

TERMS OF REFERENCE HIGH LEVEL TASK FORCE ON THE DRAFTING OF THE ASEAN CHARTER (HLTF)

Background

1. At the 11th ASEAN Summit, held in Kuala Lumpur, Malaysia, ASEAN Leaders signed the Kuala Lumpur Declaration on the Establishment of the ASEAN Charter on 12 December 2005.
2. The Declaration, among other things, tasked the ASEAN Foreign Ministers to establish, as necessary, a high level task force to carry out the drafting of the ASEAN Charter based on the Kuala Lumpur Declaration on the Establishment of the ASEAN Charter and the recommendations of the Eminent Persons Group (EPG) on the ASEAN Charter.
3. At the 39th ASEAN Ministerial Meeting in Kuala Lumpur, the ASEAN Foreign Ministers agreed on the formation of the high level task force on the ASEAN Charter and discussed the composition and participation of the Task Force.

Role and Functions

4. The HLTF shall draft the ASEAN Charter based on the directions given by the Leaders as reflected in the Kuala Lumpur Declaration on the Establishment of the ASEAN Charter and the Cebu Declaration on the Blueprint of the ASEAN Charter and in consideration of the recommendations made by the EPG and other relevant ASEAN documents.
5. The HLTF may form ad hoc working groups, as may be deemed necessary, in order to facilitate its work.
6. The HLTF may call on any member of the EPG on the ASEAN Charter for consultations or guidance, whenever necessary.
7. The HLTF shall submit a draft ASEAN Charter to the ASEAN Leaders at the 13th ASEAN Summit in Singapore.

Membership

8. The HLTF shall be composed of one high level representative from each ASEAN Member Country and assisted by not more than four (4) experts.
9. When the high level representative of a Member Country is unable to attend a HLTF meeting, the representative shall designate one of his or her team members as the substitute representative to attend the meeting.
10. Unless otherwise decided, the Chairman of the HLTF shall be the incumbent Chair of ASEAN. The High Level Task Force shall determine its own rules of procedure.
11. The Secretary-General of ASEAN shall serve as the resource person of the HLTF.

Reporting Mechanism

12. The HLTF shall report regularly to the ASEAN Foreign Ministers on the progress of their work.

Meeting Schedule

13. The HLTF shall meet regularly, or whenever deemed necessary.
14. The HLTF shall hold its first meeting in January 2007 at the ASEAN Secretariat in Jakarta. Subsequent meetings will also be held at the ASEAN Secretariat unless otherwise decided.

ASEAN Secretariat Support

15. The ASEAN Secretariat shall provide secretariat support to the HLTF.