



ASEAN  
INTER-PARLIAMENTARY  
ASSEMBLY

# SECRETARIAT'S ANNUAL REPORT

2018/2019

Directorate of Committee is responsible to ensure that the hosting of AIPA's regular meetings is conducted in smooth. In this regard, assistance has been made available to the hosting Parliaments for the following meetings:

### 2ND MEETING OF AIPA ADVISORY COUNCIL ON DANGEROUS DRUGS (AIPACODD)



The Secretary General of AIPA attended the 2nd Meeting of AIPA Advisory Council on Dangerous Drugs (AIPACODD) from 13 to 14 March 2019 in Chiang Mai, Thailand.

The meeting focused on the country progress reports of the 10 AIPA Member Parliaments, discussion on the proposed draft resolution on Alternative Development Towards a Drug-Free ASEAN Community, as well as progress report on the creation of a special desk.

As creating special desk within the current organizational structure of AIPA would render consequences, AIPA Secretary General proposed several alternative recommendations.

The full report of 2nd AIPACODD Meeting will be submitted for consideration and adoption of the Committee on Social Matters of the 40th AIPA General Assembly.



## 10TH AIPA CAUCUS MEETING



The 10th AIPA Caucus Meeting was convened from 7 to 18 June 2019 in Kuala Lumpur, Malaysia. The meeting presented country reports on the implementation status of the resolutions adopted at the 39th AIPA General Assembly.

The 10 AIPA Caucus Meeting also presented three Working Groups, each of which discussed: 1) The Rise of Terrorism, Extremism and Radicalization: A Parliamentary Perspective, 2) Enhancing Cooperation on Climate Action in ASEAN, and 3) Strengthening Legal Frameworks

The full report of the 10th AIPA Caucus Meeting will be tabled for consideration and adoption of the Committee of Political Matters of the 40th AIPA General Assembly.

The Secretary General of AIPA was unable to attend the meeting, due to recent death in his family member. In this regard, the Deputy Secretary General attended the meeting on his behalf. Three AIPA Secretariat staff were also present to provide assistance to the hosting Parliament in report writing and advice and information provision during the meeting.





## ASEAN-AIPA INTERFACE MEETING

The ASEAN Leaders' Interface with Representatives of the ASEAN Inter-Parliamentary Assembly (AIPA) during the 34th ASEAN Summit was held on 22 June 2019 in Bangkok, Thailand.

It was preceded by a Preparatory Meeting, which was held on 21 June 2019. The Preparatory Meeting was attended by Speakers/Deputy Speakers/Representatives from 10 AIPA Member Parliaments, and deliberated and finalized the AIPA Message to be delivered by the President of AIPA at the ASEAN Leaders' Interface. AIPA Secretary General attended both meetings.

The position of Director of Committee is vacant since February 2019. This report is prepared by the Directorate of Policy, Education, and Publicity.



# DIRECTORATE OF

## POLICY, EDUCATION AND PUBLICITY

### Directorate of Policy, Education and Publicity (PEP)

is committed to serve AIPA in its internal and external relations. Aimed to inform Member Parliaments of the current and forthcoming activities, the Directorate maintains good communication with the national secretariats in regular basis.

To smooth the communication between AIPA Secretariat and National Secretariats, as requested by the National Secretariats, a group-chat is created as an informal communication platform. Further, Directorate of PEP also maintains good communication with the ASEAN Secretariat, MoU partners of AIPA, as well as Members of Observer.

Divided into two sub-divisions; Education and Publicity, the

Directorate provides insight and analysis to Secretary General and AIPA Member Parliaments on matters of AIPA's concerns, including drug menace, wildlife, child protection, capacity development and ASEAN integration.

Further, Directorate of PEP also has been innovatively developing educational program, not only for community outreach purposes, but also to develop the capacity of the AIPA Secretariat staff.

Education is important to disseminate information on how AIPA works and its role within the process of ASEAN integration. Hence, AIPA has been implementing several educative and awareness-raising programs.



## ATTACHMENT PROGRAM



“Attachment Program” is an awareness program, in which AIPA recruits students and/or fresh-graduates from various universities in Indonesia as well as overseas graduates. The program was first implemented in 2014, and has been receiving a lot of interest from young people. If previously the placement of participants in the attachment program was only under the Directorate of Policy, Education and Publicity, since 2018 AIPA Secretariat has been giving options to the applicants to be placed in other Directorates, such as; Directorate of Information, Communication and Technology, and Directorate of Finance and Administration.

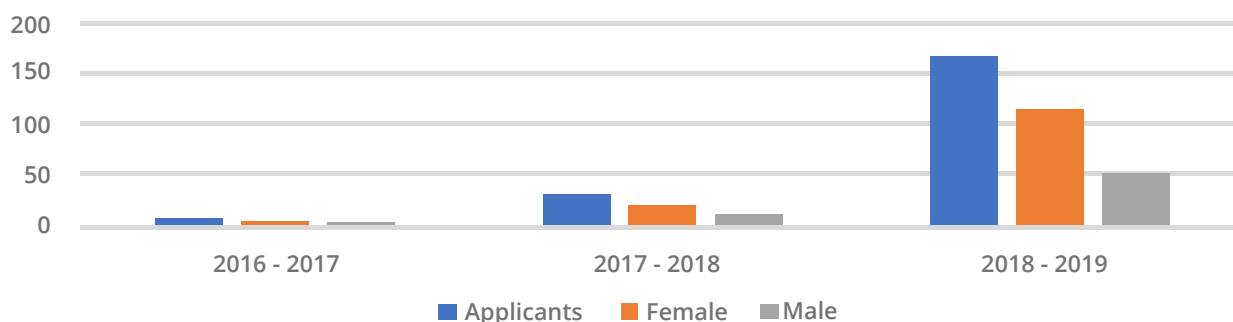
There is significant increase in the number of applicants from 2016 to 2019. If from October 2016 to September 2018 AIPA Secretariat only received 39 applicants, throughout October 2018 to August 2019 we have received 168 applicants from all over ASEAN.

From the 168 applicants, AIPA Secretariat has recruited four fresh-graduates and three under-graduate students, who were assigned in the three Directorates. The interns are given the opportunities to have a hands-on experience to AIPA’s and AIPA Secretariat’s works.



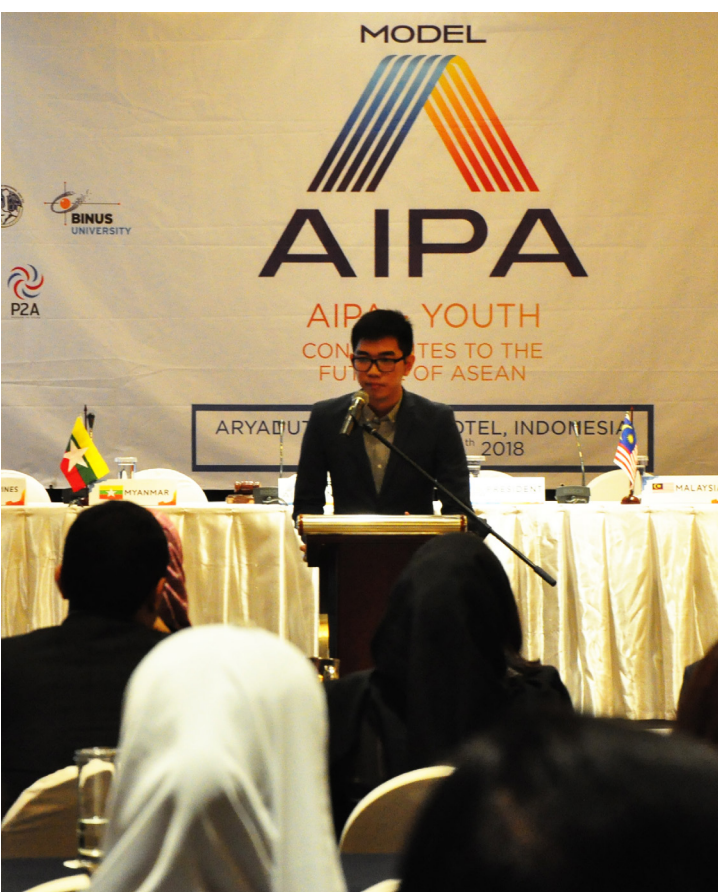


## Applicants of AIPA's Attachment Program



Though the program receives a lot of interest from young people all over ASEAN, the recruitment of this program, however, is limited to Indonesian candidates. This happens due to the obscurity in the type of visa required to participate in an internship program in Indonesia. Communication with the Indonesian Immigration Office and Ministry of Foreign Affairs continues, so that AIPA Secretariat could recruit students and or fresh-graduates from outside Indonesia.

## MODEL AIPA



"Model AIPA" was firstly launched in August 2017 as a new awareness program of AIPA Secretariat, and this year AIPA Secretariat will conduct the 3rd Model AIPA in September 2019.

Model AIPA is an educational simulation of the AIPA General Assembly, where students can learn about diplomacy, regional relations, and AIPA itself as regional parliamentary organization. With the support from GIZ and P2A, the 2nd Model AIPA successfully involved 72 university students from 7 ASEAN Member States.



Following its success, in September 2019 AIPA Secretariat will convene the 3rd Model AIPA, in collaboration with International Relations Students Association of BINUS and Al-Azhar University. This year, AIPA Secretariat also works with the International Relations Department of BINUS University in bringing in students from ASEAN Member States.

The theme for the 3rd Model AIPA will be; "Towards a Peaceful, Stable, Secure and Prosperous ASEAN". Under this theme, three topics will be discussed in three different committees: Political Committee, Economic Committee, and Social

Committee. As the previous ones, the 3rd Model AIPA will also be preceded by a seminar to provide general perspective on the topics, as well as detailed procedure of AIPA General Assembly.

Scholarship is provided for 30 selected students, which will cover their accommodation, meals and transportation during the program. At the time this report was made, AIPA Secretariat was in the process of submitting cooperation proposal to the UK Mission to ASEAN.







## PARLIAMENT VISIT

**“Parliament Visit”** was established to provide better knowledge on political system and parliamentary diplomacy, as well as to give immersive experience to students. The visit is not limited to be conducted in the Indonesian Parliament, but also in other AIPA Member Parliaments.

Using its network, AIPA Secretariat provide service in arranging visit of students to AIPA Member Parliaments. The last parliament visit conducted by AIPA Secretariat in December 2018. More than 50 students from BINUS University visit Indonesian Parliament. The visit was co-hosted by the House of Representatives of Indonesia.



## CAPACITY DEVELOPMENT FOR **AIPA SECRETARIAT STAFF**

“Capacity Development for AIPA Secretariat Staff” is part of the scope of cooperation between AIPA and the Federal Republic of Germany through the AIPA4ASEAN Integration Project. In this context, AIPA Secretariat has been receiving trainings and courses to develop the capacity of the staff.

Following the result of the individual competency assessment conducted by GIZ and its consultant, Directorate of PEP coordinates communication between GIZ, as the implementing agency, Director of Finance and Administration, and AIPA Secretary General in the selection of staff to be included in the necessary trainings or courses.

Directorate of PEP has also been active in proposing to GIZ on trainings required by staff, and make sure that the trainings will impact positively to the daily work of AIPA Secretariat. The highlight of this program is; Deputy Secretary General and Director of PEP joined a leadership training in Bangkok and Kuala Lumpur, and 8 staff of AIPA Secretariat participate in the English course program since April 2019. The course will end on September 30, 2019.



Under the leadership of the current AIPA Secretary General, AIPA Secretariat has been productive in producing and submitting project proposals to the potential donors. Further, after receiving financial assistance from GIZ for 2nd Model AIPA last year, this year AIPA Secretariat has submitted project proposal to UK Mission to ASEAN to get financial assistance for the 3rd Model AIPA.

Adjustment in the structure of the Directorate PEP has been made. The Directorate of PEP is now in

full-team. The Education Officer took office in March 2019 and since, has been working closely with the communication officer of the Directorate of Information, Communication and Technology (ICT) in promoting AIPA through its social media platforms. As the position of the Directorate of Committee is vacant since February this year, Directorate of PEP provides service to the National Parliaments in the preparation and execution of AIPA regular meetings.

## AIPA PARTNERSHIP

As stipulated in the Agreement on the Establishment of AIPA Secretariat, the purpose and duty of AIPA Secretariat is to engage with international organizations, governments and parliaments which support AIPA. Hence, AIPA has been establishing relations with governments and international organizations.

### FEDERAL REPUBLIC OF GERMANY

Federal Republic of Germany has been in relation with AIPA since 2012, and is one of AIPA's longest partners. In March 2018, the agreement between the two parties was renewed for another two-year phase. The two parties agreed to carry out the project "AIPA for ASEAN Integration (AIPA4ASEAN)" which covers the following areas of cooperation; (1) ASEAN Integration at Inter-

Parliamentary Level, (2) Human Capacity Development, and (3) Strengthening the AIPA Secretariat.



Numbers of activities have been implemented since the renewal of the agreement, such as:

1. Organizational Assessment of AIPA Secretariat;
2. Individual Assessment of AIPA Secretariat staff;
3. Drafting Rules and Procedure of AIPA General Assembly;
4. Drafting Standard Format of Draft AIPA Resolution;
5. Developing Strategic Plan of AIPA Secretariat;
6. Workshop on Transforming Organizational Structure of AIPA Secretariat;
7. Consultation Workshop for Capacity Development Plans on ASEAN Integration for Lao PDR and Myanmar;
8. Workshop on AIPA Organizational Matters;
9. Workshop on ASEAN Integration for the House of Representatives of the Philippines;
10. Workshop on ASEAN Integration for the National Assembly of Vietnam;
11. Workshop on ASEAN Integration for the National Assembly of Lao PDR;
12. Expansion of the Coverage of AIPA Resolutions Data Base;
13. Capacity Development Activities for the staff of AIPA Secretariat and National Secretariats.



In the topic of wild life, AIPA is partnered with Freeland, and the partnership was first established in 2012, following the adoption of resolution on “Strengthening Law Enforcement and Regional Cooperation to Combat Wildlife Crime and on Partnership with ASEAN/WEN / ARREST Program / Freeland Foundation”.

AIPA and Freeland agreed to expand their cooperation to the issue of Trafficking in Persons (TIP) through the signing of new MoU between both parties on the 28th of March 2018. The scope

of cooperation includes but not limited to the following:

- Research, Policy/Legislation Development and review;
- Communications and Public Awareness.

The MoU with Freeland is renewed on 23rd July 2019 in Bangkok. However, as the MoU was signed long after the deadline of the submission of draft resolutions was over, AIPA Secretariat will table the draft resolution on the renewal of the agreement at the next AIPA General Assembly in Vietnam.

## ECONOMIC RESEARCH INSTITUTE OF EAST AND SOUTHEAST ASIA (ERIA)

The Resolution on “Memorandum of Understanding to Develop AIPA’s Capacity on Matters Concerning ASEAN Economic Community and ASEAN Economic Integration in Various Areas between ERIA and AIPA” was adopted in the 37th AIPA General Assembly. In the 38th AIPA General Assembly in Manila, The Philippines, ERIA was given opportunity to deliver presentation at the Economic Committee Meeting. As a follow-up to the presentation, a Dialogue on “Parliamentarians Supporting the ‘Quite Revolution’ for Better Regulatory Governance” was

jointly convened by ERIA and AIPA from 19 to 20 April 2018 in Jakarta, Indonesia. After the success of the dialogue which involved parliamentarians, experts, government officials, business representatives and academics, ERIA and AIPA Secretariat plans to establish an AIPA-ERIA Joint Dialogue o Support Waste Management for Sustainable Development. The draft resolution on the establishment of the joint dialogue is tabled at the 40th AIPA General Assembly.

**In 2018**, PIC, together with AIPA, jointly conducted two modules of the training seminar entitled 'An Overview of Parliamentary Responsibilities: Strengthening the Institutions'.

This training seminar targeted the parliamentary staff of AIPA Member Parliaments, to enhance knowledge and understanding of diverse parliaments and specific aspects of parliamentary responsibilities and to promote interaction and exchanges between parliaments.

The first module was held in Phnom Penh from 1 to 5 October 2018, while the second module was in Siem Reap from 11 to 15 December 2018. Not less than eighty (80) participants joined the training seminar, in which consists of parliament staff at the director level from eight ASEAN Member States (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Myanmar, Thailand, the Philippines, and Vietnam) and AIPA Secretariat.

Further, PIC is currently conducting the 6th intake of PIC Regional Fellowship Program on Parliamentary Research Training. This program aims to provide opportunities to parliamentary staff to strengthen their capacity in parliamentary research. The program has been running since March 2019 and will be concluded in September 2019.

AIPA renewed its Memorandum of Understanding (MoU) with PIC on 13 June 2019, and is valid until 13 June 2022. AIPA and PIC share the common objective to create learning opportunities of the national parliaments of ASEAN Member States in exchanging the knowledge, best practices, ideas, and experiences on capacity development among the respective parliaments, which will contribute to the strengthening of legislative capacity in ASEAN.

## PROJECT-BASED INITIATIVE

The Kick-Off Regional Parliamentary Workshop on "Strengthening Legal Framework to Protect Children from Sexual Exploitation in Travel and Tourism" conducted on 26-27 July 2018 in Denpasar, Bali, Indonesia

was considered a success. The workshop generated; 1) identified countries' priority legal interventions, 2) draft statement with concrete commitment, and 3) inputs to the legal checklist. Following the success







of the first workshop, with the support from ECPAT International, the AIPA Secretariat convened the 2nd workshop from 18 to 19 March 2019 in Pattaya, Thailand.

The overall objective of the 2nd Workshop was to observe the follow-up action taken by the parliamentarians in national level, on the key legal interventions that have been identified at the kick-off workshop. The workshop is also meant to facilitate the exchange of information between ASEAN Member States and other stakeholders identified at the kick-off workshop such as judiciary system, social media platform, and private sector.

Some interesting findings were discovered from the country reports presented on the first day of the workshop, such as; legal review on child protection laws conducted by The National Assembly of

Vietnam, and draft amendment to the penal code of Thailand that has been submitted, to include the criminalization of "online grooming". These findings showed that the key legal interventions listed in the legal checklist are used by the parliamentarians to strengthen their legislations.

Several inputs were gathered from parliamentarians, such as; draft and table resolution on SECTT to the Social Committee Meeting of AIPA General Assembly, and include the legal checklist as the annex, to institutionalized the commitment of AIPA Member Parliaments in combating SECTT and in utilizing the checklist to strengthen their legislation to address SECTT. In this regard, SECTT was included in the discussion of Working Group III of the 10th AIPA Caucus in Kuala Lumpur, Malaysia. The outcome of the discussion is the draft resolution on "Eliminating All Forms of Violence and Exploitation of Children", in which the SECTT legal checklist is endorsed to be used as mechanism to protect children's rights.



## INFORMATION, COMMUNICATION AND TECHNOLOGY

Below is the summary of AIPA social media platforms between 2 July 2018 and 29 July 2019 received from the several social media analytic tools, including Buffer, Facebook Business Page, SocioBuzz and Instagram Analytic.

The progress of our Facebook and Instagram were indicated by the number of unique users (the number of people who took an action within a specific time period), engaged users (the number of unique users that have liked your page, or engaged with your contents), reactions (including like, love, wow, haha, sad,

and angry), comments, shares, post reach (the number of unique people who saw your posts), page and post engagement (the number of times people have engaged with your posts), post impressions (the number of times people saw your posts), engagement rate (the interactions on your posts divided by the number of followers), link clicks (the number of link clicks your posts received), and the demography of our followers, including countries (the countries with the highest number of followers on AIPA Social Media Platforms), gender (female or male), and age range.

### AIPA FACEBOOK

As of July 29, 2019, the number of followers of AIPA Facebook page reached 7,159 people from the 2,944 last year, showed the increased by 243% compared to last year (Figure 1).



Figure 1: Number of Followers (Monthly)

There was a significant rise in the platform's performance. In a year (aside the number achieved between July 2017 and July 2018), the Facebook posts had reached the total number of 1.03 million Impressions, 21.9K Reactions, 61.4K Engaged Users, 606 Link Clicks, 725.9K Post Reach. Based on the report result given by Buffer, the platform had 239 daily average engagement, 2,586 daily average impressions and 2 daily average clicks.

The rapid growth is understandable given the fact that there was an ascended engagement on July 10th 'Which Country is the Most and the Least Peaceful in ASEAN' post with the total 256K People Reached, 840 Reactions, 367.2K Impressions, 38.34K engagement and 1,770 Shares. Began in January 2019, in regard to reach an extended audience beyond the followers, AIPA Secretariat enhanced the importance of Boost Posts (content with Facebook review).

From 153 Paid Posts, the boosted posts succeeded gaining 88,526 Post Reach and 141,414 Impressions.

Gender variations were generally significant. Almost third quarter of the audiences (people reached and followers) were male (67%) compared to female (33%). In comparison to last year with the majority of audiences came from Indonesia, this year almost half of the audiences' country of origin were Myanmar (47%) followed by Cambodia (29%) and Indonesia (24%).

Based on the age distribution, audiences were grouped into three age brackets; young adults (18-24 years old), middle aged (35-54 years old), and senior citizens (55 or over). Young adults represented 54% of the total followers, 27% middle-aged people, and 14% senior citizens. The audience summary showed the majority of audiences were male age around 18-24.

## AIPA INSTAGRAM

The followers of the Instagram page of AIPA were steadily increased. The number of followers in July 2018 is 654 and reached 2,221 in July 2019. Moreover, the number of likes were significantly rose, with the average 95 likes/post, 97 engagement/post, and 4.37% engagement rate.

Examining the shares of gender, in contrast with the result between 2017/2018 period when more than half followers were male, this year AIPA Instagram account has more female users (55%) compared to male users (45%). Total number of followers were 2% teenager (13-17 years old, 86% were young people (18-34 years old), 10% were middle aged people (35-54 years old), and 2% were senior citizens age 55 or over. The followers of Instagram came from Indonesia (73%), followed by Malaysia (4%), Brunei (3%), the Philippines (2%) and Thailand (2%).




## AIPA WEBSITE

AIPA Secretariat developed a new design, menu, feature of the website. This improvements aims to access updated information's about AIPA, as well as to provide a new feel on the website page. The contents and reports of the website are always being updated once a new activity is made by AIPA.

In addition, improvements are also made for admin to easing the maintenance, creating new reports, troubleshoot and securing system (Firewall). The AIPA Secretariat has paid a hosting (Database for website data) and domain name (www.aipasecretariat.org) annually.

The Secretariat has launched a new website www.aipacampaign.org last year to provide more comprehensive materials with specific topics related to the project based initiatives (e.g. strengthening the Legal Framework of Sexual Exploitation of Children in Travel and Tourism).

	1976 Inbox	Visit Site	Welcome, Super Administrator
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<ul style="list-style-type: none"> <li>Dashboard</li> <li>Article</li> <li>Publication</li> <li>Gallery</li> <li>Event</li> <li>Utilities</li> <li>Organization</li> <li>User</li> <li>Report</li> </ul>	Dashboard / Report / Total View of Page
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No	Page	Total Today	Total This Week	Total This Month
1	About Us	46	520	2503
2	Get Involved	2	30	107
3	Gallery	22	265	881
4	General Assembly	20	194	621
5	Reports	44	494	1585
6	Home	146	1641	6764

As of 20 July 2019, the number of visitors on AIPA Secretariat's website has reached more and less 10,000 visitors per month. The number of visitors was high on the About Us and Report Menu.

## MAINTENANCE **LISTS**

NO	DESCRIPTION	REMARKS	STATUS
1	PKS		Done
2	Starting Maintenance Web		Done
3	Request eCEOs new menu "Resolution Database"	Add menu on Website	Done
4	Email Setting on Admin	POP3 setting on email Admin	Done
5	Content missing	Related content missing	Done
6	Mobile version oversized/not responsive		Done
7	Stumble upon icon take out		Done
8	Increasing traffic for Parliament Singapore at General Assembly 2018	Stanby for any trouble during the event	Done
9	Databse error after adding new article		Done
10	Back end error		Done
11	The upper menu is down because of the resolution database		Done
12	Upload file via ftp		Done
13	Uploading file and the resolution is not responsive		Done
14	Upload file is limit to 25 MB	Problem with the hosting	Done
15	DNS Checking and server name on a daily basis	Primary name server: ns1. rumahweb.com Host master E-mail address: notroot.rumahweb.co.id Serial #: 2018102800 Refresh: 3600 Retry: 7200 Expire: 1209600 2 weeks Default TTL: 86400	Done Time : 00.00 – 06.00
16	MX Records number checking	Good. Looks like you have multiple MX records at all your name server. This is a good thing and will help in preventing loss of mail.	Done Time : 11.00 – 13.00

# WEBSITE MONITORING (PAGE, DOWNLOAD SPEED, CODE ANALYSIS)



Performance grade

**C 76**

Page size

**15.4 MB**

Load time

**21.13 s**

Requests

**57**

Content size by content type

CONTENT TYPE	PERCENT	SIZE
Image	96.26%	14.8 MB
Font	1.60%	246.8 KB
Script	0.83%	128.1 KB
XHR	0.74%	113.5 KB
CSS	0.43%	66.2 KB
HTML	0.14%	20.9 KB
Redirect	0.00%	573.0 B
<b>Total</b>	<b>100.00%</b>	<b>15.4 MB</b>

Requests by content type

CONTENT TYPE	PERCENT	REQUESTS
Image	37.50%	21
CSS	25.00%	14
Script	21.43%	12
Font	8.93%	5
HTML	3.57%	2
XHR	1.79%	1
Redirect	1.79%	1
<b>Total</b>	<b>100.00%</b>	<b>56</b>

Content size by domain


CONTENT TYPE	PERCENT	SIZE
www.alpasecretariat.org	98.46%	15.1 MB
www.facebook.com	0.82%	126.1 KB
ajax.googleapis.com	0.22%	33.4 KB
www.googletagmanager.com	0.21%	31.8 KB
fonts.gstatic.com	0.15%	22.9 KB
www.google-analytics.com	0.11%	17.1 KB
other	0.04%	6.1 KB
<b>Total</b>	<b>100.00%</b>	<b>15.4 MB</b>


Requests by domain


CONTENT TYPE	PERCENT	REQUESTS
www.alpasecretariat.org	77.19%	44
www.facebook.com	5.26%	3
fonts.gstatic.com	3.51%	2
www.google-analytics.com	3.51%	2
ajax.googleapis.com	1.75%	1
fonts.gstatic.com	1.75%	1
other	7.02%	4
<b>Total</b>	<b>100.00%</b>	<b>57</b>






 **www.aipasecretariat.org**

**No Malware Found**  
Our scanner didn't detect any malware

**Site is not Blacklisted**  
9 Blacklists checked

**Scan info**  
<http://www.aipasecretariat.org/>

**IP address:** 103.253.212.153

**Hosting:** Unknown

**Running on:** LiteSpeed

**CMS:** Unknown

**Powered by:** Unknown

[More Details](#)

## INCOME AND EXPENDITURE STATEMENT FY 2018/2019 (AS OF 31 JULY 2019)

### ANNUAL CONTRIBUTION FROM MEMBER COUNTRIES

Total of USD 269,000.42 was received by AIPA Secretariat as annual contribution from AIPA Member Countries (including USD.30,000 from Malaysia for FY 2017/2018) and total of USD 382,266.39 was spent for operational expenditures for AIPA Secretariat such as Manpower, travelling and other operating expenditure (Please see Annex A for the detail).

Annual contribution of USD 60,000.00 from two member countries (Lao and Philippines) has not been received as of 31 July 2019.

### SPECIAL FUND CONTRIBUTION FROM MEMBER COUNTRIES

Total Special Fund Contribution received for FY 2018/2019 was USD 39,782.98. Total expenditures of USD.35,455.90 was spent. Therefore, the surplus of USD 4,327.08 from special fund contribution is kept in saving account as a beginning balance for the next Financial Year (Please see Annex B for the detail).

Annual Special Fund contribution of USD.10,000.00 from two member countries (Lao and Philippines) has not been received as of 31 July 2019.



## POSITION OF TIME DEPOSITS, AIPA SAVING AND CURRENT ACCOUNTS IN BANK MANDIRI

The position of time deposits of AIPA as of 31 July 2019 is as follows:

- |    |  |                |
|----|--|----------------|
| a. | 1 monthly time deposit in Bank Mandiri<br>A/C No. 122.02.0529518.4 | USD 21,750.26  |
| b. | 1 monthly time deposit in Bank Mandiri<br>A/C No. 122.02.0529517.6 | USD 536,803.35 |
| c. | 3 monthly time deposit in Bank Mandiri<br>A/C No. 122.02.0536449.3 | USD 179,004.74 |

The total in time deposits of USD 737,558.35 by 31 July 2019 is kept.

Balance of AIPA current account in Bank Mandiri as of 31 July 2019:

- Account 1020000055183 – USD. 206,221.95

## CONTRIBUTION IN KIND FROM HOST COUNTRY (DPR-RI)

AIPA Secretariat hereby expresses its sincere appreciation and gratitude to the House of Representatives of Indonesia as the host parliament for its continued support and assistance to the Secretariat.

The House of Representatives of Indonesia had provided AIPA Secretariat with many facilities such as office space, office furniture and equipment, health facilities in

DPR-RI clinic for AIPA Secretariat's staff, maintenance for Official cars and through the years paid for the Secretariat's utility charges, telephone bills and internet bills.



## AIPA SECRETARIAT'S STAFF MEMBERS

Total of sixteen staff were employed at AIPA Secretariat as Locally Recruited Staff. As of 31st July 2019, eleven staff are on 3 year contract and 5 staff are on permanent status (more than 6 year service). One security officer is outsourced from DPR-RI. They are as follows:

1. Deputy Secretary General – Mario Pandu Dewono
2. Director Policy, Education and Publication – Putri Maha Lima
3. Director ICT – Resky Wiwoho A.W.
4. Director Finance and Administration – Adi Witjaksono
5. ICT Officer – Efran Arieza
6. ICT Officer – Anggayasti Ajengpadmitha
7. Publicity Officer – Royyan Hadela Isnanda
8. Education Officer – Sandi Nursahamdani
9. Secretary to Secretary General – Putri Gita Chandra Lubis
10. Specialist Officer – Wahyu Samodra
11. Corporate Finance Officer – Nyoman Astini Sari
12. Corporate Support Officer – Dwi Supiana
13. Office Support Staff – Suheri
14. Driver to Secretary General – Tumiran
15. Domestic Help – Neni Triana
16. Security Officer – Budi Handoko

Meetings, Seminars, and International Conferences attended by the AIPA Secretariat.

- 1) The 2nd World Parliamentary Forum on Sustainable Development on 11 - 12 September 2018 at Bali, Indonesia;
- 2) Mini Summit with International Caucus on Conservation, Mount Vernon, WA on 24 September 2018;
- 3) Meeting with Potential Partnership with GEF, Conservation International Agencies and AIPA at Bethesda, MD, on 25 September 2018;
- 4) U.S. Congressional International Conservation Gala hosted by ICCF in Washington, DC on September 25, 2018;
- 5) Lunch Meeting with International Conservation Parliamentarians and US Congressmen at Washington, DC on 26 September 2018;
- 6) Opening & Presentation at the PIC Training at Phnom Penh, Cambodia, on 1 October 2018;
- 7) The 4th Regional Legal Research Group Meeting at Manila, Philippines, on 2 - 3 October 2018;
- 8) The 2nd Forum of ASEAN Entities at the ASEAN Secretariat, Jakarta, Indonesia on 15 October 2018;
- 9) Workshop 1: Strategic Planning Workshop for AIPA Secretariat by GIZ at Bali, Indonesia on 22 - 23 October 2018;
- 10) Presentation of the results of the organizational assessment by GIZ at Jakarta, Indonesia, on 26 October 2018;
- 11) Forum on the "The US, China, and ASEAN: Can the right equilibrium be found?" featuring The Hon. Kevin Rudd at Jakarta, Indonesia on 8 November 2018;



- 
- 12) Session chair at the 25th CALD Anniversary: "Reclaiming Democracy, Rebuilding Society" at Bangkok, Thailand on 19 November 2018;
  - 13) Workshop 2: Organizational Development Structure Workshop for the ALPA Secretariat at Yogyakarta, Indonesia on 21 - 22 November 2018;
  - 14) Meeting with Mr Patrick Costello, Head of Division, Democracy & Elections at Brussels, Belgium on 26 November 2018;
  - 15) Meeting with EP SecGen Klaus Welle at Brussels, Belgium on 26 November 2018;
  - 16) Presenter at the seminar "How to Assemble Parliamentary Assemblies: Case Studies for Governments and NGOs" at Brussels, Belgium on 27 - 28 November 2018;
  - 17) Meeting with EP Vice President Heidi Hautala, DASE Chair Werner Langen and other DASE members at Brussels, Belgium on 27 November 2019;
  - 18) Meeting with Mr Gunnar Wiegand, Managing Director, Asia and the Pacific at Brussels, Belgium on 28 November 2019;
  - 19) Informal Round Table at University of Freiburg, Freiburg, German on 29 November 2019;
  - 20) International Conference on Foreign Language Learning and Teaching (FLLT 2018) at Chiang Mai, Thailand on 7 December 2018;
  - 21) Regional Solutions to Combat Plastic Pollution: Consultation on Packaging Industry Regulations & Standards for Design, Labeling, Recovery & Recycling in ASEAN at Bangkok, Thailand on 11 - 12 December 2018;





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- 22) Closing at the PIC Training at Siam Reap, Cambodia on 14 December 2018;
  - 23) Lecture on "The Role of AIPA in ASEAN Affairs and AIPA Relations with AIPA Dialogue Observers" in Bangkok, Thailand on 17 December 2018;
  - 24) Speaker at the ASEAN 2019 Under Thai Chairmanship in IPMI Business International School, Jakarta, Indonesia on 9 January 2019;
  - 25) 1st Tripartite Meeting (ASEANSAI, ASEAN Secretariat & AIPA Secretariat) at Jakarta, Indonesia on 11 January 2019;
  - 26) Panel discussion at the side event on "Incentivizing action to beat plastic pollution" at Singapore on 25 January 2019;
  - 27) Meeting with INAPLAS (Indonesian Olefin, Aromatic and Plastic Industry Association) at Jakarta, Indonesia on 29 January 2019;
  - 28) ASEAN - ASEANSAI - AIPA Joint Seminar: "Laying the Foundation for Future Cooperation in Promoting Accountability and Transparency in Southeast Asia" in Jakarta, Indonesia on 26 February 2019;
  - 29) Courtesy Call from the German Bundestag's Parliamentary Friendship Group for Relations with the ASEAN States at Jakarta, Indonesia on 27 February 2019;
  - 30) Courtesy Call from the Norwegian Parliament's Delegation to the Asia-Europe Parliamentary Partnership (ASEP) at Jakarta, Indonesia on 5 March 2019;
  - 31) The 2nd Meeting of AIPACODD in Chiang Mai, Thailand on 13 -14 March 2019;



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- 32) The 2nd Regional Workshop on Strengthening Legal Frameworks to Protect Children from SECTT in Pattaya, Thailand on 18 - 19 March 2019;
  - 33) The 1st Seminar-Workshop on ASEAN Integration in Manila, Philippines on 2 - 3 April 2019;
  - 34) The 140th Assembly of the IPU in Doha, Qatar on 6 April 2019;
  - 35) Workshop on AIPA Organizational Matters in Bali, Indonesia on 23 -25 April 2019;
  - 36) Ad-Hoc Working Group Meeting on "Guidelines of AIPA Engagement with Guest, Observer and Dialogue Partner" in Bali, Indonesia on 27 - 28 April 2019;
  - 37) Coordination meeting on the current status of "Guidelines of AIPA Engagement with Observers and Guests", with the applicant parliaments applying to become AIPA Observer Members;
    - Ambassador of the Islamic Republic of Pakistan to ASEAN in Jakarta, Indonesia on 11 June 2019;
    - Norwegian Ambassador to ASEAN in Jakarta, Indonesia on 11 June 2019;
    - The Ambassador of the Kingdom of Morocco to Indonesia in Jakarta, Indonesia on 13 June 2019;
    - Ambassador of Georgia to Indonesia in Jakarta, Indonesia on 13 June 2019;
  - 38) Meeting with the new GIZ Country Director, Mr. Martin Hansen in Jakarta, Indonesia on 14 June 2019.

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- 39) The 9th AIPA - ASEAN Interface in Bangkok, Thailand on 20 - 23 June 2019.
  - 40) Benchmarking Mission with SADC meeting in Jakarta, Indonesia on 26 June 2019.
  - 41) Workshop on the Development of the Monitoring and Evaluation Framework of the AIPA for ASEAN Integration Project in Jakarta, Indonesia on 3 - 4 July 2019;
  - 42) Seminar Workshops on ASEAN Integration in Hanoi, Vietnam on 25 - 26 July 2019;
  - 43) Meeting with High Level Delegation of the United States Representatives of the House Democracy Partnership in Jakarta, Indonesia on 31 July 2019;
  - 44) Keynote Speaker on "Thailand's Legacy and Ways Forward for AIPA" at the 8th Chula ASEAN Week and 5th Parliamentary ASEAN Community Forum in Bangkok, Thailand on 1 August 2019;
  - 45) From the Office of Secretary General; Deputy Secretary General participated in the Communication & PR for Development Cooperation Training in Bangkok, Thailand on 27 - 31 May 2019;
  - 46) From the Office of Secretary General; DSG Pandu Dewono was present on behalf of AIPA Secretary General in the Seminar Workshops on ASEAN Integration in Vientiane, Lao PDR on 30 - 31 July 2019.



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