

ASEANSAI



COMMITTEE MEETING

Kota Kinabalu, February 9 – 10, 2012

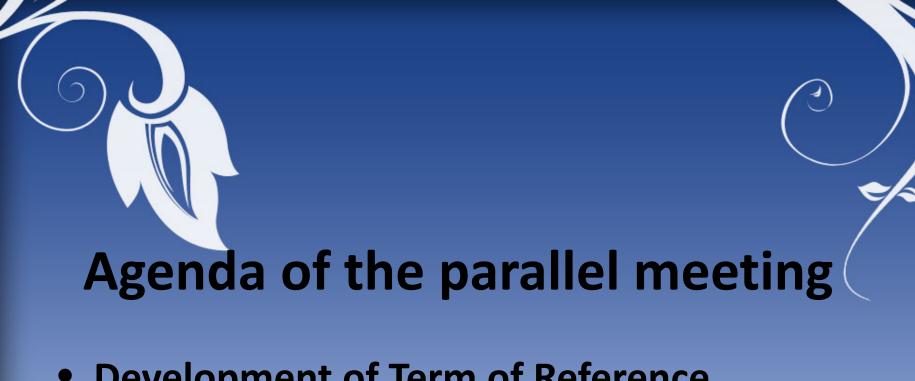




Agenda

- 1. Agenda of parallel meeting
- 2. Minimum requirement of TOR Attributes
- 3. Discussion management
- 4. Issues to be harmonized





- Development of Term of Reference
- Development of Work Plan



Agenda of the parallel meeting

Time	Agenda
Wed, 9 Feb 2012, 11.30 – 12.30	Discussion of the term of reference
Wed, 9 Feb 2012, 14.00 – 16.00	Discussion of the working plan and detail activities for 2 years
Thurs, 10 Feb 2012, 10.30 - 11.30	finalizing of TOR and preparation of slides presentation
Thurs, 10 Feb 2012, 15.00 – 16.30	presentation of the Draft TOR and Work plan

Minimum Requirement of TOR Attributes

- Background
- Mandate
- Objective and work plan
- Expected Outputs and Outcomes
- Meetings
- Reporting
- Funding
- Roles and responsibility of the Chairman
- Roles and responsibility of the Committee

Discussion Management

- Inputs: Draft TOR and work plan
- Process of Discussion:
 - Led by the Chair of Committee;
 - Supported by LO from Secretariat to align the draf work plans of committees;
 - recorded by rapporteurs
- Output:
 - TOR (minimum requirement) and
 - Work plan (time and activities)

Usues to be harmonized

- Need Assessment
- Activities of each committee (joint or individual meeting)
- Reporting: to the Executive Committee via the Head of Secretariat <u>aseansai@bpk.go.id</u>
- Time of implementation of work plan
- Support from the Secretariat