

TERMS OF REFERENCE
OF
THE ASEAN REGIONAL FORUM UNIT

1. Background

- (1). ARF Ministers at the 10th ARF Ministerial Meeting in Phnom Penh, 18 June 2003, called for the continued cooperation and support of ARF participants and the ASEAN Secretariat's assistance for the ARF Chair in carrying out the mandates outlined in the paper on "Enhanced Role of the ARF Chair."
- (2). As stated in the paper, the ARF Chair will be supported by the resources of its country as is the current practice. However, the ASEAN Secretariat could also assist the ARF Chair.
- (3). Against this background, the ASEAN SOM in Jakarta, 19-21 February 2004, recognizing the growing importance of the ARF, agreed to establish an ARF Unit within the ASEAN Secretariat. The Unit will serve the purpose of assisting the ARF Chair during its chairmanship, and is expected to contribute to the overall effectiveness of the ARF as a regional forum for discussion and cooperation on security matters.

2. Principles

- (4). The political principle is that the Unit serves the ARF Chair and is ASEAN-driven. In keeping with the evolving process of the ARF, the ARF Unit would develop in a gradual manner through periodic review by ASEAN, taking into account of views, the needs and interests of all ARF participants.
- (5). The administrative principle is that the Unit constitutes a part of the ASEAN Secretariat and operates under the ASEAN Secretary General. The Unit is expected to be small and efficient in size. The Unit will be funded by ASEAN. The establishment of the ARF Unit shall be part of the overall review of the ASEAN structures and process to make it more responsive to future demands.

3. Role and Function

- (6). The role and function of the ARF Unit include: 1) to support the enhanced role of the ARF Chair, including interaction with other regional and international organizations, defense officials dialogue and Track II organization; 2) to function as depository of ARF documents/papers; 3) to manage database/registry; 4) to provide secretarial works and administrative support, including serving as the ARF's institutional memory;

4. Location

- (7). The ARF Unit would be located in the ASEAN Secretariat in Jakarta, Office management would be executed by the ASEAN Secretariat. ARF Unit would become part of the ASEAN Secretariat.

5. Office Facilities and Equipment

- (8). Office facilities and equipment of the ARF Unit could be drawn from the existing ASEAN Secretariat facility, such as workspace, telephone, computers and other office equipment. ASEAN Member Countries are encouraged to contribute voluntarily to the provision of the facilities and equipment to help ensure optimal performance of the ARF Unit. Non-ASEAN ARF participants could provide technical contributions, computers, specialized trainings, background materials.

6. Personnel

- (9). The ARF Unit would be supported by ASEAN Secretariat and seconded personnel from ASEAN member countries. These seconded personnel, inter-alia their numbers, 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. The presiding and future ARF Chairs are encouraged to second their personnel to ensure continuity of works.
- (10). Policy on staffing, including recruitment procedure would be reviewed by ASEAN Secretariat on a regular basis, taking into account the views of ASEAN member countries.
- (11). Professional Staff recruitment and management would be conducted by the ASEAN Secretariat. The Unit should not be staffed on a part time basis by officials assigned to the Secretariat to perform other duties.

7. Financial Matters

- (12). Funding for the salary/allowances of ASEAN staff Secretariat assigned to the ARF Unit shall come from the ASEAN Secretariat regular budget. Salaries/allowances of personnel seconded from ASEAN members shall be borne by the respective ASEAN government.
 - (13). The costs for executing the function and duties of the ARF Unit, such as administrative, program and travel, would be borne by the ASEAN Secretariat.
 - (14). An ARF Fund shall be established based on voluntarily contributions from ARF participants for the purposes of implementing projects, activities, and decisions of the ARF. The Terms of Reference for the ARF Fund shall be formulated by the ASEAN Secretariat.
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