



ASEAN INTER-PARLIAMENTARY ASSEMBLY

**FIRST AIPA CAUCUS
26 – 28 APRIL 2009, KUALA LUMPUR**

TERMS OF REFERENCE OF THE AIPA CAUCUS

I. Organization

1. The proposal for the establishment of an AIPA Caucus was adopted by the 28th AIPA General Assembly in Kuala Lumpur, Malaysia vides Resolution No. Res.28GA/2007/Pol/03. The AIPA Caucus was formally established at the 29th General Assembly in Singapore under the provisions of Resolution No. Res29GA/2008/Org/05 on the Establishment of an AIPA Caucus.
2. The membership of the AIPA Caucus shall consist of a core group of not more than three Members of Parliament from each Member Country, one representative each from Special Observer Countries, the Secretary General of AIPA and one official each from the respective AIPA National Secretariats. The aspects of continuity in the work of the AIPA Caucus shall be given due consideration in the selection of representatives.
3. The Speaker of the parliament hosting the first AIPA Caucus shall appoint the first Chairperson. The term of office of the Chairperson shall be for one (1) year. Thereafter, AIPA Member Countries shall take turns on a rotational basis and in alphabetical order to appoint the next and following Chairpersons.
4. The Chairperson shall appoint a Deputy Chairperson.
5. The Secretary General of AIPA shall be the Secretary of the AIPA Caucus.
6. The AIPA Caucus shall meet as often as necessary as directed by the President of AIPA upon the recommendation of the Chairperson. AIPA Member Countries shall take turn on a rotational basis and in alphabetical order to host the AIPA Caucus. The date and venue of the AIPA Caucus meetings shall be determined by the host country.
7. AIPA Member Countries shall meet the traveling and accommodation costs of their respective representatives while the host country would be responsible for providing only the conference facilities.

8. AIPA Member Countries shall also meet all expenses of their representatives for visits organized by the AIPA Caucus.
9. ASEAN representative(s) and other relevant parties shall be invited at their own expense to participate at the AIPA Caucus meetings, and for the ASEAN Representative(s) to convey the outcome thereof, including the recommendations of the meetings to the appropriate ASEAN committee(s) for executive consideration and implementation.

II. Tasks

The AIPA Caucus shall have the following tasks:

1. To assist the Executive Committee in monitoring the status of implementation of the recommendations of AIPA Resolutions, and for this purpose to request for country reports on the status of the implementation of AIPA Resolutions from the member countries;
2. To formulate the terms of reference for common legislative initiatives by assessing existing legal and constitutional frameworks through common tools and identifying areas which can be harmonized to facilitate regional cooperation in their enforcement;
3. To select, compile, disseminate and harmonize a list of laws within ASEAN to facilitate regional cooperation in their enforcement;
4. To encourage ASEAN member governments to make accessible their laws, policies, programmes and information for the harmonization exercise;
5. To provide a platform for regular interaction amongst AIPA member countries and between AIPA and ASEAN. In this connection, to provide ASEAN with the viewpoints and perspective of the AIPA Parliamentarians on regional and international issues of common concern;
6. To consider and undertake possible linkages with other forums or caucuses that share similar interests and objectives with AIPA;
7. To consult with and/or request the assistance of international or national organizations, scientific institutions and experts in the performance of its functions;
8. To establish and maintain a working relationship with governmental and non-governmental organizations in the performance of its functions;

9. To undertake visits and conduct dialogues with relevant agencies of member countries, special observer countries and observer countries in order to promote mutual understanding and the exchange of information; and
10. To submit its report to the Executive Committee for the adoption of the General Assembly on the progress of its activities for the current year and its working agenda for the following year.