

TERMS OF REFERENCE FOR STAFF SECONDMENT TO THE ARF UNIT

1. **Mandate**

As part of the Terms of Reference establishing the ARF Unit in the ASEAN Secretariat, which was adopted at the ASEAN Senior Officials Meeting (ASEAN-SOM) on 26 June 2004, the TOR provided that, "The ARF Unit would be supported by the ASEAN Secretariat and seconded personnel from ASEAN Member Countries. The seconded personnel, inter-alia their number, posts, and level will be decided by ASEAN by consensus, based on the assessed needs, workloads and programs of the ARF Unit from time to time."

2. **Purpose**

Supplement the staffing of the ARF Unit in carrying out its task to assist the ARF Chair in conducting its responsibilities.

3. **Number of Officers**

As stated in the TOR of the ARF Unit, the presiding and future ARF Chairs are encouraged to second their personnel to ensure continuity of work. Other ASEAN Member Countries are also welcome to second their officials. The number of seconded staff shall be reviewed from time to time and will depend on the need and tasks assigned to the ARF Unit.

4. **Functions**

The seconded personnel will support the roles and functions of the ARF Unit as specified in the Terms of Reference of the ARF Unit and any other responsibilities assigned by the ASEAN Secretary-General. The seconded staff from Member Countries must perform their tasks and responsibilities in the interest of ASEAN and will be under the direct charge of the Head of the ARF Unit at the Secretariat who in turn reports directly to the Secretary-General of ASEAN.

5. **Qualifications**

Postgraduate degree in political science, international relations, strategic and defence studies and related courses will be an advantage; and currently an official of the Ministry of Foreign Affairs, Ministry of Defence or any other appropriate government agency of the sending country.

6. **Duration**

Minimum duration of secondment is for 18 months. Member Countries are encouraged to send their seconded staff no later than two months following each ARF Chair cycle.

7. **Nationality**

Seconded staff must be citizens of ASEAN Member Countries.

8. **Remuneration**

Seconded staff remunerations and allowances including accommodation will be borne by sending Member Countries.

9. **Attending Meetings**

Seconded staff shall attend ARF related meetings as authorised by the ASEAN Secretary-General. The cost of attending meetings, including airfare, per diems and accommodation shall be borne by the ASEAN Secretariat and governed by the ASEAN Secretariat Staff Rules and Regulations and Financial Rules and Regulations.

10. **Staff Regulations**

The conduct of seconded staff during his or her assignment at the ASEAN Secretariat will be governed by the ASEAN Secretariat Staff Rules and Regulations, Financial Rules and Regulations and the Oath of Office.

11. **Performance Appraisal**

The ASEAN Secretary-General will provide to the sending country an evaluation of the professional performance of the seconded staff upon completion of the period of secondment. The Head of the ARF Unit will give relevant inputs in carrying out the performance appraisal.

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