



# ACSS

ASEAN Community Statistical System

A Stronger Mandate on  
**ASEAN Statistical Cooperation**



One Vision  
One Identity  
One Community





# **ACSS**

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A Stronger Mandate on  
ASEAN Statistical Cooperation

**The ASEAN Secretariat  
Jakarta**

The Association of Southeast Asian Nations (ASEAN) was established on 8 August 1967. The Member States of the Association 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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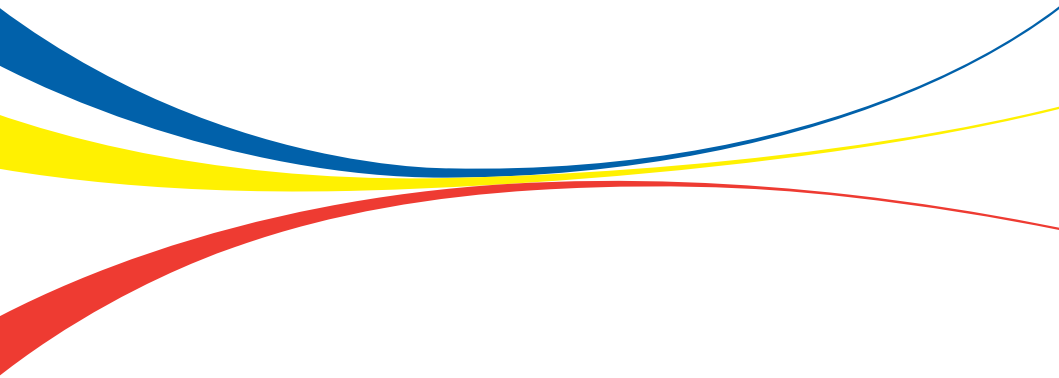
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## The Mandate

The mandate of the ASEAN Community Statistical System (ACSS) contained in the ASEAN Framework of Cooperation in Statistics (AFCS) 2010-2015 was adopted by the ASEAN Heads of Statistical Offices Meeting (AHSOM) in 2010 and acknowledged by the Leaders at the 17<sup>th</sup> ASEAN Summit in Ha Noi on 28 October 2010. The ASEAN Economic Ministers have confirmed the importance of statistics in ASEAN policy and decision making and has awarded the responsibility to the ACSS Committee.

*Excerpt from the Chairman's Statement of the 17<sup>th</sup> ASEAN Summit, Ha Noi, Viet Nam, 28 October 2010.*

21. We were pleased to note the adoption of the ASEAN Framework of Cooperation in Statistics (AFCS) 2010-2015 by the ASEAN Heads of Statistical Offices Meeting (AHSOM) which would facilitate an ASEAN Community Statistical System to produce, disseminate and communicate regional statistics in support of the ASEAN Community.

The establishment of the ACSS Committee in August 2011 is in line with the AFCS 2010-2015 which stipulates that AHSOM is to be reconstituted into the ACSS Committee by 2011. The creation of the ACSS Committee was endorsed by the 43<sup>rd</sup> Meeting of the ASEAN Economic Ministers (AEM) in August 2011 in Manado, Indonesia. It constitutes the first step towards the institution of the ACSS.

*Excerpt from the Report of the 43<sup>rd</sup> Meeting of the ASEAN Economic Minister, Manado, Indonesia, 10-11 August 2011.*

In line with the establishment of the ASEAN Community Statistical System (ACSS), the Meeting endorsed the Terms of Reference of the ACSS Committee and agreed to the inclusion of the ACSS Committee in Annex 1 (List of ASEAN Ministerial Sectoral Bodies) of the ASEAN Charter as a subsidiary body under the AEM.

The formal recognition by the Economic Ministers afforded an important milestone in the institutional development of an ASEAN regional cooperation in statistics.

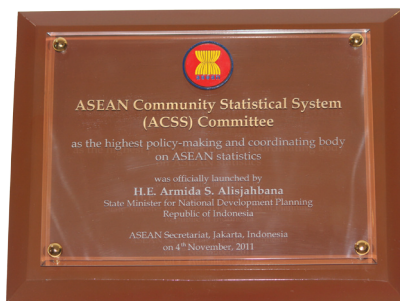
The birth of an ASEAN Community Statistical System by 2015 is a call for unified and concerted

efforts toward building a system that will facilitate the collection, production, dissemination, and communication of ASEAN statistics in support of a rules-based ASEAN Community.

## **Official Launch of the ASEAN Community Statistical System (ACSS) Committee**

Three months after its conception, the ACSS Committee was formally launched and convened its inaugural meeting, The First Session of the ACSS Committee, on 2-3 November 2011 in Jakarta, Indonesia. This is a clear sign of the Committee's eagerness to begin the great task conferred to them by the Ministers.

The ACSS Committee plaque was unveiled by H.E. Dr. Armida Alisyahbana, State Minister of Planning of The Republic Indonesia at the occasion of the Official Launch of the ACSS Committee at the ASEAN Secretariat, Jakarta, Indonesia, on 4 November 2011.



*ACSS Committee Plaque*

## **The ASEAN Community Statistical System (ACSS)**

*“partnership between and among the national statistical systems of the ASEAN Member States, the ASEAN Community Councils, and the ASEAN Secretariat.”*

The AFCS 2010-2015 defines the ACSS as the “partnership between and among the national statistical systems of the ASEAN Member States, the ASEAN Community Councils, and the ASEAN Secretariat”. It shall comprise: the ACSS Committee, the national statistical systems of all ASEAN Member States, the ASEAN Secretariat



through ASEANstats, and the ASEAN Community Councils as primary stakeholders.

The national statistical authorities of the ASEAN Member States and the ASEAN Secretariat, through its statistics section, shall be engaged in partnership with all concerned ASEAN bodies and working groups and task forces under the three pillars of the ASEAN Community and together define the ASEAN Community Statistical System.

The ACSS Committee shall lead in building the ASEAN Community Statistical System by 2015 through the following:

- strengthening the capacity of national statistical systems and the ASEAN Secretariat;
- improving comparability of ASEAN statistics;
- enhancing users-producers communication;
- establishing clearer mandate and appropriate institutional framework for ASEAN statistics; and
- supporting evidence-based decision making in a rules-based ASEAN Community.

## **The ASEAN Community Statistical System (ACSS) Partners**

### **The ASEAN Community Statistical System (ACSS) Committee**

*“the highest regional policy-making and coordinating body on ASEAN statistics.”*

*The national statistical office shall coordinate the development and harmonisation of ASEAN statistics produced by the national statistical system, including those produced by line ministries/departments or competent*

In order to strengthen its organisational framework, the AFCS 2010-2015 defined the major roles of each partners and its preset tasks in the overall regional statistical cooperation.

The AFCS 2010-2015 connotes that the ACSS Committee shall be composed of the chief statisticians or heads of national statistical offices of all ASEAN Member States and the head of ASEANstats of the ASEAN Secretariat. More than a mere reconstitution of AHSOM, as underscored in the AFCS 2010-2015, the ACSS Committee shall be the highest regional policy-making and coordinating body on ASEAN statistics given its clearer and stronger mandate.

*national authorities. The national statistical office shall also coordinate the provision of ASEAN statistics to stakeholders in ASEAN through the ASEANstats and function as the country focal point in matters related to the regional cooperation in statistics.*

*NSS are partners of ACSS; NSOs are country focal points and to coordinate the development, harmonisation and provision of statistics to ASEAN stakeholders.*

*The technical arm, regional focal point, the link with stakeholders, and member of the ACSS Committee.*

The ACSS Committee's functions encompass ensuring supply of timely and comparable ASEAN statistics based on regional statistics policies, standards, and systems, promoting the enhancement of statistical infrastructure at the national level and facilitating human resource and institutional capacity building and monitoring the high quality of national and regional statistics. The ACSS Committee will also look into the quality of statistics produced by all data producers from the national and ASEAN Community statistical systems.

### **The National Statistical System**

The establishment of the ACSS allowed for a close partnership with all national statistical systems of the ASEAN Member States, with the national statistical office (NSO) as the country focal point on ASEAN statistics.

The NSO shall be responsible for coordinating the development and harmonisation of statistics as well as the provision of data to ASEAN stakeholders and shall represent the entire national statistical system in the ACSS Meeting - with the appropriate coordination mechanisms in place at the national level.

### **The ASEAN Secretariat**

The ASEAN Secretariat through the ASEANstats shall play a more proactive role as the technical arm of the ACSS Committee, the regional focal point, and the link between the ACSS Committee and the stakeholders in ASEAN and international organisations. As a member of the ACSS Committee, ASEANstats shall also be initiating the formulation of statistical policies, standards, framework and methodologies.

### **The ASEAN Community Council**

The ASEAN Community Councils through its concerned ASEAN bodies/committees/working groups /task forces shall be the primary

stakeholders that would stir the demand for statistics and the utilization of such statistics.

## **Reporting System**

The ACSS Committee shall report to the ASEAN Economic Ministers Meeting (AEM), through the Senior Economic Officials Meeting (SEOM), its plans, progress and issues. However, with regard to the requirements on pillar-specific inputs and consultations, the ACSS Committee shall consult the ASEAN bodies under the respective pillars, the outcome of which shall also be reported to the AEM.

## **From ASEAN Heads of Statistical Offices Meeting (AHSOM) to ASEAN Community Statistical System (ACSS) Committee**

- AHSOM, now reconstituted into the ACSS Committee, convened its inaugural meeting at the ASEAN Secretariat, Jakarta, Indonesia, in October 1997. Upon AHSOM's recommendation, the Statistics Unit was established in October 2000, at the ASEAN Secretariat to provide technical and secretarial support on statistical matters.
- In 2001, AHSOM adopted the first ASEAN Framework of Cooperation in Statistics along with the Plan of Action on Statistics. Although not officially endorsed by higher bodies, this Framework achieved its purpose of mapping the direction and scope of regional statistical cooperation.
- In the Vientiane Action Programme of 2004, the relevance of statistics was elevated to a higher notch when goals and measures for the development of statistics were integrated for the first time in the programme. Following this major step, the new AHSOM's reporting line was endorsed at the 13th SEOM Meeting in 2006, in

which AHSOM reports to the ASEAN Economic Ministers (AEM) through the Senior Economic Officials Meeting (SEOM). Since 1997, the AHSOM directly reported to the Secretary-General of ASEAN Secretariat.

- The first initiatives on the harmonization of ASEAN statistics under the AHSOM was on the harmonization of statistical classifications. This led further to the adoption of the ASEAN Common Industrial Classifications (ACIC) in 2006. Meantime, the harmonisation of the manufacturing statistics was initiated in 2003, while those on international merchandise trade statistics and statistics of international trade in services began in 2005 through the creation of its respective task forces.
- The strong network built among the ASEAN Member States and between international statistical organisations, donors and development partners is among the significant achievements under the AHSOM. With more donors and development partners taking part in regional cooperation in statistics, AHSOM resolved that a medium-term strategy on regional cooperation in statistics should be drawn to guide both major players and stakeholders in its future courses of action. Thus, the AHSOM Strategic Planning Session was first held in 2009 in Singapore.
- The Strategic Plan for the Establishment of the ACSS 2011-2015 was adopted in July 2011. Its fundamental structure was guided by the ASEAN Framework of Cooperation 2010-2015.

The ACSS Vision as stipulated in the Strategic Plan is, as follows:

The ASEAN Community Statistical System (ACSS) will by 2015 be a forward looking and reliable provider of relevant, timely and comparable statistics in support of the ASEAN Community.

## Institutional-building Mechanisms

To ensure accountability, transparency, and effective functioning of the ACSS Committee, a number of institutional-building mechanisms have been set up, such as: the ACSS Sub-Committee on Planning and Coordination; Rules of Procedures, Broad Framework on Sustainable Development of ASEAN Statistics, the ASEAN Statistical Indicators (ASI), the Multi-Year Action Plan (MYP), Annual Work Plans (AWP), and most recently, the ACSS Code of Practice. The ACSS Committee is currently working on the establishment of a programme on data quality monitoring, user-producer statistical consultation forum, and the strengthening of ASEANstats.

### **The ASEAN Community Statistical System (ACSS) Sub-Committee on Planning and Coordination**

*Assumes the role of AHSOM focal point and the Task Force on Strategic Planning - support the decision making process and provide the leadership support.*

The strong need for coordination of statistical activities at the regional level due to increasing number of activities and expanding coverage of statistics under the ACSS Committee's purview has necessitated the establishment of the ACSS Sub Committee on Planning and Coordination (ACSS-SCPC). The ACSS-SCPC was installed in November 2011 at the First Session of the ACSS Committee.

*The Chairmanship of the ACSS Committee shall be rotated among the ASEAN Member States (AMSs) on a yearly basis following the ASEAN Chairmanship.*

The ACSS-SCPC shall assume the role of the AHSOM focal point and the Task Force on Strategic Planning - to support the decision making process at the Committee level. It shall also assist the Committee by providing leadership support to the Committee Chair, i.e. in reviewing the Agenda and Meeting documents before they are presented at the Committee.

### **The Rules of Procedure**

The Rules of Procedures (RoP) of the ACSS Committee was adopted at its First Session in November 2011. The RoP highlights the governing power of the ACSS Committee on all activities of the ASEAN statistical community and contains

articles on the directives in the implementation of following mechanisms:

- Chairmanship of the ACSS Committee;
- Convening of the Meeting;
- Endorsement and decision making process;
- Preparation of the Agenda of the ACSS Committee sessions and its time frame;
- Development of the Multi-Year Action Plan and Annual Work Plan and its time frame;
- Creation/termination of the Working Groups/ Task Forces/other mechanisms
- Preparation of draft policies, methodologies, standards, frameworks and monitoring tools, and other measures of good governance;
- Preparation of a draft project proposal

## **The Broad Framework for Sustainable Development of ASEAN Statistics**

*Broad Framework for the Sustainable Development of ASEAN Statistics: a living document that lays out the expected results, required statistical domains and indicators, and the needed mechanisms, in support of the ASEAN Community.*

The Broad Framework for the Sustainable Development of ASEAN Statistics was adopted at the AHSOM Strategic Planning Session in Singapore in 2009. The revised version was further adopted at the ACSS Committee First Session in 2011. The Broad Framework provides the overall structure of regional cooperation in the collection, production and dissemination of ASEAN statistics by: (1) defining the key outputs pertinent to the establishment of the ASEAN Community; (2) the statistics domain required to realise the key outputs; (3) the enabling tools and mechanisms, such as annual work plan, monitoring system. The list of statistical domains is further detailed in the ASEAN Statistical Indicators (ASI) - a frame of the statistical indicators defining the coverage of the regional cooperation in statistics.

*ASI: a framework of the statistical indicators defining the coverage of the regional cooperation in statistics - drawn from the Broad Framework for the Sustainable Development of ASEAN Statistics.*

The Broad Framework is a living document that can be adjusted accordingly to account for the newest developments in the areas of statistics and needs both at the national, regional and global level, upon the ACSS Committee endorsement. The importance of the Broad Framework in defining the coverage of the regional cooperation in statistics in the ASEAN is reflected in the ASEAN Framework of Cooperation in Statistics 2010-2015 which connotes that the ACSS shall be guided by the ASI which is composed of indicators in the following statistical areas that are of high priority and relevance to ASEAN work – trade, investment, real sector, tourism and services, poverty and social development, environment, energy, among others.

### **The Multi-Year Action Plan and Annual Work Plan**

*Draft Annual Work Plan: shall be submitted fifteen (15) months before the start of the next budget year.*

The ACSS Committee has taken a more strategic perspective by adopting the Multi-Year Action Plan in addition to the Annual Work Plan - to aid in aligning the national work plans, (i.e. budgeting, activities) with the ACSS work plan, as well as in providing direction and coordination in the implementation of the ACSS programme.

As specified in the Rules of Procedure, the ASEANstats shall submit, fifteen (15) months before the start of the concerned budget year, the draft Annual Work Plan on ASEAN statistics to the ACSS Sub Committee on Planning and Coordination. The ACSS Committee shall adopt the Annual Work Plan twelve (12) months before the start of the budget year.

### **The ACSS Code of Practice (CoP)**

The ASEAN Framework of Cooperation in Statistics 2010-2015 entails a need for a common code of practice as an important means of ensuring trust, accountability and highest professional standards in the production, dissemination and communication of statistics.

The ACSS Code of Practice adopted in 2012 shall set out the guidelines and standards in conducting the production, dissemination, and communication of statistical products and services. It contains the fundamental norms that will help ensure trust in the statistical products and services of the national statistical authorities of the ASEAN Member States and improve the levels of user satisfaction, transparency and accessibility.

The ACSS Code of Practice is consistent with the Fundamental Principles of Official Statistics adopted by United Nations Statistical Commission in 1994. The Principles also reflect the values stipulated in the ACSS Strategic Plan adopted in July 2011. A set of indicators of good practice for each of the Principles provides a reference for reviewing the implementation status of the key principles of the ACSS Code of Practice. All aspects in the production, dissemination and communication of ASEAN statistics are covered by the ACSS Code of Practice.

The 8 principles comprise

- professionalism and integrity,
- mandate for data collection,
- confidentiality,
- accountability,
- commitment to quality (relevance, reliability, timeliness, comparability and accessibility),
- cost effectiveness,
- reduced respondent burden,
- statistical cooperation and coordination.

## **The Harmonisation of ASEAN Statistics**

The establishment of the ACSS has initiated various measures in the development of ASEAN statistics including the harmonization of ASEAN statistics which actually started in early 2000. The adoption of the ASEAN Framework of Cooperation in Statistics (AFCS) charts the direction, sets the spirit and lays down the principles of the ASEAN cooperation in statistics whereby countries would be aligning its national needs towards a regional approach. Regional priorities are



reflected in the national plans and harmonization is essential to ensure comparability and possibility of producing aggregated information at the regional level. Along with the AFCS, the Plan of Action in Statistics pursues major thrusts which involve the harmonization of statistics, support to ASEAN initiatives and policy making, promotion of international standards/best practices/capacity building.

In the spirit of regional cooperation and mindful of the need to produce tangible outputs in support of ASEAN initiatives, four mechanisms were set up in 2002 aimed at promoting improvement in quality and comparability of basic statistics in the region, namely: ASI (main reference of ASEAN for sharing data on core statistical indicators and addressing developmental and comparability issues concerning ASEAN statistics), Task Force on Harmonization of Statistical Classifications (TFSC) – 2003, Task Force on Statistics of International Trade in Services (TFSITS), Task Force on International Merchandise Trade Statistics (TFIMTS), Working Group on Statistics under the ASEAN-METI Industrial Cooperation (AMEICC WGS).

It was in 2009 when the initiative on the harmonization of ASEAN statistics was taken more seriously under the EU-ASEAN Statistical Capacity Building Program (EASCAB). The EASCAB Programme is designed to build statistical capacities and address quality and comparability issues in four major statistical domains, as follows: IMTS, SITS, and Foreign Direct Investment Statistics and the Millennium Development Goals indicators.

In end-2012, the EASCAB Programme has reached its last phase of support to the ASEAN Secretariat, in particular, to ASEANstats and AMSs' national statistical system. Progress in the harmonization process showed measurable effects, in terms of:

- Increased level of understanding of methodology for statistical compilation and quality control;

- Improved management capacity at both national and regional levels;
- Enhanced comparability in the selected statistical domains;
- Developed dissemination tool and additional publication of statistics at the national level in some countries;
- Strengthened institutional framework (ACSS and its enabling mechanisms/tools, data transmission protocol, data transmission tools at national/regional level, national coordination, inter-institutional collaboration).

Important measures have been put in place to ensure the sustainability of the harmonisation process, although more support and cooperation are needed from ASEAN Member States to fully comply with the agreed concepts and standards.

## **Support and Guidance from ASEAN Higher Bodies**

The ACSS Committee reports to the AEM through the SEOM, and regularly provides updates and produces papers – as deemed necessary – for support, endorsement, and guidance. It has established close consultations with other ASEAN higher bodies including the Senior Officials Committee for ASCC (SOCA), on matters related to the Millennium Development Goals indicators and the ASEAN Socio-Cultural Community (ASCC) Scorecard.

On 28 August 2012, the 44<sup>th</sup> Meeting of the AEM held in Siem Reap, Cambodia showed its strong support to Statistics by endorsing the plan to have a voluntary Secondment Programme, to be initiated under the purview of the ACSS Committee, as part of the measures to strengthen the ASEANstats. The Meeting also urged the data producing agencies to submit data on International Merchandise Trade

and International Trade in Services according to the agreed format to back the harmonization process on these statistical domains.

*Excerpt from the:  
Report of the 44<sup>th</sup>  
Meeting of the  
ASEAN Economic  
Ministers (AEM),  
Siem Reap, Cambodia,  
28 August 2012.*

29. Statistics. The Meeting urged the concerned data producing agencies to submit International Merchandise Trade Statistics (IMTS) data according to the agreed data transmission protocol, and to submit Statistics on International Trade in Services (SITS) data according to the 11 broad categories of services and partner country breakdown. The Meeting also

expressed support to the voluntary secondment programme for strengthening ASEANstats and tasked ASEAN Secretariat to explore the possible funding/arrangement.

## **Statistical Products and Services**

New statistical products and services are launched and will be available for circulation and distribution starting November 2012, such as:

- ASEAN Statistical Report on the Millennium Development Goals (MDG) Indicators
- ASEAN Brief 2011
- Annual IMTS Yearbook
- Quarterly IMTS report
- Annual SITS report
- Annual Foreign Direct Investment Statistics (FDIS) report
- ASEAN Statistical Indicators Platform (ASIP)
- ASEAN statistics database at <http://aseanstats/asean.org>

## **Existing products/services include the following:**

- ASEAN Statistical Yearbook 2012
- ASEAN Community in Figures (ACIF) 2012
- AEC Chartbook 2012
- ASEAN Statistics Leaflet
- ASEAN Key Statistics web page

## External Partners' Participation to the First and Second Session of the ACSS Committee

- ASEAN Development Bank (1<sup>st</sup>)
- Eurostat (1<sup>st</sup> and 2<sup>nd</sup>)
- International Monetary Fund (2<sup>nd</sup>)
- UNESCAP/SIAP (2<sup>nd</sup>)
- Australian Bureau of Statistics (1<sup>st</sup> and 2<sup>nd</sup>)
- Statistics New Zealand (1<sup>st</sup> and 2<sup>nd</sup>)
- National Statistics of Korea (1<sup>st</sup> and 2<sup>nd</sup>)
- International Labor Organisation (1<sup>st</sup>)
- UNFPA (2<sup>nd</sup>)
- Food and Agricultural Organisation (2<sup>nd</sup>)

## **Important ASEAN Community Statistical System (ACSS) Documents**

The following are the list of important documents:

- Annex 1: The ASEAN Framework of Cooperation in Statistics 2010-2015;
- Annex 2: The ASEAN Community Statistical System Committee's Terms of Reference;
- Annex 3: The Strategic Plan Towards the Establishment of an ASEAN Community Statistical System (ACSS) 2011-2015;
- Annex 4: The Updated Broad Framework for the Sustainable Development of ASEAN Statistics (Broad Framework);
- Annex 5: Terms of Reference of the ACSS Sub Committee on Planning and Coordination;
- Annex 6: Rules of Procedure for the Effective Functioning of the ACSS Committee;
- Annex 7: ACSS Code of Practice

## **Annex 1**

# **ASEAN Framework of Cooperation in Statistics (2010-2015)**

We, the Heads of Statistical Offices of Brunei Darussalam, the Kingdom of Cambodia, the Republic of Indonesia, the Lao People's Democratic Republic, Malaysia, the Union of Myanmar, the Republic of the Philippines, the Republic of Singapore, the Kingdom of Thailand and the Socialist Republic of Viet Nam of the Association of Southeast Asian Nations (ASEAN),

Anticipating increased and more diverse demand for ASEAN statistics as defined in Section 4 – Scope of Cooperation at both national and regional levels emanating from the implementation of the ASEAN Charter and the commitment of ASEAN Leaders to accelerate the establishment of an ASEAN Community by 2015 (Twelfth ASEAN Summit, Cebu, the Philippines, January 2007);

Recognising the need to develop relevant indicators and compile timely and comparable statistics in support of evidence-based policy making, planning, and monitoring for the ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC), and ASEAN Socio-Cultural Community (ASCC) in line with the Cha-am Hua Hin Declaration on the Roadmap for the ASEAN Community (2009-2015);

Realising that an efficient and responsive statistical system that is able to produce, disseminate and communicate timely and comparable statistics requires good governance, strong and reliable institutions, competent human resources, sound statistical infrastructure, and adequate investment;

Realising further the importance of communication and consultation between data users and producers at the national and regional levels to determine statistical priorities and to advocate for increased commitment and support for the development of statistics by governments; Mindful of the different stages of statistical developments, varying priorities and diverse national practices, and attendant challenges faced by the ASEAN national statistical systems;

Appreciating the gains in the implementation of the 2001 ASEAN Framework of Cooperation in Statistics and the need to enhance strategies to provide appropriate support to emerging statistical requirements of the ASEAN Community; and Guided by the Broad Framework for the Development of ASEAN Statistics adopted by the Ninth ASEAN Heads of Statistical Offices Meeting (AHSOM) in Singapore in January 2009;

Do hereby commit to deepen and broaden the ASEAN cooperation in statistics by laying down the foundation towards the establishment of an effective community statistical system to promote the production, dissemination and communication of timely and comparable statistics in support of the ASEAN Community;

Do hereby adopt this enhanced ASEAN Framework of Cooperation in Statistics as follows:

## **1. Objectives**

The overall objective of the ASEAN Framework of Cooperation in Statistics is to strengthen the organisational framework and statistical capacity of ASEAN towards the establishment of an ASEAN Community Statistical System (ACSS) by 2015 that is able to produce timely and comparable statistics in support of a rules-based ASEAN Community.

The specific objectives are to:

- 1.1. Establish the official mandate and appropriate institutional framework for ASEAN statistics in key areas of the ASEAN Community for enhanced statistical cooperation among the national statistical systems and the ASEAN Secretariat;
- 1.2. Strengthen the planning, governance and monitoring of statistical development in ASEAN building upon the AHSOM process and national strategies for the development of statistics;
- 1.3. Strengthen the capacity of national statistical systems and the ASEAN Secretariat to produce, disseminate, and communicate ASEAN statistics through enhanced technical cooperation and capacity building and implementation of the ASEAN-help- ASEAN mechanism;
- 1.4. Increase comparability of ASEAN statistics through adoption of more harmonised definitions, classifications, and methodologies consistent with internationally accepted standards, guidelines, and recommendations;
- 1.5. Support ASEAN regional planning and policy making bodies and national stakeholders through provision of timely and comparable ASEAN statistics;
- 1.6. Improve communication between producers of ASEAN statistics and key user groups to define statistical priorities and promote wider use of statistics;

- 1.7. Advocate for greater commitment from ASEAN policy makers and national governments to increase and provide adequate public investment for priority statistical programmes, projects and activities;
- 1.8. Promote trust and accountability and the highest professional standards by adopting a common code of practice in the production, dissemination and communication of statistics in line with the UN Fundamental Principles of Official Statistics and relevant experiences, practices and conditions in the national statistical systems; and
- 1.9. Strengthen the leverage of the ACSS on key global statistical issues and concerns.

## **2. The ASEAN Community Statistical System**

The envisioned ACSS shall be defined as the “partnerships between and among the national statistical systems of the ASEAN Member States, the ASEAN Community Councils, and the ASEAN Secretariat”. As an integral part of the ASEAN Community, the ACSS shall comprise:

- 2.1. The ACSS Committee as the highest regional policy making and coordinating body on ASEAN statistics;
- 2.2. The national statistical systems of all ASEAN Member States, with the national statistical office as country focal point on ASEAN statistics;
- 2.3. The ASEAN Secretariat through ASEANstats as regional focal point of ASEAN statistics and technical arm and secretariat of the ACSS Committee; and
- 2.4. The ASEAN Community Councils as primary stakeholders.

## **3. Institutional Roles and Linkages**

- 3.1. The ACSS Committee  
The ACSS Committee shall be composed of the chief statisticians or heads of national statistical offices of all ASEAN Member States and the head of ASEANstats of the ASEAN Secretariat. Its primary functions are to ensure supply of timely and comparable ASEAN statistics through regional statistical policies, standards, and systems, to promote improvement of statistical infrastructure at the national level and to facilitate human resource and institutional capacity building.

The ACSS Committee shall establish necessary and appropriate mechanisms to facilitate and coordinate regional technical cooperation among national data producing institutions in relevant statistical domains.

The ACSS Committee shall communicate to the concerned ASEAN Community Councils the progress and issues under statistical cooperation that may have some bearing on the statistics needed by the bodies, for information and support, and shall convene periodic user-producer dialogue to consult with concerned ASEAN bodies in the APSC, AEC, and ASCC to discuss, clarify and/or resolve issues related to the demand for statistics.

The ACSS shall be guided by the ASEAN Statistical Indicators (ASI), which is a framework of statistical indicators and ASEAN statistics to be agreed upon by the ACSS.

AHSOM shall be reconstituted into the ACSS Committee by 2011.

### 3.2. The National Statistical Office

The national statistical office shall coordinate the development and harmonisation of ASEAN statistics produced by the national statistical system, including those produced by line ministries/departments or competent national authorities.

The national statistical office shall also coordinate the provision of ASEAN statistics to stakeholders in ASEAN through the ASEANstats and function as the country focal point in matters related to the regional cooperation in statistics.

### 3.3. The ASEAN Secretariat (ASEANstats)

ASEANstats shall initiate the formulation of policies and standards for the development and harmonisation of ASEAN statistics and lead the implementation and monitoring of these policies and standards.

ASEAN stats shall serve as the technical arm and secretariat of the ACSS Committee.

ASEANstats shall support national statistical systems in the implementation of policies and standards for ASEAN statistics.

ASEANstats shall also serve as the link between the ACSS Committee and the ASEAN Community Councils and other stakeholders, including the international community.

ASEANstats shall undertake the compilation of ASEAN statistics, administer the ASEAN Statistics Database, and develop statistical products and services to disseminate and communicate ASEAN statistics.



### 3.4. The ASEAN Community Councils

The ASEAN Community Councils are expected to provide guidance concerning the data needs and strategic directions for statistics development in the ASEAN Community.

## 4. Scope of Cooperation

This enhanced framework of cooperation shall address the production, dissemination, and communication of ASEAN statistics, which shall henceforth refer to the indicators and statistics in the ASI, including the enabling mechanisms defined in the Broad Framework for the Development of ASEAN Statistics.

ASEAN statistics shall cover statistics produced by the national statistical systems, which include those produced by the national statistical offices and by the mandated line ministries/departments or competent national authorities. ASI shall comprise broad statistical domains and priority indicators and statistics corresponding to key, relevant policy concerns in the APSC, AEC and ASCC blueprints.

## 5. Strategic Areas of Cooperation

All ASEAN Member States, through the concerned ASEAN Community Councils and AHSOM/ACSS Committee, and the ASEANstats shall work towards the attainment of the above objectives through the following strategies:

### 5.1. Developing the organisational framework for an effective ACSS

- The establishment of the ACSS depends on clear and strong mandate that provides for concrete organisational structure, linkages, and systems.
- AHSOM/ACSS Committee shall lead consultations with ASEAN stakeholders towards the development of appropriate instruments, mandate and structure for the ACSS in line with the rules-based principle defined in the ASEAN Charter in key statistical areas.
- The national statistical offices shall conduct an assessment of the national statistical systems with respect to the requirements and potential implications of the ACSS to ascertain their level of preparedness as well as interventions that may be needed to facilitate the establishment of the ACSS. The national statistical offices shall consult with relevant national institutions.
- At the regional level, the ASEANstats shall conduct studies and consult with the ASEAN Community Councils on the requirements and processes needed to develop the regional organisational framework

and mandate for statistics and their implications to policy and decision making processes in their respective areas.

#### 5.2. Strategic planning and monitoring

- The production, dissemination and communication of ASEAN statistics, including the process towards the establishment of the ACSS shall be aided by a mediumterm strategy for the development of statistics.
- Guided by the vision to establish the ACSS by 2015, the strategy will define the mission, core values and principles, and goals of the ACSS, establish the scope of work, identify the development strategies, programmes, and outputs. More importantly, the strategy will define the appropriate enabling mechanisms, including appropriate instruments that support a rules-based ASEAN Community.
- Coordination and communication among stakeholders will be enhanced to work out ways of integrating ASEAN Community statistical priorities in the national strategies for the development of statistics and facilitating support to ASEAN Member States.
- Progress of implementation of the strategy shall be monitored and evaluated periodically towards the achievement of the medium-term goals.

#### 5.3. Technical cooperation on the development and harmonisation of ASEAN statistics

- Existing technical cooperation work on the development and harmonisation of selected ASEAN statistics shall be continued. As deemed necessary, regional cooperation shall be established on other priority statistical domains that may emerge during the transition process. All cooperation activities must conform to the thrusts and principles of the envisioned ACSS and work towards long-term statistical development objectives.
- Sharing of data using common references and standards shall be expanded to build a comprehensive database of ASEAN statistics and facilitate dissemination and communication of statistics among stakeholders. Harmonisation guidelines, data dissemination and communication policies, and data sharing and exchange mechanisms shall be developed and implemented in line with the rules-based principle defined in the ASEAN Charter.
- Advocacy for adherence to and application of internationally-recommended statistical principles, standards, and guidelines shall be strengthened to increase comparability of ASEAN statistics.

#### 5.4. Institutional building, key statistical infrastructure improvement, and human resource development

- Institutional building includes coordination among data providers, producers and users. Inter-agency coordination will be promoted and facilitated among institutions with shared responsibilities to produce key statistics.
- Improvement of other key statistical infrastructure such as business registers for economic statistics, methodological documentation and metadata systems, and data quality assessment frameworks shall be promoted through sharing of knowledge, experiences and technology. In addition to enhancing competence and skills on technical subject matter, training activities on statistical management and coordination, classifications and information technology applications in statistics shall also be pursued.

#### 5.5. Stakeholder consultations

- Stakeholder consultation is important to ensure continued relevance and effectiveness of the ACSS and to enable the system build sustainable new directions.
- Improved communication and interaction between the ACSS and key user groups at the regional and national levels shall be strengthened to help in the determination of regional statistical priorities and promote wider application of statistics in policy creation, decision making and monitoring in the ASEAN Community

Resolved to actively implement strategies and programmes defined in this framework and subsequent instruments towards the achievement of the above objectives.

Done on this 19<sup>th</sup> day, in the month of October, in the year 2010.

ASEAN Heads of National Statistical Offices

Brunei Darussalam

Kingdom of Cambodia

Republic of Indonesia

Lao People's Democratic Republic

Malaysia

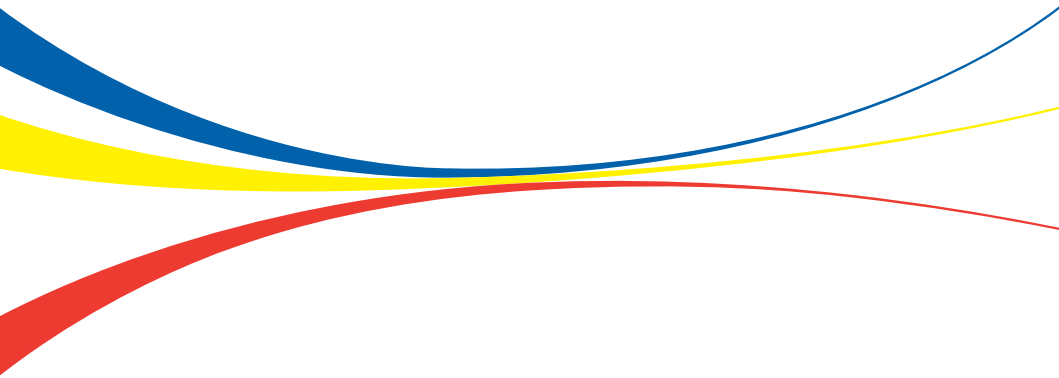
Union of Myanmar

Republic of the Philippines

Republic of Singapore

Kingdom of Thailand

Socialist Republic of Viet Nam



## **Annex 2**

# **The ASEAN Community Statistical System Committee's Terms of Reference**

We, the Heads of Statistical Offices of Brunei Darussalam, the Kingdom of Cambodia, the Republic of Indonesia, the Lao People's Democratic Republic, Malaysia, the Republic of the Union of Myanmar, the Republic of the Philippines, the Republic of Singapore, the Kingdom of Thailand and the Socialist Republic of Viet Nam of the Association of Southeast Asian Nations (ASEAN),

Guided by the ASEAN Framework of Cooperation in Statistics (AFCS) 2010-2015 that calls for the establishment of an ASEAN Community Statistical System (ACSS) by 2015 and an ACSS Committee by 2011;

Anticipating increased and more diverse demand for ASEAN statistics;

Recognising the need to establish enabling mechanisms of the ACSS upon endorsement of the Terms of Reference (TOR) of the ACSS Committee by the ASEAN Economic Ministers Meeting through the Senior Economic Officials Meeting;

Do hereby adopt this TOR of the ACSS Committee  
Done on this 5<sup>th</sup> day, in the month of July, in the year 2011.

ASEAN Heads of National Statistical Offices

Brunei Darussalam

Kingdom of Cambodia

Republic of Indonesia

Lao People's Democratic Republic

Malaysia

Republic of the Union of Myanmar

Republic of the Philippines

Republic of Singapore

Kingdom of Thailand

Socialist Republic of Viet Nam

# The ACSS Committee's Terms of Reference

## Background

The ASEAN Heads of Statistical Offices Meeting (AHSOM), was founded in October 1997. The first meeting essentially set the stage of regional cooperation in statistics by agreeing to establish an ASEAN Primary Database, endorsing the formulation of an ASEAN Plan of Action in Statistics and recommending the establishment of a Statistics Unit at the ASEAN Secretariat. Since then, several steps have been taken in the development of ASEAN statistics. In 2001, an ASEAN Framework of Cooperation in Statistics was adopted by the AHSOM, and the objectives and areas of cooperation were specified. The roles of the AHSOM and the Statistics Unit, however, remained unclear.

The AHSOM's institutional arrangement agreed upon at the inaugural AHSOM in 1997 stipulated that AHSOM reports to the Secretary General of the ASEAN Secretariat. In 2006, the Senior Economic Officials Meeting (SEOM) 2/37 held in Kuala Lumpur on 12-13 March 2006 welcomed and endorsed the new institutional arrangement which stipulated that the AHSOM reports to the ASEAN Economic Ministers Meeting (AEM) through SEOM.

The adoption of the ASEAN Charter in 2007 gave rise to new demands on national and regional statistics. While the statistical work was reorganised at the ASEAN Secretariat, AHSOM was not included in the Annex 1 of the ASEAN Charter. In 2010, AHSOM adopted an enhanced ASEAN Framework of Cooperation in Statistics (AFCS 2010-2015), which was also recognised by the ASEAN Leaders at their Summit in 2010. The overall objective of the AFCS is to strengthen the organisational framework and statistical capacity of ASEAN towards the establishment of an ASEAN Community Statistical System (ACSS) by 2015. AHSOM shall, according to the framework, be reconstituted into the ACSS Committee by 2011.

## Reasons for the Reconstitution

The ACSS includes all stakeholders of official statistics at the national and regional level. The AHSOM plays an important role as a coordinator of the system, and supports different activities such as the harmonisation of ASEAN statistics. ASEANstats is the secretariat for AHSOM, prepares documents and follows up on recommendations.

The AHSOM needed to clarify its role within the ASEAN cooperation. In order to strengthen its role, there ought to be a clear reporting line to relevant ASEAN bodies. The AHSOM ought to be able to suggest changes in the ACSS and have the necessary resources for the monitoring of the system.

With the reconstitution of the AHSOM into the ACSS Committee, it shall have a more formal mandate for its work.

## ACSS Committee Terms of Reference (TOR)

### Duties and Broad Statement of the Roles of the ACSS Committee

The ACSS Committee shall be the highest policy making and coordinating body on statistical matters in the ASEAN region. It shall be responsible for strengthening regional statistical cooperation in support of the ASEAN Community, and provide professional guidance on the production, dissemination and communication of ASEAN statistics. The ACSS Committee's primary functions are to:

- Ensure supply of timely and comparable ASEAN statistics through regional statistical policies, standards and systems based on the AFCS;
- Promote improvement of statistical infrastructure at the national level and facilitate human resource and institutional capacity building;
- Promote and maintain an efficient statistical system by establishing appropriate mechanisms for statistical coordination and development of the ACSS;
- Formulate statistical policies on all matters relating to statistical operations geared towards improvement and harmonisation of ASEAN statistics;
- Monitor and evaluate the progress of the implementation of statistical policies, plans and programmes in ASEAN; and,
- Establish and enhance institutional linkages with other international statistical bodies to further the statistical development agenda of the ACSS.

Guided by the Broad Framework for the Sustainable Development of ASEAN Statistics, the ACSS Committee has a leading role in the development of statistics at five levels, namely:

1. In the development of the ACSS,
2. In the coordination of regional efforts in support of development of National Statistical Systems, and communicating the decisions of the ACSS Committee to the National Statistical Offices of ASEAN Member States (AMSs),
3. In the communication, through ASEAN Secretariat, to the concerned ASEAN bodies/working groups under all three pillars of the ASEAN Community on relevant progress and issues of statistical cooperation,

4. In the convening of periodic dialogue with producers of ASEAN statistics and key user groups to define statistical priorities and promote wider use of statistics, and in the implementation of international standards and strengthening contacts with international organisations.
5. Without prejudice to the position and the role of individual Member States, the position of the ACSS on issues of relevance to ASEAN statistics at international level as well as specific arrangements for representation in the international statistical bodies shall be prepared by the ACSS Committee and coordinated by the ASEAN Secretariat (ASEANstats).

In practice, this means that the ACSS Committee will be the main forum for discussions and decisions regarding the development of the ACSS and activities linked to ACSS. The ACSS is dependent on the progress of the National Statistical Systems and on the support of ASEAN authorities and international organisations, and as such shall contribute to good relations with these bodies.

The ACSS Committee shall be consulted on:

- a. Proposed developments and priorities in Strategic Plan for the Establishment of ACSS and Development of ASEAN statistics;
- b. The Annual Work Plan on ASEAN statistics;
- c. Issues concerning statistical confidentiality;
- d. The measures which the ASEAN bodies/working groups under all three pillars of the ASEAN Community and ASEAN Secretariat (ASEANstats) intend to take for the production, dissemination and communication of ASEAN statistics, their justification on a cost-effectiveness basis, the means and timeliness for achieving them;
- e. Any other questions, in particular issues of methodology, arising from the establishment or implementation of statistical programmes that are raised by its Chair, either on its own initiative or at the request of a Member State.

## Organisation

The ACSS Committee shall consist of Chief Statisticians or Heads of National Statistical Offices of all AMSs. Each of them represents their National Statistical System at the Committee meetings. The Head of ASEANstats of the ASEAN Secretariat is also a member of the Committee.

The ACSS Committee shall be chaired on a rotating basis by a representative from one of the AMSs, and meet once a year. If there are urgent matters to be discussed, a special meeting of the Committee may be convened.



The ACSS Committee shall establish 'The Bureau', which constitutes Heads from three AMSs, i.e., the incumbent chair, the preceding chair, and the succeeding chair.

The ACSS Committee shall establish working groups and task forces for the development of parts of the ACSS, when required.

## **Roles of the Partners of the ACSS**

### **The National Statistical Office**

The national statistical office shall coordinate within the national statistical system the implementation of policies formulated by the ACSS Committee. The national statistical office shall also coordinate the development and harmonisation of ASEAN statistics produced by the national statistical system, including those produced by line ministries/departments or competent national authorities.

The national statistical office shall also coordinate the provision of ASEAN statistics to stakeholders in ASEAN through the ASEANstats and function as the country focal point in matters related to the regional cooperation in statistics.

### **The ASEAN Secretariat (ASEANstats)**

ASEANstats shall serve as the technical arm and secretariat of the ACSS Committee and shall perform the following functions:

1. Initiate the formulation and lead the implementation and monitoring of statistical policies, methodologies and standards for the harmonisation of ASEAN statistics.
2. Support national statistical systems in the implementation of policies and standards for ASEAN statistics.
3. Serve as the link between the ACSS Committee and the ASEAN Community Councils and establish partnership with other stakeholders, including the international and regional organisations.
4. Undertake the compilation of ASEAN statistics, administer the ASEAN Statistics Database, and develop statistical products and services to disseminate and communicate ASEAN statistics.
5. Coordinate with donor community for possible technical assistance and funding of statistical capacity building programmes for the region as prioritised by the ACSS Committee.

## The ASEAN Community Councils

The concerned ASEAN Sectoral Bodies under the Community Councils are expected to provide guidance concerning the data needs and strategic directions for statistics development in the ASEAN Community.

### Main Activities

The activities of the ACSS Committee will be conducted according to an annual work plan and a multi-year action plan that are drawn up by ASEANstats and presented to the ACSS Committee for discussion and approval. The plans are based on the Broad Framework for the Sustainable Development of ASEAN Statistics. The agenda for the meetings of the Committee shall reflect topics that are outlined in the annual work plan. A main activity of the Committee is to adopt plans and assess the results presented.

The annual work plan covers the following activities:

- Coordination, facilitation, monitoring and evaluation of activities under the ASEAN cooperation in statistics
- Development, maintenance and expansion of ASEAN statistics, data frameworks, and systems for monitoring and dissemination/communication of ASEAN Community goals and initiatives
- Harmonisation of ASEAN statistics---standardisation and documentation of concepts, definitions, classifications and adoption of internationally recognised methodologies
- Enabling mechanisms and capacity building.

A great deal of the work during 2011 concerns further development of IMTS, FDIS, SITS and MDG supported by projects financed by donors. Another task for the ACSS Committee is to pursue a policy for increased resources, including external resources, to meet the ACSS's requirements in implementation of the Strategic Plan on the Establishment of ACSS and the Development of ASEAN Statistics. The plan covers:

- Strengthening Institutional Framework
- Strengthening ASEAN statistics
- Narrowing the Development Gap

### Reporting Line

The ACSS Committee shall report to the ASEAN Economic Ministers Meeting (AEM), through the Senior Economic Officials Meeting (SEOM), its plans, progress and issues. However, as far as pillar specific inputs and consultations are needed, the ACSS Committee shall consult the respective

ASEAN bodies under the respective pillar; the outcome of which will also be reported to the AEM.

The reporting line is illustrated in Annex 1.

## **Indicators of Achievements**

The work of the ACSS Committee shall be implemented and monitored both at the national and regional levels. At the national level, there are systems in place for monitoring, e.g., scorecards for the evaluation of progress. At the regional level, the annual plans shall be monitored through a system of scorecard compliances or by other means of monitoring endorsed by the ACSS Committee. The implementation gaps among AMS shall be monitored with appropriate indicators.

## **Budget**

The ASEAN Secretariat can only cover the expenses for the ACSS Committee and its related meetings organised at the ASEAN Secretariat premises. For ACSS Committee and related meetings hosted by AMS, the expenses for organisation of the meetings, excluding travel and per diem for participants, shall be borne by the host AMS.

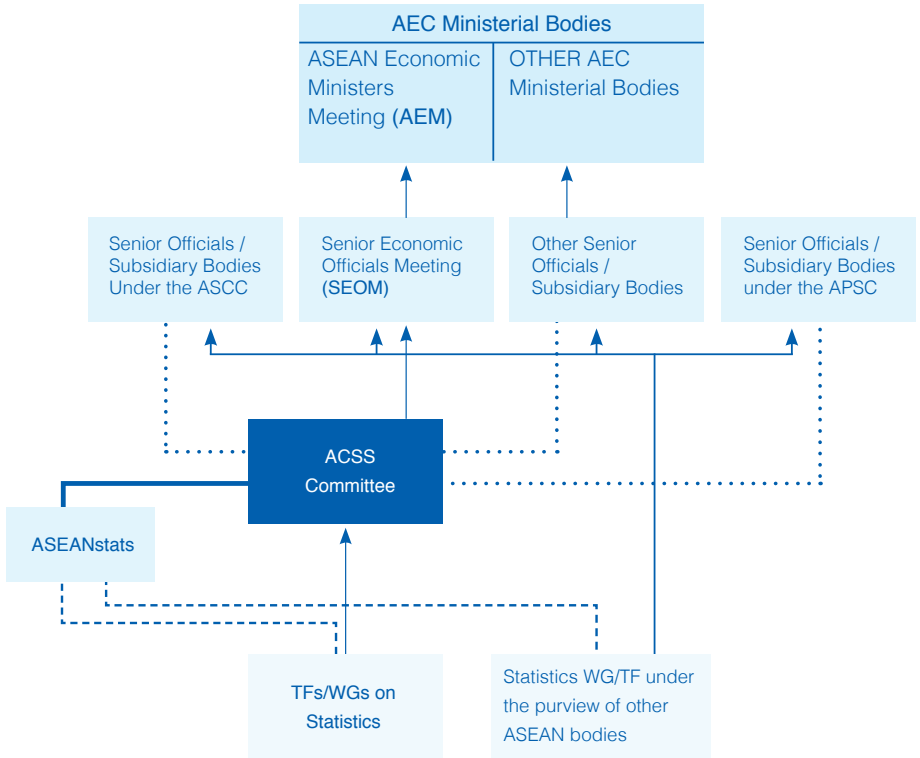
## **Process for Adoption and Endorsement of the TOR**

The following process shall be undertaken:

1. AMS' national statistical office/ country focal point to review the TOR with concerned national institutions;
2. AHSOM to adopt the TOR;
3. ASEAN Secretariat (ASEANstats) to update the CPR and seek acknowledgement;
4. AHSOM Chair to seek AEM's endorsement of the TOR, through SEOM.

In order to give the ACSS Committee a formal status within the ASEAN organisation, the AHSOM Chair shall seek AEM's endorsement, through SEOM, for the ACSS Committee to be included in the updated Annex 1 of the ASEAN Charter.

## The ACSS Committee's Reporting Line



- ▶ Reporting Line
- ..... Consultation Line
- - - - - Coordination Line
- Technical Arm

## Annex 3

# The Strategic Plan for the Establishment of the ASEAN Community Statistical System (ACSS) 2011-2015

We, the Heads of Statistical Offices of Brunei Darussalam, the Kingdom of Cambodia, the Republic of Indonesia, the Lao People's Democratic Republic, Malaysia, the Republic of the Union of Myanmar, the Republic of the Philippines, the Republic of Singapore, the Kingdom of Thailand and the Socialist Republic of Viet Nam of the Association of Southeast Asian Nations (ASEAN),

Guided by the ASEAN Framework of Cooperation in Statistics (AFCS) 2011-2015 that calls for the establishment of an ASEAN Community Statistical System (ACSS) by 2015 and an ACSS Committee in 2011;

Anticipating increased and more diverse demand for ASEAN statistics;

Recognising the importance of creating preconditions for a sustainable development of ASEAN statistics through shared vision, mission, values, broad strategies and realistic action plan 2011-2015;

Do hereby adopt this Strategic Plan for the Establishment of the ASEAN Community Statistical System (ACSS) 2011-2015

Done on this 5<sup>th</sup> day, in the month of July, in the year 2011.

ASEAN Heads of National Statistical Offices

Brunei Darussalam

Kingdom of Cambodia

Republic of Indonesia

Lao People's Democratic Republic

Malaysia

Republic of the Union of Myanmar

Republic of the Philippines

Republic of Singapore

Kingdom of Thailand

Socialist Republic of Viet Nam

# **Strategic Plan for the Establishment of the ASEAN Community Statistical System (ACSS) 2011-2015**

## **Preface**

This draft Strategic Plan for the Establishment of the ASEAN Community Statistical System (ACSS) aims to create preconditions for a sustainable development of ASEAN statistics. The first draft was presented at the AHSOM internal meeting in Ha Noi, Viet Nam 8 December 2010. The meeting noted some main issues to be considered during the finalisation of the Strategic Plan, including the reporting line of the envisioned ACSS Committee, the linkages with and roles of the concerned ASEAN bodies, and the need for gaining concrete support from the statistical system of the AMSs and from the ASEAN Secretariat top management. The Meeting in principle agreed with the proposed outline, including the three proposed broad strategies, and asked the Task Force on Strategic Planning to further work on the details for AHSOM's endorsement. The Meeting also endorsed the proposed process/timeline toward the finalisation of the Strategic Plan by mid 2011. The Task Force further discussed and amended the Action Plan for 2011-2015 and the formulations of vision, mission and values.

## 1. Challenges

1. At the 12th ASEAN Summit in January 2007, the Leaders affirmed their strong commitment to accelerate the establishment of an ASEAN Community by 2015 along the lines of the ASEAN Vision 2020, in the three pillars of the ASEAN Political-Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC).
2. For the AEC, the following key characteristics are envisaged: (i) single market and production base; (ii) competitive economic region; (iii) equitable economic development; and (iv) integration into global economy
  - 2.1. The goal of AEC is to create a stable, prosperous and highly competitive ASEAN Economic Region in which there is a free flow of goods, services and investments, a freer flow of capital, equitable economic development and reduced poverty and socio-economic disparities.
  - 2.2. The Community will promote closer consultations in macroeconomic and financial policies. It will advance economic integration and cooperation by fully realising the ASEAN Free Trade Area, and accelerating liberalisation of trade in services and investments.
  - 2.3. More specifically, the AEC will give special focus on the establishment of a single market and production base in the priority integration sectors, and provide a facilitating environment for business through industry development in infrastructure (transportation, information and communication technology, energy), tourism, agriculture and forestry. The AEC also promotes effective competition policy, intellectual property rights and consumer protection.
3. The ASCC envisages the following characteristics: (a) Human Development; (b) Social Welfare and Protection; (c) Social Justice and Rights; (d) Ensuring Environmental Sustainability (e) Building the ASEAN Identity; and (f) Narrowing the Development Gap. Under the ASCC, as reaffirmed by the Leaders at the 14<sup>th</sup> ASEAN Summit in Cha-am, Thailand, in March 2009 in the Joint Declaration on the Attainment of the Millennium Development Goals (MDGs) in ASEAN, ASEAN is committed to ensuring a continuous effort towards a balance between economic growth and social development and environmental sustainability in order to reduce and avoid creating negative impacts to the attainment of the MDGs.

4. The APSC envisions the following key attributes: a) a Rules-based Community of shared values and norms; b) A Cohesive, Peaceful, Stable and Resilient Region with shared responsibility for comprehensive security; and c) A Dynamic and Outward-looking Region in an increasingly integrated and interdependent world.
5. As a result of the ASEAN Charter the ASEAN Secretariat was reorganised. An ASEAN Integration Monitoring Office (AIMO) was established for monitoring of the regional integration. Statistics is currently placed under the AIMO, with ASEANstats performing the statistical function of the AIMO. The Office will support statistics requirements of all the three pillars of the ASEAN Community.
6. The accelerated speed of the establishment of the ASEAN Community puts new demands on statistics. The harmonisation process has to be sped up and new statistics and indicators have to be developed in a relatively short period. Strategies have to be developed on how to meet the new demands. The AEC Blueprint further elaborate on the Strategic Schedule for ASEAN Economic Community 2008-2015, in particular, the ASEAN Secretariat is given the task to develop and adopt indicators and systems to monitor and assess the progress of implementation of the various elements and actions described in the AEC Blueprint.
7. There are three main challenges to be met in the development of ASEAN statistics:

***Challenge 1. Increased and more diverse demand for statistics***

The increased volume of requests for consolidated regional data and data on all relevant ASEAN areas of cooperation, integration and development is to be expected. This will put more burden and pressure on the Statistical System in ASEAN in terms of expanded data collection, extensive data pre-processing, consolidation and validation, wider data dissemination, and more areas for harmonisation and development of statistics than its current resources can adequately manage.

***Challenge 2. Need for concrete institutional framework and mandate for statistical cooperation and development coordination.***

The statistical system in ASEAN contains most of the bricks that are needed in an efficient international statistical system. There are different major actors and stakeholders in the ACSS.

They are at present the:

- a. National statistical offices (NSOs),
- b. Other national data producers,



- c. ASEAN Heads of Statistical Offices Meeting (AHSOM)/ ASEAN Community Statistical System (ACSS) Committee,
- d. The ASEAN Secretariat including the division dealing with statistics, and
- e. The ASEAN bodies concerned under the ASEAN Community Councils.

NSOs are main producers of official statistics. Some NSOs are responsible for the coordination of the national statistical systems while the rest are assuming limited mandate. NSOs are delivering some data directly to ASEANstats while some other national producers of statistics are providing statistics to other divisions of the ASEAN Secretariat through ASEAN policy bodies.

The ASEAN Secretariat through the ASEANstats and subject-matter divisions collect and compile data from ASEAN Member States, and to some extent analyse them for use in policy reports.

There are many weaknesses, among others the following are to be mentioned:

- a. At the regional level the ASEAN Heads of Statistical Offices Meeting (AHSOM) has no clear mandate to coordinate development, harmonisation and sharing of statistics in many areas of ASEAN cooperation and integration.
- b. Currently AHSOM reports developments and issues under the statistical cooperation to the ASEAN Economic Ministers through the Senior Economic Officials Meeting and only on selected statistical concerns pertaining to economic statistics.
- c. Meanwhile, current resources are limited for the ASEAN Secretariat to take a more leading role in coordinating statistics activities across all pillars of the ASEAN Community as it is expected to assist. And there is no clear mandate for ASEANstats.
- d. In some member countries where various institutions are mandated to compile statistics, stronger political support is necessary to designate and capacitate the NSO to effectively lead statistical coordination. As past regional forums/workshops proved that with the ASEAN Secretariat's presence and advocacy, more effective communication of issues could be established among national institutions, some AMSs have expressed request for the ASEAN Secretariat to facilitate consultations at the country level among users and producers.

There is a need to improve coordination between the NSO and the line ministries/other data producers. The ACSS Committee need a stronger mandate to coordinate and take the lead in harmonisation and development of ASEAN statistics, including those that are under the purview of other ASEAN bodies.

***Challenge 3. Need to facilitate more technical support to narrow the development gap***

Statistical development in some AMSs is still very much dependent on external assistance, many of which are donor-driven, which highlights the growing concern on the sustainability of the statistical process developed/improved without such assistance. In such cases, proactive coordination and facilitation of technical support by the ASEAN Secretariat on some key statistics is deemed important to sustain the data development process.

## **Framework**

8. AHSOM agreed at its 2009 meeting on a Broad Framework for Sustainable Development of ASEAN Statistics (Broad Framework). This framework outlines the basic statistical priority areas, general strategies and programs. It enables mechanisms and statistical outputs that will facilitate the production, dissemination, and communication of more comparable, timely and quality statistics. AHSOM agreed to pursue a strategic planning process that will lead to the formulation of a strategic plan that will define the vision, mission, principles and values, as well as specific objectives and mechanisms for a forward looking and effective statistical system of ASEAN.
9. The ASEAN Framework of Cooperation in Statistics (AFCS) was adopted by AHSOM on 19 October 2010. The overall objective of AFCS is to strengthen the organisational framework and statistical capacity of ASEAN towards the establishment of an ASEAN Community Statistical System (ACSS) by 2015. The figure in Annex 1 describes the relation between the Broad Framework, the strategic plan and the implementation of the plans (See Annex 1).
10. The envisioned ACSS shall be defined as the “partnership between and among the national statistical systems of the ASEAN Member States, the ASEAN Community Councils, and the ASEAN Secretariat”<sup>1</sup> AHSOM shall be reconstituted into the ACSS Committee by 2011. This Committee shall be composed of the Chief Statisticians or Heads of National Statistical Offices (NSOs) of all ASEAN Member States and the ASEAN Secretariat. The ACSS Committee shall

<sup>1</sup> *Involvement of the ASEAN Community Councils is through their concerned ASEAN bodies/task forces/ working groups*

establish mechanisms to facilitate and coordinate regional technical cooperation among national data producing institutions in relevant statistical domains. ASEAN stats shall serve as the technical arm and secretariat of the ACSS Committee.

## 2. The Purpose and Content of The Strategic Plan

11. The purpose of the strategic plan is to create preconditions for sustainable development of ASEAN statistics. This implies better satisfaction of information needs concerning economic, social, ecological and security situation in the region. The sustainability also means that data has to be of high quality. They have thus to be timely, relevant, reliable, accessible and comparable.

Adherence to and application of internationally-recommended statistical principles, standards, and guidelines are also to be strengthened as specified in the AFCS.

12. A strategic plan usually includes an assessment of the current status of the statistical system and a vision on what the Government and other users want from the statistical system. This is followed by a mission. It also includes an identification of what strategic actions are required to achieve the vision. This is followed by a detailed action plan. In this case the assessment is replaced by the discussion of the challenges above.

## 3. Vision for The ASEAN Community Statistical System (ACSS) in 2015

13. The vision is the guiding star for the development. It shows the direction of the development of the ASEAN Community Statistical System and what to be achieved. It is time-referenced, and the first vision is for statistical system in 2015.

### ***Vision in 2015:***

The ASEAN Community Statistical System (ACSS) will by 2015 be a forward looking and reliable provider of relevant, timely and comparable statistics in support of the ASEAN Community.

#### 4. Mission for the ASEAN Community Statistical System (ACSS)

14. The mission statement expresses the purpose and the nature of the ASEAN Community Statistical System (ACSS).

***Mission:***

The ASEAN Community Statistical System will provide relevant, timely and comparable ASEAN statistics in support of evidence based policy and decision making and enhance the statistical capacity of the Member States and ASEAN Secretariat.

#### 5. Values and Principles

15. In order to successfully work with the tasks and achieve the vision it is important to develop common attitude among all persons involved. The attitudes are also named values. These values are embodied in the following characteristics:

Professionalism	Relevance
Integrity	Forward looking
Teamwork	Accountability
Cost Effectiveness	Commitment to quality

16. The values are in line with the Fundamental Principles of Official Statistics adopted by United Nations Statistical Commission in 1994.

#### 6. Priority Areas

17. This Strategic Plan will address the production, dissemination, and communication of ASEAN statistics, i.e. the indicators and statistics in the ASI, including the enabling mechanisms defined in the Broad Framework for the Development of ASEAN Statistics.

#### 7. The Main Strategies for The Period 2011-2015

18. The strategies shall provide the framework for the production, dissemination and communication of ASEAN statistics, the main fields and the objectives of the actions envisaged for a period not exceeding five years. It shall be decided upon and monitored by the ACSS Committee.
19. The ASEAN strategies shall lay down priorities concerning the needs for information for the purpose of carrying out and monitoring of the activities of the Community. Those needs shall be weighed against

the resources needed at regional and national level to provide the required statistics, and also against the response burden and the respondent's associated costs.

### **Strengthening institutional framework**

- A. Setting up an ASEAN Community Statistical System (ACSS) for the production, dissemination and communication of ASEAN statistics. The ACSS is the partnership between and among the national statistical systems of the ASEAN Member States, the ASEAN Community Councils, and the ASEAN Secretariat. ACSS Committee is the highest regional policy-making and coordinating body on ASEAN statistics.
- B. ACSS Committee is to be developed to a prominent high-level regional body of statistics, building on the existing AHSOM process, with the main tasks of coordinating the regional efforts towards greater comparability of statistics, promotion of international standards and best practices, promotion of statistical capacity building and human resources, and coordinating the collection of regional statistics in support of the ASEAN Community. Separate Terms of Reference are developed for this body.
- C. The enabling mechanisms that are needed for effective functioning of the ACSS Committee and the ASEAN Community Statistical System will need to establish taking into account the existing mechanisms, working groups and task forces under AHSOM, starting 2011. The enabling mechanisms may include (1) mechanisms for promoting greater inter-agency coordination at both national and regional levels; (2) the mechanisms for promoting users/producers consultations, (3) mechanisms for supporting the decision making process at the ACSS Committee, (4) mechanisms for the conduct of the ACSS Committee meetings, among others.
- D. Different monitoring systems would be developed in order to monitor the establishment of the ASEAN Community Statistical System (ACSS). They can be developed in stages covering two kinds of monitoring: (1) monitoring of output and/or compliance similar to the scorecard as used in the AEC pillar, and (2) monitoring of quality. A Key Performance Indicator-type of tool is also to be considered.

The tools should be developed in two dimensions: (1) measuring the activities and progress at national level, and (2) measuring progress/activities at regional level.

Progress in the regular updating of the ASEAN Brief and ASI are examples of regional monitoring.

## **Strengthening ASEAN statistics**

- E. Priority is already given to the development and harmonisation in four areas of regional statistics: National Accounts, International Merchandise Trade (IMT), relevant components of International Trade in Services (ITS), Foreign Direct Investment (FDI). This development has to continue.\
- F. Broadening the coverage of ASEAN regional statistics in order to cover demands within the three ASEAN Communities (Pillars), as outlined in the Broad Framework.
- G. A new set of indicators has now to be developed for the monitoring of the development within the three ASEAN Communities (Pillars).
- H. Development and compilation of metadata. Creation of metadatabases.
- I. Management of an integrated ASEAN Statistics database. Development of databases for different statistics and indicators. Completed backend for integrated database to support updating of monthly statistics updates on the ASEANstats website. Eurotrace and REXDBS installed.
- J. Improved dissemination through the website and other means.
- K. Development of high profile statistical report with early warning system indicators upon clarification on the purpose and content of the report.
- L. Development of policy and framework for promoting dissemination and communication of statistics

## **Narrowing the development gap**

- M. Proactive coordination and facilitation of technical support on some key statistics in AMSs that are dependent on external assistance. All AMSs need assistance in various forms. The areas to be covered in capacity building should fall under the Broad framework. A gap analysis is needed for identifying the areas. Special capacity building in AMSs which are in general need of external assistance.

## **8. Action Plan 2011-2015**

- 20. The strategies need to be translated into a detailed action plan. This action plan or multi-year plan, should give a clear picture of what is to be done and when. The first action plan covers the period 2011-2015 (See Annex 3). Some activities may start immediately while others have to wait. In the Annual work plan more detailed plans are presented for different activities. Reasons for prioritisation could be that there are no funds or budget available or that statistics

is depending on development in other sectors of the society. A stepwise approach is thus recommended for the implementation. It is helpful to identify actions under following headings:

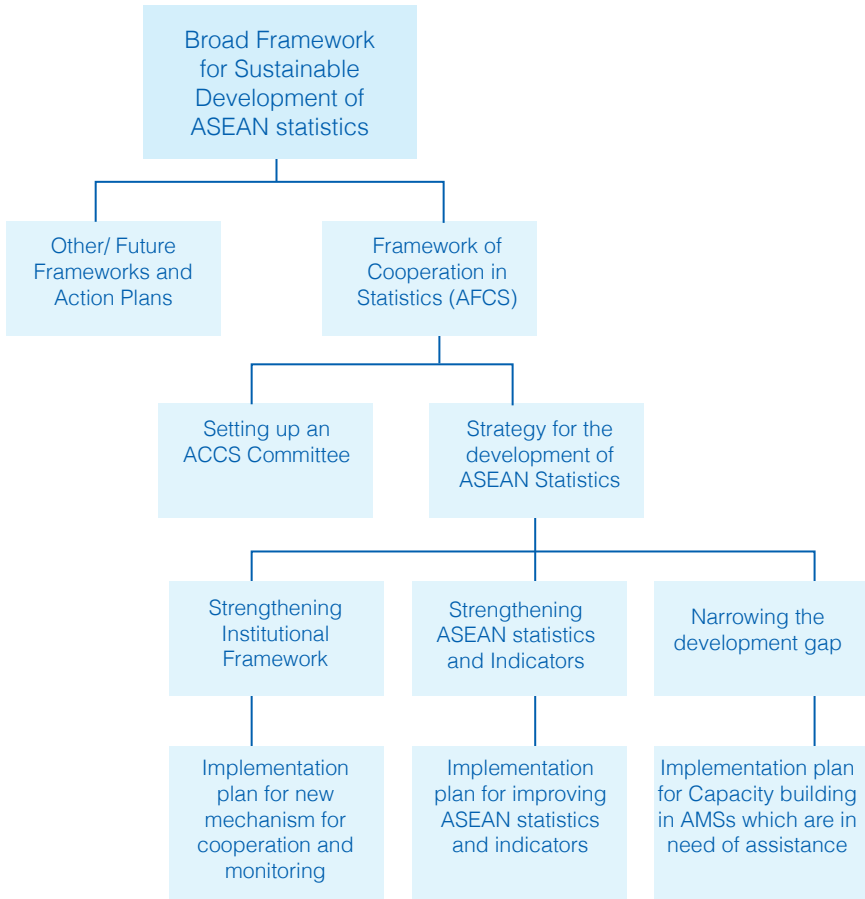
- Strengthening Institutional framework including ASEANstats' organisation & human resource
- Strengthening ASEAN statistics
- Narrowing the development gap

## 9. Reporting Line

21. The ACSS Committee shall report to the ASEAN Economic Ministers Meeting (AEM), through the Senior Economic Officials Meeting (SEOM), its plans, progress and issues. However, as far as pillar-specific inputs and consultations are needed, the ACSS Committee should consult with the respective ASEAN bodies/working groups under the respective pillar; the outcome of which will also be reported to the AEM. The reporting line is illustrated in Annex 2. (See Annex 2)

Annex 1

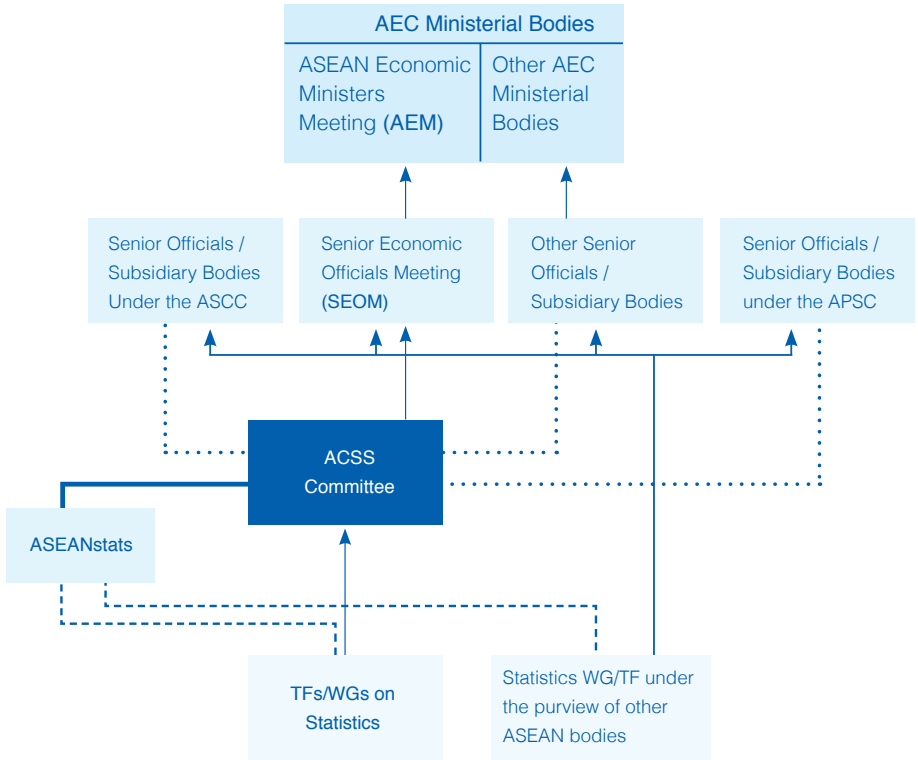
## Relations between the Broad Framework, Strategies and implementation of strategies





Annex 2

## The ACSS Committee's Reporting Line



- > Reporting Line
- ..... Consultation Line
- - - - - Coordination Line
- Technical Arm

## ACTION PLAN 2011-2015

ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<b>STRENGTHENING INSTITUTIONAL FRAMEWORK</b>								
1. Finalisation of the strategic plan	Draft strategic Plan finalised by TFSP	Further work on the details in the draft Strategic Plan	Mar 2011	Task Force on Strategic Planning ASEANstats	NSOs		1	1 Supported by EASCAB
		Inputs from stakeholders	May 2011	ASEANstats	NSOs		1	1 Supported by EASCAB
		Finalisation of the draft Strategic Plan	Jul 2011	ASEANstats	NSOs		1	1 Supported by EASCAB
	Strategic plan endorsed by AHSOM	Endorsement by AHSOM – at the PSC Meeting	Jul 2011	AHSOM		AHSOM	1	1

<sup>2</sup> Column (8) Resource impact at national level: 1 = Less resources needed; 2 = No impact on resources; 3 = Will need additional resources

<sup>3</sup> Column (9) Resource impact at regional level: 1 = Less resources needed; 2 = No impact on resources; 3 = Will need additional resources

## ACTION PLAN 2011-2015

ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<b>STRENGTHENING INSTITUTIONAL FRAMEWORK</b>								
2. Update of the Broad Framework (the Broad Framework is a live document to be updated when new priorities are identified by users)	Broad Framework Updated	Update of the Broad Framework that provides strategic direction and identifies areas of priorities for the detailed strategic plan. It covers production, dissemination and communication of statistics	Jul 2011	Task Force on Strategic Planning ASEANstats	NSOs	AHSOM	1	1 Supported by EASCAB
3. Establishment of the ACSS Committee	Draft ToR for ACSS Committee finalised by TFSP	Development of ToR for the ACSS Committee, including the institutional arrangement and reporting line	Jun 2011	Task Force on Strategic Planning ASEANstats	NSOs	AHSOM	1	1 Supported by EASCAB
	ToR for ACSS Committee adopted by AHSOM	Consultations with stakeholders and adoption by AHSOM, acknowledgement by CPR and endorsement by AEM through SEOM	Jul 2011 (AHSOM and CPR) Aug 2011 (AEM through SEOM)	ASEANstats	NSOs	AHSOM CPR AEM through SEOM	1	1

## ACTION PLAN 2011-2015

ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		Convening of the first ACSS Committee Meeting	Nov 2011	ASEANstats	NSOs	ACSS Committee	2	2
4. Establishment of Enabling Mechanisms for effective functioning of the ACSS and the ACSS Committee and strengthening of ASEANstats' organisation and human resource	Concept developed TOR of the Enabling mechanism adopted by TFWG  Enabling mechanisms established/TOR adopted by AHSOM/ACSS Committee	Development of Concepts  Development of TOR /mechanism  Adoption of the TOR/mechanism	Jul 2011-Jul 2015	ASEANstats The relevant WGs/TFs	NSOs	AHSOM/ ACSS Committee	3	3
5. Establishment of a "Bureau" for preparations of meetings with the ACSS Committee	A "Bureau" established (TOR of the Bureau adopted)	Establishment of a Bureau with Heads from three Member States with responsibility for the agenda for each meeting of the ACSS Committee	Sep 2011	Task Force on Strategic Planning and ASEANstats	NSOs	ACSS Committee	3	3

## ACTION PLAN 2011-2015

ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6. Establishment of Mechanism to Monitor Implementation of activities/ programme at national and regional levels	Score cards developed for the monitoring	Different monitoring systems can be developed in stages covering two kinds of monitoring at national and regional level; (1) monitoring of output, and (2) monitoring of quality.	2013-2015	AHSOM Focal Point, ASEANstats	NSOs	ACSS Committee AEM through SEOM	3 From 2013	3 From 2013
7. Support for AMS for NSDS and incorporation of regional priorities	Regional priority discussed in AMSs Regional priority incorporated to some degree	Development of a concept Implementation of first phase	2011-2012 2012-2015	ASEANstats AHSOM Focal Point	NSOs	AHSOM/ACSS Committee	3	3
<b>STRENGTHENING ASEAN STATISTICS</b>								
1. Harmonisation of International Merchandise Trade Statistics (IMTS)	Eurotrace and REXDBS installed Pilot survey conducted	Implementation of Eurotrace for database preparation. More efficient and timely	2011-2012	ASEANstats, TF on IMTS and EASCAB	NSOs Customs, Ministries of Trade	ACSS Committee, CCA, SEOM	3	3 Supported by EASCAB Extended resources

## ACTION PLAN 2011-2015

ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		aggregation and dissemination. Comprehensive improvement of data transfer, cleaning, aggregating and processing through the installation of the REXDBS Publication of IMTS	2012  End of 2011	(5)	(6)	(7)	(8)	(9)
2.FDIS Facilitation and provision of assistance in the enhancement of regional cooperation and capacity building on investment statistics	Framework of FDI developed Pilot survey conducted. Metadata developed	Development of a regional framework of FDI and related indicators in support of • AISR/AIR • ASEAN Community Progress Monitoring System • AEC Blueprint impact monitoring	2011-2015	ASEANstats, WGFDS and EASCAB	NSOs, Central Banks	CCI, SEOM, AEMAIA Council	3	3 Supported by EASCAB Extended resources needed for the continued of the work

## ACTION PLAN 2011-2015

ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		aggregation and dissemination. Comprehensive improvement of data transfer, cleaning, aggregating and processing through the installation of the REXDBS Publication of IMTS	2012					needed for the continued of the work
2.FDIS Facilitation and provision of assistance in the enhancement of regional cooperation and capacity building on investment statistics	Framework of FDI developed Pilot survey conducted. Metadata developed	Development of a regional framework of FDI and related indicators in support of • AISR/AIR • ASEAN Community Progress Monitoring System • AEC Blueprint impact monitoring	2011-2015 End of 2011	ASEANstats, WGFDIS and EASCAB	NSOs, Central Banks	CCI, SEOM, AEMAIA Council	3	3 Supported by EASCAB Extended resources needed for the continued of the work

## ACTION PLAN 2011-2015

ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3. Harmonisation of Statistics of International Trade in Services (SITS)	Metadata developed. EUROTRACE database loaded with data on trade in services. Pilot survey conducted	Collection and compilation of metadata related to the compilation methods of SITS in the AMS; Development and implementation of all the compilation tools needed to process the data collected during the first round of data collection : preprocessing, data loading into EUROTRACE database, data checking, compilation of ASEAN aggregates.	2011-2015	ASEANstats and EASCAB	NSOs, Central Banks and other line ministries	ACSS Committee, CCS, SEOM	3	3. Supported by EASCAB Extended resources needed for the continuation of the work
4. MDGs	MDGs data assessed and delivered. First report ready	An assessment of the availability and quality of the MDG data in AMSs, and	2011 first report 2013 second report 2015 final report	ASEANstats, MDGs Focal Points	NSOs, Ministries of Planning	ACSS Committee, SOMPDPE	2	3. Supported by EASCAB In the first



## ACTION PLAN 2011-2015

ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		define with the ASEAN Secretariat the MDG indicators relevant for the ASEAN level and the MDG monitoring policy.						phase Extended resources needed for the finalisation of the work
5. Development of databases	The Rapid Data Exchange and Database System (REXDBS) developed, Website updated	Completed backend for integrated database to support updating of monthly statistics updates on the Comprehensive ASEANstats website Eurotrace and REXDBS installed	2012-2015	ASEANstats WGDSA	NSOs	ACSS Committee	2	1 Supported by EASCAB
6. Expansion of the ASEAN Statistical Indicators (ASI)	The ASI Framework finalised	Finalisation of the ASI Framework that covers Statistical Indicators in all ASEAN Communities (Pillars)	Nov 2011	WGDSA, Task Force on Strategic Planning, ASEANstats	NSOs	ACSS Committee	1	1 Supported by EASCAB
	Assessment and updating of indicators	A more operational framework needs to	2012-2015	ASEANstats	NSOs	ACSS Committee	3	3 Extended

## ACTION PLAN 2011-2015

ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		be defined for each of the major domains to provide specific reference and provide the basis for setting targets and milestones and for defining time frame. The Poverty and Wellbeing Indicators has provided an example of a more operational framework						resources needed
7. Development of the ASEAN Community Progress Monitoring System (ACPMS)	Updated ASEAN in Brief Enhanced ACPMS developed	The overall objectives of the enhanced ACPMS are to enhance monitoring of progress towards ASEAN Community goals, and to contribute to the evidence-based decision and policy	2012-2015	WGDSA, ASEANstats	NSOs	ACSS Committee	3	3 Extended resources needed; AUSAid

## ACTION PLAN 2011-2015

ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		making in ACSS Committee shall provide strategic directions and facilitate implementation. WGDSA members shall serve as local focal points. ASEANstats is responsible for data processing, analytical work and report writing.						
8. Implementation of the ASEAN regional cooperation on SNA	Forum for cooperation operational	Coordination and improvement of SNA	2012-2015	ASEAN Advisory Group on SNA, ASEANstats	NSOs,	ACSS Committee	3	3 Possibly with support from IMF, AUS-AID
9. Coordination and provision of assistance on the establishment of regional cooperation and capacity building on labour market statistics	Labour statistics operational	Coordination and improvement of labour market statistics	2012-2015	ASEANstats	NSOs,	ACSS Committee	3	3 Possibly with support from World Bank and ILO

## ACTION PLAN 2011-2015

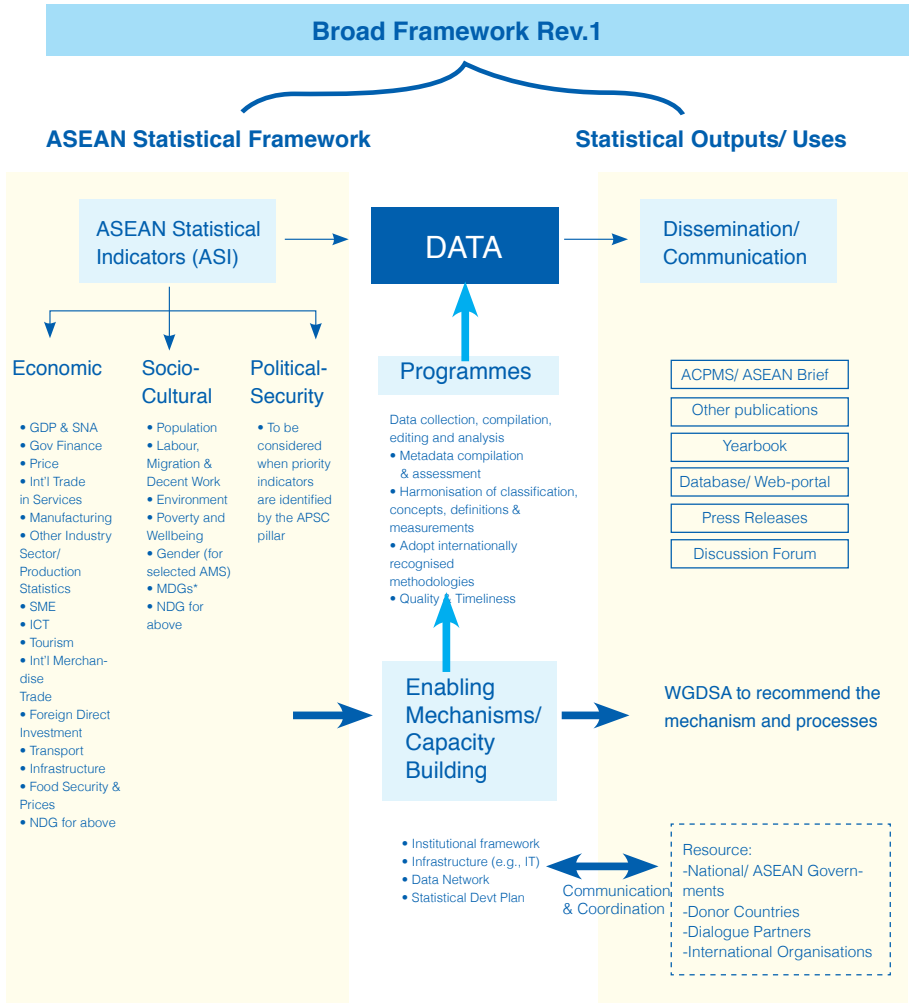
ACTIVITY	ONGOING ACTIVITIES KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>2</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
10. Coordination and provision of assistance on the establishment of regional cooperation and capacity building on statistics of connectivity	Statistics on connectivity developed	Coordination and improvement of statistics on transport and logistics	2012-2015	ASEANstats	NSOs,	ACSS Committee	3	3
11. Manufacturing	Database operational	Coordination and improvement of statistics on manufacturing	2012	ASEANstats	NSOs,	ACSS Committee	3	3 Possibly with support from Japan aid
12. Distributed Trade Statistics	Regional cooperation on DTS initiated	Coordination of Distributed Trade Statistics	2012	ASEANstats	NSOs,	ACSS Committee	3	3
13. High profile Statistical report	First report ready	e.g. Early warning/ surveillance system indicators, e.g. IMTS publication e.g. ASEAN in Brief publication	2012	ASEANstats	NSOs,	ACSS Committee	2	3
14. Statistical report on Poverty and wellbeing Indicators	Concept developed	Concept development	2012-2013	ASEANstats WGDSA	NSOs	ACSS Committee	3	3

## ACTION PLAN 2011-2015

ACTIVITY	ONGOING KEY PERFORMANCE INDICATORS	ACTIONS	TIME FRAME BEGINNING AND END	RESPONSIBLE BODY AT REGIONAL LEVEL	RESPONSIBLE BODY AT NATIONAL LEVEL	DECISION MAKING BODY AT REGIONAL LEVEL	RESOURCE IMPACT AT NATIONAL LEVEL FROM 2012 <sup>2</sup>	RESOURCE IMPACT AT REGIONAL LEVEL FROM 2012 <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
and recommendation for improvement of poverty and wellbeing indicators	Programme implemented	Programme implemented	2013-2015	AHSOM Focal Point, ASEANstats	NSOs	ACSS Committee AEM through SEOM	3 From 2013	3 From 2013
15. Policies and Framework for Statistical Dissemination and Communication in ASEAN	Concept developed Policies and framework developed Data network/ sharing system established	Development of policies and framework for Dissemination and Communication	2011 2012 2013	ASEANstats WGUSA	NSO	AHSOM ACSSCommittee	3	3
<b>NARROWING THE DEVELOPMENT GAP</b>								
1. Proactive Coordination of technical support on some key statistics in country in need	Improved statistics in Key Economic statistics	Different actions to be taken in some member countries, taking into account the possibility of assigning longer TA in AMMS.	2013-2015	ASEANstats	NSOs	ACSS Committee	3 In some member countries support from SIDA, JICA, World Bank, EU, GTZ, ADB	3 Supported by EASCAB Extended resources

# Annex 4

## The Updated Broad Framework For the Sustainable Development of ASEAN Statistics



\* MDGs include water & sanitation, maternal & children, basic health & education, among other areas. As adopted at the AHSOM Strategic Planning Session, ASEAN Secretariat, Jakarta, 5 July 2011.

## **Annex 5**

### **Terms of Reference**

#### **ACSS Planning and Coordination Sub-Committee**

##### **Background**

The ASEAN Heads of Statistical Offices Meeting, AHSOM, was founded in 1997. The first meeting essentially set the stage of regional cooperation in statistics by endorsing the formulation of an ASEAN Plan of Action in Statistics and recommending the establishment of a Statistics Unit at the ASEAN Secretariat. Since then several steps have been taken in the development of ASEAN statistics. In 2001, an ASEAN Framework of Cooperation in Statistics was adopted by AHSOM with specific objectives and areas of cooperation.

AHSOM has established two working groups, four task forces and one expert group and set up an AHSOM Focal Point. The Task Force on Strategic Planning (TFSP) was specifically tasked to work on the strategic planning for the development of ASEAN statistics.

Among the major tasks of the AHSOM Focal Point are to: (1) serve as the repository of knowledge and information on all AHSOM matters at the national level; (2) communicate AHSOM's decisions to the management of the national statistical office, data producing agencies and ASEAN National Secretariat; (3) coordinate the implementation of AHSOM's decisions at the national level with all concerned parties; (4) liaise with ASEANstats on country's project proposal and other initiatives related to regional cooperation in statistics; and (5) coordinate and support the national preparations of AHSOM meetings. On the other hand, the primary objective of the Task Force on Strategic Planning has been to prepare the Strategic Plan for the Development of ASEAN Statistics, which was adopted by AHSOM in 2011. The TFSP also reviewed important documents prior to AHSOM's consideration and endorsement.

AHSOM is now transformed into the ACSS Committee with broader scope of activities. With the adoption of the ACSS Committee Strategic Plan, the primary role of the TFSP comes to an end although efforts are still needed to ensure integration of national and regional work plan and to ensure that the development and harmonisation of each major area of statistics be guided by field specific work plan or strategic plan.

With the stronger call for coordination of statistical activities at the regional level, there are increasing needs to support the decision making process at the Committee level, strengthen coordination with ASEANstats at regional level and to maintain the functions of AHSOM focal point. Hence, the ACSS Committee needs to be equipped with a Planning and Coordination Sub-Committee.

There is also a need to establish a mechanism to provide leadership support to the Committee Chair, and as stipulated in the ACSS Committee TOR, the ACSS Committee shall have a “Bureau” constituting the incumbent, the preceding and succeeding chairs of the Committee.

Therefore, there is a strong rationale to merge the functions of the TFSP and AHSOM FocalPoint into an ACSS Planning and Coordination Sub-Committee. In addition, for practical purposes, the Planning and Coordination Sub-Committee shall provide leadership support to the Committee Chair, hence, functioning as the “Bureau”.

## **ACSS Planning and Coordination Sub-Committee: Terms of Reference (TOR)**

### **Duties and Broad Statement of the Roles of the ACSS Planning and Coordination Sub-Committee**

The ACSS Planning and Coordination Sub-Committee shall support the ACSS Committee’s decision- making process The national statistical office/ administration’s focal point on matters related to the ACSS and ACSS Committee, and shall serve as the planning review group of the ACSS Committee. It shall replace the Task Force on Strategic Planning and the AHSOM Focal Point and shall serve as a link between the ACSS Committee and the national statistical system, under the guidance of the Head of national statistical office/administration,

### **Organisation**

The ACSS Planning and Coordination Sub-Committee shall consist of senior officials preferably at Director Level or higher, with sufficient access to the top management, with extensive networking and extensive experiences in coordination and communication with other data producing agencies and stakeholders at the national level. The members shall be appointed by the Head of the national statistical office/administration of the ASEAN Member States (AMSS). The ACSS Planning and Coordination Sub-Committee shall be chaired by the appointed representative of the AMS chairing the ACSS Committee. It shall also have as its two vice chairs, the appointed representatives of the preceding and succeeding AMSS chairs. The chair and



the two vice-chairs shall function as the “Bureau”, as it is stipulated in the TOR of the ACSS Committee, in providing the necessary leadership support to the incumbent chair of the ACSS Committee.

ASEANstats shall be the secretariat for the ACSS Planning and Coordination Sub-Committee as stipulated in the Terms of Reference of the ACSS Committee, and may initiate the formulation of policies, methodologies and standards. The ACSS Planning and Coordination Sub-Committees shall meet regularly twice a year and shall conduct inter-sessional progress and preparatory meetings through telephone or video conferences, or exchange views through mail correspondences.

## **Specific Roles and Duties**

The main Roles and Duties of the ACSS Planning and Coordination Sub-Committee encompass providing leadership support and facilitating committee decision-making in the implementation of the three broad strategies for the establishment of ACSS, namely:

1. Strengthening institutional framework;
2. Strengthening the ASEAN statistics; and
3. Narrowing the development gap. The specific Roles and Duties of the ACSS Planning and Coordination Sub-Committee at the regional and national level are as follows:

At the Regional Level:

1. Review the provisional agenda for the meetings of the ACSS Committee as prepared by the ASEANstats and provide guidance on the status of the meeting documents, either for endorsement/adoption, for notation, for guidance, for discussion only, or for providing background (background or non-paper), etc.
2. Review and discuss new concepts/proposals/other documents concerning policies, methodologies, standards, framework, and other measures as well as other documents that require endorsement/approval/decisions by the ACSS Committee, prior to the deliberation at the Committee meeting.
3. Review the presentation from ASEANstats of the ASEAN Summit/ASEAN bodies' decisions that are relevant to the ACSS Committee or requiring Committee's attention/follow-up, and highlighting matters of particular relevance to the ACSS for consideration of the Committee.

4. Review and discuss Multi-Year Action Plan and Annual Work Plan, future strategies and project proposals prior to their deliberation at the ACSS Committee meeting.

At the National Level:

1. Coordinate and support the national preparation of the ACSS Committee meeting.
2. Serve as the national repository of information and knowledge on all matters related to ACSS Committee.
3. Serve as the national focal point at the national level in communicating the ACSS Committee's decisions to the management of the national statistical offices as well as to all concerned data producing agencies and the ASEAN National Secretariat.
4. Serve as the national focal point in liaising with the ASEANstats on country's project proposal/initiative related to the ACSS.

## **Reporting Line**

The ACSS Planning and Coordination Sub-Committee shall report directly to the ACSS Committee.

## **Budget**

For meetings at the ASEAN Secretariat premises: Meeting expenses are covered by the ASEAN Secretariat, excluding travel, per diem and incidental expenses of participants. For meetings hosted by AMS: Expenses for organisation of the meetings shall be borne by the host AMS. Travel, per diem and incidental expenses of participants, however, are not covered by the host AMS.

## **Process for Adoption and Endorsement of The TOR**

1. Review and discussion at the Task Force on Strategic Planning (TFSP) Meeting on 20-21 September 2011
2. Feedback through email from ACSS Committee members during October 2011
3. Approval by the ACSS Committee First Session, 2-3 November 2011

# **Annex 6**

## **Rules of Procedure**

### **For the ASEAN Community Statistical System (ACSS) Committee**

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

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

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

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

#### *Article 1*

#### **ACSS Committee Chairmanship**

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

#### *Article 2*

#### **Convening a Meeting**

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

### *Article 3*

#### **Provision of Secretarial Function**

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

### *Article 4*

#### **Endorsement and Decision Making Process**

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

### *Article 5*

#### **Preparation of Agenda of the ACSS Committee Session**

1. ASEANstats draws the draft provisional agenda and sends it to the ACSS Planning and Coordination Sub-Committee for review. ASEANstats shall send the endorsed agenda to the Committee members not later than twenty (20) working days prior to the date of the meeting.

2. In line with its Terms of Reference, the ACSS Planning and Coordination Sub- Committee shall provide guidance to the ASEANstats regarding the status of the meeting documents. There shall be an indication in respect of each agenda item in the documents to be submitted, whether they are for endorsement/adoption, notation, guidance, discussion only, or background papers.
3. In urgent cases, and where a meeting is to be convened immediately, the Chairperson may shorten the period needed to provide the agenda to five (5) working days before the date of the meeting.

### *Article 6*

#### **Preparation of Multi-Year Action Plan**

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

### *Article 7*

#### **Preparation of the Annual Work Plan**

1. The Annual Work Plan shall be developed based on the Multi-Year Action Plan and taking into account the ASEAN Framework of Cooperation in Statistics, the Broad Framework for the Sustainable Development of ASEAN Statistics, the ACSS Committee Strategic Plan, as well as key decisions of the ASEAN Summit and Ministerial Meetings.
2. ASEANstats shall submit, fifteen (15) months before the start of the concerned budget year, the draft Annual Work Plan on ASEAN statistics to the ACSS Planning and Coordination Sub-Committee for consideration. The ACSS Committee shall adopt the Annual Work Plan twelve (12) months before the start of the budget year.
3. In the event the ACSS Committee is deemed necessary to immediately respond to some emerging needs as well as to the decisions by the

ASEAN Summit and Ministerial Meetings, the Secretariat shall propose the inclusion of new programme items not explicitly mentioned in the Multi-Year Action Plan.

### *Article 8*

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

1. As stipulated in the Terms of Reference of the ACSS Committee, the ACSS Committee shall establish working groups and task forces. The procedures for the establishment of such mechanisms are as follows:
  - a. ASEANstats, as a member of the Committee, the Chair of the Committee, or any AMS, hereby called the Proponent, shall submit a concept paper/proposal for consideration of the ACSS Planning and Coordination Sub-Committee at least fourteen (14) working days prior to the meeting of ACSS Planning and Coordination Sub-Committee.
  - b. The ACSS Planning and Coordination Sub-Committee reviews, discusses and provides inputs and comments during its meeting(s), either through face-toface or virtual meeting(s).
  - c. Upon endorsement, the ACSS Planning and Coordination Sub-Committee shall recommend for the inclusion of the concept paper/proposal in the next possible ACSS Committee meeting. Papers/proposals to the ACSS Committee shall be circulated at least fourteen (14) working days prior to the ACSS Committee Meeting.
  - d. The Proponent shall present to the ACSS Committee its concept paper/ proposal for the ACSS Committee's consideration. The concept paper shall include the rationale for the termination as well as the process of addressing outstanding matters.
2. Termination of a working group/task force/other mechanisms shall observe the same procedure as the creation of a working group/task force/other mechanisms.
3. In the event of urgent needs to terminate a working group/task force/other mechanisms, a concept paper/proposal shall be directly submitted to the ACSS Committee for its consideration, without going through the ACSS Planning and Coordination Sub-Committee.
4. As a general principle, taskforces under the purview of the ACSS Committee, except those set up by virtue of formal agreements, shall be:

- a. Ad-hoc in nature, to meet only as and when the need arises. Their meetings must address specific policy issues and/or perform specific tasks/programmes in support of the ACSS Committee work programme;
- b. Provided with clear terms of reference and specific work programme duly approved by the ACSS Committee; and
- c. Disbanded once their mandate has been completed.

### *Article 9*

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

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

## Article 10

### Preparation of Draft Project Proposal

1. A number of facilities sponsored by ASEAN development partners have long been available at the ASEAN Secretariat to assist ASEAN in progressing with its integration and ASEAN Community building, some of which are open for project proposal initiated by AMSs as well as ASEAN Secretariat, as the project proponent. To help implement the regional work plan, AMSs and ASEANstats may initiate a project proposal for consideration by the concerned donors/development partners. The procedure for the initiation of such a project proposal are as follows:
  - a. ASEANstats or any AMS, as a member of the ACSS Committee, hereby called the Proponent, shall submit a concept paper/project proposal for consideration of the ACSS Planning and Coordination Sub-Committee at least fourteen (14) working days prior to the meeting of ACSS Planning and Coordination Sub-Committee.
  - b. The ACSS Planning and Coordination Sub-Committee reviews, discusses and provides inputs and comments during its meeting(s) either through face-to-face or virtual meeting(s).
  - c. Upon endorsement, the ACSS Planning and Coordination Sub-Committee shall recommend for the inclusion of the concept paper/project proposal in the next possible ACSS Committee meeting. Papers/ proposals to the ACSS Committee shall be circulated at least fourteen (14) working days prior to the ACSS Committee Meeting.
  - d. The proponent shall present to the ACSS Committee its concept paper/project proposal for the Committee's consideration.
2. In the event of urgent needs, the ACSS Committee may provide its ad-ref endorsement, upon recommendation from the ACSS Planning and Coordination Sub- Committee.
3. Endorsement shall be made by observing specific requirements of the programme/project set forth by the development partners/donors.
4. The ASEAN Secretariat shall channel the project proposal to the concerned development partners/donors for possible funding.



5. The project proponent shall be responsible for meeting administrative and technical requirements and for clarifications as deemed necessary, and for the implementation of the approved project.

#### *Article 11*

### **Working Language**

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

#### *Article 12*

### **Reporting Line**

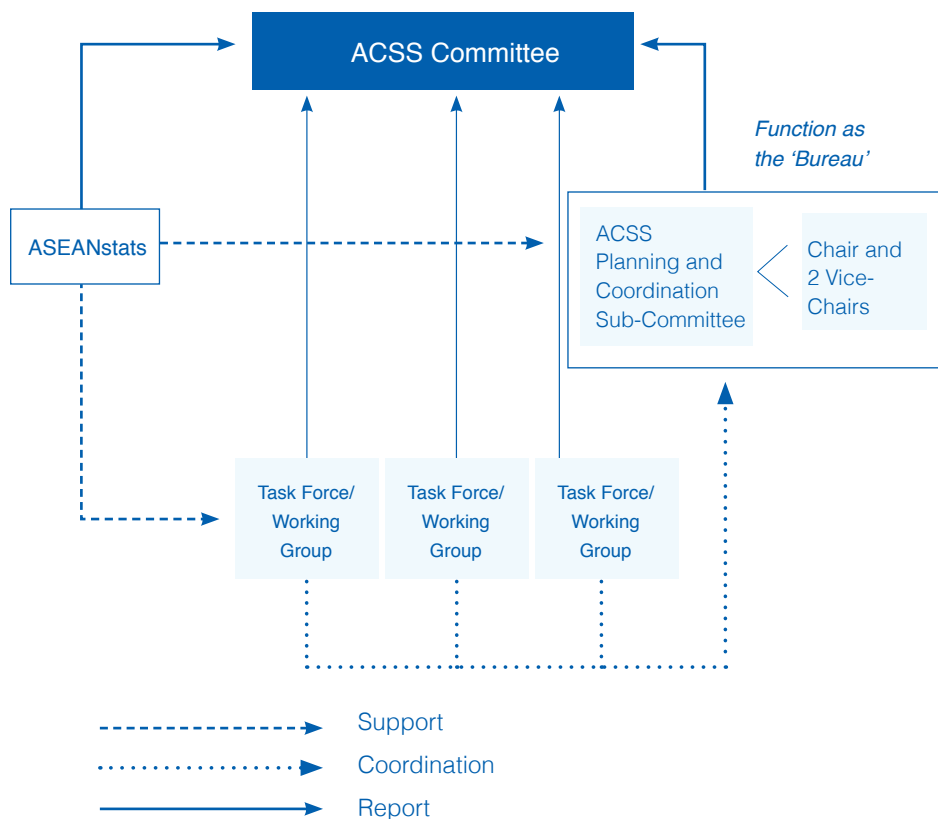
The reporting structure of the ACSS Committee is attached as Annex 1.

#### *Article 13*

### **Amendments**

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

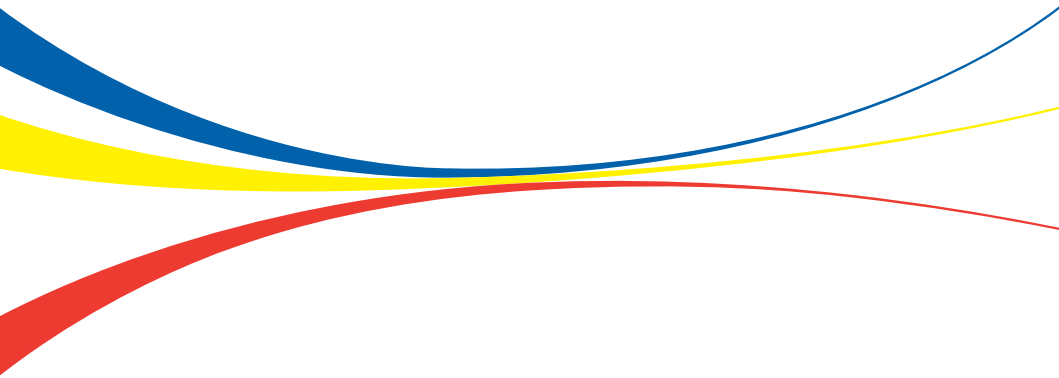
## The Reporting Structure of the ACSS Committee



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

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

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



# **Annex 7**

## **ASEAN Community Statistical System (ACSS)**

### **Code of Practice**

**Adopted by the ACSS Committee at its 2<sup>nd</sup> Session in  
Siem Reap, Cambodia, 27 September 2012**

#### **Preamble**

We, the Heads of Statistical Offices of Brunei Darussalam, the Kingdom of Cambodia, the Republic of Indonesia, the Lao People's Democratic Republic, Malaysia, the Union of Myanmar, the Republic of the Philippines, the Republic of Singapore, the Kingdom of Thailand and the Socialist Republic of Viet Nam of the Association of Southeast Asian Nations (ASEAN),

Guided by the Vision of 'The ASEAN Community Statistical System will by 2015 be a forward looking and reliable provider of relevant, timely and comparable statistics in support of the ASEAN Community' and the Mission of 'The ASEAN Community Statistical System will provide relevant, timely and comparable ASEAN statistics in support of evidence based policy and decision making and enhance the statistical capacity of the Member States and ASEAN Secretariat',

Recognising the partnership between and among the national statistical authorities of the ASEAN Member States and the ASEAN Secretariat in the development, production, dissemination and communication of ASEAN statistics,

Do hereby commit to adhere to the ASEAN Community Statistical System (ACSS) Code of Practice.

#### **Background**

The ASEAN Framework of Cooperation in Statistics 2010-2015 adopted in October 2010 calls for a common code of practice as an important means of ensuring trust, accountability and highest professional standards in the development, production, dissemination and communication of ASEAN statistics.

The ACSS Code of Practice shall set out the guidelines and standards in conducting the development, production, dissemination, and communication of statistical products and services. It contains the fundamental norms that will

help ensure trust in the statistical products and services of the national statistical authorities of the ASEAN Member States (AMS) and of the ASEANstats and maximum service to the users of statistics. It also improves the levels of user satisfaction, transparency and accessibility.

The ACSS Code of Practice shall guide the national statistical authorities of the AMS and ASEANstats in the development, production, dissemination and communication of ASEAN statistics as follows:

- Provides a set of guidelines on good practices;
- Helps to develop a better understanding of the training, supervision and support required;
- Improves confidence of the users of statistics through the information contained on the conduct and practices; and
- Raises awareness among data users on the scope and limitations.

The ACSS Code of Practice is consistent with the Fundamental Principles of Official Statistics adopted by United Nations Statistical Commission in 1994. The Principles also reflect the values stipulated in the ACSS Strategic Plan adopted in July 2011. These Principles are subsumed in three major dimensions on: Institutional Environment, Statistical Processes, and Statistical Output. A set of indicators of good practice for each of the Principles provides a reference for reviewing the implementation status of the key principles of the ACSS Code of Practice. All aspects of the development, production, dissemination and communication of ASEAN statistics are covered by the ACSS Code of Practice.

## **Key Principles of the Code of Practice for the ASEAN Community Statistical System**

### **The 8 principles are:**

- A. Institutional Environment
  1. Mandate for Data Collection
  2. Professionalism & Integrity
  3. Confidentiality
  4. Accountability
  5. Statistical Cooperation & Coordination
- B. Statistical Process
  6. Cost Effectiveness
  7. Reduced Respondent Burden

- C. Statistical Output
8. Commitment to Quality (Relevance, Reliability, Timeliness, Comparability & Accessibility)

The ACSS Code of Practice can be subject for review when new developments in the statistical community take place. The ACSS can update the Code of Practice to address new developments in the operating environment while upholding a consistent set of ideals.

## A. Institutional Environment

**Key Principle 1: Mandate for Data Collection** - National statistical authorities of the AMSs have clear legal mandates to collect information, which are shared with the ASEANstats for the compilation of ASEAN statistics.

### Indicators

- 1.1 The mandate of the national statistical authorities of the AMSs to collect information for the production and dissemination of national official statistics is stipulated in national laws and/or national legal frameworks;
- 1.2 National statistics produced by national statistical authorities of the AMSs is provided to the ASEANstats for the compilation of ASEAN statistics, under the coordination of the National Statistical Offices; and
- 1.3 The ASEANstats produces, disseminates, and communicates ASEAN statistics required by the ASEAN Community, with the guidance of the ACSS Committee.

**Key Principle 2: Professionalism and Integrity** - National statistical authorities of the AMSs and ASEANstats decide according to strictly professional consideration on methods and procedures in various stages of statistical activities from data collection to data dissemination.

### Indicators

- 2.1 Decisions are based on professional considerations of responsibility, competence and expert knowledge;
- 2.2 The national statistical authorities apply the relevant international standards, guidelines and good practices in the overall methodological framework;
- 2.3 The national statistical authorities ensure that the local staff avails of relevant training courses and conference that will allow them to improve their knowledge and skills; and

2.4 The ASEAN working groups and task forces are responsible for setting policies, frameworks, and guidelines on the production of timely and comparable statistics, supported by the ASEANstats.

**Key Principle 3: Confidentiality** - The confidentiality of the information provided by households, enterprises, administrative units and other respondents for statistical purposes is safeguarded by national statistical authorities of the AMSs and ASEANstats.

#### Indicators

- 3.1 The mandate of the national statistical authorities of the AMSs to safeguard the confidentiality of information provided for statistical purposes is stipulated in national law and/or national legal frameworks;
- 3.2 Policies, guidelines, terms and conditions/ protocol exist to safeguard statistical confidentiality in the production and dissemination processes at both national and ASEAN levels; and
- 3.3 Physical and technological infrastructures are in place to protect the security and integrity of statistical databases and archives.

**Key Principle 4: Accountability** ASEAN statistics are presented in a clear and understandable form with sources and methodology, and disseminated in a suitable and convenient manner with clear mention of their limitations.

#### Indicators

- 4.1 ASEAN statistics are presented in a form that facilitates proper and easy interpretation and meaningful comparisons;
- 4.2 Data sources, methodologies, and limitations are provided;
- 4.3 Errors discovered in published statistics are corrected at the earliest possible date and appropriately communicated;
- 4.4 The national statistical authorities of the AMSs are entitled to comment on erroneous interpretation and misuse of statistics; and
- 4.5 Data sets/ variables provided by the AMSs to ASEANstats are defined in the relevant working groups and task forces, and documented in their respective data transmission protocols or meeting records.



**Key Principle 5: Statistical Cooperation and Coordination** - Cooperation and coordination in statistics contribute to improvement in AMSs' national statistical systems and ASEANstats.

#### Indicators

- 5.1. National coordination mechanisms exist for coordinating the development, production and dissemination of national statistics and ensuring their quality;
- 5.2. National coordination mechanisms exist for the country focal point, to coordinate the development, harmonisation and provision of statistics required for compilation of ASEAN statistics;
- 5.3. Close cooperation and coordination between and among the national statistical authorities of the AMSs and ASEANstats are in place to produce comparable ASEAN statistics;
- 5.4. Mechanisms are in place for various ASEAN sectoral bodies and other key stakeholders to advise the ACSS in setting overall statistical priorities;
- 5.5. The ACSS is equipped with a proper mechanism for data exchange between the AMSs and the ASEANstats to enable the development, production, dissemination and communication of ASEAN statistics satisfactorily meeting the increasing demand;
- 5.6. Cooperation with the international statistical community is organised to improve methodology, effectiveness of the methods and tools implemented, where feasible; and
- 5.7. Coordination exists among donor assistance to AMSs and ASEANstats to optimise the use of resources.

## **B. Statistical Processes**

**Key Principle 6: Cost Effectiveness and Adequacy of Resources** - Resources are available adequately and used effectively.

#### Indicators

- 6.1 Procedures exist to optimise resources utilised in the production and dissemination of ASEAN statistics;

- 6.2 Procedures exist to assess and justify demands for new ASEAN statistics against their cost, and to assess if any ASEAN statistics can be discontinued or curtailed to free up resources;
- 6.3 Productivity potential of information and communications technology is being optimised for data collection, production and dissemination; and
- 6.4 Staff, financial, and technological resources are available both in magnitude and in quality to meet the current needs for ASEAN statistics.

**Key Principle 7: Reduced Respondent Burden** - The reporting burden should be proportionate to the needs of the users and should not be excessive for respondents.

### Indicators

- 7.1 The range and detail of demands on ASEAN statistics is limited to what is required to meet the needs of the users;
- 7.2 Administrative sources are used when possible to avoid duplicating requests for information;
- 7.3 The national statistical authorities of the AMSs promote sharing of data, where possible, to avoid multiplication of surveys; and
- 7.4 Existing data sources are examined to assess if additional tabulation or statistical techniques can be applied to approximate the data required before undertaking new surveys.

## C. STATISTICAL OUTPUT

**Key Principle 8: Commitment to Quality** - The national statistical authorities of the AMSs and the ASEANstats are committed to quality and to regularly review and improve the quality of statistical processes and products. The quality dimensions for ASEAN statistics are Relevance, Reliability, Timeliness, Comparability, and Accessibility.

### Indicators

- 8.1 Relevance - ACSS is guided by the statistical requirements reflected in the ASEAN Community Blueprints and user-producer consultations;
- 8.2 Reliability - Monitoring mechanisms are in place to regularly review and improve the quality of the statistical processes and products;
- 8.3 Timeliness - A release calendar is established for ASEAN statistics at both national and ASEAN levels, and the periodicity of statistics released takes into account user requirements as much as possible;
- 8.4 Comparability - ASEAN statistics are comparable, and detailed concordance as set by international standards exists between national classification systems and the corresponding ASEAN classification systems; and
- 8.5 Accessibility - ASEAN statistics are produced and made readily available through dissemination mechanisms utilising modern information and communication technology, and where appropriate, traditional hard copy.



