

Attachment 1

RULES OF PROCEDURE

**FOR THE ASEAN COMMUNITY STATISTICAL
SYSTEM (ACSS) COMMITTEE**

RULES OF PROCEDURE

FOR THE ASEAN COMMUNITY STATISTICAL SYSTEM (ACSS) COMMITTEE

as adopted in

ACSS COMMITTEE, FIRST SESSION JAKARTA, INDONESIA, 2-3 NOVEMBER 2011

Having regard to the Broad Framework for Sustainable Development of ASEAN Statistics and

Having regard to the ASEAN Framework of Cooperation Statistics (AFCS) and the Terms of Reference of the ACSS Committee,

WE, THE MEMBERS OF THE ASEAN COMMUNITY STATISTICAL SYSTEM COMMITTEE, HAVE ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Article 1

ACSS Committee Chairmanship

1. The Chairmanship of the ACSS Committee shall be rotated among the ASEAN Member States (AMSs) on a yearly basis following the ASEAN Chairmanship. As such, chairmanship is automatic.
2. In the event of inability of the chairmanship of the Committee to follow the ASEAN chairmanship, the Committee chairmanship shall be granted to the next AMS available for the chairmanship, by swapping the chairmanship turn between the two concerned AMSs.

Article 2

Convening a Meeting

1. In addition to the regular annual Committee meeting, a Committee meeting can be convened by the Chairperson, either on his or her own initiative, or on the consensus of the Committee members. Hosting of the meeting by the ASEAN Secretariat is an option.
2. Joint meetings of the Committee with other ASEAN bodies may be convened to strengthen coordination and communication or to discuss issues coming within their respective areas of responsibility.

Article 3

Provision of Secretarial Function

1. The statistical unit of the ASEAN Secretariat, ASEANstats, is to provide the secretarial function for the ACSS Committee. In the provision of the secretarial function, the Secretariat shall observe the rules of procedure, and take into account the relevant provisions as stipulated in the Terms of Reference of the ACSS Committee as well as other working groups and task forces under the Committee.
2. In the event the Committee Meeting and working groups'/task forces' meetings are organised in an AMS, the host country shall provide the required support to the ASEANstats.

Article 4

Endorsement and Decision Making Process

1. Endorsement/decision making process in the ACSS Committee and other working groups/task forces under its purview shall be based on consultation and consensus among the AMSs including those AMS(s) who was (were) absent. Inter-sessional decisions of the ACSS Committee may also be made through email, by consultation and consensus among the AMS. Inter-sessional decisions shall be confirmed through email communication, addressed to the Chairman of the ACSS Committee. Inter-sessional decisions shall be formally reflected in the summary record of the ACSS Committee meeting convened after the decision is made or adopted.
2. In the event of inter-sessional decisions or endorsement through email, AMSs shall be given at least five (5) working days to respond. Non-response as per due date shall be considered as concurrence, provided that such provision is made known to AMSs in the cover letter/other written communication, and provided that ASEANstats or the Chairman of the ACSS Committee sends a reminder email on the inter-sessional decision or endorsement.

Article 5

Preparation of Agenda of the ACSS Committee Session

1. ASEANstats draws the draft provisional agenda and sends it to the ACSS Planning and Coordination Sub-Committee for review. ASEANstats shall send the endorsed agenda to the Committee members not later than twenty (20) working days prior to the date of the meeting.
2. In line with its Terms of Reference, the ACSS Planning and Coordination Sub-Committee shall provide guidance to the ASEANstats regarding the status of the meeting documents. There shall be an indication in respect of each agenda item in the documents to be submitted, whether they are for endorsement/adoption, notation, guidance, discussion only, or background papers.

3. In urgent cases, and where a meeting is to be convened immediately, the Chairperson may shorten the period needed to provide the agenda to five (5) working days before the date of the meeting.

Article 6

Preparation of Multi-Year Action Plan

1. Draft Multi-Year Action Plan shall be discussed at the ACSS Planning and Coordination Sub-Committee before it is presented to the ACSS Committee for its consideration.
2. ASEANstats shall submit the draft Multi-Year Action Plan to the ACSS Planning and Coordination Sub-Committee for discussion, be it face-to-face meeting or virtual meeting, at least fourteen (14) working days prior to date of the expected meeting.
3. ASEANstats shall consult ASEAN bodies and/or, as necessary, other stakeholders for opinions during the preparation of the Multi-Year Action Plan.

Article 7

Preparation of the Annual Work Plan

1. The Annual Work Plan shall be developed based on the Multi-Year Action Plan and taking into account the ASEAN Framework of Cooperation in Statistics, the Broad Framework for the Sustainable Development of ASEAN Statistics, the ACSS Committee Strategic Plan, as well as key decisions of the ASEAN Summit and Ministerial Meetings.
2. ASEANstats shall submit, fifteen (15) months before the start of the concerned budget year, the draft Annual Work Plan on ASEAN statistics to the ACSS Planning and Coordination Sub-Committee for consideration. The ACSS Committee shall adopt the Annual Work Plan twelve (12) months before the start of the budget year.
3. In the event the ACSS Committee is deemed necessary to immediately respond to some emerging needs as well as to the decisions by the ASEAN Summit and Ministerial Meetings, the Secretariat shall propose the inclusion of new programme items not explicitly mentioned in the Multi-Year Action Plan.

Article 8

Establishment/Termination of Working Groups and Task Forces and Other Mechanisms

1. As stipulated in the Terms of Reference of the ACSS Committee, the ACSS Committee shall establish working groups and task forces. The procedures for the establishment of such mechanisms are as follows:

- a. ASEANstats, as a member of the Committee, the Chair of the Committee, or any AMS, hereby called the Proponent, shall submit a concept paper/proposal for consideration of the ACSS Planning and Coordination Sub-Committee at least fourteen (14) working days prior to the meeting of ACSS Planning and Coordination Sub-Committee.
 - b. The ACSS Planning and Coordination Sub-Committee reviews, discusses and provides inputs and comments during its meeting(s), either through face-to-face or virtual meeting(s).
 - c. Upon endorsement, the ACSS Planning and Coordination Sub-Committee shall recommend for the inclusion of the concept paper/proposal in the next possible ACSS Committee meeting. Papers/proposals to the ACSS Committee shall be circulated at least fourteen (14) working days prior to the ACSS Committee Meeting.
 - d. The Proponent shall present to the ACSS Committee its concept paper/proposal for the ACSS Committee's consideration. The concept paper shall include the rationale for the termination as well as the process of addressing outstanding matters.
2. Termination of a working group/task force/other mechanisms shall observe the same procedure as the creation of a working group/task force/other mechanisms.
 3. In the event of urgent needs to terminate a working group/task force/other mechanisms, a concept paper/proposal shall be directly submitted to the ACSS Committee for its consideration, without going through the ACSS Planning and Coordination Sub-Committee.
 4. As a general principle, taskforces under the purview of the ACSS Committee, except those set up by virtue of formal agreements, shall be:
 - a. ad-hoc in nature, to meet only as and when the need arises. Their meetings must address specific policy issues and/or perform specific tasks/programmes in support of the ACSS Committee work programme;
 - b. provided with clear terms of reference and specific work programme duly approved by the ACSS Committee; and
 - c. disbanded once their mandate has been completed.

Article 9

Preparation of Draft Policies, Methodologies, Standards, Frameworks and Progress Monitoring Mechanisms, and Other Measures for Good Governance

1. As stipulated in the Terms of Reference of the ACSS Committee, the ASEANstats may initiate the formulation of policies, methodologies, and standards. The procedure for the initiation of such measures are as follows:
 - a. ASEANstats, as a member of the ACSS Committee, the Chair of the Committee, or any AMS hereby called the Proponent, shall submit a concept paper/proposal for consideration of the ACSS Planning and Coordination Sub-Committee at least fourteen (14) working days prior to the meeting of ACSS Planning and Coordination Sub-Committee, thus allowing ample time for the AMSs to consider the documents, especially those whose contents need to be reviewed/considered by other relevant statistical agencies in AMSs.
 - b. The ACSS Planning and Coordination Sub-Committee reviews, discusses and provides inputs and comments during its meeting(s) either through face-to-face or virtual meeting(s).
 - c. Upon endorsement, the ACSS Planning and Coordination Sub-Committee shall recommend for the inclusion of the concept paper/proposal in the next possible ACSS Committee meeting. Papers/ proposals and other meeting materials shall be circulated to the ACSS Committee at least fourteen (14) working days prior to the ACSS Committee Meeting.
 - d. The proponent shall present to the ACSS Committee its concept paper/proposal for the Committee's consideration.
2. In the event of urgent needs, a concept paper/proposal can be directly submitted to the Committee for its consideration, without going through the ACSS Planning and Coordination Sub-Committee.

Article 10

Preparation of Draft Project Proposal

1. A number of facilities sponsored by ASEAN development partners have long been available at the ASEAN Secretariat to assist ASEAN in progressing with its integration and ASEAN Community building, some of which are open for project proposal initiated by AMSs as well as ASEAN Secretariat, as the project proponent. To help implement the regional work plan, AMSs and ASEANstats may initiate a project proposal for consideration by the concerned donors/development partners. The procedure for the initiation of such a project proposal are as follows:
 - a. ASEANstats or any AMS, as a member of the ACSS Committee, hereby called the Proponent, shall submit a concept paper/project proposal for consideration of the ACSS Planning and Coordination Sub-Committee at least fourteen (14) working days prior to the meeting of ACSS Planning and Coordination Sub-Committee.

- b. The ACSS Planning and Coordination Sub-Committee reviews, discusses and provides inputs and comments during its meeting(s) either through face-to-face or virtual meeting(s).
 - c. Upon endorsement, the ACSS Planning and Coordination Sub-Committee shall recommend for the inclusion of the concept paper/project proposal in the next possible ACSS Committee meeting. Papers/ proposals to the ACSS Committee shall be circulated at least fourteen (14) working days prior to the ACSS Committee Meeting.
 - d. The proponent shall present to the ACSS Committee its concept paper/project proposal for the Committee's consideration.
2. In the event of urgent needs, the ACSS Committee may provide its ad-ref endorsement, upon recommendation from the ACSS Planning and Coordination Sub-Committee.
 3. Endorsement shall be made by observing specific requirements of the programme/project set forth by the development partners/donors.
 4. The ASEAN Secretariat shall channel the project proposal to the concerned development partners/donors for possible funding.
 5. The project proponent shall be responsible for meeting administrative and technical requirements and for clarifications as deemed necessary, and for the implementation of the approved project.

Article 11

Working Language

1. The working language during meetings in the ACSS Committee is English. All documents shall be in English and circulated at least fourteen (14) working days prior to the ACSS Committee meeting.
2. Translation into national language, if deemed necessary by the Host country, is the responsibility of the Host country.

Article 12

Reporting Line

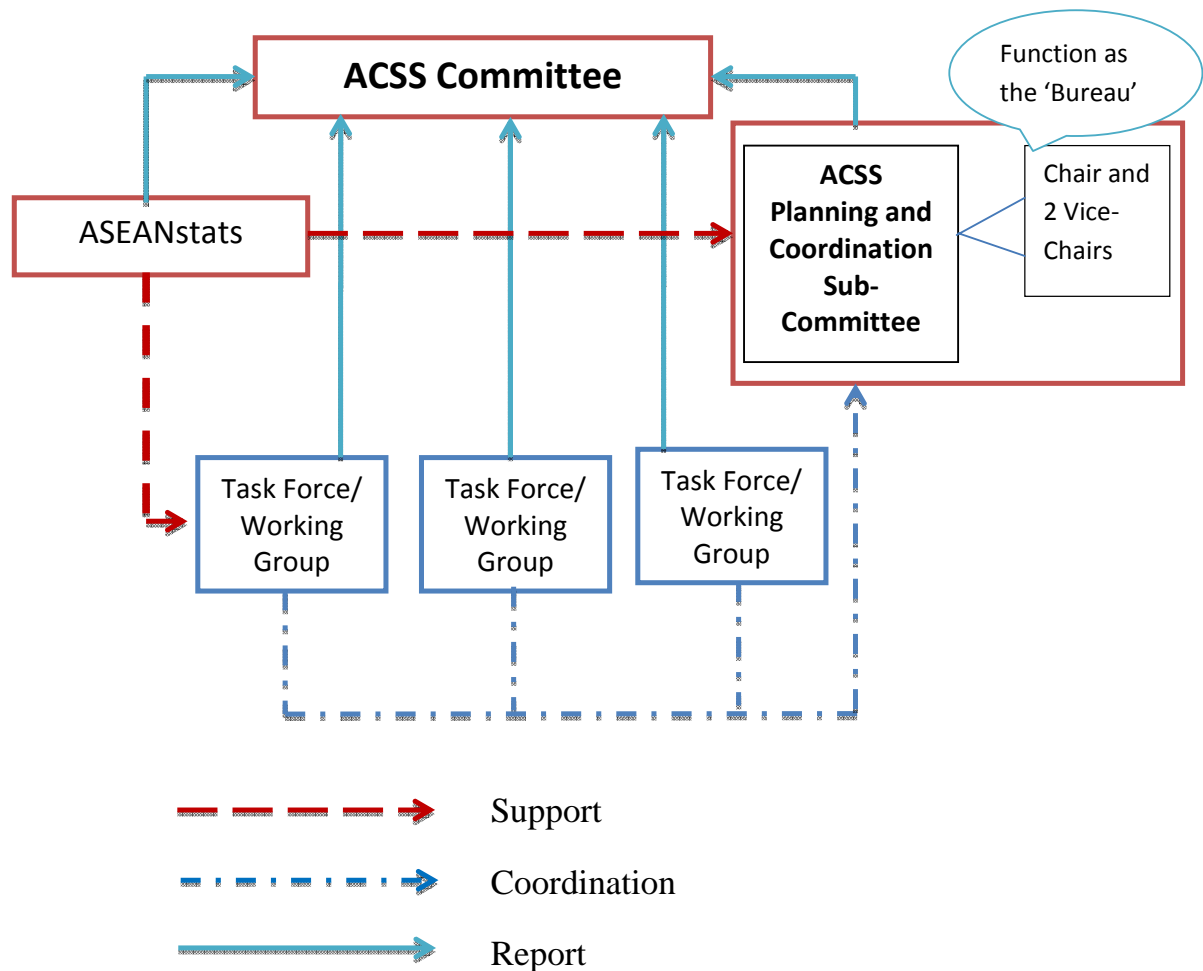
The reporting structure of the ACSS Committee is attached as Annex 1.

Article 13

Amendments

These Rules of Procedure can be amended by mutual agreement of AMSs through consultations and consensus.

Annex 1: The Reporting Structure of the ACSS Committee



- The ACSS Committee is the highest policy making and coordinating body on statistical matters in the ASEAN region. It consists of Chief Statisticians or Heads of National Statistical Offices of all AMSs.
- The Head of ASEANstats of the ASEAN Secretariat is also a member of the ACSS Committee. It will support the Committee and the ACSS Planning and Coordination Sub-Committee.
- The ACSS Planning and Coordination Sub-Committee shall support the ACSS Committee’s decision- making process, undertake the role as the national statistical office/administration’s focal point on matters related to the ACSS and ACSS Committee, and serve as the planning review group of the ACSS Committee. It shall

replace the Task Force on Strategic Planning and the AHSOM Focal Point and under the guidance of the Head of national statistical office/administration, serve as a link between the ACSS Committee and the national statistical system.

The ACSS Planning and Coordination Sub-Committee shall be chaired by the appointed representative of the AMS chairing the ACSS Committee. It shall also have as its two vice-chairs the appointed representatives of the preceding and succeeding chairs. The roles and responsibilities of the ACSS Planning and Coordination Sub-Committee are described more comprehensively in its Terms of Reference.