



# ASEAN COMMUNITY STATISTICAL SYSTEM

# 2014

## SUSTAINING STATISTICAL SUPPORT FOR THE ASEAN COMMUNITY



one vision  
one identity  
one community





# ACSS

## ASEAN Community Statistical System

Sustaining Statistical Development in  
Support of the ASEAN Community

**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.

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@asean.org](mailto:public@asean.org)

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## Foreword

Following the establishment of the ASEAN Community Statistical System in 2011, this publication chronicles its achievements to date and highlights its valuable contributions to ASEAN's Community building efforts. This builds on the first publication *The ASEAN Community Statistical System: A Stronger Mandate on ASEAN Statistical Cooperation*, which presented the mandate, role and responsibilities of the ACSS Committee, the National Statistical Offices, and the ASEAN Secretariat's ASEANstats.

For the past three years, efforts are focused on strengthening the institutional framework, both at the regional level and with the National Statistical Systems. Official documents have been adopted aimed to promote coordination, harmonisation, data sharing and dissemination of ASEAN statistics, which are also included in this publication. The ACSS Strategic Plan 2016-2020 has just been adopted to ensure the sustainability of statistical development in the ASEAN region, further contributing to the data and information needs of the ASEAN Community.

As part of our continuing efforts to strengthen regional cooperation and engagement with external parties in the development and enhancement of the ASEAN Community Statistical System by 2015 and beyond, may this publication serve as a useful reference for stakeholders and users of ASEAN statistics.



**Le Luong Minh**

Secretary-General of ASEAN  
Jakarta, November 2014



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## **A. Overview, Legal Framework, and Institution of the ACSS**

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

The ASEAN Framework of Cooperation in Statistics (AFCS) 2010-2015, 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, provided the mandate to establish the ASEAN Community Statistical System (ACSS). The AFCS 2010-2015 is available in the publication “ACSS: A Stronger Mandate on ASEAN Statistical Cooperation” issued in 2012.

## Terms of Reference (ToR) of the ACSS Committee

The establishment of the ACSS reconstituted the AHSOM into the ACSS Committee. The creation of the ACSS Committee was officially endorsed at the 43rd Meeting of the ASEAN Economic Ministers (AEM) in August 2011 in Manado, Indonesia. Its Terms of Reference (ToR) were adopted on 5 July 2011. The ToR of the ACSS Committee appears in **Annex A-1**.

## The Meetings of the ACSS Committee

The ACSS was officially launched by H.E. Dr. Armida Alisyahbana, State Minister of Planning of The Republic Indonesia at the ASEAN Secretariat, Jakarta, Indonesia, on 4 November 2011, and marked the first session of the ACSS Committee on 2-3 November 2011 in Jakarta, Indonesia. The Plague of the ACSS Committee appears in **Annex A-2**.

The ACSS Committee meetings covering the period of 2011-2015 were, as follows:

- The First Session of the ACSS Committee, Jakarta, Indonesia, 2-3 November 2011;
- The Second Session of the ACSS Committee, Siem Reap, Cambodia, 27-28 September 2012;
- The Third Session of the ACSS Committee, Bandar Seri Begawan, Brunei Darussalam, 10-12 September 2013;
- The Fourth Session of the ACSS Committee, Nay Pyi Taw, Myanmar, 14-16 October 2014;
- The Fifth Session of the ACSS Committee, Putrajaya, Malaysia (date to be determined), 2015.

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

The ACSS has adopted the Broad Framework for the Sustainable Development of ASEAN Statistics (The Broad Framework) in Singapore in 2009. The Broad Framework is a living document which takes account of the latest developments in the key areas of statistics, both at the national, regional and global level, upon the endorsement of the ACSS Committee. It provides the overall framework of regional cooperation in the collection, production and dissemination of ASEAN statistics by defining: (1) the key outputs pertinent to the establishment of the ASEAN Community; (2) the statistics domain required to realise the key outputs; and (3) the enabling tools and mechanisms, i.e. annual work plan, monitoring system.

The Broad Framework is further detailed in the ASEAN Statistical Indicators (ASI) covering statistics/indicators under the ASEAN regional cooperation in statistics. The updated version, adopted at the ACSS Committee First Session in 2011, appears in **Annex A-3**.

## The ASEAN Framework of Cooperation in Statistics (AFCS) Revised Version. 1

Under the leadership of the ACSS Committee, a number of significant achievements have been realised. In preparation for emerging challenges such as those related to the Post 2015 Sustainable Development Goals, the growing importance of initiatives under the ASEAN Connectivity and ASEAN Framework of Equitable Economic Development, and the recent undertakings of international statistical institutions at the global and regional front, the ACSS Committee has amended the ASEAN Framework of Cooperation in Statistics. The AFCS Revised Version.1 appears in **Annex A-4**.



## B. Key Enabling Mechanisms

A decorative graphic consisting of three curved lines in blue, yellow, and red, positioned at the bottom of the page. The blue line is the topmost, the yellow line is in the middle, and the red line is the bottommost. They all curve upwards from left to right.

## The ACSS Strategic Plan 2011-2015

The AFCS 2010-2015 and the Broad framework call for the development of the ACSS Key Enabling Mechanisms toward the realisation of its vision and mission. In support of these objectives, the Strategic Plan for the Establishment of the ACSS 2011-2015 was adopted in July 2011, with fundamental structure guided by the AFCS 2010-2015. The ACSS Strategic Plan 2011-2015 is available in the publication “ACSS: A Stronger Mandate on ASEAN Statistical Cooperation” issued in 2012.

The Strategic Plan for the Establishment of the ACSS aims to create preconditions for a sustainable development of ASEAN statistics. Hence, Institutional Strengthening formed part of its three major thrusts:

- Strengthening institutional framework;
- Strengthening ASEAN statistics; and
- Narrowing the Development Gap.

The Vision and Mission of the **ACSS Strategic Plan 2011-2015**:

### **ACSS Vision and Mission in the ACSS Strategic Plan 2011-2015**

#### ***Vision:***

*“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”.*

#### ***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”.*

## The ACSS Strategic Plan 2016-2020

Along with the AFCS Revised Version. 1, the ACSS Strategic Plan 2016-2020 were adopted at the Fourth Session of the ACSS Committee in October 2014. The ACSS Strategic Plan 2016-2020 takes into account, the following: (1) results of the Mid-Term Review of the ACSS Strategic Plan 2011-2015; (2) recommendations by the High-Level Seminar on ACSS Strategic Plan 2016-2020, Bogor, 17-18 June 2014; (3) inputs and comments from the ACSS Sub-Committee on Planning and Coordination Meetings (2013-2014). The ACSS Strategic Plan 2016-2020 appears in **Annex B-1**.

The ACSS Strategic Plan 2016-2020 provides the framework for an effective facilitation, coordination, production, harmonisation, dissemination and communication of ASEAN statistics. It charts the mechanisms in ensuring sustainable development in the dissemination of statistical information, delivery of statistical information needs, and statistical capacity building in the AMSs.

Four Major Components were outlined, as:

- Institutional strengthening, enhancement of ACSS and its sustainability;
- Improvement of response to greater ASEAN data needs;
- Enhancing the dissemination, communication, visibility, and use of ASEAN statistics; and
- Catching up and narrowing the development gap.

### **The Vision and Mission of the ACSS Strategic Plan 2016-2020:**

#### **Vision and Mission in the ACSS Strategic Plan 2016-2020**

***Vision:***

*“A responsive ASEAN Community Statistical System providing high quality statistics”*

***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”.*

### **The ACSS Multi-Year Plan (MYP) and Annual Work Plan (AWP)**

The Strategic Plan 2011-2015 was translated into the ACSS Multi-Year Plan (MYP) 2011-2015 and the ACSS Annual Work Plan (AWP) 2011, AWP 2012, AWP 2013, AWP 2014 and AWP 2015.

ASEAN Member States use the ACSS Strategic Plan 2011-2015 and the MYP 2011-2015 as well as the Annual Work Plans for their reference in drafting their National Strategic Development Plan. Sections where external assistance is necessary are also indicated in the MYP and AWP. Member States shall endeavour to meet these requirements including participation in ASEAN official meetings.

ASEANstats monitors the implementation of the ACSS AWP and reports the outcome to the ACSS Committee for further comments and inputs, as necessary.

The ACSS MYP 2016-2020 and Indicative AWP 2016 were both presented at the Fourth Session of the ACSS Committee.

## The Rules of Procedure

The Rules of Procedures (RoP) of the ACSS Committee was adopted at its First Session in November 2011, as appears in **Annex B-2**. It highlights the governance of the ACSS Committee, containing articles on directives in implementing the 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 MYP and AWP, including the 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 on good governance; and
- Preparation of a draft project proposal.

On the Chairmanship of the ACSS Committee, and on the preparation of the AWP, the RoP states that:

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

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



In accordance with the RoP, the ACSS Strategic Plan 2016-2020 was adopted in October 2014; and the Indicative Annual Work Plan 2016 was made available in October 2014.

### The ACSS Code of Practice

The AFCS 2010-2015 calls for the development of 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 at its Second Session in Seam Reap, Cambodia, 27-28 September 2012 adopted the ACSS Code of Practice (CoP) which 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 CoP is consistent with the Fundamental Principles of Official Statistics adopted by United Nations Statistical Commission in 1994. A set of indicators of good practice for each of the Principles is provided as a reference for reviewing the implementation status of the key principles of the ACSS CoP. All aspects in the production, dissemination and communication of ASEAN statistics are covered by the ACSS CoP.

The ACSS CoP appears in **Annex B-3**. Below are the eight principles of the ACSS CoP:

- Mandate for Data Collection
- Professionalism & integrity
- Confidentiality
- Accountability
- Commitment to quality (relevance, reliability, timeliness, comparability & accessibility)
- Cost effectiveness
- Reduced respondent burden
- Statistical cooperation & coordination

## The ACSS Policies and Guidelines on Data Sharing, Confidentiality and Dissemination of ASEAN Statistics

Dissemination of ASEAN statistics is still limited to the annual statistical publications available in printed copy such as the ASEAN Statistical Yearbook, ASEAN Community in Figures (ACIF), ASEAN Economic Community (AEC) Chartbook, and ASEAN Statistics Leaflet. Data confidentiality, effective data sharing and the use of technology for data sharing continued to be a challenge to the ACSS.

To facilitate data sharing, enhance dissemination and communication of statistics without breaching data confidentiality, the ACSS Committee has adopted the ACSS Policies and Guidelines on Data Sharing, Confidentiality and Dissemination of ASEAN Statistics at its Third Session in Bandar Seri Begawan, Brunei Darussalam, 10-12 September 2013. The draft ACSS Policies and Guidelines on Data Sharing, Confidentiality and Dissemination of ASEAN Statistics appears in **Annex B-4**.

The ACSS Committee remains resolute in promoting ASEAN statistics dissemination and communication, in close collaboration with the Member States and the media. A Community Mission-based Data Dissemination and Communication Model has been piloted in a number of ASEAN Member States which involved a series of trainings and workshops to build capacity on public relation and statistical press releases, with media involvement.

## **C. The Working Groups under the ACSS**



## The ACSS Sub-Committee on Planning and Coordination (SCPC)

The ACSS involves various data producing agencies at the national level, hence coordination is crucial for the successful implementation of the ACSS work plans. As such, there is an urgent need for coordination of statistical activities at the national level, and there are also increasing concerns to support decision making process at the Committee level and to strengthen coordination with ASEANstats.

The SCPC, established at the First Session of the ACSS Committee in Jakarta, Indonesia, 2-3 November 2011, is to provide leadership support to the ACSS Committee and facilitate the committee decision-making in implementing the ACSS Strategic Plan, MYP, and AWP. The SCPC also assumes the role of the regional focal point. The Terms of Reference of the SCPC appears in **Annex C-1**.

The SCPC Meetings since its establishment in 2011 were, as follows:

- The First Meeting of the SCPC, ASEAN Secretariat, Jakarta, Indonesia 24-26 April 2012
- The Second Meeting of the SCPC, ASEAN Secretariat, Jakarta, Indonesia 5 July 2012
- The Third Meeting of the SCPC, ASEAN Secretariat, Jakarta, Indonesia 3 April 2013
- The Fourth Meeting of the SCPC, Manila, Philippines 5-6 June 2013
- The Fifth Meeting of the SCPC, Bandar Seri Begawan, Brunei Darussalam 20-22 August 2013
- The Sixth Meeting of the SCPC, ASEAN Secretariat, Jakarta, Indonesia, 19-20 June 2014
- The Seventh Meeting of the SCPC, ASEAN Secretariat, Jakarta, Indonesia, 17-18 September 2014

## The COMPASS National Programme Coordinator

With the commencement of the four-year programme on EU-ASEAN Statistical Capacity Building for Monitoring Integration and Statistics (COMPASS) in June 2014, stems the need for stronger coordination among data producing agencies at the national level, between COMPASS, ASEANstats, and the National Statistical Systems, and between COMPASS and the respective working groups involved in the Programme activities.

The ACSS Committee at its Fourth Session in Nay Pyi Taw, Myanmar, 14-16 October 2014 agreed in principle, that the SCPC should also assume the role and functions of the COMPASS National Programme Coordinator. The Terms of Reference of the COMPASS National Programme Coordinator adopted at the Fourth Session of the ACSS Committee appears in **Annex C-2**.

### **The Working Group on Data Sharing, Dissemination and Communication of Statistics (WGDSA)**

The WGDSA was first established on 14 January 2009 at the Ninth ASEAN Heads of Statistical Offices Meeting in Singapore. Its Terms of Reference were further refined at the First Workshop on Enhancing the ASEAN Community Progress Monitoring System in Bali, on 16-18 July 2012.

The WGDSA is tasked to establish a system of sharing, regular dissemination and communication of ASEAN Community goals-relevant statistical information towards promoting transparency and wider use of statistics and improved governance and accountability in ASEAN through formulation of policies, guidelines, and procedures; and to improve capacities in information development and analysis, dissemination and communication of statistics.

The Terms of Reference of the WGDSA were further revised and endorsed by ACSS Committee at its 2nd Session in Siem Reap, Cambodia, on 27-28 October 2012. The current Terms of Reference of the WGDSA appears in **Annex C-3**.

### **The Working Group on International Merchandise Trade Statistics (WGIMTS)**

The TFIMTS was established in 2006 in line with the implementation of a project on ASEAN trade in goods and services indicators, under the ASEAN-Australia Development Cooperation (AADCP) Programme. A work plan was developed for implementation under the EU-ASEAN Statistical Capacity Building (EASCAB) Programme in 2009.

The Terms of Reference were recently revised to account for new developments and challenges in the compilation of IMTS. The ACSS Committee at its Third Session in Bandar Seri Begawan, Brunei Darussalam, 10-12 September 2013 agreed to convert the TFIMTS into the Working Group on International Merchandise Trade Statistics (WGIMTS) to reflect its permanent status within the decision making framework of the ACSS Committee.

The WGIMTS is primarily tasked to ensure continuous provision in broader scope and more detailed information requirements on IMTS to facilitate monitoring of the ASEAN economic integration. The current Terms of Reference of the WGIMTS appears in **Annex C-4**.

## The Working Group on Statistics of International Trade in Services (WGSITS)

The TFSITS was established in 2006 in line with the implementation of a project on ASEAN trade in goods and services indicators, under the ASEAN-Australia Development Cooperation Programme (AADCP). A work plan was developed for implementation under the EU-ASEAN Statistical Capacity Building (EASCAP) Programme in 2009.

The Terms of Reference were revised and adopted on 26-27 January 2010 at the Tenth ASEAN Heads of Statistical Offices Meeting in Chiang Mai, Thailand. The ACSS Committee at its Third Session in Bandar Seri Begawan, Brunei Darussalam, 10-12 September 2013 agreed to convert the TFSITS into the Working Group on Statistics on International Trade in Services (WGSITS) to reflect its permanent status within the decision making framework of the ACSS Committee and to address the emerging needs for more detailed, more comparable, and more comprehensive SITS in various forms.

The WGSITS is primarily tasked to promote the development and harmonization of SITS in support of the ASEAN evidence-based policy in monitoring the free flow of services within the ASEAN Economic Community as well as between ASEAN and the global economy. The current Terms of Reference of the WGSITS appears in **Annex C-5**.

## The Working Group on International Investment Statistics (WGIIIS)

The regional cooperation in foreign direct investment statistics has been in existence since mid of 2000, under the name Working Group of Foreign Direct Investment Statistics. The working group dealt not only with foreign direct investment statistics but also with administrative foreign investment data such as FDI approvals.

In conjunction with the establishment of the ASEAN Community Statistical System as the body responsible for strengthening regional cooperation in statistics, the ASEAN Economic Ministers – 14th ASEAN Investment Area Council Meeting, held in Manado, Indonesia on 10 August 2011, endorsed/agreed to the recommendation of the Senior Economic Officials Meeting (SEOM) at the prep-SEOM for the 43rd AEM Meeting and Related Meetings on 9-10 August 2011 to transfer the Working Group on Foreign Direct Investment Statistics (WGFDIS) to the ambit of the ACSS Committee from the Coordinating Council on Investment (CCI). Under the new structure, the ACSS Committee will coordinate with the CCI on investment data required for policy analysis.

The Terms of Reference were amended to reflect the new reporting structure and the scope of the work program. The 24th Meeting of the WGFDIS decided

to rename the WGFDIS to Working Group on International Investment Statistics (WGIIS). The current ToR of the WGIIS appears in **Annex C-6**.

## **Other Working Groups under the ACSS Committee**

### **Task Force on Statistical Classifications (TFSC)**

Task Force on Statistical Classifications (TFSC) was established at AHSOM 4 in 2002, Yangon, Myanmar in response to the United Nations Statistics Division efforts to align the standard industrial classifications used at the national level (or regional level) with the ISIC Revision 4.

One major role of the TFSC was to develop common industrial classifications for reference by the Member States. The ASEAN Common Industrial Classifications (ACIC) was developed at three – digit level. The ACIC is consistent with the ISIC rev.4, but with additional section to account for emerging activities in ASEAN region, such as the leisure business, and more breakdowns on agricultural activities. The ACIC was endorsed by the AHSOM 7, 21-22 November 2006, in Bandar Seri Begawan, Brunei Darussalam. All ten Member States were involved in the development of the ACIC. Myanmar industrial classification system was actually developed using ACIC as the reference.

Following the completion of the ACIC, the TFSC concluded its operation.

### **ASEAN Advisory Group on SNA (AAGSNA) and the SNA Forum**

Two workshops were carried out in 2007 and 2009 and an assessment study was also conducted in 2009 in response to the increasing initiatives at the global and regional level to migrate to the SNA 2008 Framework. The AAGSNA and SNA Forum were established along this line, with the intention to pursue the regional cooperation in national account statistics. However with no further external support, activities were not carried out at the ASEAN level.

The ACSS Strategic Plan 2016-2020, with support from the COMPASS, has placed the SNA in the agenda though with modest objective - to ensure that the SNA Forum functions as expected and to revisit the work plan.

### **Millennium Development Goals (MDGs) Focal Point and the ASEAN Community Progress Monitoring System (ACPMS) Focal Point**

To support the compilation of statistical report on the MDGs and the ACPMS, the focal points on MDG and ACPMS were involved. Arrangement through the focal points, however, was kept informal; thus, will need to be strengthened and Institutionalised, as necessary.





## **D. Some Key Achievements and Publications**



## Achievements under the ACSS Committee

### 1. Strengthening the institutional framework:

- Updated Broad Framework for the Sustainable Development of ASEAN Statistics (Broad Framework Rev.1) – 5 July 2011
- Reconstitution of ACSS Committee from AHSOM, as the highest policy making and coordinating body on statistical matters in the ASEAN region, reporting to AEM through SEOM – 5 July 2011
- Adoption of the Rules of Procedures of the ACSS Committee – 3 November 2011
- Establishment of the Sub-Committee on Planning and Coordination to support the ACSS Committee – 3 November 2011
- Adoption of the Code of Practice to ensure trust, accountability and highest professional standards in the development, production, dissemination and communication of ASEAN statistics – 27 September 2012
- Draft Multi-Year Action Plan 2011-2015 and Annual Work Plans 2012, 2013 and 2014 – since 2011
- Mechanisms in place to monitor implementation of activities/programme at national and regional levels available (where ASEANstats reports to the ACSS Committee on the implementation of its AWP) –since 2011
- Policies on Data Sharing, Confidentiality, Dissemination and Communication of Statistics adopted – 12 September 2013
- Conduct of user–producer consultation through the ASEAN Users’ Needs Survey – in 2012
- Adoption of the ACSS Strategic Plan 2016-2020 – 16 October 2014

### 2. Strengthening ASEAN statistics

- On-going progress in harmonising IMTS, FDIS and SITS
- ASEAN Statistical Report on MDGs
- Expanded ASI framework, to include the ACPMS and ASEAN Connectivity and further translated into a Consolidated Template – 16 October 2014.
- Development of statistical data processing and dissemination tools (REXDBS, ASEAN stats Report Writer, ASEANstats website) – since 2013
- On-going process of strengthening ASEANstats’ organisation and human resources.

### 3. Narrowing the development gap

- Marked improvements in IMTS, FDIS and SITS at the CLMVs – since 2012.
- IT support on data production of key ASEAN integration statistics - 2012

### Publications of ASEAN Statistics

The regular annual statistical publications include the following:

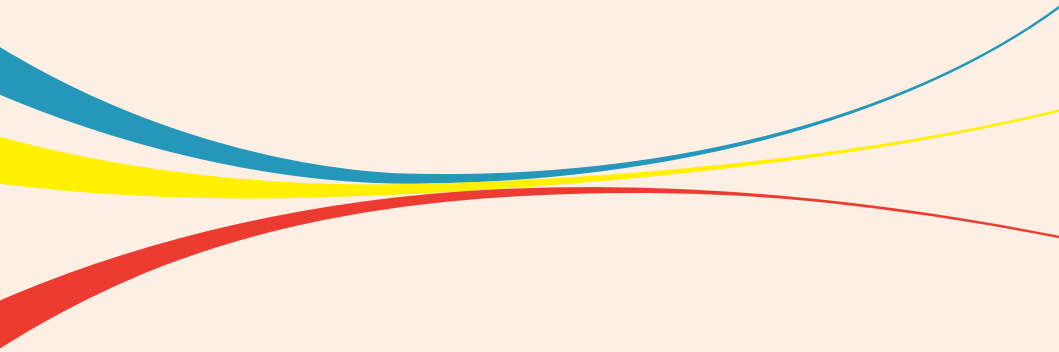
1. ASEAN Statistical Yearbook – since March, 2002
2. ASEAN Community in Figures (a pocket size publication) – Since 15 December, 2003
3. ASEAN Economic Community (AEC) Chartbook (an A5 size publication) – Since July, 2007
4. ASEAN Statistics Leaflet – Since August, 2011
5. ASEAN International Merchandise Trade Statistics (on line version and printed version) – since November, 2012
6. ASEAN Foreign Direct Investment Statistics (on line version) – since November, 2012
7. ASEAN Statistics on Trade in Services – since November, 2012

### Other Statistical products and services:

1. ASEAN Key Statistics Indicators – on ASEAN statistics webpage, updated quarterly – since 2001, at the following URL: [www.asean.org/resources/category/asean-statistics](http://www.asean.org/resources/category/asean-statistics)
2. ASEAN Regional Exchange Database (REXDBS), updated annually – since 2012, at the following URL: [aseanstats.asean.org](http://aseanstats.asean.org)
3. ASEAN Community Progress Monitoring System (ACPMS) and ASEAN Brief, updated once every two years – since 2007
4. ASEAN Statistical Report on the MDGs Indicators, updated once every two years – since 2012
5. Statistics Press Releases, quarterly – since 2014



# ANNEXES





# 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 Vietnam 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, and 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 question, 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, for the ACSS required to implement 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**

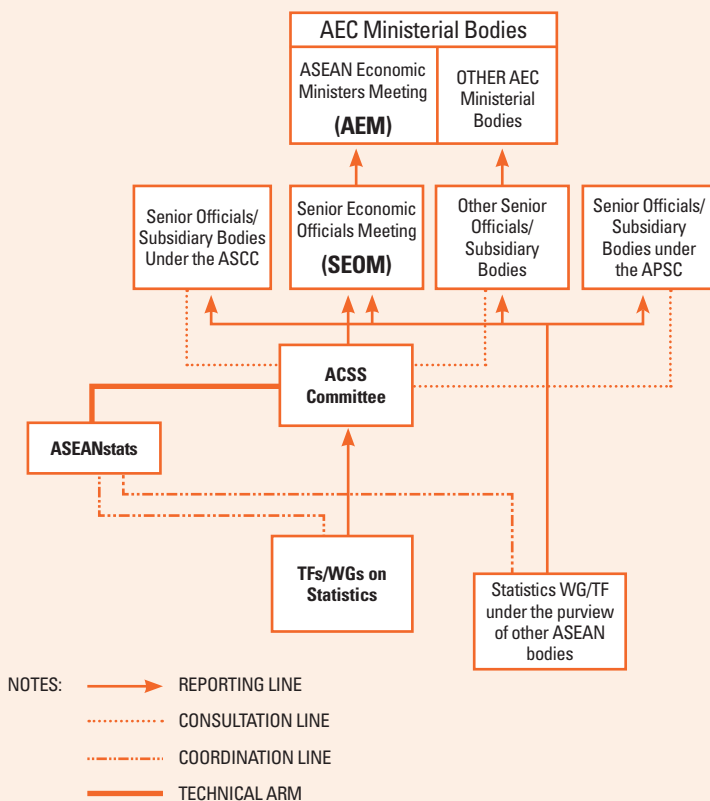
The following process shall be undertaken:

- (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.

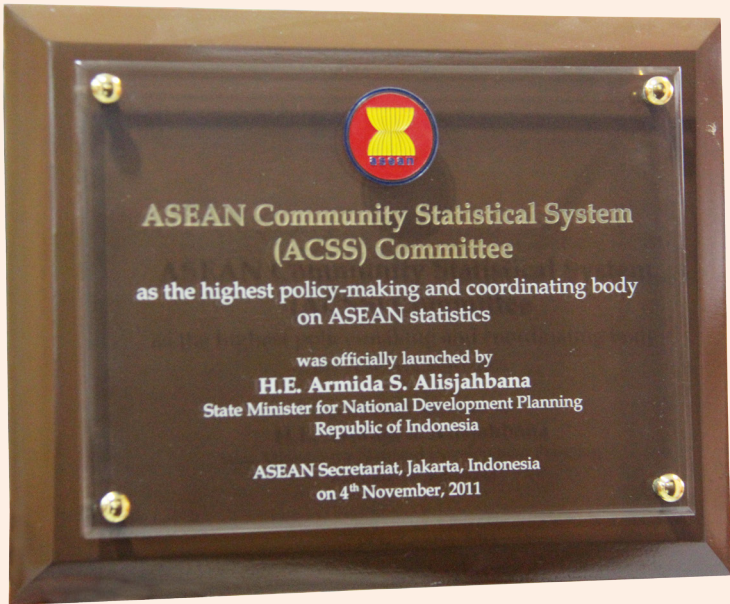
In order to give the ACSS Committee a formal status within the ASEAN organisation, the AHSOM Chair shall seek AEM's endorsement, through SEOM, for the ACSS Committee to be included in the updated Annex 1 of the ASEAN Charter.

## Annex 1

### The ACSS Committee's Reporting Line



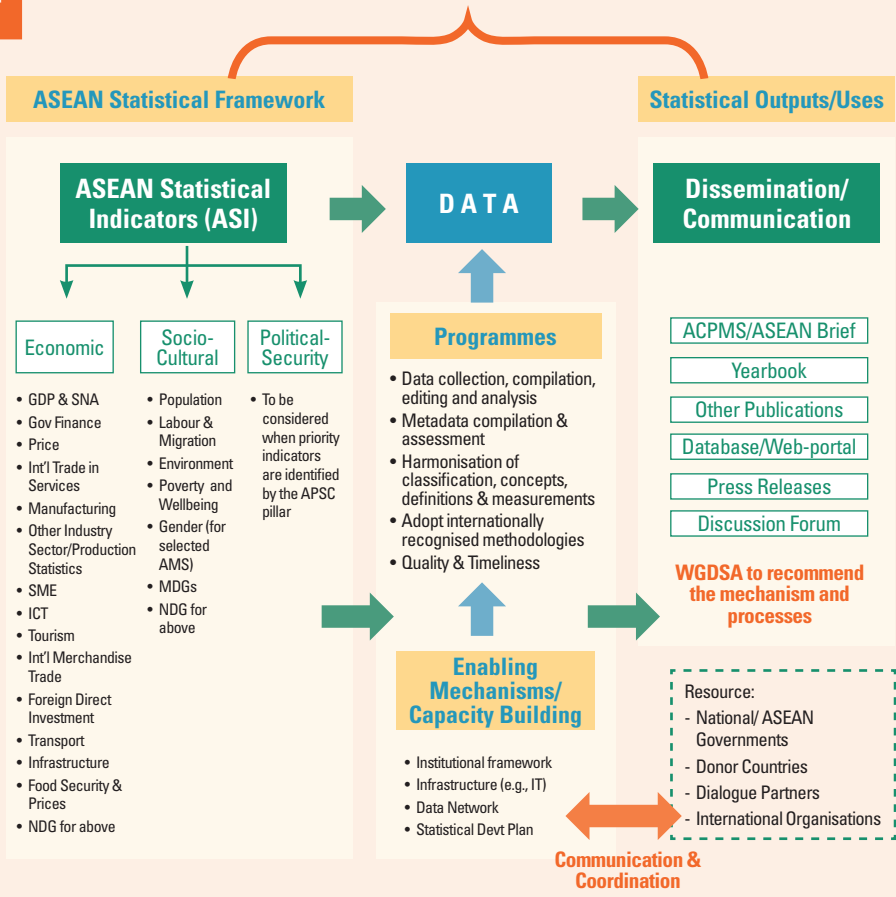
## Annex A-2



# Annex A-3

## Broad Framework Rev.1

### Major Stakeholders





# ASEAN Framework of Cooperation in Statistics (Revised Version.1)

**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),

**Anticipating** the increased and more diverse demand for ASEAN statistics at both national and regional levels emanating from the implementation of the ASEAN Charter and the commitments of ASEAN Leaders to accelerate the establishment of an ASEAN Community by 2015 (ASEAN Summit, Cebu, the Philippines, January 2007), to develop the ASEAN Community Post-2015 Vision (Bandar Seri Begawan Declaration on the ASEAN Community's Post-2015 Vision), to further enhance the ASEAN Economic Community Blueprint's key characteristic of a Region of Equitable Economic Development (ASEAN Framework for Equitable Economic Development), and to continue enhancing the implementation of the Master Plan on ASEAN Connectivity and ASEAN Roadmap for the Attainment of the Millennium Development Goals;

**Appreciating** the recent developments in statistical cooperation at the global and regional levels relevant to the acceleration of the ASEAN Community;

**Recognising** the need to develop more relevant indicators and to produce, disseminate and communicate more 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), and with a view of strengthening national capacity to better respond to the national and ASEAN statistical information requirements;

**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 ASEAN Member States;

**Mindful** of the different stages of statistical developments, varying priorities and diverse national practices, and attendant challenges faced by the national statistical system of ASEAN Member States;

**Appreciating** the gains in the implementation of statistical programmes and initiatives undertaken to date and the need to enhance strategies to provide appropriate support to emerging statistical requirements of the ASEAN Community;

**Encouraged** by the outcome of the Mid-term Review of the implementation of the ACSS Multi-Year Action Plan 2011-2015 and recognising the challenges posed; and

**Guided by** the Broad Framework for the Sustainable Development of ASEAN Statistics adopted at 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, and to strengthen the ASEAN Community Statistical System to promote and enhance the production, dissemination and communication of timely and comparable statistics in support of the ASEAN Community; and

**Do hereby adopt** this revised ASEAN Framework of Cooperation in Statistics.

## 1. Objectives

The overall objectives of the ASEAN Framework of Cooperation in Statistics are to strengthen the organisational framework and statistical capacity of ASEAN with the establishment of the ASEAN Community Statistical System (ACSS) that is able to produce timely and comparable statistics in support of a rules-based ASEAN Community, and to sustain statistical capacity development under the ACSS guidance with a view of strengthening the national capacity of ASEAN Member States to better respond to national and ASEAN statistical information requirements and to global and regional initiatives in line with the establishment of the 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 ACSS Committee processes 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 earnest implementation of the ASEAN-help-ASEAN mechanism and by leveraging on information and communication technologies;
- 1.4** increase comparability of ASEAN statistics through adoption of harmonised concepts, definitions, classification systems, and methodologies consistent with internationally-accepted standards, guidelines, recommendations and good practices;
- 1.5** improve the provision of timely and comparable ASEAN statistics in support of ASEAN regional planning and policy making bodies and national stakeholders;
- 1.6** promote wider use of statistics through improved communication and coordination among producers of ASEAN statistics and key user groups and identification of statistical priorities;
- 1.7** advocate for greater commitment from ASEAN policy makers and national governments to increase and provide adequate public investment for prioritised statistical programmes, projects and activities;
- 1.8** promote trust and accountability and the highest professional standards with the adoption of the ACSS 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 relevant bodies under the ASEAN Community Councils, and the ASEAN Secretariat”. As an integral part of the ASEAN Community, the ACSS shall comprise the:

- 2.1** ACSS Committee as the highest regional policy-making and coordinating body on ASEAN statistics;
- 2.2** National statistical systems of all ASEAN Member States, with the national statistical office as country focal point on ASEAN statistics;

- 2.3 ASEAN Secretariat through ASEANstats as regional focal point of ASEAN statistics and technical arm and secretariat of the ACSS Committee; and
- 2.4 relevant ASEAN bodies under the ASEAN Community Councils as primary stakeholders.

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

#### **3.1 The ACSS Committee shall:**

- 3.1.1 comprise 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;
- 3.1.2 establish necessary and appropriate mechanisms to facilitate and coordinate regional technical cooperation among national data producing institutions in relevant statistical domains;
- 3.1.3 communicate to the concerned ASEAN bodies under the ASEAN Community Councils the progress and issues that may have some bearing on statistics and shall convene periodic user-producer dialogues to consult with concerned ASEAN bodies in the APSC, AEC, and ASCC; and
- 3.1.4 be guided by the Broad Framework for the Sustainable Development of ASEAN Statistics in expanding the ASEAN Statistical Indicators (ASI), which is a framework of statistical indicators and ASEAN statistics to provide for the scope of regional cooperation in statistics in ASEAN.

#### **3.2 The National Statistical Office of the ASEAN Member States shall:**

- 3.2.1 coordinate the development and harmonisation of ASEAN statistics produced by the national statistical system, including those produced by mandated line ministries/departments or competent national authorities; and
- 3.2.2 coordinate the provision of ASEAN statistics to stakeholders in ASEAN through the ASEANstats and function as the country focal point in matters related to regional cooperation in statistics.

- 3.3** The ASEAN Secretariat through ASEANstats shall:
- 3.3.1 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;
  - 3.3.2 serve as the technical arm and secretariat of the ACSS Committee;
  - 3.3.3 support national statistical systems in the implementation of policies and standards for ASEAN statistics;
  - 3.3.4 serve as the link between the ACSS Committee and the ASEAN Community Councils and other stakeholders, including the international community; and
  - 3.3.5 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 relevant ASEAN Bodies under 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, harmonisation, 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 Sustainable 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 the broad statistical domains and prioritised 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 ACSS Committee and the ASEANstats and in consultation with the relevant ASEAN Bodies under

the ASEAN Community Councils, shall work towards the attainment of the above objectives through the following strategies:

- 5.1** Strengthening the organisational framework for an effective ACSS
  - 5.1.1 The strengthening of the ACSS depends on clear and strong mandate that provides for concrete organisational structure, linkages, and systems.
  - 5.1.2 The ACSS Committee shall lead consultations with relevant 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.
- 5.2** Strategic planning and monitoring
  - 5.2.1 The production, harmonisation, dissemination and communication of ASEAN statistics shall be guided by the ACSS five-year strategic plan.
  - 5.2.2 Guided by the vision and mission, the ACSS shall establish the scope of work, strategies, programmes, and outputs and appropriate enabling mechanisms that support a rules-based ASEAN Community in its strategic plans.
  - 5.2.3 Coordination and communication among stakeholders shall be enhanced to reflect ASEAN Community statistical priorities in the national strategies for the development of statistics.
  - 5.2.4 Progress of implementation of the strategy shall be monitored and evaluated periodically through the multi-year and annual work plans.
  - 5.2.5 Quality monitoring shall be carried out through the assessment measures of the ACSS Code of Practice.
- 5.3** Technical cooperation on the development and harmonisation of ASEAN statistics
  - 5.3.1 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. All cooperation activities must conform to the thrusts and principles of the ACSS and work towards long-term statistical development objectives.

- 5.3.2 Sharing of statistics as guided by the Policies and Guidelines on Data Sharing Confidentiality and Dissemination of ASEAN Statistics, shall be undertaken towards an integrated ASEAN statistics database to facilitate dissemination and communication of statistics among stakeholders. Harmonisation guidelines, data dissemination and communication policies, and data sharing and exchange mechanisms shall be implemented for statistical areas.
- 5.3.3 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** Technical cooperation on the dissemination and communication of ASEAN statistics
- 5.4.1 Technical cooperation work on enhancing dissemination and communication of ASEAN statistics shall continue.
- 5.4.2 Access to statistics shall be enhanced to better satisfy user's needs for improved timeliness and greater variety and more detailed statistics, subject to the respective legislation of ASEAN Member States concerning data confidentiality.
- 5.4.3 Efforts to disseminate various statistical indicators relevant to ASEAN integration and development in all pillars of the ASEAN Community shall continue.
- 5.4.4 Appropriate tools and techniques shall be developed to facilitate data dissemination and communication.
- 5.5** Institutional building, key statistical infrastructure improvement, and human resource development
- 5.5.1 Inter-agency coordination among mandated data producing agencies shall continue.
- 5.5.2 Implementation of the ACSS Rules of Procedure and adherence to existing policies and frameworks shall be pursued.
- 5.5.3 Improvement of other key statistical infrastructure such as sampling frame for population, social and economic statistics, methodological documentation and metadata systems, and data quality assessment frameworks shall be enhanced.

5.5.4 Competence and skills on technical subject matter shall be enhanced, and training activities on statistical management, coordination, communication and ICT applications in statistics shall be pursued.

## 5.6 Stakeholder consultations

5.6.1 Stakeholder consultation shall be continued to ensure relevance and effectiveness of the ACSS.

5.6.2 Communication and interaction between the ACSS and key user groups at the regional and national levels shall be strengthened in determining regional statistical priorities and promoting wider application of statistics in policy formulation, decision making and progress monitoring in the ASEAN Community.

## 6. Legal Status

For the avoidance of doubt, this ASEAN Framework of Cooperation on Statistics does not and is not intended to create legally binding rights, duties and obligations.

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

**Done** on this 19th day, in the month of October, in the year 2010 in Jakarta, Republic of Indonesia.

**Revised** on this 16th day, in the month of October, in the year 2014 in Nay Pyi Taw, the Republic of the Union of Myanmar.

### ASEAN Heads of National Statistical Offices

Brunei Darussalam  
 Kingdom of Cambodia  
 Republic of Indonesia  
 Lao People's Democratic Republic  
 Malaysia  
 The Republic of the Union of Myanmar  
 Republic of the Philippines  
 Republic of Singapore  
 Kingdom of Thailand  
 The Socialist Republic of Viet Nam



### ACSS Strategic Plan 2016-2020

As adopted at the Fourth Session of the ACSS Committee

Nay Pyi Taw, Myanmar, 14-16 October 2014

#### A. Introduction

The first ACSS Strategic Plan was adopted by the then ASEAN Heads of Statistical Offices Meeting (AHSOM) in 2011. It covers the period 2011-2015 and serves as the basis to develop the Annual Work Plan (AWP) 2011 and its consecutive AWP.

In accordance with the ACSS Committee's Rules of Procedures, the AWP 2016 is ought to be submitted to the ACSS Committee by third quarter of 2014 i.e. 15 months before the start of the concerned year. Therefore, the ACSS Strategic Plan 2016-2020 should be made available and adopted by the ACSS Committee by third quarter of 2014.

The Strategic Plan 2016-2020 was prepared by the Philippine Statistics Authority (PSA) together with Brunei Darussalam Department of Statistics and ASEANstats, based on their assessment through the Mid-Term Review (MTR) of the ACSS Strategic Plan 2011-2015. Major inputs were received from a series of meetings of the ACSS Sub-Committee on Planning and Coordination in 2013 and 2014, the ASEAN-PARIS21-Eurostat Strategic Planning Workshop on 28-29 November 2012, and the High-Level Seminar on ACSS Strategic Plan 2016-2020, 17-18 June 2014, supported by PARIS21 and the ASEAN Regional Integration Support by the EU (EU-ARISE).

#### B. Achievements Under the ACSS Strategic Plan 2011-2015

The Strategic Plan 2011-2015 addresses identified challenges through the following three broad strategies: (1) Strengthening the institutional framework; (2) Strengthening ASEAN statistics; and (3) Narrowing the Development Gaps.

At its early stage, the ACSS has accomplished significant progress in institutional strengthening and strengthening of ASEAN statistics. Based on the outcomes of the MTR, it is expected that many of the results set in the Multi-Year Plan have been achieved and some will be achieved by the end of 2015. These include:

1. Strengthening the institutional framework:
  - Updated Broad Framework for the Sustainable Development of ASEAN Statistics (Broad Framework Rev.1) – 5 July 2011.
  - AHSOM reconstituted into the ACSS Committee with recognition as the highest policy making and coordinating body on statistical matters in the ASEAN region and as a unique ASEAN body dealing with ASEAN statistics and reporting to AEM through SEOM – 5 July 2011.
  - Rules of Procedures of the ACSS Committee adopted – 3 November 2011.
  - Establishment of the Sub-Committee on Planning and Coordination to support the ACSS Committee – 3 November 2011.
  - Adoption of the Code of Practice to ensure trust, accountability and highest professional standards in the development, production, dissemination and communication of ASEAN statistics – 27 September 2012.
  - Multi Year Plan 2011-2015 and Annual Work Plans 2012, 2013 and 2014 available – since 2011.
  - Mechanisms to Monitor Implementation of activities/programme at national and regional levels available – since 2011.
  - Policies on Data Sharing, Confidentiality, Dissemination and Communication of Statistics adopted – 12 September 2013.
  - User producer consultation process initiated – since 2012.
  - ACSS Communication Strategy adopted – 16 October 2014.
  - ACSS Strategic Plan 2016-2020 adopted – 16 October 2014.
2. Strengthening ASEAN statistics
  - Progress in harmonising IMTS, FDIS and SITS continued.
  - ASEAN statistical report on MDGs continued.
  - ASI framework expanded including the ACPMS and ASEAN Connectivity and translated into a Consolidated Template – 16 October 2014.
  - Statistical data processing and dissemination tools developed (REXDBS, ASEANstats website) – since 2013.
  - Regional statistical dissemination policy elaborated – by 2015
  - More statistical publications available since 2012.

- Process of strengthening ASEANstats' organisation and human resources continued.
3. Narrowing the development gap
- Some improvements of IMTS, FDIS and SITS in the CLMVs observed – since 2012.
  - IT in support of data production of key ASEAN integration statistics in place - 2012.
  - On-going cooperation from ASEAN Member States (ASEAN helps ASEAN programme) facilitated – by 2015.

### C. The Mandate

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), remains to be the major reference in the drafting of the ACSS Strategic Plan 2016-2020. The characteristics of the AEC, ASCC, and APSC, as outlined in the Community Blueprints, therefore, continue to serve as guidance in setting the overall prioritization.

The goal of the 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. The AEC is characterised by the following: (a) single market and production base; (b) competitive economic region; (c) equitable economic development; and (d) integration into the global economy. To achieve such objectives, the Community will advance economic integration and cooperation, among others, by fully realising the ASEAN Free Trade Area, accelerating liberalisation of trade in services and investments, establishing a single market and production base, and providing a facilitating environment for business through industry development in infrastructure (transportation, information and communication technology, energy), tourism, agriculture and forestry, while promoting effective competition policy, intellectual property rights and consumer protection. It will also promote closer consultations in macroeconomic and financial policies.

Under the ASCC, as reaffirmed by the Leaders in the 14<sup>th</sup> ASEAN Summit in Cha-am, Thailand, 1st 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. The broader objectives of the ASCC pillar is reflected in the following characteristics of the ASCC pillar: (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.

Meanwhile, the APSC envisions ASEAN as a Community with: (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.

Recent developments in the policy areas noted Leaders' new commitment to further enhance the third pillar of the AEC Blueprint, i.e. the Equitable Economic Development, to provide ASEAN people with equal opportunities to benefit from regional economic integration. The 2011 ASEAN framework for Equitable Economic Development highlighted that, pursuing such an equitable economic development initiative, Member States essentially also assure that regional economic integration helps alleviate poverty and narrow the development gap within ASEAN. Securing an equitable economic development would also require sound connectivity within and between ASEAN Member States in terms of physical, institutional, and people-to-people connectivity. Significant efforts have also been undertaken to implement the Master Plan of ASEAN Connectivity (MPAC). Statistical information on physical infrastructure, human capital mobility, technology transfer, and access to markets, and poverty, therefore, is essential.

With the post-2015 development goals becoming a high priority in the agenda of international statistical organisations, the ACSS has agreed to contribute to the discussion. Related to the post-2015 development goals, ASEAN Leaders have pledged to the development of the ASEAN Community Post-2015 Vision. A few other important initiatives in statistical development at the international fora were highlighted at the ACSS Strategic Planning Seminar. These include the Regional Programme for improving Economic Statistics, the Regional strategic plan for the improvement of civil registration and vital statistics, the Global Strategy in Improving Data on Agriculture and Rural Sectors, and the Core Set of population and social statistics.

As stipulated in the ASEAN Framework of Cooperation in 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. It shall comprise broad statistical domains, priority indicators and statistics corresponding to key, relevant policy concerns in the APSC, AEC and ASCC blueprints.

The ACSS Committee has agreed to frame in the *Broad Framework for the Sustainable Development of ASEAN Statistics* (The Broad Framework), which is detailed in the ASEAN Statistical Indicators (ASI), all broad statistical domains which the ACSS Committee members are committed to produce. Since further guidance and consultation are still needed in defining the major statistical domains relevant to the APSC, the current Broad Framework has not covered statistics for APSC monitoring. The Broad Framework is, however, a living document, which can be amended as necessary.

#### **D. The Challenges**

The accelerated speed of the establishment of the ASEAN Community puts new demands on statistics as the harmonisation process need to be expedited and a wider variety of statistics are required. The establishment of the ASEAN Integration Monitoring Office (AIMO), to track progress towards ASEAN integration, reaffirmed the importance of statistics for monitoring. On the other hand, it has also added new dimensions of data requirements, as more detailed, consistent, and coherent time series data, as well as high-frequency data and micro data are needed.

As assessed through the Mid-Term Review (MTR) of the ACSS Strategic Plan 2011-2015, the implementation of the ACSS Strategic Plan 2011-2015 will potentially leave some outstanding challenges. The objective of the Strategic Plan 2011-2015 is to create preconditions for a sustainable development of ASEAN Statistics. Despite its focus on creating concrete and clear mandate for regional cooperation and institutional strengthening, a number of challenges remains, such as those related to institution building, including the effective functioning of the ACSS Committee as the highest regional body in statistics, of the national statistical office (NSO) as the country focal point, and of the ASEANstats as the ACSS technical arm, and regional focal point. Mechanisms whereby users are consulted and coordination among data producing agencies also need enhancement.

The challenges related to the above developments have been identified through the MTR and the High-Level Seminar on ACSS Strategic Plan 2016-2020 and discussed in a series of meeting of the ACSS Sub-Committee on Planning and Coordination (ACSS-SCPC).

The following are a summary of the identified challenges, in addition to challenges associated with limited availability, quality, and dissemination of ASEAN statistics:

1. The role of the ACSS Committee as the highest regional body in statistical policy making needs to be further strengthened in order to draw greater stakeholders' involvement since coordination among the various national data-producing agencies will continue to be challenging until a regional statistical framework, guidelines and standards exist and implemented by all concerned;
2. Partnership between and among the ACSS Committee, the ASEAN bodies, and the ASEAN Member States, and ASEAN Secretariat stipulated in the ASEAN Framework of Cooperation in Statistics 2010-2015 needs to be built up, through the development of a user-producer consultation mechanism;
3. In some ASEAN Member States, the role of the national statistical office (NSO) as the national focal point and coordinator of the development, harmonization, and provision of national statistics to the ASEAN Secretariat has yet to be recognized and promoted;
4. The National Strategy for the Development of Statistics (NSDS) and the Regional Strategy for the Development of Statistics (RSDS), i.e., the ACSS Strategic Plan, need to be aligned, and resources to be secured;
5. Efforts towards data quality assessment and monitoring have only been recently initiated and therefore more efforts are needed to advance the development of measures to assess the ACSS Code of Practice (CoP), and commitment has yet to be demonstrated through the implementation of the quality measures;
6. ASEANstats' limited resources and capacity has stifled its performance as the technical arm and focal point in regional statistics, in particular in its function to lead the harmonisation of ASEAN statistics and to liaise with ASEAN bodies, international organisations, development partners and dialogue partners in promoting statistical capacity building.
7. Dissemination of ASEAN statistics is still limited and available mainly in printed publication; efforts to develop an effective dissemination strategy have only begun recently; advanced release calendar for dissemination of ASEAN statistics has not been available, while access to an integrated ASEAN statistics database and data sharing security have yet to be established;

8. Regional cooperation in other fields of statistics such as the National Accounts, Labour Market Indicators, and manufacturing statistics were stagnant, posing additional challenges in meeting the more diverse and more detailed data needs which have emerged in line with the deepening of ASEAN integration and the increasing ASEAN initiatives on monitoring of regional integration;
9. On narrowing development gaps, more efforts needs to be exerted and the ASEAN-help-ASEAN scheme needs to be further promoted;
10. ASEAN statistics have very limited visibility and the ACSS has limited presence in the ASEAN process as well as in the global arena. ASEAN statistics website has limited support in the realization of the ACSS which requires greater advocacy and political support; while effective communication strategy towards closer user-producer consultation and enhanced coordination among data producing agencies has only been recently initiated;
11. The new initiative towards the Post-2015 SDGs, initiative on Data Revolution, and the statistical programmes in the Asia and the Pacific region will add up to the present challenges. Meanwhile, the formulation of the ASEAN Framework for Equitable Economic Development (AFEED) and Sustainable Development in ASEAN will entail greater commitment from the ACSS' agenda.
12. Diversity in statistical development amongst the AMSs along with the dependency on external parties in some AMSs;
13. Limited resources to respond/contribute to the regional programmes and to the discussion on Post-2015 SDGs and other initiatives at the global level;
14. Greater involvement of the concerned data producing agencies in the national statistical system remains a challenge in some AMSs;
15. Ensuring greater investment in statistics, funding from government budget, high-level support, and active involvement of senior management remains a challenge in most AMSs.

#### **E. The Purpose of the Strategic Plan 2016-2020**

The ACSS Strategic Plan 2016-2020 shall provide the framework for effective facilitation, coordination, production, harmonisation, dissemination and communication of ASEAN statistics.

The strategies shall lay down priorities concerning the needs for information in support of the ASEAN Community building and integration

monitoring and meeting and sustaining the capacity building needs of the ASEAN Member States, while also contributing to the statistical development at the global and regional level.

Those needs shall be weighed against the resources needed at the regional and national level to provide the required statistics and also against the response burden and associated costs.

The main purpose of the ACSS Strategic Plan 2016-2020 is to strengthen the mechanisms and system established through the implementation of the preceding strategic plan, for sustainable development and flow of statistical information, better satisfaction of statistical information needs, and sustainable capacity building in the AMSs.

## **F. Broad Strategies/Major Components and Major Thrusts for 2016-2020**

### ***Broad Strategies/Major Components***

The following broad strategies are formulated in order to address the above challenges.

- Institutional strengthening, enhancement of ACSS and its sustainability
- Improvement of the Response to greater ASEAN Data Needs
- Enhancement of Dissemination, Communication, Visibility, and Use of ASEAN statistics
- Catching up and Narrowing Development Gap

### ***Major Thrusts***

The major thrusts underlying the institutional strengthening and enhancement of ACSS and its sustainability have to do with the objectives of:

1. recognising ACSS Committee as a prominent high-level regional body of statistics being the highest regional policy-making and coordinating body on ASEAN statistics
2. developing close partnerships and dialogue between the data producing agencies, ACSS, and users in the ASEAN bodies
3. strengthening coordination among data producing agencies
4. realising ASEANstats as the technical arm of the ACSS Committee and regional focal point and coordinator



5. aligning national strategy for the development of statistics with the regional strategy for the development of statistics
6. advocating for greater support for and investment in statistics
7. equipping the ACSS with other needed enabling mechanism, such as strategic plan, annual work plan, good governance, and monitoring of progress and quality

The major thrusts underlying the second broad strategy, Improvement of the Response to greater ASEAN Data Needs, are as follows:

1. improving availability, timeliness, and comparability of key ASEAN integration statistics including the trade in goods, trade in services, and investment statistics, as well as MDG indicators
2. expanding the scope of regional cooperation to better respond to emerging major ASEAN initiatives, such as ASEAN integration monitoring, ASEAN connectivity monitoring, the Post-2015 development goals, ASEAN Framework of Equitable Economic Development, and relevant initiatives under concerned international statistical organisations

In line with the third broad strategy, the Enhancement of Dissemination, Communication, Visibility, and Use of ASEAN statistics, the regional cooperation in statistics should be driven by the following purposes:

1. strengthening and consolidating ASEAN statistics databases toward an integrated ASEAN statistics database, leveraging on the development in IT and technology
2. enhancing data accessibility and data sharing, observing data confidentiality and security
3. facilitating and promoting wider data dissemination
4. raising visibility of ASEAN statistics and statistical awareness
5. ensuring statistical support for the ASEAN bodies

The major thrusts of the fourth broad strategy, the Catching up and Narrowing Development Gap, include:

1. provision of special assistance to CLMV for ensuring continuous training and transfer of knowledge and for narrowing the development gaps
2. facilitation of ASEAN-help-ASEAN mechanism, including bilateral partnerships

## G. Statement of Vision and Mission

### Vision 2020 :

“A responsive ASEAN Community Statistical System providing high quality statistics”

### Mission for 2016-2020 :

“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”.

### Values and Principles :

- |                          |                       |
|--------------------------|-----------------------|
| 1. Relevance             | 5 Forward Looking     |
| 2. Commitment to quality | 6. Teamwork           |
| 3. Professionalism       | 7. Accountability     |
| 4. Integrity             | 8. Cost Effectiveness |

## H. The Detailed Strategies of the ACSS Strategic Plan 2016-2020

(as presented in the below matrix)

# ACSS Strategic Plan 2016-2020: Detailed Strategies

As of 6 October 2014

MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME
<b>1</b>	<b>Institutional strengthening, enhancement of ACSS and its sustainability</b>		
<b>1.1</b>	<b>Advancing commitment to ACSS work programmes among the ACSS members</b>		
<b>a</b>	<b>Regional Level Implementation</b>		
	1 Support the finalisation /revision of the NSDS and AMSS' Annual Work Plan, incorporate major activities of the RSDS and support the process of securing budget for a minimum number of official meetings.	1 Relevant work programmes of the RSDS are reflected in the NSDS of AMSS.	From 2016
	2 Promote and support the partnership and lead country approach in the implementation of the major activities/programmes under select working groups.	1 Lead Country Approach implemented for major areas of the ACSS work plan.	From 2016
		2 Partnership scheme for major areas of the ACSS work plan implemented.	From 2017
<b>b</b>	<b>National Level Implementation</b>		
	1 Support the finalisation /revision of the NSDS and AMSS' Annual Work Plan, incorporate major activities of the RSDS and support the process of securing budget for minimum number of official meetings.	1 AMSSs fund their own participation in all regular meetings of the ACSS Committee, and at least one regular meeting of the SCPC and two other official meetings.	From 2017
		2 The chairing AMS hosts the ACSS Committee meeting and at least one of the SCPC meetings.	From 2016
<b>1.2</b>	<b>Developing stronger partnerships among users and producers of ASEAN statistics</b>		
<b>a</b>	<b>Regional Level Implementation</b>		
	1 Promote closer coordination between ACSS and users at the regional level (ASEANstats provide assistance, materials, facilitation, etc.).	1 User consultation sessions regularly implemented.	From 2016
		2 A formal User-Producer Forum established at the Regional level.	By 2018
	2 Promote closer coordination between ACSS and the ASEAN bodies through high-level forum, seminars, and advocacy activities (at both high-level and working level ASEAN bodies).	1 A high-level forum is organised once in every two years (start of the 5-year plan and during the midterm review) to consult users on their statistical requirements (involving ASEAN bodies and concerned data producing agencies).	From 2016
		2 Advocacy/consultative workshop/ meeting on budgeting, planning, and coordination between ACSS and the ASEAN bodies is established.	From 2016
		3 Attendance of the Chair and/or Vice Chair of the ACSS Committee in ASEAN-wide coordination/ consultative meeting (such as the Committee of the Whole (COW)).	From 2016

MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME
<b>b National Level Implementation</b>			
	1 Promote closer coordination among data producing agencies. (ASEANstats provides assistance, materials, facilitation, etc.).	1 Simple/non-formal coordination mechanisms among data producing agencies in place.	From 2016
		2 Data provision is done through the NSO or in coordination with the NSO.	2016
		3 Inter-Agency consultation/Formal coordination mechanism, MoU, etc. is established at the national level in all AMSs.	From 2016
	2 Promote closer coordination between data producing agencies and users at the national level (ASEANstats provide assistance, materials, facilitation, etc.).	1 User consultation sessions regularly implemented.	From 2016
<b>1.3 Effective implementation and enhancing monitoring of the ACSS work programmes</b>			
<b>a Regional Level Implementation</b>			
	1 Develop, update, and monitor the ACSS Multi-Year Plan (MYP) and AWP.	1 MYP 2016-2020 and AWP are developed.	By 2016
		2 MYP 2016-2020 and AWP are revised.	2017-2020
		3 AWP monitored.	From 2016
	2 Monitor AMS and ASEANstats in implementing the CoP and quality of their production (ASEANstats facilitate CoP assessment, conceptualization of the Peer Review, and its pilot test).	1 Code of Practice (CoP) self-assessment gradually implemented by ASEANstats.	From 2016
		2 Peer Review mechanism is conceptualised (starting with the dissemination of statistics).	2016-2017
		3 Peer Review piloted for selected AMSs expressing interest in such reviews.	From 2018
<b>b National Level Implementation</b>			
	1 Monitor AMS in implementing the CoP and quality of their production.	1 Code of Practice (CoP) self-assessment gradually implemented in AMSs.	From 2016
		2 Peer Review piloted for AMSs expressing interest in such reviews.	From 2018
<b>1.4 Strengthening ASEANstats</b>			
<b>a Regional Level Implementation</b>			
	1 Support for ASEANstats in defining its organisational structure and staff requirements, upgrading ASEANstats organisation, and addressing human resources constraints.	1 ASEANstats organisational structure and staff requirements endorsed by ASEC management and the Committee of Permanent Representatives to ASEAN (CPR), as necessary .	By 2017
		2 ASEANstats organisation is upgraded and human resources expanded.	2017
		3 Staff attachment/voluntary secondment programme implemented.	From 2016

MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME
	2 Strengthen ASEANstats statistical expertise, coordinating role and IT know-how, through training, participation in international/ regional training/seminar.	1 Statistical expertise enhanced/ strengthened based on skill gaps identified (e.g., IT).	From 2016
		2 Attendance to one major international seminar/workshop at least once every two years	From 2016
	3 Support ASEANstats in the definition of major regional framework/guidelines for harmonisation, collection, aggregation, and dissemination of ASEAN statistics	1 Recommendations on regional framework/ guidelines agreed at the respective working groups, in line with new/ expanded data template/ data transmission framework.	2016
<b>b National Level Implementation</b>			
	1 Support for ASEANstats in defining its organisational structure and staff requirements, upgrading ASEANstats organisation, and addressing human resources constraints.	1 Staff attachment/ voluntary secondment programme implemented.	From 2016
<b>1.5 Strengthening partnerships within the framework of promoting global statistical agenda</b>			
<b>a Regional Level Implementation</b>			
	1 Strive for ASEANstats participation in UNESCAP Committee on Statistics and UN Statistical Commission.	1 Regular attendance by ASEANstats in the UNESCAP Committee on Statistics meeting.	From 2016
		2 Regular attendance by ASEANstats to the UN Statistical Commission meeting at least once every two years.	From 2016
	2 Promote sharing of information/ cascading of international/ regional events among the ACSS Committee members.	1 The ACSS' response to the global agenda is shared - following the attendance to international meetings/workshops.	From 2016
<b>b National Level Implementation</b>			
	1 Strive for AMSs participation in UNESCAP Committee on Statistics and UN Statistical Commission.	1 Regular attendance by AMS in the UNESCAP Committee on Statistics meeting.	From 2016
		2 Regular attendance by AMSs in the UN Statistical Commission meeting at least once every two years.	From 2016
	2 Promote sharing of information/ cascading of international/ regional events among the ACSS Committee members.	1 The ACSS' response to the global agenda is shared - following the attendance to international meetings/workshops.	From 2016
<b>2 Improvement of the Response to greater ASEAN Data Needs</b>			
<b>2.1 Strengthening methodology for improved availability, timeliness and comparability of key statistics for ASEAN Integration: IMTS, FDIS, SITS, as well as MDG/SDG and ACPMS indicators</b>			
<b>a Regional Level Implementation</b>			
	1 Define areas of improvement/ Roadmap under the IMTS, FDIS, SITS, as well as the MDG/SDG and ACPMS indicators.	1 Roadmap/areas of improvement defined.	2016-2020

MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME
		2 ASEAN Statistical Indicators (ASI) list/framework is updated, as necessary, e.g. based on user needs survey and mandate/formal request from the respective ASEAN bodies.	2016-2020
	2 Support ASEANstats in the definition of major regional framework/guidelines for harmonisation, collection, aggregation, and dissemination of ASEAN statistics on IMTS, SITS, FDIS, as well as MDGs/SDGs and ACPMS indicators.	1 Recommendations on regional framework/ guidelines agreed at the respective working groups, and new/expanded data template defined.	From 2016
	3 Promote the implementation of international standards and good practices; and enhance availability, timeliness and comparability of the said key ASEAN integration statistics.	1 Enhanced availability, timeliness and comparability in compliance with internationally-agreed frameworks, concepts and standards.	2016-2020
		2 Documentation of good practices are available/updated.	From 2017
		3 Metadata and methodological documentation updated and improved.	2016-2020
		4 Statistical Capacity Building: Regional Meetings and workshops, training and technical assistance for improved data collection, production, and quality assurance are implemented.	2016-2020
<b>b National Level Implementation</b>			
	1 Promote the implementation of international standards and good practices; and enhance availability, timeliness and comparability of the said key ASEAN integration statistics.	1 Enhanced availability, timeliness and comparability in compliance with internationally-agreed frameworks, concepts and standards.	2016-2020
		2 Documentation of good practices are available/updated.	From 2017
		3 Metadata and methodological documentation are updated and improved.	2016-2020
		4 Statistical Capacity Building: workshops, training and technical assistance for improved data collection, production, and quality assurance are implemented.	2016-2020
<b>2.2</b>	<b>Improving availability of timely and comparable statistics in support of emerging major ASEAN integration monitoring initiatives under the AEC</b>		
<b>a Regional Level Implementation</b>			
	1 Define the mandate, framework and mechanism of the new data/ indicators needed in support of emerging major ASEAN integration monitoring initiatives under the AEC, such as the ASEAN integration monitoring report and monitoring the implementation of the Master Plan of ASEAN Connectivity.	1 Initiatives for new data collection are approved by the ACSS Committee – based on the mandate/ request from the concerned ASEAN bodies/Summit.	2016-2020

MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME
		2 Prioritised additional statistics/ indicators included in the expanded ASEAN Statistical Indicators (ASI), such as in the case of ASEAN integration monitoring and connectivity indicators.	2016-2020
	2 Develop instrument, mechanism, and methodology.	1 Instruments/template developed.	2016-2020
		2 Methodology for compilation of the needed statistics/indicators approved by the ACSS Committee and metadata developed/updated.	2016-2020
		3 Mechanism of data collection for emerging major ASEAN integration initiatives (e.g. ACPMS, Connectivity, SDG/MDG) strengthened (e.g. ToR/ MoU available)	From 2016
	3 Facilitation of SNA Forum and initiation of the ground works for regional cooperation in SNA.	1 System of National Accounts Forum regularly conducted and ASEAN Advisory Group on the SNA (AAGSNA) meeting re-convened.	From 2016
		2 SNA Work Plan available and select National Accounts new indicators updated.	From 2016
<b>b National Level Implementation</b>			
	1 Develop instrument, mechanism, and methodology.	1 Methodology for compilation of the needed statistics/indicators is developed and metadata developed/ updated.	2016-2020
		2 Mechanism of data collection for emerging major ASEAN integration initiatives (e.g. ACPMS, Connectivity, SDG/MDG) strengthened (e.g. ToR/ MoU available).	From 2016
	2 Facilitation of SNA Forum and initiation of the ground works for regional cooperation in SNA.	1 Participation in the System of National Accounts Forum and ASEAN Advisory Group on the SNA (AAGSNA) meeting.	From 2016
		2 SNA Work Plan available and select National Accounts new indicators updated.	From 2016
<b>2.3 Improving response to initiatives under the ASCC and APSC pillars as well as global initiatives on statistics</b>			
<b>a Regional Level Implementation</b>			
	1 Support for initiatives on population, labour force, demographic and social statistics as launched by the respective ASEAN Community pillars/ concerned international organisations (ILO, UNESCAP, etc.).	1 Participation/engagement of ASEANstats/concerned statistics working groups in the data collection initiatives under the respective ASEAN bodies (such as on education and gender statistics).	From 2016
	2 Initiation of the ground works for new major initiatives on statistics, such as Sustainable Development Goals (SDG) indicators, migration, and gender statistics.	1 Creation of a Task Force on the MDG/SDG indicators; Work Plan developed.	2016

MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME
		2 Framework of SDG indicators for ASEAN report developed.	2016-2017
<b>b</b>	<b>National Level Implementation</b>		
	1 Support for initiatives on population, labour force, demographic and social statistics as launched by the respective ASEAN Community pillars /concerned international organisations (ILO, UNESCAP, etc.).	1 Cooperation and coordination in the AMS with the respective data producing agencies.	From 2016
	2 Initiation of the ground works for new major initiatives on statistics, such as SDG indicators, migration, and gender statistics.	1 Participation in the Task Force on the MDG/SDG indicators.	2016
<b>2.4</b>	<b>Assessment of quality (including accessibility, timeliness and comparability) of major ASEAN statistics</b>		
<b>a</b>	<b>Regional Level Implementation</b>		
	1 Assessment of quality including accessibility, timeliness, comparability of IMTS, FDIS, and SITS.	1 The IMTS, FDIS, and SITS data accessibility, timeliness and comparability assessed by the respective working groups.	2016-2020
		2 The ACPMS and MDG/SDG Indicators accessibility, timeliness, and comparability assessed by the respective working group/task force.	From 2017
<b>b</b>	<b>National Level Implementation</b>		
	1 Assessment of quality including accessibility, timeliness, comparability of IMTS, FDIS, and SITS.	1 The IMTS, FDIS, and SITS data accessibility, timeliness and comparability assessed by AMS.	2016-2020
		2 The ACPMS and MDG/SDG Indicators accessibility, timeliness, and comparability assessed by AMS.	From 2017
<b>3</b>	<b>Enhancement of Dissemination, Communication, Visibility, and Use of ASEAN statistics</b>		
<b>3.1</b>	<b>Enhancing IT, database and data sharing technology</b>		
<b>a</b>	<b>Regional Level Implementation</b>		
	1 Develop the overall architecture of ASEAN statistics database with clear separation between production database and dissemination database.	1 The overall ASEAN statistics database architecture is defined.	2016
	2 Strengthen, consolidate and integrate databases on ASEAN statistics.	1 ASEAN statistics consolidated template is updated based on the expanded ASI.	2016-2020
		2 ASEAN integrated statistical database in place supported with appropriate technology.	2016-2017
	3 Enhance data sharing mechanism and practice.	1 Data sharing and submission facilitated with appropriate technology and security measures.	2016
		2 Improved implementation of the Data Transmission Framework (DTF) and Data Transfer Protocol (DTP).	From 2016
<b>b</b>	<b>National Level Implementation</b>		
	1 Strengthen, consolidate and integrate databases on ASEAN statistics.	1 ASEAN statistics consolidated template is updated based on the expanded ASI.	2016-2020



MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME
<b>3.2 Enhancing data dissemination through ASEAN statistics database and websites</b>			
<b>a Regional Level Implementation</b>			
	1 Enhance statistics dissemination to facilitate accessibility and visibility, through improved webpage/websites.	1 ASEAN statistics webpage/ websites improved and more data and information are populated.	2016
		2 Dissemination of data is carried out using appropriate technology and media as well as employing a web-based dissemination system.	2017
	2 Enhance the policies on data sharing, confidentiality and dissemination and communication of statistics and their implementation.	1 Policies on advanced release calendar and data revisions available for all major statistical domains collected and disseminated.	2016
		2 Dissemination is carried out in compliance with the advanced release calendar and revision policies.	From 2016
	3 Update and expand availability of key ASEAN integration statistics in ASEAN statistics database.	1 Database of IMTS, FDIS, SITS, as well as MDG and ACPMS indicators updated and expanded.	2016-2020
		2 Database on the newly defined statistics/indicators in the ASI, including National Accounts, are available and updated.	From 2017
<b>b National Level Implementation</b>			
	1 Enhance statistics dissemination to facilitate accessibility and visibility, through improved webpage/websites.	1 ASEAN statistics webpage/ websites improved and more data and information are populated.	2016
		2 Dissemination of data is carried out using appropriate technology and media as well as employing a web-based dissemination system.	2017
	2 Enhance the policies on data sharing, confidentiality and dissemination and communication of major statistics domain and their implementation.	1 Policies on advanced release calendar and data revisions available for all major statistical domains.	2016
		2 Dissemination is carried out in compliance with the advanced release calendar and revision policies.	From 2016
	3 Update and expand availability of key ASEAN integration statistics in ASEAN statistics database.	1 IMTS, FDIS, SITS, as well as MDG and ACPMS indicators are provided to ASEANstats.	2016-2020
		2 Newly defined statistics/indicators in the ASI, including National Accounts, are provided to ASEANstats.	From 2017
<b>3.3 Enhancing data dissemination through improvements of ASEAN statistical reports/publications</b>			
<b>a Regional Level Implementation</b>			
	1 Disseminate ASEAN statistics through the ASEAN Statistical Yearbook, ASEAN Community in Figures (ACIF), AEC Chartbook, and ASEAN Statistics Leaflet on a regular basis.	1 The publication of regular/annual statistical reports are issued in accordance with the advanced release calendar.	From 2016

MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME
	2 Disseminate IMTS, FDIS, and SITS statistical reports and the ACPMS, MDGs/SDGs statistical report.	1 Statistical reports on IMTS, FDIS, SITS are available and published in the ASEAN website, in accordance with the advanced release calendar.	From 2016
		2 Core indicators of MDGs/SDGs and ACPMS are updated and issued annually through the ASEAN website, in accordance with the advanced release calendar.	From 2016
		3 Statistical reports on MDGs/SDGs and ACPMS are published once every two years, in accordance with the advanced release calendar.	From 2017
	3 Disseminate other key ASEAN statistics/indicators.	1 Template for other key ASEAN statistics/ indicators (such as on monitoring ASEAN integration, connectivity) are defined.	2016
		2 Other key ASEAN statistics indicators (such as on monitoring ASEAN integration, connectivity, SDG/MDG) are updated and issued regularly through the ASEAN website, in accordance with the advanced release calendar.	From 2017
<b>b National Level Implementation</b>			
	1 Disseminate ASEAN statistics through the ASEAN Statistical Yearbook, ASEAN Community in Figures (ACIF), AEC Chartbook, and ASEAN Statistics Leaflet on a regular basis.	1 AMSs undertake required data provision and verification.	From 2016
	2 Disseminate IMTS, FDIS, and SITS statistical reports and the ACPMS, MDGs/SDGs statistical report.	1 AMSs undertake required data provision and verification.	From 2016
	3 Disseminate other ASEAN key statistics/indicators.	1 AMSs undertake required data provision and verification.	2016
<b>3.4 Enhancing communication, statistical literacy and visibility of ASEAN statistics</b>			
<b>a Regional Level Implementation</b>			
	1 Implement relevant Communication Strategy towards greater visibility and statistical literacy of ASEAN statistics (e.g. through regular press releases, issuance of snapshot publications and ASEAN Headlines Statistics, as well as reach-out and statistical awareness raising activities).	1 Enhanced implementation of the Partnership approach in the area of capacity building on public relation and statistical press releases.	2016
		2 Press releases on ASEAN statistics is issued at least 4 times a year.	From 2016
		3 Press releases on selected topics of ASEAN statistics issued simultaneously in some/all AMSs and ASEANstats, at least twice a year.	From 2016
		4 Regular dissemination of ASEAN Headlines Statistics.	From 2016

MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME
		5 Regular issue of the ACPMS executive summary/snapshot disseminated to concerned ASEAN higher bodies and the general public and the Media.	From 2016
		6 Regular issue of executive summary/snapshot on MDGs/SDGs disseminated to concerned ASEAN higher bodies and the general public and the Media.	From 2016
		7 Regular dissemination of ACSS information, Strategic Plan, programmes, standards, guidelines, frameworks and products among concerned data producing agencies and within the NSOs.	From 2016
		8 Cascading practice of major regional meetings (ACSS Committee, SCPC, and major meetings of WGs) in place.	From 2016
		9 Statistical awareness materials produced and disseminated.	From 2016
		10 User needs and satisfaction survey for ASEAN bodies implemented and expanded.	From 2016
		11 Lay-men Statistical Glossary available.	From 2016
<b>b National Level Implementation</b>			
	1 Implement the Communication Strategy towards greater visibility and statistical literacy of ASEAN statistics (e.g. through regular press releases, issuance of snapshot publications and Headlines Statistics, reach-out and statistical awareness raising activities).	1 Enhanced implementation of the Partnership approach in the area of capacity building on public relation and statistical press releases.	2016
		2 Press releases on selected topics of ASEAN statistics issued simultaneously in some/all AMSS and ASEANstats, at least twice a year.	From 2016
		3 Regular dissemination of ASEAN Headlines Statistics.	From 2016
		4 Regular dissemination of ACSS information, Strategic Plan, programmes, standards, guidelines, frameworks and products among concerned data producing agencies and within the NSOs.	From 2016
		5 Cascading practice of major regional meetings (ACSS Committee, SCPC, and major meetings of WGs) in place.	From 2016

MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME	
<b>4</b>	<b>Catching up and Narrowing Development Gap</b>			
<b>4.1</b>	<b>Improving ICT support for CLMV for ACSIS initiatives</b>			
<b>a</b>	<b>Regional Level Implementation</b>			
	1	Assess and improve IT and capacity in support of the data production and dissemination of IMTS, FDIS and SITS.	1 Databases at the national level and coordination mechanism on data collection (from major data-providing government agencies) are in place.	From 2016
			2 ICT hardware, software and related training programs are provided/ upgraded.	From 2017
<b>b</b>	<b>National Level Implementation</b>			
	1	Assess and improve IT and capacity in support of the data production and dissemination of IMTS, FDIS and SITS.	1 Databases at the national level and coordination mechanism on data collection (from major data-providing government agencies) are in place.	From 2016
			2 ICT hardware, software and related training programs are provided/ upgraded.	From 2017
<b>4.2</b>	<b>Ensuring continuous provision of capacity building programs in CLMV</b>			
<b>a</b>	<b>Regional Level Implementation</b>			
	1	Capacity building on IT and Database in general.	1 TA/training/workshop on improvement of IT skills and database implemented in CLMV.	From 2017
	2	Provision of long-term training/ higher degree courses on statistics and computing skills.	1 Training needs for CLMV assessed and updated.	From 2016
			2 Official long-term Training/Post graduate degree in Statistics and scholarship made available for CLMV in accordance with the results of the training needs assessment.	From 2016
	3	Provision of special TA/capacity building in specific subjects of IMTS, FDIS, and SITS to catch up with other AMSs.	1 Technical assistance on IMTS, FDIS, SITS, on specific subjects provided.	From 2016
<b>b</b>	<b>National Level Implementation</b>			
	1	Capacity building on IT and Database in general.	1 TA/training/workshop on improvement of IT skills and database implemented in CLMV.	From 2016
	2	Provision of long-term training/ higher degree courses on statistics and computing skills.	1 Training needs for CLMV assessed and updated.	From 2016
			2 Official long-term Training/Post graduate degree in Statistics and scholarship made available for CLMV in accordance with the results of the training needs assessment.	From 2016

MAJOR COMPONENTS	DETAILED STRATEGIES	KEY OUTPUTS/ DELIVERABLES	TIME FRAME
	3 Provision of special TA/capacity building in specific subjects of IMTS, FDIS, and SITS to catch up with other AMSs.	1 Technical assistance on IMTS, FDIS, SITS, on specific subjects provided.	From 2016
<b>4.3 Promoting ASEAN-help-ASEAN cooperation</b>			
<b>a Regional Level Implementation</b>			
	1 Promote activities to facilitate ASEAN-help-ASEAN mechanism to address relevant statistics working group programme/ agenda.	1 Pool of ASEAN experts on statistics developed and expanded .	2016
		2 Study visits/exchange programmes/ internship/secondment among AMSs and ASEANstats.	From 2016
		3 Partnership scheme is implemented in key areas of statistics and Database.	From 2017
<b>b National Level Implementation</b>			
	1 Promote activities to facilitate ASEAN-help-ASEAN mechanism to address relevant statistics working group programme/ agenda.	1 Pool of ASEAN experts on statistics developed and expanded.	2016
		2 Study visits/exchange programmes/ internship/secondment among AMSs and ASEANstats.	From 2016
		3 Partnership scheme is implemented in key areas of statistics.	From 2017

## Annex B-2

### 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. Inter-sessional 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-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 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.

### **Article11** **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.

- Translation into national language, if deemed necessary by the Host country, is the responsibility of the Host country.

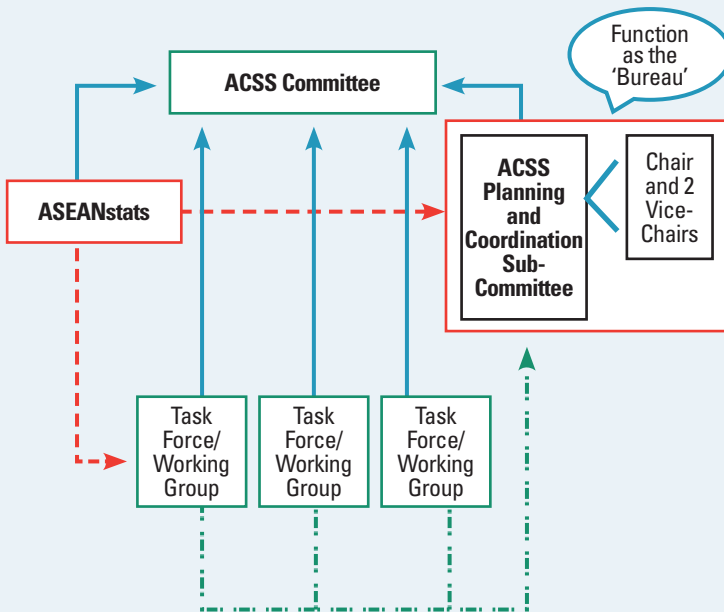
**Article 12**  
**Reporting Line**

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.

**Annex 1: The Reporting Structure of the ACSS Committee**



- NOTES:
- - - - - → SUPPORT
  - · - · - → COORDINATION
  - — — — — → REPORT

- 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 B-3

# ASEAN Community Statistical System (ACSS) Code of Practice

Adopted by the ACSS Committee at its 2<sup>nd</sup> Session  
in Seam 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 Vietnam 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 exists 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.

## Annex B-4

### **Policies and Guidelines on Data Sharing, Confidentiality and Dissemination of ASEAN Statistics Final Draft (as of 21 August 2013)**

#### **Background**

The ASEANstats, under the guidance and support of the ASEAN Community Statistical System (ACSS) Committee is responsible for collecting ASEAN statistics and providing the necessary data in support of the ASEAN Community and for making ASEAN data available to all users, including ASEAN stakeholders (ASEAN Governments and ASEAN bodies), businesses, analysts, researchers, international organisations, and the general public.

ASEAN statistics include not only those produced by the National Statistical Offices (NSO) of the AMSs but also those produced by other agencies producing official statistics (the national competent authority) within the respective national statistical system (NSS), such as the Central Bank, Customs Department, Ministry of Finance, and Ministry of Commerce, among others.

The ACSS Committee tasked the Working Group on Data Sharing, Analysis, Dissemination and Communication Statistics (WGDSA) with the development of the draft policy on data sharing, confidentiality and dissemination of ASEAN statistics, in close collaboration with the ACSS Sub-Committee on Planning and Coordination (ACSS SCPC).

These policies and guidelines shall be reviewed from time to time to assess its relevance, incorporating new and emerging concerns.

#### **Objectives**

This paper lays out the policies and guidelines on data sharing, confidentiality and dissemination of ASEAN statistics in accordance with the ACSS Code of Practice (CoP), UN Fundamental Principles of Official Statistics and other international statistical standards. Specifically, the objectives are to help:

- a. promote wider accessibility to ASEAN statistics,
- b. enhance ASEAN statistics' credibility and gain public trust in ASEAN statistics,
- c. resolve technical issues and challenges in the dissemination of ASEAN statistics, and
- d. promote informed decision-making among policymakers.

## Scope

To achieve the stated objectives, the policies and guidelines shall cover, among others, the following elements:

- I. Data confidentiality and security;
- II. Data sharing: disclosure, accessibility and availability:
  - a. Data disclosure;
  - b. Data dissemination and communication;
  - c. Use of estimation when national AMSs' data are not available for compilation of ASEAN statistics; and
  - d. Advance release calendar.
- III. Integrity and accountability:
  - a. Transparency/Metadata; and
  - b. Data revision.

### I. Data Confidentiality and Security

The policies and guidelines on confidentiality and security pertain to Key Principle 3 of the ACSS CoP on 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”.*

#### 1. Data Confidentiality and Security

- 1.1. AMSs shall provide ASEANstats details of their national law and/ or legal frameworks or policy documents governing data confidentiality and/ or security;
- 1.2. ASEANstats shall safeguard statistical confidentiality in the production and dissemination of ASEAN statistics by:
  - 1.2.1. Complying with the confidentiality requirements of data received from AMSs in accordance with their national law and/ or legal frameworks governing data confidentiality;
  - 1.2.2. Using data received from AMSs only for statistical purposes;
  - 1.2.3. Informing AMSs on how their data are being used; and
  - 1.2.4. Ensuring that everyone involved in the production of

ASEAN statistics is aware of his/ her obligations to protect the confidentiality of data received from AMSs;

- 1.3. ASEANstats shall develop and adopt aggregation rules to prevent residual disclosure when ASEAN statistics are disseminated, with the assistance of the WGDSA;
- 1.4. ASEANstats shall conduct reviews on ASEAN statistics prepared for dissemination to check for possible indirect disclosure of individually-identifiable data and prepare tables and outputs in a way that prevents such disclosure;
- 1.5. ASEANstats shall provide information about the terms and conditions under which the statistics are produced and disseminated, including safeguards on the confidentiality of data, with the assistance of the WGDSA;
- 1.6. ASEANstats shall put in place physical and technological infrastructure to protect the security and integrity of statistical databases and archives; and
- 1.7. ASEANstats shall set standards for protecting confidentiality in accordance with AMSs' relevant statistical laws/ legal frameworks to guarantee that statistics disseminated shall not identify any person or establishment.

## II. Data Sharing: Disclosure, Accessibility, and Availability

The policies and guidelines on disclosure, accessibility and availability pertain to the following key principles and indicators of the ACSS CoP:

Key Principle 8 on 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."*

Indicator 8.3 on 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."*

Indicator 8.4 on Comparability:

*"ASEAN statistics are comparable, and detailed concordance as set by international standards exists between national classification systems and the corresponding ASEAN classification systems."*

Indicator 8.5 on Accessibility:

*“ASEAN statistics are produced and made readily available through dissemination mechanisms utilising modern information and communication technology, and where appropriate, traditional hard copy.”*

### **1. Data Disclosure**

- 1.1. AMSs shall provide national statistics to ASEANstats for the compilation of ASEAN statistics in accordance with the agreed purpose and data transmission format;
- 1.2. Relevant working groups and task forces under the ACSS Committee shall define and document the statistics to be provided by the AMSs to ASEANstats in their respective data transmission protocol, template or meeting records;
- 1.3. ASEANstats shall refrain from presenting bilateral data comparison;
- 1.4. For International Merchandise Trade Statistics (IMTS):
  - 1.4.1. ASEANstats shall disseminate IMTS at HS 6-digit in the REXDBS, IMTS Yearbook and other media; and
  - 1.4.2. AMSs shall provide IMTS up to 8-digit level of the AHTN for internal ASEAN analysis purposes;
- 1.5. For Foreign Direct Investment Statistics (FDIS):
  - 1.5.1. ASEANstats shall disseminate aggregated FDIS as agreed by Working Group on International Investment Statistics (WGIIS), and
  - 1.5.2. AMSs shall provide FDIS based on the template agreed by the WGIIS for internal ASEAN analysis purposes;
- 1.6. For Statistics on International Trade in Services (SITS):
  - 1.6.1. ASEANstats shall disseminate aggregated SITS as agreed by the Working Group on Statistics on International Trade in Services (WGSITS), and
  - 1.6.2. AMSs shall provide SITS based on the template agreed by the WGSITS for internal ASEAN analysis purposes.
- 1.7. For other areas of statistics and specific publications, ASEANstats shall consult and seek WGDSA's and other relevant working groups' concurrence, and seek ACSS Committee's approval.



- 1.8. Relevant working groups and task forces under the ACSS Committee shall conduct regular review of the level of detail for the statistics to be disseminated.

## **2. Data Dissemination and Communication**

- 2.1. ASEAN statistics shall be disseminated by ASEANstats and AMSs in the form that meet users' needs, utilising the appropriate information and communication technology;
- 2.2. ASEANstats shall have a mechanism of regular review of the existing ASEAN statistics dissemination and communication practices to enhance visibility, comparability and promote wider use of ASEAN statistics;
- 2.3. ASEANstats may provide ASEAN regional level statistics to other international statistical institutions, observing the data confidentiality policies/ guidelines in Section I above, and impose terms and conditions to the use of such statistics;
- 2.4. ASEANstats may provide ASEAN regional level statistics which are already available in ASEANstats web page or publications to third party data providers, and impose terms and conditions to the use of such statistics; and
- 2.5. ASEANstats may provide other regional and national level statistics after obtaining the AMSs' approval.

## **3. Use of Estimation when National AMSs Data are Not Available for Compilation of ASEAN Statistics**

- 3.1. ASEANstats shall use national data of AMSs to the extent available for ASEAN statistical publications;
- 3.2. In cases when national data are not available,
  - 3.2.1. ASEANstats shall consult the relevant AMSs on the estimation for missing data; or
  - 3.2.2. ASEANstats shall use an 'ASEAN estimate' or 'estimate by international organisation', in consultation and with the agreement from the relevant AMSs on the estimation methodology. In the absence of an agreed 'ASEAN estimate' or 'estimate by international organisation', ASEANstats shall exclude the particular AMSs from the aggregated total, and include appropriate footnotes;
- 3.3. In cases where national data or estimates from the AMSs are available, ASEANstats shall publish data or estimates

in aggregated form at ASEAN, country group, and individual national level;

- 3.4. In cases where national data are available but with some missing observations, ASEANstats shall provide an estimate in consultation with and subject to approval by the relevant AMSs. If no agreement is reached on the methodology, ASEANstats shall publish the estimate only at ASEAN level with an appropriate footnote; and
- 3.5. The use of data/ estimate from international organisations can be published at the ASEAN, country group, or national level data in consultation with and subject to approval by the relevant AMSs. If no agreement is reached on the national level, ASEANstats shall publish only at the ASEAN level with an appropriate footnote.

#### **4. Advance Release Calendar**

- 4.1. AMSs shall establish an advance release calendar for national statistics;
- 4.2. ASEANstats shall establish a release calendar for ASEAN statistics and key ASEAN statistical products, including but not limited to those listed below, with assistance of the WGDSA and in consultation with the respective Working Groups:
  - 4.2.1. ASEAN Statistical Yearbook;
  - 4.2.2. ASEAN Community in Figures (ACIF);
  - 4.2.3. ASEAN Economic Chartbook;
  - 4.2.4. ASEAN Statistical Leaflet;
  - 4.2.5. ASEAN Brief;
  - 4.2.6. ASEAN Community Progress Monitoring System (ACPMS);
  - 4.2.7. ASEAN Statistical Report on the Millennium Development Goals (MDGs);
  - 4.2.8. ASEAN Statistical Yearbook of International Merchandise Trade Statistics;
  - 4.2.9. Quarterly Bulletin of International Merchandise Trade Statistics (IMTS);
  - 4.2.10. Foreign Direct Investment Statistics (FDIS) Bulletin; and

#### 4.2.11. Statistics on International Trade in Services (SITS) Bulletin;

- 4.3. ASEANstats shall protect information against any unauthorised pre-release, and release information only according to established release procedures;
- 4.4. The periodicity and timeliness of ASEAN statistics released by ASEANstats shall follow dissemination standards to be defined by the WGDSA in consultation with the relevant Working Groups; and
- 4.5. AMSs and ASEANstats shall communicate changes in the advance release calendar to users through their respective websites.

### III. Integrity and Accountability

The policies and guidelines on integrity and accountability pertain to the following key principles of the ACSS CoP:

Key Principle 2 on 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.”*

Key Principle 4 on 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.”*

Indicator 8.2 on Reliability for the Key Principle 8 on Quality:

*“Monitoring mechanisms are in place to regularly review and improve the quality of the statistical processes and products.”*

#### 1. Data Transparency

- 1.1. ASEANstats shall present ASEAN statistics in a form that facilitates proper interpretation and meaningful comparison, e.g., through clarity of text, tables, charts and other types of visualisations, based on professional consideration and independent of policy or political statement;

- 1.2. AMSs and ASEANstats shall make available appropriate documentation on concepts, scope, classifications, data sources and methodologies;
- 1.3. AMSs shall submit required data to ASEANstats along with the necessary metadata and correspondent tables, where appropriate, to facilitate comparability, meaningful interpretation and analysis,;
- 1.4. AMSs and ASEANstats shall clearly disclose prices of statistical products and services, and methods of payments, where appropriate;
- 1.5. AMSs and ASEANstats shall comment and correct publicly erroneous interpretations or misuse of statistics as appropriate and in a timely manner; and
- 1.6. AMSs and ASEANstats shall correct errors discovered in published statistics and communicate appropriately about the errors.

## **2. Data Revision**

- 2.1. AMSs and ASEANstats shall inform users and stakeholders of any data revisions; and
- 2.2. AMSs and ASEANstats shall clearly identify preliminary, rebased or revised data, and explain the revisions to users

## Annex C-1

# 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

# Terms of Reference (ToR) National Programme Coordinator for COMPASS (NPC)

### Background

With the commencement of the EU-ASEAN Capacity Building for Monitoring Integration Progress and Statistics (COMPASS), a €7.5 million, four-year programme for supporting the monitoring of ASEAN integration and Statistics, in June 2014, a huge additional workload is foreseen, covering not only those related to harmonisation of ASEAN statistics but also to dissemination, communication, coordination, among others.

The ACSS has committed to accelerate the development of three highly technical fields of statistics through this project, namely the International Merchandise Trade Statistics (IMTS), International Trade in Services (SITS), and Foreign Direct Investment Statistics (FDIS). While sustaining the ASEAN statistical report on the Millennium Development Goals (MDGs), ACSS also agreed to initiate a regional cooperation in new fields such as, Sustainable Development Goals (SDGs), labour force and migration, and to better respond to the information needs for regional integration and connectivity monitoring. The project will also allow ACSS to put considerable attention to enhancement of training, including long-term training and statistical higher education courses, to advancement of the south-south cooperation (ASEAN-help-ASEAN, twining/partnership), as well as to continue with its institutional building/strengthening, strengthening information technology and dissemination, and strengthening ASEANstats.

Stakeholders and beneficiaries of the project will go beyond the National Statistical Office (NSO) as the statistics department of the Central bank, Customs Office, Ministry of Commerce, and a few other line ministries play important role in the above fields of statistics fields. Members of the respective working groups (WGs) who will deal with technical part of the project implementation also come from different data producing agencies. Therefore, a national coordinator of the COMPASS project is necessary for successful implementation of the COMPASS project. Three levels of coordination are envisioned: coordination among the data producing



agencies, between the country focal point (the NSO), the ASEAN Secretariat, and among different divisions/directorates of the NSO.

The ACSS Sub-Committee on Planning and Coordination, the SCPC, established in 2011, is tasked with statistical coordination and planning, and to provide the leadership support for the ACSS Committee. Specifically, among others, it serves as a formal channel for seeking ACSS Committee endorsement/ approval of any proposed measures and policies, and responsible for communicating ACSS Committee's decisions to the management of the NSOs and other data producing institutions, and serves as the national repository of all ACSS decisions and matters. At the national level, it coordinates and supports the national preparation for the ACSS Committee meeting, serve as the national focal point in liaising with the ASEANstats on the country's project proposal/initiative related to the ACSS.

The role of the SCPC clearly encompasses the coordination role of a national coordinator for the COMPASS project. The functions of the SCPC are even broader than the expected role of a COMPASS national coordinator.

## **COMPASS NATIONAL PROGRAMME COORDINATOR TERMS OF REFERENCE (TOR)**

### **Duties and Broad Statement of the Roles of the COMPASS National Programme Coordinator**

The main duties of the COMPASS National Programme Coordinator are to facilitate the coordination, communication and implementation of Programme activities at the regional and national levels; report to the respective Head of NSO the progress and issues of the implementation of the COMPASS programme, hence facilitating and supporting the Head of NSO in their decision making at both the COMPASS Project Steering Committee (PSC) and the ACSS Committee meetings.

### **Specific Duties**

The COMPASS National Programme Coordinator aims in particular to:

- a. Coordinate the mobilisation of inputs of the AMS through the Focal Points regarding the inputs to/review of programme proposal/TORs/meetings/workshops: comments on proposal/TORs/meetings/workshops
- b. Organise of country missions and regional activities: invitation and nomination-related matters
- c. Organise of follow-up actions: national work plan and other follow-up
- d. Organise of country inputs prior to a regional meeting

### **Roles and Functions**

For the COMPASS to be implemented effectively, each country needs a national coordinator, with the following functions:

- Serve as the national focal point for the COMPASS and ASEANstats in planning the activities,
- Serve as the national focal point for the COMPASS in organising a TA mission in their respective country,
- Coordinate with other data producing institutions in the NSS in gathering inputs for the planning of the activities and in implementing the activities.
- Coordinate with the focal points of the working groups under the ACSS because COMPASS activities are mostly carried out in collaboration with and in support of the working groups.
- Report to the respective Head of NSO the progress and issues of the implementation of the COMPASS programme including those encountered in the respective working groups.

- Ensure that national inputs related to the COMPASS are submitted to the ASEANstats.
- Attend the COMPASS national coordinator's meetings.

Although the COMPASS deals with two components: statistics and monitoring, the COMPASS National Programme Coordinator shall assume the coordination role only for the statistics component

### **Membership and Organisation**

Since all the expected roles and functions of the COMPASS National Programme Coordinator fall perfectly under the portfolio of the SCPC, and to facilitate the flows of information and process of seeking the ACSS Committee's endorsement/approval, institutionalising the COMPASS National Programme Coordinator would imply that the SCPC should also assume the expected roles and functions of the COMPASS National Programme Coordinator. This will also ensure efficiency and avoid any duplication as only one meeting, the SCPC meeting, would be necessary to discuss and endorse/channel the recommendations to the ACSS Committee.

The members of the COMPASS National Programme Coordinator shall be appointed by the Head of NSO of the ASEAN Member States (AMSs). Although SCPC Members are preferred to assume the role of the COMPASS NPC, the Head of the NSO may choose to designate another official as the NPC.

To support the above functions, COMPASS National Programme Coordinator is ideally an NSO staff at a Director/Deputy Director level or higher, to ensure the coordination function can be effectively implemented. To coordinate with other institutions as well as with the concerned divisions or directorates within the NSO, such seniority is advisable.

The COMPASS National Programme Coordinator shall discuss progress and issues of the COMPASS programme and course their recommendations to the ACSS Committee through the SCPC meeting, which shall also cover issues, progress, plans, and reports related to the COMPASS as part of its meeting agenda.

The Chairmanship of the SCPC shall therefore apply as currently defined in the Terms of reference of the SCPC; and the ASEANstats, as the secretariat for the SCPC, shall also provide secretarial and technical support to the COMPASS National Programme Coordinator.

### **Reporting**

With substantial additional workload, coordination mechanisms need to be further strengthened to facilitate the work of the SCPC. Since most of

the COMPASS activities are to be carried out with direct involvement of the respective working groups and ASEANstats, a mechanism is needed to keep the COMPASS National Coordinator/SCPC aware of the activities implemented as well as the progress and issues encountered. To provide a comprehensive picture of the activities, progress and issues, information should be provided by both the COMPASS and the respective working groups as well as the ASEANstats.

To strengthen coordination between the working groups, who are directly involved in the implementation of the COMPASS programme, and the COMPASS National Coordinator/SCPC, as well as coordination among the concerned data producing agencies, and among the concerned divisions/directorates of the NSO, the below reporting structure shall be observed:

- The respective chairs of the WGs report their activities, progress and issues to the ACSS Committee through the SCPC twice a year, before the SCPC meeting, for inputs during the Project Steering Committee (PSC) Meeting (to be conducted twice a year) and during the ACSS Committee Meeting, which include:
  - Brief on implemented activities as well as progress and issues observed by the respective WG members;
  - Special issues paper and/or recommendation for ACSS Committee and/or PSC consideration, as necessary;
- The ASEANstats reports to the ACSS Committee through the SCPC the implementation of the TA mission carried out by the expert(s) at the ASEAN Secretariat and regional level:
  - Brief on implemented activities as well as progress and issues observed during the TA mission at ASEAN Secretariat; and
  - Special issues paper and/or recommendation for ACSS Committee and/or PSC consideration, as necessary;
- The SCPC member shall follow up both ASEANstats and the WG reports:
  - Discuss the matters at the SCPC meeting,
  - Offer advice and solution, as applicable and as necessary, to the respective WGs and ASEANstats,
  - Bring to the attention of the PSC during the PSC Meeting and/or to the ACSS Committee.
- The COMPASS shall:
  - Follow up the SCPC's, ASEANstats', and the WGs' reports, as well as the ACSS Committee's and PSC's decisions accordingly, and

- Support the SCPC meetings especially when the COMPASS-related matters constitute important part of the agenda of the SCPC meeting.

### **Terms of the COMPASS National Programme Coordinator**

COMPASS National Programme Coordinator is set up mainly to facilitate the implementation of the COMPASS project. It will therefore be automatically cease its functions as and when the COMPASS concludes its project in ASEAN.

The roles and functions as far as coordination is concerned will remain to be with the SCPC as defined in its Terms of reference.

# Terms of Reference Working Group on Data Sharing, Analysis, Dissemination and Communication of Statistics (WGDSA)

The Working Group on Data Sharing, Analysis, Dissemination and Communication of Statistics, hereinafter referred to as WGDSA is a creation of the ASEAN Community Statistical System (ACSS) Committee and shall report to the ACSS Committee.

The revised Terms of Reference of the WGDSA, as adopted by the ACSS Committee at its 2nd Session in Siem Reap, Cambodia, on 27-28 October, are as follows:

1. The WGDSA is a creation of and shall carry out its functions and activities under the purview of the ASEAN Community Statistical System (ACSS) Committee.

### 2. Objectives

To establish a system of sharing, regular dissemination and communication of ASEAN Community goals-relevant statistical information, including a community mission-based statistical dissemination and communication towards promoting transparency and wider use of statistics and improved governance and accountability in ASEAN through policies, guidelines, and procedures; and

To improve capacities in information development and analysis, dissemination and communication of statistics in support of policy and program implementation, monitoring and evaluation, and improved governance and accountability in ASEAN.

### 3. Functions/Scope of Work

Definition of a community mission-based statistical dissemination and communication model including its communication plan; in line with the ASEAN Framework of Cooperation in Statistics;

Establishment of policies, guidelines, and procedures on data sharing, dissemination and communication that facilitate:

- i. regular and timely provision of quality statistics as agreed upon by AMSs, based on an established release calendar for ASEAN statistics, to promote wider use of statistics by stakeholders at the national, ASEAN, and international levels, and
- ii. compilation and publication of metadata to promote transparency of statistics while taking into consideration certain information confidentiality provisions;

Overall coordination of provision of data in the updating of statistical databases and inputs for the dissemination of ASEAN Brief and ASEAN Community Progress Monitoring System (ACPMS) reports, ASEAN Statistical Yearbook, ASEAN Statistical Indicators (ASI), ASEANstats Website and other ASEAN key dissemination and communication products;

Provision of inputs and advice to the ASEANstats in the development of ASI and high profile statistical products;

Development of a community mission-based joint statistical dissemination and communication products;

Design and facilitation of the conduct of capacity building programs for ASEAN Member States agencies responsible for data compilation and the ASEAN Secretariat on information development and analysis, data sharing and dissemination technologies and communication of statistics;

Promotion, coordination and monitoring of implementation of above policies and guidelines; and,

#### 4. Key deliverables

Data sharing, dissemination and communication policies and guidelines, including ASEAN statistics release calendar and data transmission protocol;

ACSS Communication Plan, outlining the various means of reaching out the stakeholders, such as through newsletter; statistical dissemination; ACSS reporting system; initiatives to monitor progress towards the ASEAN Community; and leveraging on: ASEANstats role as regional focal point and NSO role as the national focal point; as well as on national, regional, and international events on statistics such as national statistics day, world statistics day, regional conference, and the conduct of major censuses or surveys; and leveraging on the latest development of the ICT, etc., in order to establish a network of stakeholders and an established, effective user-producer forum/advisory group;

Recommendations on a data dissemination and communication system and platform (design, architecture, framework, data content, and technologies, including data transmission mechanism linking the national data hubs/warehouses/databases) with ASEAN statistics database;

Inputs for the regular updating of ASEAN databases and statistical dissemination and communication, including the ASEAN Brief, ACPMS progress reports, ASEAN Statistical Yearbook, ASI, ASEANstats Website and high profile statistical products;

Capacity building requirements in support of programmes on statistical information development, analysis, data dissemination and communication of statistics;

Community mission-based statistical dissemination and communication products including data communication via ICT (Web/Portals; PDF/Excels), subject to the outcome of the WGDSA review on the products and related mechanisms; and,

An annual/multi-year work agenda/programme to be endorsed to the ACSS Committee for approval.

## 5. Membership and Composition

The WGDSA shall be composed of experts and officers in charge of information development and analysis, data dissemination and communication from the ASEAN Member States' (AMS') national statistical systems. Each AMS' national statistical office, as the national coordinator of statistics, is to designate at most two (2) members to sit in the WGDSA, in consultation with other national statistics authorities; and to coordinate with the National Statistical System to implement the TOR of WGDSA.

## 6. Chairmanship

Chairmanship, which includes the designation of a Chair and a Vice Chair, shall be determined by the ACSS Committee for up to two years, with the possibility for an extension.

The Chair shall be primarily responsible for steering the implementation and monitoring of the WGDSA work programme. In particular, the Chair shall take the lead in:

- Drafting the WGDSA agenda/Work Programme in consultation with the members and ASEANstats;



- Coordinating with ASEANstats on the implementation, coordination and monitoring of the WGDSA work programme;
- Presiding WGDSA meetings/workshops; and
- Reporting to the ACSS Committee in coordination with ASEANstats.

The Vice Chair shall assist the Chair in carrying out his (her) responsibilities as outlined in this Terms of Reference, and shall substitute for the Chair whenever the Chair is not available to carry out his (her) responsibilities.

## **7. Institutional Arrangement**

The WGDSA shall communicate regularly through various means as may be agreed upon by the members.

The WGDSA shall regularly report to the ACSS Committee the progress of programs and activities as well as major programme implementation and strategic issues. Decisions on the adoption and implementation of policies and guidelines as recommended by the WGDSA rest solely on the ACSS Committee.

## **8. Secretariat Support**

ASEANstats shall undertake all routine, exploratory and developmental work related to the above functions/scope, including the provision of secretariat services in WG meetings/workshops and similar forums. This includes the facilitation of the national levels initiatives promote dissemination and communication of statistics. ASEANstats shall also coordinate for the WG with parallel/other ASEAN mechanisms on the adoption/implementation of relevant policies, guidelines and technologies.

## **9. Inauguration of the working group**

The WGDSA shall be effective starting the day its Terms of Reference endorsed by the ACSS Committee.

# Working Group on International Merchandise Trade Statistics (WGIMTS)

## TERMS OF REFERENCE (TOR)

Revised as of August 2013

The ACSS Committee at its Second Session in Siem Reap, Cambodia, 27-28 September 2012 agreed to convert the Task Force on International Merchandise Trade Statistics (TFIMTS) into the Working Group on International Merchandise Trade Statistics (WGIMTS) to reflect its permanent status within the decision making framework of the ACSS Committee. The AEC Blueprint envisions ASEAN as a single market and production base region marked by free flow of goods within the ASEAN Economic Community and between ASEAN and the global economy. Continuous provision of broader scope and more detailed information requirements on IMTS will facilitate the ASEAN economic integration.

### Objectives

The main objective of the ASEAN Working Group on International Merchandise Trade Statistics (WGIMTS) is to facilitate the development and harmonization of IMTS, enhance timeliness and effectiveness of IMTS data sharing and dissemination, and to better respond to the information requirements in support of economic integration and development as envisaged, for example, in the ASEAN Economic Community (AEC) Blueprint.

### Specific Objectives

The WGIMTS aims in particular to:

- a. identify issues concerning the collection, production, and dissemination of IMTS by ASEAN Member States (AMSs) to stakeholders and the public, as well as those on harmonisation of IMTS;
- b. recommend data transmission framework and data transmission protocol in accordance with international standards and ASEAN requirements;

- c. recommend appropriate measures towards improved collection, production, harmonisation, and dissemination of timely and comparable IMTS;
- d. improve and monitor adherence to internationally-recommended and/or agreed frameworks, quality standards, and specifications in the compilation and reporting of national and regional IMTS; and
- e. promote and facilitate the sharing of knowledge, experiences and best practices in the collection, production, and dissemination of IMTS through better coordination, statistical capacity building and technical assistance among those involved in IMT data collection, production, and dissemination.

## Tasks

1. The general tasks of the WGIMTS are to:
  - a. Define and recommend, for adoption and implementation, common references based on international standards for the compilation and reporting of more timely and comparable IMTS, and develop mechanisms for improved collection, production, and dissemination of timely and comparable IMTS, such as:
    - (1) Standards for quality, including timeliness, comparability and accessibility of IMTS, in accordance with the ACSS Code of Practice;
    - (2) Statistical framework;
    - (3) methodology;
    - (4) product and country classification systems;
    - (5) Guidelines for transmission of IMTS to the ASEAN Secretariat (data transmission protocol, etc.); and
    - (6) Guidelines for data sharing, confidentiality, and dissemination of IMTS to stakeholders and the public.
  - b. Initiate a regular and comprehensive review of data and metadata relative to agreed specification, methodologies, quality and timeliness in the supply of national trade and related data to the ASEAN Secretariat and recommend measures to address statistical gaps and deficiencies;
  - c. Identify relevant policy and procedural changes and statistical developments that may affect the generation of IMTS, e.g., national customs processes/practices, regional economic agreements,

changes in international and regional frameworks, standards and classification systems, among others, and recommend appropriate adjustments and interventions;

- d. Promote, facilitate and review implementation of the Annual Work Plan and mechanisms for the harmonization and improvement of IMTS at the national and regional levels, including the
  - (1) effective coordination among competent authorities/agencies at both the national and regional levels, e.g. customs authority, statistical office, central bank, policy agencies, among others, and
  - (2) capacity building and technical assistance programs in coordination with concerned international organizations, as applicable.
- e. Elevate, through the ACSS Committee, issues and recommendations, to the ASEAN Economic Ministers Meeting (AEM) through the Senior Economic Officials Meeting, as well as to other concerned ASEAN bodies; and
- f. Develop an Annual Work Plan to include capacity building programme in support of the harmonisation and development of IMTS.

2. The implementation of these tasks shall be guided by an integrated ASEAN work plan that will be agreed upon the WGIMTS members and approved by the ACSS Committee. The integrated ASEAN work plan will include both regional and national measures for the improvement of IMTS.

## Organization

1. Each ASEAN Member State shall designate two (2) permanent members to the WG (from agency/ies mandated to compile and/or disseminate official IMTS, hereinafter referred to as the competent national authority/ies (CNA) such as the customs authority/other mandated institutions) who are experts and/or the directly-concerned officials/officers. ASEAN Secretariat shall designate one (1) representative and (1) alternate member to the WGIMTS.
2. Each ASEAN Member State shall designate a country focal point on IMTS, among the designated members, to coordinate and monitor related activities at the national level and to coordinate with the ASEANstats. The WGIMTS focal point shall provide periodic updates on WG matters

to the heads of the respective national statistical agencies and other CNAs through the ACSSSub-Committee on Planning and Coordination (SCPC)/ACSS country focal points.

3. An expert designated by the Head of national statistical agency/member of the ACSS Committee shall serve as Chair of the WGIMTS for a period of at least two (2) years or as may be decided by the ACSS Committee. ASEANstats shall serve as Co-chair. The Chair shall be responsible primarily for steering the activities of the WG towards the achievement of the stated objectives within a reasonably set time frame.
4. The WGIMTS Chairperson shall coordinate closely with ASEANstats in planning, initiating and leading the implementation of the annual work plan.

### **Mechanics and institutional arrangements**

1. The Working Group shall meet at least once a year and may recommend the conduct of additional meetings (workshops/seminars, training, etc.) as may be deemed necessary. It can also conduct inter-sessional or preparatory meetings as well as exchange views through telephone, mails, emails or other means;
2. Hosting of the WG meetings shall either be by one of the ASEAN Member States or by ASEAN Secretariat. Consultants or experts may be invited to attend meetings, as needed;
3. At the national level, the WGIMTS members shall lead in the implementation of recommendations, mechanisms and activities and shall keep informed the ACSS country focal point/ACSS SCPC of the progress and developments in the WG.
4. The WGIMTS shall report at least once a year to the ACSS Committee.
5. The meeting venue shall be determined by the WGIMTS in consultation with the hosting agency.
6. As secretariat, ASEANstats shall:
  - a. initiate and undertake all necessary technical and coordination work in line with the implementation of regional activities;
  - b. monitor progress of implementation of the ASEAN work plan and coordinate with ASEAN Member States to track progress of the national work programmes;
  - c. coordinate with other concerned divisions in the ASEAN Secretariat regarding data needs for policy as well as policy issues that may affect the generation of IMTS ; and

- d. on behalf of the ACSS Committee and the WGIMTS, provide updates as well as forward requests and key decision points to concerned ASEAN bodies for endorsement or any appropriate action.

### **Funding Arrangements**

Participation in the WG meetings and activities is basically the responsibility of the ASEAN Member States' respective institution(s). In certain circumstances, as deemed necessary, the ASEAN Secretariat shall mobilise resources to facilitate the WG's meeting/activities.

# Working Group on Statistics on International Trade in Services (WGSITS)

### TERMS OF REFERENCE (TOR)

Revised Draft as of 19 August 2013

The original Terms of Reference (ToR) of the Task Force on Statistics on International Trade in Services (TFSITS) were adopted on 26-27 January 2010 at the Tenth ASEAN Heads of Statistical Offices Meeting in Chiang Mai, Thailand.

During the Second Meeting of the ASEAN Community Statistical System (ACSS) Sub-Committee on Planning and Coordination (SCPC) in July 2012, it was proposed that the TFSITS be converted into the Working Group on SITS (WGSITS) for the following reasons:

- 1) To reflect its permanent status within the decision making framework of the ACSS Committee;
- 2) To take account that the initiative on the harmonization of SITS is no longer completely new; and
- 3) To address the emerging needs for more detailed, more comparable, and more comprehensive SITS in various forms.

Thus, the proposed WGSITS ToR was founded on the originally approved TFSITS ToR, incorporating the necessary amendments to establish the new status of the Working Group.

### TERMS OF REFERENCE

#### General Objectives

1. The main purpose of establishing The Working Group on Statistics on International Trade in Services, hereinafter referred to as WGSITS, is to promote the development and harmonization of SITS in support of the ASEAN evidence-based policy in monitoring the free flow of services within the ASEAN Economic Community as well as between ASEAN and the global economy.

2. The WGSITS shall carry out its functions and activities under the purview of the ASEAN Community Statistical System (ACSS) Committee in the statistical domain of international trade in services (SITS), including foreign affiliates statistics (FATS).

### **Specific objectives**

3. The WGSITS aims, in particular to:

Identify issues in the current system of collecting, producing and disseminating SITS in ASEAN, and recommend appropriate measures towards more regular

- a. collection and dissemination of timely, high quality and comparable SITS, including FATS;
- b. Assist the ASEAN Secretariat in the development and enhancement of the minimum requirements/regional standards/common references of the national and regional databases on SITS within the context of international standards;
- c. Monitor adherence to and recommend measures to improve compliance with agreed international methodological standards and/or agreed regional frameworks and standards, and specifications in the compilation and reporting of SITS by the ASEAN Member States; and
- d. Promote and facilitate the sharing of knowledge/experiences/best practices in the compilation of SITS.

### **Functions/Tasks**

4. The functions/tasks of the WGSITS are to:
  - a. Develop and recommend for adoption and implementation common references and mechanisms for the regular collection, compilation, and dissemination of timely, high quality and comparable SITS for ASEAN purposes, based on international standards:
    - (i) statistical framework;
    - (ii) methodologies;
    - (iii) standards and classification systems;
    - (iv) guidelines on the transmission of data to the ASEAN Secretariat; and
    - (v) guidelines on the dissemination of statistical outputs to primary stakeholders and the general public at the national, ASEAN and international level.



- b. Undertake a periodic data quality review of national statistics and metadata based on the ACSS Code of Practice assessment measures, monitor improvements relative to agreed specifications, methodologies, quality and timeliness standards in the supply of national data to the ASEAN Secretariat and recommend measures to address statistical gaps and deficiencies;
  - c. Respond to user needs and identify relevant statistical developments that may affect the generation of SITS for ASEAN purposes, e.g., regional economic agreements, changes in international and regional frameworks, standards and classification systems, among others, and recommend appropriate adjustments and interventions;
  - d. Recommend, promote and facilitate adoption and implementation of strategies and programs for the improvement and harmonization of SITS, including the:
    - (i) effective coordination among competent authorities/agencies at both the national and regional levels;
    - (ii) coordination of capacity building and technical assistance programs with international organisations where applicable, taking into account the priorities and capacity levels in the ASEAN Community and in the ASEAN Member States;
    - (iii) promotion of the wider use of SITS in national and regional economic policy and monitoring; and
    - (iv) publication of the ASEAN SITS report.
  - e. Elevate statistical issues and recommendations to the ACSS-SCPC, for endorsement by the ACSS Committee.
5. The implementation of these tasks shall be guided by an integrated ASEAN work plan that will be agreed upon among the Working Group members and approved by the ACSS Committee, upon the endorsement of the ACSS-SCPC. The integrated ASEAN work plan will include both regional and national measures for the improvement of the collection, compilation and dissemination of ASEAN SITS.

### Organization

6. Each ASEAN Member State shall designate at most two (2) permanent representatives and two (2) alternates to become members of the Working Group. These representatives and alternates are presumed to be experts and/or officials/officers of the principal agency/ies mandated to compile and/or disseminate official data on international

trade in services. The ASEAN Secretariat shall likewise designate one (1) representative and one (1) alternate to the Working Group.

7. Each ASEAN Member State shall designate a country focal point on SITS, from the two permanent designated country representatives in the Working Group, to coordinate and monitor related activities at the national level. The focal point shall provide periodic updates on Working Group matters to the heads of concerned national statistical agencies.
8. The Working Group shall be chaired by a National Official from the principal agency(ies) mandated to compile and/or disseminate official data on international trade in services by the lead country; ASEANstats shall serve as co-chair. The term of the Chair shall be for a minimum of two (2) years, with the possibility for an extension. Chairmanship shall be rotated in alphabetical order.
9. The Chair shall be responsible primarily for steering the implementation and monitoring of the WGSITS work programme, mechanics and institutional arrangements. He/she shall coordinate closely with ASEANstats in initiating/leading the planning and implementation of the work programme/agenda to achieve the objectives of the Working Group; report to the ACSS Committee in coordination with ASEANstats.
10. The Working Group shall meet at least once a year, and recommend the conduct of additional meetings, as may be deemed necessary. It can also conduct inter-sessional or preparatory meetings as well as exchange views through telephone, mails, or emails. Outside consultants or experts may be invited to attend the Working Group meetings when a particular subject or objective needs to be addressed.
11. At the national level, the WGSITS members shall lead in the implementation of recommendations, mechanisms and activities, and shall keep the ACSS-SCPC country focal point informed of the progress and developments in the Working Group.
12. The Working Group may create task forces or special subgroups, to undertake specific tasks or assignments in the fulfilment of its functions/roles. The term of such task forces or subgroups shall terminate upon completion of the assigned task(s).
13. Hosting of the meetings shall be either by the ASEAN Secretariat or by one of the ASEAN Member States, rotated in alphabetical order.

14. The ASEANstats shall:
- a. Initiate and undertake all necessary technical and coordination arrangements in line with the implementation of regional activities, including the planning and conduct of meetings;
  - b. Monitor progress of implementation of the integrated ASEAN work plan and in coordination with ASEAN Member States, track progress of the national work programmes;
  - c. Coordinate with concerned ASEAN bodies (e.g. Services and Investment Division, External Economic Relations Division) on recent regional developments, policy issues that may affect the generation of SITS, as well as forward requests and key decision points to the WG, for appropriate action;
  - d. Coordinate with relevant international organisations (e.g. UNSD, IMF) regarding matters on/the implementation plan of updated international methodological standards/ recommendations and other related statistical developments on SITS, for implementation in the ASEAN Community and the ASEAN Member States; and
  - e. Provide updates on the Working Group activities/agreements/ decisions as well as forward requests and key decision points to the ACSS-SCPC and concerned ASEAN bodies, for endorsement/ appropriate action. Report at least once a year to the ACSS Committee, which in turn reports to the ASEAN Economic Ministers.

### **Funding arrangements**

15. The respective institution(s) of the ASEAN Member States are responsible for the costs of participating in WGSITS meetings and other related activities. Expenses related to hosting of the meeting/other activities, including meeting venue/facilities and meal packages, are the responsibility of the host institution. In certain circumstances, as deemed necessary, the ASEAN Secretariat shall mobilise resources to facilitate the Working Group's meeting/other activities.

# Terms of Reference of the Working Group on International Investment Statistics<sup>1)</sup> (WGIIS)

## OBJECTIVE

The objective of the Working Group on International Investment Statistics (WGIIS) is to foster the development, compilation, dissemination and reporting of international investment statistics by ASEAN Member States for the design, development, implementation and monitoring of ASEAN investment policies and programs.

## MAIN ROLE

The WGIIS shall serve as the technical arm of the ASEAN Community Statistical System (ACSS) Committee on international investment statistics.

## DUTIES AND RESPONSIBILITIES

The WGIIS shall be responsible for:

1. designing an Action Plan for the development, compilation, dissemination and reporting of timely, accurate, and reliable ASEAN international investment statistics in compliance with the relevant international statistical standards and frameworks;
2. fostering the development in ASEAN Member States of the necessary statistical infrastructure or mechanisms for the effective collection/ compilation of comparable international investment statistics including, but not limited to foreign direct investment statistics (FDIS) in ASEAN;

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<sup>1</sup> Following the decision of the higher ASEAN bodies to transfer the supervision of the Working Group on Foreign Direct Investment Statistics (WGFDIS) to the ASEAN Community Statistical System (ACSS) Committee and the ASEAN Coordinating Committee on Investments to discontinue the collection of administrative foreign investment data (i.e. approved investment), new efforts to enhance the mechanism of the WGIIS would include amending the Terms of Reference, which was drafted in 2000, to reflect the new reporting structure and the scope of work program. The 24<sup>th</sup> Meeting of the WGFDIS decided to rename the WGFDIS to Working Group on International Investment Statistics (WGIIS).

3. ensuring adherence to international standards, frameworks, methodologies and best practices in the compilation of international investment statistics; in particular, in compliance with the International Monetary Fund's (IMF) Balance of Payments and International Investment Position Manual and Organization for Economic Co-operation and Development's (OECD) Benchmark Definition's concepts and coverage for the compilation of FDIS;
4. recommending statistical policies and providing technical guidance on tools, strategies and approaches to issues/problems related to the implementation of adopted framework, methodology or statistical approach on data collection, estimation methods, data transmission, production and dissemination;
5. promoting collaboration among ASEAN Member States with a view to narrowing and closing the gaps among Member States' international investment statistics;
6. giving recommendations to the ASEAN Community Statistical System (ACSS) Committee on the development, compilation, and dissemination of regional international investment statistics;
7. facilitating processes that will engage and include stakeholders in the development, implementation, and evaluation of communication strategies;
8. collaborating/liaising/consulting with pertinent regional bodies, international organizations and relevant stakeholders on related activities while ensuring that no work is duplicated, resources are maximized and that the agreed objective is met.

## MAJOR ACTIVITIES

1. Formulation of a three-year Work Program with clearly defined output, prioritizing and balancing the activities in meeting investment data requirements for statistical capacity building and policy making.
2. Periodic assessment/review/monitoring on the:
  - a) coverage and quality of international investment data submitted to the ASEAN Secretariat;
  - b) compilation practices among ASEAN Member States.
3. Facilitating the development and maintenance of a comprehensive international investment statistics database by the ASEAN Secretariat.
4. Involvement in technical discussions and regular exchange of information and experience on international investment statistics;

## ORGANIZATION

*Members:* The WGIIS shall comprise experts/officials involved in activities related to FDIS and other international investment statistics designated/appointed by the concerned bodies in each ASEAN Member State as their representatives to the Working Group (WG). The duly designated/appointed representative(s) shall have the authority to represent and speak on behalf of the Member States' relevant national agencies/institutions on FDIS and other international investment statistics.

*Chairperson:* Leadership shall rotate every two years among the ASEAN Member States, in alphabetical order.

*Reporting line:* The WGIIS shall be reporting to and under the supervision of the ACSS Committee, who in turn reports to the ASEAN Economic Ministers through the Senior Economic Officials.

*Secretariat:* The ASEAN Secretariat, led by the ASEANstats and supported by the Services and Investment Division, shall provide the secretariat function to the WGIIS.

*Meetings:* The WG shall meet at least once a year. It can also conduct inter-sessional or preparatory meetings as well as exchange views through telephone, mails, or emails. Outside consultants or experts may be invited to attend meetings when a particular subject or objective is to be addressed. Hosting of the meeting shall be rotated among the ASEAN Member States in alphabetical order.

*Others:* The WGIIS may create task forces or special subgroups, to undertake specific tasks or assignments in the fulfillment of its functions and roles. The work of such task forces or subgroups shall terminate upon completion of the assigned task(s).







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