

THE ASEAN COMMISSION ON  
THE PROMOTION AND PROTECTION OF  
THE RIGHTS OF WOMEN AND CHILDREN (ACWC)  
WORK PLAN (2012-2016)  
AND RULES OF PROCEDURES (ROP)



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one identity  
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THE RIGHTS OF WOMEN AND CHILDREN (ACWC)  
WORK PLAN (2012-2016)  
AND RULES OF PROCEDURES (ROP)**

**The ASEAN Secretariat  
Jakarta**



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## The ACWC Work Plan (2012-2016)

No	Thematic Areas	Lead Country	Supporting Country	Indicative Timeline	Related ASEAN/ UN Bodies and Remarks
<b>Strengthening institutional capacity of ACWC</b>					
1.	Fund Raising Activity	Singapore	9 AMS		
<b>Promotion of consultation and dialogue with stakeholders at national and regional levels</b>					
2.	Formation of an ACWC Network of Social Service Agencies (NOSSA)	Singapore	9 AMS	2012-2014	
<b>Elimination of violence against women and children</b>					
3.	<p>Study/Research on VAC and VAW:</p> <p>a. VAC: Review legislations, national plans/programmes, and other national mechanisms relating to the prevention, protection, prosecution, rehabilitation, recovery, reintegration of VAC</p> <p>b. VAW: Review emerging legislations and legal enforcement concerning ERAW, including cyber VAW, as well as traditions and customs that condoned VAW.</p> <ul style="list-style-type: none"> <li>The study result to be informed to stakeholders, including religious and community leaders, through workshops (regional/national).</li> </ul>	<p>Myanmar</p> <p>Philippines Indonesia</p>	<p>9 AMS</p> <p>Lao PDR</p>	<p>Present –Dec 2013</p> <p>2013-2014</p>	<p>SOMSVD, UNICEF, ILO, Plan International, Save the Children</p>
4.	Compilation of ASEAN best practices in eliminating VAW and VAC	Malaysia	<p>Task Force:</p> <ul style="list-style-type: none"> <li>Philippines, Indonesia (VAC)</li> <li>TBC for VAW</li> </ul>	2012	

No	Thematic Areas	Lead Country	Supporting Country	Indicative Timeline	Related ASEAN/ UN Bodies and Remarks
5.	<u>Women's rights:</u> Public campaign to stop VAW through activities commemorating the International Day for the Elimination of VAW (25 November): a. Pamphlets of anti VAW with compiled pictures of VAW cases in ASEAN Member States b. Public campaign through media in collaboration with the ASEAN Senior Officials Meeting on Information (SOMRI). Message on anti VAW to be broadcasted in AMS at the same time	Thailand	9 AMS	2012	SOMRI
6.	<u>Women's rights (can be expanded to children's rights):</u> Continue the public campaign annually on the ASEAN Day (8 August). Message is thematic each year, e.g. ageing women, women with disabilities, etc.	Thailand	9 AMS	2013 onwards	SOMRI
7.	<u>Children's rights:</u> Development of guidelines for non-violent approach to child rearing and child caring in various settings (e.g. family, community, school, institution, work place) in ASEAN	Thailand	Indonesia, Lao PDR, Malaysia, Philippines, Viet Nam	Dec 2013	Save the Children (Sweden), Plan International, UNICEF, Dialogue Partners
<b>The right of children to participate in all affairs that affect them</b>					
8.	Create an enabling environment for children to participate in decision making process  <i>(NB: ACWC Reps to attend the ACF and invite children to the ACWC Meeting)</i>	Philippines	Cambodia, Indonesia, Malaysia, Myanmar, Singapore, Thailand, Viet Nam	June 2012- continuum	SOMSWD, UNICEF, Plan International, Save the Children
<b>Trafficking in women and children</b>					
9.	<u>Children's rights:</u> Review existing practices on treatment/ management of victims of trafficking (i.e. rescue, recovery, repatriation, rehabilitation, reintegration, referral system, and assistance) of victims of trafficking in women and children among country of origin, transit countries, and receiving country to strengthen the assistance mechanism for victims of trafficking	Lao PDR	9 AMS	Present - (preparation) End 2013	SOMTC, UNODC, ILO, IOM, UNICEF, World Vision, Asia ACT, CSOs- Women Caucus, CRC Asia

No	Thematic Areas	Lead Country	Supporting Country	Indicative Timeline	Related ASEAN/ UN Bodies and Remarks
10.	<u>Women's rights:</u> Promotion of "access of justice" among victims of VAW, focusing on victims of trafficking by sending the legal enforcers and policemen to the training/workshop that offers gender sensitized modules on comprehensive aspects of handling trafficking cases (e.g. referral system, repatriation, services to victims, etc)	Brunei Darussalam Indonesia	AMS to participate	2013-2015	SOMTC
<b>Women participation in politics and decision making, governance and democracy <sup>1</sup></b>					
<b>Promotion and protection of the rights of women and children with disabilities</b>					
11.	<u>Children's rights:</u> Setting performance standards on service delivery for children with disabilities	Brunei Darussalam	Indonesia, Lao DPR, Malaysia, Myanmar, Philippines, and Thailand	2013-2014	UN-ESCAP, SOMSWD, SOMHD, UNICEF, DPs, CSOs
<b>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 (CICL))</b>					
12.	<u>Children's rights:</u> Setting performance standards on integrative child protection system	Indonesia	9 AMS	2012-2013	SOMSWD, UNESCAP, UNICEF, CSO, Save the Children (UK)
<b>The right to early childhood and quality education</b>					
13.	<u>Children's rights:</u> Develop standards for quality ECCDE and child development index	Malaysia	9 AMS	2012-2013	UNESCO, UNICEF, SOMSWD, SOMHD, SEAMEO, SOMED

<sup>1</sup> The women's group considered activities to promote temporary special measures to promote women's participation in decision making level in public and private sectors, which are pending identification of concrete, doable and impactful actions. This thematic area can be revisited by the ACWC in due course.



No	Thematic Areas	Lead Country	Supporting Country	Indicative Timeline	Related ASEAN/ UN Bodies and Remarks
<b>Promoting implementation of International, ASEAN and other instruments related to the rights of women and children</b>					
14.	Promoting convergence among CEDAW and CRC Committees and ACWC for more effective regional implementation of the Concluding Observations	Viet Nam Indonesia Philippines		2012 (annual)	
15.	<u>Women's rights:</u> ASEAN progress report on women's advancement and gender equality (once every 3 years)	Philippines	9 AMS	2013-2014	
16.	<u>Children's rights:</u> Organise a Consultative Meeting on culture and religious practices impacting on the rights of children	Indonesia	9 AMS	2013	UNICEF, CSOs
<b>Gender equality in education (textbook, curriculum, equal access)</b>					
17.	<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 ACW  (NB: AMS to provide the Philippines with information on curriculum and textbooks)  a. Convene a consultative meeting with the ASEAN Senior Officials Meeting on Education (SOM-ED) to share the guidelines	Philippines	9 AMS		ACW (also initiated in ACW Work Plan (2011-2015))  SOM-ED
<b>Women and children living with and affected by HIV and AIDS <sup>2</sup></b>					
<b>Social impact of climate change on women and children</b>					

<sup>2</sup> In considering activities to implement this thematic area, the women's group considered that the ASEAN Senior Officials Meeting on Health and Development (SOMHD) has initiated many projects concerning women and children living with and affected by HIV and AIDS, and therefore, agreed to avoid duplication of efforts. The children's group considered that the rights and needs of children living with and affected by HIV and AIDS are captured in Activity no. 12.

No	Thematic Areas	Lead Country	Supporting Country	Indicative Timeline	Related ASEAN/ UN Bodies and Remarks
18.	Conduct a regional conference on the social impact of climate change on women and children in ASEAN with policy makers, programme developers, and service providers	Philippines, Cambodia	Children's group: Lao PDR, Indonesia, Myanmar, Viet Nam, AMS to participate	2012-2013	UN Humanitarian and Disaster Relief Assistance, ASOEN, ACDM  ACW (also initiated in ACW Work Plan (2011-2015))
<b>Strengthening economic rights of women with regards to feminization of poverty, women's rights to land and property</b>					
19.	<u>Women's rights:</u> Study and compilation of best practices on: a. Economic empowerment of women through social enterprise and ICT; and  b. Economic rights of women, particularly to land and property	Malaysia  Indonesia	Indonesia, Myanmar, Viet Nam, Lao PDR  Brunei Darussalam, Lao PDR	2013-2014	
<b>Adolescent physical and mental health <sup>3</sup></b>					
20.	<u>Children's rights:</u> Consultative Meeting on social impact of reproductive health on children	Viet Nam	9 AMS	2014	SOMHD, SOMED, UNFPA, UNICEF
<b>Active ageing among women <sup>4</sup></b>					
21.	<u>Women's rights:</u> Compilation of ASEAN best practices in encouraging active ageing among women	Singapore	9 AMS	2014-2015	

<sup>3</sup>New thematic area, as this was not selected as one of the thematic areas prioritised by the ACWC at the Third Meeting in September 2011 in Solo.

<sup>4</sup>See footnote no. 3.

No	Thematic Areas	Lead Country	Supporting Country	Indicative Timeline	Related ASEAN/ UN Bodies and Remarks
<b>Gender perspective in policies, strategies and programmes for migrant workers <sup>5</sup></b>					
22.	<u>Women's rights:</u> High level consultation on the gender perspective in policies, strategies and programmes for migrant workers (experts and relevant policy makers to be invited)	ACWC Chair to chair the consultation  Philippines Indonesia	AMS to participate	2013	SLOM / ACMW
<b>Gender Mainstreaming <sup>6</sup></b>					
23.	<u>Women's rights:</u> Development of ASEAN guidelines on gender mainstreaming programme and project planning and implementation	Malaysia	9 AMS	2013	

<sup>5</sup> See footnote no. 3

<sup>6</sup> See footnote no. 3.

## **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.<sup>1</sup>
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.
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

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<sup>1</sup> 1 From the TOR of the ACWC, Article 7.2.

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.<sup>2</sup>
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.<sup>3</sup>

### **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.

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<sup>2</sup> The ASEAN Secretariat's Document on Project Appraisal and Approval Process is an ISOcertified 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.

<sup>3</sup> 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 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.

## **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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