

GUIDE TO ASEAN REGIONAL FORUM PROCESSES, PROCEDURES, PRACTICES AND PROTOCOL

I. Objectives

1. This document is developed as a basic guideline on the processes, procedures, practices and protocol of the ASEAN Regional Forum (ARF) so that all ARF activities shall be conducted in a consistent and standardised manner, while the role of ASEAN as the primary driving force is further reinforced.

The purpose of this Guide is to clarify the roles, functions, modalities and reporting lines of the annually held meetings of ARF bodies namely, the:

- i. ARF Ministerial Meeting,
- ii. ARF Senior Officials' Meeting (SOM),
- iii. ARF Inter-sessional Support Group Meeting on Confidence Building Measures and Preventive Diplomacy (ISG on CBMs and PD),
- iv. ARF Inter-Sessional Meetings (ISMs),
- v. ARF Security Policy Conference (ASPC),
- vi. ARF Defence Officials' Dialogue (DOD),
- vii. ARF Experts and Eminent Persons' (EEPs) Meeting,
- viii. ARF Heads of Defence/Universities/Colleges/Institutions Meeting (HDUCIM), and
- ix. ARF Peacekeeping Experts' Meeting.

This Guide shall also be applicable to all ad-hoc ARF activities including but not limited to seminars, workshops, trainings, exercises, symposiums, etc.

2. The Guide shall also clarify the processes and procedures on the following:
 - i. Consideration and Admission of new ARF Participants;
 - ii. Proposal of ARF Foreign Ministers' Statements, ARF Chairman's Statements, proposals of CBMs including Track 1 Activities such as Workshops, Seminars, Exercises, Trainings, Symposiums, and Conferences;
 - iii. Activation of other ARF mechanisms such as Friends of the Chair; and
 - iv. Hosting of ARF meetings and activities.
3. This Guide is developed based on the 1995 ARF Concept Paper, relevant decisions and agreements as reflected in the ARF documents, as well as other relevant documents such as the Guide to ASEAN Practices and Protocol, and prevailing practices and procedures in the ARF as compiled by the ARF Unit of the ASEAN Secretariat.

4. After being approved by ASEAN Foreign Ministers, this Guide is to be submitted to the ASEAN Regional Forum for notation.
5. Revisions made to this document shall be approved by the ASEAN Foreign Ministers, upon the recommendation by the ASEAN SOM.

II. ARF Processes and Procedures

II.1 ARF Structure:

II.1.1 ARF Ministerial Meeting:

II.1.1.1 The ARF Ministerial Meeting is the highest decision-making body in the ARF and is held annually, back-to-back with the annual series of ASEAN Ministerial Meeting (AMM) and Post-Ministerial Conferences (PMCs).

II.1.1.2 The ARF Ministerial Meeting is chaired by the ASEAN Chair of that year.

II.1.2 ARF Senior Officials' Meeting (SOM):

II.1.2.1 The ARF SOM comprises senior officials from the Ministry of Foreign Affairs of ARF Participants, designated as Vice-Minister, Deputy-Minister, Permanent Secretary, Undersecretary or Secretary-General level.

II.1.2.2 The ARF SOM assists the ARF Foreign Ministers in the work of the ARF. Its views, recommendations and/or decisions are reported to the Ministers for consideration.

II.1.2.3 The ARF SOM will have the final say in referring any matter that does not have the consensus of the ARF Participants to the ARF Ministerial Meeting for final decision, if there is no objection from any ASEAN Member States.

II.1.2.4 The ARF SOM, when necessary, may undertake an expedited process of proposal and endorsement of ARF Statements and ad-hoc activities for the current inter-sessional year on an urgent and prevailing issue, such as emergencies, crises and situations likely to disturb regional peace and stability. Findings of the activities should be reported to the ARF SOM and Ministers through the respective ISM or ISG.

II.1.2.5 The ARF SOM is held annually, back-to-back with the ASEAN SOM. The ASEAN SOM held prior to the ARF SOM should continue to coordinate on ARF matters.

II.1.2.6 The ARF SOM is chaired by the ARF Chair of that year.

II.1.3 ARF Inter-sessional Support Group Meeting on Confidence Building Measures and Preventive Diplomacy (ISG on CBMs and PD):

- II.1.3.1 The ARF ISG on CBMs and PD assists the ARF SOM in, inter alia, reviewing the proposals of all ARF Statements and activities as well as in considering and providing recommendations to the ARF Ministers on the implementation of proposals agreed by ARF Participants. The ISG on CBMs and PD is co-chaired by an ASEAN and a non-ASEAN ARF Participant.
- II.1.3.2 The outcomes and recommendations of the ARF ISG on CBMs and PD shall be reported to the ARF SOM.
- II.1.3.3 The ARF Chair concurrently serves as the ASEAN Co-Chair of the ARF ISG on CBMs and PD. The non-ASEAN Co-Chair is decided on a voluntary basis.
- II.1.3.4 The ARF ISG on CBMs and PD is convened once per inter-sessional year before the ARF SOM.
- II.1.3.5 An ASEAN Coordination Meeting is held prior to the ARF ISG on CBMs and PD.
- II.1.3.6 On behalf of the Co-Chairs of the ARF ISMs, the Co-Chairs of the ARF ISG on CBMs and PD will present the outcomes of the ISMs to the ARF SOM.

II.1.4 ARF Inter-Sessional Meetings (ISMs):

- II.1.4.1 At present, there are five ARF ISMs, namely:
 - (a) ARF ISM on Disaster Relief (ISM on DR) (1996);
 - (b) ARF ISM on Counter-Terrorism and Transnational Crime (ISM on CTTC) (2002);
 - (c) ARF ISM on Non-Proliferation and Disarmament (ISM on NPD) (2008);
 - (d) ARF ISM on Maritime Security (ISM on MS) (2008); and
 - (e) ARF ISM on the Security of and in the Use of Information and Communications Technologies (ISM on ICTs Security) (2017).
- II.1.4.2 Each ISM provides a platform for ARF Participants to discuss specific issues under their purview, facilitates information sharing, lessons learned and best practices, and recommends specific guidelines and cooperative implementation of their respective areas as well as review reports of ad-hoc ARF activities such as workshops, seminars, exercises, symposiums, conferences, trainings, etc.
- II.1.4.3 Each ISM reports to the ARF SOM, through the ARF ISG on CBMs and PD, and to the ARF Ministers for guidance. The ISM's Co-Chairs are encouraged to finalise the report of the respective ISM prior to the ARF ISG on CBMs and PD and ARF SOM.
- II.1.4.4 Held annually, the ARF ISMs are co-chaired by at least one ASEAN Member State and one non-ASEAN ARF Participant. A maximum of three co-chairs is suggested for each ISM.

- II.1.4.5 Expressions of interest for co-chairmanship should be made at the relevant ARF ISM, reiterated at the ARF ISG on CBMs and PD, and the ARF SOM.
- II.1.4.6 Co-Chairs are expected to carry out and lead discussions at the ARF ISM throughout the period of their chairmanship as well as to take the lead in the implementation, review and update of the Work Plan under their respective areas.
- II.1.4.7 The Co-Chairs will consult each other throughout their co-chairmanship on all matters related to the ARF ISM.
- II.1.4.8 Communications with other ARF Participants on issues related to the ISM (i.e. invitation and tentative agenda) is conveyed through the ARF Unit.
- II.1.4.9 All Co-Chairs must be copied in the communications with the ARF Unit, particularly when requesting the ARF Unit to circulate documents related to the ARF ISM, including invitation package and proposals.
- II.1.4.10 As a general rule, the ARF ISMs should be held prior to the ARF ISG on CBMs and PD.
- II.1.4.11 In case of extenuating circumstances in which ISMs cannot be held within the current inter-sessional year, the current ISM Co-Chairs should consult each other on the extension of the co-chairmanship until the next inter-sessional year, and inform the ARF Participants of the final decision.

II.1.5 ARF Experts and Eminent Persons (EEPs) Meeting:

- II.1.5.1 The EEPs may, through the ARF Chair, provide non-binding and professional views or recommendations to the ARF Participants, when they are requested to undertake in-depth studies and researches or serve as resource persons on issues relevant to their expertise, as stipulated in the Guidelines for the Operations of the ARF EEPs.
- II.1.5.2 The activities of the EEPs shall focus on issues and subjects, which are relevant to the interests and concerns of the ARF not being adequately addressed elsewhere, and to which their expertise is directly applicable.
- II.1.5.3 The work of the EEPs should directly support activities to move the ARF forward, especially with respect to confidence building measures, preventive diplomacy and conflict resolution, as well as the implementation of the ARF ISMs' Work Plans.
- II.1.5.4 Each ARF Participant can nominate, on a voluntary basis, up to five experts/eminent persons (EEPs). The terms and procedure for the nomination is specified in the Terms of Reference (TOR) of the ARF EEPs.
- II.1.5.5 The works, recommendations and findings of the EEPs shall be reported to the ARF Chair through the Co-Chairs of the EEPs, which would then be shared to all ARF Participants at the ARF ISG on CBMs and PD.

II.1.5.6 The EEPs is co-chaired by at least one ASEAN Member State and one non-ASEAN ARF Participant.

II.1.5.7 An ASEAN Coordination Meeting is held prior to the ARF EEPs Meeting.

II.1.6 ARF Security Policy Conference (ASPC):

II.1.6.1 The ASPC comprises senior defence and security policy officials at the Vice-Minister level or equivalent. Participants may also include diplomatic officials and defence colleges/institutions personnel.

II.1.6.2 The role of the ASPC is to further strengthen cooperation on confidence building measures in the military sphere within the framework of the ARF and the participation of defence officials in the ARF, to open new channels of dialogue and exchanges, and further increase mutual trust and understanding among defence officials, and to further improve and substantiate the ARF process in moving forward.

II.1.6.3 No binding documents will be produced following the conduct of the Conference.

II.1.6.4 Held annually back-to-back with the ARF SOM, the ASPC is chaired by the ARF Chair of that year. The Chair of the ASPC may brief the ARF SOM on the relevant discussions at the ASPC. The Chair will, on the basis of consensus, produce a summary of the discussion of the Conference which will be circulated at the ARF SOM and Foreign Minister's Meeting.

II.1.7 ARF Defence Officials' Dialogue (DOD):

II.1.7.1 The DOD was established with the purpose of promoting understanding and confidence building among ARF defence establishments, promoting enhancing networking among ARF defence officials, and providing a platform for defence officials to discuss issues of common interest.

II.1.7.2 Held annually back to back with the ARF ISG on CBMs and PD, the DOD is also co-chaired by the ARF Participants who co-chair the ARF ISG on CBMs and PD of that year.

II.1.7.3 The DOD assists the ASPC in its work.

II.1.7.4 The DOD is usually participated by defence representatives at the Undersecretary or Director level or one level below SOM, and/or military representatives at the Lieutenant-Colonel level and above.

II.1.7.5 Discussions at the DOD are informal and non-binding and a formal statement is not mandatory for incorporation into the ARF ISG on CBMs and PD's Summary Report.

II.1.7.6 The Co-Chairs of the DOD will brief the ARF ISG on CBMs and PD on the discussions at the DOD.

II.1.8 ARF Heads of Defence Universities/Colleges/Institutions Meeting (HDUCIM):

- II.1.8.1 Participated by senior leadership of defence universities, colleges and institutions of ARF Participants, the HDUCIM provides a platform for information exchange on the academic orientations of defence educational institutions, as well as discussions on regional security issues and networking.
- II.1.8.2 Held annually, the HDUCIM is co-chaired by one ASEAN Member State and one non-ASEAN ARF Participant.
- II.1.8.3 The term of co-chairmanship of the HDUCIM lasts for two years with overlapping ASEAN and non-ASEAN co-chairmanship periods. The incoming co-chair will then host the HDUCIM in the second year of their respective co-chairmanship period.
- II.1.8.4 The co-chairmanship/host is determined on a voluntary basis.

II.1.9 ARF Peacekeeping Experts' Meeting:

- II.1.9.1 The ARF Peacekeeping Experts' Meeting, which shall be held as and when deemed necessary, aims to promote discussion on peacekeeping cooperation in the ARF and to support the regional and global agendas on peacekeeping.
- II.1.9.2 The Meeting is co-chaired by at least one ASEAN Member State and one non-ASEAN ARF Participant.
- II.1.9.3 Participation of representatives from military, police, peacekeeping forces and peacekeeping centres are highly encouraged.
- II.1.9.4 The works of the ARF Peacekeeping Experts' Meeting should be reported to the ARF SOM, through the ARF ISG on CBMs and PD and to the ARF Ministers for guidance.

II.1.10 ARF Open-Ended Study Group on Confidence Building Measures to Reduce the Risk of Conflict Stemming from the Use of ICTs (OESG)

- II.1.10.1 The OESG is the expert level body subordinate to the ARF ISM on Security of and in the Use of ICTs (ISM on ICTs Security).
- II.1.10.2 The OESG is mandated to develop proposals on confidence building measures as well as proposals to address the whole range of issues relating to ICTs security to be submitted to the ISM on ICTs Security, to submit consensus reports recommending confidence building measures, and develop processes and procedures for sharing information between ARF contact points on preventing ICTs crises, criminal and terrorist use of ICTs, and the establishment of a contacts database.

II.1.11 Ad-Hoc ARF Activities:

- II.1.11.1 Ad-hoc ARF activities comprise workshops, seminars, exercises, symposiums, conferences, trainings, etc. that are held based on proposals developed by ARF Participants.
- II.1.11.2 All proposed ARF activities should first be discussed at the ARF ISG on CBMs and PD (for activities which do not fall under any ISM's purview) or ISMs (for activities that fall under the respective ISM's purview) and endorsed at the ARF SOM before submitting to the ARF Ministerial Meeting for further consideration.
- II.1.11.3 All ad-hoc ARF Activities should be introduced during an ARF ISM or ISG, and proponent(s) of the ad-hoc activities should provide concept notes to be considered by all ARF Participants.
- II.1.11.4 Each proposal must be co-chaired by at least one ASEAN Member State and one non-ASEAN ARF Participant.
- II.1.11.5 Upon consensus, the proposal shall then be included in the List of ARF Track 1 Activities for the next inter-sessional year and submitted to the ARF Ministers for consideration.
- II.1.11.6 The outcomes of the activities should be reported to the relevant ARF ISM, ARF ISG on CBMs and PD, and the ARF SOM.

II.2 Consideration and Admission of New Participants

At present, the ARF consists of 27 Participants, namely: Australia, Bangladesh, Brunei Darussalam, Cambodia, Canada, China, Democratic People's Republic of Korea, European Union, India, Indonesia, Japan, Lao PDR, Malaysia, Mongolia, Myanmar, New Zealand, Pakistan, Papua New Guinea, Philippines, Republic of Korea, Russia, Singapore, Sri Lanka, Thailand, Timor-Leste, United States, and Viet Nam.

II.2.1 Criteria for the Admission of New Participants in ARF

The decision to lift the existing moratorium on membership should be made on a consensus-basis among ASEAN Member States, in consultation with the non-ASEAN ARF Participants. As agreed at the 3rd ASEAN Regional Forum (Jakarta, 23 July 1996), the criteria for new ARF Participant should be as follows:

II.2.1.1 Commitment

- All new participants, must be sovereign states and must subscribe to and work cooperatively to help achieve the ARF's key goals. Prior to their admission, all new participants should agree to abide by and respect fully the decisions and statements already made by the ARF. All ASEAN Members are automatically participants of ARF.

II.2.1.2 Relevance

- A new participant should be admitted only if it can be demonstrated that it has an impact on the peace and security of the “geographical footprint” of key ARF activities, i.e., Northeast and Southeast Asia as well as Oceania.

II.2.1.3 Gradual expansion

- Efforts must be made to control the number of participants to a manageable level to ensure the effectiveness of the ARF.

II.2.1.4 Consultations

- All applications for participations should be submitted to the Chairman of the ARF, who will consult all other ARF Participants at the SOM and ascertain whether a consensus exists for the admission of new participants. Actual decisions on participation will be approved by the Ministers.

II.2.2 **Processes for consideration and admission of new participants:**

II.2.2.1 Any new application should be submitted to the Chairman of the ARF who will then consult all ASEAN Member States at the SOM and ascertain whether an ASEAN consensus exists for the admission of new participants first, before consulting the other ARF Participants at the SOM.

II.2.2.2 Final decisions on the admission of new participants shall be made by the ARF Ministers.

II.2.2.3 If the application is accepted, the new participant will begin its attendance of ARF activities at the annual ARF Ministerial Meeting. At their first meeting, the ARF Chair will call on the new participants to make its opening statement.

II.3 **Proposal and Endorsement of ARF Statements, Track-1 Activities and Other Proposals**

II.3.1 **Processes and Procedures for ARF Foreign Ministers’ Statements:**

II.3.1.1 Any ARF Participant may propose a statement on any issue of relevance to the work of the ARF.

II.3.1.2 The Statement must be co-sponsored by at least one ASEAN Member State and at least one non-ASEAN ARF Participant.

II.3.1.3 The proposal for a statement should be raised at the relevant ARF ISMs and/or ARF ISG on CBMs and PD. The proponents should prepare the draft and, with the assistance of the ARF Unit, circulate it to all ARF Participants with a copy

given to the ARF Chair and Co-Chairs of the relevant ISM. If the statement does not fall under any ARF ISM's purview, the draft will be tabled at the ARF ISG on CBMs and PD.

- II.3.1.4 Inputs/comments from ARF Participants are consolidated by the proponents.
- II.3.1.5 The draft will be discussed at the ARF ISG on CBMs and PD before it is submitted to the ARF SOM for consideration.
- II.3.1.6 Upon endorsement of the ARF SOM, the final draft must be circulated to all ARF Participants through the ARF Unit and included in the document kit of the ARF Ministerial Meeting for the Ministers' consideration.
- II.3.1.7 ASEAN should consult internally about the draft before it is negotiated with non-ASEAN ARF Participants.
- II.3.1.8 Statements and proposals which could not meet consensus could be carried over for discussion in the next inter-sessional year.
- II.3.1.9 ARF Statements can only be issued by the ARF Foreign Ministers.

II.3.2 Issuance of the Chairman's Statement of the Annual ARF Ministerial Meeting

- II.3.2.1 Each year, the ARF Chair shall issue an ARF Chairman's Statement upon the conclusion of the ARF Ministerial Meeting.
- II.3.2.2 The draft ARF Chairman's Statement is prepared by the ARF Chair, with assistance of the ARF Unit.
- II.3.2.3 The draft should be circulated to the ARF Participants through the ARF Unit a few weeks prior to the ARF Ministerial Meeting so as to give ARF Participants sufficient time to provide comments to the ARF Chair. The ARF Chair may wish to request the assistance of the ARF Unit in circulating the draft to all ARF Participants. The ARF Chair will consolidate comments and inputs from ARF Participants within a stipulated deadline.
- II.3.2.4 The ARF Chair shall consult with other ASEAN Member States on the draft before it is circulated to other non-ASEAN ARF Participants.
- II.3.2.5 Inputs are welcomed from all ARF Participants but the final draft remains under the prerogative of the ARF Chair.
- II.3.2.6 The ARF Chair would share the final ARF Chairman's Statement to the ARF Unit for circulation to all ARF Participants, preferably on the same day that the meeting is concluded.

II.3.2.7 The ARF Unit will also upload the full set of the ARF Chairman's Statement and its annexes to the Member Services section of the ARF Website.

II.3.3 Proposal and Endorsement of Track-1 Activities and Other Proposals

II.3.3.1 Any ARF Participant may propose an ARF ad-hoc activity. All ARF Participants are encouraged to assume co-chairmanship of at least one activity and/or other proposals every five years.

II.3.3.2 The proposal, usually in the form of a Concept Paper, must be discussed at the relevant ISM, receive endorsement of the ARF ISG on CBMs and PD and ARF SOM, before it can be included in the list of ARF Track 1 Activities, to be submitted for the ARF Foreign Ministers' consideration.

II.3.3.3 The activity must be co-chaired by at least one ASEAN Member State and one non-ASEAN ARF Participant. Only activities with a complete set of Co-Chairs will be included in the List of ARF Track 1 Activities.

II.3.3.4 The proposal should outline the parameters of the activity, correspond to the areas of cooperation of the ARF and in line with the respective Plans of Action and Work Plans of the ARF.

II.3.3.5 The proposal must obtain consensus of all ARF Participants.

II.3.3.6 Once approved, the List of ARF Track 1 Activities shall not be further amended, including revisions to concept paper of the activity, without the consent of all ARF Participants. All ARF Participants and the ARF Unit should be notified of any inclusion of additional co-chairs to the Activities.

II.3.3.7 Involvement of non-ARF Participants are limited to Guest/Expert Speakers presenting on a certain agenda item.

II.3.3.8 In the event that an activity is intended to be a series and convened beyond the current inter-sessional year or fails to be concluded in the current inter-sessional year, the proposal must again be tabled in the next cycle.

II.3.3.9 The Co-Chairs of the ARF activities should submit the finalised Summary Reports and Annexes of the activities to the ARF Unit/ The Co-Chairs of each ARF activity should submit the finalised Summary Reports and Annexes to the ARF Unit, before the convening of the ARF SOM to be reported to the ARF Ministerial Meeting of the respective inter-sessional year.

II.3.4 Expedite process of proposal and endorsement

- II.3.4.1 Any ARF Participant, seized of a matter which is a sudden and unforeseen times of emergency, crisis, and serious challenge to the region or existing national budgetary restrictions, would be able to submit a proposal to the ARF Chair via written procedure. The ARF Chair would circulate the proposal to all ARF Senior Officials for a decision by ad-referendum within a stipulated deadline for response to be set by the ARF Chair. (E-mail copy to the contact points of ARF Participants).
- II.3.4.2 The ARF Chair would notify all ARF Participants of the decision upon the expiry of the deadline, subject to a request by any ARF Participants for an extension. The absence of a response by the deadline/extension would be deemed as a no-objection. The ARF Chair may task the ARF Unit to assist in communicating the matter. The expedited approval procedure should always abide by the principle of consensus.

II.4 Activation of Other Mechanisms and Measures, such as the Enhanced Role of ARF Chair and Friends of the Chair:

II.4.1 Enhanced Role of the ARF Chair:

ARF Chair is the Minister for Foreign Affairs or its equivalent of the ARF Chair Country in the inter-sessional year. The ARF Chair could appoint a representative (such as the SOM Leader) to assist the Chair.

In accordance with the Concept Paper on Enhanced Role of the ARF Chair, the ARF Chair could perform a role in good offices and/or a role in coordination in between ARF meetings which includes:

- II.4.1.1 Promoting confidence-building among ARF Participants by facilitating dialogue and information exchange between and among ARF Participants;
- II.4.1.2 Fostering cooperation between ARF Participants by facilitating discussion on potential areas of cooperation;
- II.4.1.3 Facilitating discussion on norms building in the ARF to enhance mutual trust and understanding;
- II.4.1.4 Encouraging exchange of information on regional security issues by serving as a conduit for information sharing in between ARF meetings;
- II.4.1.5 Serving as a focal point for consultations among ARF Participants on the basis of consensus of all the ARF Participants and may convene an ad-hoc meeting of all ARF Participants at an appropriate level upon prior consent of directly involved states and the consensus of all ARF Participants;

II.4.1.6 Liaising with external parties, such as heads of international organisations, and Track II organisations on an informal basis and with prior consultation with all ARF Participants and their consent; and

II.4.1.7 The ARF Chair to invite ASEAN Member States and relevant non-ASEAN ARF Participants to attend meetings on special subjects, if needed.

II.4.2 Friends of the Chair (FOC):

II.4.2.1 The Friends of the Chair (FOC), is meant to assist the ARF Chair in the latter's enhanced role, in accordance with the principles enshrined in the adopted paper on the Enhanced Role of the ARF Chair.

II.4.2.2 The FOC is a troika composed of the:

(a) Foreign Minister of the incoming ARF chairing country;

(b) Foreign Minister of a non-ASEAN ARF Participant in which the ARF Chair has the privilege to choose; and

(c) Foreign Minister of the immediate past ARF chairing country.

II.4.2.3 The FOC is an ad hoc group, constituted for a specific task by the ARF Chair as and when the situation warrants, including in times of emergency, crisis, and situations likely to disturb regional peace and stability. It is not a decision-making body and it is not intended to represent the ARF Chair beyond the specific tasks assigned to it.

II.4.2.4 The ARF Chair will inform all ARF Participants before deciding when a situation warrants the constitution and convening of the FOC.

II.4.2.5 In discharging its mandate, the FOC will report and make recommendations to the ARF Chair. The ARF Chair decides on the next steps to take.

II.4.2.6 The FOC may meet when necessary. The ARF Participants, which have representatives in the FOC, will bear the costs involved in the activities of the FOC. In the event that the FOC is constituted and convened, the ARF Chair may mobilise voluntary contributions from ARF Participants, including through contributions to the ARF Fund for such purpose.

II.4.2.7 The FOC, through the endorsement of the ARF Chair, may request the ARF Unit for any assistance within the ARF Unit's mandate.

II.5 Roles and Functions of the ARF Unit:

II.5.1 The role of the ARF Unit includes:

- (a) Supporting the enhanced role of the ARF Chair, including interaction with other regional and international organisations, defense officials' dialogues and Track-II organisations;
- (b) Functioning as the depository of ARF documents/papers;
- (c) Providing secretariat work and administrative support, including serving as the ARF's institutional memory; and
- (d) Compiling and managing the ARF registry and database.

II.5.2 The ARF Unit assists the Chair/Co-Chairs of the ARF Ministerial Meeting, ARF SOM, ARF ISG on CBMs and PD, ARF ISMs and other meetings of the ARF in, among others, servicing the meetings, preparing the Summary Reports, facilitating the drafting sessions and performing other tasks upon request of the Chair/Co-Chairs.

II.5.3 The ARF Unit assists the Chair/Co-Chairs/Co-Sponsors in the circulation of proposals, invitation packages, etc. When requesting the assistance of the ARF Unit for circulation of information pertaining the ARF, the Chair/Co-Chairs/Co-Sponsors should be copied.

II.5.4 The ARF Unit serves as the webmaster of the ARF Website and uploads all relevant documents into the Members' Section of the ARF Website for future reference. Co-Chairs of ARF Meetings and Activities must submit the final Summary Reports and Annexes of their respective activities to the ARF Unit for uploading into the ARF Website, preferably before the convening of the ARF SOM of the respective inter-sessional year.

II.6 Updating the ARF Directory:

II.6.1 Each ARF Participant is required to inform the ARF Unit regarding any changes to the ARF Directory, which consists of contact details of the ARF Foreign Minister, SOM leader and ISG leader from each ARF Participant.

II.6.2 The ARF Unit must then update the ARF Directory published on the ARF Website.

II.6.3 Each ARF Participant must designate their respective focal points for ARF matters and the information on these focal points must be submitted to the ARF Unit.

II.6.4 The ARF Unit maintains the distribution list of the ARF and will disseminate information to all ARF Focal Points in the distribution list. Each ARF Participant must inform the ARF Unit regarding any changes to their respective Focal Points.

II.6.5 The distribution list consists of the contact details of ARF Focal Points from the Ministry of Foreign Affairs and Ministry of Defence of each ARF Participant.

II.7 Utilisation of the ARF Fund and ARF Website:

II.7.1 ARF Fund:

II.7.1.1 Established in 2005, the ARF Fund is intended to support the implementation of ARF projects and activities as well as decisions of the ARF that (a) strengthen regional security through enhanced international cooperation; (b) enhance the ability of the ARF Chair to promote regional security and stability, including through research, training and outreach; and (c) would not ordinarily be funded by individual ARF Participants.

II.7.1.2 Contributions to the fund are made on a voluntary basis and the ARF Unit of the ASEAN Secretariat acts as its primary custodian.

II.7.1.3 The TOR of ARF Fund serves as the underlying document for the operationalisation of the Fund and shall be reviewed periodically to maintain its relevance to support ARF works.

II.7.1.4 The utilisation of the ARF Fund shall be guided by an Annual Work Plan to be approved by the ARF SOM by consensus. The Annual Work Plan shall be consolidated by the ARF Chair, with the support of the ARF Unit, and based on projects and activities recommended by the ARF ISG on CBMs and PD and other ARF ISMs.

II.7.2 ARF Website:

II.7.2.1 The ARF Website is an online reference platform for ARF Participants, which contains information of all ARF reports and documents since 1994.

II.7.2.2 The ARF Website is maintained by the ARF Unit.

II.7.2.3 Each January, the ARF Unit circulates to all ARF Focal Points, the updated username and password for access to the Members' Section of the ARF Website, which are to be provided by the ARF Chair of that year. The ARF Unit shall not provide the username and password to parties who are not listed in the ARF Distribution List.

II.7.2.4 Co-Chairs of ARF meetings and activities must submit the final Summary Reports and Annexes of their respective activities to the ARF Unit for uploading into the ARF Website, preferably before the convening of the ARF SOM of the respective inter-sessional year.

III. ARF Practices and Protocol

III.1 ARF Ministerial Meeting:

III.1.1 Hosted and chaired by the ARF Chair of that year.

III.1.2 Convened back-to-back with the ASEAN Foreign Ministers' Meeting (AMM). The ARF Ministerial Meeting is held in Retreat and Plenary Sessions. It is advised to convene the Retreat and Plenary sessions back-to-back on the same day.

III.1.3 The Foreign Minister of the host country of the AMM, in his/her capacity as Chair of the AMM and the ARF, shall extend the invitation letter to other ARF Foreign Ministers. The ARF Unit shall assist in circulating the supporting documents including, among others, the Provisional Agenda, Order of Proceedings (OOPs), Administrative Arrangement, and the Tentative Programme.

III.1.4 Seating Arrangement

III.1.4.1 Seating arrangements of all ARF meetings are in strict alphabetical order.

III.1.4.2 The incoming Chair is seated at the immediate left side of the current Chair.

III.1.4.3 ARF Participants are seated in alphabetical order starting from the left side of the incoming Chair.

III.1.4.4 The Secretary-General of ASEAN or his/her representative takes the place after the last Participant in alphabetical order, i.e. at the immediate right side of the current Chair.

III.1.5 Flag Arrangement

III.1.5.1 Outdoor/Venue Flags

III.1.5.1.1 The outdoor/venue flags of ARF Participants are hoisted outside the venue of the meeting in alphabetical order.

III.1.5.1.2 The ASEAN Flag shall be on the extreme right of the row.

III.1.5.2 Room Flags

The room flags of ARF Participants are arranged in alphabetical order behind the Chair and close to the backdrop carrying the logo of the ASEAN Chairmanship's year, the name of meeting, date and name of the city, town or place where the meeting is being held.

III.1.5.3 Table Flags

The table flag of each ARF Participant is placed on the left-hand side of the name plaque of the said Participant.

III.1.6 Order of Proceedings

III.1.6.1.1 There is no opening or closing ceremonies for the ARF Ministerial Meeting.

III.1.6.1.2 Speaking orders are on a “first come, first serve” basis. Request to speak shall be submitted to the Chair. The final list of speaking orders remains under the prerogative of the Chair.

III.1.7 Attendance

III.1.7.1.1 Attendance at the ARF Retreat is ARF Foreign Minister + 2 and Secretary-General of ASEAN + 2. The number of delegates accompanying the Head of Delegation at the ARF Plenary Session is decided by the host.

III.1.7.1.2 Attendance at the ARF Plenary Session is designated for ARF Foreign Minister. The number of accompanying delegates is specified by the host.

III.1.7.1.3 Attendance at the ARF Retreat Session is designated for ARF Foreign Minister + 2 and Secretary-General of ASEAN + 2.

III.1.7.1.4 The members of the delegation should preferably come from the foreign and defence ministries or armed forces.

III.1.7.1.5 The host, at its convenience, should provide a listening room for other ARF delegates during the ARF Retreat and Plenary Session.

III.1.8 Hospitality

III.1.8.1.1 The host country of the AMM shall provide hospitality for all ARF Foreign Ministers and their spouses.

III.1.8.1.2 Each ARF Foreign Minister shall be provided with accommodation, a chauffeur-driven car and appropriate protocol and security arrangements.

III.1.8.1.3 The Secretary-General of ASEAN and spouse shall be accorded the same hospitality.

III.1.9 Protocol Arrangements

III.1.9.1.1 Protocol arrangements for arrival and departure, photo session, courtesy calls, seating arrangements for closed sessions and retreat are based on prevailing ASEAN norms and practices.

III.2 **ARF Senior Officials' Meeting (SOM):**

III.2.1 The ARF SOM Leader of the ARF Chair shall chair the ARF SOM.

III.2.2 Modalities

III.2.2.1 The ARF SOM is held in closed plenary sessions.

III.2.3 Attendance

III.2.3.1 Attendance at the ARF SOM are ARF SOM Leaders and the members of delegation according to the number specified by the host country, and the Deputy Secretary-General of ASEAN and the members of the ASEAN Secretariat delegation according to the number specified by the host country. The members of delegation should preferably come from the foreign and defence ministries or armed forces.

III.2.4 Invitation

III.2.4.1 The ARF SOM Leader of the host country shall extend the invitation and send to ARF Participants and the Deputy Secretary-General of ASEAN the agenda, programme of activities and date and venue of the meeting. Such communications should be made through the ARF Unit of the ASEAN Secretariat.

III.2.4.2 The ARF Unit circulates the invitation packages and other meeting documents to all ARF Focal Points.

III.2.5 Meeting Outcome and Reporting Mechanism

III.2.5.1 A draft Summary Report of the ARF SOM is prepared by the ARF Chair, with the assistance of the ARF Unit and circulated to the meeting participants for comments after the conclusion of the meeting. Circulation of the Summary Report is done through the ARF Unit. The ARF Chair would consolidate comments and inputs to the draft report within a stipulated deadline.

III.2.5.2 The full set of the Summary Report with annexes are circulated via e-mail to the ARF Participants upon finalisation by the Chair with the assistance of the ARF Unit.

III.2.5.3 The ARF Unit uploads the finalised Summary Report to the ARF Website's Member's section immediately upon receiving the documents.

III.2.6 Programme of Activities

III.2.6.1 The first programme on the arrival date is registration of participants.

III.2.6.2 There is no opening ceremony for the ARF SOM.

III.2.6.3 The Chair may host a Welcome Reception on the evening before the ARF SOM.

III.2.6.4 The ARF SOM is convened for one day.

III.2.7 Hospitality

III.2.7.1 The host country of the ARF SOM shall provide appropriate hospitality arrangements for the SOM Leaders of ARF Participants.

III.2.7.2 The ARF SOM Leaders and the Deputy Secretary-General of ASEAN shall be provided with a chauffeur-driven car and appropriate protocol.

III.2.7.3 In cases where the representative is designated to attend the ARF SOM on behalf of ARF SOM Leader, the same protocol and courtesies shall be accorded to that representative.

III.2.8 Protocol Arrangements

III.2.8.1 Protocol arrangements for arrival and departure are based on prevailing ASEAN norms and practices.

III.2.8.2 Room flags are arranged according to alphabetical order from left to right with the ASEAN flag at the right end. The flags are arranged on both sides of the room backdrop.

III.2.8.3 Seating arrangement is according to alphabetical clock-wise order with the ASEAN Secretariat at the end of the table.

III.2.8.4 Heads of Delegation are invited for a photo session after the Opening Remarks by the Chair.

III.2.8.5 Speaking orders throughout closed plenary sessions are based on prevailing ASEAN norms and practices.

III.3 ARF Inter-sessional Support Group Meeting on Confidence Building Measures and Preventive Diplomacy (ISG on CBMs and PD):

III.3.1 Chairmanship

III.3.1.1 The ARF ISG on CBMs and PD is co-chaired by the Chair of ASEAN and a non-ASEAN ARF Participant. The non-ASEAN Co-Chair is decided on a voluntary basis.

III.3.1.2 The Co-Chairs of the ARF ISG hold the chairmanship for one inter-sessional year.

III.3.1.3 Experts and resource persons could be invited to ARF ISG on CBMs and PD meetings as mutually determined by the Co-Chairs. They could be seated in front only when making presentations. Upon conclusion of their presentation,

they may leave the Meeting venue.

III.3.2 Modalities

III.3.2.1 The ARF ISG on CBMs and PD meets once a year in either country of the two Co-Chairs.

III.3.2.2 The ARF ISG on CBMs and PD is held in closed plenary sessions.

III.3.3 Attendance

III.3.3.1 The Heads of Delegation to the ARF ISG on CBMs and PD are at the rank of Director-General or Deputy Director-General. Other delegates include officials from foreign and defence ministries, and the ARF Unit.

III.3.4 Invitation

III.3.4.1 The ARF SOM Leader of the host country, on behalf of the Co-Chairs, shall extend invitations to all ARF Participants.

III.3.4.2 The Co-Chairs send the electronic copy of the invitation package consisting of Invitation Letter, Provisional Agenda, Tentative Programme of Activities, Administrative Arrangements, Registration Form and Hotel Reservation Form to the ARF Unit for circulation via e-mail to all ARF Participants. The Co-Chairs should also send the copy of the invitation package through the diplomatic channel to ensure that all ARF Participants receive the documents.

III.3.5 Meeting Outcome and Reporting Mechanism

III.3.5.1 A draft Co-Chairs' Summary Report of the ARF ISG is prepared by the Co-Chairs, with the assistance of the ARF Unit. The Co-Chairs review the draft and circulate it to the meeting participants for comments through the ARF Unit.

III.3.5.2 Comments on the draft Co-Chairs' Summary Report are submitted to the Co-Chairs within a stipulated deadline. The Co-Chairs finalise the draft Co-Chairs' Summary Report.

III.3.5.3 The full set of the final Co-Chairs' Summary Report with annexes are usually circulated via e-mail and uploaded to the ARF Website Member Services section by the ARF Unit upon finalisation.

III.3.5.4 The Co-Chairs' Summary Report of the ISG meeting is submitted to the ARF SOM for consideration.

III.3.6 Programme of Activities

III.3.6.1 The first programme on the arrival date is usually registration for the meeting participants.

III.3.6.2 There is no ceremonial opening of the ARF ISG on CBMs and PD.

III.3.6.3 The Co-Chairs may host a Welcome Reception on the arrival date or on the first evening of the ARF ISG on CBMs and PD.

III.3.6.4 The ARF ISG on CBMs and PD is advised to be convened for one to two days.

III.3.7 Meeting Secretariat

III.3.7.1 The host country provides a secretariat room with staff to assist in participants' registration, preparation, reproduction and circulation of meeting documents, compilation of presentations and other documents to be annexed to the final Co-Chairs' Summary Report and other logistical arrangements of the meeting.

III.3.8 Hospitality

III.3.8.1 The host country of the ARF ISG on CBMs and PD shall bear the costs of the meeting. Participants bear their costs of participation (airfare, local accommodation and personal expenses).

III.3.9 Protocol Arrangements

III.3.9.1 Protocol arrangements for arrival and departure are based on prevailing ASEAN norms and practices.

III.3.9.2 Room flags are arranged according to alphabetical order from left to right with the ASEAN flag at the right end. The flags are arranged on both sides of the room backdrop.

III.3.9.3 Seating arrangement is according to alphabetical clock-wise order with the ASEAN Secretariat at the end of the table. The Co-Chairs are seated at the head table. The national delegations of the Co-Chairs' countries are seated alphabetically with other ARF Participants to represent the countries themselves.

III.3.9.4 Heads of Delegation are invited for a photo session after the Opening Remarks by the Co-Chairs.

III.3.9.5 Speaking orders throughout closed plenary sessions are based on prevailing ASEAN norms and practices.

III.4 ARF Inter-Sessional Meetings (ISMs):

III.4.1 Chairmanship

III.4.1.1 The Co-Chairs of the ARF ISMs shall decide on the venue of the meeting. The Co-Chairs of the ISMs can take turns in hosting the ISM in their respective countries.

III.4.1.2 The Co-Chairs usually meet one day before the ISM to finalise their preparations.

III.4.1.3 An ASEAN coordination meeting is arranged by the ASEAN Co-Chair(s) one day before the ISM.

III.4.2 Modalities

III.4.2.1 The ISMs meet once a year.

III.4.2.2 The ISMs must be convened prior to the ARF ISG and ARF SOM.

III.4.2.3 The ISM is held in closed plenary sessions.

III.4.2.4 In extenuating circumstances, ISMs may be convened by videoconferencing or other means for effective group communication at the discretion of the Co-Chairs.

III.4.3 Attendance

III.4.3.1 The Heads of Delegation to the ISM are Directors-General, Deputy Directors General or a suitable representative.

III.4.3.2 Attendance at ISMs comprises ARF ISG officials and members of delegation from the foreign ministry or other relevant ministries or government agency, and ARF Unit staff and/or staff from the relevant ASEAN Secretariat division.

III.4.3.3 Involvement of non-ARF Participants are limited to Guest/Expert Speakers who will present on a certain agenda item and leave the room upon the conclusion of their presentation.

III.4.4 Invitation

III.4.4.1 The ARF SOM Leader(s) of the Co-Chairs shall extend invitations to all ARF Participants.

III.4.4.2 The Co-Chairs shall send the electronic copy of the invitation package consisting of Invitation Letter, Provisional Agenda, Tentative Programme of Activities, Administrative Arrangements, Registration Form and Hotel Reservation Form to the ARF Unit for circulation via e-mail to all ARF officials. The Co-Chairs should also send the copy of the invitation package

through the diplomatic channel to ensure that all ARF Participants receive the documents.

III.4.5 Meeting Outcome and Reporting Mechanism

III.4.5.1 A draft Co-Chairs' Summary Report of the ARF ISM is prepared by the Co-Chairs, with the assistance of the ARF Unit. The Co-Chairs review the draft and circulate it to the meeting participants for comments through the ARF Unit.

III.4.5.2 Comments on the draft Co-Chairs' Summary Report are submitted to the Co-Chairs within a stipulated deadline. The Co-Chairs finalise the draft Co-Chairs' Summary Report.

III.4.5.3 The full set of the final Co-Chairs' Summary Report with annexes are usually circulated via e-mail and uploaded to the ARF Website Member Services section by the ARF Unit upon finalisation.

III.4.5.4 The Co-Chairs' Summary Report of the ISM is submitted to the ARF SOM via ARF ISG for consideration.

III.4.6 Programme of Activities

III.4.6.1 The first programme on the arrival date is usually registration for the meeting participants.

III.4.6.2 There is no ceremonial opening of the ISM.

III.4.6.3 The Co-Chairs may host a Welcome Reception on the arrival date or on the first evening of the ISM.

III.4.6.4 The ISM is advised to be convened for one-and-a-half to two days.

III.4.7 Conference Secretariat

III.4.7.1 The host country provides a secretariat room with staff to assist in participants' registration, preparation, reproduction and circulation of meeting documents, compilation of presentations and other documents to be annexed to the final Co-Chairs' Summary Report and other logistical arrangements of the meeting.

III.4.8 Hospitality

III.4.8.1 The host country of the ISM shall bear the costs of the meeting. Participants bear their costs of participation (airfare, local accommodation and personal expenses).

III.4.9 Protocol Arrangements

- III.4.9.1 Protocol arrangements for arrival and departure are based on prevailing ASEAN norms and practices.
- III.4.9.2 Room flags are arranged according to alphabetical order from left to right with the ASEAN flag at the right end. The flags are arranged on both sides of the room backdrop.
- III.4.9.3 Seating arrangement is according to alphabetical clock-wise order with the ASEAN Secretariat at the end of the table. The Co-Chairs are seated at the head table. Additional delegations from the Co-Chairs countries are seated alphabetically around the table to represent their own countries.
- III.4.9.4 Heads of Delegation are invited for a photo session after the Opening Remarks by the Co-Chairs.
- III.4.9.5 Speaking orders throughout closed plenary sessions are based on prevailing ASEAN norms and practices.

III.5 ARF Security Policy Conference (ASPC) and ARF Defence Officials' Dialogue (DOD):

III.5.1 General Background

- III.5.1.1 The ASPC is held once a year among defence and security policy officials at the level of Vice-Minister or equivalent.
- III.5.1.2 The ARF DOD is held once a year in conjunction with the ISG on CBMs and PD.

III.5.2 Chairmanship

- III.5.2.1 The ASPC Chairman corresponds with the ARF Chair. The ASPC is held back to back the ARF SOM.
- III.5.2.2 The ARF DOD is co-chaired by the Co-Chairs of the ARF ISG. The ARF DOD is held before the ARF ISG.

III.5.3 Attendance

- III.5.3.1 Attendance at ARF DOD and ASPC usually comprises senior-level officials from defence and foreign ministries or armed forces, and the Head of the ARF Unit and staff.

III.5.4 Invitation

- III.5.4.1 The Chair of the ASPC shall extend the invitation to the ARF Participants.

III.5.4.2 The Co-Chairs of the ARF DOD shall extend the invitation to the ARF Participants.

III.5.4.3 The DOD shall be coordinated by the ARF ISG Co-Chairs. The Co-Chairs send the electronic copy of the invitation package consisting of Invitation Letter, Provisional Agenda, Tentative Programme of Activities, Administrative Arrangements, Registration Form and Hotel Reservation Form to the ARF Unit for circulation via e-mail to all ARF officials. The Co-Chairs should also send the copy of the invitation package through the diplomatic channel to ensure that all ARF Participants receive the documents.

III.5.5 Meeting Outcome and Reporting Mechanism

III.5.5.1 The preparation and circulation of meeting outcome of the ASPC follow the procedures of the ARF SOM. The Summary Report of the ASPC is submitted directly to the ARF SOM and to the ARF Ministers.

III.5.5.2 Preparation and circulation of the Co-Chairs' Summary Report of the DOD follows the procedure of the ISG.

III.5.5.3 The Co-Chairs' Summary Report of the DOD is submitted to the ARF SOM via the ARF ISG.

III.5.5.4 The ARF Unit shall upload the meetings' Summary Reports to the ARF Website Member Services section immediately upon receiving the documents.

III.5.6 Programme of Activities

III.5.6.1 The first programme on the arrival date is usually registration for the meeting participants.

III.5.6.2 There is no ceremonial opening of the ARF DOD or the ASPC.

III.5.6.3 The Co-Chairs may host a Welcome Reception on the arrival date or on the first evening of the ARF DOD.

III.5.6.4 The ARF DOD and ASPC are advised to be convened for one day respectively.

III.5.7 Conference Secretariat

III.5.7.1 The host country provides a secretariat room with staff to assist in participants' registration, preparation, reproduction and circulation of meeting documents, compilation of presentations and other documents to be annexed to the final Chairman's/Co-Chairs' Summary Report and other logistical arrangements of the meeting.

III.5.8 Hospitality

III.5.8.1 The host country of the DOD and ASPC meetings shall bear the costs of the meeting. Participants bear their costs of participation (airfare, local accommodation and personal expenses).

III.5.9 Protocol Arrangements

III.5.9.1 Protocol arrangements for arrival and departure are based on prevailing ASEAN norms and practices.

III.5.9.2 Room flags are arranged according to alphabetical order from left to right with the ASEAN flag at the right end. The flags are arranged on both sides of the room backdrop.

III.5.9.3 Seating arrangement is according to alphabetical clock-wise order with the ASEAN Secretariat at the end of the table. The Co-Chairs are seated at the head table.

III.5.9.4 Heads of Delegation are invited for a photo session after the Opening Remarks by the Co-Chairs.

III.5.9.5 Speaking orders throughout closed plenary sessions are based on prevailing ASEAN norms and practices.

III.6 ARF Heads of Defence Universities/Colleges/Institutions Meeting (HDUCIM):

III.6.1 Chairmanship

III.6.1.1 The HDUCIM is held once a year. The HDUCIM is co-chaired by an ASEAN Member State and a non-ASEAN ARF Participant. The Chairman/host is determined on a voluntary basis.

III.6.1.2 Each Co-Chair holds the co-chairmanship for two years with overlapping ASEAN and non-ASEAN co-chairmanship periods. The incoming Co-Chair will host the HDUCIM in the second year of their respective co-chairmanship period.

III.6.2 Attendance

III.6.2.1 Attendance at HDUCIM is designated for rectors/heads and faculty members of defence universities and colleges or institutions of ARF Participants.

III.6.3 Invitation

III.6.3.1 Invitation to HDUCIM is extended by the Chairman. Such communications may be sent through the ARF Participants' Foreign Ministries and the ARF Unit of the ASEAN Secretariat.

III.6.4 Meeting Outcome and Reporting Mechanism

III.6.4.1 The Chairman prepares the Chairman's Report of the HDUCIM. The circulation of the HDUCIM Chairman's Report follows the procedure of the ARF ISG/ISM. The HDUCIM Chairman's Report is noted by the ARF ISG on CBMs and PD.

III.6.5 Hospitality

III.6.5.1 The host country of the HDUCIM shall bear the costs of the meeting. Participants bear their costs of participation (airfare, local accommodation and personal expenses).

III.6.6 Protocol Arrangements

III.6.6.1 Protocol arrangements for arrival and departure are based on prevailing ASEAN norms and practices.

III.6.6.2 Room flags are arranged according to alphabetical order from left to right. The flags are arranged on both sides of the room backdrop.

III.6.6.3 Seating arrangement is according to alphabetical clock-wise order. The host country is seated at the head table.

III.6.6.4 Heads of Delegation are invited for a photo session after the Opening Remarks by the Co-Chairs.

III.6.6.5 Speaking orders throughout closed plenary sessions are based on prevailing ASEAN norms and practices.

III.7 ARF Experts and Eminent Persons (EEPs) Meeting:

III.7.1 Chairmanship

III.7.1.1 The EEPs Meeting is co-chaired by an ASEAN Member State and a non-ASEAN ARF Participant. The Co-Chairmanship is decided on a voluntary basis.

III.7.1.2 The Co-Chairs of the EEPs Meeting are one of the EEPs assigned by the respective Co-Chair countries. The Heads of Delegation are the EEP representatives of the respective ARF Participants.

III.7.1.3 Each Co-Chair holds the co-chairmanship for two years with overlapping ASEAN and non-ASEAN co-chairmanship periods. The incoming Co-Chair will host the EEPs Meeting in the second year of their respective co-chairmanship period.

III.7.1.4 The Co-Chairs meet one day before the EEPs meeting to finalise their preparations.

III.7.1.5 The EEPs Meeting is held before the ARF SOM so that their reports could be considered by the ARF SOM.

III.7.2 Modalities

III.7.2.1 The EEPs Meeting is held according to the instruction of the ARF Ministers.

III.7.2.2 The EEPs Meeting could be held in closed plenary or a combination of plenary and break-out sessions when necessary.

III.7.2.3 The Co-Chairs may decide to convene a working group meeting consisting of registered EEPs only prior to the main EEPs Meeting.

III.7.3 Attendance

III.7.3.1 Attendance at EEPs Meeting is usually comprises experts/eminent persons, who have been nominated by the ARF Participants in accordance with the TOR of the ARF EEPs and officials from the Foreign Ministry of ARF Participants.

III.7.4 Invitation

III.7.4.1 The ARF SOM Leader(s) of the Co-Chairs shall extend invitations to all ARF Participants and the ARF Unit of the ASEAN Secretariat.

III.7.4.2 The Co-Chairs send the electronic copy of the invitation package consisting of Invitation Letter, Provisional Agenda, Tentative Programme of Activities, Administrative Arrangements, Registration Form and Hotel Reservation Form to the ARF Unit for circulation via e-mail to all ARF officials. The Co-Chairs should also send the copy of the invitation package through the diplomatic channel to ensure that all ARF Participants receive the documents.

III.7.5 Meeting Outcome and Reporting Mechanism

III.7.5.1 Co-Chairs' Summary Report is prepared by the Co-Chairs. The draft is circulated through the ARF Unit, for comments. A focal point from the Co-Chairing countries will usually be appointed to consolidate comments and inputs from ARF Participants.

III.7.5.2 Comments on the draft Co-Chairs' Summary Report are submitted to the Co-Chairs. The Co-Chairs finalise the draft Co-Chairs' Summary Report.

III.7.5.3 The full set of the Co-Chairs' Summary Report with annexes are usually primarily circulated via e-mail upon finalisation of the report.

III.7.5.4 The Co-Chairs' Summary Report of the EEPs Meeting is submitted to the ARF SOM through the ARF ISG for consideration.

III.7.5.5 The ARF Unit uploads the Co-Chair's Summary Report to the ARF Website Member Services section immediately upon receiving the documents.

III.7.6 Programme of Activities

III.7.6.1 The first programme on the arrival date is usually registration for the meeting participants.

III.7.6.2 There is no ceremonial opening of the EEPs Meeting.

III.7.6.3 The Co-Chairs may host a Welcome Reception on the arrival date or on the first evening of the EEPs Meeting.

III.7.6.4 The EEPs Meeting is advised to be convened for one-and-a-half to two days.

III.7.7 Meeting Secretariat

III.7.7.1 The host country provides a secretariat room with staff to assist in participants' registration, preparation, reproduction and circulation of meeting documents, compilation of presentations and other documents to be annexed to the final Co-Chairs' Summary Report and other logistical arrangements of the meeting.

III.7.8 Hospitality

III.7.8.1 The host country of the EEPs Meeting shall bear the costs of the meeting. Participants bear their costs of participation (airfare, local accommodation and personal expenses).

III.7.9 Protocol Arrangements

III.7.9.1 Protocol arrangements for arrival and departure are based on prevailing ASEAN norms and practices.

III.7.9.2 Room flags are arranged according to alphabetical order from left to right with the ASEAN flag at the right end. The flags are arranged on both sides of the room backdrop.

III.7.9.3 Seating arrangement is according to alphabetical clock-wise order with the ASEAN Secretariat at the end of the table. The Co-Chairs are seated at the head table.

III.7.9.4 Heads of Delegation are invited for a photo session after the Opening Remarks by the Co-Chairs.

III.7.9.5 Speaking orders throughout closed plenary sessions are based on prevailing ASEAN norms and practices.

III.8 ARF OESG

III.8.1 Chairmanship

III.8.1.1 Chairmanship of the OESG follows that of the ARF ISM on ICTs Security

III.8.2 Modalities

III.8.2.1 The OESG meets no less than twice a year.

III.8.2.2 The OESG shall be held before the ARF ISM on ICTs Security, the ARF ISG on CBMs and PD and the ARF SOM. One of the meetings is usually held on the margins of the ISM on ICTs Security.

III.8.2.3 An ASEAN coordination meeting shall be held the day prior to the ARF OESG.

III.8.2.4 The meeting is held in closed plenary sessions.

III.8.3 Attendance

III.8.3.1 The OESG is participated by experts or officials responsible for ICTs Security as nominated by their respective governments and ARF Unit staff and/or staff from relevant ASEAN Secretariat divisions.

III.8.4 Invitation

III.8.4.1 The ARF SOM Leader(s) of the Co-Chairs shall extend invitations to all ARF Participants and the ARF Unit

III.8.4.2 Notification of the next meeting, including information on meeting date and venue, should be circulated not less than four (4) weeks before the date of the meeting, if not already decided at the end of the last Study Group meeting.

III.8.4.3 The Co-Chairs send the electronic copy of the invitation package consisting of Invitation Letter, Provisional Agenda, Tentative Programme of Activities, Administrative Arrangements, Registration Form and Hotel Reservation Form to the ARF Unit for circulation via e-mail to all ARF officials.

III.8.4.4 The Co-Chairs should also send the copy of the invitation package through the diplomatic channel to ensure that all ARF Participants receive the documents.

III.8.4.5 The provisional agenda for a meeting should be distributed by its Co-chairs through the ARF Unit among the ARF Participants not less than six (6) weeks before the meeting. The ARF Participants are encouraged to make any proposals on the draft agenda within two (2) weeks after receiving it. The Co-chairs should consolidate all proposals and distribute the final

agenda through the ARF Unit among ARF Participants, not less than three (3) weeks before the meeting.

III.8.5 Meeting Outcome and Reporting Mechanism

III.8.5.1 Proponents of any proposal included into the agenda should disseminate all relevant materials to all ARF Participants through ARF Unit for their consideration at least four (4) weeks before an OESG.

III.8.5.2 The OESG should present its findings and recommendations to the ARF ISM on ICTs Security, which will in turn report to ARF SOM, through the ARF ISG on CBMs and PD, and to the ARF Ministerial Meeting during the effective inter-sessional year.

III.8.5.3 A draft Co-Chairs' Summary Report is prepared by the Co-Chairs. The Co-Chairs may request the assistance of the ARF Unit to circulate the draft report to all ARF Participants. The Co-Chairs will consolidate comments and inputs from ARF Participants.

III.8.5.4 ARF Unit uploads the Co-Chairs' Summary Report to the ARF Website Member Services section immediately upon receiving the documents.

III.8.6 Programme of Activities

III.8.6.1 The first programme on the arrival date is usually registration for the meeting participants.

III.8.6.2 Ceremonial opening of the meeting would be determined by the host.

III.8.6.3 The Co-Chairs may host a Welcome Reception on the arrival date or on the first evening of the meeting.

III.8.6.4 The meeting is usually convened for one-and-a-half to two days.

III.8.7 Conference Secretariat

III.8.7.1 The host country may provide a secretariat room with staff to assist in participants' registration, reproduction and circulation of meeting documents, compilation of presentations and other documents to be annexed to the final Co-Chairs' Summary Report and other logistical arrangements of the meeting.

III.8.8 Hospitality

III.8.8.1 The host country shall bear the costs of the meeting. Participants bear their costs of participation (airfare, local accommodation and personal expenses), unless expressly provided for by the Co-Chairs of the meeting.

III.8.9 Protocol Arrangements

- III.8.9.1 Protocol arrangements for arrival and departure are based on prevailing ASEAN practice.
- III.8.9.2 Room flags are arranged according to alphabetical order from left to right with the ASEAN flag at the right end. The flags are arranged on both sides of the room backdrop.
- III.8.9.3 Seating arrangement is according to alphabetical clock-wise order with the ASEAN Secretariat at the end of the table. The Co-Chair countries are seated at the head table.
- III.8.9.4 Heads of Delegation are invited for a photo session after the Opening Remarks by the Co-Chairs.
- III.8.9.5 Speaking orders throughout closed plenary sessions are based on prevailing ASEAN norms and practices.

III.9 Other ARF Track I Meetings, Workshops, Seminars and Training

III.9.1 General Background

- III.9.1.1 Other ARF Track I activities (hereby referred to as “the activity”) of the ARF include workshops, seminars, exercises, trainings, symposiums and conferences on various areas of interest to the ARF Participants. These activities are convened on an ad-hoc basis.

III.9.2 Chairmanship

- III.9.2.1 The activity is co-chaired at least by one ASEAN Member State and one non-ASEAN ARF Participant. The Co-Chairmanship is decided on a voluntary basis.
- III.9.2.2 The Co-Chairs of the activity are the SOM or the officials one level below the SOM of the government agency directly related to the theme of the activity or otherwise decided by the Co-Chairs.
- III.9.2.3 The Co-Chairs of the activity make the decision on the venue of the activity.
- III.9.2.4 The Co-Chairs shall meet one day before the ARF activity to finalise their preparations.
- III.9.2.5 As a general rule, all the activities are held before the ARF ISG on CBMs and PD and preferably prior to the respective ARF ISM so that their reports could be considered by the ARF SOM in the ongoing inter-sessional year.
- III.9.2.6 Experts, advisers, resource persons, and observers may be invited to the

activities as mutually determined by the Co-Chairs. They are allowed into the meeting only when making their presentations.

III.9.3 Modalities

III.9.3.1 The activity is held based on proposals made by ARF Participants.

III.9.3.2 Proposals for an activity shall be first submitted to the ARF ISG on CBMs and PD, through the relevant ARF ISM, in the form of a written Concept Paper for ARF Participants' comments and consideration before it is submitted to the ARF SOM for endorsement.

III.9.3.3 The activity with complete set of Co-Chairs shall then be included in the List of ARF Track I Activities for the next inter-sessional year, to be adopted by the ARF Ministers.

III.9.3.4 The activity could be held in closed plenary or a combination of plenary and break-out sessions when necessary.

III.9.4 Attendance

III.9.4.1 Attendance at ARF activities is usually comprises officials from the relevant ministry or government agency of ARF Participants directly related to the theme of the activity.

III.9.4.2 Involvement of non-ARF Participants are limited to Guest/Expert Speakers and present on a certain agenda item and will leave the room upon the conclusion of their presentation.

III.9.5 Invitation

III.9.5.1 The ARF SOM Leaders of the Co-Chairs shall extend invitations to all ARF Participants and the ARF Unit of the ASEAN Secretariat.

III.9.5.2 The Co-Chairs send the electronic copy of the invitation package consisting of Invitation Letter, Provisional Agenda, Tentative Programme of Activities, Administrative Arrangements, Registration Form and Hotel Reservation Form to the ARF Unit for circulation via e-mail to all ARF officials. The Co-Chairs should also send the copy of the invitation package through the diplomatic channel to ensure that all ARF Participants receive the documents.

III.9.6 Meeting Outcome and Reporting Mechanism

III.9.6.1 A Co-Chairs' Summary Report is prepared by the Co-Chairs. The Co-Chairs may wish to request the assistance of the ARF Unit to circulate the draft report to all ARF Participants. A focal point from the Co-Chairing Participants will usually be appointed to consolidate comments and inputs from ARF

Participants.

III.9.6.2 The Co-Chairs' Summary Report of the activity is submitted to the ARF ISG on CBMs and PD and ARF SOM for consideration.

III.9.6.3 The host may issue a press statement highlighting the key outcomes of the activity.

III.9.6.4 The ARF Unit shall upload the Co-Chairs' Summary Report to the ARF Website Member Services section immediately upon receiving the documents.

III.9.6.5 Ad-hoc activities which are unable to be convened in the current inter-sessional year may be carried forward to the next inter-sessional year.

III.9.7 Programme of Activities

III.9.7.1 The first programme on the arrival date is usually registration for the meeting participants.

III.9.7.2 Ceremonial opening of the activity would be determined by the host.

III.9.7.3 The Co-Chairs may host a Welcome Reception.

III.9.7.4 The length of the activity is determined by the Co-Chairs with consideration to the agenda of the activity and time efficiency.

III.9.8 Conference Secretariat

III.9.8.1 The host country may provide a secretariat room with staff to assist in participants' registration, preparation, reproduction and circulation of meeting documents, compilation of presentations and other documents to be annexed to the final Co-Chairs' Summary Report and other logistical arrangements of the meeting.

III.9.9 Hospitality

III.9.9.1 The host country of the activity shall bear the costs of the meeting. Participants bear their costs of participation (airfare, local accommodation and personal expenses), unless expressly provided for by the Co-Chairs of the activity.

III.9.10 Protocol Arrangements

III.9.10.1 Protocol arrangements for arrival and departure are based on prevailing ASEAN norms and practice.

III.9.10.2 Room flags are arranged according to alphabetical order from left to right with the ASEAN flag at the right end. The flags are arranged on both sides of

the room backdrop.

III.9.10.3 Seating arrangement is according to alphabetical clock-wise order with the ASEAN Secretariat at the end of the table. The Co-Chairs are seated at the head table.

III.9.10.4 Heads of Delegation are invited for a photo session after the Opening Remarks by the Co-Chairs.

III.9.10.5 Speaking orders throughout closed plenary sessions are based on prevailing ASEAN norms and practices.

**ANNEX 1 – OFFICIAL NAMES, NATIONAL FLAGS AND
OFFICIAL NAMES OF ARF PARTICIPANTS**

Participant's Name	Full Official Name	Name on Plate	Flag
Australia	Commonwealth of Australia	Australia	
Bangladesh	People's Republic of Bangladesh	Bangladesh	
Brunei Darussalam	Brunei Darussalam	Brunei Darussalam	
Cambodia	Kingdom of Cambodia	Cambodia	
Canada	Canada	Canada	
China	People's Republic of China	China	
DPRK	Democratic People's Republic of Korea	DPRK	
European Union	European Union	European Union	
India	Republic of India	India	
Indonesia	The Republic of Indonesia	Indonesia	

Japan	Japan	Japan	
Lao PDR	The Lao People's Democratic Republic	Lao PDR	
Malaysia	Malaysia	Malaysia	
Mongolia	Mongolia	Mongolia	
Myanmar	The Republic of the Union of Myanmar	Myanmar	
New Zealand	New Zealand	New Zealand	
Pakistan	Islamic Republic of Pakistan	Pakistan	
Papua New Guinea	Independent State of Papua New Guinea	Papua New Guinea	
Philippines	Republic of the Philippines	Philippines	
ROK	Republic of Korea	ROK	
Russia	Russian Federation	Russia	

Singapore	Republic of Singapore	Singapore	
Sri Lanka	Democratic Socialist Republic of Sri Lanka	Sri Lanka	
Thailand	Kingdom of Thailand	Thailand	
Timor-Leste	Democratic Republic of Timor-Leste	Timor-Leste	
United States	United States of America	United States	
Viet Nam	Socialist Republic of Viet Nam	Viet Nam	

ANNEX 2 – ARF REPORTING MECHANISM

