

Attachment

TERMS OF REFERENCE

ACSS PLANNING AND COORDINATION SUB-COMMITTEE

BACKGROUND

The ASEAN Heads of Statistical Offices Meeting, AHSOM, was founded in 1997. The first meeting essentially set the stage of regional cooperation in statistics by endorsing the formulation of an ASEAN Plan of Action in Statistics and recommending the establishment of a Statistics Unit at the ASEAN Secretariat. Since then several steps have been taken in the development of ASEAN statistics. In 2001, an ASEAN Framework of Cooperation in Statistics was adopted by AHSOM with specific objectives and areas of cooperation.

AHSOM has established two working groups, four task forces and one expert group and set up an AHSOM Focal Point. The Task Force on Strategic Planning (TFSP) was specifically tasked to work on the strategic planning for the development of ASEAN statistics.

Among the major tasks of the AHSOM Focal Point are to: (1) serve as the repository of knowledge and information on all AHSOM matters at the national level; (2) communicate AHSOM's decisions to the management of the national statistical office, data producing agencies and ASEAN National Secretariat; (3) coordinate the implementation of AHSOM's decisions at the national level with all concerned parties; (4) liaise with ASEANstats on country's project proposal and other initiatives related to regional cooperation in statistics; and (5) coordinate and support the national preparations of AHSOM meetings. On the other hand, the primary objective of the Task Force on Strategic Planning has been to prepare the Strategic Plan for the Development of ASEAN Statistics, which was adopted by AHSOM in 2011. The TFSP also reviewed important documents prior to AHSOM's consideration and endorsement.

AHSOM is now transformed into the ACSS Committee with broader scope of activities. With the adoption of the ACSS Committee Strategic Plan, the primary role of the TFSP comes to an end although efforts are still needed to ensure integration of national and regional work plan and to ensure that the development and harmonisation of each major area of statistics be guided by field specific work plan or strategic plan.

With the stronger call for coordination of statistical activities at the regional level, there are increasing needs to support the decision making process at the Committee level, strengthen coordination with ASEANstats at regional level and to maintain the functions of AHSOM focal point. Hence, the ACSS Committee needs to be equipped with a Planning and Coordination Sub-Committee.

There is also a need to establish a mechanism to provide leadership support to the Committee Chair, and as stipulated in the ACSS Committee TOR, the ACSS Committee shall have a "Bureau" constituting the incumbent, the preceding and succeeding chairs of the Committee. Therefore, there is a strong rationale to merge the functions of the TFSP and AHSOM Focal Point into an ACSS Planning and Coordination Sub-Committee. In addition, for practical purposes, the Planning and Coordination Sub-Committee shall provide leadership support to the Committee Chair, hence, functioning as the "Bureau".

ACSS PLANNING AND COORDINATION SUB-COMMITTEE: TERMS OF REFERENCE (TOR)

DUTIES AND BROAD STATEMENT OF THE ROLES OF THE ACSS PLANNING AND COORDINATION SUB-COMMITTEE

The ACSS Planning and Coordination Sub-Committee shall support the ACSS Committee's decision-making process. The national statistical office/administration's focal point on matters related to the ACSS and ACSS Committee, and shall serve as the planning review group of the ACSS Committee. It shall replace the Task Force on Strategic Planning and the AHSOM Focal Point and shall serve as a link between the ACSS Committee and the national statistical system, under the guidance of the Head of national statistical office/administration,

ORGANISATION

The ACSS Planning and Coordination Sub-Committee shall consist of senior officials preferably at Director Level or higher, with sufficient access to the top management, with extensive networking and extensive experiences in coordination and communication with other data producing agencies and stakeholders at the national level. The members shall be appointed by the Head of the national statistical office/administration of the ASEAN Member States (AMSs). The ACSS Planning and Coordination Sub-Committee shall be chaired by the appointed representative of the AMS chairing the ACSS Committee. It shall also have as its two vice chairs, the appointed representatives of the preceding and succeeding AMSs chairs. The chair and the two vice-chairs shall function as the "Bureau", as it is stipulated in the TOR of the ACSS Committee, in providing the necessary leadership support to the incumbent chair of the ACSS Committee.

ASEANstats shall be the secretariat for the ACSS Planning and Coordination Sub-Committee as stipulated in the Terms of Reference of the ACSS Committee, and may initiate the formulation of policies, methodologies and standards. The ACSS Planning and Coordination Sub-Committees shall meet regularly twice a year and shall conduct inter-sessional progress and preparatory meetings through telephone or video conferences, or exchange views through mail correspondences.

SPECIFIC ROLES AND DUTIES

The main Roles and Duties of the ACSS Planning and Coordination Sub-Committee encompass providing leadership support and facilitating committee decision-making in the implementation of the three broad strategies for the establishment of ACSS, namely: 1) strengthening institutional framework; 2) strengthening the ASEAN statistics; and 3) narrowing the development gap.

The specific Roles and Duties of the ACSS Planning and Coordination Sub-Committee at the regional and national level are as follows:

At the Regional Level:

1. Review the provisional agenda for the meetings of the ACSS Committee as prepared by the ASEANstats and provide guidance on the status of the meeting documents, either for endorsement/adoption, for notation, for guidance, for discussion only, or for providing background (background or non-paper), etc.
2. Review and discuss new concepts/proposals/other documents concerning policies, methodologies, standards, framework, and other measures as well as other documents that require endorsement/approval/decisions by the ACSS Committee, prior to the deliberation at the Committee meeting.
3. Review the presentation from ASEANstats of the ASEAN Summit/ASEAN bodies' decisions that are relevant to the ACSS Committee or requiring Committee's attention/follow-up, and highlighting matters of particular relevance to the ACSS for consideration of the Committee.
4. Review and discuss Multi-Year Action Plan and Annual Work Plan, future strategies and project proposals prior to their deliberation at the ACSS Committee meeting.

At the National Level:

1. Coordinate and support the national preparation of the ACSS Committee meeting.
2. Serve as the national repository of information and knowledge on all matters related to ACSS Committee.
3. Serve as the national focal point at the national level in communicating the ACSS Committee's decisions to the management of the national statistical offices as well as to all concerned data producing agencies and the ASEAN National Secretariat.
4. Serve as the national focal point in liaising with the ASEANstats on country's project proposal/initiative related to the ACSS.

REPORTING LINE

The ACSS Planning and Coordination Sub-Committee shall report directly to the ACSS Committee.

BUDGET

For meetings at the ASEAN Secretariat premises: Meeting expenses are covered by the ASEAN Secretariat, excluding travel, per diem and incidental expenses of participants. For meetings hosted by AMS: Expenses for organisation of the meetings shall be borne by the

host AMS. Travel, per diem and incidental expenses of participants, however, are not covered by the host AMS.

PROCESS FOR ADOPTION AND ENDORSEMENT OF THE TOR

1. Review and discussion at the Task Force on Strategic Planning (TFSP) Meeting on 20-21 September 2011
2. Feedback through email from ACSS Committee members during October 2011
3. Approval by the ACSS Committee First Session, 2-3 November 2011