

ASEAN ENGAGEMENT WITH ENTITIES



one vision
one identity
one community



ASEAN Engagement with Entities

The ASEAN Secretariat
Jakarta

The Association of Southeast Asian Nations (ASEAN) was established on 8 August 1967. The Member States are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam. The ASEAN Secretariat is based in Jakarta, Indonesia.

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Catalogue-in-Publication Data

ASEAN Engagement with Entities
Jakarta, ASEAN Secretariat, September 2016

352.1159

1. Associated Entities - ASEAN
2. Engagement Criteria – Guidelines

ISBN 978-602-0980-97-3

ASEAN: A Community of Opportunities

First published: June 2016
1st Reprint: September 2016

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General information on ASEAN appears online at the ASEAN Website: www.asean.org

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ARTICLE 16*
ENTITIES ASSOCIATED WITH ASEAN

1. ASEAN may engage with entities which support the ASEAN Charter, in particular its purposes and principles. These associated entities are listed in Annex 2.
2. Rules of procedure and criteria for engagement shall be prescribed by the Committee of Permanent Representatives upon the recommendation of the Secretary-General of ASEAN.
3. Annex 2 may be updated by the Secretary-General of ASEAN upon the recommendation of the Committee of Permanent Representatives without recourse to the provision on Amendments under this Charter.

* - The ASEAN Charter

**RULES OF PROCEDURE AND
CRITERIA FOR ENGAGEMENT
FOR ENTITIES ASSOCIATED
WITH ASEAN**

RULES OF PROCEDURE AND CRITERIA FOR ENGAGEMENT FOR ENTITIES ASSOCIATED WITH ASEAN

I. Introduction

1. These Rules of Procedures and Criteria for Engagement are prescribed pursuant to Article 16 of the ASEAN Charter, which states that “ASEAN may engage with entities which support the ASEAN Charter, in particular its purposes and principles”. The purposes and principles of ASEAN are elaborated in Articles 1 and 2 of the ASEAN Charter.

II. Entities Associated with ASEAN

2. For the purpose of these Rules of Procedure and Criteria for Engagement, ASEAN may engage with Entities Associated with ASEAN as specified in Annex 2 of the ASEAN Charter, as follows:
 - a. **Parliamentarians and Judiciary**¹ are defined as members of parliaments or legislative assemblies and judiciaries of ASEAN Member States.

1 Update agreed by the Committee of Permanent Representative (CPR) of ASEAN on 11/2016 Meeting at 3 August 2016

- b. **Civil Society Organisations (CSOs)** are defined as non-profit organisations of ASEAN entities, natural or juridical, that promote, strengthen and help realise the aims and objectives of the ASEAN Community and its three Pillars – the ASEAN Political-Security Community, the ASEAN Economic Community and the ASEAN Socio-Cultural Community.²
- c. **Think-Tanks** are defined as institutes, network of institutes or group of experts organized for interdisciplinary research providing advice on issues
- d. **Academic Institutions** are defined as institutions or network of institutions dedicated to education and research. Academic institutions usually grant academic degrees or its equivalent.
- e. **Business Organisations** are defined as business associations which are non-profit organisations engaged in promoting the business interests of their members.
- f. **Other Stakeholders** are defined as natural or juridical persons and other entities that have a direct or indirect stake, interest or concern

2 As defined in the Guidelines on Accreditation of Civil Society Organisations (CSOs) 2012.

in ASEAN's actions, objectives, and policies, and institutions established by ASEAN.

Entities seeking association with ASEAN shall comply with the Guidelines on Accreditation of Entities Associated with ASEAN as prescribed in Annex A or the Guidelines on Accreditation of Civil Society Organisations (CSOs) 2012 as in Annex B.

III. Engagement with ASEAN

3. Entities Associated with ASEAN seeking engagement with ASEAN Organs including ASEAN Sectoral Bodies, shall send a written request to the relevant Chair through the ASEAN Secretariat. The request should state the purpose for the engagement and the matters on which they wish to engage on.
4. Prior to engagement with an entity, ASEAN Organs including ASEAN Sectoral Bodies must have the consensus and each ASEAN Organs including ASEAN Sectoral Bodies may determine its own internal procedure regarding collaboration. For engagement with ASEAN Summit, the ASEAN Coordinating Councils, and ASEAN Community Councils, the request may be coursed through the CPR for recommendation and consideration by the respective organs.

5. The ASEAN Organs including ASEAN Sectoral Bodies may convey the significant outcome from the engagement with the entities to the Community Councils if deemed necessary and upon consensus.

IV. Criteria for Engagement

6. Entities Associated with ASEAN shall abide by the following Criteria for Engagement:
 - a. The ASEAN Charter, in particular its purposes and principles;
 - b. Mutual respect, mutual tolerance, mutual awareness and mutual understanding of each other's roles, strength and constraints;
 - c. Transparency, sincerity, and non-confrontational;
 - d. Constructive and meaningful dialogue, positive thinking, and goodwill in cooperation;
 - e. Rules-based, and proceeding at a pace comfortable to all parties concerned; and
 - f. Working collaboratively towards the common interest of the ASEAN Community and its people.

V. Modality of Engagement

7. ASEAN and the Entities Associated with ASEAN may engage on a mutually agreed modality, including but not limited to dialogue, consultation, interface, seminar, workshop and forum.

VI. Approval and Amendments to the ROP

8. These Rules of Procedure and the Criteria for Engagement shall be approved by the Committee of Permanent Representatives to ASEAN and any decision on the amendments shall be taken through consultation and consensus.

These Rules of Procedure (ROP) and Criteria for Engagement for Entities Associated with ASEAN were adopted by the 13/2014 CPR Meeting on 21/07/14 and noted by the 15th Meeting of the ASEAN Coordinating Council (ACC) on 11/11/14.

ANNEX A

GUIDELINES ON

ACCREDITATION OF ENTITIES

ASSOCIATED WITH ASEAN

GUIDELINES ON ACCREDITATION OF ENTITIES ASSOCIATED WITH ASEAN

I. Scope of the Guidelines

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

II. Criteria for Accreditation

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

- g. Entity has a registered office in ASEAN Member State(s).

III. Process of Accreditation

- 3. Entity seeking for accreditation shall submit its request in writing to the Secretary- General of ASEAN.
- 4. Upon receipt of the formal request for accreditation from the entity, the ASEAN Secretariat shall ensure that all documentation is in order and completed before the application is considered on its merits.
- 5. Approval of application for accreditation from an entity shall be based primarily upon the assessment of the positive contribution which such entity could make to the enhancement, strengthening and realisation of the aims and objectives of ASEAN.
- 6. Requests for accreditation shall include:
 - a. Nature and purpose of the entity;
 - b. Description of its activities/aims which would support ASEAN Community, together with supporting evidence, such as annual reports, publications, pictures;
 - c. Its constitution (statutes, articles of association/incorporation);
 - d. By-laws (internal regulation);
 - e. A copy of its valid registration documentation in the ASEAN Member State(s);

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

IV. Privileges for Accreditation

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

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

V. Obligations of Accreditation

- 10. The Entity Associated with ASEAN shall be required to comply with the following:
 - a. It shall undertake in writing to abide by the purposes, principles, policies, guidelines and other decisions of ASEAN;
 - b. It shall respect the diversities within ASEAN as well as particularities of individual ASEAN Member States;
 - c. It shall undertake to advance ASEAN interests and promote the awareness of ASEAN's principles and activities;
 - d. It shall respect and comply with the prevailing national laws and regulations of the concerned ASEAN Member State where its activities/ programmes take place;
 - e. It shall endeavour to establish a working link with ASEAN through the ASEAN Secretariat;

- f. It shall submit annually, a written summary of its activities and completed financial statement to the CPR through the ASEAN Secretariat;
- g. It may be held responsible for its actions, especially those found detrimental to ASEAN as a whole or any individual ASEAN Member State(s).

VI. Suspension and Revocation of Accreditation

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

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

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

ANNEX B

**GUIDELINES ON
ACCREDITATION OF CIVIL
SOCIETY ORGANISATIONS
(CSOs)**

GUIDELINES ON ACCREDITATION OF CIVIL SOCIETY ORGANISATIONS (CSOs)

1. As stipulated in Article 16 of the ASEAN Charter, ASEAN may engage with entities which support the ASEAN Charter, in particular the purposes and principles of ASEAN contained therein. The following is the Guidelines on ASEAN's relations with Civil Society Organisations (CSOs).

I. Civil Society Organisations (CSOs)

2. A civil society organisation (hereinafter referred to as "CSO") is a non-profit organisation of ASEAN entities, natural or juridical, that promotes, strengthens and helps realise the aims and objectives of the ASEAN Community and its three Pillars – the ASEAN Political-Security Community, the ASEAN Economic Community and the ASEAN Socio-Cultural Community.

II. Objectives of Accreditation

3. CSOs are encouraged to seek accreditation with ASEAN. The main objectives of accreditation are:
 - a. To draw the CSOs into the mainstream of ASEAN activities so that they are kept informed of major policies, directives and decisions of ASEAN and are given the

- opportunity and the privilege of participating in ASEAN activities;
- b. To ensure interaction and fruitful relationships between the existing ASEAN bodies and the CSOs; and
- c. To help promote the development of a people-oriented ASEAN Community.

III. Applications for CSO Accreditation

- 4. Applications for CSO accreditation shall be submitted to the Secretary- General of ASEAN, who will consider the applications using, among others, the following criteria:
 - a. As a general rule, only a CSO whose membership is confined to ASEAN nationals may be considered for accreditation with ASEAN;
 - b. Approval of application for accreditation of a CSO with ASEAN shall be based primarily upon the assessment of the positive contribution which such a CSO could make to the enhancement, strengthening and realisation of the aims and objectives of ASEAN.
 - c. The objectives of the CSO's activities should be consistent with the aims and objectives of ASEAN towards achieving community building that is in line with one or more of the three pillars of the ASEAN Community

- the ASEAN Political-Security Community, the ASEAN Economic Community and the ASEAN Socio-Cultural Community;
 - d. A CSO whose membership comes from a relatively even spread of the ASEAN Member States may be allowed accreditation, provided that ASEAN is satisfied that the CSO merits accreditation and the non-participating Member States have given their consent to the CSO and provided further that membership shall remain open for other Member States.
5. Applications for CSO accreditation shall include, at a minimum, information regarding the nature and purpose of the application of the CSO, its constitution and by-laws, a copy of its registration papers, its membership, completed financial statement, background on its key officials, its function, activities, and projects, and its sectoral body.
6. If the Secretary-General of ASEAN considers the application to be in conformity with the Guidelines, it shall be referred to the appropriate sectoral body, which will recommend to the Committee of Permanent Representatives to ASEAN (CPR) for its consideration and approval. When an appropriate sectoral body cannot be identified, the Secretary-General shall consider the application

and make recommendations to the CPR for its consideration and approval.

IV. Privileges of ASEAN-Accredited CSOs

7. An accredited CSO shall enjoy the following privileges:
 - a. It may use the name “ASEAN”, display the official ASEAN flag and emblem, and play the ASEAN Anthem consistent with prevailing ASEAN Guidelines;
 - b. It may submit written statements or recommendations and views on policy matters or on significant events or regional or international concerns, to the sectoral body through the ASEAN Secretariat;
 - c. It may submit its own project proposals for Third Party funding to be channeled through the ASEAN Secretariat, which will refer the matter to the relevant sectoral body for consideration and subsequent approval by the CPR;
 - d. It may initiate programmes of activities for presentation to its sectoral body for appropriate action;
 - e. At the discretion of the Chairman of the sectoral body, it may, through its representative, attend meetings of the sectoral body for consultation

- on matters and issues of direct concern to the CSO;
- f. For purposes of doing research for its projects, it may be allowed access to the ASEAN documents on a selective basis in consultation with the ASEAN Secretariat and/or its sectoral body;
 - g. Subject to rules and regulations, it may be allowed the use of the facilities of the ASEAN Secretariat for its official meetings and other official activities in Jakarta;
 - h. It shall be encouraged to be self-reliant in terms of its material requirements; and
 - i. It shall be provided with key ASEAN publications by the ASEAN Secretariat every year.

V. Obligations for Accreditation

- 8. An accredited CSO shall be required to comply with the following:
 - a. It shall undertake in writing to abide by the policies, guidelines, directives, and other decisions of ASEAN;
 - b. It shall undertake to advance ASEAN interests and promote the awareness of ASEAN's principles and activities;
 - c. It shall be held responsible for its actions, especially those found detrimental to ASEAN as a whole;

- d. It shall invite participation of officials of ASEAN Member States at its meetings and activities;
 - e. It shall submit, annually, a written summary of its activities and completed financial statement to the CPR through the ASEAN Secretariat;
 - f. It shall inform the ASEAN Secretariat of changes in its officials and memberships, as well as changes of address; and
 - g. It shall respect and comply with the prevailing national laws and regulations of the concerned ASEAN Member State where its activities/programmes take place.
9. CSOs shall endeavour to establish a working link with an ASEAN sectoral body through the ASEAN Secretariat.

VI. Review of Accreditation

10. The CPR, with the support of the ASEAN Secretariat, shall monitor and review the activities of accredited CSOs and their relations with ASEAN every three years. The CPR may take appropriate measures to deal with CSOs that have not acted in accordance with the provisions set forth in paragraph 11. The updated list of accredited CSOs shall then be published on the official website of ASEAN.

VII. Suspension and Revocation of Accreditation

11. The accreditation of a CSO may be suspended or revoked for the following reasons:
 - a. It fails to meet its obligations as specified in paragraph 8;
 - b. It is inactive, defunct or fails to submit an annual summary of their activities, as required under paragraph 8e for three years in succession;
 - c. It is found to have committed gross misconduct which brings disrepute to ASEAN;
 - d. It acts contrary to the aims, objectives and fundamental principles of ASEAN; and
 - e. It engages in acts inimical to ASEAN or any of the ASEAN Member States.

12. The CPR shall, within a month, review the accreditation of a CSO after a complaint has been lodged by an ASEAN sectoral body or an ASEAN Member State to the Chair of the CPR. Pending the outcome of the review, the accreditation of such a CSO shall be suspended.

13. A CSO whose accreditation has been revoked under paragraph 11 may appeal to the CPR for a consideration of the revocation. Upon appeal, the decision of the CPR shall be final and binding.

14. A CSO whose accreditation is suspended or revoked shall be denied exercise of the privileges provided under paragraph 7.

VIII. Approval of and Amendments to the Guidelines

15. The Guidelines shall be approved by the CPR.
16. Any Member State may propose amendments to the Guidelines, which shall be submitted to the CPR for its consideration and agreed upon by consensus. Such amendments shall come into immediate effect.

Notes

1. The original Guidelines were adopted at the 5th Meeting of the 19th ASEAN Standing Committee (ASC), Manila, 16-18 June 1986.
2. The 2nd Meeting of the 39th ASC, Jakarta, 18-19 January 2006, revised the original Guidelines. The revised version was adopted on 3 April 2006.
3. The current version was adopted by the 19/2012 CPR Meeting on 5/11/12 and noted by the 11th ACC Meeting on 17/11/12.

For further information regarding the engagement and accreditation process,
please contact:
The Community Relations Division of the ASEAN Secretariat
through CRD@asean.org and/or public@asean.org.



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