

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



Agenda of the parallel meeting

- 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 draft work plans of committees;
 - recorded by rapporteurs
- **Output :**
 - TOR (minimum requirement) and
 - Work plan (time and activities)



Issues to be harmonized

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