



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DepEd Regional Office No. 02



MEMORANDUM
DM-OUHROD-2024-1862

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

FROM :
WILFREDO E. CABRAL
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **CALL FOR NOMINATIONS FOR THE PHILIPPINE WOMEN'S RIGHTS REPRESENTATIVE TO THE ASEAN COMMISSION ON THE PROMOTION AND PROTECTION OF THE RIGHTS OF WOMEN AND CHILDREN (ACWC)**

DATE : 17 September 2024

The ASEAN Commission on the Promotion and the Protection of the Rights of Women and Children (ACWC) is an ASEAN regional human rights institution established in 2010. ACWC's primary purpose is to promote and protect the human rights and fundamental freedoms of women and children in ASEAN. ACWC is tasked with upholding rights contained in the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Convention on the Rights of the Child (CRC), which all ten ASEAN Member States have ratified.

In anticipation of the impending vacancy of the Philippine Women's Rights Representative to the ACWC, the Philippine Commission on Women (PCW) is once again inviting organizations and networks dealing with women's human rights to submit a nominee for the next representative.

In nominating a candidate, the nominating agency/organization should consider the following criteria for technical competence:

1. Expertise and competence in human rights, particularly on women's empowerment, gender and development;

Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633-7706
Email Address: usec.hrod@deped.gov.ph
Website: https://www.deped.gov.ph

Doc. Ref. Code: DM-OUHROD Rev. 00

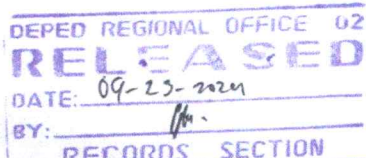
September 20, 2024

To: **Schools Division Superintendents**
All Others Concerned

For information, dissemination, and appropriate action.

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

HRDD/RBC/dmd



ADVISORY	
To: <input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads
<input type="checkbox"/> Private Schools <input type="checkbox"/> Others:	
For: <input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination
<input type="checkbox"/> Guidance	
ORLANDO E. MANUEL PhD, CESO V Schools Division Superintendent	
By: <input type="checkbox"/> ASOS <input type="checkbox"/> CIO Chief <input type="checkbox"/> SGO Chief <input type="checkbox"/> Ad. Officer <input checked="" type="checkbox"/> [Signature]	



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DepEd Regional Office No. 02




DOCS ID No:
091824151

Created by: Records
Date Created: 09/18/2024



MEMORANDUM
DM-OUHROD-2024-1862

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

FROM :  **WILFREDO E. CABRAL**
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **CALL FOR NOMINATIONS FOR THE PHILIPPINE WOMEN'S RIGHTS REPRESENTATIVE TO THE ASEAN COMMISSION ON THE PROMOTION AND PROTECTION OF THE RIGHTS OF WOMEN AND CHILDREN (ACWC)**

DATE : 17 September 2024

The ASEAN Commission on the Promotion and the Protection of the Rights of Women and Children (ACWC) is an ASEAN regional human rights institution established in 2010. ACWC's primary purpose is to promote and protect the human rights and fundamental freedoms of women and children in ASEAN. ACWC is tasked with upholding rights contained in the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Convention on the Rights of the Child (CRC), which all ten ASEAN Member States have ratified.

In anticipation of the impending vacancy of the Philippine Women's Rights Representative to the ACWC, the Philippine Commission on Women (PCW) is once again inviting organizations and networks dealing with women's human rights to submit a nominee for the next representative.

In nominating a candidate, the nominating agency/organization should consider the following criteria for technical competence:

1. Expertise and competence in human rights, particularly on women's empowerment, gender and development;



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 3



2. Experience in the promotion and implementation of the CEDAW at the national and international levels;
3. In-depth knowledge on national, regional/international issues on gender equality and women empowerment;
4. Familiarity with the ASEAN human rights system and ASEAN entities on women such as, but not limited to, the ASEAN Committee on Women (ACW) and ASEAN Intergovernmental Commission on Human Rights (AICHR);
5. Commitment to human rights particularly through engagements at the national and regional levels on the promotion and protection of human rights of women;
6. Extensive engagement in the areas of advocacy, policy and program development, research, capacity building, program implementation and rights monitoring.

Other requisites include the following:

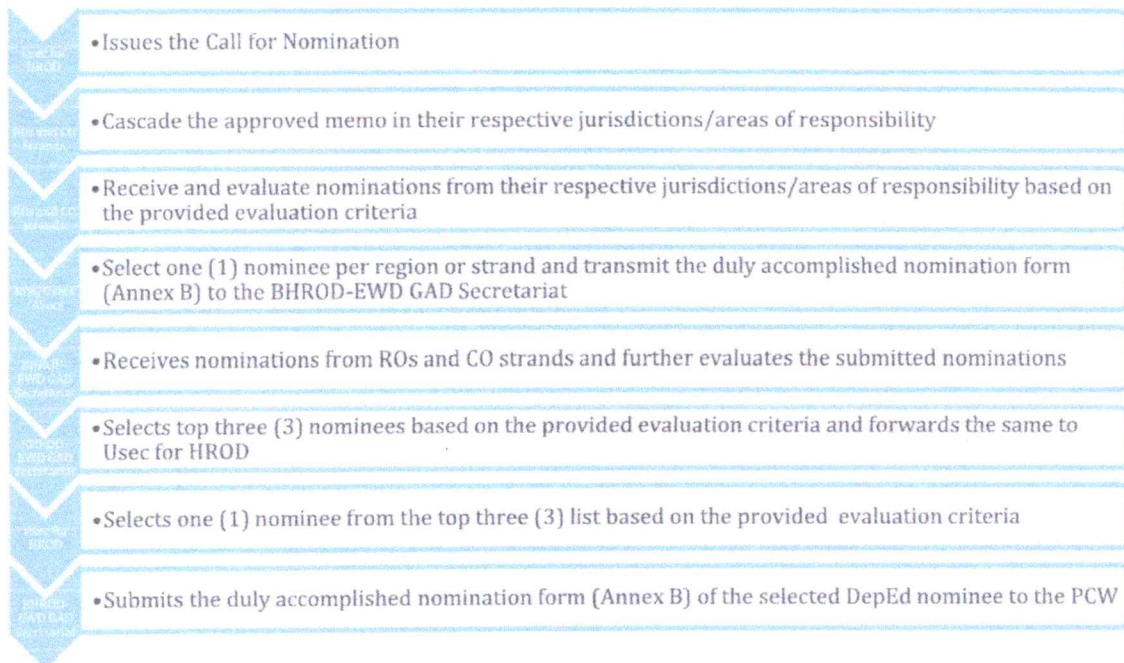
1. Preferably with a post-graduate degree (Masters or Doctorate) in the field of Development Communication or Social Sciences and allied courses such as but not limited to Sociology, Anthropology, Public Administration, Political Science, Economics, Development Studies, Women's Studies, among others
2. Articulate, diplomatic and has good negotiation, listening and writing skills;
3. Analytical and can review voluminous documents;
4. Possesses objectivity and impartiality in decision making;
5. Has strong leadership skills;
6. Has integrity and probity;
7. Has strong motivation, commitment and dedication;
8. Is in good health;
9. Has no pending human rights/administrative/criminal case;
10. Must be willing to continue the projects that the incumbent Philippine ACWC Women's Rights Representative has committed to;
11. Must not be a current Presidential appointee; and
12. Must be widely endorsed by a network of NGOs and/or by the government.

Nominating entities are requested to fill-out the Nomination Form (Annex B), and submit it together with an updated Curriculum Vitae (CV) of the nominee and

additional requirements as stated in the Guidelines on or before **September 25, 2024**. Address the letter of nomination and other pertinent documents to:

MS. ERMELITA V. VALDEAVILLA
Chairperson
Philippine Commission on Women
1145 J.P. Laurel St., San Miguel, Manila

Per coordination with PCW, **only one (1) nominee shall be accepted per nominating agency/organization**. In view of this, the BHROD-EWD GAD Secretariat shall implement the scheme below to select the DepEd nominee:



Incomplete nominations/submissions shall not be evaluated. Attached are the following documents for complete details of the call for said nomination:

Enclosure 1 – Selection Guidelines
Enclosure 2 – Terms of Reference

The Department of Education reiterates its strict adherence to the principles of equal opportunity and non-discrimination. Hence, all eligible nominees shall not be discriminated against their age, sex, color, language, disability, gender, religion, color, familial status, ethnicity, political opinion or other forms of opinion, sexual orientation, property, birth, or other status.

Immediate dissemination of this Memorandum is desired.

Copy furnished:

Office of the Secretary

[OUHROD/Quejada]

NOMINATION FORM

**Philippine Women's Rights Representative to the
ASEAN Commission on the Promotion and the Protection of the Rights of
Women and Children (ACWC)**

Nominee's Information	
Nominee's Name:	<div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 5px;"> (Last Name) (First Name) (Middle Initial) </div>
Occupation:	
Affiliation/s (if applicable):	
Title:	
Nationality:	
Address:	
Email Address:	
Contact Nos.:	

Nominating Entity's Information	
Nominated by:	
Position:	
Name of Organization/Agency:	
Head of Organization/Agency:	
Address :	
Email Address:	
Contact Nos.:	
Brief Reason for Nomination:	

Nomination Consent & Declaration Form

I, _____ (Name of Nominee) of _____ (Organization), hereby declare that all information submitted this day of _____ (Date) as part of the nomination is true and accurate.

I authorize _____ (Nominator) to nominate me for the impending vacancy in the position of Philippine Women's Rights Representative to the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC).

I have read the Terms of Reference (TOR) and Guidelines for the Selection of the Philippine Women's Rights Representative to ACWC. I completely understand the commitment required to fulfill the impending position.

I understand that a portion of this Nomination will be made available to the Search Committee Members and PCW Secretariat as part of the Selection Process indicated in the Guidelines.

Nominee's Signature over Printed Name

Submit the accomplished Nomination Form
not later than 30 September 2024 to:

MS. ERMELITA V. VALDEAVILLA

Chairperson

Philippine Commission on Women
1145 J.P. Laurel St., San Miguel, Manila
Email: international.affairs@pcw.gov.ph ;
aebaleda@pcw.gov.ph

GUIDELINES FOR THE SELECTION OF THE PHILIPPINE WOMEN'S RIGHTS REPRESENTATIVE TO THE ASEAN COMMISSION ON THE PROMOTION AND PROTECTION OF THE RIGHTS OF WOMEN AND CHILDREN (ACWC)

I. ROLES AND RESPONSIBILITIES OF THE ACWC WOMEN'S RIGHTS REPRESENTATIVE

The ASEAN Commission on the Promotion and the Protection of the Rights of Women and Children (ACWC) is an ASEAN regional human rights institution established in 2010. ACWC's primary purpose is to promote and protect the human rights and fundamental freedoms of women and children in ASEAN. ACWC is tasked with upholding rights contained in the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Convention on the Rights of the Child (CRC), which all ten ASEAN Member States have ratified.

In accordance to the ACWC Terms of Reference (Annex A), each ASEAN Member State shall appoint two representatives, one representing women's rights and one representing children's rights to the ACWC. As a representative of the Philippine government in this intergovernmental body, the Women's Rights Representative (to be appointed by the President) is expected to:

- Act impartially and in accordance with the ASEAN Charter and the Terms of Reference of ACWC, and display the highest moral character;
- Complete a term of three years from the start of the appointment;
- Devote time and effort to prepare for and attend two (2) regular meetings and one (1) special meeting a year, as well as other meetings and activities called for by the body;
- Provide technical inputs and comments to ACWC documents and during technical discussions; and
- Spearhead the implementation of Philippine-led projects in the ACWC Work Plan, particularly those which aim to promote and protect the rights of women.
- Coordinate, consult and report back to the Philippine Commission on Women (PCW) on all activities undertaken as ACWC Women's Rights Representative
- Conduct consultations with women's rights groups and seek their inputs on relevant matters, as applicable

II. TERMS OF OFFICE

- The Representative will serve a term of three years and may be extended for one term upon recommendation by the PCW and as approved by the appointing authority or until a new representative is appointed.
- In the event that the appointed Representative will vacate the position before the end of his/her term, a replacement will be appointed to serve the remaining term of the previous representative.
- In the event that there will be an involuntary vacancy, PCW may appoint an alternative representative pending another search or appointment from the President.
- The appointing Government may decide, at its discretion, to replace its representatives

III. CRITERIA / QUALIFICATIONS

The nominating agency/organization shall keep in mind the following criteria in the selection of their nominee:

A. Technical Competence

1. Expertise and competence in human rights, particularly on women's empowerment, gender and development;
2. Experience in the promotion and implementation of the CEDAW at the national and international levels;
3. In-depth knowledge on national, regional/international issues on gender equality and women empowerment;
4. Familiarity with the ASEAN human rights system and ASEAN entities on women such as, but not limited to, the ASEAN Committee on Women (ACW) and ASEAN Intergovernmental Commission on Human Rights (AICHR);

5. Commitment to human rights particularly through engagements at the national and regional levels on the promotion and protection of human rights of women;
6. Extensive engagement in the areas of advocacy, policy and program development, research, capacity building, program implementation and rights monitoring.

B. Other Requisites

1. Preferably with a post-graduate degree (Masters or Doctorate) in the field of Development Communication or Social Sciences and allied courses such as but not limited to Sociology, Anthropology, Public Administration, Political Science, Economics, Development Studies, Women's Studies, among others
2. Articulate, diplomatic and has good negotiation, listening and writing skills;
3. Analytical and can review voluminous documents;
4. Possesses objectivity and impartiality in decision making;
5. Has strong leadership skills;
6. Has integrity and probity;
7. Has strong motivation, commitment and dedication;
8. Is in good health;
9. Has no pending human rights/administrative/criminal case;
10. Must be willing to continue the projects that the incumbent Philippine ACWC Women's Rights Representative has committed to;
11. Must not be a current Presidential appointee; and
12. Must be widely endorsed by a network of NGOs and/or by the government.

IV. SELECTION PROCESS

The selection of the representative shall follow a selection process with a specified timeframe.

A. Pre – Selection

1. The Philippine Commission on Women (PCW) Secretariat will disseminate the call for nomination including the following documents to civil society organizations (CSOs) and government organizations (GOs) through letters, email, website posting and, whenever possible:
 - 1.1. Call for submission of nomination for the Philippine Women's Rights Representative to the ACWC
 - 1.2. Selection Guidelines containing the qualification criteria and selection process;
 - 1.3. Other relevant information as may be appropriate or required.
2. The PCW Secretariat will receive nominations from NGOs/CSOs, government institutions, private sector, academe and other entities concerned within the required period (refer to Section V) of submission of nominations. Nominating entities are requested to fill-out the Nomination Form with the Nomination Consent and Declaration Form (Annex B), and submit it together with an updated Curriculum Vitae (CV) of the nominee. To aid the scoring of the Selection Committee, the PCW also requests the submission of the following documents:
 - Proof of participation to international, ASEAN, and national fora related to gender, women and children
 - Position papers, Researches, Publications
 - Project proposals, reports, monitoring and evaluation documents
 - Certificate of Participation or Speakership to for a representing the Philippines
 - Other relevant materials/documents the nominating entity deems necessary to prove competencies and qualifications

The PCW Secretariat shall, thereafter, submit the complete list of nominees including all supporting documents of their nominations to the Search Committee composed of representatives of the Department of Foreign Affairs, Department of Social Welfare and Development, Department of the Interior Local Government, the PCW Chairperson and the outgoing PH ACWC Women's Rights Representative in hold-over capacity.

B. Screening and Selection Proper

1. The Search Committee will review the credentials of all nominees including all documents submitted in support of their nominations.
After the complete review and evaluation of all nominees, the Search Committee shall submit their individual scoring to the PCW Secretariat for compilation.
2. The PCW Secretariat shall average the scores of the Selection Committee and retrieve the top three qualified nominees.
3. The PCW Chairperson shall endorse the same to the Office of the President for selection and appointment.

C. Post- Selection

1. Once the appointment papers are received from the Office of the President, the PCW shall inform the chosen candidate and require said candidate to formally signify her acceptance through writing.
2. The PCW shall announce the result of the final selection through letters, e-mails, and website postings, and to the general public by other means of public information.
3. The PCW shall officially inform the ASEAN Secretariat of the name of the appointed Philippine Women's Rights Representative to the ACWC.

V. TIMELINE

1. Official Opening of the Call for Nominations	August 30, 2024
2. Deadline of Submission of Nominations	September 30, 2024 (extended deadline)
3. Short listing of Nominees by the Search Committee	October 1-16, 2024
4. PCW Secretariat averaging of Search Committee scores	October 17-21, 2024
5. Submission of Top 3 Nominees to the OP for appointment	October 25, 2024

VI. SUBMISSION

As stated in Section IV, nominating entities are requested to fill-out the Nomination Form (Annex B), and submit it together with an updated Curriculum Vitae (CV) of the nominee and relevant documents **on or before September 30, 2024**. Address the letter of nomination and other pertinent documents to:

MS. ERMELITA V. VALDEAVILLA

Chairperson

Philippine Commission on Women

1145 J.P. Laurel St., San Miguel, Manila

Email: internationalaffairs@pcw.gov.ph; aebaleda@pcw.gov.ph

Terms of Reference of the ASEAN Commission for the Promotion and Protection of the Rights of Women and Children (ACWC)

1. Background

- 1.1. All ASEAN Member States have ratified and are parties to the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Convention on the Rights of the Child (CRC).
- 1.2. At the 10th ASEAN Summit in November 2004, the ASEAN Leaders adopted the Vientiane Action Programme 2004-2010 (VAP) which among others called for the establishment of an ASEAN commission on the promotion and protection of the rights of women and children (Measure 1.1.4.7 of the VAP).
- 1.3. The ASEAN Charter which entered into force on 15 December 2008 called under Article 14 for ASEAN to establish an ASEAN human rights body in conformity with the purposes and principles relating to the promotion and protection of human rights and fundamental freedoms.
- 1.4. At the 14th ASEAN Summit on 28 February – 1 March 2009, the ASEAN Leaders adopted the Cha-am Hua Hin Declaration on the Roadmap for the ASEAN Community (2009-2015) which includes the ASEAN Political Security Community (APSC) Blueprint and the ASEAN Socio-Cultural Community (ASCC) Blueprint that reiterate the establishment of an ASEAN commission on the promotion and protection of the rights of women and children as an important measure to ensure equitable development for women and children.

2. Purposes

- 2.1. To promote and protect the human rights and fundamental freedoms of women and children in ASEAN, taking into consideration the different historical, political socio-cultural, religious and economic context in the region and the balances between rights and responsibilities.
- 2.2. To uphold, promote, protect, respect and fulfill the rights of women and children in ASEAN to live in peace, equality, justice, dignity and prosperity.
- 2.3. To promote the well-being, development, empowerment and participation of women and children in the ASEAN Community building process which contribute to the realization of the purposes of ASEAN as set out in the ASEAN Charter.
- 2.4. To enhance regional and international cooperation with a view to complementing national and international efforts on the promotion and protection of the rights of women and children.
- 2.5. To uphold human rights as prescribed by the Universal Declaration of Human Rights, the Vienna Declaration and Programme of Action, Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), Convention on the Rights of the Child (CRC), Beijing Platform for Action (BPFA), World Fit for Children, International Humanitarian Law and other international human rights

instruments and regional declarations related to women's and children's rights to which ASEAN Member States are parties.

- 2.6. To promote stability and harmony in the region, friendship and cooperation among ASEAN Member States.

3. Principles

- 3.1. To respect for the principles of ASEAN as embodied in Article 2 of the ASEAN Charter.
- 3.2. To respect for human rights principles, including universality, indivisibility, interdependence and interrelatedness of all fundamental freedoms and the rights of women and children, the guiding principles of CEDAW and CRC.
- 3.3. To respect for the principles of impartiality, objectivity, non-selectivity, non-discrimination and avoidance of double standards and politicization.
- 3.4. To complement, rather than duplicate, the function of CEDAW and CRC Committees.
- 3.5. To recognize that the primary responsibility to promote and protect the fundamental freedoms and rights of women and children rests with each Member State.
- 3.6. To pursue a constructive non-confrontational and cooperative approach to enhance the promotion and protection of rights of women and children.
- 3.7. To ensure a balance between the functions of promotion and protection of the rights of women and children.
- 3.8. To adopt an evolutionary approach that would contribute to the realization of the rights of women and children in ASEAN.
- 3.9. To adopt a collaborative and consultative approach with ASEAN Member States, academia and civil society pertaining to the rights of women and children.

4. Status of the ACWC

The ACWC is an intergovernmental body and an integral part of the ASEAN organisational structure. It is a consultative body.

5. Mandate and Functions

- 5.1. To promote the implementation of international instruments, ASEAN instruments and other instruments related to the rights of women and children.
- 5.2. To develop policies, programs and innovative strategies to promote and protect the rights of women and children to complement the building of the ASEAN Community.
- 5.3. To promote public awareness and education of the rights of women and children in ASEAN.

- 5.4. To advocate on behalf of women and children, especially the most vulnerable and marginalized, and encourage ASEAN Member States to improve their situation.
- 5.5. To build capacities of relevant stakeholders at all levels, e.g. administrative, legislative, judicial, civil society, community leaders, women and children machineries, through the provision of technical assistance, training and workshops, towards the realization of the rights of women and children.
- 5.6. To assist, upon request by ASEAN Member States, in preparing for CEDAW and CRC Periodic Reports, the Human Rights Council's Universal Periodic Review (UPR) and reports for other Treaty Bodies, with specific reference to the rights of women and children in ASEAN.
- 5.7. To assist, upon request by ASEAN Member States, in implementing the Concluding Observations of CEDAW and CRC and other Treaty Bodies related to the rights of women and children.
- 5.8. To encourage ASEAN Member States on the collection and analysis of disaggregated data by sex, age, etc., related to the promotion and protection of the rights of women and children.
- 5.9. To promote studies and research related to the situation and well-being of women and children with the view to fostering effective implementation of the rights of women and children in the region.
- 5.10. To encourage ASEAN Member States to undertake periodic reviews of national legislations, regulations, policies, and practices related to the rights of women and children.
- 5.11. To facilitate sharing of experiences and good practices, including thematic issues, between and among ASEAN Member States related to the situation and well-being of women and children and to enhance the effective implementation of CEDAW and CRC through, among others, exchange of visits, seminars and conferences.
- 5.12. To propose and promote appropriate measures, mechanisms and strategies for the prevention and elimination of all forms of violation of the rights of women and children, including the protection of victims.
- 5.13. To encourage ASEAN Member States to consider acceding to, and ratifying, international human rights instruments related to women and children.
- 5.14. To support the participation of ASEAN women and children in dialogue and consultation processes in ASEAN related to the promotion and protection of their rights.
- 5.15. To provide advisory services on matters pertaining to the promotion and protection of the rights of women and children to ASEAN sectoral bodies upon request.
- 5.16. To perform any other tasks related to the rights of women and children as may be delegated by the ASEAN Leaders and Foreign Ministers.

6. Composition

Membership

- 6.1. The ACWC shall consist of the Member States of ASEAN.
- 6.2. Each ASEAN Member State shall appoint two representatives, one representative on women's rights and one representative on children's rights to the ACWC.

Qualifications

- 6.3. When appointing their representatives to the ACWC, Member States shall give due consideration to competence in the field of the rights of women and children, integrity and gender equality.

Selection Process

- 6.4. When appointing their representatives to the ACWC, Member States shall conduct, in accordance with the respective internal processes, a transparent, open, participatory and inclusive selection process of their representatives to the ACWC.

Terms of Office

- 6.5. Each representative serves a term of three years and may be consecutively re-appointed for only one additional term.
- 6.6. To provide continuity for the work of the ACWC, the term of office of representatives shall be staggered. Each Member State shall appoint one of its two representatives to serve an initial term of four and a half years.
- 6.7. In the event of vacancy caused by recall, resignation, incapacity or demise of a representative, the appointing government will provide a replacement who shall serve for the remaining term of that departed representative. This representative must have the same area of competence (women's or children's rights) as the replaced representative.
- 6.8. Notwithstanding paragraph 6.5, the appointing Government may decide, at its discretion, to replace its representatives. Whenever appropriate the Government shall inform the ACWC of the reason of the replacement.

Responsibility of Members

- 6.9. In the discharge of his/her duties, each representative shall act impartially in accordance with the ASEAN Charter and this TOR, and shall display the highest moral character.
- 6.10. Attendance at the ACWC meetings by the representatives is mandatory.

Chair and Vice-Chair of the ACWC

- 6.11. The first Chair and Vice-Chair of the ACWC shall be elected by the appointed representatives. The subsequent Chair and Vice-Chair shall be rotated among ASEAN Member States on an alphabetical basis. The rotation of Chairmanship and Vice-Chairmanship shall follow an opposite cycle. Should a Member State next in line be not ready to assume the Chairmanship or Vice-Chairmanship, it may forgo

its turn. The Chair and the Vice-Chair shall not be representatives from the same Member State and with the same area of competence (women's or children's rights).

6.12. The Chair and the Vice-Chair shall serve a term of 3 years.

6.13. The Chair of the ACWC shall exercise his/her role in accordance with the TOR, which shall include:

- a) Preparing the agenda for and chairing the ACWC meetings;
- b) Leading in the preparation of reports to other ASEAN bodies specified in paragraph 7.5;
- c) Coordinating with the ACWC's representatives during the times between meetings of the ACWC, and promoting the engagement of the ACWC with the relevant ASEAN bodies;
- d) Representing the ACWC at regional and international events pertaining to the promotion and protection of the rights of women and children as entrusted by the ACWC; and
- e) Undertaking other specific functions entrusted by the ACWC in accordance with this TOR.

6.14. The Vice-Chair will be responsible for the duties of the Chair in his/her absence, and/or as delegated by the Chair.

Immunities and Privileges

6.15. In accordance with Article 19 of the ASEAN Charter, representatives participating in official activities of the ACWC shall enjoy such immunities and privileges as are necessary for the exercise of their functions.

7. Modalities

Decision Making

7.1. Decision making in the ACWC shall be based on consultation and consensus in accordance with the ASEAN Charter.

Meetings

7.2. The ACWC shall convene two regular meetings per year and each meeting shall normally be not longer than 5 days.

7.3. Regular meetings of the ACWC shall be held alternately at the ASEAN Secretariat and/or ASEAN Member States.

7.4. As and when appropriate, the ACWC may hold special meetings at a venue to be agreed by the representatives.

Line of Reporting

7.5. The ACWC shall submit an annual report including accomplishments, challenges and recommendations on the promotion and protection of the rights of women and

children and other appropriate reports, e.g. progress report, to the ASEAN Ministers Meeting on Social Welfare and Development (AMMSWD) with copy to the ASEAN Committee on Women (ACW) and other relevant ASEAN sectoral bodies.

Public Information

- 7.6. The ACWC shall keep the public regularly informed of its work and activities through appropriate public information materials produced by the ACWC.

Coordination and Alignment

- 7.7. The ACWC shall coordinate with AICHR and other relevant ASEAN sectoral bodies dealing with issues pertaining to women and children including consultations on the ultimate alignment between the ACWC and the AICHR as the overarching human rights institution in ASEAN.
- 7.8. The ACWC shall engage in dialogue and consultation, as may be appropriate, with other national, regional and international institutions and entities concerning the promotion and protection of the rights of women and children.

8. Work Plan and Funding

- 8.1. The ACWC shall prepare and submit a Work Plan of programmes and activities with indicative budget for a cycle of five years to be approved by the AMMSWD. Whenever appropriate, the ACWC may consult relevant ASEAN bodies in the preparation of its Work Plan.
- 8.2. The ACWC shall also prepare and submit an annual budget to implement the Work Plan to be approved by the AMMSWD upon recommendation of the Committee of Permanent Representatives to ASEAN (CPR) when required.
- 8.3. The programme and activities of the ACWC shall be funded by ASEAN Member States on cost-sharing basis and voluntary contributions from ASEAN Member States.
- 8.4. The ACWC may receive funding from other sources, subject to the approval of AMMSWD upon the endorsement of the CPR, to support effective implementation of its work serving the common interest of women and children in all ASEAN Member States.
- 8.5. The ACWC may establish its own Fund with the terms and conditions to be determined by the ACWC and approved by the AMMSWD, upon the recommendation of CPR.
- 8.6. All funds used by the ACWC shall be managed and disbursed in conformity with the general financial rules of ASEAN.
- 8.7. Secretarial support for the ACWC shall be funded by the ASEAN Secretariat's operational budget.

9. Role of the Secretary-General of ASEAN and the ASEAN Secretariat

- 9.1. The Secretary-General of ASEAN may bring relevant issues to the attention of ACWC.
- 9.2. The ASEAN Secretariat shall provide the necessary secretarial support the ACWC.

10. General and Final Provisions

- 10.1. This TOR shall come into force upon the approval of the AMMSWD.

Amendments

- 10.2. Any Member State may submit, through the Chair of the ACWC, a formal request for an amendment of this TOR for consideration of the ACWC.
- 10.3. The ACWC shall submit the request for the approval of the AMMSWD.
- 10.4. Such amendments shall take effect upon approval of the AMMSWD.

Review

- 10.5. The ACWC shall undertake mid-term and final-term reviews of its 5-year Work Plan. The outcomes of these reviews shall be submitted the AMMSWD.
- 10.6. The ACWC shall review its TOR five years after its entry into force. The outcomes of this review and subsequent reviews shall be submitted to the AMMSWD.

Interpretation

- 10.7. Any difference concerning the interpretation of the TOR which cannot be resolved shall be referred to the AMMSWD.
-