

**TERMS OF REFERENCE
AND WORK PLAN
(2011-2014)
OF THE ASEAN SOCIAL
WORK CONSORTIUM
(ASWC)**



**One Vision
One Identity
One Community**

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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.

For inquiries, contact:
The ASEAN Secretariat
Public Outreach and Civil Society Division
70A Jalan Sisingamangaraja
Jakarta 12110
Indonesia
Phone : (62 21) 724-3372, 726-2991
Fax : (62 21) 739-8234, 724-3504
E-mail : public.div@asean.org

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

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TERMS OF REFERENCE (TOR) OF THE ASEAN SOCIAL WORK CONSORTIUM (ASWC)

Background

1. Article 1(10) of the ASEAN Charter states that the “ASEAN shall develop human resources through closer cooperation in education and life-long learning”.
2. The ASEAN Socio-Cultural Community (ASCC) Blueprint also calls for the enhancement of the well-being and livelihood of the ASEAN people by promoting and investing in education and life-long learning and for safeguarding the interests and rights as well as the provision of equal opportunities and raising the quality of life and standard of living, for women, children, the elderly and persons with disabilities.
3. Action Line C.1.(iv) of the ASCC Blueprint specifically calls for the establishment of ASEAN Network of social workers by 2013 and Action Line C.1.(xv) calls for the establishment of an ASEAN Consortium of Social Welfare Practitioners, Educators and Schools of Social Work.

4. The 4th ASEAN Senior Officials Meeting on Social Welfare and Development (SOMSWD) held in December 2006 assigned Philippines and Thailand to jointly develop a project on the establishment of an ASEAN Consortium of Social Welfare Practitioners, Educators and Schools of Social Work.
5. The ASEAN Training of Social Work Practitioners and Educators was held in 2005 in the Philippines.
6. The ASEAN Work Programme on Social Welfare, Family and Population (2003-2006) and the Strategic Framework and Plan of Action for Social Welfare, Family and Children (2007-2010) led ASEAN Member States to participate in national undertakings, share their experiences and develop a truly integrated regional approach to social welfare.
7. The Planning Workshop to Establish the ASEAN Consortium of Social Welfare Practitioners, Educators and Schools of Social Work was held on August 12-14, 2008 in the Philippines.
8. The 5th SOMSWD endorsed the Planning Workshop's Resolution on the Establishment of an ASEAN Consortium of Social Welfare Practitioners, Educators and Schools of Social Work [*herein after referred to as the "ASEAN Social Work Consortium"*].

Vision

9. Strengthen solidarity among social work practitioners, educators and schools of social work.

Purpose

10. A Consortium is defined as “an association/ combination or a cooperative arrangement among groups or institutions to undertake some project jointly between them to achieve some definite purpose.”
11. The purposes of the ASEAN Social Work Consortium are:
 - 11.1. To strengthen solidarity among social work educators, practitioners, and schools of social work;
 - 11.2. To promote and institutionalize effective collaboration towards the achievement of responsive and excellent social work education in the ASEAN region;
 - 11.3. To enhance and develop social work education and practice relevant to the region’s social realities;
 - 11.4. To promote greater support of policy makers

- for the role of social work in social development;
- 11.5. To work for the formal recognition and enhancement of the status of the social work profession;
 - 11.6. To establish and continuously upgrade the core competencies and ethical standards of social work education and practice in the region;
 - 11.7. To assist in the establishment and development of schools of social work;
 - 11.8. To share experiences and resources in social work education and practice; and
 - 11.9. To promote networking with regional and international association of social welfare practitioners, educators and other related social development organisations.

Roles and Functions

12. The ASEAN Social Work Consortium shall:
 - 12.1. Promote capacity building within ASEAN towards effective development of the social work profession in the region.

- 12.2. Provide technical assistance to all Member States, ASEAN-related organisations and regional and sub-regional groups in social work education and practice.
- 12.3. Promote and strengthen the regional and national machineries related to the formal recognition and enhancement of the status of the social work profession.
- 12.4. Promote the collection and analysis of data pertinent to the upgrading of core competencies, and ethical standards in regional practice and education.
- 12.5. Conduct and promote policy and action research related to the development of the social work profession, and networking within ASEAN Member States.
- 12.6. Collaborate with other organisations in the field of social welfare and development in the conduct of professional, volunteer and student exchanges, consultations, dialogues, sharing of information and good practices, and knowledge management with respect to the improvement of the status of the social work profession, and the sectors it serves.

- 12.7. Support the development and popularization of innovative, empowering, gender responsive and culturally rooted approaches, models and practices in social work and social welfare.
- 12.8. Submit an annual report, if deemed necessary, to the SOMSWD.
- 12.9. Perform other tasks that may be assigned to it by the SOMSWD

Composition

Membership

13. Membership shall be open to organisations or individuals representing social work practitioners, educators and schools of social work from ASEAN Member States.
 - 13.1. Member organisations and/or individual practitioners, educators and schools of social work should inform their respective SOMSWD Focal Point for the state representation and database.

Organisational Structure

14. The first two years shall be an ad-hoc structure to be led by the Philippines. Thailand will subsequently be the lead/coordinator for the next two years.
15. Upon formalisation, it shall be a rotating leadership for two years with every ASEAN Member State able to serve as the lead/coordinator which will be identified by the SOMSWD.
16. The ASEAN Social Work Consortium shall adhere to the principles of democracy, participation, transparency, due diligence, and accountability in its structure and processes. Decision-making shall be based on consensus.

State Coordinators and the Secretariat of the ASEAN Social Work Consortium

17. The State Coordinators of the ASEAN Social Work Consortium shall be the SOMSWD Focal Point of each ASEAN Member State.
18. The Secretariat of the ASEAN Social Work Consortium shall come from the same country as the lead/ coordinator and assist in the tasks/ activities of the Consortium.

19. The State Coordinator shall:
 - 19.1. Convene the annual assembly of the ASEAN Social Work Consortium;
 - 19.2. Lead in the preparation of work and financial plan;
 - 19.3. Prepare the accomplishment reports and all other documents to be submitted to the ASEAN Secretariat;
 - 19.4. Perform other tasks that may be assigned/ entrusted by the ASEAN Social Work Consortium's members and SOMSWD.

Resource Support Technology

Source of Funds

20. The ASEAN Social Work Consortium's budget shall be sourced from:
 - 20.1. Members' financial contribution;
 - 20.2. Donations/ pledges;
 - 20.3. Exchange of expertise and learning resources in social work education and practice;

- 20.4. Resource mobilization from ASEAN Member States, Dialogue Partners and international donor agencies.

The ASEAN Social Work Consortium Website

21. The use of information technology shall be utilized to sustain the ASEAN Social Work Consortium.
 - 21.1. A website shall be developed to facilitate regular and effective communication and information sharing.
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WORK PLAN (2010-2014) OF THE ASEAN SOCIAL WORK CONSORTIUM (ASWC)

STRUCTURE/ IMPLEMENTING MECHANISMS

The first two years (2010-2012) shall be an ad hoc structure led by the Philippines. Thailand will subsequently be the lead/ coordinator for the next two years (2012-2014).

A lead country will be identified to coordinate activities for each priority area.

CAPACITY BUILDING

1. Create a pool of experts to develop and design SW training courses that may be administered on a residential and/or distance mode of learning;
2. Develop rights-based training manuals that will guide social workers in the design and implementation of programs guided by:
 - a. United Nations Convention on the Rights of Children
 - b. Convention on the Elimination of All Forms of Discrimination Against Women

- c. United Nations Convention on the Protection of the Rights of All Migrant Workers and Members of their Families
 - d. United Nations Convention on the Rights of Persons with Disabilities
 - e. Protection and Care of the Elderly
 - f. UN Protocol on Human Trafficking
 - g. UN Protocol on HIV-AIDS
3. Design training for social work faculty, practitioners and students;
 4. Design a social work exchange program for educators, practitioners and students;
 5. Add provision re: global initiative besides rights-based (e.g. MDGs)

KNOWLEDGE DEVELOPMENT AND MANAGEMENT

1. Undertake a study of the social work sector to identify challenges facing the SW profession;
2. Review various ASEAN social work education and training activities for purposes of consolidating and

- rationalizing them and identifying core competencies of social work in the region;
- a. Set up a (minimum) standard / core curriculum for SW in the ASEAN guided by ASSW-prescribed standards
 - b. Review curricula in the ASEAN region
3. Documentation and popularization of standards and models of practice;
 4. Develop the ASEAN Social Work Code of Ethics;
 5. Publish a refereed ASEAN Social Work Journal annually;
 6. Develop a website, an on-line database and access other forms of electronic media to facilitate organizational and professional exchanges.

STRENGTHENING REGIONAL AND NATIONAL SOCIAL WORK AND SOCIAL WELFARE INSTITUTIONS

1. Design and implement an organizational development and management training program for members of the consortium;

2. Set up a national organization of SWs or professional organizations of SWs or national coordinating body for social work practitioners in each of the ASEAN member states;
 3. Explore the feasibility of setting up an accreditation system for schools of social work towards mutual recognition of academic credentials;
 4. Define criteria membership as well as rights, obligations and entitlement of members;
 5. Identify areas of collaboration and cooperation with other international and regional SW organizations;
 6. Develop a resource generation plan and mechanism for sustainability.
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INITIAL ACTIVITIES TO IMPLEMENT THE ASWC'S WORK PLAN 2011-2014

AGREED REGIONAL ACTIONS:

- Capacity Building
 - Creating a database of pool of experts (Philippines)
 - Inventory of rights-based training manuals (Philippines)
- Knowledge Development and Management
 - Include articles on best practices of selected ASEAN Member States in the existing social work/social welfare journals (Malaysia, Philippines)
 - Publication of ASEAN Social Work Journal (Indonesia)
- Strengthening Regional and National Social Work and Social Welfare Institutions
 - ASEAN Conference and Exhibition on Social Work, 2011 (Indonesia)
 - International Conference on Social Development, 2012 (Indonesia)
 - International Seminar/Symposium/Workshop on social work and social justice, 2013 (Malaysia)

FOLLOW-UP ACTIONS BY ALL MEMBERS OF THE ASWC AT NATIONAL LEVEL:

- Liaise with the concerned SOMSWD Focal Points to finalise the initial members of the ASWC.
- Consult the respective capitals in considering the possibility to taking the lead in the implementation of the ASWC's work plan.
- Socialisation of the ASWC to the national associations of social work and/or relevant organisations, universities, individuals for broader networking.
- Follow up the national commitments and share information on the progress of implementation at the Second Conference of the ASWC in 2012 (e.g. progress towards the establishment of national associations / national consortium, development of legal framework for social work, standardisation of curriculum, etc).

TENTATIVE VENUES AND SCHEDULES OF THE ASWC CONFERENCES:

- Second Conference: The Philippines, 2012
- Third Conference: Thailand, 2013

**RECOMMENDATIONS OF
THE FIRST CONFERENCE OF THE ASWC
MANILA, THE PHILIPPINES, 1-3 MARCH 2011**

Members of the ASWC

- Members
 - In accordance to paragraph 13 of TOR of ASWC;
 - Application of membership shall be submitted to the concerned State Coordinator for decision;
 - Any application that is channeled through the ASEAN Secretariat or the ASWC's lead coordinator shall be transmitted to the concerned State Coordinator for decision;
 - Member States to inform the SOMSWD on the appointed new members;

- Partners
 - Non-ASEAN entities or countries may be engaged as partners in implementing the work plan of the ASWC (e.g. the +3 countries, APASWE, UN Agencies, etc);
 - Partners may be invited to the ASWC's regular meetings in an open session for dialogue/ sharing information;
 - Any interest to become a partner of the ASWC shall be submitted to the Lead Coordinator for consideration and decision

by the ASWC's Assembly. The Lead Coordinator shall inform the decision to the SOMSWD;

- Participation in the ASWC's regular meetings (Assembly)
 - Up to five representatives per country:
 - SOMSWD Focal Point
 - Representation of school of social work
 - Social work practitioners
 - Educator / academia
 - Participation of civil society is more appropriate at the GO-NGO Forum which is held regularly back-to-back with the SOMSWD's meetings

Structure of the ASWC

- The ASWC reports to the SOMSWD regularly on its progress of work. The SOMSWD may bring matters to the attention of AMMSWD when necessary.
- Explore the establishment of a permanent dedicated secretariat for the ASWC in future when there will be any Member State ready to take up this responsibility.

- Lead Coordinator of the ASWC for the term of 2 years and rotated among ASEAN Member States able to assume the position (paragraph 15 of the TOR of ASWC). Appointment of vice-lead coordinator is not feasible at the moment considering the mode of rotation.
- Secretariat of the ASWC from the same country as the Lead Coordinator (paragraph 18 of the TOR of ASWC).
- State Coordinators shall be the SOMSWD Focal Points (paragraph 17 of the TOR of ASWC). The State Coordinator shall coordinate the members from the concerned Member State and act as a channel of communications with other Member States and the ASEAN Secretariat.
- Each Member State shall set up a national coordination mechanism among its members.

Source of funding

- In accordance to paragraph 20 of the TOR of ASWC, i.e. cost-sharing mechanism, external supports.
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