ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC) Work Plan 2021-2025



one vision
one identity
one community

ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC) Work Plan 2021-2025

The ASEAN Secretariat
Jakarta

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ASEAN COMMISSION ON THE PROMOTION AND PROTECTION OF THE RIGHTS OF WOMEN AND CHILDREN (ACWC) WORK PLAN 2021-2025

I. OVERVIEW

1. The year 2021 marks the start of a new decade for ACWC, recently commemorating its 10th year of establishment in 2020. Ten (10) years ago, the ACWC was inaugurated on 7 April 2010 during the 16th ASEAN Summit in Ha Noi, Vietnam. Its establishment represented an important milestone in efforts to incorporate and institutionalise human rights into ASEAN's agenda, particularly with respect to its approach to promoting and protecting therights of women and children as well as concrete action to introduce human rights language and principles in regional declarations and sectoral programmes.

2. The ACWC is a crucial ASEAN regional human rights mechanism because it is specifically mandated to "promote and protect the human rights and fundamental freedoms of women and children in ASEAN" that is based on the Convention on the Elimination of Discrimination Against Women (CEDAW) and the Convention on the Rights of the Child (CRC). It reaffirmed the necessity of closer regional cooperation among ASEAN Member States (AMS) in promoting and protecting the rights of women and children, especially the disadvantaged and those living in vulnerable situations. It has also made way for the strengthening of the ability of AMS to fulfill their obligations under CEDAW, CRC, and other international human rights treaties.

3. Article 2 of the ACWC Terms of Reference (ToR) specifies the Commission's purposes as follows:
    - To promote and protect the human rights and fundamental freedoms of women and children in ASEAN, taking into consideration the different historical, political, sociocultural, religious and economic context in the region and the balances between rights and responsibilities;

- To uphold, promote, protect, respect and fulfill the rights of women and children in ASEAN to live in peace, equality, justice, dignity and prosperity;
- To promote the well-being, development, empowerment and participation of women and children in the ASEAN Community building process which contribute to the realisation of the purposes of ASEAN as set out in the ASEAN Charter;
- 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;
- To uphold human rights as prescribed by the Universal Declaration of Human Rights, the Vienna Declaration and Programme of Action, CEDAW, 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; and,
- To promote stability and harmony in the region, friendship and cooperation among ASEAN Member States.

4. Undoubtedly, the creation of the ACWC is significant in addressing the gap between international human rights laws and national implementation and practice because it laid the ground for concrete strategies and priority actions towards the empowerment of women and children, as well as of progressive realisation of human rights as a whole.

A. Vision and Accomplishments

5. ACWC's vision to realise its purpose and mandate is to lead regional priority actions by driving the agenda and discourse, as well as catalysing policy action, and influencing strategies and approachesfor the promotion and protection of the rights of women and children in ASEAN.

6. The ACWC has gained its momentum in uplifting the quality of lives of women and children in ASEAN through the implementation of its 5-year Work Plans (2012-2016 and 2016-2020) and achieved the following milestones:
    a. Conducted landmark analysis, studies and advocacy of critical women and child rights issues that guided the development of plans, projects, programmes and policies in ASEAN and at the region to better adopt gender-responsive and child-sensitive approaches and strategies. These included, among others:
        - Children's Rights: Study on key concerns on VAC in ASEAN that identified top priorities at regional and national levels to implement the ASEAN Regional Plan of Action on Elimination of Violence Against Children (ASEAN RPA EVAC);
        - Baseline study of priority areas under the ASEAN RPA EVAC;
        - Compilation of ASEAN Best Practices in Eliminating Violence Against Women and Children;
        - Strengthening the Legal Framework to Protect Children from Sexual Exploitation in Travel and Tourism;
        - Mid-term review of the ASEAN RPA on EVAC;
        - Development of guidelines for VAW data collection and analysis in collaboration with the ASEAN Committee on Women (ACW);
        - Review existing practices on treatment and management of victims of trafficking in women and children among country of origin, transit countries, and receiving country to strengthen the assistance mechanism for victims of trafficking;
        - ASEAN progress report on Women's Advancement and Gender Equality;
        - Study on the recognition of the legal identity of all women and children in ASEAN and,
        - Scoping study on Strengthening the Protection and Empowerment of Women Migrant Workers in Crisis and Disaster Situations.

b. Provided space for knowledge exchange, dialogue, and learning between and among the AMS, ASEAN sectoral bodies and ASEAN Community pillars, civil society organisations within the process of human rights integration and the resolution of the social issues affecting women and children. The ACWC convened various workshops, conferences and learning events for this purpose, some of which included, among others:

- Regional Workshop for Promoting Comprehensive and Harmonised National Legislation aimed at Preventing and Combating Online Child Sexual Exploitation (OCSE) in AMS;
- ASEAN Consultation on Creating an Enabling Environment for Children to Participate in Decision Making Process;
- Consultation Meeting on Draft Principles for the Protection of the Rights of the Child in the Context of Surrogacy;
- ASEAN Conference on Juvenile Justice Reform;
- International workshop on Diversion through Restorative Justice;
- Consultative Meeting on culture and religious practices impacting on the rights of children;
- Consultative meeting with the SOM-ED to share the guidelines on non-gender stereotyping in curriculum and textbook writing for higher education level in collaboration with ACW and Senior Officials Meeting on Education (SOM-ED);
- Workshop on promoting inclusion and sustainable development in building the ASEAN Community through ensuring the recognition of the legal identity of all women and children in ASEAN;
- Conference on Policy Debate on Gender Issues in Disaster Risk Reduction and Climate Change Adaptation (DDR-CCA) for ASEAN Countries;
- ASEAN Forum on Promoting Women's Economic Empowerment;

- Regional conference on the social impact of climate change on women and children in ASEAN;
- Conference on Mainstreaming Women's Empowerment in ASEAN: Leveraging Information and Communication Technologies in Support of Women's Entrepreneurship Development;
- Regional Forum on Ending Child, Early and Forced Marriage (CEFM) in collaboration with UNICEF EAPRO, UNFPA and Plan International;
- ASEAN Regional Strategic Workshop to End Violence Against Women and Prevent Trafficking in Persons;
- A pilot project on Facebook page and other social media channels to increase ACWC's visibility to help strengthen institutional capacity of ACWC;
- Virtual Workshop on Prevention and Response of Violence against Women (VAW) in Asean Countries: To Use Data VAW for Advocacy; and
- High level consultation on the gender perspective in policies, strategies and programmes for migrant workers.

c. Coordination and participation in regional mechanisms aimed at engaging the ASEAN Community pillars, sectoral bodies, civil society organisations and ASEAN Dialogue and Development Partners within the process of human rights integration and finding viable solutions to women and children issues in the region. As a consultative body, the ACWC brought together various stakeholders in dialogue and partnership and its participation in various regional platforms allowed ACWC to inject approaches and strategies into the ASEAN system for the empowerment of women and children. These included the following initiatives the enhanced cross-sectoral and inter-pillar cooperation as well as mobilised multi-stakeholder support for women and child rights promotion and protection in ASEAN:

- Promoted convergence among CEDAW and CRC Committees, and ACWC for more effective regional implementation of the recommendations of the CEDAW and CRC Concluding Observations;

- Advanced the Women Peace and Security (WPS) agenda;
- Promoted the ASEAN women and child rights agenda through participation in regional and global platforms such as the 63rd Commission on the Status of Women (CSW) in collaboration with the ACW;
- Worked closely with ASEAN sectoral bodies and partners on the conduct of the Mid-term Review of the RPA on EVAW as well as the conduct of the Mid-Term Review of the RPA on EVAC with the support of SOMSWD;
- Participated in a series of meetings with the ASEAN Senior Officials Meeting on Transnational Crime (SOMTC) to develop the Work Plan of the ASEAN Plan of Action to Prevent and Counter the Rise of Radicalisation and Violent Extremism 2018-2025 (Bali Work Plan);
- Worked with the Senior Officials Meeting on Social Welfare and Development (SOMSWD) to finalisethe ASEAN Declaration on the Protection of Children from all Forms of Online Exploitation and Abuse in ASEAN, as well as supported the development of the ASEAN Declaration on the Rights of Children in the Context of Migration and the Joint Statement on Reaffirmation of Commitment to Advancing the Rights of the Child in ASEAN;
- Collaborated with AICHR on the 2019 Regional Dialogue on the Mainstreaming of the Rights of Persons with Disabilities in the ASEAN Community (Gender Perspectives on Disability Rights) to create a platform to exchange views and practical lessons on the intersectionality of disability and gender perspectives in order to support the implementation of the Enabling Masterplan 2025: Mainstreaming the Rights of Persons with Disabilities; and,
- Worked closely with ACW to finalise the ASEAN Gender Mainstreaming Strategic Framework and to conceptualise priority areas for action to implement the WPS Agenda in ASEAN.

These engagements in various platforms and mechanisms further strengthened partnerships and dialogue for the promotion and protection of women and child rights:

- ASEAN Sectoral Bodies (ACW, AICHR, AIPA, SOMSWD, SOMTC, SOM-ED, SLOM, AMCW, SOMRI, ACDM, APSC, AEC)
- UN Agencies (UNICEF, UN Women, UNHCR, ILO, IOM)
- Dialogue and Development Partners (EU, USA, Australia, Canada)
- Civil Society Organisations (CRC Asia, ECPAT, The Asia Foundation, Global Alliance Against Traffic in Women (GAATW), Plan International, and WEAVE (Weaving Women's Voices in ASEAN)

d. Strengthened the mainstreaming of women and children's rights in the way the ASEAN works through its various sectoral bodies and community pillars through a more comprehensive human rights based approach that takes into account specific vulnerabilities and rights based on both age and gender. The ACWC initiated a strong advocacy on mainstreaming women and child rights as an organisational imperative. In so doing, the ACWC reinforced the promotion and protection of women and children's rights through the development of strong policies, guidelines and tools to make programmes and practices within ASEAN gender-responsive and child-sensitive. Interventions on mainstreaming cover, among others:

- Formulation of the Regional Multi-sectoral Guidelines and Procedures to address the needs of victims of Trafficking in Persons (TIP) in accordance with ASEAN Convention Against Trafficking in Persons, Especially Women and Children (ACTIP). The United Nations is currently using the ASEAN Regional Guidelines as a reference in developing the global guidelines. The guidelines are also being used by SOMTC to address TIP in the region;
- Development of guidelines on non-gender stereotyping in curriculum and textbook writing for higher education level in collaboration with ACW and SOM-ED;

- Development of a guideline for TIP victim identification in line with ACTIP Article 14;
- Pilot project on the implementation of ASEAN-ACWC Gender Sensitive Guideline for Handling Women Victims of Trafficking in Persons; and,
- Concrete action on preventing and combatting online child exploitation and abuse in the region through the adoption of the ASEAN Declaration on the Protection of Children from all Forms of Online Exploitation and Abuse.

e. Enhanced advocacy and awareness raising campaigns and efforts to push for stronger protection of the rights of women and children among member States and within ASEAN as well as throughout the region and in society as a whole. To be useful and meaningful, women and child rights must be known and understood. ACWC played a critical role in building awareness on the rights of women and children in order to ensure that stakeholders are aware of these rights, understand the concepts, and be able to put them into practice in the formulation of laws, policies, budgets, plans and programmes. Raising awareness was undertaken through women and child rights education and communication campaigns as well as other outreach programmes which included, among others:
    - ASEAN Campaigns to eliminate violence against women (EVAW) and its linkage to prevention of TIP;
    - Public campaign to stop VAW through activities commemorating the International Day for the Elimination of VAW including a campaign through media in collaboration with Senior Officials Meeting Responsible for Information (SOMRI) where key messages on EVAW are simultaneously broadcasted in all ASEAN Member States;
    - ASEAN Campaigns in support of EVAW-RPA, and the Bohol TIP Work Plan focusing on women in workplace (gender-based workplace exploitation);
    - Annual public campaign on the ASEAN Day (8 August) where key messages are made along thematic areas

such as ageing women, women with disabilities, and the like;

- Awareness-raising campaign on Combatting the Social Impact of Climate Change on Women and Children in ASEAN; and,
- Supported the continued implementation of the ASEAN HeForShe Campaign and related activities for the 16 Days of Activism against gender- based violence that raise awareness in the ASEAN region on the engagement of men and boys on the elimination of violence against women and girls, promote their active and innovative actions as well as their solidarity as allies of women and girls in all efforts towards the achievement of gender equality in ASEAN.

f. Strengthened institutional capacities to ensure programmes, plans, norms, standards and procedures in ASEAN are both reflective of women and children's rights and are effectively utilised by women and children in the region. The training activities were designed to enable ASEAN sectoral bodies and stakeholders to integrate human rights principles into their work from framing issues to identifying strategies to ensure women and children's rights are protected and fulfilled. These initiatives included, among others:

- Training on the Gender Sensitive Guideline for Handling Women Victims of Trafficking in Persons, capacity building activities;
- Training / workshop for legal enforcers and police personnel that offers gender sensitised modules on comprehensive aspects of handling trafficking cases (e.g. referral system, repatriation, services to victims, etc.) that promotes "access of justice" among victims of VAW; and
- Training Workshop on the UN Convention on the Rights of the Child.

The full realisation of its mandate and functions also strongly relies onthe ability of the ACWC to build its internal capacity and mobilise resources. Towards this end, the Commission

is also looking inward and agreed to amend its terms-of-reference (ToR) to further strengthen its mandate and functions (please refer to Annex 1) as well as to formulate the ToR of the ACWC Fund (details are in Annex 2) to effectively mobilise resources not only from member states but also from ASEAN'spartners.

B. Addressing and Meeting the Challenges

7. According to the ASEAN Progress Report on Women Rights and Gender Equality (2016) and the joint report UNICEF-ASEAN entitled, "Children in ASEAN: 30 Years of the Convention on the Rights of the Child" in 2019, the ASEAN Member States have taken significant steps towards the recognition of human rights as a normative key principle (all AMS have ratified the CEDAW and the CRC).

8. Based on the reports cited above, ASEAN's progress on implementing regional and global instruments on women's and children's rights are summarised below:

Duty-bearers' compliance to women's human rights

- Significant progress in terms of recognising human rights as a key principle. The establishment of the ASEAN Charter, the ASEAN Intergovernmental Committee on Human Rights (AICHR) and the ACWC were steps in the right direction of promoting democracy and respect for human rights as a new objective of the ASEAN.
- All the ten ASEAN member states (AMS) have ratified CEDAW and CRC. Four (Cambodia, Indonesia, Philippines and Thailand) have also ratified the Optional Protocol to CEDAW.
- There have been considerable advances in applying the Convention on the Elimination of All Forms of Discrimination Against Women in the development of gender equality laws and policies across the region. The AMS' commitment to gender equality is articulated in their national policies and legislation.

- The institutional architecture for the implementation of gender equality policies are in place but varies among the AMS.

Progress in women's social rights and benefits

- Decreased in poverty rate and poverty gap, significant strides in health and education outcomes such as the sharp reduction in infant mortality rate and marked increase in youth literacy rate especially in the CLMV countries.
- Greater access to education, an increase in life expectancy and an improvement in maternal mortality rates
- Significantly reduced health risks facing their populations, especially for children and women
- Gender parity in education in the AMS is close to being achieved
- Progress in moving against VAW such as: the introduction of legislation; strengthened law enforcement capacity; establishment of government entities tasked to address VAW.
- Adoption and implementation of Regional Plan of Action on VAW and VAC which now serve as the roadmap of ASEAN in the elimination of violence against women and children.

Progress in women's political rights

- Uneven progress in the political participation of women in the ASEAN Member States based on the core indicator - women seats in parliament. Some countries are coming close to the target of 30 percent women in parliament such as Singapore, Lao PDR and Viet Nam but on the whole, the AMS still fall short of the global target of 30 percent of seats in parliament to be occupied by women.
- Not enough attention is paid for the participation of women in decision-making in the area of peace and security and there is very slow movement towards the adoption of UN Security Council 1325 and the development of National Action Plans in AMS.
- CSO participation in ACWC consultation processes to elicit suggestions in identifying key issues of concern to women

and in formulating policies and guidelines to address the same.

Progress in women's economic rights

- Measuring progress on women's economic rights is limited by the fact that most government data and international development reports only capture the contribution of women in the formal economy. Collecting data on women's informal economic activities, as well as, care work remains a challenge.
- Persistent gender gaps in poor economic participation in the AMS are due to gender differences in human capital, discrimination in institutions and traditional social norms.
- Women dominate vulnerable employment in the ASEAN where there is a significantly higher proportion of employment in ASEAN among women than men.
- Migration for work in overseas destinations has become the regional trend. Singapore, Malaysia, Thailand have been receiving nationals from Indonesia, Philippines and the other developing states; i.e. Cambodia, Lao PDR and Myanmar in the region. Attendant to the feminisation of migration are social concerns, such as human trafficking, abuse, exploitation and violence against women, which impair women's claim to their social and economic rights.
- All ASEAN Member States have enacted laws and have adopted programs to protect women and children from violence, exploitation, and abuse and discrimination in the context of migration.

Child Rights Progress in ASEAN

- Dramatic increases in life expectancy at birth in all ASEAN member States. This is consistent with major achievements in basic services, such as improved access to clean water and better hygiene practices, as well as health-related improvements during pregnancy and childbirth, in neonatal and infant survival, and, increasingly, in universal provision of healthcare.

- Improved child nutrition, giving millions of children better chances for positive health and improved physical, cognitive and emotional development outcomes.This included improvements in early childhood nutrition, including breastfeeding, as well as a reduction in undernutrition. However, the increasingly obesogenic environment in ASEAN is contributing to rising rates of child and adolescent overweight, which puts people at risk of overweight and obesity and of non-communicable diseases (NCDs).
- Improved access to clean and safe water for children.
- More children across ASEAN are attending primary and secondary school, and are receiving a higher quality education, providing them with broader development opportunities and better future prospects than previous generations.
- Progress in advancing the protection of children against violence, exploitation, abuse and neglect. Substantial efforts have been noted to improve public understanding of child protection, violence against children and physical punishment of children.
- Reduced the vulnerability of all children and young people, particularly those facing the greatest deprivations, through the development of comprehensive national social protection policies and frameworks, implementing social protection programmes.

9. However, despite the growing normative role of human rights over the past decades within ASEAN, both reports also indicated that the adherence to human rights standards in the region as a whole remains uneven. Violence against women and children still remains a huge problem; child-trafficking and child sexual exploitation are glaring concerns; disparities in the enjoyment of rights and services persist between different groups of women and children despite the tremendous economic growth in the region over the past three (3) decades; there are still strong obstacles to the advancement of women's rights, ranging from discrimination against women to persistent gender inequities in literacy rates and education, in health care, in economic empowerment and in women's burden of care and unpaid work.

10. This situation is further exacerbated by the raging COVID-19 pandemic that has caused dramatic loss of human life and presents an unprecedented challenge to public health, food systems and the world of work. Amidst the devastating toll of the COVID-19 pandemic, the women and child rights dimensions of humanitarian crises cannot be overemphasised. The COVID-19 health and economic crises have exacerbated existing gender and socioeconomic inequalities, meaning women and girls have less access to needed healthcare and information, are at greater risk of getting sick as frontline workers and family caregivers, and are more likely to face gender-based violence. Millions of students are out of school. The widespread unemployment, loss of income and economic uncertainties among families have resulted to increased rates of child labor, sexual exploitation, teenage pregnancy, and child marriage. Stresses on households, especially those living in quarantines and lockdowns, have indicated increases in the incidence of domestic violence against women and children alike.

11. These continuing challenges and unprecedented crisis further reinforced the importance of cooperation to recover and enhance future resiliency.The future for women and children in ASEAN depends on its ability to sustain progress made and to address the remaining challenges, as well as the issues posed by the Covid-19 pandemic. ACWC will play a critical role to ensure that viable and sustainable solutions to address these issues promote and protect the rights of women and children enshrined under the CEDAW, CRC, and other international agreements.

C. Development of the ACWC Work Plan 2021-2025

12. At the 17th ACWC Meeting held on 19 September 2018 in Ha Noi, Viet Nam, the ACWC Representatives adopted the *"Strategy to Develop the ACWC Work Plan 2021-2025"*. The strategy provides that the process of developing the next five-year work plan would be guided by the following principles: i) the work plan would be strategy-driven, comprehensive and purposive; ii) the process of developing the work plan would

be consultative and inclusive; and iii) that the initiatives in the work plan would be integrated and responsive to current issues and emerging trends on promoting and protecting the rights of women and children. The strategy also provides the following approaches in the development of the next five-year work plan: i) coherent, programmatic and results-oriented; ii) streamlined and synergistic; and iii) collaborative and participative.

13. On 5 March 2019, the *ACWC Visioning and Planning for Results Workshop* was held in Jakarta, Indonesia. The workshop provided a venue for ACWC Representatives to envision a results-driven and programmatic work plan by recalibrating the analysis to focus more on delivering results.The ACWC Representatives and their partners revisited the past accomplishments and reflected on the gains, gaps and challenges of implementing the ACWC Work Plan 2016-2020. Reflecting on ACWC's core mandate, the participants linked ACWC's work to the existing and forecasted policy environment during the period 2021-2025, the opportunities for cross-sectoral and inter-pillar cooperation, and engaging with partners and stakeholders.

14. During the 18th ACWC Meeting held on 4 March 2019 in Jakarta, Indonesia, the ACWC Representatives agreed to consider integrating in the next work plan relevant action points from the Regional Framework and Action Plan to Implement the Declaration on Strengthening Social Protection in ASEAN, and the ASEAN Enabling Masterplan 2025: Mainstreaming the Rights of Persons with Disabilities, as well as the priorities of the Dialogue Partners.

15. During the 20th ACWC Meeting convened online on 7-8 October 2020, the ACWC Representatives noted that a Senior Consultant and a Junior M&E Consultant were commissioned with the support of the Mission of Canada to ASEAN to support the development of the ACWC Work Plan 2021-2025 as well as the ACWC Accomplishment Report 2010-2020.

16. On 27 October 2020, a briefing was convened to provide updates and gather feedback from the ACWC Representatives on the development of the new work plan and the accomplishment

report. During the briefing, the ACWC Representatives approved the framework that would guide the identification of results to be achieved by 2025, the priority areas of work, and the specific regional initiatives. The proposed key results areas cover the following: 1. Advocate 2. Collaborate 3. Weave and mainstream and 4. Capacitate.

17. On 17 November 2020, the ACWC Retreat was convened and provided an opportunity for the ACWC Representatives to share the initial proposed initiatives to include in the new work plan.

18. On 25 February 2021, the *ACWC Work Plan 2021-2025 Workshop on the Proposed M&E Results Framework* was held through virtual teleconference. The workshop provided a venue for the ACWC Representatives to determine whether the proposed outcomes in the new work plan reflect the level of ambition of ACWC and the results to be achieved by 2025. During the workshop, the ACWC Representatives exchanged views on the initial list of proposed outputs, and examinedthe coherence between the outcomes and the proposed outputs.

II. PRIORITY OUTPUTS AND INTENDED RESULTS

A. General Approach

19. The formulation of the priority outputs and intended outcomes of the ACWC Work Plan for the years covering 2021 to 2025, are anchored on the following approaches:

    a. Building from Accomplishments. The Work Plan builds on the successes and accomplishments of ACWC for the last ten (10) years;

    b. Clear Linkages to ASEAN Goals and Contributions to the ASCC Blueprint 2025. The Work Plan sets clear outcomes that reflects the spirit of and the objectives of the *ASEAN Human Rights Declaration* (AHRD) and the Phnom Penh *Statement on the Adoption of the AHRD* (2012), ASEAN Community Vision 2025 and ASEAN Socio-Cultural Community (ASCC) Blueprint 2025 on Women and Children's Rights. It is also guided by policy advancements in the ASEAN, including but not limited to the following:

    - *Declaration on the Enhancement of Welfare and Development of ASEAN Women and Children (Ha Noi, Vietnam in October 2010);*
    - *Declaration on the Elimination ofViolence Against Women and Elimination of Violence Against Children in ASEAN (Bandar Seri Begawan, Brunei Darussalam in October 2013);*
    - *ASEAN Convention Against Trafficking in Persons Especially Women and Children (Kuala Lumpur, Malaysia in November 2015;*
    - *ASEAN Declaration on Culture of Preventionfor a Peaceful, Inclusive, Resilient, Healthy and Harmonious Society (Manila, Philippines in November 2017);*
    - *ASEAN Declaration on the Gender-Responsive Implementation of the ASEAN Community Vision 2025 and Sustainable Development Goals (Manila, Philippines in November 2017);*

- *Declaration on the Protection of Children from all Forms of Online Exploitation and Abuse in ASEAN (Bangkok, Thailand in November 2019); and,*
- *ASEAN Comprehensive Recovery Framework and its Implementation Plan (November 2020).*

c. Coherence with Global Commitments. The Work Plan also locates itself within the global discussions on women and children's rights, to the extent possible, linkages and contribution to global commitment such as to the *UN Convention to Eliminate All Forms of Discrimination against Women (CEDAW), Convention on the Rights of the Child (CRC), the Declaration on Violence Against Women (Vienna Declaration), the Beijing Platform of Action, the BPFA + 20 and its Outcome Document and the 2030 Agenda for Social Development (SDGs).*

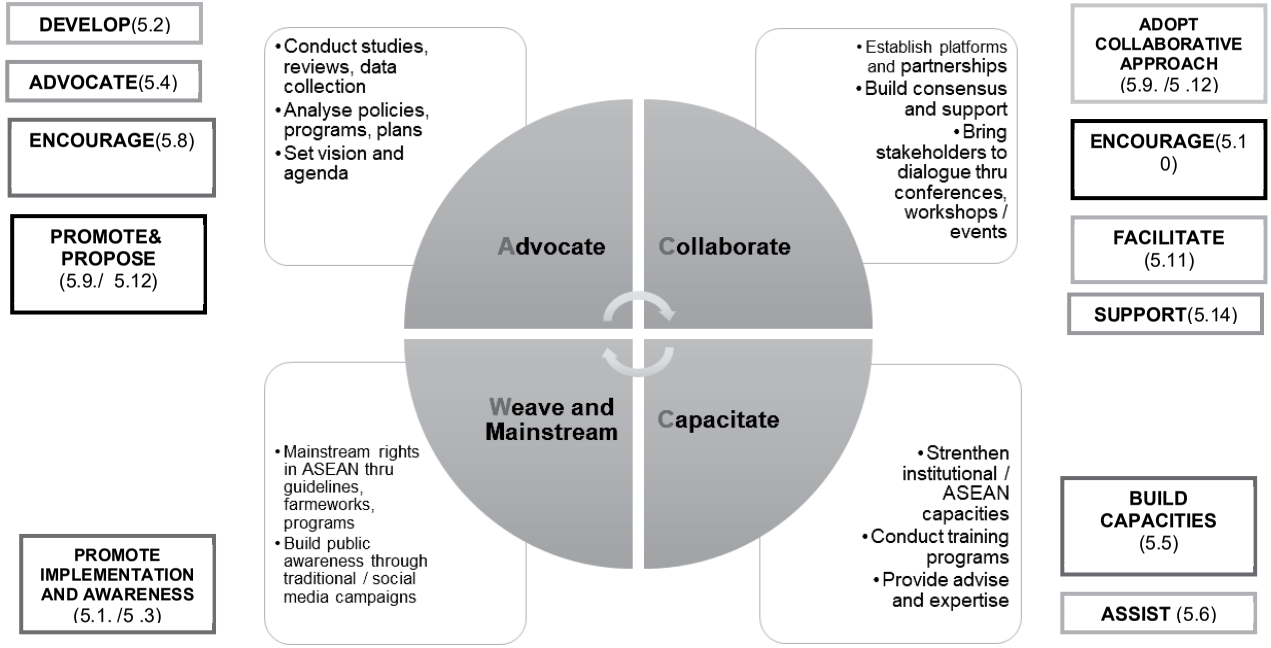
B. ACWC Mandates and Functions: Defining Key Areas of Work

20. The formulation of the ACWC Work Plan 2021-2025 is further informed by the planning framework illustrated below that defines the four (4) key areas of work in the next five (5) years. The planning framework emanates from and is guided by ACWC's ToR, as well as its mandate and functions that include the development of policies, programmes, and innovative strategies to promote and protect the rights of women and children to complement the ASEAN community building process. Given that each ASEAN Member State (AMS) has their own unique demography and landscape, the Work Plan serve as a guidance material for the AMS to consider, where applicable and appropriate, in accordance with the context and stage of development of each Member State.

21. Four (4) key areas of work areto be pursued under the ACWC Work Plan 2021-2025 to fulfil the mandates and functions of ACWC.A closer review of the sixteen (16) mandates and functions of the ACWC indicated that they can be categorised further along these 4 broad and key areas of work, namely, (i) Advocate; (ii) Collaborate; (iii) Weave and Mainstream; and,

(iv) Capacitate. The types of outputs and activities under each area of work and its contribution to the ACWC mandate and functions are illustrated by Figure 1 and in Table 1 below.

Figure 1. Key Results Areas and the ACWC Mandates and Functions



22. These key results areas of work support the following ACWC mandate and functions:

Table 1. Key Results Areas and ACWC Mandates and Functions

Key Results Areas	ACWC Mandates and Functions
ADVOCATE:*Promoting women and children's rights agenda*	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. 5.4. To advocate on behalf of women and children, especially the most vulnerable and marginalised, and encourage ASEAN Member States to improve their situation. 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. 5.12. 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.

COLLABORATE: *Building partnerships and platformsto advance women and children's rights*	5.9. To adopt a collaborative and consultative approach with ASEAN Member States, academia and civil society pertaining to the rights of women and children. 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. 5.14. 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.
WEAVE AND MAINSTREAM: *Deepening awareness and institutionalising women and child rights*	5.1. To promote the implementation of international instruments, ASEAN instruments and other instruments related to the rights of women and children. 5.3. To promote public awareness and education of the rights of women and children in ASEAN

CAPACITATE: *Strengthening institutional and stakeholder capacities*	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 realisation 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.

C. Results Framework

23. The results framework guides and informs the ACWC throughout the implementation of the Work Plan to better plan outputs and projects as well as understand how these various outputs and projects lead to the intended outcomes. More importantly, it connects the intended outcomes to the achievement of the Work Plan's long term-impact in the next five (5) years. The results framework also served as the basis of the identification of performance indicators which will measure performance and provide evidence of success.

24. The matrix below illustratesthe long-term impact that the Work Plan hopes to achieve as well as the outcomes it hopes to attain by the end of 2025.

Table 2. ACWC Work Plan 2021-2025 Results Framework

IMPACT	An empowered and safe ASEAN Community where women and children's rights are promoted, protected and fulfilled
OUTCOMES **Advocate:** *Promoting women and children's rights agenda*	***By the end of 2025, ACWC has***: • Increased ASEAN support for women and children's issues through research, analysis and effective advocacy;
Collaborate: *Building partnerships and platforms to advance women and children's rights*	• Enhanced mechanisms for coordination and implementation of women and children responsive policies and programmes in ASEAN;
Weave & Mainstream: *Deepening awareness and institutionalising women and child rights*	• Institutionalised and standardised mainstreaming of women and children's rights in ASEAN; • Increased awareness and outreach on women and children's rights and issues in the region;
Capacitate *Strengthening institutional and stakeholder capacities*	• Improved capacities of ASEAN sectoral bodies to mainstream women and children's rights in programme development and implementation; and, • Strengthened institutional capacities of ACWC.

25. Table 3 provides the details of the list of outputs that will be undertaken to achieve the intended outcomes of the Work Plan. The outputs and projects have been identified in a participatory process, where ACWC representatives take ownership in the development and implementation of projects and activities they respectively committed to lead and coordinate.The contribution of the outcomes and outputs to the ASCC Blueprint 2025 are also illustrated to demonstrate ACWC efforts to the thrusts and priorities of the ASEAN Socio-Cultural Community.

Table 3. Key Outputs and Outcome of the Work Plan and its Contribution to the ASCC Blueprint 2025

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
1.0. ADVOCATE: *Promoting women and children's rights agenda*						
1.1. Increased ASEAN support for women and children's issues through research, analysis and effective advocacy	B.1 B.3 D.4	B.1.i B.3.i D.4.i	1.1.1. Study on the re-socialisation of gender roles during the COVID-19 pandemic	Philippines	UN Women UNESCAP	
	B.1 B.3 D.4 E.1	B.1.i B.3.i B.3.ix D.4.i E.1.v	1.1.2. Regional Consultation on the Scoping study on women migrant workers in difficult circumstances, including during the COVID-19 pandemic	Philippines	IOM	
	B.2	B.2.1 B.2.iii	1.1.3. ASEAN women economic empowerment; Capacity Building : Regional Workshop/ Conference on Future of Work on Response to COVID 19 and future pandemic; including gender sensitive approach and green skills	Thailand	ACW SLOM	

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
2.0. COLLABORATE: *Building partnerships and platforms to advance women and children's rights*						
2.1. Enhanced mechanisms for coordination and implementation of women and children responsive policies and programmes in ASEAN	B.3	B.3.i	2.1.1. Workshop to strengthen cooperation and exchange views of the protection of children in context of migration among AMS	Thailand Myanmar		
	B.2 B.3	B.2.ii B.3.ii B.3.vii	2.1.2. Public budgeting for the rights of women and children in ASEAN	Brunei Darussalam		
	B.1 B.3	B.1.ii B.3.i B.3.iv	2.1.3. Regional workshop to support knowledge exchange and experience on shelter practices across ASEAN Member States	Thailand		
	B.3	B.3.i B.3.ix	2.1.4. Project on protecting the rights of migrant women and children and finding sustainable solutions in eliminating violence against the migrant women and children in ASEAN	Thailand		
	A.1	A.1.i	2.1.5. ASEAN Consultation on Creating an Enabling Environment for Child Participation	Indonesia		

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
3.0. WEAVE & MAINSTREAM: *Deepening awareness and institutionalising women and child rights*						
3.1. Institutionalised and standardised mainstreaming of women and children's rights in ASEAN	A.2 B.2	A.2.vii B.2.ii	3.1.1. Implementation of the ASEAN Gender Mainstreaming Strategic Framework	ACWC Chair and Vice-Chair		
	A.2 B.2	A.2.vii B.2.ii B.3.iii	3.1.2. Issuance of ASEAN Declaration on Women, Peace and Security (WPS) Agenda	Philippines		Q2-Q3 2021
	A.2 B.2	A.2.vii B.2.ii	3.1.3. Mainstream gender in the areas: a. HR Policies, Processes and Systems (COP Priority 2.1) b. Programming and implementation of select ASEAN sectoral bodies	ACWC Chair and Vice-Chair		
	B.1 B.3	B.1.i B.3.i	3.1.4. Guidance Notes on human rights-based approach in the implementation of ACTIP and APA in consultation with the relevant sectoral bodies/organs	TBC		

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
	B.1 B.3	B.1.i B.3.i	3.1.5. Tools on the provision of appropriate care protection and support for victims of trafficking in persons (Bohol TIP)	TBC		
	B.1 B.2 B.3	B.1.i B.2.ii B.3.i	3.1.6. ASEAN Master Plan on Women's Development	Singapore Brunei Darussalam Viet Nam		
	B.1 B.3 B.1 B.3	B.1.i B.3.i B.3.vii B.1.i B.3.i B.3.vii	3.1.7. a. Roadmap on the Elimination of Bullying in ASEAN b. Elimination of children violence and bullying in schools and online	Singapore Brunei Darussalam Viet Nam Viet Nam	UNICEF	2021-2022
	B.1 B.3	B.1.ii B.3.vii	3.1.8. Workshop for Myanmar's frontline officers and key stakeholders for the Regional Plan of Action for the protection of children from all forms of online exploitation and abuse (RPA COEA)	Myanmar	UNICEF	Q4 2022 or 2023

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
	B.3	B.3.vii B.3.ix	3.1.9. The 5-year programme of priority actions to implement the Regional Plan of Action on the Elimination of Violence Against Children (RPA EVAC) a. Regional Plan of Action for the Protection of Children from All Forms of Online Exploitation and Abuse in ASEAN 2021-2025 (RPA COEA) b. Regional Plan of Action on Implementing the ASEAN Declaration on the Rights of Children in the Context of Migration (ASEAN RPA on CCM) c. Virtual ASEAN Side-Event to Asia-Pacific Regional Review of the Implementation of the Global Compact for Safe, Orderly and Regular Migration "Realising the Rights of Children in the Context of Migration in ASEAN"	Thailand		

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
	B.3	B.3.v B.3.vii	3.1.10. The 5-year programme of priority areas to implement the ASEAN Regional Plan of Action on the Elimination of Violence Against Women (ASEAN RPA on EVAW): a. Guidelines development: SOPs on performance standards for service providers on gender-sensitive handling of VAW cases, including guidelines for support services for victims/survivors and the administration of justice b. Develop and enhance regional campaigns on EVAW including the use of video spots and social media platforms and channels (One of regional level priority areas for ASEAN RPA on EVAW) - Volume 2 of Campaign Development on ending gender-based workplace exploitation	Thailand Thailand	ACW UN Women ILO ACW UN Women ILO	Q4 2021 – May 2022 Q4 2021 – Dec 2022

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
	C.1	C.1.vi C.1.xi	3.1.11. ASEAN Women Transformative Leadership for Development	Cambodia	Japan Canada Australia	Q1 – Q4 2022
	B.1 B.3 D.4 E.1	B.1.i B.3.i B.3.ix D.4.i E.1.v	3.1.12. COVID-19 and Violence against Women: How do we respond to the needs of women migrant workers?	Cambodia	ACW EU ILO UN Women (Safe & Fair RPAC)	Q1 – Q4 2022
	B.1 B.2 B.3 D.4	B.1.i B.2.i B.3.v D.4.i	3.1.13. Enhancing gender-responsive treatment of women offenders and women prisoners in ASEAN	Thailand	TIJ UNDP AICHR Others	2021-2025
	B.3	B.3.i	3.1.14. Regional Dialogue(s) Supporting Gender Equality and Social Inclusion in Climate Action Planning: Mekong For the Future	Thailand	WWF USAID	Jan – Dec 2022

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
3.2. Increased awareness and outreach on women and children's rights and issues	D.4	D.4.i	3.2.1. Social Impact of Climate Change on Women and Children in ASEAN a. Awareness Raising Campaign on Mitigating the Social Impact of Climate Change on Women and Children in ASEAN b. Regional Workshop for Sharing of Good Practices and Lessons Learnt in Mitigating the Social Impact of Climate Change on Women and Children in ASEAN	 Cambodia Cambodia		
	A.1 A.2	A.1.i A.2.vii	3.2.2. Follow-up to the project "Promoting inclusion and sustainable development in building the ASEAN Community through ensuring the recognition of the legal identity of all women and children in ASEAN" a. Online symposium for the regional synthesis on legal identity for all women and children in ASEAN b. Pursuing and advocating Civil registration and virtual statistics (CRVS) for women and children in ASEAN	 Philippines Thailand	 UNHCR UNHCR	 Q3-Q4 2021 (TBC)

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
			c. A Regional workshop on follow up actions on improving legal identity of women and children in ASEAN – Response to emerging issues in COVID-19	Viet Nam	UNHCR	2021-2022
			d. Promoting the Right to Legal Identity of All Women and Children in ASEAN through facilitating the exchange ofgood practices and strengthening the implementation of existing laws and policies 1) Virtual launch event of the ACWC Legal Identity Report and a panel discussion on good practices and existing challenges in Indonesia 2) Capacity building workshops to strengthen the implementation of existing laws and policies (where a session on the exchange of experiences from other AMS will be included)	Indonesia	UNHCR	Q4 2022 (TBC)
			e. Capacity Building for Officials on the Realisation of Civil Registration and Birth Registration	Cambodia		

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
			f. Dissemination of ACWC Research in Cambodia and translation into Khmer language 1) Regional Synthesis on Legal Identity of Women and Children in ASEAN) 2) Annex to the Regional Guidelines and Procedures to Address the Needs of Victims of Trafficking in Persons especially Women and Children 3) Practitioners' Model Implementation Toolkit for the ACWC Regional Guidelines and Procedures to Address the Needs of Victims of Trafficking in Person	Cambodia	ASEAN-ACT	
4.0. CAPACITATE: *Strengthening institutional and stakeholder capacities*						
4.1. Improved capacities of ASEAN sectoral bodies to integrate women and children's rights in programme development and implementation	A.2 B.2	A.2.vii B.2.vii	4.1.1. Training workshops on gender mainstreaming based on the ASEAN Gender Mainstreaming Strategic Framework	TBC		

Outcomes	ASCC Blueprint 2025		Key Outputs	Lead	Partners	Timeline
	KRA	Strategic Measure				
	B.1 B.3	B.1.i B.3.i	4.1.2. Training for law enforcement (police, immigration officers, border management, port authorities) on TIP victim identification (Bohol TIP)	TBC		
	A.1 A.2	A.1.i A.2.vii	4.1.3. Capacity enhancement of frontline responders in countering trafficking using victim-centered and gender-sensitive approaches	Indonesia		
4.2. Strengthened institutional capacities of ACWC	B.3 B.3	B.3.v B.3.vi	4.2.1. Develop framework and establish of ACWC Fund	ACWC Chair		
	B.3	B.3.vi	4.2.2. Establish ACWC Pool of Experts for HRBA mainstreaming of gender and children's rights	TBC		

III. IMPLEMENTATION ARRANGEMENTS

26. The ACWC Work Plan operationalises its mandates to "promote the implementation of international instruments, ASEAN instruments, and other instruments related to the rights of women and children" and "develop policies, programmes and innovative strategies to promote and protect the rights of women and children to complement the building of the ASEAN Community".

27. To carry out the initiatives under the Work Plan and advance its mandates, the ACWC will efficiently mobilise resources such as technical expertise, funds, and knowledge. It will collaborate with the appropriate national, regional, and international institutions towards the completion of the target projects, and nurture partnerships with organisations and entities that share its visions and goals. In strengthening ACWC's existing cooperation with ASEAN bodies and engaging a broader set of partners, the ACWC will leverage commonalities and complementarities with their collaborators in order to scale up its efforts, enhance its effectiveness, and sustain its impact.

A. Engaging and Collaborating with ASEAN

ACWC-ACW Consultation Meeting

28. The existing consultative mechanism between the ASEAN Committee on Women (ACWC) and the ACWCis further sustained and strengthened. Such platform will continue to build upon the gains from their dialogue and partnership in areas of mutual interest such as gender mainstreaming for the equality of men and women, non-gender stereotyping, and other emerging issues. The ACW and ACWC's collaboration will be underpinned by their goal to synergise their respective work plans where they complement and add value.

Cross-sectoral and Inter-pillar Cooperation

29. The ACWC Work Plan will vigorously pursue the sector's commitments to cross-sectoral and inter-pillar cooperation,

particularly in various ASEAN instruments wherein ACWC have critical contributions. ACWC is crucial in upholding the welfare of women and children in these ASEAN cooperation agreements; therefore, elements of these commitments have to be likewise integrated into the implementation of the ACWC Work Plan. Further, the ACWC should sustain consultations and dialogues with the relevant ASEAN sectoral bodies and committees for their shared goals, and continue to enhance their cooperation through sharing of expertise, providing national and regional data for monitoring and reporting purposes, linking complementary initiatives, expanding partnerships with CSOs and the private sector, and raising resources.

Gender mainstreaming

30. The ACWC will continue to work and actively participate in the Working Group will be established after the adoption of the ASEAN Gender Mainstreaming Strategic Framework for the equality of men and women. The membership of the new working group may be expanded to include other ASEAN Sectoral Bodies and entities across the three Community Pillars, considering that the implementation of the strategic framework is cross-sectoral and inter-pillar in nature.

Trafficking-in-persons

31. The Bohol Trafficking in Persons (TIP) Work Plan[1] is a multi-sectoral initiative towards the realisation of the ASEAN Convention against Trafficking in Persons, Especially Women and Children (ACTIP)[2] and ASEAN Plan of Action against Trafficking in Persons, Especially Women and Children[3] (2015). The Bohol Work Plan 2019-2025 was adopted by the SOMTC in 2017, and the ACWC will contribute to potential areas of collaboration on researches on the trends in TIP, information-sharing and regular dialogue, capacity building on victim

1 https://asean.org/storage/2012/05/Final-Version-of-Bohol-TIP-Work-Plan-2017-2020_13Nov2017.pdf

2 https://www.asean.org/wp-content/uploads/2015/12/ACTIP.pdf

3 https://www.asean.org/wp-content/uploads/2015/12/APA-FINAL.pdf

identification, and development of reference documents on the rights of victims of TIP.

Persons with disabilities

32. The ASEAN Enabling Masterplan 2025: Mainstreaming the Rights of Persons with Disabilities (2018)[4] has been envisioned to facilitate "joint efforts to help protect the rights and accommodate the needs of persons with disabilities", including children and women. Under the Enabling Masterplan, the ACWC has committed to partner with the ASEAN sectoral bodies and committees (e.g. SOMSWD, SOMHD, and ACWC) concerned with on four (4) Key Action Points to promote diversity and inclusion, address unconscious bias and discrimination, mainstream the rights of people with disabilities, and guarantee their dignity and autonomy. The ACWC will also continue to carry out follow-up initiatives, such as dialogues and information sharing, with AICHR to sustain their partnership on mainstreaming the rights of persons with disabilities with respect to women and children.

Social protection

33. The ASEAN Declaration on Social Protection (2013)[5]has the goal of enhancing the well-being, welfare, and livelihood of ASEAN peoples, including women and children. The attendant Regional Framework and Action Plan to implement the Declaration have identified important roles for ACWC in order to promote policies, programmes, and mechanisms on social protection for women and children. Such are expected to be achieved through effective cross-sectoral and inter-pillar coordination.

Peace and security

34. ASEAN Leaders adopted the Joint Statement on Promoting, Women, Peace, and Security (WPS) in 2017, which encourages

4 https://asean.org/storage/2018/11/ASEAN-Enabling-Masterplan-2025-Mainstreaming-the-Rights-of-Persons-with-Disabilities.pdf

5 https://asean.org/storage/2019/01/26.-November-2018-ASEAN-Declaration-on-Strengthening-Social-Protection-1st-Reprint.pdf

the integration of gender lens in conflict prevention, participation of women in peace processes, and capacity-building of women as peace builders. The ACW and ACWC Advisory Group on WPS will continue to develop and facilitate strategies to implement the WPS agenda.

35. Relatedly, the ACWC will also support the advancement of the ASEAN Declaration on Culture of Prevention for a Peaceful, Inclusive, Resilient Healthy, and Harmonious Society[6] (2017). The ACWC shall endeavour to collaborate with sectoral bodies – such as ACW, ACCS, SLOM, and SOMSWD – particularly with regard to the Declaration's Thrust 2 on promoting a culture of respect for all, including women and children.

Sustainable Development

36. The ASEAN Declaration on the Gender-Responsive Implementation of the ASEAN Community Vision 2025 and Sustainable Development Goals[7] (2017) aims to "ensure the realisation of a people-oriented and people-centred ASEAN where all women and girls are able to reach the fullest of their potentials". The ACWC will support the AMMW and ACW in their pursuit of mainstreaming a gender perspective in the implementation of effective cross-sectoral and inter-pillar collaboration in achieving the ASEAN Community Vision 2025 and 2030 Sustainable Development Goals.

B. Building Partnerships and Mobilising Resources

37. One of the principles of the ACWC is to "adopt a collaborative and consultative approach" (see paragraph 3.9 of the ACWC ToR) with the AMS and multiple stakeholders. As such, to realise the Work Plan, the ACWC will identify and partner with ASEAN sectoral bodies, ASEAN Dialogue Partners, inter-governmental organisations, private sector, CSOs, grass roots organisations,

6 https://asean.org/wp-content/uploads/2017/11/9.-ADOPTION_12-NOV-ASCC-Endorsed-Culture-of-Prevention-Declaration_CLEAN.pdf

7 https://asean.org/wp-content/uploads/2017/11/7.-ADOPTION_ASEAN-Declaration-on-the-GRImplementation_CLEAN_Sept.8-2017_for-31st-Summit_CLEAN.pdf

universities, think-tanks, the media, and ASEAN entities that are relevant to its projects. Such partnerships will enhance the effectiveness and sustainability of the Work Plan. The ACWC will also leverage funding and other resources as well as deepen multi-stakeholder engagement, promote knowledge-sharing, and expand its presence. Further, the ACWC will continuously explore widening and strengthening its formal collaboration with other regional networks and innovators – outside of its usual partners – that will add value to the implementation of its Work Plan.

38. Any institutional collaboration shall be built upon the principles of shared interests, common benefit, and mutual respect. The ACWC will likewise ensure that collaboration will be regular and sustained as much as possible, and that the parties involved will periodically assess the alignment of their strategies and thematic areas in view of bolstering complementation and resource maximisation.

Financial Resources

39. The ACWC Fund may be utilised for the projects in the Work Plan. Cognisant of possible resource constraints, the ACWC representatives can focus on tapping local or national level funding sources for the implementation of regional projects. It can also explore co-funding arrangements with the appropriate ASEAN sectoral bodies where cross-sectoral initiatives are concerned. The ASEAN Secretariat will likewise advise the ACWC on relevant ASEAN level funding from sources such as ASEAN Dialogue Partners, ASEAN Development Fund, other ASEAN funds, multilateral organisations, and private funds.

40. To widen its financial resource pool, the ACWC may consider holding periodic partnership conferences with both traditional and non-traditional institutional partners to map out and discuss funding complementation for ACWC's Work Plan. The ACWC may also explore innovative ways of fund-raising such as crowdfunding. Effective coordination, cost-sharing and co-financing among different funds will also be encouraged to maximise resources.

41. The budget development, utilisation, and management of the funds of ACWC projects shall adhere to the ACWC Terms of Reference (particularly Item 8 of the TOR) and the ASEAN Secretariat Financial and Administrative Rules and Procedures (AFARP).

Non-monetary Resources

42. The ACWC will employ its existing non-financial capacities and resources (e.g. knowledge, expertise, facilities, technology, etc.) to implement the Work Plan. For collaborative projects, it will endeavour to mobilise the expertise and specialisations of its network of partners such as ASEAN sectoral bodies and entities, inter-governmental organisations, private sector, CSOs, the media, universities, and think-tanks, among others, to facilitate knowledge creation and sharing. The ACWC may explore partnering with CSOs to jointly develop high quality project proposals for submission to donor organisations as well as eventually collaborating with them in carrying out projects.

C. Institutional Structure and Roles

Roles of the ACWC Representatives

43. The ACWC representatives have ownership of the Work Plan's projects and results. As such, the representatives are responsible for leading, implementing, monitoring, and reporting the outcome of the individual projects, and the Work Plan as a whole. The ASEAN Secretariat will provide technical support to the ACWC throughout the project cycle.

44. Among the important roles of the ACWC representatives, particularly where they are country coordinators, is raising financial resources to underwrite the project costs. Further, the ACWC will lead in the identification and engagement of relevant local, regional, and international stakeholders such as government institutions and CSOs that can contribute to, as well as benefit from, project development and implementation.

45. At the project level, the commitment of each country coordinator is paramount in ensuring that projects are realised as planned. Thu, the respective country coordinator will lead project development and implementation, including the key elements of designing the projects, tapping technical experts, providing necessary human resource complement, and mobilising funds towards the achievement of the target outputs and outcomes. The lead country will also see to it that the project cycle is consultative and participative.

46. The ACWC will also report regularly to the AMMSWD on the status and accomplishments of the Work Plan. Briefing other ASEAN sectoral bodies (e.g. ACW, SOMTC, etc.) and platforms (e.g. Senior Officials Coordinating Conference on the ASEAN Socio- Cultural Community) may be necessary where cross-sectoral or inter-pillar coordination on projects and programmes is relevant.

47. The ACWC will enhance efforts in public outreach to foster wider awareness of its work. The ACWC will likewise lead in the communication of project results and outcomes to stakeholders and other target audiences as guided by the ASEAN Communication Master Plan II's (ACMP II) key message of "ASEAN: A Community of Opportunities for All".

Roles of the ASEAN Secretariat

48. The ASEAN Secretariat will provide technical assistance to the ACWC in the development, implementation, and monitoring of projects and the Work Plan in general. The ASEAN Secretariat has a crucial role of coordinating the implementation of the Work Plan among the country coordinators, particularly where collaboration on complementary projects would add value. From its vantage point of monitoring the projects' progress, the ASEAN Secretariat shall also continuously share its insights on how to maintain coherence among the projects and update the ACWC on relevant developments of ASEAN and global frameworks.

49. In terms of raising funds, the ASEAN Secretariat will support the ACWC in exploring potential funding from ASEAN Dialogue

Partners and other institutional partners. To do so, the ASEAN Secretariat may advise the ACWC on the partners' priorities, emerging interests, and thematic expertise where these align with the ACWC Work Plan's component projects.

50. The ASEAN Secretariat will aid the ACWC in the development and dissemination of multimedia outreach materials highlighting the ACWC's accomplishments in the implementation of the Work Plan.

D. Project Appraisal

51. The crafting and appraisal of ACWC's project proposals will subscribe to the ASEAN Handbook on Proposal Development for ASEAN Cooperation Projects. The management of all project funds will be subject to the AFARP as mandated by the ACWC TOR (refer to Item 8) and ACWC Rules of Procedure (refer to Rule 17). The ASEAN Secretariat will facilitate the formal project appraisal and approval process in close coordination with the respective project proponents.

IV. MONITORING AND EVALUATION

A. Guiding Principles and Approaches

52. The ACWC Work Plan 2021-2025 adopts a results-based M&E framework to demonstrate accountability and transparency, deliver priority outputs in a timely and efficient manner as well as be able to prove that intended outcomes are achieved.

53. While it is crucial that reliable monitoring data are produced for the purposes of reporting the outputs and outcomes of the ACWC Work Plan, M&E builds the institutional capacity of ACWC and ASEAN Secretariat to develop a culture of continuous improvement. This means that analysis of monitoring data drives decision-making and planning, and lessons learned from implementation inform programme development. Having systems and capacity in ACWC and the ASEAN Secretariat that support accountability and learning through M&E is therefore vital to achieve the strategies and objectives to promote and protect rights of women and children in the region.

54. The ACWC Work Plan 2021-2025 M&E framework is guided by the following principles:

    a. **Promotes results-based M&E** that shift the focus from the inputs and activities monitoring (resources and procedures) to outputs, outcomes and impact (results monitoring). The results framework shown in Table 1 in Section 2 illustrates the relationship of how specific outputs, and the combination of outputs lead to intended outcomes. It provides clarity and consensus in ACWC on the strategic outcomes that will be pursued by 2025. More importantly, it serves as the basis to assess progress based on established baselines and agreed targets through the use of quantifiable indicators and qualitative narratives (key performance indicators) to measure progress towards results.

    b. **Builds on existing monitoring procedures** by scaling up existing monitoring tools already being used. Maximisestheuse of existing data (AMS, ASEC) as well as

available and accessible secondary data from reputable organisations.

c. **Strengthens commitment and ownership to outputs and results** by engaging the AMS representatives and the ACWC in every aspect of the M&E process. With participatory approaches, it is the AMS and ACWC who set the direction for change, plan the priorities, and decide whether the intervention has made progress and delivered relevant change. As such, a critical dimension of the M&E framework is strengthening ACWC collective ownership and commitment to the Work Plan outputs and outcomes. The engagement of AMS representatives and the ACWC drives the implementation and therefore the measurement of results.

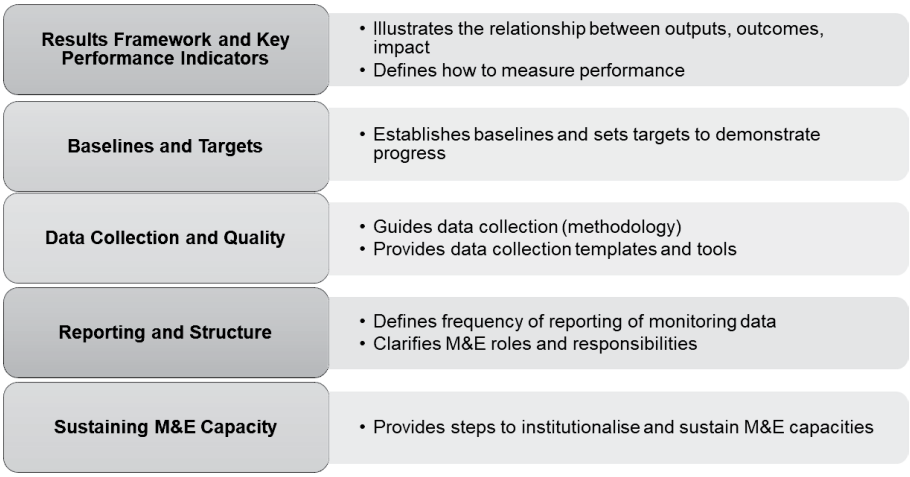
d. **Fosters collaboration and collective responsibility** by mobilising buy-in from AMS and relevant stakeholders (including dialogue partners, civil society and other regional mechanisms). Closer collaboration among ACWC partners is expected to improve the ability to adapt based on learning generated by the M&E system. It also hopes to pen productive conversations about the findings of monitoring and evaluation efforts in order to build trust and provide a foundation for stronger collaboration.

55. In summary, the ACWC Work Plan 2021-2025 M&E hopes to strengthen routine M&E of activities and outputs both at national and regional levels. It also serves as a tool to build the capacity and skills of ACWC representatives to rollout the performance monitoring plan and improve the quality of M&E. More importantly, the M&E Framework helps communicate the journey and progress towards results from 2021 to 2025. It helps articulate the Work Plan's progress more clearly and provides guidance on how to collect and document the evidence of successes.

56. The ACWC 2021-2025 M&E framework has several components which includes a results framework (which was discussed in detail in Section 2 and in the succeeding sections); performance indicators, baselines and targets; guidance on how to collect

and analyse data; reporting system (including structure and responsibilities) to track outputs and results; and a process to analyse achievement of outcomes and evaluate contribution to long-term impact. The components are illustrated in Figure 2.

Figure 2. Components of the ACWC 2021-2025 M&E Framework



B. Results Framework and Key Performance Indicators

57. The results framework illustrated in Table 4 below provides clarity around the Work Plan's key objectives mutually agreed upon by the ACWC through a series of participatory and consultative discussions. The elements of the results framework are laid out under different levels, --- from outputs, outcomes, leading to impact, and connected by a cause-and-effect relationship.

58. A set of key performance indicators were agreed upon to measure, demonstrate and show evidence on how effectively the ACWC is completing target outputs, achieving desired outcomes and contributing to intended impact. The KPIs were formulated at multiple levels to evaluate the success at reaching targets. Impact-level KPI focuses on the progressive

contribution to long-term goals while the outcome-level KPIs focus on the desired outcomes of the Work Plan within five (5) years of implementation. Output level KPIs measure the completion of projects and activities that lead to the achievement of outcomes.

59. These multi-level KPIs will provide objective evidence of progress and implementation and provide monitoring data that will allow a comparison that measures the degree of performance change over time. Further more, monitoring data will help trackefficiency, effectiveness, quality, timeliness, of project performance, identify gaps to guide the ACWC in coming up with evidence-based decisions to better improve the implementation of the Work Plan.

Table 4. ACWC Work Plan Results Framework and Key Performance Indicators

IMPACT *Long-term goal* **KPI:**	**EMPOWERED AND SAFE ASEAN COMMUNITY WHERE WOMEN AND CHILDREN'S RIGHTS ARE PROMOTED, PROTECTED AND FULFILLED** • Improved enabling environment in ASEAN to promote, protect and fulfill women and children's rights based on comparative regional study conducted					
OUTCOMES *Intended results that are expected to be achieved by 2025 to contribute to desired impact*	**1.0. ADVOCATE:** *Advancing women and children's rights agenda*	**2.0. COLLABORATE:** *Building partnerships and platforms to advance women and children's rights*	**3.0. WEAVE & MAINSTREAM:** *Institutionalising and deepening awareness on women and child rights*		**4.0. CAPACITATE:** *Strengthening institutional and stakeholder capacities*	
	Increased ASEAN support for women and children's issues through research, analysis and effective advocacy	**Enhanced mechanisms for coordination and implementation of women and children responsive policies and programmes in ASEAN**	**Institutionalised and standardised mainstreaming of women and children's rights in ASEAN**	**Increased awareness and outreach on women and children's rights and issues**	**Improved capacities of ASEAN sectoral bodies to mainstream women and children's rights in programme development and implementation**	**Strengthened institutional capacities of ACWC**

Outcome KPIs:	• Increased number of research results, analytical work and knowledge products on women and children's rights utilised by ASEAN bodies to make their programs womenresponsive and child rights sensitive	• Increased number of functional bodies and established partnerships that address women and children's rights issues in ASEAN	• Increased number of regional institutional and legal frameworks, plans, tools and guidelines on women and child rights adopted and implemented by relevant ASEAN bodies	• Increased number of participants (male / female) in awareness-raising activities • Increased ASEAN offline, online and social media outreach and engagement activities on women and child rights	• Increased number of initiatives and projects by ASEAN sectoral bodies that integrate women and child rights components	• Increased number of HRBA mainstreaming activities that are implemented utilising ACWC pool of experts • Increased resources mobilised for the ACWC Fund

OUTPUTS	**Outputs to support the implementation of the 4 key result areas are delivered and completed.** *(Products and services to be delivered to attain intended outcomes.)*					
Output KPIs:	• Increased number of studies and analytics conducted	• Increased number of ASEAN sectoral bodies and partners participating to advance women and children's rights • Increased number of conferences, workshops and discussions organised	• Increased number of regional institutional and legal frameworks, plans, tools and guidelines on women and child rights formulated	• Increased number of national and regional campaigns conducted to raise awareness on women and children's rights	• Increased number participants (male / female) in capacity-building and learning activities • Increased number sectoral bodies, national and regional stakeholders and partners that participate in capacity-building and learning activities	• ACWC Fund framework adopted by all AMS • Inventory of HRBA experts committed to support ACWC activities

60. The KPIs of the ACWC Work Plan 2021-2025 are also aligned with the ASCC Blueprint 2025 M&E Results Framework and its attendant indicators. To facilitate ease of reporting of ACWC contribution to the ASCC Blueprint 2025, the specific contribution of the Work Plan to the ASCC results framework and KPIs are provided in Table 5 below.

Table 5. Contribution of the ACWC Workplan 2021-2025 KPIs to the ASCC Blueprint 2025 Results Indicators

ASCC Blueprint 2025 Results Indicators	ACWC Workplan 2021-2025 KPIs
Indicator 1:Increased engagement i.e. number of negotiation and partnership forums between diverse stakeholders in ASEAN Member States promoting ASEAN initiatives	• Increased number of functional bodies and established partnerships that address women and children's rights issues in ASEAN • Increased number of ASEAN sectoral bodies and partners participating to advance women and children's rights
Indicator 3:Increased number of ASEAN outcome documents, programmes and activities under the ASCC, developed or implemented with engagement of stakeholders	• Increased number of regional institutional and legal frameworks, plans, tools and guidelines on women and child rights adopted and implemented by relevant ASEAN bodies
Indicator 4:Increased institutional capacity through policies and measures/initiatives among ASEAN Member States that raise awareness on ASEAN community building and public engagement	• Increased of sectoral bodies, national and regional stakeholders and partners that participate in capacity-building and learning activities

ASCC Blueprint 2025 Results Indicators	ACWC Workplan 2021-2025 KPIs
Indicator 6: Increased access to basic servicesas demonstrated by: a. Decreased prevalence of undernourishment (%) b. Nutrition indicators • Reduce prevalence of stunting in children under 5 years of age • Reduce prevalence of wasting in children under 5 years of age • Reduce prevalence of underweight in children under 5 years of age • Reduce prevalence of overweight in children under 5 years of age c. Average years of total schooling among: (i) aged 15-24 and (ii) aged 25 and above d. Increased coverage of essential health services regardless of household income, expenditure or wealth, place of residence or gender	• Improved enabling environment in ASEAN to promote, protect and fulfill women and children's rights based on comparative regional study conducted
Indicator 7:Increased regional policies, strategies and programmes mainstreaming the promotion and protection of human rights for the identified target groups in AMS, as demonstrated by: a. Development and implementation of an action plan to implement the ASEAN Consensus on the Protection and Promotion of the Rights of Migrant Workers	• Increased number of initiatives and projects by ASEAN sectoral bodies that integrate women and child rights components

ASCC Blueprint 2025 Results Indicators	ACWC Workplan 2021-2025 KPIs
Indicator 17: Increased number of regional initiatives to enhance and optimise financing systems, food, water, energy and social safety nets in times of crises aligned with the principles and indicators in the Regional Framework and Action Plan to implement the ASEAN Declaration on Strengthening Social Protection.	• Improved enabling environment in ASEAN to promote, protect and fulfill women and children's rights based on comparative regional study conducted
Indicator 20: Increased number of media platforms that raise ASEAN awareness in ASEAN and AMS	• Increased ASEAN offline, online and social media outreach and engagement activities on women and child rights
Indicator 32: Implementation of national legislation, policies and/or programmes in the AMS dedicated to supporting entrepreneurship among youth, persons with disabilities, women and vulnerable and marginalised groups.	• Improved enabling environment in ASEAN to promote, protect and fulfill women and children's rights based on comparative regional study conducted • Increased number of regional institutional and legal frameworks, plans, tools and guidelines on women and child rights adopted and implemented by relevant ASEAN bodies (specific to women economic empowerment)

C. Baselines and Targets

61. At the start of the implementation of the Work Plan, baselines and targets will be established following the agreed key performance indicators (details in section 4.1) through a participatory process involving the ACWC and partners (to the extent possible). The baselines and targets will serve as the guideposts for monitoring whether progress is being made

on schedule and at the levels originally envisioned. Tracking the movement between the baseline and targets provides the opportunity to identify gaps in the implementation of the work plan, and facilitate corrective measures as necessary.

62. For the purpose of establishing the baseline, data collection to produce the baseline report is expected to be undertaken in 2021, using 2020 as the baseline year. The baseline report will be presented in a workshop to inform the target-setting process.

63. Identification of the targets are to be grouped into two (2) levels: (i) Outcome targets; and (ii) annual output targets. The outcome targets refer to milestones at the outcome level as indicated in the results framework, while the annual output targets refer to the delivery of specific outputs that are prioitised in the work plan every year. The distinction will enable ACWC to work on the delivery of outputs on an annual basis while maintaining the strategic perspective of working towards the achievement of intended outcomes. The outcome targets are identified during the first half of 2021 at the beginning of the work plan's implementation. The attainment of the outcome targets will be reviewed in 2023 through the mid-term review of the implementation of the work plan. As for the annual output targets, these can be identified by the ACWC at the start of each year, and reported during the first meeting of ACWC for the year.

64. It is to be noted that the identified targets are not cast in stone and may be refined accordingly based on the analysis of monitoring data, emerging developments at national and regional levels as well as ASEAN's evolving development agenda and the changing global landscape that affects the implementation and priorities of the implementation of the ACWC's work plan. These dynamic movements inevitably influence and inform the implementation of the work plan which could necessitate adjustments to the previously identified targets.

D. Data Collection and Quality

65. A set of data collection tools and methodologies will be developed as part of the M&E system to assist the ACWC in the gathering of monitoring data. Data collection templates will be designed to meet the monitoring data requirements of the Work Plan at various levels of the M&E framework, -- output level to be able to track the delivery of outputs and at the outcome level to provide evidence that the changes ACWC have identified are being achieved.

66. A methodical and streamlined approach will pursued to ensure optimal use of existing data and to avoid unnecessarily burdening ASEAN Member States in the data generation and collection processes. Primary data and information will be gathered from available resources related to the implementation of initiatives within the work plan, such as project completion reports and similar documentary records. Data and information will also be generated through the conduct of focused group discussions (FGDs), key informant interviews (KIIs), and surveys and feedback mechanisms. These data will be complemented and supplemented by secondary data and information from publicly available and official sources at the national and regional levels as appropriate as well as relevant reports from ASEAN and credible international organisations.

E. Reporting on Progress Towards Results

67. The rollout of the ACWC Work Plan 2021-2025 M&E framework is a collective endeavour of the ACWC and lead country implementers with possible support from partners and other stakeholders. The ACWC provides the overall strategic direction and guidance in the implementation of the M&E framework, while the individual AMS Country leads in the delivery of relevant outputs.

68. The ASEAN Secretariat, with assistance from partners, provides technical supportto the ACWC and the relevant lead countries by collating data and information, preparing analysis and periodic reports that are regularly submitted to ACWC during

the bi-annual meetings, as well as to the internal reporting for the implementation of the ASCC Blueprint 2025. Appropriate reporting and data collection templates will be formulated to aid the generation and systematisation of monitoring data following the mutually agreed M&E results framework and the attendant KPIs.

69. The structure below governs the frequency of data collection, reporting on the status of progress of implementation, and the responsible entities. The level of monitoring defines the type of data to be collected and reported.
    a. At the output/project level, the Lead Country implementer shares the project completion report to the ASEAN Secretariat as soon as a project or output has been completed.
    b. At the output level, monitoring data is collected and collated twice a year to be reported during the bi-annual meetings of the ACWC. The status of implementation of outputs of the previous year, together with the annual output targets are to be reported during the first bi-annual ACWC meeting. The status of implementation of target outputs will be reported at the second bi-annual ACWC meeting as well as the analysis of monitoring data, that highlights the accomplishments for the reporting period as well as the gaps and recommendations on how these can be addressed for consideration and approval of ACWC.
    c. At the outcome level, monitoring data are to be collected analysed at mid-term, which covers 2021 to 2023. The mid-term review (MTR) in 2023 will be overseen by ACWC with the support of partners and the ASEAN Secretariat to the extent possible. The midterm review in 2023 formally assesses progress towards outcomes and determines the concrete contribution of completed outputs to achieve intended results. The findings of the mid-term review provides guidance to ACWC on any adjustments needed in the form of changes in outputs, reallocation of resources or even adjustments in targets.

d. The midterm review also focuses on what works and why. It includes an analysis of 3-year monitoring data 2021 to 2023, review of key reports, revisit governance arrangements as well as structures and conduct interviews with ACWC representatives, dialogue partners and other ASEAN stakeholders to get their views. The intent is to draw lessons on how ACWC can improve its efficiency and effectiveness in the implementation of the remaining 2 years of the Work Plan.

e. Furthermore, the findings of the mid-term review may align with, and contribute to the periodic review of the ASCC Blueprint 2025. The same monitoring data will be used by ACWC in reporting its contributions to the implementation of the ASCC Blueprint 2025.

f. At the impact level, an evaluation of the five-year implementation of the Work Plan can be undertaken through the leadership of ACWC with the support of the dialogues partners and stakeholders. The end-term outcome evaluation is comprehensive and includes an analysis of key outcome targets and describes the contribution of the Work Plan, particularly in its contribution to the achievement of higher goals. The outcome evaluation will generate evidence on the effectiveness of the Work Plan as well as document best practices for scaling up, as well as to facilitate learning that will inform next cycle ACWC programming. The findings of the evaluation will also feed into the accomplishment report of the ASCC Blueprint 2025, and ASEAN's post-2025 development agenda on the promotion and protection of the rights of women and children.

Table 6. Reporting Frequency and Responsibility Per Monitoring Level

Monitoring Level	Frequency	Responsibility
Output	Bi-annually at Midyear / Year-end	• Lead Countries submit report on the status of the delivery / implementation of respective outputs / projects during the bi-annual ACWC Meetings • Monitoring data are consolidated at the end of the year into an Annual Report to illustrate accomplishment for the year and progress of output level implementation • ACWC presents annual accomplishments of the previous year and the planned outputs for the upcoming year to the AMMSWD during its annual meeting • ACWC shares year-end data on the Work Plan's contributions to the implementation of the ASCC Blueprint 2025
Outcome	2023	• Monitoring data from 2021 to 2023 are consolidated to report on progress towards outcomes to ACWC / AMMSWD • ACWC shares monitoring data of its contribution to the ASCC Blueprint 2025 Midterm Review using the ASCC M&E Results Framework
	2025	• Monitoring data for the 5 years of implementation are consolidated to report on achievement of outcomes to ACWC / AMMSWD and to prepare the Work Plan 2021-2025 Accomplishment Report • ACWC to submit monitoring data on its contribution to ASCC Blueprint 2025 Accomplishment Report following the ASCC M&E Framework

Monitoring Level	Frequency	Responsibility
Impact	2025	• ACWC leads the conduct of impact evaluation to assess the contribution of Commission's to long-term goals with the support of partners • Findings of the impact evaluation are presented to ACWC • ACWC shares accomplishments, best practices and lessons learned to AMMSWD and ways forward on the development of the next cycle ACWC Work Plan and the overall regional agenda of ASEAN (informed by the findings of the impact evaluation)

F. Sustaining and Building M&E Capacity

70. Building and sustaining results-based M&E systems is not an easy task. It requires commitment, champions, and resources. There is increased focus on M&E in the implementation of the Work Plan and rightly so, recognising the need to better capture empirical evidence of the outcomes of various interventions. The operationalisation of the ACWC 2021-2025 Work Plan M&E Framework is a showof commitment. Champions within ACWC, ASEAN and ASEAN Dialogue Partners are committed to the efforts on monitoring for results to succeed.

71. Recognising that analysis and reporting performance findings are crucial aspects of monitoring for results,ACWC will exert efforts to strengthen institutional capacities for M&E. Specifically, build internal capacityto address the current technical capacity of ACWC and AMS Leadsto meet the challenges of the methodological dimensions of collecting, assessing, and preparing analyses and reports.

72. The designation of a M&E Focal Point per AMS for the implementation of the Work Plan 2021-2025 is a positive step towards this direction. This move demonstrates commitment and would mean greater accountability for results. Allocation

of resources for capacity building opportunities for M&E Focal Points will be set in place to support the long-term objective of institutionalising a culture of continuous learning and improvement.

73. The shift to results-based M&E is considered as a work in progress. Building the cultural shift necessary to move an organisation toward a results orientation takes time, and effort. ACWC commitment towards results-based programme implementation is a remarkable step forward to improved performance, enhanced accountability and learning.

ABBREVIATIONS AND ACRONYMS

ACMW	ASEAN Committee on the Implementation of the ASEAN Declaration on the Protection and Promotion of the Rights of Migrant Workers
ACW	ASEAN Committee on Women
ACWC	ASEAN Commission on the Promotion and Protection of the Rights of Women and Children
ACWO	ASEAN Confederation of Women's Organisations
ADB	Asian Development Bank
AFDM	ASEAN Finance and Central Bank Deputies Meeting
AHSOM	ASEAN Heads of Statistics Offices Meeting
AMS	ASEAN Member States
ASCC	ASEAN Socio-Cultural Community
ASEAN	Association of Southeast Asian Nations
ASOEN	ASEAN Senior Officials Meeting on Environment
AWEN	ASEAN Women Entrepreneurs Network
CEDAW	United Nations Convention on the Elimination of Discrimination Against Women
DEVAW	Declaration on the Elimination of Violence Against Women in ASEAN
HDI	Human Development Index
MDGs	Millennium Development Goals
SLOM	ASEAN Labour Senior Officials Meeting
SOMCA	ASEAN Senior Officials Meeting on Cultures and Arts
SOMDP	ASEAN Senior Officials Meeting on Development Planning
SOM-ED	ASEAN Senior Officials Meeting on Education
SOMHD	ASEAN Senior Officials Meeting on Health and Development
SOMSWD	ASEAN Senior Officials Meeting on Social Welfare and Development
SOMRDPE	ASEAN Senior Officials Meeting on Rural Development and Poverty Eradication
VAWG	Violence Against Women and Girls
WAGE	Declaration of the Advancement of Women in the ASEAN Region
WoB	Women-owned Businesses
UNESCAP	United Nations Economic and Social Commission for Asia and the Pacific
UNIFEM	United Nations Development Fund for Women (part of UN Women)

ANNEXES

1. Terms of Reference: ACWC
2. Terms of Reference: ACWC Fund
3. Rules of Procedure: ACWC
4. ACWC Work Plan 2021 – 2025 Contribution to the ASCC Blueprint 2025 Key Results Areas and Strategic Measures

Annex 1. Terms of Reference of the ASEAN Commission on 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.

6.5. When appointing their representatives to the ACWC, ASEAN Member States shall endeavor to confirm the names and contact details to the Secretary-General of ASEAN before or on the due date of the outgoing representative's term.

Terms of Office

6.6. Each representative serves a term of three years and may be consecutively re-appointed by his/her respective Government.

6.7. 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.

6.8. 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.

6.9. 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

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 follow the alphabetical order of the rotation of ASEAN Chairmanship.

6.12. Should a Member State next in line be not ready to assume the Chairmanship or Vice-Chairmanship, it may forego 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).

6.13. The Chair and the Vice-Chair shall serve a term of (1) year starting in 2019.

6.14. The Chair of the ACWC shall exercise his/her role in accordance with the TOR, with the support of the ASEAN Secretariat 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;

d) Promote engagement, cooperation and collaboration with all partners such as sectoral bodies of ASEAN, NGOs, INGOs, and relevant agencies dealing with the rights of children and the rights of women;

e) 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; The Chair may designate the Vice-Chair or other Representatives to represent the ACWC at the event;

f) Help guiding ACWC members on establishing plan of action, its implementation and achievement;

g) Guiding ACWC on the use of fund and resources with transparency in the utilization of the budget;

h) Negotiation for assistance from the donors and other possible partners for financial support to ACWC;

i) Help establish monitoring system and implementation and the work of ACWC;

j) Assist with the capacity building of ACWC members and ASEAN Secretariat; and

k) Undertaking other specific functions entrusted by the ACWC in accordance with this TOR.

6.15. The Vice-Chair will assist the Chair on all of the functions as well as mentioned in 6.13 as well as chairing the meeting in his/her absence.

Immunities and Privileges

6.16. 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 no 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 Ministerial Meeting on Women (AMMW) 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 final-term review of its 5-year Work Plan. The outcomes of the review 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.

Annex 2. Terms of Reference (TOR) of the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC) Fund

I. BACKGROUND

1. In accordance with Article 8.3 of the TOR of the ACWC, 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.

2. Complementing to this, as reflected in Article 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.

3. Furthermore, Article 8.5 allows the ACWC to 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.

4. Acting on those Articles, the ACWC appealed in its first Annual Report to the ASEAN Ministerial Meeting on Social Welfare and Development (AMMSWD) submitted in 2011 for financial contributions from ASEAN Member States to support the work of the ACWC. Responding to the general support from ASEAN Member States to the request, this Terms of Reference was developed by the ACWC *[and approved by the AMMSWD]*.

II. RATIONALE

5. Availability of the ACWC Fund would give multiple benefits, notably:
   a) The Fund would promote self-reliance of the ACWC in implementing projects and activities in the ACWC Work Plan;

b) The Fund, with a fast-track project approval process set by the ACWC, could accelerate the implementation of projects and activities in the ACWC Work Plan;

c) The Fund could generate and accommodate contributions from external parties to support the work of the ACWC.

III. OBJECTIVE

6. This Terms of Reference (TOR) sets the guidelines and procedures for the sources, utilization, management and reporting of the ACWC Fund.

IV. SOURCES OF THE ACWC FUND

A. CONTRIBUTIONS OF ASEAN MEMBER STATES

7. The ACWC Fund is sourced from the contribution of ASEAN Member States on an equal sharing basis.

8. Each ASEAN Member State shall contribute to the ACWC Fund a total amount of forty thousand US Dollars (US$ 40,000) as seed funding which shall be paid no later than 31 December 2015.

9. ASEAN Member States may provide additional contributions on voluntary basis.

B. VOLUNTARY CONTRIBUTION OF EXTERNAL PARTIES

10. The ACWC Fund is opened to voluntary contributions of ASEAN Dialogue Partners and other external parties subject to the terms and conditions as developed by the ACWC and approved by the AMMSWD upon the recommendation of the Committee of Permanent Representatives to ASEAN (CPR).

C. OTHER CONTRIBUTION

11. Apart from the contribution of ASEAN Member States to the ACWC Fund, the ACWC will continue to generate

resources to support its Work Plan from ASEAN Dialogue Partners and other external parties which may be contributed through other mechanisms including direct contribution to the country coordinators of the ACWC's projects and activities, and the ASEAN Cooperation Funds with Dialogue Partners.

V. FUND APPROVAL

12. The ACWC shall be the responsible body for the approval of project proposals requiring funding support from the ACWC Fund.

13. A project proposal submitted to the ACWC for funding support shall comply with the ACWC project approval criteria and process, as well as other requirements as may be determined by the ACWC. In this regard, a project proposal shall include detailed budget estimation and specify the proposed source(s) and amount of funding support.

14. A project proposal submitted for funding support of ASEAN Dialogue Partners and other external parties which use mechanisms other than the ACWC Fund shall comply with the appropriate project approval process and criteria. In this regard, the ASEAN Project Approval Process shall be observed for any project requesting funding support from the ASEAN Cooperation Funds with Dialogue Partners.

VI. FUND UTILISATION

15. The ACWC Fund may be used to provide partial funding to projects and activities in the ACWC Work Plan that are initiated by ASEAN Member States, as well as counterpart funding to the ACWC's collaborative projects and activities with external parties as may be endorsed by ASEAN Member States.

16. The ACWC Fund may be used to support, but not limited to, the following types of expenditures:

- Hosting of regional workshops/seminars/conferences planned under the ACWC Work Plan;
- Travel costs of the ACWC Representatives to attend regional workshops/seminars/ conferences planned under the ACWC Work Plan, or other events that are approved by the ACWC;
- Consultancy fees of experts that are engaged for the ACWC's projects/activities;
- Publication of the ACWC's study reports or other documents.

17. The following types of expenditures are not allowable for funding support:
    - Hosting regular and special meetings of the ACWC;
    - Travel costs of the ACWC Representatives to attend regular meetings of the ACWC and other events;
    - Operational costs of national secretariats of the ACWC Representatives;
    - Operational and travel costs of the ASEAN Secretariat.
18. Types of expenditures, projects and activities in the ACWC Work Plan to be supported by the ACWC Fund sourced from the financial contribution of ASEAN Dialogue Partners and other external parties are to be determined by the ACWC in accordance with project approval criteria and process.

VII. FUND MANAGEMENT

19. The ACWC shall be the responsible body for the management and control of the ACWC Fund, with the disbursement and financial reporting support to be provided by the ASEAN Secretariat.
20. The ASEAN Secretariat shall act as the custodian of the ACWC Fund in conformity with the general financial rules and regulations of ASEAN. The ASEAN Secretariat shall

open a bank account for the ACWC Fund to receive the contribution of ASEAN Member States and voluntary contribution of ASEAN Dialogue Partners andother external parties as stipulated under Section IV above. The ASEAN Secretariat shall effect disbursement from the ACWC Fund, only upon instruction of the ACWC.

21. The Secretary-General of ASEAN, upon instruction and on behalf of the ACWC, shall be the signatory to any financial agreement to be concluded with ASEAN Dialogue Partners and other external parties making contribution to the ACWC Fund.

22. The ACWC Fund should be audited in accordance with the ASEAN Secretariat Financial Rules and Procedure.

23. The project proponent shall submit a completion/narrative report and financial report and statement of final accounts to the ACWC Chair with a copy furnished to the ASEAN Secretariat within 30 days after the project is completed. Any unutilised fund of the project shall be returned to the ACWC Fund within 60 days after the project is completed.

24. At the end of the financial year, should there be any net balance left in the ACWC Fund, the sum could be carried over to the next financial year and used by the ACWC.

25. The ACWC should submit an annual financial report of the ACWC Fund to the AMMSWD for approval and to the CPR for information.

VIII. REVIEW AND AMENDMENTS

26. This Terms of Reference shall take effect upon adoption by the AMMSWD.

27. The ACWC shall review this Terms of Reference as necessary after its adoption by the AMMSWD. The outcome of this review shall be submitted to the AMMSWD.

28. Amendments to this Terms of Reference may be recommended by the ACWC upon mutual consent of ASEAN Member States, and shall take effect upon approval of the AMMSWD. The approved amendments shall be informed to the CPR.

Annex 3. Rules of Procedure for the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC)

The work of the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (hereinafter shall be referred as "the ACWC") shall be conducted in accordance with the following Rules of Procedure:

RULE 1: ACWC MEETINGS

Regular Meetings

1. The ACWC shall convene two regular meetings per year. Such regular meetings shall be held alternately at the ASEAN Secretariat and/or ASEAN Member States.

2. The ACWC shall decide on the dates of such regular meetings. Each meeting shall normally be no longer than 5 days.[1]

3. Hosting of the regular meetings by ASEAN Member States shall be rotated on an alphabetical order. The host country shall oversee the organisation and arrangements of the meetings including administrative and logistics.

4. The meetings shall be convened on a cost-sharing basis whereby the organisational costs shall be borne by the host whilst the participation costs shall be borne by the respective ASEAN Member States.

Special Meetings

5. As and when appropriate, the ACWC may hold special meetings to discuss priority matters. Hosting of the special meetings by ASEAN Member States will be based on voluntary offers. When necessary, such special meetings may be convened through video/audio conferencing or online facilities.

1 From the TOR of the ACWC, Article 7.2.

RULE 2: DECISION MAKING

6. Decision making in the ACWC shall be based on consultation and consensus pursuant to Article 7.1 of the Terms of Reference of the ACWC in accordance with Article 20 of the ASEAN Charter.

7. Any matters requiring the attention and/or decision of the ACWC shall be channeled through the Chair for consultation with the Representatives. Such consultation may be done through ad-referendum by the Chair or the ASEAN Secretariat as assigned by the Chair. Unless it is an urgent matter, the usual deadline for the Representatives to respond is two weeks after the matters conveyed to the Representatives in writing. The Representatives may request for time extension to respond as and when necessary. No response from the Representatives on matters that require approval by the given deadline may be taken into mean that there is no objection from the concerned Representatives.

8. Communications on matters concerning the ACWC shall be done by the Representatives themselves or by other officials as mandated by the concerned Representatives to communicate on their behalf.

9. The Representatives shall notify the Chair and the ASEAN Secretariat on any officials and/or supporting staff who should receive copies of regular communications on matters concerning the ACWC and/or are allowed to communicate on their behalf.

RULE 3: AGENDA

10. A provisional agenda for each meeting of the ACWC shall be prepared by the Chair, with support from the ASEAN Secretariat. The provisional agenda shall be circulated to all the Representatives for their comments and suggestions at least ten days prior to the meeting.

11. The Chair shall, through consultations with the Representatives, consolidate the proposed amendments in a revised provisional agenda. The revised provisional agenda shall be circulated to all the Representatives at least seven days prior to the meeting.

12. The agenda shall be adopted by the ACWC at the beginning of each meeting.

RULE 4: CONDUCT OF BUSINESS

Business Arrangement

13. Each Representative shall have a seat at the main table during the meetings of the ACWC. The Representatives from the same country shall be seated together in clockwise English alphabetical order of countries' names starting from Brunei Darussalam on the left hand side of the Chair with a nameplate and national flag of the country placed in front of them.

14. The Chair and Vice-Chair shall be seated at the front table. The Vice-Chair shall be seated to the immediate right of the Chair.

15. Each Representative may be accompanied by other members of the delegation. Decision on the composition of the country delegations is at the discretion of the concerned ASEAN Member States.

16. The representatives of the ASEAN Secretariat shall be seated at the main table and to the immediate right of the Vice-Chair, with a nameplate of the ASEAN Secretariat and the ASEAN flag in front.

Sessions of the ACWC Meetings Closed Session

17. The ACWC shall meet in closed and plenary sessions.

18. If and when necessary, the ACWC may so decide to meet among the Representatives only.

Open Session

19. The ACWC may decide to conduct a dialogue and/or consultation in an open session with representatives of other ASEAN sectoral bodies or national, regional and international institutions and entities concerning the promotion and protection of the rights of women and children.

20. The ACWC shall decide on the invitees. The letter of invitation shall be issued by the Chair.

RULE 5: PARTICIPATION

21. Participation of the Representatives in the meetings of the ACWC shall be pursuant to Article 6.10 of the Terms of Reference of the ACWC.

22. The Representatives shall notify the Chair and the ASEAN Secretariat or the Member State hosting the meeting, as the case may be, of their respective lists of delegates to attend the meeting at least five days prior to the meeting.

23. Notwithstanding Article 6.10 of the TOR of the ACWC, if a Representative is unable to attend a meeting due to exceptional circumstances, the Government of the concerned Representative may appoint/designate a temporary representative with a full mandate to represent the Member State concerned and therefore authorized to decide on matters discussed in the meeting of the ACWC. Such temporary representative shall represent the Member State concerned on an ad-hoc basis. The Government of the concerned Representative may also decide that a Representative who is unable to attend a meeting be represented by the other Representative from the same country. The Government of the concerned Representative shall send a notification letter to the Chair regarding the appointment/ designation.

RULE 6: DOCUMENTATION

24. The documentation and distribution of documents, including those for the meetings of the ACWC, shall be done by the ASEAN Secretariat with the approval of the Chair.

25. Any Representative wishing to circulate documents for a meeting shall inform and transmit the documents to the ASEAN Secretariat at least seven working days prior to the meeting.

RULE 7: SUMMARY RECORDS

26. In coordination with the Chair, the ASEAN Secretariat shall be responsible for preparing a draft summary record of discussion after every meeting of the ACWC.

27. The Chair shall finalise the summary record through consultations with and endorsement by all the Representatives. Such endorsement may be done in plenary after the conclusion of a meeting or through ad-referendum within two weeks after the conclusion of the meeting.

28. The ASEAN Secretariat shall be the depository of all summary records and shall convey copies of the summary records to all Representatives, ASEAN Ministerial Meeting for Social Welfare and Development (AMMSWD), ASEAN Committee on Women (ACW) and the Committee of Permanent Representatives to ASEAN (CPR) for information, reference and/or consideration.

29. The ASEAN Secretariat may, upon the approval of the ACWC, transmit copies of the summary record or relevant issues/ decisions of a meeting to other relevant ASEAN sectoral bodies for information and/or coordination.

RULE 8: COMMUNICATIONS

30. Unless the ACWC decides otherwise, all information, documents, materials and/or matters produced at the meeting may be made available to the public through appropriate media.

31. At the conclusion of each meeting, the ACWC shall release a press statement to inform the public on the outcomes of the meeting and updates of works of the ACWC.

32. Whenever deemed necessary, the Chair and Vice-Chair may hold a press briefing after the closing of each meeting in order to have a dialogue and consultation on the promotion and protection of the rights of women and children in ASEAN.

RULE 9: REPRESENTATIVES OF THE ACWC

Appointment of the Representative

33. Each ASEAN Member State shall appoint two representatives, one representative on women's rights and one representative on children's rights, to the ACWC in accordance with Articles 6.1 to 6.4 of the Terms of Reference of the ACWC.

34. Each ASEAN Member State, through its relevant government agency, shall formally send a notification letter to the Chair of the ACWC and the Secretary-General of ASEAN regarding the appointment of its Representative to the ACWC. Such letter of notification must be sent at least fifteen working days prior to the date of expiry of the term of office of the previous Representative.

35. With reference to Articles 6.7 and 6.8 of the Terms of Reference of the ACWC, in the event that a Representative is replaced before the end of his/her term of office, the appointing Government shall send a letter of notification to the Chair of the ACWC and the Secretary-General of ASEAN regarding the appointment of a new Representative who will replace the previous Representative. The new Representative shall serve the remaining term of the previous one.

Term of Office

36. The term of office of the Representatives shall be pursuant to Articles 6.5 and 6.6 of the Terms of Reference of the ACWC.

37. With reference of Articles 6.7 and 6.8 of the Terms of Reference of the ACWC, the term of office of the new Representative shall begin on the day after the date of expiry of the term of office of the Representative replaced.

RULE 10: CHAIR AND VICE-CHAIR

Chair

38. The Chair shall perform the functions conferred upon him/her by the Terms of Reference of the ACWC, the Rules of Procedure of the ACWC and the decisions of the ACWC.

39. With reference of Article 6.13 of the Terms of Reference of the ACWC, the Chair shall preside over all meetings of the ACWC.

Vice-Chair

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

RULE 11: ESTABLISHMENT OF COMMITTEES OR WORKING GROUPS

41. The ACWC may establish an ad-hoc working group, committee or task force for the ACWC to facilitate its work as and when necessary. The Terms of Reference for such ad-hoc working group, committee or task force shall be determined by the ACWC.

RULE 12: REPORTING PROCEDURE

42. In accordance with Article 7.5 of the Terms of Reference of the ACWC, the ACWC shall submit an annual report of its activities and other reports as deemed necessary to the AMMSWD with copies to the ACW and the CPR. Copies of such reports may also be conveyed to other relevant ASEAN sectoral bodies as decided by the ACWC. The Chair shall lead in the preparation of reports of the ACWC and presenting such reports to the

AMMSWD. In case the Chair is unable to present the reports to the meeting of the AMMSWD, he/she can be represented by the Vice-Chair or the ASEAN Secretariat.

43. For the preparation and adoption of the reports to the AMMSWD, the ACWC shall gather information from all sources it deems necessary and appropriate, which include but not limited to information from ASEAN Member States and other relevant ASEAN sectoral bodies.

44. The contents of the reports to the AMMSWD and the decision to publish them shall be within the exclusive discretion of the ACWC.

RULE 13: INTERACTION WITH GOVERNMENTS OF ASEAN MEMBER STATES

45. The ACWC shall interact with the Governments of ASEAN Member States through their respective Focal Points to ASEAN bodies.

46. The ACWC shall consult, as may be appropriate, with national institutions and entities concerned with the promotion and protection of the rights of women and children. Such consultation shall be conducted in a manner as mutually agreed upon by both the ACWC and the national institutions/entities concerned.

RULE 14: RELATIONSHIP WITH OTHER ASEAN SECTORAL BODIES

47. The ACWC shall coordinate and collaborate with other ASEAN sectoral bodies dealing with the rights of women and children in undertaking the mandate and functions of the ACWC. The modalities for such coordination and collaboration may include, among others, the following:
    a) convening joint consultations or special meetings with such sectoral bodies if deemed necessary;

b) attending each other's meetings with a view to sharing information and exchanging views;

c) working jointly with such sectoral bodies, including conducting joint projects/activities where possible; and furnishing each other's reports and publications.

48. The ACWC shall provide advisory services on matters pertaining to the promotion and protection of the rights of women and children to ASEAN sectoral bodies upon request.

RULE 15: REPRESENTATION OF THE ACWC AT REGIONAL AND INTERNATIONAL EVENTS

49. The Chair shall represent 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.

50. The Chair may designate the Vice-Chair or other Representatives to represent the ACWC at the event.

51. Upon the receipt of an invitation to represent the ACWC at regional and international events pertaining to the promotion and protection of the rights of women and children, the Chair shall convey the invitation to all the Representatives in a speedy manner for their consideration and decision.

52. Any Representatives may attend, on the basis of invitation and in his/her personal capacity, any events pertaining to the promotion and protection of the rights of women and children. As the Representative does not represent the ACWC in this case, the ACWC shall not be committed to support or endorse any deeds or statements made by the Representative at such events.

RULE 16: EXTERNAL RELATIONS OF THE ACWC

53. The ACWC shall engage the participation of civil society and stakeholders wherever possible. Such participation shall respect the principles of transparency, effective and meaningful dialogue.

54. The ACWC shall engage in dialogue and consultation with national, regional and international institutions and entities concerning with the promotion and protection of the rights of women and children in accordance with Article 16 of the ASEAN Charter and the rules of procedure and criteria for engagement with entities associated with ASEAN as prescribed by the CPR.

55. The ACWC may also wish to engage in dialogue and consultation with entities concerning with the promotion and protection of the rights of women and children not listed in Annex 2 of the ASEAN Charter as and when necessary. The entities to be engaged are decided by the ACWC based on consensus.

RULE 17: RESOURCE MOBILISATION AND UTILISATION

Resource Mobilisation

56. With reference to Articles 8.3 and 8.4 of the Terms of Reference of the ACWC, the ACWC shall mobilise resources for the implementation of its Work Plan including technical and financial contributions from various sources.

Project Appraisal and Approval

57. Project proposals to implement the Work Plan shall be developed by the ACWC, ASEAN Member States or the ASEAN Secretariat. The ACWC may also consider project proposals to implement its Work Plan that are developed by other ASEAN sectoral bodies, ASEAN Dialogue Partners, international organisations or other entities.

58. Project proposals that seek funding from ASEAN Dialogue Partners shall be coursed through the ASEAN appraisal and approval process as provided for in the ASEAN Secretariat's Document on Project Appraisal and Approval Process.[2]

2 The ASEAN Secretariat's Document on Project Appraisal and Approval Process is an ISO- certified document aimed at providing a comprehensive appraisal and approval mechanism for projects seeking support from ASEAN central funds (e.g. ASEAN Development Fund) and some of the Dialogue Partners' funds managed by ASEC's trust funds.

59. Project proposals that seek funding from the ACWC's own fund and non- ASEAN Dialogue Partners shall follow the ACWC's project appraisal and approval process.

Management of Fund

60. All funds under the purview of the ACWC shall be managed and disbursed in conformity with the respective guidelines of such funds and the ASEAN Secretariat Financial Rules and Procedures.[3]

Audit

61. The accounts of the funds under the purview of the ACWC which are entrusted to the ASEAN Secretariat shall be audited in conformity with the ASEAN Secretariat Financial Rules and Procedures.

RULE 18: SUPPORT FROM THE ASEAN SECRETARIAT

62. The ASEAN Secretariat shall provide the necessary secretariat support to the ACWC.

63. To facilitate the ASEAN Secretariat's support to the ACWC, ASEAN Member States may, with the concurrence of the Secretary-General of ASEAN, second their officials to the ASEAN Secretariat.

RULE 19: GENERAL AND FINAL PROVISIONS

64. These Rules of Procedure shall be approved by the AMMSWD.

65. Amendments to the Rules of Procedure may be proposed by any Representative. The Representative proposing any amendments shall convey them to the Chair and all other Representatives. Decisions on the amendments shall be taken

3 The CPR is drafting the new ASEAN Secretariat Financial Rules and Procedures (AFRP) which will be submitted to the ASEAN Coordinating Council for approval. The AFRP prescribes procedures for the use and management of all funds entrusted with the ASEAN Secretariat.

through consultation and consensus among all Representatives and approved by the AMMSWD.

66. Any difference arising from the interpretation of the Rules of Procedure shall be settled by consultation and consensus.

67. In case of inconsistency between these Rules of Procedures and the Terms of Reference of the ACWC, the latter shall prevail.

Annex 4. ACWC Work Plan 2021 – 2025 Contribution to the ASCC Blueprint 2025 Key Results Areas and Strategic Measures

The outputs and outcomes of the Work Plan contributes to the ASCC Blueprint 2025 in the following key result areas (KRA) and strategic measures (SM):

KRA	Strategic measure
Engaged Stakeholders in ASEAN processes	A.1.i *Institutionalise ASEAN policies on relevant stakeholders' consultations and engagement in the work of ASEAN Organs and Bodies including policy making initiatives, integration of impact assessment into policy development, programme development, implementation and monitoring, among others*
Empowered People and Strengthened Institutions	A.2.vii *Work towards achieving gender equality and the empowerment of all women and girls*
Reducing Barriers	B.1.i *Reduce inequality and promote equitable access to social protection and enjoyment of human rights by all and participation in societies, such as developing and implementing frameworks, guidelines and mechanisms for elimination of all forms of discrimination, violence, exploitation, abuse and neglect* B.1.ii *Provide guidelines for quality care and support for women, children, youths, the elderly/older persons, persons with disabilities, migrant workers, ethnic minority groups, and vulnerable and marginalised groups*

Equitable Access for All	B.2.i *Enhance regional platforms to promote equitable opportunities, participation and effective engagement of women, children, youths, the elderly/older persons, persons with disabilities, people living in remote and border areas, and vulnerable groups in the development and implementation of ASEAN policies and programmes* B.2.ii *Develop regional strategies and enhance institutional capacity for gender mainstreaming in ASEAN policies, programmes and budgets across pillars and sectors* B.2.iii *Enhance effectiveness of the implementation of strategies and programmes under ASCC and promote their harmonisation with those of ASEAN Political-Security Community (APSC) and AEC, particularly in the areas of social protection, universal health coverage, food safety, poverty eradication, employment and decent work, and trafficking in persons* B.2.iv *Provide mechanisms and enhance institutional capacity to promote greater access to basic social services for all, such as health services and education including early childhood education and vocational education, skills training, and promotion of skills recognition* B.2.v S*upport ASEAN Member States' initiatives in strengthening national gender and age-disaggregated databases and analyses, including on poverty and equity, and establish a reliable regional database for key sectors to support ASEAN policies and programmes*

Promotion and Protection of Human Rights	B.3.i *Promote regional inter-sectoral mechanisms towards a holistic and multi-disciplinary approach in enhancing quality care, wellbeing, gender equality, social justice, human rights and fundamental freedoms, especially the vulnerable groups, in response to all hazards and emerging social and economic risks/threats* B.3.ii. *Promote sustainable financing mechanism for social protection, particularly universal health coverage, early childhood care and development, financial risk protection for disaster risk reduction and climate change adaptation, and social pension, through strategic partnerships with private sector and other relevant stakeholders* B.3.iii *Provide regional platforms for dialogue and support initiatives to address issues of traditional practices that impinge upon the fulfilment of rights* B.3.iv *Support accelerated implementation among ASEAN Member States to extend coverage, accessibility, availability, comprehensiveness, quality, equality, affordability and sustainability of social services and social protection* B.3.v *Enhance the effective implementation of relevant ASEAN declarations and instruments related to human rights* B.3.vi *Enhance regional initiatives to promote and protect the rights of women and children as well as persons with disabilities especially through the work of the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC)* B.3.vii, *Enhance regional initiatives and stakeholder participation to promote the elimination of all forms of discrimination–institutionalised or otherwise–exploitation, trafficking, harmful practices, and violence and abuse against children, women, persons with disabilities, youths, migrant workers, the elderly/older persons, and victims/ survivors of trafficking in persons, ethnic minority groups, and vulnerable and marginalised groups* B.3.x *Enhance regional initiatives in accordance with the ASEAN Declaration on the Protection and Promotion of the Rights of Migrant Workers to improve the protection and promotion of the rights of workers and migrant workers*

Strengthened Social Protection for Women, Children, Youths, the Elderly/Older Persons, Persons with Disabilities, Ethnic Minority Groups, Migrant Workers, Vulnerable and Marginalised Groups, and People Living in At-risk Areas, including People Living in Remote and Border Areas and Climate Sensitive Areas, to Reduce Vulnerabilities in Times of Climate Change-related Crises, Disasters and other Environmental Changes, Strategic Measure	D.4.i *Encourage risk and vulnerability assessments and other scientific and evidence-based measures for policies and plans to ensure targeted response measures*
Engender a Culture of Entrepreneurship in ASEAN	E.3.ii *Promote and nurture creative and inclusive social entrepreneurship for youths, persons with disabilities, women and vulnerable and marginalised groups*

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