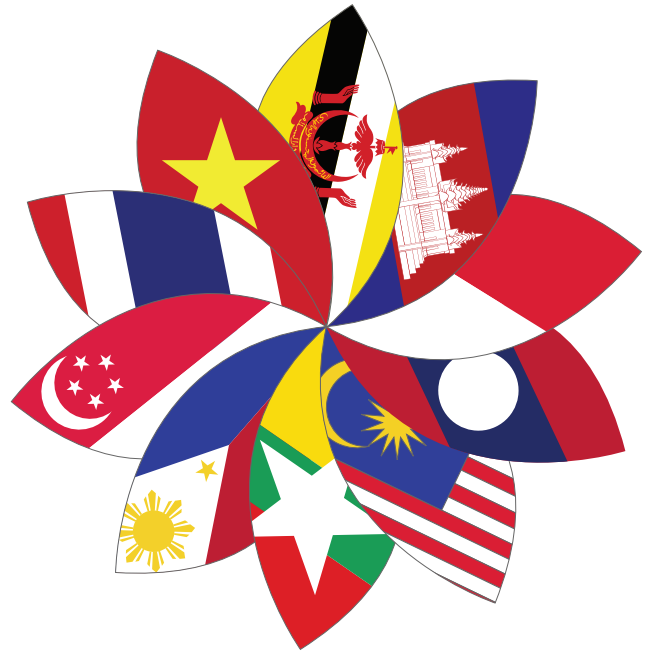




ASEAN INTER - PARLIAMENTARY ASSEMBLY



WORKPLAN 2017

ONE VISION
ONE IDENTITY
ONE COMMUNITY



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02

**VISION
MISSION**

**CORPORATE
OBJECTIVES**



VISION

Toward an efficient,
reliable and
functional
AIPA Secretariat



MISSION

To support and assist AIPA and its commitment in their business and proceeding; facilitate their participation in inter-Parliamentary activities and with other bodies; undertake the management of AIPA Secretariat; and support ASEAN in its effort for a people centered ASEAN Community



CORPORATE OBJECTIVES

- Enhancing Excellence in the administration of AIPA Secretariat
- AIPA Connect for knowledge sharing and enhanced communication among AIPA Member Parliament
- Broaden opportunity for skill enhancement through courses, trainings and workshops
- Enhancing Awareness and public outreach
- Elevate international standing and role of AIPA

President of AIPA



H.E. Pantaleon D. Alvarez

Mabuhay!

This year marks a milestone for the Member Parliaments of the ASEAN Inter-Parliamentary Assembly (AIPA) as we celebrate its 40th Anniversary simultaneously with the 50th Anniversary of the Association of Southeast Asian Nations (ASEAN). These significant events provide an opportunity to reflect on our achievements and progress over the years and to look forward to new challenges in the years to come.

I am filled with a deep sense of pride and achievement with the Philippines holding stewardship of both the 30th ASEAN Summit and the 38th AIPA General Assembly this year. It is truly an honor to be part of this historic endeavor as the region embarks on a new phase of regional integration and cooperation.

The initiative to form a regional assembly of national parliamentarians began in the early 1970s, and was widely encouraged by positive developments in the region which included the first ASEAN Summit Meeting in 1976. It was the third ASEAN Parliamentary Meeting in August 1975 here in Manila that formally gave birth to the ASEAN Inter-Parliamentary Organization when the draft statute of the organization was unanimously approved and signed by the heads of the delegations from the five original Member Parliaments. In 2006, the organization was renamed as the ASEAN Inter-Parliamentary Assembly (AIPA).

WORD

From its inception, AIPA aimed to contribute to the goals and objectives of ASEAN through inter-parliamentary cooperation. The theme of this year's General Assembly—"AIPA and ASEAN: Partnering for Inclusive Change"—is most relevant given the context of our times. ASEAN is facing manifold challenges with major shifts in the geo-political and economic landscape that impacts on peace, security and stability of the region. These challenges require all of us to build from our gains, to refrain from complacency, and to strive to be continuously deserving of the trust and confidence reposed in us as our peoples' representatives.

The theme is a continuing reflection of AIPA's desire to strengthen its voice and be a relevant entity in the ASEAN community-building process. It sees itself as integral representatives of ASEAN peoples by playing a more direct and active role in community building. AIPA's development is a reflection of the increasing maturity and capacity of national parliamentary assemblies in the region in articulating the will and interests of their constituencies

I laud the noble efforts of the AIPA Secretariat for its continuing engagement with the National Secretariats of the Member Parlia-

ments to advance AIPA's mission of inclusive and participatory ASEAN. The 2017 AIPA Work Plan is an important document that will help guide us towards that desired direction. The Work Plan lays down this year's work programs, the targets of the AIPA Secretariat, and it provides guidance for the effective implementation of AIPA functions and activities thereby promoting stronger collaboration between AIPA Member Parliaments and the Secretariat.

As President of AIPA, allow me to extend my warmest congratulations to the AIPA Secretariat for a magnificent job of preparing the 2017 AIPA Workplan. Your efforts are invaluable in supporting AIPA and ASEAN in moving towards the realization of a peaceful, progressive, and caring community.

Maraming salamat!

PREFACE

Secretary General of AIPA

Hon. Mr. Isra Sunthornvut



It is my honor to contribute to the AIPA Workplan 2017 which will be circulated during the 38th AIPA General Assembly in Manila, The Philippines from 14 to 19 September 2017.

The 38th AIPA General Assembly will mark an important milestone as we celebrate AIPA's 40th Anniversary. To commemorate, AIPA will produce an AIPA 40th Commemorative Book consisting of photographs with captions and compact narration on the history of AIPA and its 10 Member Parliaments. Further, We will also launch our new logo and publish the AIPA Communication Master Plan, as part of the 2nd phase of the "Capacity Development for The ASEAN Inter-Parliamentary Assembly (AIPA)" project, jointly implemented by AIPA and Deutsche Gesellschaft für international Zusammenarbeit (GIZ).

This AIPA Workplan, which has been produced annually since 2013, furnishes not only detailed workings and activities of AIPA and the Secretariat, but also international engagement of the ten parliaments. The coming years will be challenging and unpredictable. Hence the Workplan sets the goals for the future, thus allowing the Secretariat to continue to serve its Member Parliaments.

To conclude, may I thank the leadership of the President of AIPA, H.E. Pantaleon D. Alvarez, the National Secretariats of AIPA Member Parliaments, as well as staff of the AIPA Secretariat, for their direct participation in the process of the production of this AIPA Workplan. I look forward to another successful year of cooperation.



05



PROJECT BASED Initiative

PROJECT BASED Initiative

On the initiative of the House of Representatives of the Republic of Indonesia as hosting Parliament, a special session on the Development of AIPA Capacity was held during the 9th AIPA Caucus Meeting in Jakarta. The meeting came up with a set of recommendations to be tabled at the 38th AIPA General Assembly in Manila. The meeting forged AIPA to formulate a Project Based Initiative upon common issues shared by all ASEAN Member States. Establishing Project Based Initiatives is a new mechanism to better reflect the aspirations of AIPA and to address regional situations.

Southeast Asia has the fastest tourism growth in the world; keeping that into consideration, the AIPA Secretariat initiated a small study. Based on the numerous resolutions on tourism throughout the years in various AIPA forums, it can be concluded that tourism, and the effects of tourism, has been a major concern for AIPA Member Parliaments for many years. Tourism issues such as tourism cooperation and eco-tourism have been discussed by AIPA Member Parliaments on nearly every agenda meeting since the 6th AIPA General Assembly in 1983.

The World Travel and Tourism Council forecasts that the total contribution of travel and tourism to ASEAN GDP will rise from USD 291,8 billion in 2014 to USD 528,7 billion by 2025. ASEAN Member States have been making significant efforts to attract tourists by providing more airlines and issuing visa-free policies facilitating international travelers to, and around, the region. Despite its positive impacts to the economy, tourism growth also presents challenges to human rights.

The opening of ASEAN to tourism presents a risk not only to the environment but also to the society, notably the potential risk of sexual exploitation. The most affected by sexual exploitation in tourism is children. According to the UNICEF East Asia and Pacific Regional Office (EAPRO), Southeast Asia experiences high levels of child sex tourism compared to other regions. This condition has been intensified through the tourism boom in recent years.

The study proves that challenges are arisen from the development in the tourism industry, especially its consequences to children. This situation has become a common concern and threat, shared by all ten ASEAN Member States. AIPA Resolutions on children protection have been issued by the Social Committee alongside with WAIPA. AIPA Resolution number Res.36GA/2015/WAIPA/03 on Strengthening Legal Framework to Eliminate Violence against Women and Children in ASEAN attests that the issue of the violence against children is a concern of AIPA Member Parliaments. Embarking from that point and in accordance with the recommendation submitted during the 9th AIPA Caucus Meeting in Jakarta, the sexual exploitation of children in tourism should be a corresponding pilot issue for the project based initiative.



06



AIPA MEMBER PARLIAMENTS' International Engagement



Regional Map of AIPA

Member Parliaments





BRUNEI DARUSSALAM

Overview of the Activities on International Affairs

In 2009, at the 30th AIPA General Assembly in Thailand, the Legislative Council of Brunei Darussalam attained its full membership with AIPA. The Legislative Council of Brunei Darussalam is an observer member to the Inter-Parliamentary Union (IPU) and the Commonwealth Parliamentary Association (CPA).

The Legislative Council of Brunei Darussalam actively participates both in the regional and international parliamentary events. During October 2016 to August 2017, Brunei Darussalam has attended several important meetings and conferences. Brunei Darussalam sent its delegation to AIPA annual meetings that took place throughout the year of 2017 such as the AIPA-ASEAN Interface in Manila (April 2017), the 13th AIFOCOM Meeting in Manila (July 2017) and the 9th AIPA Caucus in Jakarta (July 2017).

In April 2017, The Legislative Council of Brunei Darussalam also participated in the 136th IPU Assembly in Dhaka, Bangladesh and the Regional Seminar on the SDGs for the Parliaments in the Asia-Pacific which took place in Viet Nam from 11 to 13 May 2017.

The Speaker of the Legislative Council of Brunei Darussalam, His Excellency Pehin Orang Kaya Seri Lela Dato Seri Setia Awang Haji Abdul Rahman Bin Dato Setia Haji Mohamed Taib made an official visit to the Chairperson of the Council of the Russian Federation, Her Excellency Valentina Matvienko that took place in October 2016 at the Parliament of the Russian Federation. The objective of the visit was to strengthen bilateral cooperation between the two parliaments and countries as well as to discuss areas of development and cooperation such as exchanges of human resources capacity between the two countries.



Regional Seminar on the SDGs for the Parliaments in the Asia-Pacific which took place in Viet Nam from 11 to 13 May 2017.



AIPA-ASEAN Interface In Manila (April 2017)



The Speaker of the Legislative Council of Brunei Darussalam official visit to the Chairperson of the Council of the Russian Federation October 2016 at the Parliament of the Russian Federation.





CAMBODIA

Overview of the Activities on International Affairs

Besides being a Member of AIPA, National Assembly of Cambodia is also engaged with other regional and international parliamentary organizations, including Asian Parliamentary Assembly (APA), Inter-Parliamentary Union (IPU), and Asia-Pacific Parliamentary Forum (APPF). With the theme “Promoting Peace and Sustainable Development in Asia”, National Assembly of Cambodia hosted the 9th Plenary of Asian Parliamentary Assembly from 27 November to 2 December 2016 in Siem Reap.

Various activities related to the international affairs have been carried out by the National Assembly of Cambodia during 2016-2017. A high-ranking delegation of the Cambodian National Assembly (NA) led by Samdech Akka Moha Ponhea Chakrei Heng Samrin, President of Cambodian National Assembly, paid official visits to Laos and Vietnam from June 21- 26, 2017.

During his official visit in Laos from June 21-23, Samdech Heng Samrin held a bilateral talk with Lao counterpart, H.E.Ms. Pany Yathotou, President of National Assembly of Lao PDR. On the said occasions, President Samdech paid courtesy calls on H.E. Dr. Thongloun Sisoulith, Prime Minister and H.E. Bounhang Vorachit, State President of Lao PDR respectively.

While visiting Hanoi, Vietnam from June 24-26, 2017, a bilateral talk also held between Samdech Heng Samrin and H.E. Ms. Nguyen Thi kim Ngan, President of Vietnamese National Assembly. He also had a meeting with other Vietnam top leaders such as; Vietnam State President H.E. Tran Dai Quang, Vietnam Prime Minister H.E. Nguyen Xuan Phuc, and also paid a courtesy call with H.E. Nguyen Phu Trung, Secretary General of the Communist Party of Vietnam.

The visits aimed to further foster the traditional and long-lasting ties of friendship, solidarity and cooperation between Cambodia, Laos and Vietnam, especially to strengthen the cooperation among respective legislative bodies.

On March 13, 2017, Samdech Akka Moha Ponhea Chakrei Heng Samrin presided over the 7th Joint Workshop on Experience in Public Investment Management and Oversight at Sokha Phnom Penh Hotel. The Workshop attend-

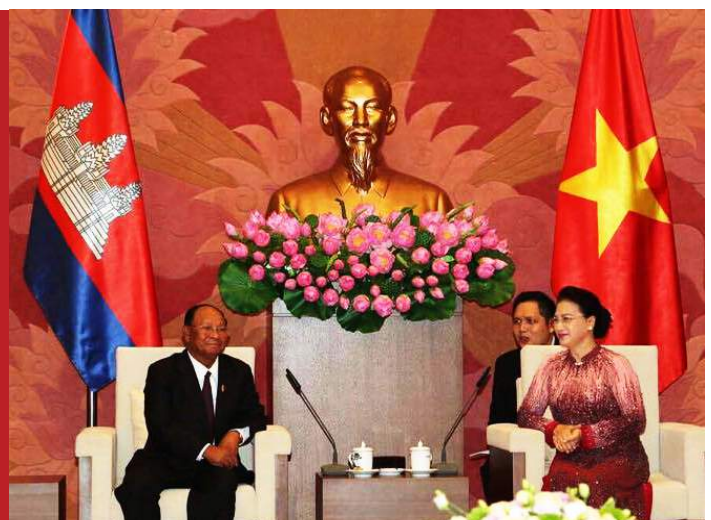


ed by delegates from Cambodia, Vietnam, Laos and Myanmar, sharing experiences and key mechanisms to ensue effective, transparent and accountable use of national budget and public investment through the improvement of monitoring role of National Assembly, National Audit Authority and the public's participation. The workshop provided the opportunity to strengthen friendship, solidarity and good cooperation among four AIPA member countries to maintain peace and stability in the region as well as in the world.



Visit in Laos from June 21-23, Samdech Heng Samrin held a bilateral talk with Lao counterpart, H.E, Ms. Pany Yathotou, President of National Assembly of Lao PDR.

Visiting Hanoi, Vietnam from June 24-26, 2017, a bilateral talk also held between Samdech Heng Samrin and H.E. Ms. Nguyen Thi Kim Nyan, President of Vietnamese National Assembly.





INDONESIA

Overview of the Activities on International Affairs

It is recorded in the history that the establishment of ASEAN Inter-Parliamentary Assembly (AIPA) was the initiative of the House of Representatives of the Republic of Indonesia. Since its official establishment in 1977, Indonesia has been playing its role in every AIPA's agenda. Through AIPA, The Indonesian House commits to perform the role of second track diplomacy in Southeast Asia and affirm its role in realizing Vision of the ASEAN Community 2025. This year, the Indonesian House of Representatives hosted the 9th AIPA Caucus. Held from 18 to 19 July 2017 in Jakarta, the Caucus presented the status of implementation of the 37th AIPA Resolutions.

The Indonesian House is also affiliated with other parliamentary organizations, both regional and international. Asia-Europe Parliamentary Partnership (ASEP), Asia-Pacific Parliamentarians Conference on Environment and Development (APPCED), Asia Regional Association of the Public Accounts Committee (ARAPAC) and Southeast Asian Parliamentarians against Corruption (SEAPAC), are few regional parliamentary organizations in which the Indonesian House is listed as an active member. In the wider regional scope, The Indonesian House of Representatives is engaged with the Asia-Pacific Parliamentary Forum (APPF). Through its engagement with the APPF, Indonesia wishes to learn more on the policies, experiences and best practices related to issues in the region such as regional stability, economy monetary, sustainable development, natural disaster, and global warming. At the 25th APPF Annual Meeting held in Natadola, Fiji in January 2017, Indonesian delegation carried a mission to strengthen friendship with APPF Member Parliaments and together find solutions for challenges and issues in the Asia-Pacific region.

In international level, Indonesia is recorded joining the Inter-Parliamentary Union (IPU) since 1974. At the end of October 2016, The Indonesian House of Representatives sent Delegation to the 135th IPU Assembly in Geneva, Switzerland. For further information about the house and its involvement in the regional and international parliamentary organizations, please visit the official website of the House of Representatives of Indonesia at <http://www.dpr.go.id/en>.



Parliament of Indonesia has attended annual meetings of AIPA, the 13th Meeting of AIFOCOM to Combat Drug Menace in Manila in July 2017



AIPA Caucus Meeting 17 - 20 July 2017, Jakarta - Indonesia



AIPA Connect Roadshow
9 August 2017, Jakarta - Indonesia



LAO PDR

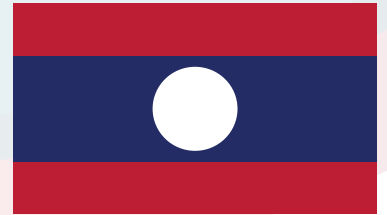
Overview of the Activities on International Affairs

The National Assembly of Lao PDR has been the member of AIPA since 1997. It has hosted the General Assembly of AIPA twice, in 2005 and 2014, in Vientiane, the capital city of Lao PDR. As a member of AIPA, throughout 2017 the National Assembly has sent its delegation to attend the AIPA annual meetings.

In April 2017, The National Assembly of Lao PDR sent its Delegation to attend the ASEAN-AIPA Leaders Interface Meeting convened in Manila, the Philippines. The meeting was held during the 30th ASEAN Summit and was preceded by a preparatory meeting. In July 2017, The National Assembly of Lao PDR took part in 13th AIFOCOM Meeting held in Manila and 9th AIPA Caucus in Jakarta, Indonesia.

Other than AIPA, the National Assembly of Lao PDR is also affiliated to the Inter-Parliamentary Union (IPU). At the 136th IPU Assembly in Dhaka, Bangladesh, April 2017, Mr. Sengnouane Sayalat, the Deputy Speaker of Lao PDR National Assembly, led the delegation. Mr. Khemphone Anothay, the Director General of the Multilateral Parliamentary Relations Department also joined the delegation in the assembly. Moreover, Lao PDR National Assembly has established Parliamentary Friendship Groups with ASEAN Member Parliaments, South Korea, India, Australia, and parliaments from other countries.



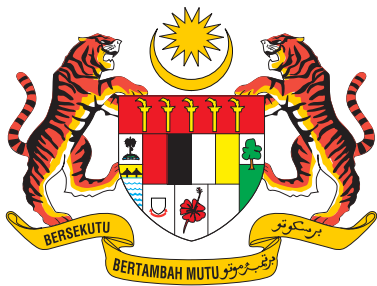


AIPA Caucus Meeting 17 - 20 July 2017,
Jakarta - Indonesia



AIPA Connect Roadshow
30 August 2017, Vientiane - Lao PDR





MALAYSIA

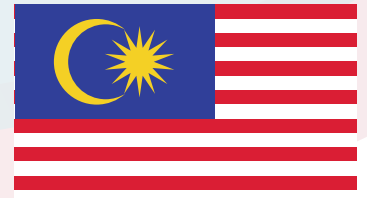
Overview of the Activities on International Affairs

The Parliament of Malaysia is one of the successors of ASEAN Inter-Parliamentary Assembly (AIPA) in AIPA's establishment in 1977. Throughout 2017, Malaysia Parliament has attended annual meetings of AIPA such as the AIPA-ASEAN Leaders' Interface during the 30th ASEAN Summit in Manila in April 2017, the 13th Meeting of AIFOCOM to Combat Drug Menace in Manila in July 2017, and the 9th AIPA Caucus Meeting in Jakarta, July 2017. Parliament of Malaysia also attended the AIPA Regional Seminar on 'Education Reform in ASEAN' which was held in Phnom Penh in February 2017.

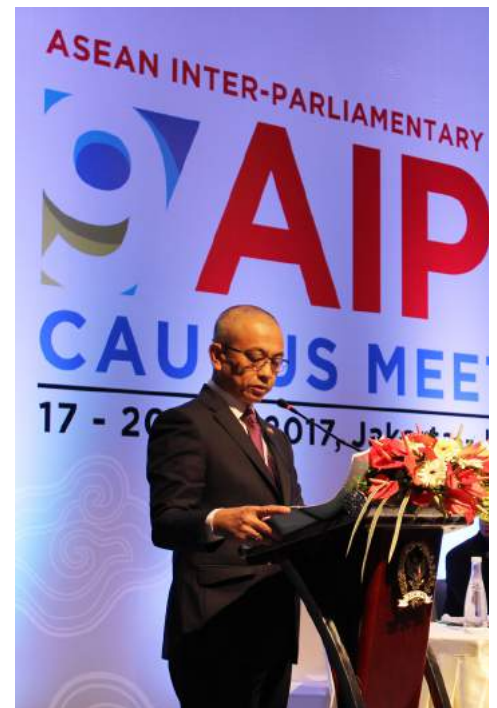
In February 2017, H.E. Tan Sri Datuk Seri Panglima Pandikar Amin Mulia, the Speaker of House of Representatives, led the Parliament of Malaysia in the 6th International Conference for Supporting the People of Palestine which held in Tehran, Iran.

In its further involvement in inter-parliamentary association, Malaysia Parliament also sent its delegation to attend the 135th Inter-Parliamentary Union (IPU) Assembly in Geneva, Switzerland and the 136th IPU Assembly in April 2017 in Dhaka, Bangladesh. Moreover, in January 2017 a delegation led by the Speaker of House of Representatives Parliament of Malaysia, H.E. Tan Sri Datuk Seri Panglima Pandikar Amin Mulia attended the 25th Annual Meeting of the Asia-Pacific Parliamentary Forum (APPF) in Natadola, Fiji. The meeting was focusing on parliamentary partnership for peace and security. Malaysia Parliament also attended the 3rd Meeting of the APPF on Global Health on 24-25 August 2017, which was hosted by the Japan Parliamentarian League for the World Health Organization at the National Diet in Tokyo. The meeting discussed the progress of the participating countries in achieving the health targets of the Sustainable Development Goals.

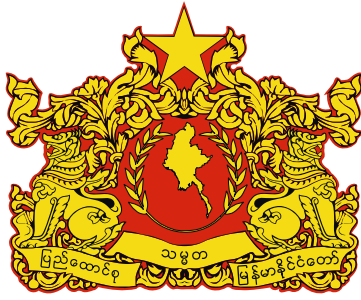
Further, Malaysia Parliament is also the member of the Commonwealth Parliamentary Association (CPA), the Parliamentary Union of the OIC Member States (PUIC), the Asian Parliamentary Assembly (APA), the Asian Forum of Parliamentarians on Population and Development (AFP-PD), the Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC), Global Conference of Parliamentarians Against Corruption (GOPAC), the Asia-Pacific Parliamentarians' Conference on Environment and Development (APPCED), the Society of Clerks-at-the-Table in Commonwealth Parliaments (SOCAT).



Malaysia Parliament has attended annual meetings of AIPA such as the AIPA-ASEAN Leaders' Interface during the 30th ASEAN Summit in Manila in April 2017, the 13th Meeting of AIFOCOM to Combat Drug Menace in Manila in July 2017



Malaysia Parliament has attended annual meetings of AIPA such as the 9th AIPA Caucus Meeting in Jakarta, July 2017.



MYANMAR

Overview of the Activities on International Affairs

To strengthen friendly relations and cooperation with other parliaments, not only regionally but also internationally, Myanmar Parliament engaged as a member in the ASEAN Inter-Parliamentary Assembly (AIPA) and Inter-Parliamentary Union (IPU). Myanmar Parliament joined AIPA in 2011, and then joined the IPU in 2012.

After successfully hosting the 37th AIPA General Assembly in Nay Pyi Taw last year, Myanmar Parliament participated in the ASEAN-AIPA Interface in Manila, the Philippines in April 2017. Myanmar Parliament attended 13th AIPA Fact-Finding Committee Meeting on Drug Menace in Manila in early July. From 17 to 20 July 2017, Myanmar Parliament also joined the 9th AIPA Caucus Meeting in Jakarta, Indonesia.

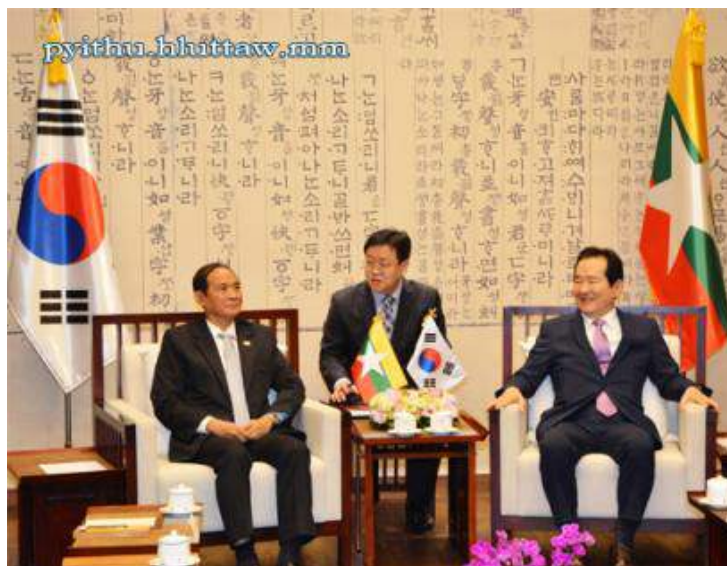
Myanmar Parliament also actively involved in the capacity development program of AIPA. On February 2017, Delegation of Myanmar Parliament led by H.E. Mr. Zar Ni Min, Member of Parliament of the Pyithu Hluttaw (House of Representatives) and H.E., Ms. Than Than Aye, Member of Parliament of the Amyotha Hluttaw (House of Nationalities) participated in regional seminar on "Education Reform in ASEAN". The seminar was conducted in collaboration with Parliamentary Institute of Cambodia (PIC), Senate of Cambodia and AIPA.

In the international level, led by H.E. Mr. Aung Kyi Nyunt, Vice Chairman of the Joint Coordinating Committee for the Development of Houses of the Parliament and the Member of Parliament of the Amyotha Hluttaw, Delegation of Myanmar Parliament attended the 135th Assembly of the Inter-Parliamentary Union in Geneva, Switzerland. The event followed by First Expert Roundtable on the Common Principle for Support to Parliaments, where the IPU Member Parliaments discussed on the parliamentary support for sustainable outcomes.



Official Visits have also been made by the Parliament to exchange views as well as to strengthen bilateral friendship and cooperation. With a view of strengthening the functions of the Parliament, the Speaker of Pyithu Hluttaw paid official visit to the Republic of Korea. Further, to elevate the capacity of the parliamenta-

ry staff, trainings, workshops and study trips have been constantly conducted in cooperation with international organizations such as; Westminster Foundation for Democracy (WFD), UNDP, Hanns Seidel Foundation (HSF), and many others.





PHILIPPINES

Overview of the Activities on International Affairs

The Congress of the Philippines, and in particular, the House of Representatives of the 17th Congress, affirms its commitment to AIPA and its initiatives to make it an effective pillar of community building in the ASEAN region.

Under the leadership of House Speaker Pantaleon D. Alvarez, the House of Representatives immediately engaged its ASEAN counterparts during the AIPA Preparatory Meeting held within the 28th ASEAN Summit in Vientiane, Lao PDR on September 4 - 7, 2016. Speaker Alvarez actively pushed for the inclusion of AIPA's support for ASEAN's call for peaceful resolution of maritime disputes in accordance with universally recognized principles of international law and the 1982 United Nations Convention of the Law of the Sea (UNCLOS). Cognizant that parliamentarians play a key role in the building of a new climate of enhanced cooperation in ASEAN, the Philippines sent a delegation to attend the 37th AIPA General Assembly held in Nay Pyi Taw, Myanmar on September 29 – October 3, 2017. The Philippines underscored its full support for AIPA as a platform for ASEAN parliamentarians to strengthen the vision of AIPA as an organization that leads in fostering peace, stability and security in the region, through inclusive and people-centered policies. The Philippines accepted with honor the Presidency of the AIPA and the hosting of the 38th AIPA General Assembly.

Under the leadership of Speaker Pantaleon D. Alvarez as AIPA President, the Philippines organized the AIPA Preparatory Meeting which took place within the 30th ASEAN Summit held in Manila on April 27 – 30, 2017. The AIPA President successfully steered the crafting of the AIPA Message delivered before the ten ASEAN Heads of State/Government on April 29, 2017. During the interface, the AIPA President reaffirmed AIPA's firm support for the achievement of ASEAN Community Vision 2025, to work towards fully harmonizing the laws of the Member States and to building common standards of conduct consistent with ASEAN. He underscored the integrity of ASEAN, the importance of strengthening ASEAN Centrality and Unity in evolving a regional architecture of peace and prosperity. Among other issues, the AIPA President reaffirmed ASEAN'S resolve to fight against drug abuse and its commitment towards establishing a drug-free region.



On July 4 – 8, 2017, the Philippines hosted the 13th Meeting of the AIFOCOM, with the theme “Forging Inclusive Partnership towards a Drug-Free ASEAN Community.” This Meeting, which was held in Manila, witnessed the transformation of the AIFOCOM into the AIPA Advisory Council on Dangerous Drugs or AIPACODD.

In September 14 – 20, 2017, the Philippines will once again play host to the 38th AIPA General Assembly, as AIPA and ASEAN celebrate their 40th and 50th year, respectively with the theme: “AIPA and ASEAN: Partnering for Inclusive Change.”





SINGAPORE

Overview of the Activities on International Affairs

The Parliament of Singapore actively participates in regional and international parliamentary events. Singapore Parliament also maintains relations with other parliaments by having inter-parliamentary exchanges such as meetings and official visits. These parliamentary exchanges play an important role in enhancing ties with other countries and facilitate the exchange and sharing of information among parliamentarians.

For the period of October 2016 to August 2017, the Members of Parliament of Singapore attended a number of regional and international meetings and conferences. Singapore Parliament sent its delegation to AIPA annual meetings that took place throughout 2017 such as the AIPA-ASEAN Interface in Manila in April 2017, the 13th AIFOCOM Meeting in Manila in July 2017 and the 9th AIPA Caucus in Jakarta in July 2017.

The Singapore Parliament participated in the 135th IPU Assembly in Geneva, Switzerland, the 136th IPU Assembly in Dhaka, Bangladesh and the IPU Regional Seminar on the SDGs for the Parliaments in the Asia-Pacific which took place in Viet Nam from 11 to 13 May 2017. Members of Parliament of Singapore also participated in the 62nd Commonwealth Parliamentary Conference and the 65th Westminster Seminar on Parliamentary Practice and Procedure in London, UK and the ASEAN Parliamentarians Visit to Australia.

The Speaker of the Parliament of Singapore, Mdm. Halimah Yacob made an official visit to Abu Dhabi, UAE in December 2016 while attending the 11th Meeting of Women Speakers of Parliament. Madame Speaker also undertook official visits to Australia in March 2017, Mexico in April 2017 and Kazakhstan in June 2017. The objective of the official visits were to strengthen bilateral cooperation between the legislatures.



Mdm. Speaker delivering a Message to the Senate in Mexico, April 2017



Mdm. Speaker with Senate Chairman Kassym-Jomart Tokayev (centre) and other members of the Singapore Delegation (from left) Dr. Chia Shi-Lu, Dr. Intan Azura Mokhtar, Ambassador Zulkifli Baharudin, Mr. Liang EngHwa and HE Usen A Suleimen, Kazakhstan Ambassador to Singapore, at the Senate Building, Astana, June 2017



THAILAND

Overview of the Activities on International Affairs

The National Legislative Assembly of Thailand (NLA) is affiliated with regional parliamentary organizations such as; ASEAN Inter-Parliamentary Assembly (AIPA), Asian Parliamentary Assembly (APA) and Asia-Pacific Parliamentary Forum (APPF). In the higher level, the National Assembly of Thailand engaged with Inter-Parliamentary Union (IPU) since 1950.

Several meetings in both regional and international levels have been attended by representatives of the NLA during October 2016 to August 2017. Delegation of the NLA led by Hon. Mr. Surachai Liengboonlertchai, First Vice-President of the National Legislative Assembly, attended the 136th IPU Assembly in Dhaka, Bangladesh from 1 to 5 April 2017. Thai Delegation also attended the 2nd Asia-Pacific Parliamentary Forum on Global Health from 24 to 25 November 2016 in Seoul, Republic of Korea. Further, the NLA also sent its Delegation to the 9th Plenary Session and the 2nd Executive Council Meeting of APA which were hosted by the National Assembly of Cambodia in Siem Reap from 27 November to 2 December 2016.

Bilateral meetings have also been conducted to strengthen bilateral relations and cooperation. Honorable guests from Bahrain, Jordan, Vietnam, Poland, Kazakhstan, Canada, Russian Federation, Israel, Republic of Chile, Republic of Kosovo and China have been warmly welcomed by the NLA from October 2016 to August 2017. On 15 March 2017, H.E. Prof. Pornpetch Wichitcholchai, President of the NLA paid a courtesy call on H.E. Mr. Setya Novanto, Speaker of the House of Representatives of the Republic of Indonesia during his official visit to Republic of Indonesia.

The National Assembly of Thailand is one of the first five parliaments which marked the establishment of AIPA in 1977. Since then, Thai National Assembly has been actively involved in the activities of AIPA. Thailand attended the AIPA-ASEAN Interface during the 30th ASEAN Summit which was held last April in Manila, the Philippines. In July 2017, Delegation of the NLA participated in the 13th AIFOCOM in Manila and 9th AIPA Caucus in Jakarta.





VIETNAM

Overview of the Activities on International Affairs

Vietnam National Assembly joined ASEAN Inter-Parliamentary Assembly (AIPA) in 1995 and has hosted the AIPA General Assembly twice; in 2002 and 2010. Throughout 2017, Vietnam National Assembly sent its delegation to attend AIPA meetings such as the ASEAN-AIPA Interface Meeting in Manila, the 13th AIFOCOM Meeting in Manila, and the 9th AIPA Caucus in Jakarta. Vietnamese Parliamentary Delegation attended the ASEAN-AIPA Interface Meeting in Manila was led by Hon. Phung Quoc Hien, Vice Speaker of Vietnam National Assembly.

In May 2017, the Speaker of Vietnam National Assembly, Hon. Nguyen Thi Kim Ngan attended the Regional Seminars of Inter-Parliamentary Union (IPU) on the Sustainable Development Goals for the Parliaments in the Asia-Pacific region, in Ho Chi Minh City, Vietnam. Moreover, throughout the year she received visits from high ranking officials of other parliaments including Bangladesh, Lao PDR, Cambodia, Haiti, Cuba, Myanmar, Timor Leste, the Philippines, Japan, Korea, Switzerland, Russia, and Finland.

Led by Vice Speakers of Vietnam National Assembly; Hon. Tong Thi Phong, Hon. Do Ba Ty, Hon. Phung Quoc Hien, and Hon. Uong Chu Luu, made parliamentary visits to the United States of America, Cuba, Canada, and Mexico. Vietnamese Parliamentary Delegation also attended a number of inter-parliamentary meetings such as the 135th IPU Assembly in Geneva, Switzerland, the 136th IPU Assembly in Dhaka, Bangladesh, the 9th Plenary of Asian Parliamentary Assembly (APA) in Siem Riep, Cambodia, as well as the 25th Annual Meeting of the Asia-Pacific Parliamentary Forum (APPF) in Natadola, Fiji. Furthermore, diplomatic visits from senior diplomats, representatives from other countries and international organizations have been received by the Vietnam National Assembly.



Speaker of VietNam National Assembly Nguyen Thi Kim Ngan in IPU regional seminars on the Sustainable Development Goals for the Parliaments in the Asia-Pacific region. The Seminar took place in Ho Chi Minh City (Viet Nam) from 11 till 13 May 2017



1st Vice Speaker of Vietnam National Assembly Tong Thi Phong had a speech at IPU 136 held in Bangladesh



Vice Speaker of Vietnam National Assembly Do Ba Ty received US Head of House Armed Services Committee Michael Rogers during his visit to Vietnam



Vice Speaker of Vietnam National Assembly received Vice Speaker of German Parliament Edelgard Bulmahn during her visit to Vietnam



Vice Speaker of Vietnam National Assembly Phung Quoc Hien and Vietnamese Delegation attended ASEAN Leaders' Interface with representatives of ASEAN Inter-parliamentary Assembly (AIPA)



07



OBSERVER MEMBER Parliaments

OBSERVER MEMBER **PARLIAMENTS**

Parliament of Australia



Speaker of the House of Representatives

H.E. Mr. Tony Smith MP

Address : Parliament House,
Canberra ACT 2600 Australia
Phone : +61 262777111
E - mail : Onu.Palm.Reps@aph.gov.au
(Senior Visit Officer)

The National Assembly of The Republic of Belarus



Chairman of the House of Representatives of the National Assembly

H.E. Mr. Vladimir Andreichenko

Address : Government House, 220010,
Minsk, Republic of Belarus
Phone : +375 17 222 35 14
E - mail : kcl@house.gov.by /
Indonesia@mfa.gov.by

Parliament of Canada



Speaker of the House of Commons

Hon. Mr. Geoff Regan, P.C., M.P

Address : House of Commons Ottawa, Ontario
Canada K1A 0A6. (Hill Office) 1496
Bedford Highway, Suite 222 Bedford,
Nova Scotia B4A 1E5. (Constituency Office)
Phone : 613-996-3085 (Hill Office)
902-426-2217 (Constituency Office)
E - mail : info@parl.gc.ca /
ASEAN-ANASE@international.gc.ca

European Parliament



President of the European Parliament

H.E. Mr Antonio Tajani

Address : PHS 09B111 (office) Rue Wiertz 60
B-1047 Bruxelles
E - mail : President@europarl.europa.eu

Parliament of India



Speaker of the Lok Sabha

H.E. SMT. Sumitra Mahajan

Address : 16, Parliament House,
New Delhi - 110 001
Phone : (011) - 23017795, 23017914
E - mail : asean.jakarta@mea.gov.in /
amb.asean@mea.gov.in

National Diet of Japan



President of the House of Councillors

H.E. Mr. Chuichi Date

Address : Sangiin (House of Councillors)
100-8961 Nagatacho 1, Chiyodaku
100-8961 Tokyo, Japan
Phone : +81-3-3581-5111
E - mail : webmaster@shugiin.go.jp /
IntlCon@sangiin-sk.go.jp

OBSERVER MEMBER **PARLIAMENTS**

Parliament of New Zealand



Speaker of the House of Representatives

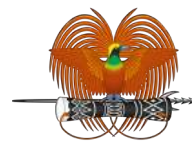
H.E. Mr. David Carter

Address : Private Bag 18888, Parliament Buildings, Wellington 6160.

Phone : +64 4 817 9999

E - mail : parlinfo@parliament.govt.nz

National Parliament of Papua New Guinea



Speaker of the National Parliament

Hon. Mr. Theo Zurenouc, MP

Address : National Parliament P O Parliament House, Waigani, N.C.D, Papua New Guinea

Phone : +675 33277411/376

E - mail : websiteadmin@abg.gov.pg

The National People's Congress of the People's Republic of China



Chairman of the National People's Congress of the People's Republic of China

H.E Mr. Zhang Dejiang

Address : National People's Congress, No. 23, Xijiao minxiang, Xicheng District, Beijing 100805, The People's Republic of China.

Phone : -

E - mail : -

The National Assembly of The Republic of Korea



Speaker of the National Assembly

H.E Mr. Chung Sye-Kyun

Address : 1 Uisadang-daero Yeongdeungpo-gu Seoul, 07233 Republic of Korea

Phone : +82 2-788-2114

E - mail : english@assembly.go.kr

Federal Assembly of Russian Federation



President of the Federal Assembly of the Russian Federation

H.E. Ms. Valentina Matvienko

Address : Bolshaya Dmitrovka St 12110reet 26, Moscow, Russia, 103426

E - mail : izoloto@inbox.ru

National Parliament of Timor Leste



President of National Parliament

H.E. Mr. Aderito Hugo da Costa

Address : Rua Formosa, Dili

Phone : (+670) 3339869, 3339870

E - mail : relacoes.publicas@parlamento.tl
relacoespublicas.dirpec@gmail.com



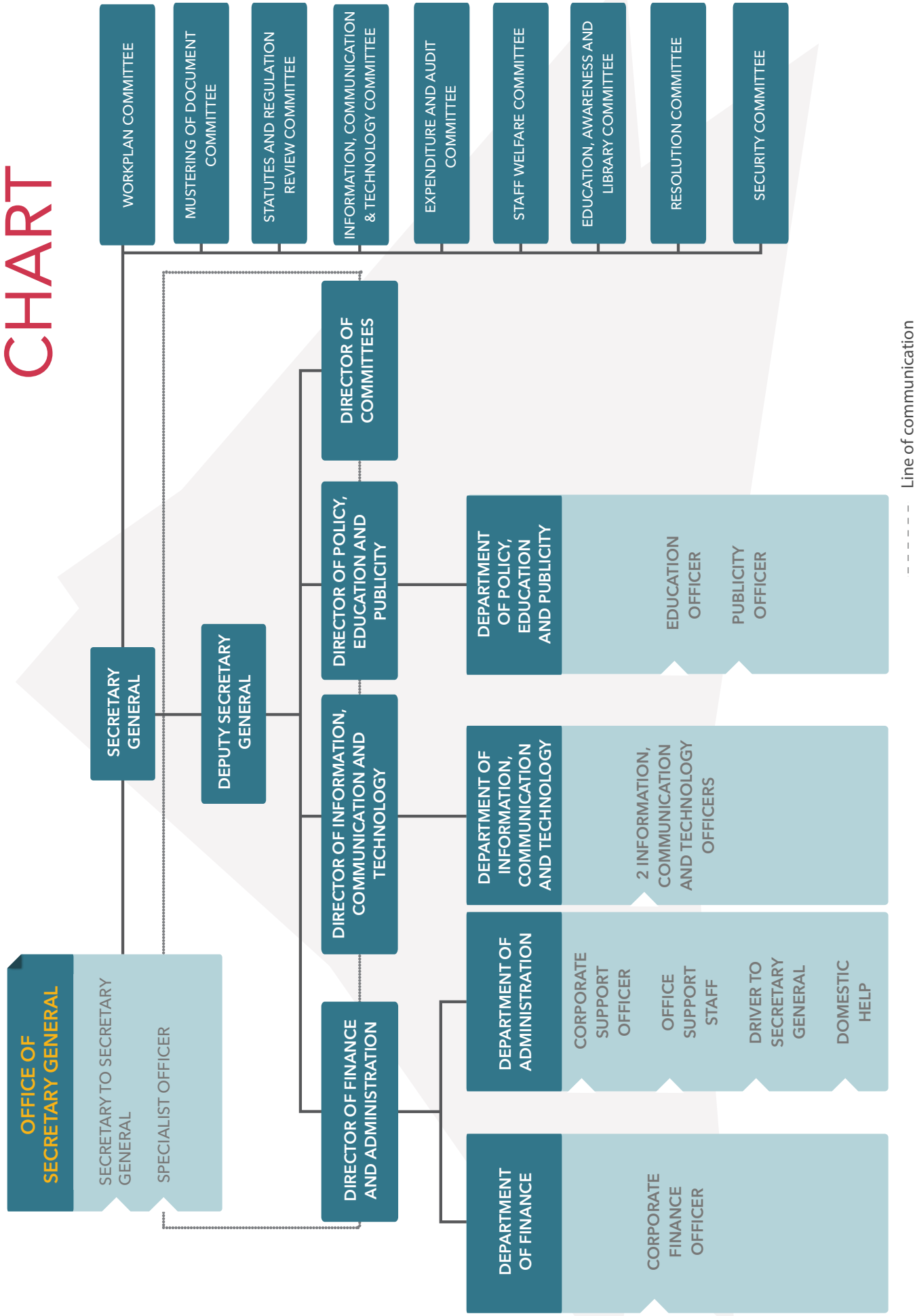
08



SECRETARIAT ORGANIZATIONAL Chart

ORGANIZATIONAL

CHART





09

AIPA SECRETARIAT
DIRECTORATE
Report



Anggayasti Ajeng Padmitha

Officer of Information Communication and Technology

Resky Wiwoho A.W
Director of Information Communication and Technology

Efran Arieza
Officer of Information Communication and Technology

DIRECTORATE OF INFORMATION COMMUNICATION TECHNOLOGY

Overview

The Directorate of Information, Communication and Technology (ICT) manages all computer and technology services in the AIPA Secretariat. It is responsible for advising users on the use and limitation of ICT, and propose changes in the present operational procedures, where applicable, and to streamline work processes for better efficiency and effectiveness. It is also responsible for the provision of computer and information services either directly by its internal resources or through service providers. This includes the operation of appropriate network, hardware and software system.

Social Media

In the middle of 2016, AIPA Secretariat has launched the Social Media. The social media has been launch is Facebook, Instagram, Twitter and Youtube Channel. AIPA stands for ASEAN Inter-Parliamentary Assembly. As a regional parliamentary organization they have role as a center communication and information among the member parliaments.

OBJECTIVE, Through this social media plan we want to build awareness and engagement to audience by

delivering information about AIPA values and purposes.

TARGET INSIGHT, Our audience put great attention to their country future related about diversity in social, economic, and culture issues.

THE IDEA, Based on audience insight this theme is intended to support each existing differences in any aspect of Politic, Social, Economic, and Culture.

We strongly highlighting AIPA through social media platform in order to get awareness and engagement with audience:

- News Update: at this part we want to highlight the trending topic.
- Inspiring : We want inspiring others about achievement got by ASEAN countries.
- Fun Fact : Let's talk about culture, travel and tourism thing in ASEAN countries.

Facebook : <https://www.facebook.com/AIPA-314083342095588/>
Twitter : @aipasecretariat
Instagram : aipa.secretariat
Youtube : AIPA Secretariat

AIPA Connect (AIPA Intranet System)

The AIPA Connect and video conferencing are ongoing projects under the Directorate of Information, Communication and Technology of AIPA Secretariat. AIPA Connect was established during the workshop on the 13th to 15th November 2013 in Vientiane, Lao PDR. The aim of AIPA Connect is to enable effective communication and to facilitate information exchange in real time amongst all AIPA Member Parliaments. Thus, the AIPA Connect is ready to be used by AIPA Member Parliaments since then.



AIPA Connect Roadshow

The dawn of the advancement of technology in information science and the absence of automated mechanisms for AIPA member parliaments to share information and knowledge among themselves prompted the leadership of AIPA and the management of AIPA Secretariat to embark on a project to create an intranet system.

With the generous financial support and technical assistance from the German Federal Foreign Office (FFO) and implemented by GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit) through the joint project with AIPA "Capacity Development for the ASEAN Inter-Parliamentary Assembly", a series of consultative workshops and trainings with various stakeholders were conducted on

2013 in Jakarta, Indonesia and in Vientiane, Lao PDR, and on 2015 in Singapore. After the intranet system was tested and established in 2015, a series of roadshow meetings were also conducted to promote the system in 2017 in the parliaments of the Philippines, Vietnam, Thailand, Myanmar, Brunei Darussalam, Cambodia, Indonesia and Lao PDR.

Today, AIPA has a running web-based knowledge and information-sharing portal and intranet for various user groups within the national secretariats of member parliaments of AIPA. This system is called "AIPA Connect" and it aims to enable users to learn from each other, facilitate their lines of communication and help achieve the goals of AIPA.

DIRECTORATE OF FINANCE



**Shabrina Hazania
Basri**
Director of Finance &
Administration



Nyoman Astini Sari
Corporate Finance
Officer



Dwi Supiana
Corporate Support
Officer

Overview

The Directorate of Finance and Administration is responsible to manage the internal business of the Secretariat to support activities of AIPA under the guideline of Statutes and Regulations of AIPA as well as the Instruction Manual of Staff (IMS). The two departments under the Directorate, which are Finance and Administration, have two different functions that work alongside the other.

Function of the Work of Finance Department

The Department of Finance manages the cash flow and bank accounts of AIPA Secretariat. The payment of salaries and gratuity of the Secretariat staff as well as the creation of Monthly Reports of Income and Expenditure of the Secretariat also fall under this department.

The financial year period of AIPA Secretariat is one year. The period starts from 1st of August on each year

and ends on 31st of July the following year. The Secretariat will then submit a single report at the end of the financial year to the General Assembly that is held in the same year.

Furthermore, the draft Annual Budget Estimates and Annual Financial Audit Reports will be prepared by this department and the documents will be audited by independent auditors before the circulation to all AIPA Member Parliaments.

AIPA Special Fund is an additional budget that was passed and adopted at the 36th AIPA General Assembly. The purpose of the Special Fund is to fulfil the necessities of AIPA and this is necessary to ensure the AIPA Secretariat expenditures and AIPA expenditures are kept separately. The increase in contribution is necessary as the operative cost of maintaining the Secretariat is increasing and the

AND ADMINISTRATION



Suheri
Office Support
Staff



Tumiran
Driver to Secretary
General



Neni Triana
Domestic Help

pressure of the capped budget will not be sustainable due to inflationary market forces.

Function of the Work of Administration Department

The Secretariat has now mustered and digitalised its documents including all AIPA Meeting Reports dated back to 1978 and incoming as well as outgoing letters and invoices dated back to 1990 and will continue to do so in the future. Only documents considered important and those of the last six years are kept. The rest have all been destroyed according to the right procedures.

In regards to AIPA Secretariat Staff, new staff have been coming in; Education Officer and ICT Officer to name a few. Additionally, the post of Director of Policy, Education and Publicity as well as the post of Director

of Committees have undergone changes in leadership. As for the post of Security Officer, it is currently covered by the Security on loan from the House of Representatives of Indonesia.

The department also manages the inventory of all assets and items donated to the Secretariat such as paintings and souvenirs into the Fixed Assets Register. Moreover, the procurement of office stationaries along with producing the AIPA Flags and gifts are also part of the responsibilities of this department as well.



Putri Maha lima
Director of Policy,
Education and Publicity

Marissa Stephanie Baeha
Education Officer

DIRECTORATE OF POLICY, EDUCATION AND PUBLICITY

Directorate of Policy, Education and Publicity (PEP) is committed to serve AIPA in its internal and external relations, as stipulated in the Statutes and Regulations of AIPA. Aimed to inform Member Parliaments of the current and forthcoming activities, the Directorate maintains communication with the national secretariats in regular basis. Further, the engagement of AIPA with its Observer Members as well as regional and international organizations also falls under the Directorate's responsibility.

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. Together with the Directorate of Committee, PEP Directorate provides service to the National Parliaments in the preparation of AIPA regular meetings.

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.

1. "Attachment Program", in which AIPA recruits students from various universities in Indonesia as well as overseas graduates, has been implemented since 2014. Throughout October 2016 to August 2017 AIPA Secretariat has recruited five undergraduate students from several universities in Indonesia. The AIPA Secretariat is aware of the importance of engaging universities from other ASEAN countries in its awareness program. Hence, necessary approach has been made to the ASEAN University Network. As feedback, some AUN Member Universities have expressed their interest to the program.





2. "AIPA Model", launched in August 2017 as a new awareness program. It is an educational simulation of the General Assembly of AIPA, where students can learn about diplomacy, regionalism, and AIPA itself as regional parliamentary organization. The first AIPA Model was convened for two days. It was implemented in cooperation with University of Al Azhar Indonesia and BINUS University. With the theme "Border Conflicts Reconciliation and Harmonizing Drugs Trafficking Laws", the event took place at the House of Representatives of Republic of Indonesia and was attended by 75 students of International Relations from at least ten universities around greater Jakarta area. On the first day of the event, participants were informed about AIPA and its role in facilitating the achievement of ASEAN goals by representatives of AIPA Secretariat. Further, experts from Centre of Strategy and International Studies as well as from Indonesia National Narcotics Bureau were presented as speakers to provide insights and useful information that will help the participants in the GA Simula-

tion on the next day. Following the original version of AIPA GA, the GA Simulation was preceded with the Executive Committee Meeting to adopt the agenda to be deliberated in the Committee Meeting. There were two committees; political and social. The Political Committee deliberated draft resolution on Border Conflicts Reconciliation, while the Social Committee discussed a draft resolution on Harmonizing Drugs Trafficking Laws.

Adjustment in the structure of the Directorate has been made. The current Director took the position in April 2017. The former Education Officer has been promoted to be the Director of Committee, and new officer started to join in June 2017. The position of Publicity Officer is currently vacant and the assignments are temporarily shared between the Directorate of PEP and the Directorate of Information, Communication and Technology.





M. Ilyas Saudek
Director of Committees

DIRECTORATE OF COMMITTEES

Overview

The Director of Committees is responsible to ensure that the hosting of the following events of AIPA is conducted in accordance to the Statutes (a) General Assembly, (b) AIFOCOM, (c) AIPA Caucus, (d) ASEAN - AIPA Interface, and any other events directed by the General Assembly to be organized by AIPA Secretariat.

Function

The Directorate of Committees provides administrative support as requested by Member Parliament hosting the event(s) of AIPA. The initial draft Programme of Activities, Agenda, and Procedural Notes shall be provided by the Directorate to the Host Parliament. The Directorate of Committees may also advise and supervise the Hosting Parliament on organizing AIPA events. Furthermore, the Directorate of Committees should provide updates on the progress of the events of AIPA with all National Secretariats. This year Directorate of Committees provided the aforesaid support for Parliaments hosting the AIPA Events i.e. 38th AIPA General Assembly, the ASEAN – AIPA Interface, and 13th AIFOCOM in the Philippines, and 9th AIPA Caucus in Indonesia.



Wahyu Samodra
Specialist Officer
AIPA Secretariat



Budi Handoko
Security Officer of
AIPA Secretariat

SPECIALIST & SECURITY OFFICER

Overview

The Specialist is the custodian and manager of the infrastructure and physical environment of the AIPA Secretariat Office, including the residence of the secretary general and official cars. Manages a wide range of project and development work ranging from upgrading to refurbishment works.

It is responsible for ensuring the operational efficiency of all office services that support AIPA Secretariat activities. Be the liaison officer with the

Ministry of Foreign Affairs and Immigration Office on AIPA Secretariat matters.

It also works with various internal and external stakeholders to create a secure and safe environment for AIPA Member of Parliaments, staff and visitors. Its main mission is to ensure that the Secretary General of AIPA and staff can conduct their business without disturbance or interruption from any threat or situation.

Function

The Specialist Officer's areas of responsibility are :

- Ensure security of the office as provided for under the Security Regulations
- Manage the day to day security operations in the AIPA Secretariat
- Plan, command, control and monitor all security operations
- Review and update security processes and written orders/procedures
- Provide expert knowledge and counsel on security matters
- Provide security for AIPA house
- Ensure maintenance of the office and AIPA house
- Organise, manage and be the Master of Ceremonies for AIPA functions
- Be the protocol officer of AIPA Secretariat
- Be the line of communication with the DPR Secretariat
- Assist the Education Officer in the dissemination of information on the Awareness Programme as well as to assist in the public lectures organised
- Ensure that the telephone and facsimile services are functional
- Advise on the facsimile services and assist the Director of Information, Communication and Technology in the discharge his functions
- Be the liaison officer with the Ministry of Foreign Affairs and Immigration on AIPA Secretariat matters
- Manage AIPA house
- Any other duties as may be assigned by the Secretary General.



Andhie Ananta
Secretary to
Secretary General



Ria Aritonang
Consultant

SECRETARY TO SECRETARY GENERAL

Overview

The role of Secretary to Secretary General (SSG) is as described in Part 5 of The Instruction Manual for Staff of AIPA Secretariat, such as correspondence, scheduling, and perform general administrative duties addressed to the Office of Secretary General. SSG is responsible directly to Secretary General of AIPA, but administratively is under supervision of the Director of Finance and Administrative.

Function

- Attend to telephone calls and enquiries addressed to the Office of the Secretary General.
- Receive, record and scan all incoming mail/publications addressed to the Secretary General.
- Monitor deadlines for the Secretary General and initiate follow-up actions.
- Plan and manage Secretary General's schedule for all appointments and functions.
- Draft/type correspondence/speeches for the Secretary General.
- Organise and maintain the Secretary General's registry files.
- Perform general administrative duties including disseminating information to officer and staff as directed by Secretary General.
- Arrange gifts presented to the Secretary General for valuation.
- Supervise the Driver to the Secretary General.
- Transport Officer for the Secretary General's official car.
- Sit in committees, as nominated by the Secretary General.
- Arrange/prepare procedural documents for the Secretary General before each meeting.
- Any other duties as may be assigned by the Secretary General.

CONSULTANT

Consultant for AIPA

In a need to assist AIPA with program development and networking outreach, consultant's scope of works also include the possibility to expand the mission of the AIPA Secretariat into a wider range of cooperation and partnership.

Prerequisite to the fulfilment of the AIPA Secretariat's functions and mandate as; (i) a communication hub for all secretariats of national parliaments, (ii) administration and activities/program management centre of AIPA, (iii) document keeper, (iv) reporting agency, and repository of history, organizational development, progress report and (v) resource development, some specific tasks are placed under the responsibility of a consultant.

Conversant of the business of AIPA and familiar with policy development process surrounding AIPA's main objectives, and supporting of the capacity enhancement of the AIPA Secretariat's team work, are of important aspects in the consultant's area of works.

Advising on concept note preparation, conference highlights, paper presentation, monitoring agreements and reporting preparation are matters for attention and coverage, weighing in the efficiency and effectiveness of the performance of the Secretariat.



10



WORKSHOPS / Trainings

WORKSHOPS / Trainings



Workshop and Training under the AIPA Capacity Development Project assisted by the Government of the Federal Republic of Germany through Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)

- Third workshop on Networking and Outreach with Civil Society Organizations hosted by AIPA Secretariat in Jakarta, Indonesia from 16 to 19 October 2016. The workshop was held at Hotel Le Meridien, Jakarta.
- First workshop on AIPA Communication Master Plan and Corporate Design hosted by AIPA Secretariat in Jakarta, Indonesia from 21 to 22 November 2016. The workshop was held at the Hermitage Hotel, Jakarta.
- Second workshop on AIPA Communication Master Plan and Corporate Design hosted by the National Assembly of Lao PDR in Vientiane from 3-6 April 2017. This workshop was held at the National Assembly of Lao PDR.
- AIPA Connect Roadshow to all AIPA Member Parliaments from April-July 2017.
- Training on Effective Proposal Writing with Log-Frame (25th to 28th April 2017).

Most of the Workshops, Trainings and Roadshow are hosted by AIPA Member Parliaments on rotational basis. It aims to give them a sense of ownership of the capacity development project.

Training Course under the Memorandum of Understanding between Parliamentary Institute of Cambodia (PIC) and AIPA

In accordance to the Memorandum of Understanding (MoU) for "Capacity Development Program for Staff of ASEAN Inter-Parliamentary Assembly Member Parliaments between AIPA and Parliamentary Institute of Cambodia (PIC)" which was signed on 4 April 2016 in Phnom Penh, Cambodia. The first phase of the Regional Fellowship Program (RFP), which was Parliamentary Research Training, has been completed on February 2017 with parliament staff from Malaysia, Myanmar, and Thailand as participants. The first intake of 2017 which commenced in January 2017 until June 2017 was followed by 11 parliament staff from Lao PDR, Malaysia, Myanmar, Philippines, and Thailand. And the second intake of 2017 will be commenced in September 2017 until February 2018 with 9 parliament staff from Lao PDR, Myanmar, and Thailand.

PIC offers RFP to AIPA Member Parliaments for various courses i.e. English language, parliamentary research, legislative analysis, legislative drafting technique, budget analysis, parliamentary communications, and public relations.

In developing its regional program, PIC is now offering Parliamentary Communication Training – Training of Trainers (ToT). It is aimed to create a group of regional trainers that are expecting to contextualize the core curriculum of the program to their own national interests.



11



AWARENESS ATTACHMENT Program

AWARENESS & ATTACHMENT PROGRAM



Pursuant to Resolution 34GA/2013/ORG/09 on Awareness Building, AIPA Secretariat performs its role in community building by disseminating knowledge about ASEAN and AIPA to the community at large through several initiatives, namely:

1. Attachment program for students who are interested to learn AIPA Secretariat activities.
2. Launching of the Model of ASEAN Inter-Parliamentary Assembly (AIPA) participated by university students.

The attachment program is available for individual

who applied to be attached at the AIPA Secretariat for particular period of time. This program is a work-based experience for individual to develop specific skills which is valuable to their professional development.

Attachment Program for Students at the AIPA Secretariat

NO	NAME	INSTITUTION	PERIOD
1	Ms. Farah Ghaissani	Islamic State University	6 Feb - 5 April 2017
2	Ms. Sherly Wijayanti	Bogor Agricultural University	7 Mar - 5 May 2017
3	Ms. Keysha Jessica Rompas	Sam Ratulangi University	12 June - 18 Sept 2017
4	Ms. Rinny Rempowatu	Sam Ratulangi University	12 June - 18 Sept 2017
5	Ms. Gresita Nainggolan	Sam Ratulangi University	12 June - 18 Sept 2017

Digital Media Platform

AIPA has its passionate objective to reach out to the greater audience and hereby introduces you to AIPA official websites, which has been relaunched in 2015 (you can check on www.aipasecretariat.org/), and initiates social media accounts such as AIPA Facebook fan page, AIPA Official Twitter (@aipasecretariat), AIPA Youtube channel, and AIPA Instagram (@aipa.secretariat). AIPA aspires to spread out its role by utilizing more platforms of social media such as LinkedIn and Line in the future. These accounts are updated on daily basis with information from ASEAN region.





12



AIPA ACTIVITIES **2016 - 2017**

AIPA ACTIVITIES

2016 - 2017

NO	DATES	ACTIVITIES	VENUE	ATTENDING OFFICER
1	1-4 February 2016	The Parliamentary Network on the World Bank & IMF (PN) Field Visit to Indonesia	Jakarta, Indonesia	Dir. PEP
2	1-4 February 2016	2nd Conference on Global Action Against Mass Atrocity Crimes	Manila, the Philippines	SG
3	3-7 February 2016	Workshop on ASEAN Chief Justices, Technical Working Group	Tagaytay, the Philippines	Consultant of AIPA Secretariat
4	10 February 2016	Meeting w/ Ms. Jenny Pearson from Parliamentary Institute of Cambodia (PIC)	AIPA Secretariat	SG, Dir. PEP, Secretary to SG, Consultant of AIPA Secretariat, Education Officer, Publicity Officer
5	11 March 2016	Meeting w/ Mr. Gert Reinberger from GIZ	AIPA Secretariat	SG, Dir. PEP, Secretary to SG, Consultant of AIPA Secretariat, Education Officer, Publicity Officer
6	14 March 2016	Signing of Joint Declaration of Intent and Implementation Agreement with Federal Foreign Office of Germany and GIZ respectively to continue with AIPA Capacity Development Programme Phase II	Embassy of the Federal Republic of Germany in Jakarta	SG, Dir. FAS, Secretary to SG, Consultant of AIPA Secretariat, Education Officer and Publicity Officer
7	29-30 March 2016	11th Coordinating Conference on the ASEAN Socio-Cultural Community (11th SOC-COM)	ASEAN Secretariat	SG
8	4 April 2016	Signing of Memorandum of Understanding w/ PIC	Phnom Penh, Cambodia	SG
9	9-24 April 2016	Parliamentary Officers' Study Program (POSP)	Ottawa, Canada	Dir. FAS
10	14 April 2016	Courtesy Call w/ the Ambassador of Ukraine to Indonesia H.E. Mr. Volodymyr PAKHIL	AIPA Secretariat	SG, Dir. PEP, Dir. ICT, Secretary to SG, Consultant of AIPA Secretariat, Education Officer and Publicity Officer
11	22 April 2016	Meeting w/ Mr Obaidur Rahman	AIPA Secretariat	SG, Dir. PEP, Secretary to SG, Consultant of AIPA Secretariat, Education Officer and Publicity Officer

AIPA ACTIVITIES

2016 - 2017

NO	DATES	ACTIVITIES	VENUE	ATTENDING OFFICER
12	12 May 2016 (tentative)	Meeting of AIPA Connect Focal Persons to Approve the Management Plan and Protocols (planned to be in the end of April)	Jakarta, Indonesia	
13	May 2016	Workshop 2 on Human Capacity Development	Brunei Darussalam	Date and venue to be fixed
14	9-10 May 2016 (tentative)	Workshop on "Developing a Draft Policy Framework on AIPA-CSO Engagement and Outreach"	Kuala Lumpur, Malaysia	SG, Consultant of AIPA Secretariat
15	1 st half of July 2016 (tentative)	8th AIPA CAUCUS	Lao PDR	Date to be fixed
16	July 2016	Inception Workshop on the Framework of AIPA Communication Master Plan	Singapore	Date and venue to be fixed
17	August 2016 (tentative)	37th AIPA Executive Committee Meeting	Kuala Lumpur, Malaysia	Date to be fixed
18	3 rd or 4 th Week of August	Workshop 3 on Human Capacity Development	Cambodia	Date and venue to be fixed
19	6-9 September 2016	ASEAN-AIPA Interface at the 28th ASEAN Summit	Lao PDR	SG
20	September/October 2016	Consultative/Preparatory Meeting for the 2017 AIPA-ASEAN Retreat, Consultation for Cooperation Framework	Jakarta, Indonesia	SG, DSG, Dir PEP, AIPA Consultant
21	4 October 2016	International gathering of Diplomatic Corps	Foreign Affairs RI, Jakarta, Indonesia	DSG, Specialist Officer
22	5 October 2016	Incoming SG Hon. Isra SUNTHORNVUT	AIPA Secretariat	SG and all staff
23	6 October 2016	Meeting all Staff	AIPA Secretariat	SG and all staff
24	7 October 2016	H.E. Ambassador Busadee Santipitak (Thai CPR to ASEAN)	AIPA Secretariat	SG
25	10 October 2016	Courtesy Call: Dr. Nurhayati Ali Assegaf	2nd floor DPR RI	SG

AIPA ACTIVITIES

2016 - 2017

NO	DATES	ACTIVITIES	VENUE	ATTENDING OFFICER
26	11 October 2016	Courtesy Call: ERIA	AIPA Secretariat	SG
27	17 October 2016	3rd Workshop on "Networking and Outreach with Civil Society Organisations"	Le Meridien Hotel, Jakarta, Indonesia	SG, Dir PEP, Dir FA, Education Officer, AIPA Consultant
28	26 October 2016	H.E Elizabeth Jan Duke (Australia Mission to ASEAN)	AIPA Secretariat	SG, DSG, Dir PEP
29	27 – 28 October 2016	Foreign Affairs RI Diplomatic Tour	Boyolali, Central Java, Indonesia	SG
30	31 October 2016	Embassy Russian Federation	Hotel Indonesia Kempinski	SG
31	2 November 2016	H.E Le Luong Minh (Secretary General of ASEAN)		SG, DSG, Dir PEP
32	10 November 2016	Meeting on SECTT Project	AIPA Secretariat	SG and All Staff
33	13 November 2016	Invitation 1st ACCPCJ	Dusit Hotel, Thailand	SG
34	14 November 2016	Training Effective Workshop design and moderation/facilitation technic	Hotel Mahakam	Consultant, Dir. ICT, PO, EO
35	15 November 2016	Courtesy Call Biro KSAP DPR RI, Mrs. Endah	AIPA Secretariat	SG
36	16 November 2016	Meeting with by Mr. Kobayashi (ERIA)	AIPA Secretariat	SG
37	16 November 2016	Meeting on SECTT Project (continue)	AIPA Secretariat	AIPA Staff
38	17 November 2016	Belgium's King's Day	Belgian Residence	SG
39	17 November 2016	Ministry of Foreign Affairs RI The Fruits Indonesia	Gelora Senayan	SG
40	17 November 2016	H.E. Amb. Jane Duke, Aussie Mission to ASEAN	Plaza Senayan	SG
41	17 November 2016	The AHA Center-ASEAN	Jakarta, Indonesia	SG

AIPA ACTIVITIES

2016 - 2017

NO	DATES	ACTIVITIES	VENUE	ATTENDING OFFICER
42	18 November 2016	Meeting with Ms. Nicole Hepper (GIZ)	AIPA Secretariat	SG
43	21 – 23 November 2016	AIPA-GIZ Workshop on APCMP & AIPA Corporate Branding	The Hermitage Hotel, Jakarta	SG, AIPA Consultant, DSG, Dir PEP, Dir FA, Dir ICT, ICT Officer, Education Officer
44	23 November 2016	15 th Asia Business Leaders Award	Hotel Mulia, Jakarta, Indonesia	SG, DSG
45	24 November 2016	Workshop on CSR	ASEAN Secretariat	SG
46	28 November 2016	9 th APA Meeting	Cambodia	SG
47	1 December 2016	National Day of United Arab Emirates	Ritz Carlton Hotel, Jakarta	DSG, Dir ICT
48	1 December 2016	Dissemination on the Granted Privileges and Immunities	Depok, Indonesia	SO
49	1 December 2016	Briefing for the Head Mission by H.E. Mr. Wiranto	Jakarta, Indonesia	DSG
50	5 December 2016	Lunch Meeting with Ambassador of EU	Plaza Arcadia, Jakarta, Indonesia	SG
51	6 December 2016	The Birthday of the Emperor of Japan	Hotel Mulia, Jakarta, Indonesia	SG, Dir PEP
52	7 December 2016	Dissemination regarding the social security organization Body	Bali	CSO
53	7 December 2016	Courtesy call by the Ambassador of Norway	Jakarta, Indonesia	SG
54	11 - 12 December 2016	Visit to President of AIPA	Manila, the Philippines	SG
55	14 December 2016	Dinner at the Committee of the Permanent of Representatives of the Republic of Singapore	Jakarta, Indonesia	SG
56	16 December 2016	Signing of the Memorandum of Understanding between AIPA and ERIA	DPR RI	SG, All Staff
57	19 December 2016	51 st Armed Forces Day of Republic of Pakistan	Hotel JW Marriot, Jakarta, Indonesia	SG, SO
58	3 January 2017	69 th Independence Day of Myanmar	Hotel Borobudur, Jakarta, Indonesia	SG

AIPA ACTIVITIES

2016 - 2017

NO	DATES	ACTIVITIES	VENUE	ATTENDING OFFICER
59	11 January 2017	EU Mission to ASEAN H.E Francisco Fontan Pardo	Jakarta, Indonesia	SG
60	11 January 2017	Russian Ambassador Meeting H.E Mikhail Y Galuzin	Residence of Russian Ambassador	SG
61	11 January 2017	Courtesy Call from Ambassador of European Union to ASEAN, H.E. Francisco Fontan Pardo	AIPA Secretariat	SG
62	12 January 2017	Meeting with Dir Yoong Yoong of ASEAN Secretariat	Jakarta, Indonesia	SG
63	12 January 2017	Meeting with Jakarta Globe	Jakarta, Indonesia	SG
64	19 January 2017	Commemoration 25 years of ASEAN-India Dialogue Partnership	Hotel JW Marriott, Jakarta, Indonesia	SG
65	13 – 27 January 2017	University of Leiden's Course on "Frontiers of Children Right in the ASEAN Region"	Faculty of UI, Indonesia	PO, EO
66	26 January 2017	Courtesy Call from Ambassador of South Korea	AIPA Secretariat	SG
67	31 January 2017	Courtesy Call from Ambassador for Mission of the Republic of Korea to ASEAN, H.E. Suh Jeong In	AIPA Secretariat	SG, SSG, PO
68	1 February 2017	Coffee Meeting with AHY candidate for Jakarta governor	Hotel Borobudur	SO, SSG
69	1 February 2017	Meeting with Dir. Yoong Yoong	FX Senayan, Indonesia	SG
70	2 February 2017	Meeting with DSG AKP Mochtan	STC Senayan	SG
71	8 February 2017	Meeting with ERIA	AIPA Secretariat	Consultant, Dir. Committee, PO, EO
72	9 – 10 February 2017	PIC Regional Seminar	Phnom Penh	SG, PO
73	12 - 15 February 2017	Secretariat Retreat of the ASEAN & its Entities	Bali	SG, Consultant, Dir. FA
74	22 February 2017	AIPA Caucus Preparatory Meeting with Hon. Mrs. Nurhayati Ali Assegaf	Nusantara 3, 4th floor, DPR RI	SG, Consultant, Dir. Com
75	22 February 2017	Lunch Meeting with H.E. Reinhard Bütikofer, Member of the European Parliament	Hotel Mulia, Indonesia	SG

AIPA ACTIVITIES

2016 - 2017

NO	DATES	ACTIVITIES	VENUE	ATTENDING OFFICER
76	23 February 2017	Dinner with Japan Mission to ASEAN		SG , 1 Staff
77	28 February 2017	Discussion with Thailand Institute of Justice	Bangkok, Thailand	SG
78	1 – 2 March 2017	ACWC Meeting	ASEAN Secretariat	SG, Dir Committee, EO, PO
79	17 March 2017	Courtesy Call of Ambassador of Belarus, H.E. Vladimir Lopato Zagorsky	Jakarta, Indonesia	SG
80	21 - 22 March 2017	Conference on Human Trafficking by AFPPD	Bangkok, Thailand	SG
81	22 – 23 March 2017	UNODC regional conference	Bangkok, Thailand	SG
82	23 March 2017	70 th National Day of Pakistan	Hotel Ciputra, Indonesia	SG
83	27 March 2017	Meeting with UN Liaison Officer, Mr. Mark Harris	AIPA Secretariat	SG
84	30 March 2017	Meeting with Ms. Nicole Heppner, Principal Advisor, Capacity Development for AIPA and ASEAN Secretariat	AIPA Secretariat	SG
85	30 - 31 March 2017	FREELAND Regional Dialogue	Bangkok, Thailand	SG
86	3 – 6 April 2017	Workshop 2 nd AIPA Master Plan and AIPA Corporate Design	Lao PDR	SG, Consultant, PO, EO
87	7 April 2017	Meeting with GIZ	Jakarta, Indonesia	SG
88	11 April 2017	ASEAN TALK : Agriculture in ASEAN from The Habibie Center	Hotel Le Meridien, Indonesia	Internee Staff
89	17 - 21 April 2017	AIPA Connect Roadshow	Philippines, Viet Nam	DIR ICT, ICT Staff
90	24 April 2017	Interview with The Nation	Thailand	SG

AIPA ACTIVITIES

2016 - 2017

NO	DATES	ACTIVITIES	VENUE	ATTENDING OFFICER
91	24-28 April 2017	Training on Project Writing	Bangkok, Thailand	SSG, DPEP
92	27 – 30 April 2017	ASEAN-AIPA Interface	Philippines	SG, Consultant, PO, EO
93	1 – 2 May 2017	United Nations Conference	Thailand	SG
94	5 May 2017	Meeting with ERIA	AIPA Secretariat	Consultant, DPEP, PO
95	15-16 May 2017	SOC-COM Meeting	ASEAN Secretariat	Dir. PEP, EO
96	18 May 2017	Japan Self-Defense Forces Day	Jakarta, Indonesia	EO
97	23 May 2017	National Day of Italia	Jakarta, Indonesia	SO
98	29 May 2017	Social Media Workshop held jointly by ASEAN Secretariat and GIZ	ASEAN Secretariat	Dir. ICT, ICT Officer
99	31 May 2017	Talking ASEAN on Human Trafficking	The Habibie Center	AIPA Consultant
100	1-2 June 2017	Regional Workshop on Business & Human Rights	Bangkok, Thailand	SO
101	21 June 2017	490 th Jakarta City Anniversary	JIEXPO-Kemayoran	SG
102	4-8 July 2017	AIFOCOM Meeting	Manila	SG, Consultant, Dir. PEP, Dir. Com
103	7 July 2017	Meeting with President and Secretary General of ASEAN Law Association (ALA)	Manila	SG
104	10 July 2017	Meeting with Delegation from Australian Parliament	Raffles Hotel, Jakarta	SG, D.Com, Dir. PEP
105	12 July 2017	Talking ASEAN on Renewable Energy	The Habibie Center	Internee staffs
106	12 July 2017	150 th Canada Day	Jakarta, Indonesia	SG
107	12-13 July 2013	Meeting on The Implementation of The Recommendation of The Global Study on Sexual Exploitation of Children in Travel & Tourism	Madrid, Spain	SG
108	17-19 July 2017	Presentation of AIPA and its Awareness Program during AUN Board Meeting	Na Thrang Island, Viet Nam	EO
109	17-20 July 2017	AIPA 9 th Caucus	Fairmont	SG, Consultant, Dir. FA, Dir. ICT, Dir. Com, Dir. PEP, ICT Officer, Internee staffs



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AIPA SECRETARIAT **Target 2018**



AIPA SECRETARIAT

Target 2018

1. Expanding social media platform.
2. Provide up-to-date technology, such as Intranet, Apps and Website.
3. Digitalize database.
4. Providing lecture to universities partnering with ASEAN University Network.
5. Enhance the capacity of each AIPA National Secretariat
6. To have a team of staff on call to provide report - drafting service to parliaments hosting AIPA meetings.



14



LEAVE ROSTER 2017

LEAVE

ROSTER 2017

No	Name	Jan	Feb	March	April	May	June	July	Augt	Sept	Oct	Nov	Dec
1	Mr. Isra Sunthornvut												
2	Mrs. Ria Rumata Aritonang												
3	Mr. Resky Wiwoho A.W.												
4	Mr. Wahyu Samodra												
5	Ms. Shabrina Hazania Basri												
6	Ms. Putri Maha Lima												
7	Mrs. Dwi Supiana												
8	Mrs. Nyoman Astini Sari												
9	Mr. Andhie Ananta												
10	Mr. Muhammad Ilyas Saudek												
11	Mr. Efran Arieza												
12	Mr. Tumiran												
13	Mr. Suheri												
14	Mrs. Neni Triana												
15	Mrs. Marissa Stephanie Baeha												
16	Ms. Anggayasti Ajeng Padmitha												



15

FINANCE

- ◆ Budget Estimates Financial Year 2017-2018
- ◆ Supplementary Financial Year 2017 - 2018
- ◆ Special Fund Financial Year 2017 - 2018
- ◆ Audit Report Financial Year 2016 - 2017
- ◆ Income and Expenditures Period 1 August 2015 to 31 July 2017
- ◆ In Kind Contribution

Budget Estimates Financial

1 August 2017 to 31 July 2018

A. INCOME					
(a)	Contribution from Member Parliaments				
	- Brunei Darussalam			US\$	30,000.00
	- Cambodia			US\$	30,000.00
	- Indonesia			US\$	30,000.00
	- Laos			US\$	30,000.00
	- Malaysia			US\$	30,000.00
	- Myanmar			US\$	30,000.00
	- Philippines			US\$	30,000.00
	- Singapore			US\$	30,000.00
	- Thailand			US\$	30,000.00
	- Viet Nam			US\$	30,000.00
(b)	Bank Interests				
	- Savings Account			US\$	450.00
	- Time Deposits			US\$	4,500.00
(c)	Other Income				
	Total Income			US\$	304,950.00
B. EXPENDITURE					
(a)	Manpower Expenditure				
(I)	HOME BASED STAFF (HBS)				
	1. Secretary General				
	- Salary	12 x US\$ 6,000.00	=	US\$	72,000.00
	- Overseas Cost of Living Allowances (OCLA)	12 x US\$ 1,400.00	=	US\$	16,800.00
	- Entertainment Allowance	12 x US\$ 1,000.00	=	US\$	12,000.00
	- Bonus (13th Month Salary)			US\$	6,000.00
	Sub Total I			US\$	106,800.00
(II)	LOCALLY RECRUITED STAFF (LRS)				
	1. Deputy Secretary General				
	- Salary	1 x 12 x US\$ 750.00		US\$	9,000.00
	- Bonus (13th Month Salary)			US\$	750.00
	2. Director Finance and Administration				
	- Salary	1 x 12 x US\$ 650.00	=	US\$	7,800.00
	- Bonus (13th Month Salary)			US\$	650.00

Budget Estimates Financial

1 August 2017 to 31 July 2018

3. Director Committees	1 x 12 x US\$ 600.00	=	US\$	7,200.00
- Salary			US\$	600.00
- Bonus (13th Month Salary)				
4. Director Policy, Education and Publicity				
- Salary	1 x 12 x US\$ 650.00	=	US\$	7,800.00
- Bonus (13th Month Salary)			US\$	650.00
5. Director Information, Communication and Technology				
- Salary	1 x 12 x US\$ 700.00	=	US\$	8,400.00
- Bonus (13th Month Salary)			US\$	700.00
6. Secretary to Secretary General				
- Salary	1 x 12 x US\$ 550.00	=	US\$	6,600.00
- Bonus (13th Month Salary)			US\$	550.00
7. Education Officer				
- Salary	1 x 12 x US\$ 600.00	=	US\$	7,200.00
- Bonus (13th Month Salary)			US\$	600.00
8. Publicity Officer				
- Salary	1 x 12 x US\$ 400.00	=	US\$	4,800.00
- Bonus (13th Month Salary)			US\$	400.00
9. Corporate Finance Officer				
- Salary	1 x 12 x US\$ 720.00	=	US\$	8,640.00
- Bonus (13th Month Salary)				720.00
10. Corporate Support Officer				
- Salary	1 x 12 x US\$ 720.00	=	US\$	8,640.00
- Bonus (13th Month Salary)				720.00
11. Information and Communications Officer				
- Salary	1 x 12 x US\$ 500.00	=	US\$	6,000.00
- Bonus (13th Month Salary)				500.00
12. Information and Communications Officer				
- Salary	1 x 12 x US\$ 600.00	=	US\$	7,200.00
- Bonus (13th Month Salary)				600.00
13. Specialist Officer				
- Salary	1 x 12 x US\$ 730.00	=	US\$	8,760.00
- Bonus (13th Month Salary)				730.00
14. Driver to Secretary General				
- Salary	1 x 12 x US\$ 620.00	=	US\$	7,440.00
- Bonus (13th Month Salary)			US\$	620.00
15. Office Support Staff				
- Salary	1 x 12 x US\$ 560.00	=	US\$	6,720.00
- Bonus (13th Month Salary)			US\$	560.00

Budget Estimates Financial

1 August 2017 to 31 July 2018

	16. Domestic Help				
	- Salary	1 x 12 x US\$ 430.00	=	US\$	5,160.00
	- Bonus (13th Month Salary)			US\$	430.00
	Sub Total II			US\$	127,140.00
(b)	Other Operating Expenditure				
(i)	Traveling Expenses including travel insurances			US\$	25,000.00
(ii)	Office Stationery and Supplies			US\$	4,100.00
(iii)	Office Vehicles Maintenance and Fuel			US\$	2,000.00
(iv)	Car Insurance			US\$	930.00
(v)	Equipment			US\$	3,000.00
(vi)	Miscellaneous:				
	- Household Expenditure			US\$	3,000.00
	- Ex-Grata			US\$	200.00
	- Yearly Website Subscription			US\$	1,200.00
	- Yearly Intranet Subscription			US\$	1,500.00
	- Accountant Fee			US\$	2,500.00
	- Cost of sending Documents by Courier Service			US\$	1,000.00
(vii)	Medical Benefits for Home Based Staff and Locally Recruited Staff			US\$	5,000.00
(viii)	Bank Charges			US\$	250.00
(ix)	Awareness Program			US\$	4,000.00
(x)	Staff Well Being			US\$	3,000.00
(xi)	Workplan:				
	- Printing Workplan Books			US\$	2,000.00
	- Mustering/Binding/Printing/Production of CD			US\$	600.00
(xii)	Performance Bonus (10 Staff)			US\$	3,450.00
(xiii)	ALPA House Regular Expenditure			US\$	6,500.00
(xiv)	Outsource Staff	1 x 12 x US\$ 65.00	=	US\$	780.00
(xv)	Contingencies Fund			US\$	1,000.00
	Sub Total III			US\$	71,010.00
	Total Expenditure			US\$	304,950.00
	Estimated Surplus/Deficit for FY 2017/2018			US\$	0.00

* To be approved at the 38th General Assembly in Manila 2017

Supplementary Financial

1 August 2018 to 30 September 2018

(a) Manpower Expenditure					
(i)	HOME BASED STAFF (HBS)				
	1. Secretary General				
	- Salary	2 x US\$ 6,000.00	=	US\$	12,000.00
	- Overseas Cost of Living Allowances (OCLA)	2 x US\$ 1,400.00	=	US\$	2,800.00
	- Entertainment Allowance	2 x US\$ 1,000.00	=	US\$	2,000.00
	Sub Total I			US\$	16,800.00
(II)	LOCALLY RECRUITED STAFF (LRS)				
	1. Deputy Secretary General				
	- Salary	1 x 2 x US\$ 750.00		US\$	1,500.00
	2. Director Finance and Administration				
	- Salary	1 x 2 x US\$ 650.00	=	US\$	1,300.00
	3. Director Committees				
	- Salary	1 x 2 x US\$ 600.00	=	US\$	1,200.00
	4. Director Policy, Education and Publicity				
	- Salary	1 x 2 x US\$ 650.00	=	US\$	1,300.00
	5. Director Information, Communication and Technology				
	- Salary	1 x 2 x US\$ 700.00	=	US\$	1,400.00
	6. Secretary to Secretary General				
	- Salary	1 x 2 x US\$ 550.00	=	US\$	1,100.00
	7. Education Officer				
	- Salary	1 x 2 x US\$ 600.00	=	US\$	1,200.00
	8. Publicity Officer				
	- Salary	1 x 2 x US\$ 400.00	=	US\$	800.00
	9. Corporate Finance Officer				
	- Salary	1 x 2 x US\$ 720.00	=	US\$	1,440.00
	10. Corporate Support Officer				
	- Salary	1 x 2 x US\$ 720.00	=	US\$	1,440.00
	11. Information and Communications Officer				
	- Salary	1 x 2 x US\$ 500.00	=	US\$	1,000.00
	12. Information and Communications Officer				
	- Salary	1 x 2 x US\$ 600.00	=	US\$	1,200.00
	13. Specialist Officer				
	- Salary	1 x 2 x US\$ 730.00	=	US\$	8,760.00
	14. Driver to Secretary General				
	- Salary	1 x 2 x US\$ 620.00	=	US\$	1,240.00

Supplementary Financial

1 August 2018 to 30 September 2018

		15. Office Support Staff				
		- Salary	1 x 2 x US\$ 560.00	=	US\$	1,120.00
		16. Domestic Help				
		- Salary	1 x 2 x US\$ 430.00	=	US\$	860.00
		Sub Total II			US\$	26,860.00
		(b) Other Operating Expenditure				
	(i)	Traveling Expenses including travel insuranc- es			US\$	9,000.00
	(ii)	Office Stationery and Supplies			US\$	1,000.00
	(iii)	Office Vehicles Maintenance and Fuel			US\$	700.00
	(iv)	Car Insurance			US\$	0.00
	(v)	Equipment			US\$	1,000.00
	(vi)	Miscellaneous:				
		- Household Expenditure			US\$	500.00
		- Ex-Grata			US\$	0.00
		- Yearly Website Subscription			US\$	0.00
		- Yearly Intranet Subscription			US\$	0.00
		- Accountant Fee			US\$	2,000.00
	(vii)	- Cost of sending Documents by Courier Service			US\$	300.00
		Medical Benefits for Home Based Staff and Locally Recruited Staff			US\$	2,000.00
	(viii)	Bank Charges			US\$	50.00
	(ix)	Awareness Program			US\$	2,000.00
	(x)	Staff Well Being			US\$	1,000.00
	(xi)	Workplan:				
		- Printing Workplan Books			US\$	2,000.00
		- Mustering/Binding/Printing/Production of CD			US\$	300.00
	(xii)	Performance Bonus (13 Staff)			US\$	0.00
	(xiii)	AIPA House Regular Expenditure			US\$	1,000.00
	(xiv)	Outsource Staff	1 x 2 x US\$ 65.00	=	US\$	130.00
	(xv)	Contingencies			US\$	2,000.00
		Sub Total III			US\$	24,980.00
		Total Expenditure			US\$	68,640.00

* To be approved at the 38th General Assembly in Manila 2017

Special Fund Financial

1 August 2017 to 31 July 2018

A. INCOME				
		Contribution from		
		Member Parliaments		
		- Brunei Darussalam	US\$	5,000.00
		- Cambodia	US\$	5,000.00
		- Indonesia	US\$	5,000.00
		- Laos	US\$	5,000.00
		- Malaysia	US\$	5,000.00
		- Myanmar	US\$	5,000.00
		- Philippines	US\$	5,000.00
		- Singapore	US\$	5,000.00
		- Thailand	US\$	5,000.00
		- Viet Nam	US\$	5,000.00
		Total Income	US\$	50,000.00
B. EXPENDITURE				
	(i)	Cost of the attendance of the President of AIPA to the	US\$	3,000.00
		ASEAN Summit		
	(ii)	Cost of Part-Financing AIFOCOM	US\$	5,000.00
	(iii)	Cost of Part-Financing of hosting Study/Ad Hoc Committees	US\$	20,000.00
		and Sub Committees of the Standing Committees and		
		Expert Research/Consultant(s)		
	(iv)	Renovation and refurbishment of AIPA House	US\$	9,000.00
	(v)	Undergraduates Attachment Program	US\$	1,000.00
	(vi)	ASEAN/AIPA Day	US\$	4,000.00
	(vii)	Other Expenditure as approved by General Assembly	US\$	8,000.00
		Total Expenditure	US\$	50,000.00
		BALANCE	US\$	0.00

* To be approved at the 38th General Assembly in Manila 2017

Audit Report Financial

Period 1 August 2016 to 31 July 2017

NO	DESCRIPTION	TOTAL US\$
	BEGINNING BALANCE	950,349.01
	as of August 1, 2016	
A	INCOME	
1	Contributions from AIPA Member Countries	329,865.02
2	Interest Income	3,198.22
3	Other Income	2,988.35
	Total Income	336,051.59
B.1	EXPENDITURE	
1	Home Based Staff	105,300.00
2	Salaries for Locally Recruited Staff	80,455.47
3	Consultant	16,800.00
4	Security Officer (Outsource Staff)	600.00
5	Bonuses	6,416.53
6	Travelling Expenses including Travel Insurance	27,733.36
7	Office Stationery and Supplies	2,057.24
8	Car Fuel	1,073.19
9	Equipment, Furniture and Fixtures	1,716.16
10	Miscellaneous	12,081.61
11	Medical Benefits for Home Based Staff and Locally Recruited Staff	3,098.25
12	Bank Charges	373.08
13	Awareness Program	464.29
14	AIPA/ASEAN Day	1,176.46
15	Staff Well Being	2,500.00
16	Work Plan	2,615.80
17	Undergraduate Attachment Program	500.00
18	Performance Bonus	3,577.00
19	AIPA House Regular Expenditure	6,475.93
20	AIPA House Renovation and Refurbishment	2,796.25
B.2	ADDITIONAL EXPENDITURE	
1	Gratuity for period March-Sept 2016	7,350.00
2	Bonus (13th Month Salary) FY 2016-2017	3,500.00
3	Shipment of Personal Effect	3,000.00
4	Outfit Allowance	1,000.00
5	Education Allowance	2,843.86
6	Airfare for Incoming Secretary General and Family on First Arrival	716.00
	Total Expenditure	296,220.48
	ENDING BALANCE	990,180.12
	as of July 31, 2017	

Income and Expenditures

Period 1 August 2015 to 31 July 2017

NO.	DESCRIPTION	FY 2015/2016	FY 2016/2017
	BEGINNING BALANCE	899,472.22	950,349.01
A	INCOME		
1	Contributions from AIPA Member Countries	359,923.88	329,865.02
2	Interest Income	3,199.63	3,198.22
3	Other Income	457.66	2,988.35
	Total Income	363,581.17	336,051.59
B.1.	EXPENDITURE		
1	Home Based Staff	100,800.00	105,300.00
2	Salaries for Locally Recruited Staff	76,930.00	80,455.47
3	Consultant	14,000.00	16,800.00
4	Security Officer (Outsource Staff)	150.00	600.00
5	Bonuses	13,273.00	6,416.53
6	Travelling Expenses including Travel Insurance	22,029.13	27,733.36
7	Office Stationery and Supplies	3,928.51	2,057.24
8	Car Fuel	987.14	1,073.19
9	Equipment, Furniture and Fixtures	1,846.38	1,716.16
10	Miscellaneous	5,592.14	12,081.61
11	Medical Benefits for Home Based Staff and Locally Recruited Staff	2,759.29	3,098.25
12	Bank Charges	207.10	373.08
13	Awareness Program	4,588.11	464.29
14	AIPA/ASEAN Day	-	1,176.46
15	Staff Well Being	3,500.00	2,500.00
16	Work Plan	2,401.18	2,615.80
17	Undergraduate Attachment Program	300.00	500.00
18	Performance Bonus	2,273.00	3,577.00
19	AIPA House Regular Expenditure	6,871.51	6,475.93
20	AIPA House Renovation and Refurbishment	1,073.12	2,796.25
21	Death Gratuity of Security Officer, Mr. Sudarsono	10,560.00	-
22	Car Insurance	834.77	-
23	Gratuity for Completion Service for the Secretary General	37,800.00	-
	Hon. Mr. P.O. Ram		
B.2	ADDITIONAL EXPENDITURE		
1	Gratuity for period March-Sept 2016	-	7,350.00
2	Bonus (13th Month Salary) FY 2016-2017	-	3,500.00
3	Shipment of Personal Effect	-	3,000.00
4	Outfit Allowance	-	1,000.00
5	Education Allowance	-	2,843.86
6	Airfare for Incoming Secretary General and Family on First Arrival	-	716.00
	Total Expenditure	312,704.38	296,220.48
	ENDING BALANCE	950,349.01	990,180.12

In Kind Contribution

Contributions in kind provided by Government of Federal Republic of Germany for Training/Workshop Activities

For the project of Phase II covering the year 2016-2018, the Federal Republic of Germany is contributing EUR 900,000.00 on various projects/workshops/training.

Contribution in kind provided by Parliamentary Institute of Cambodia (PIC) for Training /Course

Under the Memorandum of Understanding for Capacity Development Program for Staff of ASEAN Inter-Parliamentary Assembly Member Parliaments, between PIC and AIPA, PIC offered a Regional Fellowship Program (RFP) for officer and staff of the Secretariat of AIPA Member Parliament. The fellowship program is fully-funded scholarship and fellows are entitled to participate in a 6-month training course, return air travel as well as monthly allowance contribution to living expenses amounted to

USD 1,500.00/month. Since December 2015, three intakes were successfully conducted with the total of 25 participants from the Parliaments of Lao PDR, Malaysia, Myanmar, Philippines, and Thailand. The 4th Intake of the Regional Fellowship Program on Parliamentary Research Training commenced in September 2017 with 9 participants from Lao PDR, Myanmar, and Thailand.

Contribution in kind provided by Indonesian Parliament

Under capital outlay, the House of Representatives of Indonesia has been providing the AIPA Secretariat with many facilities such as office space, office furniture and equipment, and through the years paid the Secretariat's utility charges, telephone bills and fax transmission bills.

The House of Representatives of Indonesia also provides one Nissan Serena as the official car of the Secretary General and one Toyota Avanza As office vehicle.



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ASEAN - AIPA RELATIONS and Partnership

ASEAN - AIPA RELATIONS and Partnership



AIPA, being the legislative branch of ASEAN aims to facilitate the achievements of the goals of ASEAN as constituted in the ASEAN declaration made on 8th August in Bangkok, Thailand, as well as the ASEAN Vision 2025 that leads to the realization of the ASEAN Community. Hence, AIPA policies and activities reflect the unity of efforts among parliaments in the ASEAN region to solidify its supports towards the process of ASEAN integration.

In the viewpoint of AIPA, it is important to land the ideals of ASEAN as a people-centered, people-oriented community for being parliaments that represent people. In the process of strengthening its support for ASEAN, AIPA formulates policies through the adoption of resolutions that reflect its members' commitment to pursue the ASEAN goals. Since its early years, AIPA adopted resolutions that reflect strong desire to work closely with ASEAN particularly by aligning its policies and programs with the ASEAN Three Pillars; Politics, Economic and Social.

Building a meaningful relations between ASEAN and AIPA came to the attention of executive and legislative leaders by establishing a mechanism for reciprocal attendance in AIPA General Assemblies by ASEAN Representative, and in the ASEAN Summits by AIPA Leaders. Most importantly as emphasized in the AIPA Statutes, is the importance for AIPA to consult, coordinate and interact with ASEAN to offer parliamentary contribution to the ASEAN integration process. This is a chief mission embraced by AIPA in the fulfillment of the ASEAN goals to build a region that promotes peace, stability, security and prosperity.

Communication mechanism between ASEAN and AIPA is nurtured through a close relation and co-operation between the two secretariats located in Jakarta. At each respective secretariat focal point is assigned to response to any needs by both ends



In April 2017 at the 30th ASEAN Summit held in Manila, the Philippines, Leaders' Interface between Heads of State/Government of the ASEAN Member States and Speakers/President of the AIPA Member Parliaments was convened. The Interface facilitates both the executives and legislatures of ASEAN to meet and convey their messages for a better understanding of their roles in the process of the integration. The ASEAN-AIPA Leaders' Interface started at the ASEAN Summit in Thailand in 2009 and has since become a mechanism for both legislative and executive of ASEAN to discuss issues in the region annually.



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PARTNERSHIP **and Networking**

- ◆ AIPA and Federal Republic of Germany - Joint Project
- ◆ AIPA - ASEAN Foundation
- ◆ AIPA - Freeland Foundation / USAID Wildlife Asia
- ◆ AIPA - ERIA
- ◆ AIPA - Parliamentary Institution of Cambodia (PIC)

AIPA and FEDERAL REPUBLIC of GERMANY - Joint Project



In 2012, AIPA embarked on a capacity development project commissioned by the Federal Republic of Germany. The implementing agency of the commissioned project is Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The official cooperation began by the signing of the Joint Declaration of Intent between AIPA and the Federal Republic of Germany represented by Secretary General of AIPA and German Ambassador to Indonesia. The Joint Declaration of Intent to start the pilot project was signed in Jakarta on 1st March 2012.

The project aims to support and strengthening of the Parliamentary Normative and Control Functions within the ASEAN community, including (1) Developing effective AIPA-ASEAN Dialogue Mechanisms; (2) Human Capacity Development activities for AIPA staff on specialized skills; and (3) Strengthening AIPA networking & outreach activities. The principal objective of the Project is "Parliamentary Normative and Control Functions of selected parliamentarians assigned to AIPA Committees (Executive, Standing, Study and Ad-Hoc), as well as the National Secretariats of AIPA Members, WAIPA and AIPA Secretariat's staff are strengthened."

The pilot project organized numbers of workshops and training attended by members of parliament and parliament staff. These workshops include topics such as:

1. Legislation and Legal Drafting,
2. Parliamentary Budgeting and Transparency,
3. 'Striving for Best Practices-from AIPA Resolutions and ASEAN Policies into National Laws,
4. Complex Information Management, and
5. AIPA Intranet System

Following the pilot phase that ended in 2014, the first phase of the project was implemented. This phase aims to achieve its objectives by focusing on the following components:

1. Developing effective AIPA-ASEAN Dialogue Mechanisms;
2. Human Capacity Development activities for AIPA staff on specialized skills;
3. Strengthening AIPA networking & outreach activities

During this Phase 1, an important topic on "Strengthening Parliamentary Research and Scientific Services" was discussed in workshops which resulted in the learning among the participants on the best practices on parliamentary re-

search in the region and in the European Parliament, and crafting of action plans to improve the parliamentary research services of AIPA Member Parliaments.

Another topic which was discussed in workshops was "Parliamentary Budgeting and Transparency" which led to the learning among the participants on the best practices of budgeting processes and the pioneering publication on the extent of transparency in the budgeting process among AIPA Member Parliaments.

Publications based on the results of research commissioned by the project were produced, namely, (1) "Fact Sheets on Political and Parliamentary Systems of AIPA Member Parliaments", (2) "AIPA Handbook on Legislative Procedures of AIPA Member Parliaments" and (3) "Parliamentary Budgeting and Transparency in ASEAN Member States."

Moreover, a workshop on "Management and Protocol of AIPA Intranet System" was held in 2015 to develop mechanisms for better communication and knowledge sharing among community within AIPA. This was the beginning of the development of AIPA Intranet System.

To continue the momentum and positive impacts of the development cooperation, AIPA and the Federal Republic of Germany signed the Joint Declaration for the Phase 2 of the Project which runs from March 2016 to February 2018. A subsequent the Implementation Agreement was also signed between AIPA and GIZ to implement the agreed programs.

The cooperation aims to assist for capacity enhancement of AIPA through training, intensifying communication, and knowledge sharing among the 10 AIPA member parliaments that involve parliamentarians and parliament staff. A strong logic behind the nature of the assistance is to solidify the main objectives of AIPA to support ASEAN to achieve its goals.

This phase of the project brought significant impacts to the capacities of AIPA in the following terms:

- Human Capacity Development. Workshops were held which led to the appreciation and under-

standing by the participants of a new holistic paradigm in developing human resources and the agreement on Human Capacity Development Framework for AIPA Member Parliaments.

- Civil Society Networking and Outreach. Workshops were held which led to the understanding by the participants on various international laws, treaties, and best practices on people's participation in governance by engaging civil society, and the agreement on draft resolution on the framework in engaging civil society in the parliamentary processes by AIPA Member Parliaments.
- Knowledge Management. The project assisted in the conceptualization, development and implementation of "AIPA Connect," a web-based knowledge and information-sharing portal and intranet for various user groups within the national secretariats of member parliaments of the ASEAN Inter-Parliamentary Assembly. By the end of August 2017, there will be more than 250 expected users of this system within AIPA community.
- Communication and Outreach. The project supported in the drafting of AIPA Communication Master Plan. This Plan provides the framework for communicating the vision, purpose, messages, activities and achievements of AIPA. The project also supported efforts of AIPA to rebrand itself by redesigning its corporate logo and other visual applications so that it should be perceived by its audience as a Strong and Tough, Modern, Relevant and Responsive organization.

The project contributed in enhancing the bonding and solidarity among MPs and parliament staff which could lead to further solidify the organization and strengthen their commitment. It also enabled them to gain better perspective and understanding about each other's system, including the actual context, and to have better assessment about each other in a positive manner.

Indeed, this capacity building project proves to be an effective change agent when the programs and its content are met by enthusiastic response by members of AIPA

Entering into the final months of the Phase 2 of this project, the AIPA Capacity Development has reached a different meaning and a higher level of acknowledgement among parliamentarians and staff of AIPA member parliaments for its contribution to enable MPs and staff to look beyond the actual existing situation of AIPA.



ASEAN FOUNDATION

AIPA - ASEAN FOUNDATION

The ASEAN Inter-Parliamentary Assembly (AIPA) and the ASEAN Foundation entered into a partnership on 18 December 2013 when the AIPA and the ASEAN Foundation signed a Memorandum of Understanding (MoU) in Jakarta. The MoU outlines future collaboration in addressing priority interest of both institutions for the benefit of ASEAN. The AIPA agreed at its 34th Assembly to develop cooperation with the ASEAN Foundation.

Both Secretary-General of the AIPA and Executive Director of the ASEAN Foundation met on several occasions in 2015 at ASEAN-related meetings to explore how their existing programmes can support and complement the cooperation.

With the formal establishment of the ASEAN Community in 2015, the partnership between the AIPA and the ASEAN Foundation emphasises the need to work hand-in-hand in promoting active participation of people in the process of forging the ASEAN Community as mandated by the 27th ASEAN Summit.

The ASEAN Foundation and the AIPA Secretariat have consulted each other and have identified a number of possible cooperation for 2016 that include participation of the ASEAN Foundation in promotional activity during the AIPA General Assembly Meeting, inviting relevant ASEAN Foundation's beneficiaries, in particular youth, as observers to AIPA's meetings, and creating an AIPA awareness programme modeled after the AFMAM Programme. Further discussion will be undertaken to pursue with the implementation.

Parliamentarians are selected by the people, thus they represent people's interests and needs. On the other hand, people to people connectivity is important to the ASEAN Foundation in carrying out its mandate. In this regard, the partnership shall address the importance of implementing programmes that are aimed at increasing the visibility of the AIPA and the ASEAN Foundation among the people, especially the youth, and enhancing their understanding of these institutions' roles in ASEAN.

The AIPA Secretariat's involvement in the First ASEAN Foundation Model ASEAN Meeting 2015 (First AFMAM 2015) Programme, participation in the recruitment process of one of the ASEAN Foundation project staff, and knowledge sharing in strengthening the ASEAN Foundation's information and communication system are examples of how the cooperation between the AIPA and the ASEAN Foundation is developing.

AIPA - FREELAND FOUNDATION / USAID Wildlife Asia



AIPA-Freeland Ranger Interaction, Field Mission and Dialogue, Enhancing Policy Advocacy and Outreach by Activating and Launching a CWT (Combatting Wildlife Trafficking), participated by parliamentarians from the ASEAN Member States. Bangkok and Hua-Hin/Cha-am, Thailand, 6-9 December 2015

Policy Reform and Capacity Building

a) Conduct specialized workshops or seminars on wildlife law enforcement vis-à-vis national legislations for relevant AIPA Member Parliaments, AIPA Caucus Working Group on CITES and Wildlife Protection, if needed (Open at all AIPA Member Parliaments, but with existing opportunities in Lao PDR, Indonesia, Philippines, Vietnam, Cambodia and Thailand)

b) Support in the review of national legislations of policies through secretariat staff exchange and learning missions (USAID Wildlife Asia (successor program of ARREST, co-implemented by Freeland), AIPA Secretariat Jakarta and other partner organizations as appropriate).

c) Participation of MPs to learning events and exchanges to get exposure to all the laws and regulations available in ASEAN and elsewhere to implement commitments made by the AIPA Caucus Working Group on CITES and Wildlife Protection, including legislative-related activities initiated through the United Nations, the

Inter-Parliamentary Assembly (IPU) or the United States International Conservation Caucus Foundation (ICCF)

Public Awareness and Outreach

a) As appropriate, Freeland (through USAID Wildlife Asia (successor program of ARREST, co-implemented by Freeland) will support oversight initiatives or public consultations.

Further Cooperation

a) AIPA Secretariat and Freeland (through USAID Wildlife Asia (successor program of ARREST, co-implemented by Freeland), will initiate, with availability of funds, staff exchanges, appointment of policy fellows, and/or staff secondment arrangements for the purpose of exchanging knowledge and to building the capacity of each organization to implement Res.36GA/2015/Org/09.

b) Attendance of partner organizations to their respective General Assemblies, Annual Meetings or specialized workshops.

Project Component	Expected Outcomes	Expected Outputs	Activities
Policy reform and capacity building	a) Regulatory environment adequate for effective protection of wildlife and biodiversity	<p>a) Decrees and/or implementing regulations to improve protection of wildlife (including resolutions or decrees supporting legislative oversight and public consultations)</p> <p>b) Participation of AIPA MPs or staff in upcoming CITES and Wildlife Protection initiatives on legal review and analysis</p>	<p>a) Conduct specialized workshops or seminars on wildlife law enforcement vis-à-vis national legislations for relevant AIPA Member Parliaments, AIPA Caucus Working Group on CITES and Wildlife Protection, if needed (Open at all AIPA Member Parliaments, but with existing opportunities in Lao PDR, Indonesia, Philippines, Vietnam, Cambodia and Thailand)</p> <p>b) Support in the review of national legislations of policies through secretariat staff exchange and learning missions (USAID Wildlife Asia (successor program of ARREST, co-implemented by Freeland) , AIPA Secretariat Jakarta and other partner organizations as appropriate).</p> <p>c) Participation of MPs to learning events and exchanges to get exposure to all the laws and regulations available in ASEAN and elsewhere to implement commitments made by the AIPA Caucus Working Group on CITES and Wildlife Protection, including legislative-related activities initiated through the United Nations, the Inter-Parliamentary Assembly (IPU) or the United States International Conservation Caucus Foundation (ICCF)</p>
Public Awareness and Outreach	<p>a) An informed and active pro-conservation AIPA Member Parliaments</p> <p>b) Better understanding of the scale of consumption and the effects of wildlife crime to human security and wellbeing</p> <p>c) Improved inter-agency communication, coordination, and cooperation</p>	<p>a) Exchange information, documentary outputs, or publications regarding best practices in legislation on biodiversity, conservation, wildlife law enforcement, including announcements of respective programs, initiatives and achievements;</p>	<p>a) As appropriate, Freeland (through USAID Wildlife Asia (successor program of ARREST, co-implemented by Freeland) will support oversight initiatives or public consultations.</p>
Further Cooperation	<p>a) Stronger working relationship and partnership base between AIPA, its Member Parliaments and allied organizations fighting wildlife crime.</p> <p>b) Sustained efforts by partners in promoting good governance and combatting wildlife crime</p>	<p>a) Staff exchanges from within the partner organizations</p> <p>b) Visibility of each partners' in their respective meetings and partnership initiatives</p> <p>c) Joint resource mobilization to support of AIPA efforts to support national governments in combating wildlife crime</p>	<p>a) AIPA Secretariat and Freeland (through USAID Wildlife Asia (successor program of ARREST, co-implemented by Freeland), will initiate, with availability of funds, staff exchanges, appointment of policy fellows, and/or staff secondment arrangements for the purpose of exchanging knowledge and to building the capacity of each organization to implement Res.36GA/2015/Org/09.</p> <p>b) Attendance of partner organizations to their respective General Assemblies, Annual Meetings or specialized workshops.</p>



Based in Jakarta, Indonesia, The Economic Research Institute for ASEAN and East Asia (ERIA) is an international organization whose primary purpose is to conduct research activities and make policy recommendations for increased economic integration in ASEAN. Established by a formal agreement among 16 heads of government at the Third East Asia Summit in Singapore, ERIA works closely with ASEAN Secretariat and researchers as well as research institutes to provide intellectual and analytical research and policy recommendations. The 16 heads of governments represent Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Viet Nam, Australia, China, India, Japan, Republic of Korea and New Zealand.

Commenced by a discussion between AIPA Secretary General and President of ERIA on the shared common objectives to support the ASEAN economic integration process during the AIPA Day Ceremony on 2 September 2015, and followed by Dialogue Meeting between AIPA Member Parliaments and Members of Parliament of Japan on 24

November 2015 in Jakarta, AIPA and ERIA perceived a possible cooperation. Hence, Memorandum of Understanding (MoU) between AIPA and ERIA was signed on 16 December 2016 at AIPA Secretariat in Jakarta, Indonesia. Both agreed to cooperate in areas of research, make policy recommendations and public awareness, and such other areas in accelerating the economic integration process which will contribute to the achievement of ASEAN Community.

Following up the signed MoU, a kick-off meeting between ERIA and AIPA Secretariat discussing possible cooperative agenda was convened in February 2017. On May 2017, Parliamentary League of ERIA paid visit to AIPA Secretariat. The meeting discussed about the cooperation between ERIA and AIPA. During the second meeting held in August 2017, ERIA proposed an activity on capacity building of AIPA. Furthermore, as proposed by AIPA Secretariat, ERIA agreed to provide free access for AIPA Member Parliaments to access ERIA's publications. Further discussion will be undertaken to pursue with the implementation.

AIPA - PARLIAMENTARY INSTITUTE of CAMBODIA (PIC)



Regional Fellows 1st Intake December 2015-June 2016 in the Regional Seminar on Labour Migration and Rural Development on 10th June 2016

The Parliamentary Institute of Cambodia was founded in 2011 at the request of the Cambodian Parliament. Its first mandate is to contribute to the strengthening of the Cambodian Parliament through the capacity development of its members and parliamentary staff; and its second mandate is to share experiences with others and other parliaments in the region, in particular those having a relatively similar level of development with the Cambodian Parliament.

The MoU signed on 4 April 2016 between the PIC and the ASEAN Inter-Parliamentary Assembly (AIPA) forms the basis for the establishment of a capacity development program for staff of AIPA Member Parliaments. This was confirmed by the resolution adopted during the 37th General Assembly of AIPA.

Capacity strengthening is at the core of PIC's activities and services include training, workshops, seminars and internships, as well as support for outreach activities such as expert hearings, public consultations and national and international fact-finding and study missions. The emphasis has always been on building the skills of parliamentary staff on parliamentary affairs while producing research information to inform Parliamentarians in pursuing their legislation, representation and oversight functions. Capacity strengthening topics include parliamentary research, parliamentary communications, and legal drafting techniques. In contributing to strengthen the capacity of the participating Parliaments, PIC draws on the expertise of national, regional and international partners including parliamentary organizations in other parts of the world.

The Regional Fellowship Program

The PIC Regional Fellowship Program is a regional exchange of knowledge and information with the goal of contributing to strengthening parliamentary capacity of participating ASEAN member countries. For parliamentary research participants will join PIC's research training team and undertake research training at the Parliamentary Institute of Cambodia in Phnom Penh, Cambodia. The program aims not only to focus on building individual skills, but also to

establish a strong information network among the Parliaments in ASEAN countries. The program is open to applicants who are staff of the Parliaments in the ASEAN region. Since December 2015, three intakes were successfully conducted with the total of 25 participants from the Parliaments of Lao PDR, Malaysia, Myanmar, Philippines, and Thailand. The 4th Intake commenced in September 2017 with 9 participants from the Parliaments of Lao PDR, Myanmar, and Thailand.



Presentation of research finding by regional fellows 2nd Intake August 2016 to February 2017 during the Regional Seminar on "Education Reforms" on 10th February 2017



Regional Fellows 3rd Intake January to June 2017 photo taken after the presentation of researching findings in the Seminar on "Health, Gender and Contract Farming" on 23rd June 2017



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PHOTO Gallery

AIPA CONNECT



ROADSHOW





AIPA CAUCUS MEETING









AIPA SECRETARIAT GOES TO LOMBOK



AIPA SECRETARIAT GOES TO ANCOL





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