

Annex D: TOR on Information Exchange

ASEAN REGIONAL FORUM (ARF) INTER-SESSIONAL SUPPORT GROUP ON CONFIDENCE BUILDING MEASURES (ISG-CBM) MEETING OF HEADS OF DEFENSE UNIVERSITIES, COLLEGES AND INSTITUTIONS

TERMS OF REFERENCE ON INFORMATION EXCHANGE

Background

1. Since the first ARFHDUCI Meeting in Manila, Philippines on 7th - 8th October 1997, eleven meetings have subsequently been held, namely, Republic of Korea (1998), Mongolia (1999), China (2000), Japan (2001), Russia (2002), India (2003), Singapore (2004), Viet Nam (2005), Malaysia (2006), Australia (2007), and Pakistan (2008).
2. At the Eighth ARFHDUCI Meeting held in Singapore on 1st - 3rd September 2004, a draft Terms of Reference of the ARFHDUCIM was circulated for consideration. After consolidating inputs from member institutions, this was unanimously accepted and adopted and approved during the following meeting of the ARF in 2005.
3. At the Ninth Meeting of ARFHDUCI in Vietnam on 10th - 13th October 2005, participating ARF countries noted the improving level of confidence, engagement and cooperation among ARF defense and military educational institutions and agreed to sustain and enhance cooperation and networking through exchange of information and experiences, capacity-building and curriculum sharing, seminars/symposia, human resource development, staff and publication exchanges, and establishment of working groups.
4. Building on this consensus, the proposal of the Philippines for a Terms of Reference on Information Exchange was approved during the Twelfth ARFHDUCIM held in Pakistan on 21st - 23rd October 2008. Further, a Committee to draft the Terms of Reference was designated composed of the Philippines, Pakistan and Thailand.

Purpose

5. Consistent with the ARF spirit of promoting dialogue and trust in the region, the main goal of the Term of Reference on Information Exchange is to support the sharing of best practices and information among defense educational institutions towards capability building.

Scope

6. The information to be exchanged shall include, but not limited to, academic matters concerning ARFDUCIs, such as curriculum, database and other bibliographic references, student/faculty research and training programmes, organization, faculty development, and publications. Other information such as defence and security related national laws and policies as well as miscellaneous defence and security information may also be part of the exchange.

Exchange of Information Working Group

7. Effective after the approval of this Terms of References, an Exchange of Information Working Group (EIWG) shall be established consisting of representatives from the previous and incoming host countries, plus four other members designated, preferably representing ASEAN, Northeast Asia, South Asia, other member countries, and the ARF Unit (ex-officio). The incoming host representative shall be designated Chair of the EIWG. For consistency and permanency, the ARF Unit shall be the repository of all ARFDUCIM and EIWG documents.
8. As desired, the EIWG may hold a meeting simultaneously with the annual ARFDUCI meeting, to be hosted by the incoming host country. The incoming host country shall issue the invitations and make the necessary arrangements for the conference; however, participating countries shall support the travel and accommodations of their representatives. The EIWG shall render a report to the body during the annual meeting.

Country Secretariat

9. To carry the process forward, a country secretariat designated as point of contact shall be established by each ARF DUCI member.

Process

10. Any participating ARFDUCI shall inform in advance the head of the host as Chair of both the Meeting and the EIWG of any matter or topic which it wishes to be included in the program on Exchange of Information. The host country will include the request in the information kit for the upcoming meeting to be distributed to all participating DUCIs.
11. The Exchange of Information shall be a regular Agenda item in ARFDUCI Meetings. Matters discussed under the Exchange of Information shall form part of the report which shall be submitted to the Co-Chairs of the ISG-CBM and distributed to all ARF DUCIs and participating countries.
12. The ARF Unit, as a member of the EIWG, shall create and continuously build up a database on all information exchanged among the ARF DUCIs. This shall be posted on the ARF Net (www.aseanregionalforum.org) and made accessible to all ARF participating DUCIs.

Review

13. This Terms of Reference shall be reviewed in whole or in part for possible amendments and revisions, including the formulation of additional guidelines should the need arise or as any member may propose. Any amendment or revision shall be made on the basis of consensus of all ARF participants.

Effectivity

14. This Terms of Reference shall take effect upon formal adoption by participating DUCIs.
