

## **ANNEX A – GUIDELINES ON ACCREDITATION OF ENTITIES ASSOCIATED WITH ASEAN**

### **I. SCOPE OF THE GUIDELINES**

1. These Guidelines shall apply to entities seeking association with ASEAN.

### **II. CRITERIA FOR ACCREDITATION**

2. Unless specifically provided otherwise, the following are the criteria for entities seeking accreditation:
  - a. Natural or juridical persons that support ASEAN's purposes and principles;
  - b. Non-profit in nature;
  - c. A minimum of 2 years proven existence in ASEAN with contribution to the enhancement, strengthening and realisation of the aims and objectives of ASEAN;
  - d. As a general rule, only an entity whose membership is confined to ASEAN nationals, may be considered for accreditation with ASEAN;
  - e. Entity whose membership come from a relatively even spread of the ASEAN Member States may be considered for accreditation;
  - f. Entity should be transparent on their source of funding;
  - g. Entity has a registered office in ASEAN Member State(s).

### **III. PROCESS OF ACCREDITATION**

3. Entity seeking for accreditation shall submit its request in writing to the Secretary-General of ASEAN.
4. Upon receipt of the formal request for accreditation from the entity, the ASEAN Secretariat shall ensure that all documentation is in order and completed before the application is considered on its merits.
5. Approval of application for accreditation from an entity shall be based primarily upon the assessment of the positive contribution which such entity could make to the enhancement, strengthening and realisation of the aims and objectives of ASEAN.
6. Requests for accreditation shall include:
  - a. Nature and purpose of the entity;
  - b. Description of its activities/aims which would support ASEAN Community, together with supporting evidence, such as annual reports, publications, pictures;

- c. Its constitution (statutes, articles of association/incorporation);
  - d. By-laws (internal regulation);
  - e. A copy of its valid registration documentation in the ASEAN Member State(s);
  - f. Information on its membership and network;
  - g. Complete financial statement and funding sources;
  - h. Background information of its key officials;
  - i. Its functions, activities and projects;
  - j. Information on existing engagement with ASEAN bodies, if any.
7. If the Secretary-General considers the application to be in conformity with the Criteria for Accreditation, it shall be referred to the appropriate ASEAN Sectoral Body or ASEAN Organ for its recommendation to the Committee of Permanent Representatives to ASEAN (CPR) for its consideration and approval. When an appropriate ASEAN Sectoral Body or ASEAN Organ cannot be identified, the Secretary-General shall consider the application and make the appropriate recommendations to the CPR for its consideration and approval.
8. Once accreditation is granted by way of a written letter from the Secretary-General of ASEAN to the entity concerned, the entity shall be considered as an Entity Associated with ASEAN under Article 16 of the ASEAN Charter and be listed in Annex 2 of the ASEAN Charter.

#### **IV. PRIVILEGES FOR ACCREDITATION**

9. Following the accreditation, the Entity Associated with ASEAN shall enjoy the following privileges:
- a. It may engage with ASEAN in accordance with the Rules of Procedure and Criteria for Engagement;
  - b. It may use the name “ASEAN”, display the official ASEAN flag and emblem, and play the ASEAN Anthem consistent with prevailing ASEAN Guidelines;
  - c. It may submit written statements or recommendations and views on policy matters or on significant events or regional or international concerns, to the ASEAN Sectoral Body through the ASEAN Secretariat;
  - d. It may submit its own project proposals for Third Party funding to be channeled through the ASEAN Secretariat, which will refer the matter to the relevant ASEAN Sectoral Body for consideration and subsequent approval by the CPR;
  - e. It may initiate programmes of activities for presentation to the relevant ASEAN Sectoral Body for appropriate action;
  - f. For purposes of doing research for its projects, it may be allowed access to the ASEAN documents on a selective basis in consultation with the ASEAN Secretariat and/or its relevant ASEAN Sectoral Body;

- g. Subject to availability and rules and regulations, it may be allowed the use of the facilities in the ASEAN Secretariat for its official meetings and other official activities in Jakarta;
- i. It shall be encouraged to be self-reliant in terms of its material requirements. Upon request, it may be provided with key ASEAN publications by the ASEAN Secretariat every year, subject to the cost expenses being borne by the entity.

## **V. OBLIGATIONS OF ACCREDITATION**

- 10. The Entity Associated with ASEAN shall be required to comply with the following:
  - a. It shall undertake in writing to abide by the purposes, principles, policies, guidelines and other decisions of ASEAN;
  - b. It shall respect the diversities within ASEAN as well as particularities of individual ASEAN Member States;
  - c. It shall undertake to advance ASEAN interests and promote the awareness of ASEAN's principles and activities;
  - d. It shall respect and comply with the prevailing national laws and regulations of the concerned ASEAN Member State where its activities/programmes take place;
  - e. It shall endeavour to establish a working link with ASEAN through the ASEAN Secretariat;
  - f. It shall submit annually, a written summary of its activities and completed financial statement to the CPR through the ASEAN Secretariat;
  - g. It may be held responsible for its actions, especially those found detrimental to ASEAN as a whole or any individual ASEAN Member State(s).

## **VI. SUSPENSION AND REVOCATION OF ACCREDITATION**

- 11. The accreditation of an Entity Associated with ASEAN may be suspended or revoked for the following reasons:
  - a. It fails to meet its obligations as specified in the the Rules of Procedure and Criteria for Engagement;
  - b. It is inactive, defunct or fails to submit an annual summary of their activities, as required under the the Rules of Procedure and Criteria for Engagement for three (3) years in succession;
  - c. It is found to have committed serious misconduct that brings disrepute to ASEAN. Examples of serious misconduct are corruption, bribery, complicit in serious involvement in human rights violation, etc;
  - d. It acts contrary to the aims, objectives and fundamental principles of ASEAN as well as the domestic laws of the relevant ASEAN Member State(s);

- e. It engages in acts inimical to ASEAN or any of the ASEAN Member State(s).
12. The CPR shall, within a month, review the accreditation of an entity after a complaint has been lodged by ASEAN or any ASEAN Member State to the Chair of the CPR. Pending the outcome of the review, the accreditation of such entity shall be suspended.
  13. An entity whose accreditation has been revoked under paragraph 11 may appeal to the CPR for a consideration of the revocation. Upon appeal, the decision of the CPR shall be final and binding.

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This document is annexed to the Rules of Procedure (ROP) and Criteria for Engagement for Entities Associated with ASEAN and was adopted by the 13/2014 CPR Meeting on 21/07/14 and noted by the 15<sup>th</sup> Meeting of the ASEAN Coordinating Council (ACC) on 11/11/14.