
Thematic Area 7: The right to early childhood and quality education					
B.2	B.2.4 B.2.6 B.2.8 B.2.10	20. <u>Children's Rights</u> ASEAN Workshop to Develop Child Development Index	Malaysia (with the support of Lao PDR, Viet Nam)	2019	TBC

Thematic Area 8: Promoting implementation of international, ASEAN and other instruments related to the rights of women and children

B.3	B.3.4 B.3.5 B.3.7	21. <u>Women's and Children's Rights</u> Promoting the further implementation of the right to nationality of women and children in ASEAN to facilitate implementation of CEDAW and CRC and to contribute to building the ASEAN Community			
		<p><u>Project Title:</u> Promoting inclusion and sustainable development in building the ASEAN Community through ensuring the recognition of the legal identity of all women and children in ASEAN</p> <p>ASEAN-EU workshop in protecting the rights of migrant women and children and to find sustainable solutions in eliminating violence against the migrant women and children in accordance with CRC and CEDAW</p>	Viet Nam	2017-2019	UNHCR
			Thailand	TBC	TBC

A.2 E.1 E.2	A.2.7 E.1.8 E.2.3	22. <u>Women's Rights</u> Launch of the ASEAN progress report on women's advancement and gender equality Second ASEAN progress report on women's advancement and gender equality	The Philippines The Philippines (TBC)	2017 TBC (once every 5 years)	TBC
B.3 E.1	B.3.5 E.1.8	23. <u>Children's Rights</u> AICHR-ACWC Training Workshop on the UN Convention on the Rights of the Child	Singapore (with the support of Cambodia, Lao PDR, Myanmar, Thailand) (in collaboration with AICHR Singapore)	2017	
B.3 E.2	B.3.5 E.2.3	24. <u>Children's Rights</u> Promoting the Implementation of the Convention on the Rights of the Child (CRC) in ASEAN	Indonesia (with the support of Lao PDR)	2018	TBC
B.2 B.3	B.2.2 B.3.2 B.3.7	25. <u>Children's Rights</u> Project on child sensitive budgeting <u>Project Title:</u> Public Investment in Children in ASEAN - Towards Child Focus Budgeting	Brunei Darussalam	2018-2019 Phase I: October 2018 Phase II: April 2019	CRC Asia

Thematic Area 9: Gender equality in education (textbook, curriculum, equal access)

<p>A.2 B.1 B.3 E.2</p>	<p>A.2.7 B.1.2 B.3.1 B.3.4 B.3.7 E.2.3 E.2.5</p>	<p>26. <u>Women's Rights</u> Development of guidelines on non-gender stereotyping in curriculum and textbook writing for higher education level in collaboration with the ASEAN Committee on Women (ACW) and Senior Officials Meeting on Education (SOM-ED)</p> <p>A consultative meeting with SOMED to share the guidelines</p>	<p>The Philippines</p>	<p>2017-2018</p>	<p>TBC</p>
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Thematic Area 10: Social impact of climate change on women and children

<p>D.1 D.3 D.4 E.1</p>	<p>D.1.4 D.3.1 D.4.1 E.1.8</p>	<p>27. <u>Women's and Children's Rights</u> Project on Awareness Raising Campaign on Combatting the Social Impact of Climate Change on Women and Children in ASEAN</p> <p><u>Project Title:</u> <i>(Follow-up to the recommendations of the Regional Conference on the Social Impact of Climate Change on Women and Children in ASEAN)</i></p>	<p>Cambodia (with the support of Lao PDR)</p>	<p>2018</p>	<p>TBC</p>
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D.3 D.4	D.3.1 D.4.1	28. <u>Women's and Children's Rights</u> Conference on Policy Debate on Gender Issues in Disaster Risk Reduction and Climate Change Adaptation for ASEAN Countries	Lao PDR	2017	ADB
Thematic Area 11: Strengthening economic rights of women with regards to feminisation of poverty, women's rights to land and property					
A.2 B.2	A.2.7 B.2.1 B.2.6	29. <u>Women's Rights</u> Compilation of Best Practices on Economic Empowerment of Women through Social Enterprise	Malaysia (with the support of Indonesia, Myanmar, Viet Nam, Lao PDR)	2020	TBC
A.2 B.2	A.2.7 B.2.1 B.2.6	30. <u>Women's Rights</u> Mainstreaming Women's Empowerment in ASEAN: Leveraging Information and Communication Technologies in Support of Women's Entrepreneurship Development	Cambodia (with the support of Lao PDR)	2018	ROK
A.2 B.2	A.2.7 B.2.1 B.2.6	31. <u>Women's Rights</u> Women's Economic Empowerment: ICT Skills Development for Women Entrepreneurs in ASEAN	Lao PDR (with the support of Cambodia)	2019-2020	ROK

A.2 B.2 B.3	A.2.7 B.2.6 B.3.7	32. <u>Women's Rights</u> Strengthening Economic Rights of Women with regard to Feminisation of Poverty Particularly Women's Rights to Land and Property	Indonesia (with the support of Brunei Darussalam, Lao PDR, Myanmar, the Philippines, Viet Nam)	2017-2020	CIDA UN Women
A.2 B.2 B.3	A.2.7 B.2.6 B.3.7	33. <u>Women's Rights</u> ASEAN Forum on Promoting Women's Economic Empowerment	Singapore (in collaboration with AICHR Singapore)	2018	
Thematic Area 12: Adolescent physical and mental health					
Thematic Area 13: Gender perspective in policies, strategies and programmes for migrant workers					
B.2 B.3	B.2.1 B.3.7 B.3.8	34. <u>Women's and Children's Rights</u> Strengthening the Protection and Empowerment of Women Migrant Workers in Crisis and Disaster Situations	The Philippines	2017	UN Women
Thematic Area 14: Gender mainstreaming					
B.1 B.2 B.3	B.1.2 B.2.2 B.3.1	35. <u>Women's Rights</u> Development of ASEAN guidelines on gender mainstreaming programme and project planning and implementation in collaboration with ACW	Malaysia (with the support of Cambodia, Lao PDR, Myanmar, the Philippines, Singapore, Thailand, Viet Nam) (in partnership with the ACW-Philippines)	2018	E-READI (Phase I) Norway (Phase II)

B.3 E.1	B.3.2 B.3.7 E.1.8	36. <u>Women's Rights</u> Conference on gender budgeting	Myanmar	2018	TBC
Thematic Area 15: Women participation in politics and decision making, governance and democracy					
A.2 B.2 E.2	A.2.7 B.2.1 E.2.3	37. <u>Women's Rights</u> Gender, Peace and Security: Advancing Women's Roles in Peace Mediation in Southeast Asia: Progress, Opportunities and Challenges	The Philippines (with the support of Indonesia and Malaysia)	2016-2018	READI, US PROGRESS and Norway (TBC)
Thematic Area 16: Early marriage					
B.1 B.3	B.1.1 B.3.7	38. <u>Children's Rights</u> Project on early marriage <u>Project Title:</u> ASEAN Workshop for Interventions on Early Marriages	Malaysia (with the support of Lao PDR, Thailand)	2019	TBC

Relevant Strategic Measures of the ASCC Blueprint 2025

A.2. Empowered People and Strengthened Institutions

[A.2.2] Harness the use of information and communication technologies across different age groups as a means to connect with the regional and global community.

[A.2.5] Strengthen civil service through effective capacity building, human resource development and collaboration programmes among ASEAN Member States.

[A.2.6] Promote ASEAN awareness among government officials, students, children, youths and all stakeholders as part of building ASEAN identity.

[A.2.7] Work towards achieving gender equality and the empowerment of all women and girls.

B.1. Reducing Barriers

[B.1.1] Reduce inequality, and promote equitable access to social protection and enjoyment of human rights by all and participation in societies such as developing and implementing frameworks, guidelines, and mechanisms for elimination of all forms of discrimination, violence, exploitation, abuse and neglect.

[B.1.2] Provide guidelines for quality care and support for women, children, youths, the elderly/older persons, persons with disabilities, migrant workers, ethnic minority groups, and vulnerable and marginalised groups.

[B.1.4] Promote regional cooperation initiatives to support ASEAN Member States in implementing the Bali Declaration on the Enhancement of the Role and Participation of the Persons with Disabilities in ASEAN Community and the ASEAN Decade of Persons with Disabilities (2011-2020).

B.2. Equitable Access for All

[B.2.1] Enhance regional platforms to promote equitable opportunities, participation and effective engagement of women, youths, children, elderly/older persons, persons with disabilities, people living in remote and border areas, and vulnerable groups in the development and implementation of ASEAN policies and programmes.

[B.2.2] Develop regional strategies and enhance institutional capacity for gender mainstreaming in ASEAN policies, programmes and budgets across pillars and sectors.

[B.2.4] Provide mechanisms and enhance institutional capacity to promote greater access to basic social services for all, such as health services, education, including early childhood education and vocational education, and skills training, and to promote skills recognition.

[B.2.6] Promote human capital development, economic self-reliance and sustainable livelihood, especially among the poor, through access to education, employment opportunities, entrepreneurship and microfinance.

[B.2.8] Build an enabling environment to provide the unemployed, poor and other marginalised groups equitable access to resources, opportunities, and safeguard measures to prevent them from falling under the negative influence of violent extremism and threats.

[B.2.9] Ensure inclusive participatory and representative decision making at all levels with special attention to the needs of those in disadvantaged situations including ethnic minority groups, children, youths, women, persons with disabilities, and elderly/older persons.

[B.2.10] Promote inclusive growth through appropriate measures at the national level to ensure that the poor and vulnerable have equitable access to economic and other opportunities.

[B.2.12] Promote a community that is healthy, caring, sustainable and productive, and one that practices healthy lifestyle resilient to health threats and has universal access to healthcare.

B.3. Promotion and Protection of Human Rights

[B.3.1] Promote regional inter-sectoral mechanisms towards a holistic, multi-disciplinary approach in enhancing quality care, well-being, gender equality, human rights, social justice, and fundamental freedoms of all, especially the vulnerable groups, in response to all hazards and emerging social and economic risks/threats.

[B.3.2] Promote sustainable financing mechanism for social protection, particularly universal health coverage, early childhood care and development, financial risk protection for disaster risk reduction and climate change adaptation, and social pension, through strategic partnerships with private sector and other relevant stakeholders.

[B.3.3] Provide regional platforms of dialogue and support initiatives to address issues of traditional practices that impinge the fulfillment of rights.

[B.3.4] Support accelerated implementation among ASEAN Member States to extend coverage, accessibility, availability, comprehensiveness, quality, equality, affordability and sustainability of social services, and social protection.

[B.3.5] Enhance the effective implementation of relevant ASEAN declarations and instruments related to human rights.

[B.3.6] Enhance regional initiatives to promote and protect the rights of women and children as well as persons with disabilities especially through the work of the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC).

[B.3.7] Enhance regional initiatives and stakeholder participation to eliminate all forms of discrimination – institutionalised or otherwise - exploitation, trafficking, harmful practices, and violence and abuse against children, women, persons with disabilities, youths, migrant workers, elderly/older persons, and victims/survivors of trafficking in persons, ethnic minority groups, and vulnerable and marginalised groups.

D.1. A Disaster Resilient ASEAN that is able to Anticipate, Respond, Cope, Adapt, and Build Back Better, Smarter, and Faster

[D.1.4] Promote policy coherence and interlinkages, and synergise initiatives on disaster risk reduction, climate change adaptation and mitigation, humanitarian actions and sustainable development.

D.3. A Climate Adaptive ASEAN with Enhanced Institutional and Human Capacities to Adapt to the Impacts of Climate Change

[D.3.1] Expand regional cross-sectoral platforms and establish shared strategies to respond to the impacts of climate change.

D.4. Strengthened social protection for women, children, youths, elderly/older persons, persons with disabilities, ethnic groups, migrant workers, other vulnerable and marginalised groups, and people living in at-risk areas including people living in remote and border areas and climate sensitive areas to reduce vulnerabilities in times of climate-change related crises, disasters and other environmental changes

[D.4.1] Encourage risk and vulnerability assessments and other scientific and evidence-based measures into policies and plans to ensure targeted response measures.

E.1. Towards an open and adaptive ASEAN

[E.1.8] Provide opportunities for relevant stakeholders for knowledge sharing, which would include sharing of best practices and studies.

E.2. Towards a Creative, Innovative and Responsive ASEAN

[E.2.3] Encourage regional cooperation in the areas of education, training and research, and strengthen ASEAN's role in regional and global research network by promoting initiatives and providing incentives and support for research and development, including research publications.

[E.2.5] Strengthen curricula and system of education in science, technology and creative disciplines.



ANNEX

RULES OF PROCEDURE FOR THE ASEAN COMMISSION ON THE PROMOTION AND PROTECTION OF THE RIGHTS OF WOMEN AND CHILDREN (ACWC)

RULES OF PROCEDURE FOR THE ASEAN COMMISSION ON THE PROMOTION AND PROTECTION OF THE RIGHTS OF WOMEN AND CHILDREN (ACWC)

The work of the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (hereinafter shall be referred as “the ACWC”) shall be conducted in accordance with the following Rules of Procedure:

RULE 1: ACWC MEETINGS

Regular Meetings

1. The ACWC shall convene two regular meetings per year. Such regular meetings shall be held alternately at the ASEAN Secretariat and/or ASEAN Member States.
2. The ACWC shall decide on the dates of such regular meetings. Each meeting shall normally be no longer than 5 days.¹
3. Hosting of the regular meetings by ASEAN Member States shall be rotated on an alphabetical order. The host country shall oversee the organisation and arrangements of the meetings including administrative and logistics.
4. The meetings shall be convened on a cost-sharing basis whereby the organisational costs shall be borne by the host whilst the participation costs shall be borne by the respective ASEAN Member States.

Special Meetings

5. As and when appropriate, the ACWC may hold special meetings to discuss priority matters. Hosting of the special meetings by ASEAN Member States will be based on voluntary offers. When necessary, such special meetings may be convened through video/audio conferencing or online facilities.

RULE 2: DECISION MAKING

6. Decision making in the ACWC shall be based on consultation and consensus pursuant to Article 7.1 of the Terms of Reference of the ACWC in accordance with Article 20 of the ASEAN Charter.

¹ From the TOR of the ACWC, Article 7.2.

7. Any matters requiring the attention and/or decision of the ACWC shall be channeled through the Chair for consultation with the Representatives. Such consultation may be done through ad-referendum by the Chair or the ASEAN Secretariat as assigned by the Chair. Unless it is an urgent matter, the usual deadline for the Representatives to respond is two weeks after the matters conveyed to the Representatives in writing. The Representatives may request for time extension to respond as and when necessary. No response from the Representatives on matters that require approval by the given deadline may be taken into mean that there is no objection from the concerned Representatives.
8. Communications on matters concerning the ACWC shall be done by the Representatives themselves or by other officials as mandated by the concerned Representatives to communicate on their behalf.
9. The Representatives 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 ACWC and/or are allowed to communicate on their behalf.

RULE 3: AGENDA

10. A provisional agenda for each meeting of the ACWC shall be prepared by the Chair, with support from the ASEAN Secretariat. The provisional agenda shall be circulated to all the Representatives for their comments and suggestions at least ten days prior to the meeting.
11. The Chair shall, through consultations with the Representatives, consolidate the proposed amendments in a revised provisional agenda. The revised provisional agenda shall be circulated to all the Representatives at least seven days prior to the meeting.
12. The agenda shall be adopted by the ACWC at the beginning of each meeting.

RULE 4: CONDUCT OF BUSINESS

Business Arrangement

13. Each Representative shall have a seat at the main table during the meetings of the ACWC. The Representatives from the same country shall be seated together in clockwise English alphabetical order of countries' 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.

14. 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.
15. Each Representative may be accompanied by other members of the delegation. Decision on the composition of the country delegations is at the discretion of the concerned ASEAN Member States.
16. 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.

Sessions of the ACWC Meetings

Closed Session

17. The ACWC shall meet in closed and plenary sessions.
18. If and when necessary, the ACWC may so decide to meet among the Representatives only.

Open Session

19. The ACWC 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 concerning the promotion and protection of the rights of women and children.
20. The ACWC shall decide on the invitees. The letter of invitation shall be issued by the Chair.

RULE 5: PARTICIPATION

21. Participation of the Representatives in the meetings of the ACWC shall be pursuant to Article 6.10 of the Terms of Reference of the ACWC.
22. The Representatives shall notify the Chair and the ASEAN Secretariat or the Member State hosting the meeting, as the case may be, of their respective lists of delegates to attend the meeting at least five days prior to the meeting.
23. Notwithstanding Article 6.10 of the TOR of the ACWC, if a Representative is unable to attend a meeting due to exceptional circumstances, the Government of the concerned Representative may appoint/designate a temporary representative with a full mandate to represent the Member State concerned and therefore authorized to decide on matters discussed in the meeting of the ACWC. Such temporary representative shall represent the Member State concerned on an ad-hoc basis.

The Government of the concerned Representative may also decide that a Representative who is unable to attend a meeting be represented by the other Representative from the same country. The Government of the concerned Representative shall send a notification letter to the Chair regarding the appointment/designation.

RULE 6: DOCUMENTATION

24. The documentation and distribution of documents, including those for the meetings of the ACWC, shall be done by the ASEAN Secretariat with the approval of the Chair.
25. Any Representative wishing to circulate documents for a meeting shall inform and transmit the documents to the ASEAN Secretariat at least seven working days prior to the meeting.

RULE 7: SUMMARY RECORDS

26. In coordination with the Chair, the ASEAN Secretariat shall be responsible for preparing a draft summary record of discussion after every meeting of the ACWC.
27. The Chair shall finalise the summary record through consultations with and endorsement by all the Representatives. Such endorsement may be done in plenary after the conclusion of a meeting or through ad-referendum within two weeks after the conclusion of the meeting.
28. The ASEAN Secretariat shall be the depository of all summary records and shall convey copies of the summary records to all Representatives, ASEAN Ministerial Meeting for Social Welfare and Development (AMMSWD), ASEAN Committee on Women (ACW) and the Committee of Permanent Representatives to ASEAN (CPR) for information, reference and/or consideration.
29. The ASEAN Secretariat may, upon the approval of the ACWC, transmit copies of the summary record or relevant issues/decisions of a meeting to other relevant ASEAN sectoral bodies for information and/or coordination.

RULE 8: COMMUNICATIONS

30. Unless the ACWC decides otherwise, all information, documents, materials and/or matters produced at the meeting may be made available to the public through appropriate media.
31. At the conclusion of each meeting, the ACWC shall release a press statement to inform the public on the outcomes of the meeting and updates of works of the ACWC.
32. Whenever deemed necessary, the Chair and Vice-Chair may hold a press briefing after the closing of each meeting in order to have a dialogue and consultation on the promotion and protection of the rights of women and children in ASEAN.

RULE 9: REPRESENTATIVES OF THE ACWC

Appointment of the Representative

33. Each ASEAN Member State shall appoint two representatives, one representative on women's rights and one representative on children's rights, to the ACWC in accordance with Articles 6.1 to 6.4 of the Terms of Reference of the ACWC.
34. Each ASEAN Member State, through its relevant government agency, shall formally send a notification letter to the Chair of the ACWC and the Secretary-General of ASEAN regarding the appointment of its Representative to the ACWC. Such letter of notification must be sent at least fifteen working days prior to the date of expiry of the term of office of the previous Representative.
35. With reference to Articles 6.7 and 6.8 of the Terms of Reference of the ACWC, in the event that a Representative is replaced before the end of his/her term of office, the appointing Government shall send a letter of notification to the Chair of the ACWC and the Secretary-General of ASEAN regarding the appointment of a new Representative who will replace the previous Representative. The new Representative shall serve the remaining term of the previous one.

Term of Office

36. The term of office of the Representatives shall be pursuant to Articles 6.5 and 6.6 of the Terms of Reference of the ACWC.
37. With reference of Articles 6.7 and 6.8 of the Terms of Reference of the ACWC, the term of office of the new Representative shall begin on the day after the date of expiry of the term of office of the Representative replaced.

RULE 10: CHAIR AND VICE-CHAIR

Chair

38. The Chair shall perform the functions conferred upon him/her by the Terms of Reference of the ACWC, the Rules of Procedure of the ACWC and the decisions of the ACWC.
39. With reference of Article 6.13 of the Terms of Reference of the ACWC, the Chair shall preside over all meetings of the ACWC.

Vice-Chair

40. The Vice-Chair will be responsible for the duties of the Chair in his/her absence and/or as delegated by the Chair.

RULE 11: ESTABLISHMENT OF COMMITTEES OR WORKING GROUPS

41. The ACWC may establish an ad-hoc working group, committee or task force for the ACWC to facilitate its work as and when necessary. The Terms of Reference for such ad-hoc working group, committee or task force shall be determined by the ACWC.

RULE 12: REPORTING PROCEDURE

42. In accordance with Article 7.5 of the Terms of Reference of the ACWC, the ACWC shall submit an annual report of its activities and other reports as deemed necessary to the AMMSWD with copies to the ACW and the CPR. Copies of such reports may also be conveyed to other relevant ASEAN sectoral bodies as decided by the ACWC. The Chair shall lead in the preparation of reports of the ACWC and presenting such reports to the AMMSWD. In case the Chair is unable to present the reports to the meeting of the AMMSWD, he/she can be represented by the Vice-Chair or the ASEAN Secretariat.
43. For the preparation and adoption of the reports to the AMMSWD, the ACWC shall gather information from all sources it deems necessary and appropriate, which include but not limited to information from ASEAN Member States and other relevant ASEAN sectoral bodies.

44. The contents of the reports to the AMMSWD and the decision to publish them shall be within the exclusive discretion of the ACWC.

RULE 13: INTERACTION WITH GOVERNMENTS OF ASEAN MEMBER STATES

45. The ACWC shall interact with the Governments of ASEAN Member States through their respective Focal Points to ASEAN bodies.
46. The ACWC shall consult, as may be appropriate, with national institutions and entities concerned with the promotion and protection of the rights of women and children. Such consultation shall be conducted in a manner as mutually agreed upon by both the ACWC and the national institutions/entities concerned.

RULE 14: RELATIONSHIP WITH OTHER ASEAN SECTORAL BODIES

47. The ACWC shall coordinate and collaborate with other ASEAN sectoral bodies dealing with the rights of women and children in undertaking the mandate and functions of the ACWC. The modalities for such coordination and collaboration may include, among others, the following:
- a) convening joint consultations or special meetings with such sectoral bodies if deemed necessary;
 - b) attending each other's meetings with a view to sharing information and exchanging views;
 - c) working jointly with such sectoral bodies, including conducting joint projects/activities where possible; and
 - d) furnishing each other's reports and publications.
48. The ACWC shall provide advisory services on matters pertaining to the promotion and protection of the rights of women and children to ASEAN sectoral bodies upon request.

RULE 15: REPRESENTATION OF THE ACWC AT REGIONAL AND INTERNATIONAL EVENTS

49. The Chair shall represent the ACWC at regional and international events pertaining to the promotion and protection of the rights of women and children as entrusted by the ACWC.
50. The Chair may designate the Vice-Chair or other Representatives to represent the ACWC at the event.

51. Upon the receipt of an invitation to represent the ACWC at regional and international events pertaining to the promotion and protection of the rights of women and children, the Chair shall convey the invitation to all the Representatives in a speedy manner for their consideration and decision.
52. Any Representatives may attend, on the basis of invitation and in his/her personal capacity, any events pertaining to the promotion and protection of the rights of women and children. As the Representative does not represent the ACWC in this case, the ACWC shall not be committed to support or endorse any deeds or statements made by the Representative at such events.

RULE 16: EXTERNAL RELATIONS OF THE ACWC

53. The ACWC shall engage the participation of civil society and stakeholders wherever possible. Such participation shall respect the principles of transparency, effective and meaningful dialogue.
54. The ACWC shall engage in dialogue and consultation with national, regional and international institutions and entities concerning with the promotion and protection of the rights of women and children in accordance with Article 16 of the ASEAN Charter and the rules of procedure and criteria for engagement with entities associated with ASEAN as prescribed by the CPR.
55. The ACWC may also wish to engage in dialogue and consultation with entities concerning with the promotion and protection of the rights of women and children not listed in Annex 2 of the ASEAN Charter as and when necessary. The entities to be engaged are decided by the ACWC based on consensus.

RULE 17: RESOURCE MOBILISATION AND UTILISATION

Resource Mobilisation

56. With reference to Articles 8.3 and 8.4 of the Terms of Reference of the ACWC, the ACWC shall mobilise resources for the implementation of its Work Plan including technical and financial contributions from various sources.

Project Appraisal and Approval

57. Project proposals to implement the Work Plan shall be developed by the ACWC, ASEAN Member States or the ASEAN Secretariat. The ACWC may also consider project proposals to implement its Work Plan that are developed by other ASEAN sectoral bodies, ASEAN Dialogue Partners, international organisations or other entities.
58. 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.²
59. Project proposals that seek funding from the ACWC's own fund and non-ASEAN Dialogue Partners shall follow the ACWC's project appraisal and approval process.

Management of Fund

60. All funds under the purview of the ACWC shall be managed and disbursed in conformity with the respective guidelines of such funds and the ASEAN Secretariat Financial Rules and Procedures.³

Audit

61. The accounts of the funds under the purview of the ACWC which are entrusted to the ASEAN Secretariat shall be audited in conformity with the ASEAN Secretariat Financial Rules and Procedures.

RULE 18: SUPPORT FROM THE ASEAN SECRETARIAT

62. The ASEAN Secretariat shall provide the necessary secretariat support to the ACWC.
63. To facilitate the ASEAN Secretariat's support to the ACWC, ASEAN Member States may, with the concurrence of the Secretary-General of ASEAN, second their officials to the ASEAN Secretariat.

² The ASEAN Secretariat's Document on Project Appraisal and Approval Process is an ISO certified document aimed at providing a comprehensive appraisal and approval mechanism for projects seeking support from ASEAN central funds (e.g. ASEAN Development Fund) and some of the Dialogue Partners' funds managed by ASEC's trust funds.

³ The CPR is drafting the new ASEAN Secretariat Financial Rules and Procedures (AFRP) which will be submitted to the ASEAN Coordinating Council for approval. The AFRP prescribes procedures for the use and management of all funds entrusted with the ASEAN Secretariat.

RULE 19: GENERAL AND FINAL PROVISIONS

64. These Rules of Procedure shall be approved by the AMMSWD.
65. Amendments to the Rules of Procedure may be proposed by any Representative. The Representative proposing any amendments shall convey them to the Chair and all other Representatives. Decisions on the amendments shall be taken through consultation and consensus among all Representatives and approved by the AMMSWD.
66. Any difference arising from the interpretation of the Rules of Procedure shall be settled by consultation and consensus.
67. In case of inconsistency between these Rules of Procedures and the Terms of Reference of the ACWC, the latter shall prevail.



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