

Model ASEAN Meeting: A Guidebook

Understanding ASEAN Processes and Mechanisms



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LIST OF ABBREVIATIONS

AAR	: After Action Review
ABAC	: ASEAN Business Advisory Council
ACB	: ASEAN Centre for Biodiversity
ACC	: ASEAN Coordinating Council
ACCSM	: ASEAN Conference on Civil Service Matters
ACDM	: ASEAN Committee on Disaster Management
ACTC	: ASEAN Committee in Third Countries and International Organisations
ADMM	: ASEAN Defence Ministers Meeting
ADSOM	: ASEAN Defence Senior Officials Meeting
AEC	: ASEAN Economic Community
AEM	: ASEAN Economic Ministers
AFDM	: ASEAN Finance and Central Bank Deputies Meeting
AFMM	: ASEAN Finance Ministers Meeting
AFTA	: ASEAN Free Trade Area
AHA Centre	: ASEAN Coordinating Centre for Humanitarian Assistance on disaster management
AHMM	: ASEAN Health Ministers Meeting
AIA	: ASEAN Investment Area
AIPA	: ASEAN Inter-Parliamentary Assembly
ALAWMM	: ASEAN Law Ministers Meeting
ALMM	: ASEAN Labour Ministers Meeting
AMAF	: ASEAN Ministers Meeting on Agriculture and Forestry
AMBDC	: ASEAN Mekong Basin Development Cooperation
AMBDC SC	: ASEAN Mekong Basin Development Cooperation Steering Committee
AMCA	: ASEAN Ministers Responsible for Culture and Arts
AMEM	: ASEAN Ministers on Energy Meeting
AMM	: ASEAN Ministerial Meeting
AMMDM	: ASEAN Ministerial Meeting on Disaster Management
AMME	: ASEAN Ministerial Meeting on the Environment
AMMin	: ASEAN Ministerial Meeting on Minerals
AMMST	: ASEAN Ministerial Meeting on Science and Technology
AMMSWD	: ASEAN Ministerial Meeting on Social Welfare and Development
AMMTC	: ASEAN Ministerial Meeting on Transnational Crime
AMMY	: ASEAN Ministerial Meeting on Youth
AMRDPE	: ASEAN Ministers Meeting on Rural Development and Poverty Eradication
AMRI	: ASEAN Ministers Responsible for Information
APSC	: ASEAN Political-Security Community
ARF	: ASEAN Regional Forum
ARFSOM	: ASEAN Regional Forum Senior Officials Meeting
ASC	: ASEAN Standing Committee
ASCC	: ASEAN Social-Cultural Community
ASCOPE	: ASEAN Council on Petroleum
ASEAN	: Association of Southeast Asian Nations
ASEAN NTO	: ASEAN National Tourism Organisation
ASEANTA	: ASEAN Tourism Association
ASED	: ASEAN Education Ministers Meeting

ASLOM	: ASEAN Senior Law Officials Meeting
ASMC	: ASEAN Specialised Meteorological Centre
ASOD	: ASEAN Senior Officials on Drugs Matters
ASOEN	: ASEAN Senior Officials on the Environment
ASOF	: ASEAN Senior Officials on Forestry
ASOMM	: ASEAN Senior Officials Meeting on Minerals
ATM	: ASEAN Transport Ministers Meeting
ATRC	: ASEAN Telecommunication Regulators' Council
AUN	: ASEAN University Network
COP to AATHP	: Conference of the Parties to the ASEAN Agreement on Transboundary Haze Pollution
COST	: Committee on Science and Technology
CPR	: Committee of Permanent Representatives to ASEAN
DG	: Director-General
DGICM	: Directors-General of Immigration Departments and Heads of Consular Affairs Divisions of Ministries of Foreign Affairs Meeting
DSG	: Deputy Secretary-General
HLFC	: High Level Finance Committee
HLTF-EI	: High Level Task Force on ASEAN Economic Integration
HOG	: Head of Government
ISEAS	: Institute of Southeast Asian Studies
M-ATM	: Meeting of the ASEAN Tourism Ministers
MAM	: Model ASEAN Meeting
MC	: Master of Ceremony
MUN	: Model United Nations
NGO	: Non-Governmental Organisations
SEANWFZ Commission	: Commission on the Southeast Asia Nuclear Weapon-Free Zone
SEOM	: Senior Economic Officials Meeting
SG	: Secretary-General
SLOM	: Senior Labour Officials Meeting
SOM	: Senior Officials Meeting
SOM-AMAF	: Senior Officials Meeting of the ASEAN Ministers on Agriculture and Forestry
SOM-ED	: Senior Officials Meeting on Education
SOMCA	: Senior Officials Meeting for Culture and Arts
SOMDP	: Senior Officials Meeting on Development Planning
SOME	: Senior Officials Meeting on Energy
SOMHD	: Senior Officials Meeting on Health Development
SOMRDPE	: Senior Officials Meeting on Rural Development and Poverty Eradication
SOMRI	: Senior Officials Meeting Responsible for Information
SOMSWD	: Senior Officials Meeting on Social Welfare and Development
SOMTC	: Senior Officials Meeting on Transnational Crime
SOMY	: Senior Officials Meeting on Youth
STOM	: Senior Transport Officials Meeting
TELMIN	: Telecommunications and Information Technology Ministers Meeting
TELSOM	: Telecommunications and Information Technology Senior Officials Meeting
UN	: United Nations
USB	: Universal Serial Bus

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Last but not least, we would like to thank all participants who took part in the First ASEAN Foundation Model ASEAN Meeting at Sunway University in November 2015 for providing their invaluable input to strengthen the Guidebook development.

ASEAN Foundation

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FOREWORD



The ASEAN Foundation Model ASEAN Meeting is a flagship programme of the ASEAN Foundation. The programme was inaugurated in 2015 during the 27th ASEAN Summit when the ASEAN Foundation partnered with the Sunway Education Group to organise the regional Model ASEAN Meeting at Sunway University, Bandar Sunway, Selangor Darul Ehsan, Malaysia.

The Model ASEAN Meeting targets university students to understand ASEAN diplomacy and how decision makers of the ASEAN Member States address regional issues at the ASEAN Summit and other regional ASEAN meetings through simulation activities.

The ASEAN Foundation developed this Guidebook to provide information on ASEAN, its mechanisms and structures to be used as a tool for users to implement their own Model ASEAN Meetings. This Guidebook is prepared as a general guide to the Model ASEAN Meeting activity, applicable to any issue. It was also developed to be a reference on ASEAN to enable people to have accessible information on ASEAN and better understanding of ASEAN affairs.

The ASEAN Foundation supports the Secretary-General of ASEAN in the ASEAN Community building process and collaborates with ASEAN bodies to promote ASEAN awareness and ASEAN identity while promoting people-to-people exchanges. It is an ASEAN organ under the ASEAN Charter and was established by the ASEAN Leaders on 15 December 1997 at the 30th Anniversary of the Commemorative Summit in Kuala Lumpur, Malaysia.

The ASEAN Foundation hopes that this Guidebook and the Model ASEAN Meeting can contribute to raising awareness of the ASEAN identity among the young people in the region to prepare them to embrace the opportunities that the ASEAN Community brings. We also wish to encourage the users to make the best use of this Guidebook in their effort to know more about ASEAN and to subsequently contribute to the ASEAN Community building process.

Elaine Tan

Executive Director of the ASEAN Foundation

Why is it Important?



ASEAN FOUNDATION



Chapter

1 What is a Model ASEAN Meeting and Why Simulate One?

INTRODUCTION

A Model ASEAN Meeting is a simulation of ASEAN meetings and mechanisms, targeted at a specific group of participants in order to understand the decision making process involved before Statements or Declarations are made at the end of Meetings. A Model ASEAN Meeting also promotes ASEAN to its people, by raising awareness of ASEAN's roles and functions. It communicates ASEAN and its affairs to people who have an interest in ASEAN, international relations, and diplomacy, and serves as a fun and educational way of promoting interest in ASEAN affairs to a younger generation.

The ASEAN Foundation is championing this initiative to promote ASEAN awareness in young people, guided by the ASEAN Social-Cultural Community (ASCC) Communication Plan. This ASCC Communication Plan seeks to develop an ASEAN Summit Simulation Programme targeting high school and/or University level students on diplomacy and how the decision makers of ASEAN Member States address regional issues - particularly in socio-cultural areas - at the Summit and other regional meetings. The ASCC Communication Plan has recommended that a Guidebook for this ASEAN Summit Simulation Programme be developed to provide comprehensive information on ASEAN, topics for simulation pertaining to the ASCC in particular, and how to implement the simulation. While the ASCC Communication Plan recommends that the ASEAN Summit Simulation Programme focus on socio-cultural issues, this Guidebook is prepared as a general guide to the Model ASEAN Meeting applicable to any issue.

PURPOSE OF A MODEL ASEAN MEETING

Taking part in a Model ASEAN Meeting will give participants an opportunity to appreciate the purpose of ASEAN, to have the “we” feeling of being an ASEAN citizen, and to have a better understanding of the countries within the ASEAN region. Participants will also be introduced to fundamentals in diplomacy and how decision makers of ASEAN Member States address regional issues at ASEAN meetings through a hands-on experience. Overall, this activity intends to provide participants with international exposure to develop skills in public speaking, communication, teamwork, and leadership.

A number of public institutions and private sector organisations in the ASEAN region have organised Model ASEAN Meeting activities. It is encouraging that these institutions have taken initiatives to encourage understanding of ASEAN as an institution through the process of Model ASEAN Meetings to young people.

Although well intentioned, it has also been noted that some Model ASEAN Meetings being organised do not fully or accurately reflect actual ASEAN Meeting processes or philosophies. Some issues include the following:

1. ASEAN Meeting Processes

There is a tendency that simulated Model ASEAN Meetings select thematic areas to be discussed directly during the Model ASEAN Meeting activity itself. In the actual process, ASEAN meetings have a standard mechanism where each issue will be discussed within its own ministerial meeting cycle, starting with a Senior Officials Meeting (SOM) level, and leading up to the Summit. Often, simulated Model ASEAN Meetings are performed without adhering to the actual meeting flow process, particularly with regards to issues cutting across more than one area, e.g. environment and economics.

In addition, it should be noted that Model ASEAN Meetings should provide an avenue for the participants to discuss a specific issue in a manner that upholds the value of a key ASEAN principle, that is, agreement by consensus. Current simulations of Model ASEAN Meetings tend to end up as debating sessions rather than a forum to reach an agreement based on consensus and negotiation.

2. Knowledge on ASEAN Protocol Arrangements

ASEAN is a diplomatic regional organisation, which upholds specific diplomatic practices, just like any other diplomatic entity. A set of protocol arrangements is put in place for all ASEAN Meetings, especially high-level meetings such as the ASEAN Summit. It is important that protocol arrangements are understood to facilitate authenticity in Model ASEAN Meetings. These include seating arrangements, country flags and name plates placement, the singing of the ASEAN Anthem at the beginning of an ASEAN Meeting, and the type of document produced as the outcome of the meeting.

Specifically, if role assignments are unclear from the outset, discussions may continue during the simulation at the wrong levels, for instance, at the Summit level, where Heads of State/Government meet in a formal setting. All discussions should have been completed at preceding levels, such as at the SOM or Ministerial levels.

3. Accurate Terminology

It is essential for participants in the Model ASEAN Meeting to appreciate accurate terminology used during the simulation. While it is noted that “conference” is also used to refer to a “meeting”, in ASEAN setting, the word “meeting” is commonly used. Although similar in meaning, it is appropriate for correct terminology to be used and practiced in order for a more realistic simulation. Therefore, it is “Model ASEAN Meeting” instead of “Model ASEAN Conference”.

4. Role of ASEAN Secretariat

It is important for participants in the Model ASEAN Meeting to appreciate the position and roles of the ASEAN Secretariat and its officers, including the Secretary-General of ASEAN. This includes the function of the Secretariat in an ASEAN meeting, where they are seated, and what roles they perform. Commonly, Model ASEAN Meetings only recognise ASEAN Member States as having the key roles whereas in actual practice, the ASEAN Secretariat is a crucial body in facilitating the smooth conduct of all ASEAN Meetings, in particular in report consolidation.

5. Language and Formulation of ASEAN Documents

Participants of a Model ASEAN Meeting often encounter difficulty in formulating a document as the output of the role-play activity. It is recommended that they familiarise themselves with ASEAN Meeting documents, especially the way they are formulated and written, as part of participation in a Model ASEAN Meeting.

6. ASEAN Dialogue Partners

Some confusion exists with the understanding of Dialogue Partner Countries of ASEAN, particularly with regards ASEAN Plus Three, ASEAN Plus Six, or ASEAN Plus One. Some simulations have included incorrect Dialogue Partners in ASEAN Plus Three and ASEAN Plus Six.

There is therefore a need for the ASEAN Foundation to facilitate an authentic experience of a Model ASEAN Meeting. To this end, the “Model ASEAN Meeting: A Guidebook – Understanding ASEAN Processes and Mechanisms” intends to provide Model ASEAN Meeting enthusiasts and supporters with a better understanding of ASEAN philosophies, mechanisms, and processes.



Chapter

2 Understanding ASEAN and Its Structure

ASEAN – A BRIEF HISTORY

The Association of Southeast Asian Nations (or ASEAN) was established on 8 August 1967 in Bangkok. The signing of the ASEAN Declaration, also known as Bangkok Declaration, marked this historical moment for the region.

The current ten Member States of ASEAN joined at different times as illustrated in Table 2.1.

TABLE 2.1.

MEMBER STATE	JOINING DATE
Indonesia	8 August 1967
Malaysia	8 August 1967
The Philippines	8 August 1967
Singapore	8 August 1967
Thailand	8 August 1967
Brunei Darussalam	7 January 1984
Viet Nam	28 July 1995
Lao PDR	23 July 1997
Myanmar	23 July 1997
Cambodia	30 April 1999

Indonesia, Malaysia, the Philippines, Singapore, and Thailand are founding fathers of ASEAN, who jointly signed the ASEAN Declaration in 1967.

ASEAN Leaders decided to adopt the ASEAN Vision 2020 during its 30th Anniversary in 1997. This envisioned ASEAN as a concert of Southeast Asian nations that was outward looking, living in peace, stability and prosperity, bonded together in partnership in dynamic development and in a community of caring societies.

In 2003, at the Ninth ASEAN Summit, ASEAN Leaders resolved that an ASEAN Community shall be established.

In 2007, the signing of the Cebu Declaration on the Acceleration of the Establishment of an ASEAN Community by 2015 underscored a determination to establish an ASEAN Community by bringing it forward from the initial timeline of 2020 to 2015.

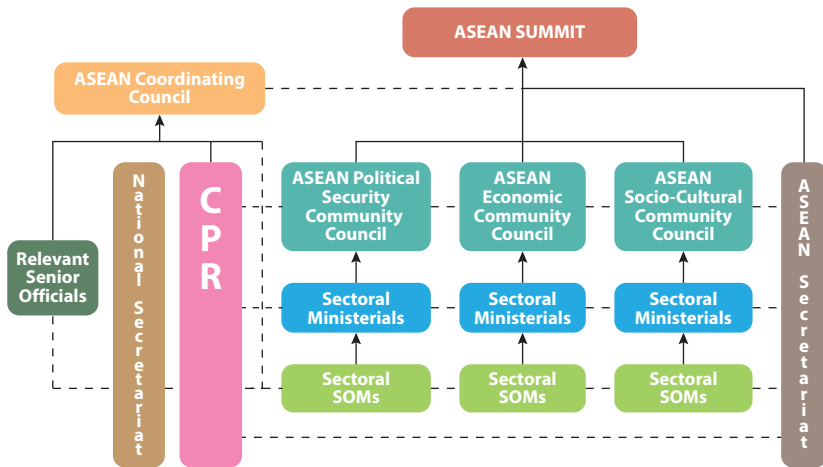
ASEAN PILLARS AND PRINCIPLES

The ASEAN Community is based on three community Pillars that cover the essence of what is important within ASEAN, namely:

1. ASEAN Political-Security Community (APSC) Pillar
2. ASEAN Economic Community (AEC) Pillar
3. ASEAN Socio-Cultural Community (ASCC) Pillar

On 15 December 2008, the ASEAN Charter officially entered into force and has since served as a legally binding agreement among the ASEAN Member States in operationalising the ASEAN Community. The ASEAN Charter serves as an instrument providing a foundation in achieving an ASEAN Community.

Issues within each Pillar are managed through different levels and committees. Committees within the three Pillars also work together with other bodies like the ASEAN Coordinating Council and the ASEAN Secretariat. The overall mechanism is captured in Figure 2.1.

FIGURE 2.1. COORDINATION MECHANISM WITHIN ASEAN

According to the ASEAN Charter, the ASEAN coordination mechanism includes the following bodies:

1. ASEAN Committees abroad (or ASEAN Committee in Third Countries and International Organisations)
2. ASEAN National Secretariats
3. Committee of Permanent Representatives to ASEAN
4. Secretary-General of ASEAN and the ASEAN Secretariat
5. ASEAN Sectoral Ministerial Bodies
6. ASEAN Community Councils
7. ASEAN Coordinating Council
8. ASEAN Summit

These bodies are described in detail below.

For the purpose of simulating ASEAN processes and mechanisms, this Guidebook focuses on major meetings that ASEAN undertakes in a single year under an ASEAN Chairmanship and targets ASEAN processes at the ministerial level with working groups of sectoral Senior Officials Meeting (SOM) leading up to the ministerial decision.

The ASEAN Ministerial Meeting (AMM) is highlighted as it involves meetings of the SOM and a drafting committee to finalise the ASEAN Chairman's Statement, covering all aspects of the ASEAN Community building process. This will also bring into focus the role of the Secretary-General of ASEAN and the ASEAN Secretariat in coordinating inputs from the different community pillar areas.

ASEAN COMMITTEES ABROAD (OR ASEAN COMMITTEE IN THIRD COUNTRIES AND INTERNATIONAL ORGANISATIONS (ACTC))

The ASEAN Committees abroad are officially referred to as the ASEAN Committee in Third Countries and International Organisations (ACTC). The definition of the ACTC is provided in Article 43 of the ASEAN Charter, which states that the ACTC consists of the heads of diplomatic missions of the ASEAN Member States in non-ASEAN countries and international organisations and shall promote ASEAN's interests and identity in the host countries and international organisations.

The ACTC shall be responsible to and shall act upon the instructions from the ASEAN Foreign Ministers Meeting or bodies designated to act on its behalf, and shall maintain close contact and coordination with the Committee of Permanent Representatives to ASEAN (CPR), the ASEAN Secretariat, and, where appropriate, with the ASEAN National Secretariat of the ASEAN Dialogue Coordinator concerned. The ACTC sends regular reports, in which they may make relevant recommendations on improving relations with host countries/international organisations, to the CPR/SOM through the ASEAN Secretariat.

ASEAN SECTORAL MINISTERIAL BODIES

As provided by Article 10 of the ASEAN Charter, the ASEAN Sectoral Ministerial Bodies implement agreements and decisions of the ASEAN Summit, strengthen cooperation in their respective fields in support of ASEAN integration, and submit reports and recommendations to their respective Community Councils.

Under their respective subject areas, the ASEAN Sectoral Ministerial Bodies have their own Ministers, senior officials, and subsidiary bodies who carry out the functions of each ministerial body.

The ASEAN Ministerial Meetings consist of meetings at ministerial level. Ministers of each sector from the ASEAN Member States will be the responsible officials to submit reports and make recommendations to their respective Community Councils.

Under each ministerial body, there are meetings at senior officials level and subsidiary bodies. Senior officials are appointed by each ASEAN Member State and are responsible for issues under their respective areas in the SOM. Normally such officials are at Director-General level at their home ministries. First, issues are finalised under their respective areas, after which recommendations are made for consideration by the respective ministers.

The terms of reference of the SOM include, but are not limited to, the following:

- enhancing cooperation among the ASEAN Member States
- conducting periodic reviews on issues concerned
- providing policy guidelines
- strengthening and enhancing exchange of information among the ASEAN Member States
- enhancing joint actions and approaches on international issues and coordinating positions in relevant international organisations, agreements, and arrangements
- identifying specific fields of cooperation
- maintaining close cooperation among the ASEAN Member States as well as with other international bodies and organisations.

Eventually, the SOM must submit periodic reports and progress of their respective areas to ministerial bodies.

A National Secretariat is established in the Chair Country of the SOM to assist the ASEAN Secretariat with the function of the SOM.

At every SOM, drafting the report is the responsibility of the ASEAN Secretariat with the assistance of the National Secretariat. A drafting committee is formed to review the draft report chaired by vice-chairman or his/her designated representative of the SOM for consideration by the SOM.

The final draft report is then submitted to the SOM for approval and adoption. The ASEAN Secretariat is responsible for the final reports of the meetings. The Chairperson of the SOM shall submit the reports to the Chairperson of the ministerial bodies concerned, its members, and the Secretary-General of ASEAN.

Currently, the following are ministerial bodies under each pillar along with the respective senior officials and subsidiary bodies:

APSC PILLAR

1. ASEAN Foreign Ministers Meeting (AMM)
 - 1.1. ASEAN Senior Officials Meeting (ASEAN SOM)
 - 1.2. ASEAN Standing Committee (ASC)
 - 1.3. Senior Officials Meeting on Development Planning (SOMDP)
2. Commission on the Southeast Asia Nuclear Weapon-Free Zone (SEANWFZ Commission)
 - 2.1. Executive Committee of the SEANWFZ Commission
3. ASEAN Defence Ministers Meeting (ADMM)
 - 3.1. ASEAN Defence Senior Officials Meeting (ADSOM)
4. ASEAN Law Ministers Meeting (ALAWMM)
 - 4.1. ASEAN Senior Law Officials Meeting (ASLOM)
5. ASEAN Ministerial Meeting on Transnational Crime (AMMTC)
 - 5.1. Senior Officials Meeting on Transnational Crime (SOMTC)
 - 5.2. ASEAN Senior Officials on Drugs Matters (ASOD)
 - 5.3. Directors-General of Immigration Departments and Heads of Consular Affairs Divisions of Ministries of Foreign Affairs Meeting (DGICM)
6. ASEAN Regional Forum (ARF)
 - 6.1. ASEAN Regional Forum Senior Officials Meeting (ARF SOM)

AEC PILLAR

1. ASEAN Economic Ministers (AEM)
 - 1.1. High Level Task Force on ASEAN Economic Integration (HLTF-EI)
 - 1.2. Senior Economic Officials Meeting (SEOM)
2. ASEAN Free Trade Area (AFTA Council)
3. ASEAN Investment Area (AIA) Council
4. ASEAN Finance Ministers Meeting (AFMM)
 - 4.1. ASEAN Finance and Central Bank Deputies Meeting (AFDM)
 - 4.2. ASEAN Directors-General of Customs Meeting (Customs DG)
5. ASEAN Ministers Meeting on Agriculture and Forestry (AMAF)
 - 5.1. Senior Officials Meeting of the ASEAN Ministers on Agriculture and Forestry (SOM-AMAF)
 - 5.2. ASEAN Senior Officials on Forestry (ASOF)
6. ASEAN Ministers on Energy Meeting (AMEM)
 - 6.1. Senior Officials Meeting on Energy (SOME)
7. ASEAN Ministerial Meeting on Minerals (AMMin)
 - 7.1. ASEAN Senior Officials Meeting on Minerals (ASOMM)

8. ASEAN Ministerial Meeting on Science and Technology (AMMST)
 - 8.1. Committee on Science and Technology (COST)
9. ASEAN Telecommunications and Information Technology Ministers Meeting (TELMIN)
 - 9.1. Telecommunications and Information Technology Senior Officials Meeting (TELSOM)
 - 9.2. ASEAN Telecommunication Regulators' Council (ATRC)
10. ASEAN Transport Ministers Meeting (ATM)
 - 10.1. Senior Transport Officials Meeting (STOM)
11. Meeting of the ASEAN Tourism Ministers (M-ATM)
 - 11.1. Meeting of the ASEAN National Tourism Organisations (ASEAN NTOs)
12. ASEAN Mekong Basin Development Cooperation (AMBDC)
 - 12.1. ASEAN Mekong Basin Development Cooperation Steering Committee (AMBDC SC)
 - 12.2. High Level Finance Committee (HLFC)
13. ASEAN Centre for Energy
14. ASEAN – Japan Centre in Tokyo

ASCC PILLAR

1. ASEAN Ministers Responsible for Information (AMRI)
 - 1.1. Senior Officials Meeting Responsible for Information (SOMRI)
2. ASEAN Ministers Responsible for Culture and Arts (AMCA)
 - 2.1. Senior Officials Meeting for Culture and Arts (SOMCA)
3. ASEAN Education Ministers Meeting (ASED)
 - 3.1. Senior Officials Meeting on Education (SOM-ED)
4. ASEAN Ministerial Meeting on Disaster Management (AMMDM)
 - 4.1. ASEAN Committee on Disaster Management (ACDM)
5. ASEAN Ministerial Meeting on the Environment (AMME)
 - 5.1. ASEAN Senior Officials on the Environment (ASOEN)
6. Conference of the Parties to the ASEAN Agreement on Transboundary Haze Pollution (COP to AATHP)
 - 6.1. Committee (COM) under the COP to the ASEAN Agreement on Transboundary Haze Pollution
7. ASEAN Health Ministers Meeting (AHMM)
 - 7.1. Senior Officials Meeting on Health Development (SOMHD)

8. ASEAN Labour Ministers Meeting (ALMM)
 - 8.1. Senior Labour Officials Meeting (SLOM)
 - 8.2. ASEAN Committee on the Implementation of the ASEAN Declaration on the Protection and Promotion of the Rights of Migrant Workers
9. ASEAN Ministers Meeting on Rural Development and Poverty Eradication (AMRDPE)
 - 9.1. Senior Officials Meeting on Rural Development and Poverty Eradication (SOMRDPE)
10. ASEAN Ministerial Meeting on Social Welfare and Development (AMMSWD)
 - 10.1. Senior Officials Meeting on Social Welfare and Development (SOMSWD)
11. ASEAN Ministerial Meeting on Youth (AMMY)
 - 11.1. Senior Officials Meeting on Youth (SOMY)
12. ASEAN Conference on Civil Service Matters (ACCSM)
13. ASEAN Centre for Biodiversity (ACB)
14. ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre)
15. ASEAN Earthquakes Information Centre
16. ASEAN Specialised Meteorological Centre (ASMC)
17. ASEAN University Network (AUN)

ASEAN COMMUNITY COUNCILS

Article 9 of the ASEAN Charter provides that the ASEAN Community Councils comprise the APSC Council, the AEC Council, and the ASCC Council. Each council has its own Sectoral Ministerial Body.

Each ASEAN Member State shall appoint its representation, normally at ministerial level, to each Council. Each Council is responsible to ensure the implementation of decisions made at the ASEAN Summit falling under their respective pillar.

The ASEAN Community Councils will perform a coordinating role for issues of different sectors under each Council and issues which cut across different Councils. The Chair of the ASEAN Community Councils Meeting is the relevant Minister of the Member State chairing ASEAN in that particular year.

The ASEAN Community Councils Meeting is held at least twice a year.

ASEAN COORDINATING COUNCIL

Article 8 of the ASEAN Charter provides that the ASEAN Coordinating Council shall comprise the ASEAN Foreign Ministers. The ASEAN Coordinating Council performs the following roles:

- prepare the meetings of the ASEAN Summit
- coordinate with the ASEAN Community Councils to further efficiency and cooperation between them
- coordinate the implementation of agreements of the ASEAN Summit
- coordinate the reports of the ASEAN Community Councils to the ASEAN Summit
- consider the annual report of the Secretary-General on the work of ASEAN and the operations of the ASEAN Secretariat.

The ASEAN Coordinating Council meets at least twice a year.

ASEAN SUMMIT

Article 7 of the ASEAN Charter stipulates that the ASEAN Summit is the highest policy and decision-making mechanism of ASEAN where Heads of State/Government meet.

The ASEAN Summit shall deliberate on key issues pertaining to the realisation of the ASEAN objectives and other matters referred to it by the ASEAN Coordinating Council, the ASEAN Community Councils, and the ASEAN Sectoral Ministerial Bodies.

The ASEAN Summit also makes decision on the establishment or dissolution of a Sectoral Ministerial Body and other ASEAN associated bodies or institutions, and to appoint the new Secretary-General of ASEAN upon recommendation by the ASEAN Foreign Ministers Meeting.

Emergency situations that concern the interests of the Member States and ASEAN as an institution are also addressed in the ASEAN Summit.

The ASEAN Summit Meeting is held twice a year chaired by the Member State holding the ASEAN Chairmanship in that particular year.

The outcome of the ASEAN Summit is the Chairman's Statement. An ASEAN Joint Statement may be issued by the ASEAN Member States on particular issues of urgency and significance tabled at the ASEAN Summit.



Chapter

3

Importance of ASEAN Meeting Protocol Arrangements

ASEAN applies specific protocol arrangements during the convening or organising of ASEAN meetings. While there are various provisions on protocol arrangements pertaining ASEAN practices, this Guidebook focuses on protocol related to the holding of ASEAN meetings.

GENERAL

ASEAN FLAG

While there are various provisions on protocol on the use of the ASEAN Flag, this Guidebook will capture protocol arrangements on the use of the ASEAN Flag during ASEAN meetings.

FIGURE 3.1. ASEAN FLAG



ASEAN EMBLEM

The ASEAN Member States are encouraged to use the ASEAN Emblem in ASEAN-related functions. The ASEAN Emblem is always placed at the right side of national symbols of Member States as seen from the viewer's standpoint.

FIGURE 3.2. ASEAN EMBLEM



ASEAN ANTHEM

To raise the awareness of ASEAN identity, it is encouraged that ASEAN Anthem be played in all ASEAN-related activities, such as formal meetings (including meetings with Dialogue Partners) or commemoration of ASEAN Day on every 8 August.

All present must rise when the ASEAN Anthem is performed.

Chord and recording of the ASEAN Anthem can be downloaded from the ASEAN Foundation official website as well as from the ASEAN Secretariat. Lyrics is as shown below.

ASEAN ANTHEM

The ASEAN Way

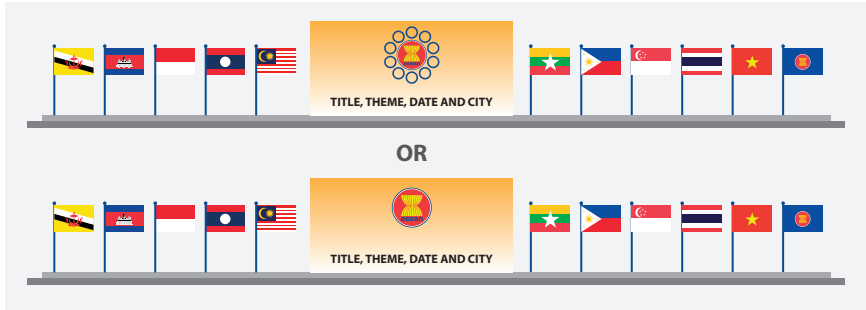
(By: Mr. Kittikhun Sodprasert, Mr. Sampow Triudom, Mrs. Payom Valaipatchra)

*Raise our flag high, sky high
Embrace the pride in our heart
ASEAN we are bonded as one
Look-in out to the world
For peace, our goal from the very start
And prosperity to last
We dare to dream we care to share
Together for ASEAN
We dare to dream
We care to share for it's the way of ASEAN*

CEREMONY ARRANGEMENTS

Flag arrangement on stage during the Opening and Closing Ceremony is as reflected in Figure 3.3.

FIGURE 3.3. FLAG LAYOUT ON STAGE



Seating arrangement during the Opening and Closing Ceremony is as shown in Figure 3.4.

FIGURE 3.4. SEATING ARRANGEMENT FOR ASEAN OPENING AND CLOSING CEREMONY

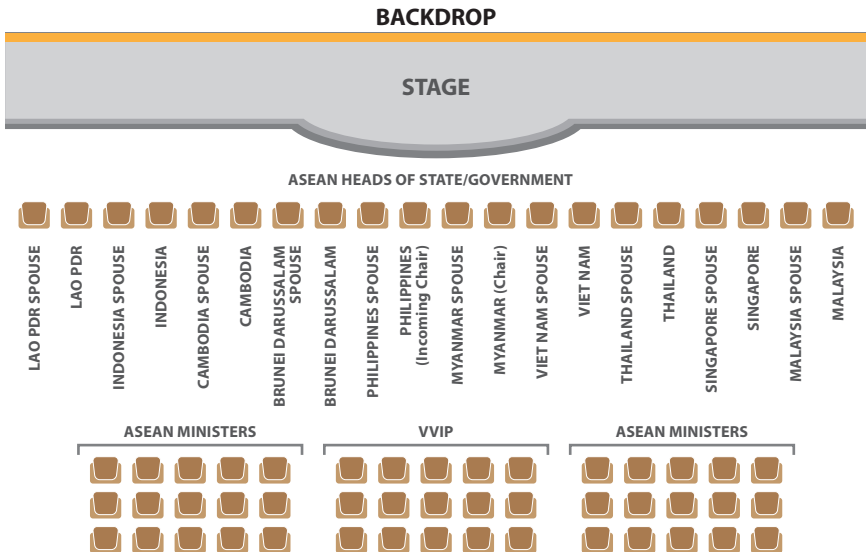
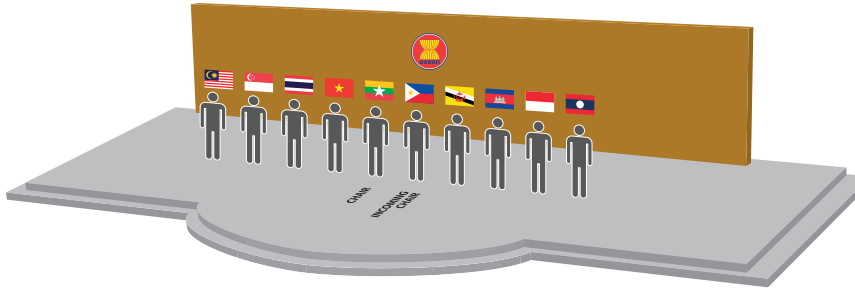


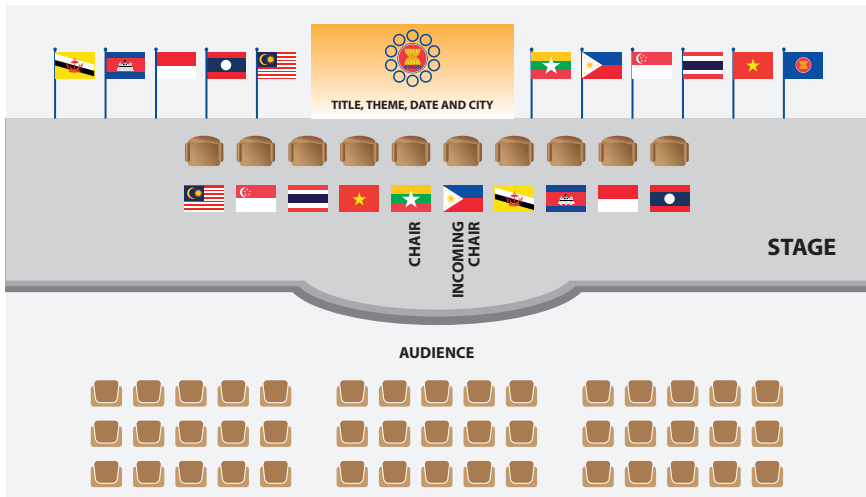
Photo taking arrangement involving Heads of State/Government (HOGs) is illustrated in Figure 3.5.

FIGURE 3.5. ON STAGE PHOTO SESSION ARRANGEMENT



Seating arrangement for Signing Ceremony involving HOGs is as reflected in Figure 3.6.

FIGURE 3.6. SIGNING CEREMONY SEATING ARRANGEMENT



MEETING SEATING ARRANGEMENTS

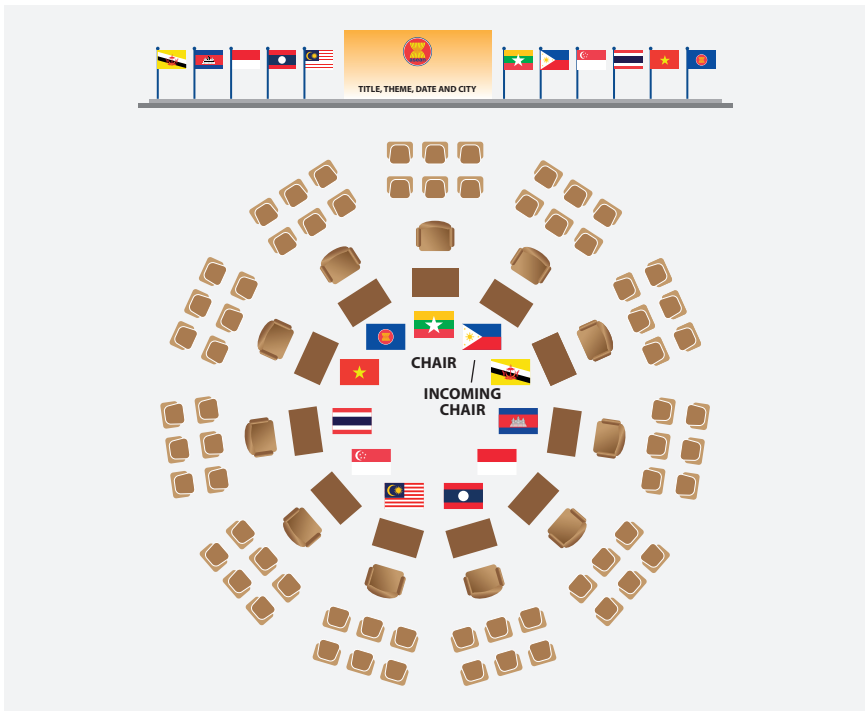
The ASEAN meeting seating arrangement is normally in a round format. The Chair of the meeting will sit at the head table and the ASEAN Secretariat will be to the Chair's right and the incoming Chair will always be on the left, seen from the Chair's viewpoint. After the incoming Chair, the alphabetical arrangement of the country will resume.

The head of delegation will be seated at the main table while other officials of each delegation at the second and next rows at the back of respective head of delegation.

GENERAL MEETING ARRANGEMENTS

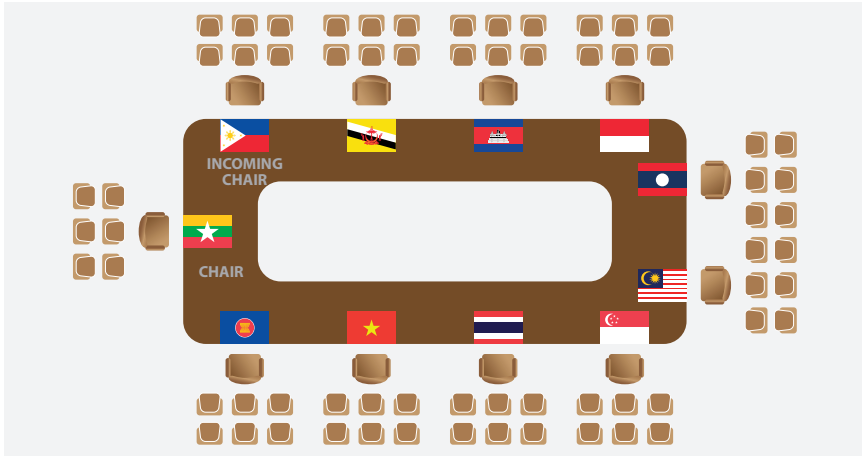
Figure 3.7. shows the seating arrangement for the ASEAN Summit Plenary involving HOGs.

FIGURE 3.7. ASEAN SUMMIT PLENARY SEATING ARRANGEMENT



The ASEAN Coordinating Council and Sectoral Ministerial Bodies Meetings have the same seating arrangement as reflected in Figure 3.8.

FIGURE 3.8. ASEAN COORDINATING COUNCIL AND SECTORAL MINISTERIAL BODIES MEETINGS SEATING ARRANGEMENT



RETREAT SEATING ARRANGEMENT

Whether at Summit or Sectoral Ministerial Bodies Meeting, retreat is among the general overall programme. Retreat seating arrangement is shown in Figure 3.9.

FIGURE 3.9. RETREAT SEATING ARRANGEMENT

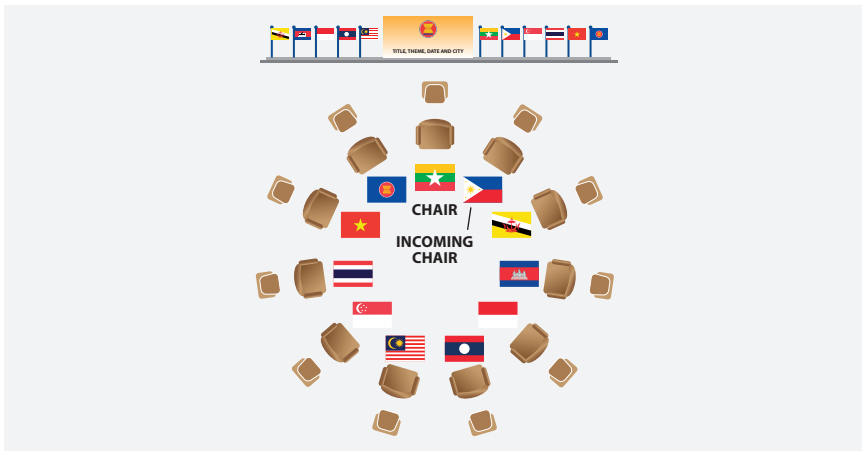


TABLE FLAG AND NAME PLAQUE

The ASEAN table flag is placed at the left side of the ASEAN Secretariat name plaque. Likewise, the table flags of the ASEAN Member States are placed at the left side of each country name plaque. This arrangement is seen from the viewer's angle.

FIGURE 3.10. TABLE FLAG AND NAME PLAQUE LAYOUT



ASEAN Meeting 2015



It was very innovative!
It inspired me for doing
this more!
do lots create Peace
together!

I was inspired
to create
to do it
together!

I was inspired
to create
to do it
together!

Chapter

4

How Does the Model ASEAN Meeting Work?

The Model ASEAN Meeting (MAM) is an academic simulation of ASEAN Meetings where participants play the role of delegates from different countries and attempt to solve real world issues using the policies and perspectives of their assigned country using the “ASEAN Way”.

The key objective of the MAM is for participants to gain an understanding, insight, and appreciation of the decision-making process of ASEAN. The final outcome of the MAM, where possible, is to have the Heads of Government (HOGs) adopt a concerted document addressing the issues identified, based on the ASEAN Way.

At the outset, it is important to understand that MAM is not a Model United Nations (MUN) Conference, primarily because the ASEAN region has its own rules and processes in negotiations and decision-making. This chapter aims to ensure readers understand how each of the MAM organ functions individually and collectively.

It is strongly advised that the advisors, organising committee members, and participants of the MAM read, understand, and be relatively well versed with ASEAN Charter. This is because the ASEAN Charter clearly provides the mandates and functions of each key organ.

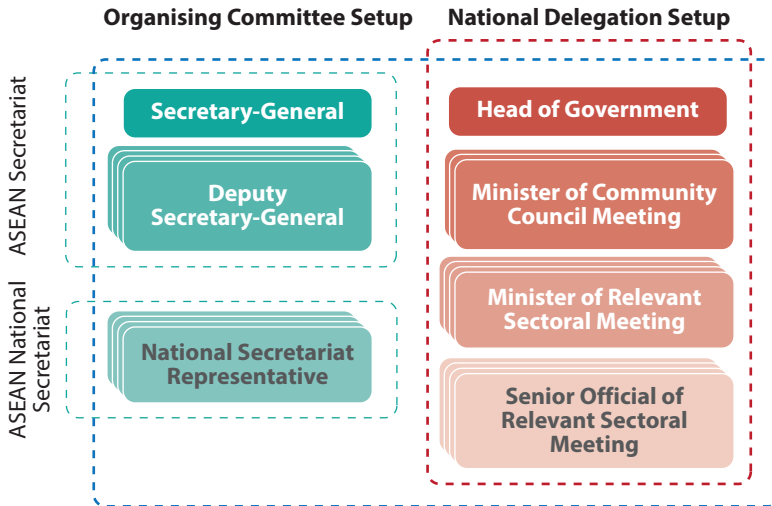
This chapter of the Guidebook is divided into three parts. The first describes the different organs and their respective roles and functions within the MAM. The second focuses on rules and procedures. The third and final part provides recommendations of how an ideal MAM should be executed.

ORGANS, FUNCTIONS, AND RELATIONSHIPS

OVERVIEW

Figure 4.1. is a pictorial overview of the organs and their relationships within the MAM.

FIGURE 4.1. ORGANS AND RELATIONSHIPS WITHIN MAM



ASEAN SECRETARIAT

The organising committee members will play the role of this organ. Leading the team will be a Secretary-General (SG) and Deputy Secretaries-General (DSGs).

Their responsibilities will include preparing the background information brief, logistical arrangements, external relationship management, and event management of the whole MAM activity. The logistical and administrative details of how to organise a MAM will be explained in Chapter 5.

The responsibilities of the respective parties and discussion processes will mimic that of an actual ASEAN Meeting and per Article 11 of the ASEAN Charter. The Secretariat will uphold the rules and procedures agreed upon and reflected in the ASEAN Charter. The SG and respective DSGs will have a seat alongside the Chairman and Vice Chairman at the ASEAN Summit, alongside the three community councils, and document details of these meetings. The ASEAN Flag will indicate their seat.

ASEAN NATIONAL SECRETARIAT

At every meeting (at both Senior Official and Ministerial levels), drafting of the final report shall be the responsibility of the ASEAN Secretariat with the assistance of the ASEAN National Secretariat. This final draft report shall then be submitted to the representative of the meetings for approval and adoption.

Typically, the ASEAN National Secretariat is established in the Chair Country.

The National Secretariat representatives will have a seat alongside the Chairman and Vice Chairman at the various Sectoral Senior Officials and Ministers Meetings. The ASEAN Flag will indicate their seat at the Senior Officials and Ministerial Meetings.

ASEAN CHAIRMANSHIP

The organising committee can choose to mirror the current ASEAN Country Chairmanship, or decide otherwise, depending on the intended goal(s) of the event organisers.

The nature of the ASEAN Chairmanship is such that the country it represents, and its delegation, will function as the Chair across the entire MAM. The organising committee will have a team dedicated to be the National Delegation representing the Chairmanship country.

ASEAN SUMMIT

The ASEAN Summit is the supreme policy-making body of ASEAN attended by the HOGs of all Member States. The responsibility and discussion processes will mimic that of an actual ASEAN Meeting as per Article 7 of the ASEAN Charter.

In MAM, the Summit will be performed twice, once at the opening of the MAM, and the second at the closing of the MAM.

The first Summit will focus on an Opening Ceremony, followed by tone setting and outlining the agenda items and objectives of the event. This reflects what happens at an actual ASEAN Summit. In MAM, the only injected component could be having guest speaker(s) to conduct panel discussion or lecture to the participants on ASEAN and the issues at hand that are related to the objective of the event.

The second Summit functions as a closure for the whole event where an outcome document is adopted.

ASEAN COORDINATING COUNCIL (ACC) MEETING

Reflecting an actual ASEAN Coordinating Council (ACC) Meeting, this will comprise ASEAN Foreign Ministers and will be carried out just before the second Summit to coordinate the outcome and reports of the ASEAN Community Councils in preparation for the meetings of the closing ASEAN Summit.

The responsibilities of the respective parties and discussion processes will mimic that of the actual ACC Meeting as per Article 8 of the ASEAN Charter. There is no decision-making or dispute resolution process at this stage.

An ASEAN DSG will have a seat at this meeting with the seat indicated by the ASEAN Flag.

ASEAN COMMUNITY COUNCIL MEETINGS

The ASEAN Community Councils shall comprise the ASEAN Political-Security Community Council (APSC), ASEAN Economic Community Council (AEC), and ASEAN Socio-Cultural Community Council (ASCC).

The responsibilities of the respective parties and discussion processes will mimic that of the actual ASEAN Community Council Meetings as per Article 9 of the ASEAN Charter.

The appropriate Minister from the Member State holding the ASEAN Chairmanship shall chair each ASEAN Community Council Meeting. These Council Meeting sessions can be run concurrently. However, the Chairperson of each meeting must ensure that all ten ASEAN representatives and the respective ASEAN DSG are present.

ASEAN SECTORAL MINISTERIAL MEETING

The organiser will need to decide which ASEAN Sectoral Ministerial Meetings they would like to take on during the MAM event. There should be at least one issue discussed at each of the Community Council to ensure that the Coordinating Council meets and prepares these issues for the ASEAN Summit.

The responsibilities of the respective parties and discussion processes will mimic that of the actual ASEAN Sectoral Ministerial Meeting as per Article 10 of the ASEAN Charter.

The appropriate Minister from the Member State holding the ASEAN Chairmanship shall chair each of ASEAN Sectoral Ministerial Meeting. The Sectoral Meetings can be run concurrently. However, the Chairperson of each meeting must ensure that all ten ASEAN representatives and a National Secretariat representative are present.

ASEAN SECTORAL SENIOR OFFICIALS MEETING (SOM)

In preparation for the ASEAN Sectoral Ministerial Meeting, Senior Officials will meet to lay the necessary groundwork and agenda for discussion. This is especially important to ensure potential disputes or disagreements are resolved at the appropriate level.

It must be noted that the Senior Officials Meeting (SOM) primarily focuses on its sectoral issue. In the process, the SOM should attempt to include elements of the overall MAM theme where appropriate.

The appropriate Senior Official from the Member State holding the ASEAN Chairmanship shall chair each of the ASEAN SOM. The Sectoral Meetings can be run concurrently. However, the Chairperson of each meeting must ensure that all ten ASEAN representatives and a National Secretariat representative are present.

NATIONAL DELEGATION COMPOSITION

There is no maximum limit on the number of participants in National Delegations, but the following must be appointed in each National Delegation:

1. Head of Government (Country dependent, e.g. Prime Minister or President)
2. Minister of Foreign Affairs or Foreign Minister
3. Minister responsible for Economic matters
4. Minister responsible for Social and Cultural matters
5. Minister of relevant ministries that will be involved in the MAM
6. Senior Officials of relevant ministries that will be involved in the MAM.

Note:

- (1) is mandatory and will be a standalone appointment. This participant will lead his/her national delegation.
- (2) to (4) are mandatory and will participate in the respective Community Council Meetings.
- (2) to (6) can be double appointments where the participant may hold the appointments of Senior Official and Minister of the same specific Sectoral Meetings. The participant cannot be the Senior Official of one Sectoral Meeting and Minister of another.

In view of the above, a minimum of five members per National Delegation is required to conduct a meaningful MAM.

It should be noted as well that some of the delegates will double up his/her role. Delegates must be clear in what capacity they represent in the respective meetings conducted.

RULES OF PROCEDURE

End Game

The end goal of the MAM is to adopt an outcome document that is done through consensus.

DRAFTING OF OUTCOME DOCUMENT

The drafting of the first document is to be carried out by the ASEAN Chairman and Secretariat (ASEAN or National) and be circulated to all Member States before any of the meeting begins. This should be done incorporating feedback from all Member States. Subsequent revisions of the draft will be the responsibility of the ASEAN Chairman and the Secretariat.

Delegations can choose to submit their draft or even volunteer to assist in the first draft, but it is at the discretion of the ASEAN Chairman. The first draft and subsequent revisions are to be presented by the ASEAN Chairman for discussion at relevant meetings.

CHANGES TO DOCUMENT TEXT

The negotiations are conducted mainly in English. It is important to be cautious with wording, especially if English is not your first language. For example, there is a big difference between “shall” and “should”. Words can also have a different meaning in the context of the negotiations than they do normally.

Changing one word can change the meaning of a whole text. It is helpful to read every word and consider the context and how sentences and paragraphs relate to each other.

When proposed changes are surfaced during the meeting at the presented document, it should be reflected in brackets “[]” next to the original text. This should subsequently be removed when an agreement has been made. There should be no mention of which country the proposed text is from.

MEMBER STATE REPRESENTATION

For a MAM to be successfully conducted, delegations from all ten ASEAN Member States must be represented from the outset. Although there is no need for a specific quorum to be reached, the ASEAN representative and/or Chairman will ensure there is appropriate representation from all Member States before the MAM begins.

SPEAKING ORDER

There is no fixed speaking order. Anyone can come forth and speak in a respectful manner towards each other. The ASEAN Chairman must acknowledge the country prior to the country representative speaking.

The ASEAN Chairman must indicate if she/he is speaking in the capacity of Chairman or on behalf of her/his country.

DECISION MAKING

In accordance with Article 20 of the ASEAN Charter, the primary mode of decision-making in ASEAN is **consultation and consensus**, a philosophy and tradition to ensure that ASEAN initiatives have the full support of its Members and where no Member States will feel disadvantaged. Where consensus cannot be reached, the

ASEAN Charter provides for the ASEAN Summit to decide on an alternative method of decision-making. Any dispute can also be surfaced to the next higher level of meeting for resolution.

CHAIRPERSON'S TOOLS FOR FACILITATING MEETINGS

Given the Chairperson will be facilitating the meetings and to ensure that consensus is built through diplomacy and tact, the following tools can be used at own discretion to resolve any disagreement or negotiation impasse.

Retreat

A retreat is a closed-door meeting for only the head representatives from each Member State, together with the relevant representative from the ASEAN Secretariat. The Chairman, with approval from each Member State, can call for a retreat to sort out any issues that have come to a stalemate. This means that there will only be a total of 11 people in a retreat.

This can be done at the Senior Officials Meetings, Sectoral Ministerial Meetings, Council Meetings, or ASEAN Summit.

Suspension

The Chairperson can call for a break to allow an informal consultation to happen. This will allow the Chairperson to approach directly to the two main countries whose views and opinions are strongly opposed to work out a compromise. Upon concluding the suspension, the meeting will reconvene and the resolution must be brought up for final approval.

Escalate to higher meetings

In the event that an agreement on specific issue is not achieved, it will be pushed to the end of the meeting to be revisited again before bringing up to the higher level of meeting.

However, if it is already at the Summit level and there are still specific impasses in the issue, it is strongly suggested to review using the earlier mentioned *Chairperson's tools* to resolve the matter. Otherwise, the final outcome document should omit the disagreed text.

Interaction with the Media

The media persons are not allowed at any of the meetings. They will report based on the information provided as the final outcome documents of the meetings. They can request to interview representatives but the granting of interviews is discretionary.

THE MODEL ASEAN MEETING PROCESS

The MAM is designed as series of meetings of various ASEAN bodies over a certain number of days period. In reality, these meetings occur at different times during the year, depending on the schedules as agreed by the ASEAN Member States.

Figure 4.2. provides a pictorial overview of the meetings that should be included for a full MAM experience.

FIGURE 4.2. MAM PROCESS FLOW





Chapter

5 Organising a Model ASEAN Meeting

Groups interested to organise a Model ASEAN Meeting (MAM) can endeavour to hold a successful and realistic simulation exercise through careful preparation. For practical use, this chapter of the Guidebook will provide a step-by-step administrative and logistical guide for organisers to create a successful MAM.

The organising of the MAM is divided into six phases. Here are the six phases:

- Initial Planning
- Structural Planning
- External Relations/Communications
- Organisational Planning
- Pre-Event Logistics
- Post-Event Activities

PHASE 1: INITIAL PLANNING

OVERVIEW

The first phase of organising a successful MAM is the initial planning where the overall framework is created with clear intention of what is to be achieved. The organising committee should envision the type of event to create. It is strongly advised that organisers explore finding a resource person that has experience working with and on ASEAN and its processes.

Below are some of the key components that organisers should address during the initial planning process.

GOAL SETTING

What are goals for the intended MAM? Setting goals for the event is the first step the organisers and the organising committee should do before embarking on the project. There should be both personal and group goals to guide the organising committee through the planning process. Setting goals at the beginning will provide clarity of the expectations and keep the organising committee on track throughout the process. Preparing a concept note or terms of reference plays an important part at this stage where ideas, including overall goals and other elements of the MAM, are formalised and translated into a document. A concept note or terms of reference will be further developed into a full-pledged proposal which shall serve as a guidance as the activities go forward. A proposal shall comprise the elements elaborated below.

PARTICIPANTS

It is important to identify the target audience of the participants. By understanding if they are from middle school, and/or high school, and/or university students, and/or others, this will help provide the organising committee with an understanding of how complex the event should be and how to get the learning across to the participants.

SELECTING THE DATE(S)

When selecting the dates, take into consideration other events happening around the time that may impact the event such as examination and even bad weather (i.e. typhoon, heavy rain, monsoon). This will facilitate the participation rate for the MAM.

ORGANISING CAPABILITY

The organising committee's capability, in terms of experience and resources, will help determine a successful outcome. The organising committee should consider holding a small and more localised participation of MAM prior embarking one that is larger and at a national or regional or international level.

COLLABORATION AND PARTNERSHIP

The organising committee can explore partnering with other institutions or organisations to assist in providing both resources and capacity for the event. However, it will be important to identify them with clear understanding of what each partner's roles would entail.

VENUE

It is vital to secure a venue for the event in the early stages of planning. This will ensure the event can even take place to begin with. Other considerations will include the costs and accessibility.

Below are some of the advantages and considerations to the two most common options.

Option A: School or Local Organisation

Advantages

- Support from faculty advisors and administration.
- Potentially free or inexpensive access to resources including office equipment, meeting rooms, and cafeteria.
- “Home-field advantage”. You are already familiar with the area.

Considerations

- Can the campus provide accommodation to participants? If not, is there a hotel nearby?
- Are there any fees imposed by the administration?
- Are there security fees or additional costs for keeping buildings open?
- Are the meeting rooms close together?
- Will time constraints be placed on the delegates?
- Does school faculty need to be present?
- Who assumes liability?
- Are the premises safe?
- Is the campus easy to navigate?
- Where will the delegates eat if a cafeteria is not open?
- Will someone from the university or organisation be available to assist if a problem occurs?

Option B: Hotel or Event Centre

Advantages

- A common meeting place, as opposed to multiple buildings.
- Professional atmosphere.
- Housing for all delegates.
- Availability of experienced event planners to assist organiser.

Considerations

- What are the costs?
- If you obtain a certain amount of sleeping rooms, is the meeting space free?

- Do you need to use the hotel's catering?
- Can you provide your own audio/visual?
- Are there rules for handling boxes?
- What type of insurance is required?
- Does the hotel have adequate space?
- Can you set up rooms any way you wish?
- Do you need security?

TIMELINE

A timeline will help the organising committee stay on track. With deadlines clear to everyone involved in the event planning process, it will ensure the smooth implementation of the MAM.

Sample Timeline with key milestones is reflected in Table 5.1.

TABLE 5.1. SAMPLE TIMELINE

Tasks	Due Dates (Before Event)
Set date for Model ASEAN Meeting	12 Months
Reach out to schools	10 Months
Write background papers and delegate/advisor guides	4 Months
Do country assignments	Ongoing
Communicate with teachers	Ongoing
Order promotional items, supplies, banners, etc.	3 Months
Create event programme and send to printers	1 Month
Create committee assignment sheets, placards, and name tags	3 Weeks
Meet photographers, press, etc.	At event

BUDGET

Budget is an essential part of any event. It should be created immediately upon as soon as the planning process begins. While budgets vary greatly from event to event, it is important to include all the possible expenses to have a clear sum to raise and avoid overspending. The budget should include possible income to make sure the numbers are in balance.

Costs to Consider

- Venue
- Catering
- Transportation
- Audio and visual equipment
- Event secretariat staff
- Shipping
- Miscellaneous

Anticipated Revenue

- School fees
- Participation fees
- Training fees
- Sponsorships
- Donations

PHASE 2: STRUCTURAL PLANNING

OVERVIEW

The second phase of running a successful MAM is clear structural planning. This includes the selection of the issues and/or topics, the relevant sectoral meetings, the rules of procedure, and the relevant background information research work to be done.

If you are planning the event for the first-time, it is a good idea to keep the event small. It is important to make sure that each Community Council has at least one sectoral meeting from the Senior Officials to the Minister level so that there will be a lively and interesting simulation to see how the coordination works in the ASEAN decision making process. It is also a good idea to choose topics that your organising committee will be familiar with so that they can provide direction for the delegates during the preparation phase and at the respective MAM.

CHOOSING OF ISSUES AND/OR TOPICS

For organising an event that will best benefit the participants, it is important to choose issues and/or topics that are relevant and exciting.

Hence, here are a few consideration that organiser will need to look into:

- The meetings are timely and relevant to the ASEAN's work;
- The meetings are appropriate for the age group;
- The meetings are interesting;
- The topics you would like to discuss are actually discussed in that particular pillar/blueprint;
- You have assigned the appropriate number of topics given the length of the event. If you have a one-day event, you should have one topic (two days for two topics, etc.);
- You have enough space for everybody (in other words, ensure that your venue has enough rooms to accommodate your meetings); and
- You have enough volunteers to support the meeting.

To find relevant ASEAN topics and issues currently on the agenda, visit the ASEAN Secretariat website.

RULES OF PROCEDURE

Rules of Procedure are the most important thing you provide your delegates. There are many different types of rules out there written about the Model United Nations (MUN) and similar model conferences, but they are different. It is important to ensure the Rules of Procedure is kept to that of the ASEAN's way (refer to the earlier chapter for details).

This should be highlighted to all participating delegations and their respective advisors. It is the Secretariat's responsibility to ensure the Rules of Procedure executed at all times.

BACKGROUND RESEARCH OF CHOSEN ISSUES AND/OR TOPICS

Background guides should be written collectively by the organising committee through detailed research online, through physical books, interview with resource people, or approach the ASEAN Foundation. Due recognition should be given to whoever aid in the making of the background guide.

The process of doing this background guide will provide the organising committee some foundational understanding of the issues and/or topics at hands. Creating of background guides will be useful as written informational aids for delegates on the topics that will be discussed during a MAM, providing them the kind of expectation on what they should know, in order to take part in an ASEAN meeting simulation.

The background guides are brief issue overviews (typically two to six-page long) that describe the issues and/or topics that will be discussed at a MAM. It is important to keep the background guides simple. In many cases, English may not be the participant's first language.

A good background guide will:

- Introduce participants to a global issue;
- Explain how that issue came about and why it is important;
- Highlight any important events or international agreements and framework related to the issue; and
- Pose questions to the participants that they should then answer through research and ultimately through negotiation at a MAM activity.

Almost all MAMs give their participants background guides for each meeting that participants will simulate. Different events create their background guides in different ways, though most follow a basic structure.

Refer to the last chapter of this Guidebook on the available resources and people to approach and how to begin with the necessary background information.

SELECTING THE SECTORAL MEETINGS

With the knowledge gained through the work done on the background research and creating of the background guides, the next step will be to select the relevant sectoral meetings.

It should be noted that all sectoral meetings will have at least one that is Minister level and another, prior to that meeting, that is attended by Senior Officials, also known as the Senior Officials Meeting (SOM). The SOM is the working level meeting where most, if not all, of the issues should be addressed. Take for example, if the chosen Sectoral Meeting is on Youth matters, prior to the ASEAN Ministerial Meeting on Youth (AMMY), there will be a Senior Officials Meeting on Youth (SOMY).

It is important to ensure that there is at least one sectoral meeting that will be executed under each of the three Community Councils. This will enable the participants of the MAM to appreciate fully the decision making process of ASEAN starting from the working level to the highest decision making level.

The organising committee must bear in mind that it is possible for some of the issues to have sectoral meetings that exist under the different pillars of the Community Councils.

Once the sectoral meetings are firmed, this should be included in delegate handbook and be briefed to all national delegations on the meetings they are expected to attend.

PHASE 3: EXTERNAL RELATIONS/COMMUNICATIONS

OVERVIEW

The third phase of running a successful MAM is organising logistics and external relations. This will include the mailing out of invitations, country assignments, travel information, procedural rules, and background guides. Keeping the event participants informed and up to date is crucial to the success of the event. Participants travelling to the event should have all the information they need, like directions to the venue and information on accommodation and transportation.

If the event has a dedicated website, it must be maintained well and be kept updated at all times with the most up-to-date information such as background guides and country assignments. This will enable the participants to be more prepared, contributing to the success of the MAM.

It is important that the organising committee create and maintain a timeline to help manage each task on when they should be completed. This will facilitate the organising committee by providing extra time to deal with unexpected problems prior to the event.

CREATING AN EVENT INVITATION

An invitation should include the following:

- The name, date, and location of the event;
- A letter of invitation from the organising committee;
- Objective of the meeting and benefits to the participant;
- Location details;
- Resources for research;
- Information on the Organising Committee;
- A list of organs being simulated and topics being discussed;
- A tentative event schedule;
- Description of event fees, if any (if none, recognise your funders);

- Contact information;
- An event timeline (including due dates for advisors);
- Registration due date;
- Country assignments mailing;
- Accommodation arrangements;
- Position paper due dates;
- The registration form.

PLACES TO PROMOTE EVENT

Promoting the MAM is an important step in getting enough participants for the event. There are several ways to promote the MAM and below are just some examples to think about:

- Social Media
- ASEAN Foundation website
- Similar affinity groups in your school or area (i.e. MUN Chapters)
- School Mailing lists
- Advertise in other events' programmes
- Set up a website.

REGISTRATION

Registration of event can be done in a few different ways. This includes a physical application where registration forms are sent to the organiser, an online only registration, or a combination of both.

Regardless the preference, the registration form should include the following:

- University
- University contact information
- Name of advisor of delegation
- Advisor and delegation contact details
- Faculty
- Number of delegates
- Names and age of each delegates
- Listing of preferred countries

CREATING A WEBSITE

An event website is the best way to get information to the delegates and attract new participants.

As a rule of thumb, the following should be included on the website:

- The name, date, and location of the event
- Fees and registration information
- Delegate resources
- A discussion area
- Advisor resources
- Important news and events

Things to consider:

- Ease of regular updates
- Spelling and grammar
- Simplicity
- Mobile friendly

ASSIGNING COUNTRIES

The organising committee should take into consideration the preference indicated, the background and the capacity of the participants of the group when assigning countries. In the application process, it would be helpful to have the applicants indicate their motivation and how much resource they would have at their disposal to ensure they deliver a good representation of the preferred country assignment.

COMMUNICATING WITH SCHOOLS OR GROUPS

It is essential to make sure all forms of communications are clear and effective, especially in the e-mails. When calling teachers or contact persons, it should be done at convenient hours and with consolidated thoughts to avoid projecting as being unprofessional. Prompt follow up, especially with the key point of contact, when they leave messages via e-mail or telephone is important.

DELEGATE HANDBOOK

The creation of a delegate handbook is intended to provide participants with all of the logistical and procedural information regarding the upcoming MAM. This must be sent to them in advance to ensure they have sufficient time to prepare.

The recommended time to send out the delegate handbook is at least six weeks before the event.

Things that should be included in a Delegate Handbook:

- General Information
- Tentative Event Schedule
- Directions to the Event
- Roles at the Event
- Rules of Conduct
- Event Agenda
- Dress Code
- Expectations for Performance
- Delegate Resources
- Delegates timeline and checklist
- Model ASEAN Meeting Skills information
- Background Guides
- Research Information
- Position Papers
- Rules of Procedure

PHASE 4: ORGANISATIONAL PLANNING

OVERVIEW

The next phase of running a successful MAM activity is the organisational planning stage, which should begin with the selection of the organising committee members as part of the ASEAN Secretariat and National Secretariat, Chairman's National Delegation Members, and volunteers. Select members who exhibit personality, leadership, knowledge of global issues, and sound organisational skills.

All members must work as a team to ensure a successful event. They should be expected to handle many of the pre-event tasks, including keeping in contact with their fellow members, setting the event agenda, and researching the issues.

Members should also be fully aware of their responsibilities during the event. They must encourage delegates to learn to listen and understand each other's position, facilitate consensus building, and maintain an orderly committee. It is a good idea to have weekly meetings or training sessions to help the organising committee members prepare themselves for the event.

THE SECRETARIAT

The Secretariat is the heart of the event. The Secretariat will be in charge of everything from recruiting to training of organising committee members and registering participants. There are many ways to structure your Secretariat. Positions in the Secretariat should be chosen according to the event's needs.

It should be understood that the Secretariat consists of two components, namely the ASEAN Secretariat and the ASEAN National Secretariat (refer to Figure 4.1.).

Below are the appointments and responsibilities under the ASEAN Secretariat component.

Secretary-General (SG):

- The Secretary-General is the individual ultimately in charge of all logistical matters at the MAM.
- Finalise the assignment of countries to all participants and/or schools.
- Be the note taker at the ASEAN Summit.
- Delegate duties to the organising committee.
- The Secretary-General should make every effort to delegate duties to other committee members, particularly during the event, where he or she will be busy performing many of the ceremonial duties. Although the role of the Secretary-General at a MAM differs significantly from the role of the Secretary-General at the actual ASEAN, both are considered the main spokesperson of their organisations. The Secretary-General should have considerable MAM experience as a delegate and preferably as an event organiser as well.

Deputy Secretaries-General (DSGs):

- Persons assigned with this role work closely with the Secretary-General.
- They will be the note takers at their respective Community Council Meeting.
- Assist in writing/editing of the background papers of the sectoral meeting under respective Community Council.
- Assist the Secretary-General in overseeing all the logistical issues and other substantive issues.

The second component of the MAM Secretariat is called the ASEAN National Secretariat, which in reality is provided by the Chairmanship country.

CHAIRMAN'S NATIONAL DELEGATION

In view of the need for the Chairman country to play the role of Chairman in all the meetings and concurrently represent the country's interest, they will not only be required to know the Rules of Procedure clearly, but also the subject matters that are being discussed. Hence, for the reasons stated, the organising committee will need to put together the Chairman's national delegation.

Apart from knowing the subject matter, it is important for them to know how to manage the flow of discussion and be diplomatic in handling any situation that may arise. They will have the most interaction with the delegates and will make or break the event, therefore, it is extremely important to select good Chairs.

Apart from chairing the respective sectoral meetings, they will need to work with the respective secretariat representative of the meetings to develop an outcome document.

Things to keep in mind:

- Make sure tasks are clearly defined.
- Make sure the Chairpersons have significant MAM experience.
- Communicate with the organising committee members regularly.
- Ensure that everyone can attend trainings.

PHASE 5: PRE-EVENT LOGISTICS

OVERVIEW

Before the event, there are a lot of logistical issues to take care of. Speakers and special guests must be invited, materials to be handed out at the event must be designed, ordered, and organised, and thorough agendas for all events must be created.

Prepare and order all advertising, mailing, and print materials early. Distribute them to members of the MAM community, local chapters of MAM group, or MAM websites and online calendars.

KEYNOTE SPEAKER

Securing a keynote speaker is one of the most important things for the event's opening and closing ceremonies. It is important to start contacting potential speakers early and often.

Things to consider when obtaining a speaker:

- Match your audience and their interests to what the speaker can offer.
- Consider your budgetary constraints.
- Give desired speaker all details about the event with plenty of lead time.
- Have a backup plan or speaker.
- Special Guests.

Special guests can include anyone from school principals to leaders of area organisations to prominent government officials. However, it is important to keep records of these special guests, get their biographies, inform the organising committee members of their presence, and have activities for them to do while visiting the event.

EVENT PROGRAMME

Every event should have a programme sheet that contains useful information, such as a final event schedule and committee room locations. Most of this information should already be ready in the delegate handbook.

Things a programme should include:

- Welcome letters
- Event schedule
- Faculty programme
- Special guests
- ASEAN Secretariat and National Secretariat details
- Event administration
- Delegate code of conduct
- Meeting session process
- Schools participating at the event
- Countries represented at the event
- Expectations for performance
- Maps
- Rules of Procedure

Welcome letters should come from event's government officials and its Secretary-General of ASEAN. Prominent figures from the host city government or the venue sponsor also help establish relationships that benefit your event.

LOGISTICAL ARRANGEMENTS

Below is a list of useful supplies and equipment that should be present at the event:

- Computers for delegates to type resolutions
- Printer (with extra ink)
- USB Drive
- Photocopier (with extra toner)
- Laser Pointer
- Paper
- Pens
- Paper clips, white out, tape, and extra flip charts
- ASEAN-related books
- Name badges
- Placards
- T-shirts
- Notebooks
- Stop watches
- Extension cords
- Walkie-talkies
- Room signs
- Evaluation/Feedback form

OPENING AND CLOSING CEREMONIES

Things to keep in mind:

- Confirm the keynote speaker.
- Make sure podium and all the appropriate flags are onstage.
- Create an agenda or script.
- Keep it brief.
- Only have essential people on the stage.
- Master of Ceremony (MC) should know how to pronounce names correctly.
- A clear and detailed administrative programme.

SOME LAST-MINUTE DETAILS

During the event, it is the small things that matter. Do not forget to:

- Ensure meeting rooms are set up correctly.
- Stagger meals to best use dining space.
- Make sure all audio and visual equipment works.
- Make sure people know where event office is.

- Make sure there are directional signs.
- Address issues with teachers.
- Meet photographers, press, etc.
- Assign someone to oversee special guests.
- Oversee check-in.
- Oversee opening and closing ceremonies.
- Oversee awards process.
- Clean up.
- Make sure that the secretariat is accessible to all participants and easy to locate.
- Distribute evaluation or feedback form to all participants at the second coffee/tea break of the last day and collect the duly completed forms from all participants before they leave the room.

PHASE 6: POST-EVENT ACTIVITIES

End-of-event activities, while often overlooked, are very important. Start by settling all of outstanding accounts. It is especially important to clear up the event finances in the first few days after event by making a balance sheet and writing a financial report.

Post-event debriefing, or After Action Review (AAR) of the organising members, is important to do soon after the event so that all the positive and negative aspects of the event are fresh in the team members' minds. Compile everyone's feedback and assess each aspect of the event. A good scenario for debriefing is as follows:

- Invite everyone who was involved in the event.
- Address even the smallest concerns.
- Agree to follow-up on discussions to assure that these concerns do not arise at future events.
- Assign tasks to relevant organising committee members and have them oversee improvement efforts.



ASEAN Coordinating Council Meeting
22 November 2015
Selangor Darul Ehsan



Chapter

6

Model ASEAN Meeting Preparation Work

In organising the Model ASEAN Meeting (MAM), while the organiser will set and create the larger framework, the other half of a successful event is the involvement of its participants as delegates. Therefore, participants of the MAM are required to do their own homework as well to best represent the country that is assigned.

In order to aid participants to better prepare themselves, this segment of the Guidebook will provide step-by-step guide to delegates on how to make the best out of the MAM experience for everyone.

The delegation preparation work can be divided into the following areas:

- Research
- Position paper
- Flow of discussion
- Rules of procedure
- Public Speaking
- Drafting statements, declarations, and resolutions
- Dressing for success

RESEARCH

The first step in preparing for a rewarding MAM experience is to gather information. Give yourself plenty of time before an event to research, read, and then formulate your arguments. Despite most delegates would use the internet for majority of their research, delegates should not overlook the resources available in books and periodicals at your local library.

While conducting research, delegates should keep in mind that their primary goal is to represent their assigned country as realistically as possible. To do so, research should be carried out in three different areas as follows:

- Assigned country's national circumstance and its positions on the issue;
- The issues and concerns to be addressed at the meeting; and
- The ASEAN system.

POSITION PAPER

Prior to the MAM activity, the organiser may require that each delegation submit a position paper in advance, an essay detailing the country's policies on the topics being discussed in the respective meetings. But the more important thing about writing a position paper is to help delegation organise ideas in order to better present the allocated country's position at the meeting. A position paper should be easy to write with extensive research be conducted.

If the organiser requires position papers to be submitted, this should be asked about one month before the MAM so that organising committee can read them and get a feel of the direction the debate will take. However, in the event that the MAM organiser does not require a position paper, delegates should still consider writing one to help organise the research done, understand their position, and prepare their speeches. The position papers can also be used as the opening remarks for each delegation.

Position papers are usually one to one-and-a-half pages in length. The position paper should include a brief introduction followed by a comprehensive breakdown of the country's position on the topics that are being discussed at the meeting. A good position paper will not only provide facts but also make proposals for resolutions.

Many model intergovernmental exercises will ask for specific details in a position paper, so be sure to include all the required information. Most meeting simulation exercises will provide delegates a background guide to the issue. Usually, the background guide will contain questions to consider. Hence, the position paper should answer these questions.

A good position paper will include:

- A brief introduction to the country and its history concerning the topic;
- How the issue affects the country;

- Current country's policies with respect to the issue and its justification for these policies;
- Quotes from country's leaders about the issue;
- Statistics to back up country's position on the issue;
- Actions taken by the government with regard to the issue;
- Conventions and resolutions that country has signed or ratified;
- Actions that the country supported or opposed;
- What the country believes should be done to address the issue;
- What the country would like to accomplish in the respective meetings; and
- What are the possible implications of other country's position?

Position paper tips:

- Keep it simple. To communicate strongly and effectively, avoid flowery wording and stick to uncomplicated language and sentence structure.
- Make it official. Try to use the seal of the country or create an "official" letterhead for your position paper. The more realistic it looks, the more others will want to read it.
- Get organised. Give each separate idea or proposal its own paragraph. Make sure each paragraph starts with a topic sentence.
- Cite sources. Use footnotes or endnotes to show where the facts and statistics were found.
- Read and reread. Leave time to edit the position paper. Ask if the organisation of the paper makes sense and double-check on spelling and grammar.
- Speech ready. A good position paper makes a great introductory speech. During debate, a good position paper will also help highlight the country's policies.
- Let the bullets fly. Try not to let the country proposals become lost in a sea of information. For speechmaking, create a bulleted list of the proposals along with most important facts and statistics.

FLOW OF DISCUSSION

It is important to understand the MAM flow of event. Take note that it is a flow of discussion where ideas, thoughts, opinions, and disagreements are brought forward by countries in a respectful manner.

The MAM will begin with an Opening Ceremony as a symbolic event known as the ASEAN Summit. The purpose and relevance are similar to the first meeting of the actual ASEAN Summit. Here, the Chairman country will host and do an opening address in front of the various Heads of Government (HOGs) and attendees of the event. Each of the HOG will be given an opportunity to do a short speech. For the purpose of MAM activity only, experts or resource people may be invited to do a presentation to share more about ASEAN to the participants.

After which, the real work begins with the various Senior Officials Meetings (SOMs) that are determined by the organiser. The organiser will also play the role of both the ASEAN Secretariat and the National Secretariat as well as the Chairman country.

During SOM, this is where the real work begins. It is also where the intricacy of the various countries' positions' impact on each other is resolved. This is also where bulk of the consensus is being established. Only when things cannot be resolved, it will be escalated to the Minister Meeting level. These are usually issues that at Senior Officials level, they do not have the mandate from their country to make the decisions.

During the Ministers Meeting, the outcome documents will have already been mostly completed. Only the outstanding matters that could not be resolved will be surfaced for discussion here. The outcome of this meeting will be to firm up the remaining documents for the HOGs to adopt at the final ASEAN Summit.

The outcome document will be surfaced to the Community Council Meetings for consolidation with Sectoral meetings before further consolidated at the ASEAN Coordinating Council, which will do the same for the three community councils and be made ready for the HOGs to review before they agree to sign on it.

At the final ASEAN Summit, the HOGs will do a final review of the outcome document at hand, prepared from the various meetings prior. And should there be no disagreement, it will be adopted at the closing ceremony portion of the final MAM's ASEAN Summit.

The details of the protocols of the meetings and ceremonies can be found in Chapter 3 of this Guidebook.

RULES OF PROCEDURE

Unique to the region, is the *ASEAN Way*. This is where the ten Member States work together at the political level for regional resolution through the building of consensus.

Delegates should read and understand the Rules of Procedure, the ASEAN Charter, and the ASEAN Protocol to ensure they are aptly ready for the MAM.

The details of the Rules of Procedure of the MAM can be found in Chapter 5 of this Guidebook.

PUBLIC SPEAKING

Public speaking is an important skill at the MAM and as a delegate. It enables delegates to present their Member State's positions, help build consensus, and formulate resolutions. Usually, the length of time a delegate is allowed to speak is set by the organiser. Delegates can make a motion to increase or decrease the time allotted to each speaker. If another delegate seconds the motion, then the committee will seek the other Member States' feedback and decided on changing the speaker's time as unanimously agreed.

Delegates will have numerous opportunities to speak at the MAM. The Chair will facilitate the speaking proceedings despite that the setting is usually one that is informal but carried out respectfully by the various country representatives.

Although speaking is an important part of any MAM activities, many delegates fear speaking in front of a large group. The best way to cope with these fears is to be well prepared.

Suggestion of key points in first address at the respective meetings:

- First, delegate should thank the presiding official by saying "Thank you, Mr./Madame Chair/Excellency...".
- Then begin by providing a brief history on the issue as it relates to own country.
- Speak about how the issue is currently affecting own country.
- Provide own country's position on the issue. Include an explanation for own country's stance, such as economic or security concerns or political or religious ideology.

- Delegate may choose to give an explanation of how own country's position relates to the positions of other Member States.
- Delegate should discuss some of the past actions taken by the United Nations, ASEAN Member States, and non-governmental organisations (NGOs) to address the issue.
- Present ideas for a resolution, stressing own country's objectives for the resolution.
- Talk about the role that NGOs or regional organisations have to play in addressing the issue.

Suggestion of key points in making a speech during subsequent discussion:

- Thank the presiding official by saying "Thank you, Mr./Madame Chair/ Excellency...".
- Encourage collaboration among Member States by proposing ways that own country would be willing to work with other Member States.
- By referencing what other delegates have said, you can show support for your allies or indicate which proposals own country does not favour.
- Present ideas for draft resolutions.
- Explain why own country does or does not support other draft resolutions.

General Speaking Tips:

- Prepare: Decide how one feels most comfortable delivering your speech. Delegate may choose to use own position paper text as the first speech or write out some key points. In time, delegate may feel comfortable speaking without any written notes at all. If there is a plan to use a word or phrase that is unfamiliar, make sure there is an effort made to learn about its meaning and how to pronounce it properly.
- Practice: Rehearsing of speech is the best way to perfect any public speaking skills. Try practicing in front of a teacher, parents, or fellow delegates. When listening to anyone's speech, provide constructive feedback rather than criticism. When someone critiques the speech, accept the feedback graciously and use it as a tool to strengthen own public speaking.
- Consider target audience. Make speech appropriate to the age and experience-level of the other delegates at the meeting. Remember that the beginning of the speech should captivate the audience and make them want to hear more.

- Eliminate unnecessary “filler” words, i.e. words and phrases such as “umm,” “well,” “sort of,” and “like”. These words take away from the message you are trying to convey. Some additional fillers to avoid are “so”, “you know”, “I think”, “just”, and “uh”.
- Use meaningful pauses. Leaving a moment of silence between sentences can be a powerful public speaking tool. Pausing after an important point or before answering a question will help hold the audience’s attention. A pause can also give you time to formulate the next statement.
- Pace yourself. Do not talk too fast or too slow. Remember that most speakers have a tendency to talk too quickly.
- Choose a powerful posture. Be aware of own posture when speaking. Slouching, tilting your head, and crossing your arms or legs will present a negative take away message. Stand up straight, relaxing of shoulders, plant feet firmly, and keep knees unlocked to help communicate confidence.
- Project of presence. Speaking in a low to medium volume can help project authority, but make sure that it is loud enough to be easily heard. Focus on speaking with enthusiasm and energy.
- Gesture. It is worthwhile to use face, hands, arms, and body to help communicate as long as the motions do not distract the audience from listening to the speech.
- Connect with audience. Glance at the prepared notes rather than reading them so that there will be eye contact made with the other delegates. It is often helpful to speak directly to individual members of the audience.
- Get to the point. Speak concisely so that the audience does not lose focus on the main arguments among less important details. Try not to speak in circles. Instead, go straight to the most important point.
- Be positive. Rather than criticising another point of view, critique it in a constructive way. Always provide alternatives and be sure to back up any arguments.

DRAFTING STATEMENTS, DECLARATIONS, AND RESOLUTIONS

The final result of the MAM is the writing and negotiation of an outcome document. This can be in the form of statements, declaration, or resolution, written to address a specific problem or issue.

Delegates with the support of the National Secretariat draft this. Delegates can also come together themselves and draft a resolution. Regardless of the origin, at the working level, the SOM must first agree (through consensus) to it before it can be used as the basis for a formal debate.

Any dispute that cannot be resolved will be bumped up to the higher level of discussion, which is the Ministerial Meeting. Unresolved, it will subsequently be floated to the Coordinating Council Meeting and eventually at the ASEAN Summit for an ultimate decision to be made.

Tips for drafting a good outcome document:

- Be sure to follow the format for resolutions provided by the organisers. Each MAM may have a slightly different format.
- Create a detailed resolution. For example, if a resolution calls for a new programme, think about how it will be funded and what body will manage it.
- Try to cite facts whenever possible.
- Be realistic. Do not create objectives for the resolution that cannot be met.
- Preambulatory clauses are historic justifications for action. Use them to cite past resolutions, precedents, and statements about the purpose of action.

DRESSING FOR SUCCESS

Dressing professionally and appropriately is an important aspect of MAM preparations. Just like being polite and having proper manners, dressing appropriately is an important way to show respect for the Member State you are representing, for fellow delegates, and for ASEAN as a whole. At some meetings, delegates may wear their own national dress. However, most meetings will require lounge suit attire.



Chapter

7 Resources

When embarking on the Model ASEAN Meeting (MAM), it is important to ensure research is aptly done for a successful activity. There are information readily available on the internet about the issues at hands and the state of negotiations. Likewise, there are resource people in the region whom you can approach. In this chapter of the Guidebook, we have listed down some of the key materials you should look into when doing your preparation work.

OFFICIAL WEBSITES

For resource materials, main resources will be the ASEAN official website at www.asean.org. ASEAN website offers all the materials on ASEAN issues including list of available websites of ASEAN organs and bodies and ASEAN associated entities, ASEAN centres and facilities, such as:

- ASEAN Foundation: www.aseanfoundation.org
- ASEAN Centre for Energy: www.aseanenergy.org
- ASEAN Council on Petroleum (ASCOPE): www.ascope.org
- ASEAN Coordinating Centre for Humanitarian Assistance: www.ahacentre.org
- ASEAN Centre for Biodiversity (ACB): www.aseanbiodiversity.org
- ASEAN University Network (AUN): www.aunsec.org
- ASEAN Inter-Parliamentary Assembly (AIPA): www.aipasecretariat.org
- ASEAN Business Advisory Council (ABAC): www.asean-bac.org
- ASEAN Tourism Association (ASEANTA): www.aseanta.org

OTHER RESOURCES/WEBSITES

Apart from the ASEAN official website and official websites of ASEAN organs, bodies, centres, facilities, and other ASEAN associated entities, other resources may include official websites of the Ministry of Foreign Affairs.

Research centres or research institutes may also be a good reference such as the Singapore-based Institute of Southeast Asian Studies (ISEAS), Indonesia-based The Habibie Center, or ASEAN studies centres established at various universities or ASEAN centres established in the ASEAN Dialogue Partners, such as the ASEAN – China Centre, ASEAN – Japan Centre, ASEAN – Korea Centre, among others.

Every year, when an ASEAN Member State assumes Chairmanship of ASEAN, there is usually a dedicated website created by the Country Chair that can be found online or through the ASEAN official website.



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