



Towards an efficient, reliable, functional AIPA Secretariat

VISION

Towards an efficient, reliable, functional AIPA Secretariat

MISSION

To support and assist AIPA and its commitment in their business and proceedings; facilitate their participation in inter-parliamentary activities and with other bodies; undertake the management of AIPA Secretariat; to have regular communication with AIPA National Secretariats; and be involved in Community Building with ASEAN

CORPORATE OBJECTIVES

1. Orderly and expeditious conduct of AIPA business
2. Easy and ready accessibility to member parliaments
3. Connect with dialogue partners and ASEAN
4. Provide public awareness of the roles and functions of AIPA
5. Excellence in administration of AIPA Secretariat

CONTENTS

1.	Contents Page		
2.	Vision and Mision		
3.	Foreword	...	1
4.	History of AIPA	...	2
5.	Establishment of AIPA Secretariat	...	4
6.	About our Member Parliaments	...	6
7.	Organizational Charts:		
	• AIPA	...	26
	• AIPA Secretariat	...	28
8.	Committees	...	30
9.	Committee Profile	...	31
10.	Overseas Conferences/Visits 2012	...	34
11.	Overseas Conferences/Visits 2013	...	40
12.	Leave Roster 2013	...	41
13.	Finance:		
	• Income & Expenditures F.Y.2009-2012	...	42
	• Budget Proposal F.Y. 2012/2013	...	48
	• Income and Expenditures October 2012 to June 2013	...	50
	• Estimated Income and Expenditures for July to September 2013	...	52
	• Budget Proposal F.Y. 2013/2014	...	54
	• Donors	...	56
14.	AIPA Capacity Development Program	...	57
15.	Targets for 2014	...	59
16.	Our Observers	...	61
17.	Photo Gallery		
18.	Representatives of AIPA National Secretariats		

“We are here to serve you”

“WE ARE HERE TO SERVE YOU”



Sitting from left to right

Ms. Ria Rumata Artonang (Assistant to Secretary General II); Mr. PO. Ram (Secretary General); Mrs. I Gusti Ayu Darsini (Assistant to Secretary General I)

Standing from left to right

Wahyu Samodra (ICT Officer), Sudarsono (Office Security Staff), Dwi Supiana (General Administration Staff), Edy Sulardi (Executive Secretary), Nyoman Astini San (Financial Staff), Fani Budi Pratiwi (Secretary to Secretary General), Tumiran (Driver to Secretary General), Heri (Hospitality Staff)

FOREWORD



In my speech at the handing-and-taking-over ceremony on 4 February 2013, one of the deliverables which I promised the President of AIPA, Pehin Dato Haji Isa bin Ibrahim, was the production of this Workplan to be tabled at the 34th AIPA General Assembly.

Upon assuming office on 1 March 2013, a Workplan Committee was formed. A total of nine Workplan meetings were held over a period of three months, leading to the production of this Workplan. The contents here of are the product of the combined labour of the team comprising officers and staff of the AIPA Secretariat and the German Integration Expert, Dr Christoph Behrens, who was invited to assist in rehatching the organization charts.

The Workplan covers not only the work of our Secretariat over the years but also its plans for the future, as well as sourced materials and the formation of sub-committees, one of which is the Awareness Committee. This Committee was formed to assist the Capacity Development Program offered by the Government of the Federal Republic of Germany.

I wish to take this opportunity to place on record the efforts of our first Assistant Secretary General, Mrs I Gusti Ayu Darsini, and her committee for their tireless efforts in imparting a keener sense of awareness of AIPA amongst visitors to the Indonesian Parliament and in setting up our own corner in the Indonesian Parliament Library with materials on AIPA and ASEAN.

Acknowledgement should also be made for the untiring efforts of my Secretariat's staff for their hard work in the production of the Workplan, not forgetting the assistance and support given by the Speaker, H E Dr Marzuki Alie, the Secretary General, Hon Winantuningtyastiti, and the staff of the Indonesian Parliament to our awareness projects.

I also wish to express my gratitude to the President of AIPA for his support and encouragement to proceed with the production of this Workplan.

Special thanks are also due to the National Secretariats for providing materials for the Workplan. I also wish to record my appreciation to Mr Koh Kiang Chay from the Singapore Parliament for helping to vet many of the enclosures of this Workplan.

This is the first effort of the Secretariat to produce a workplan and we would like to assure all our stakeholders and Member Parliaments that, with their invaluable feedback and support, we will be able to do even more to enlarge the scope of this workplan in the future.

Warmest regards,

P O Ram
Secretary General



HISTORY OF THE ASEAN INTER-PARLIAMENTARY ASSEMBLY

All the 10 National Parliaments within the ASEAN region are now Members of AIPA. At its inception, there were only five Member Parliaments, comprising those of Indonesia, Malaysia, the Philippines, Singapore and Thailand. But it was their vision and tireless efforts to form an umbrella organization that finally saw the birth to AIPO. The other ASEAN parliaments, witnessing the benefits of bonding among the five National Parliaments within the region, decided that they could not afford not to be included and came on board. They were Brunei Darussalam, Cambodia, Lao PDR, Myanmar and Vietnam.

The Beginning

The formation of the Association of South-East Asian Nations (ASEAN) on 8th August 1967 which was aimed at addressing the escalating issues in the region was the impetus which inspired parliamentarians of the ASEAN Member states to form them selves into an association so that they could be more actively involved within the ASEAN community. A Joint Declaration to promote closer cooperation between parliaments and to hold regular meetings and establish a Working Committee to set the objectives and goals was adopted at the first ASEAN Parliamentary Meeting (APM) in Jakarta in 1975. At the third APM held in Manila from 29 August to 2 September 1977, the draft Statutes of the ASEAN Inter-Parliamentary Organisation (AIPO) was unanimously agreed upon and the 2nd of September was declared the inauguration day of AIPO/ AIPA.

The thought for an ASEAN Parliament

The proposal to establish an ASEAN Parliament, initially endorsed by the Philippines delegation at the third AIPO General Assembly in Jakarta in 1980 was followed by a proposal to study its purpose and the need to look into the creation of an AIPO Secretariat. The idea for an AIPA Parliament was continuously discussed at the 1981 to 1993 general assemblies.

However, from 1994 to 2002, the view of most members was that the time for the establishment of an ASEAN Parliament was not yet opportune and should be deferred. At the General Assembly in Vientiane in 2005, the Study Committee on Establishing an ASEAN Parliament decided that AIPO be transformed into a more effective and closely integrated institution.

From AIPO to AIPA

One of its recommendations was to change the name of AIPO into AIPA. A resolution subsequently adopted at the Philippines General Assembly in 2006 emphasized that the identity, history and achievements of AIPO embodied in the previous logo should be preserved, and that only its name be changed to AIPA. The 1990 Agreement on the Establishment of a Full Time Permanent AIPO Secretariat was reviewed, and the secretariat was renamed the AIPA Secretariat, headed by a Permanent Secretary General of AIPA. The new title was first used at the 28th AIPA General Assembly in Kuala Lumpur, Malaysia, in August 2007.



The AIPA-ASEAN Connection

AIPA is convinced that the strength of ASEAN emanates from the societies that make up the Association and that close cooperation amongst the respective legislatures would result in greater participation by the peoples of the ASEAN countries. This is in line with the purpose set out in the ASEAN Charter: "to promote a people-oriented ASEAN in which all sectors of society are encouraged to participate in, and benefit from, the process of ASEAN integration and community building".

AIPA Dialogue Observers

The presence of observers at AIPO General Assemblies began in Bangkok in 1979. The number of dialogue observers continues to grow, and there are presently 11 of them, namely, Australia, Belarus, Canada, China, European Parliament, India, Japan, Republic of Korea, New Zealand, Papua New Guinea and Russian Federation.

Adopted Resolutions

About 773 resolutions have been adopted by the General Assemblies to date. These resolutions were considered by the standing committees, namely: politics, economic, social, organization and women of AIPA (WAIPA), before they were recommended for adoption. It is now left to the National Parliaments to determine their implementation.

Regional/International Relations

AIPA developed relations with other ASEAN-based entities, such as ASEAN Supreme Audit Institutions (SAI), ASEAN Foundation, and Bangkok-based (ASEAN-WEN) ASEAN Wildlife Enforcement Network/FREELAND/ARREST, and with international/regional parliamentary for a such as: Inter-Parliamentary Union (IPU), Assemblée Parlementaire de La Francophonie (Parliamentary Assembly of La Francophonie), and Pan-African Parliamentary Conference.

International Cooperation

Allowed by its resolutions on ASEAN Parliamentary Training and Enhancing AIPA Parliamentary Training adopted at its general assemblies, AIPA sought international support to improve and enhance its capacity and performance. In 2012, AIPA embarked on a "Capacity Development Project" with the support of the German Government. This capacity-building project is based upon a Resolution adopted in Phnom Penh, Cambodia, in 2011.



ESTABLISHMENT OF AIPA SECRETARIAT

INTRODUCTION

The establishment of AIPO Secretariat was foremost in the mind of the Members attending the first AIPO General Assembly in Singapore in 1978, but the proposal was only accepted in 1983. It was also determined that the Head of AIPO Secretariat shall be appointed at every General Assembly, by the Member country hosting the General Assembly, and that the Head of Secretariat be titled as "Secretary General".

The Members agreed to finance the Secretariat in accordance with the financial plan contained in the organizational structure and working procedure as approved at the 5th AIPO General Assembly held in Manila in 1983. The only question remaining unanswered was the location of the Secretariat and this was not resolved until 1990. During the interim period till 1990, the Secretary General of each Parliament was directly answerable to the General Assembly regarding AIPO matters. However, to assist the Secretary General, the Indonesian Parliament kindly provided an office where the documents were kept and managed by the staff of the Indonesian Parliament. Any reference material required by the Secretary General could be obtained from that office.

The Permanent AIPO Secretariat

The establishment of a permanent AIPO Secretariat was determined during the 10th AIPO General Assembly in Manila, Philippines. The General Assembly requested Indonesia to convene a meeting to discuss (a) on the appointment of a permanent Secretary General; (b) to frame the structure of the Secretariat and set out its functions. This meeting was convened on 16th February 1990 and, as directed, prepared a paper to be submitted as a Resolution of the General Assembly. The draft Resolution was endorsed and approved at the 11th AIPO General Assembly in Singapore. It was also decided that all AIPO Member countries would fund the running of the Secretariat.

Executive Secretary

The decision to have a permanent secretariat was rescinded at the 15th AIPO General Assembly in Manila in 1994, where it was decided that the post of the Secretary General shall be rotated on an annual basis as previously practised, and the office will be managed by an Executive Secretary appointed by the Secretary General of the year.

The Permanent Secretary General

At the 27th AIPO General Assembly held in Cebu, Philippines, in 2006, the issue of a permanent Secretary General was raised and the General Assembly, after some deliberation, acceded to the appointment of a permanent Secretary General as previously resolved in 1990. The General Assembly also accepted the changing of the name of AIPO to AIPA and tasked Malaysia to prepare a paper for the change of title, appointment of a permanent secretariat and the amendment of the statutes, and to submit it as a Resolution to the next General Assembly.

Extra Ordinary Executive Committee Meeting

The Malaysian Parliament held an Extra Ordinary Executive Committee Meeting from 16 – 19 April 2007, which amongst other things, crafted Resolution No. 27 GA/06/0-10, approving the Report of the Ad Hoc Committee on the change of title

from AIPO to AIPA.

Another Resolution, No.27/GA/06/0-11, dealt with Amendments to the Statutes of AIPO, and Resolution No.27/GA/2006/0-13, on the Guidelines and Criteria for Appointment of the Secretary General of AIPA which was subsequently passed at the 28th AIPA General Assembly held from 19-24 August 2007 in Kuala Lumpur, Malaysia.

AIPA National Secretariat

The AIPA National Secretariat in each Parliament of Member Countries referred to in Article 14(1) of the AIPA Statute states that: "Member Parliaments shall establish within their respective Parliaments an AIPA National Secretariat or designate a Representative."

The National Secretariats should not be confused with the AIPA Secretariat in Jakarta. The AIPA National Secretariat of each Member Parliament is to submit annual reports of its AIPA-related parliamentary activities, particularly on the implementation of the Resolutions of the General Assembly, at least two months prior to the next General Assembly.

They are an arm of the AIPA Secretariat and they have to be in constant contact with AIPA Secretariat.



LEGISLATIVE COUNCIL OF BRUNEI DARUSSALAM

The Legislature is Unicameral

1. The History of the Legislative Council of Brunei Darussalam:

His Majesty the Sultan of Brunei, His Majesty Sultan Omar Ali Saifuddien III, convened the First Legislative Council on 10th October 1962, under the Constitution. However, relevant Articles with regards to the Legislative Council in the Constitution were suspended in 1983 after the last sitting of the Council on 27th December 1983.

At the 10th National Day Celebration on 23rd February 1994, His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah, The Sultan and Yang Di-Pertuan of Brunei Darussalam, in His Royal Speech touched on the revision of the 1959 Constitution and declared that the amendments to the Constitution will be completed soon and prayed that the Constitution will be accepted by the citizens.

The Legislative Council was reconvened on 25th September 2004 after a lapse of 20 years. Following that, the Legislative Council was dissolved on 1st September 2005 and convened on 2nd September 2005 after the new amendments of the 1959 Constitution were promulgated.

As of 1st June 2011, the present Legislative Council consists of 33 Members, namely:

- i. His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam (as Prime Minister/Minister of Finance/Minister of Defence);
- ii. His Royal Highness Prince Haji Al-Muhtadee Billah (The Crown Prince & Senior Minister at the Prime Minister's Office);
- iii. His Royal Highness Prince Mohamed Bolkiah (Minister of Foreign Affairs and Trade);
- iv. Other Cabinet Ministers;
- v. Three from Titled Persons;
- vi. Seven prominent figures in business, religion and community services; and
- vii. Nine representatives from Brunei Darussalam's four Districts.

Every member shall hold their seat with His Majesty the Sultan and Yang Di-Pertuan's consent but shall cease to be a Member when the Council is dissolved at the expiration of five years.

2. Appointment of the Legislative Council:

The Legislative Council shall consist of not more than 45 Members, of which 30 are appointed by His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam.

Currently there are 33 Members of the Legislative Council categorised as follows:

- i. 14 Ex-Officio Members (Prime Minister and all the Ministers)
- ii. Three Members from the Titled Persons
- iii. Seven Members from persons who have rendered distinguished/excellent record in Public Service, any profession, business, trade, agriculture, cultural

arts or community activities.

iv. Nine Members representing the four districts in Brunei Darussalam.

3. Appointment and term of the Speaker and Clerk of the Legislative Council:

3.1 The Appointment and term of the Speaker of the Legislative Council:

His Majesty the Sultan and Yang Di-Pertuan, as provided for by the Constitution of Brunei Darussalam (2004), shall appoint a Speaker of the Legislative Council. Any person appointed as Speaker shall hold office during His Majesty the Sultan and Yang Di-Pertuan's Consent.

3.2 The Appointment and term of Clerk to the Legislative Council:

His Majesty the Sultan and Yang Di-Pertuan shall appoint the Clerk to the Legislative Council, who shall hold office during His Majesty the Sultan and Yang Di-Pertuan's Consent.

4. Term of Legislative Council:

His Majesty the Sultan and Yang Di-Pertuan shall dissolve the Legislative Council at the expiration of five years from the date when it first meets after it is first constituted or is reconstituted at any time unless it has been sooner dissolved.



H.E. PEHIN DATO HAJI ISA
BIN HAJI IBRAHIM
Speaker of the Legislative Council
of Brunei Darussalam





NATIONAL ASSEMBLY OF THE KINGDOM OF CAMBODIA

The Legislature is Bicameral

- Senate
- National Assembly

Cambodia is a Kingdom with a King as Head of State, and governed by the Constitution and the principles of liberal democracy and pluralism. The country is administratively divided into 24 provinces and municipalities with 185 districts, 1,621 communes and 14,073 villages. The current population is 13,388,910.

In the past three decades, Cambodia underwent numerous tragic circumstances. All State institutions were completely restructured from one political regime to another, in line with each new political regime that came to power. Cambodia's parliamentary institution often faced institutional and structural upheavals in its past history. Up until 1970, Cambodia was a monarchy with a parliament. From 1975-79, it was a communist dictatorial regime, with only one parliament. From 1979-1993, it became a socialist regime with one parliament. Cambodia adopted a constitutional monarchy with a parliament in 1993, and the Senate of Cambodia was established in 1998.

All powers belong to the citizens and are separated among the Legislative, Executive and Judiciary.

- King: Preah Bat Samdech Preah Boromneath Norodom Sihamoni
- President of the Senate of the Third Legislature: Samdech Akka Moha Thamma Pothisal Chea Sim



- President of the National Assembly of the Fourth Legislature: Samdech Akka Moha Ponhea Chakrei Heng Samrin
- Prime Minister of the Fourth Legislature of the National Assembly: Samdech Akka Moha Sena Padei Techo Hun Sen

Cambodia National Assembly Statistics

1. Number of Laws Adopted by Each Legislature
 - First Legislature (90)
 - Second Legislature (88)
 - Third Legislature (145)
 - Fourth Legislature (119)
2. Number of Sitzings
 - 2011 (30)
 - 2012 (20)
3. Number of Members
 - 123 (of which 27[21.95%] are women and six [4.87%] are from ethnic minorities).



SANDECH AKKA MOHA PONHEA
CHAKREI HENG SAMRIN
President of the National of
the Kingdom of Cambodia



HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA

The Legislature is Unicameral

I. Brief History of the House of Representatives of the Republic of Indonesia (DPR RI)

Dutch Occupation

The Dutch established a legislative council known as the Volkstraad in 1916. The council sat for the first time in 1918. There were a total of 19 Members, comprising 10 elected members and 9 appointed members and, out of 9 appointed, four were non-Indonesian. The council had only advisory powers, except that the governor-general had to consult it on financial matters. The body grew in size to 60 members, half of whom were elected by a total of 2,228 people from ethnic/regional base communities. In 1925, the Volksraad was given limited legislative powers. However it had no powers to remove the governor-general. In February 1942, the Japanese invaded Indonesia and in May 1942 the Dutch formally dissolved the Volksraad. It was replaced by a Japanese council that had no legislative function.

Japanese Occupation

By 1943, the Japanese established a Central Advisory Board (Chuo Sani-kai) in Jakarta and appointed Bapak Sukarno as the leader. Chuo Sani-kai's function was merely limited to advising Japanese Military Commanders about East Asia.

Declaration of Independence (Republic of Indonesia)

President Soekarno declared Independence on 17 August 1945 and established a Central Indonesian National Committee (KNIP) on 29 August 1945 as the first legislative body in Indonesia to govern the Republic of Indonesia and hence 29 August was commemorated as Indonesian Parliament Anniversary Day. The KNIP met for the last time on 15 December 1949.

United States of Indonesia

With the formation of the federal system, the nation was renamed as the United States of Indonesia (Republik Indonesia Serikat/RIS), in December 1949. The nation adopted a bicameral system, with a 150-member People's Representative Council comprising 50 representatives from the Republic of Indonesia and 100 from the 15 component parts of the RIS. This People's Representative Council met for the first time on 15 February 1950, but was soon over taken by events as the federal system collapsed and, with it, the United States of Indonesia.

The Indonesian Parliament in the 1950s

In May 1950, following the collapse of the federal system, Vice President Hatta and representatives from the federal states agreed to establish a new parliament comprising the 150 members of the RIS parliament, 46 members of the KNIP Working Committee, 13 from the Republic of Indonesia Supreme Advisory council and 32 RIS senators, making 241 members. On 17 August 1950, the RIS was formally dissolved and the unitary Republic of Indonesia came into being. The provisional

People's Representative Council (Dewan Perwakilan Rakyat Sementara-DPRS) met for the first time on 16 August 1950.

Indonesia had its first democratic election in September 1955. It was a multiparty election with a high turnout of 91.5% of registered voters or about 39 million voters.

Over the next few years, public dissatisfaction with the political parties grew. In 1957, President Sukarno announced his concept of a national unity cabinet and a National Council made up of functional groups to advise the cabinet. This Council was established in May 1957. On 5 July 1959, President Sukarno issued a decree, as well as revived the provisional 1945 Constitution and dissolved parliament.

The new Dewan Perwakilan Rakyat/DPR (House of Representative) assembled on 22 July 1959 and accepted the President's decree by acclamation, as stipulated by the 1945 Constitution. However, in March 1960, it unexpectedly rejected the government's budget. President Sukarno then dissolved it as it was seen as no longer fulfilling the President's hopes that it would work with him in the spirit of the 1945 Constitution. The DPR session ended on 24 June 1960.

President Sukarno then formed a People's Representative Council of Mutual Assistance (Dewan Perwakilan Rakyat Gotong Royong/DPR-GR). The membership was no longer based on the results of the 1955 election, but was determined by the President, who could appoint and dismiss members at will. A number of representatives from various functional groups, including the military, were also appointed. As of mid-1962, there were 281 members; 130 from 10 political parties, 150 from 20 functional groups and one representative from West Irian. The responsibilities and duties of parliament were dramatically curtailed as it was reduced to help the government implement its policies.

The modern House of Representatives

Following the coup of the 30 September Movement in 1965, which was officially blamed on the Indonesian Communist Party (Partai Komunis Indonesia/PKI), parliament was suspended. On 14 November 1965, parliament resumed without the PKI representatives. In 1969, the government passed an election law that set the membership of the DPR at 360 elected and 100 appointed members. Elections were finally held in 1971. The official name for the parliament is Dewan Perwakilan Rakyat Republik Indonesia or the House of Representatives of the Republic of Indonesia. Elections are held every five years. There are 560 Members of Parliament, of whom 107 are women.

Number of sittings of DPR RI during the past two calendar years (2011-2012)

The Session Year of the Indonesian House of Representatives shall cover from 16 August through 15 August the following year. If 15 August is a holiday then it meets on a non-public holiday before the date. The Session Year shall be divided into four Sessions, including the Session period and recess.

During 2011, the Indonesian House of Representatives had 31 sittings, while in 2012 there were 20 sittings up to July 2012.



H.E. DR. MARZUKI ALIE
Speaker of the House of
Representatives of Indonesia





LAO PDR

LAO PDR

NATIONAL ASSEMBLY OF LAO PEOPLE'S DEMOCRATIC REPUBLIC

The Legislature is Unicameral

Since the 18th century, the Lao people have been a colony of France. The Lao People's Democratic Republic gained its independence on 2 December 1975. A general election was held and, with it, the establishment of the Supreme People's Assembly.

The first legislature of the Supreme People's Assembly sat in 1975. The Assembly consisted of 45 members and the President of the first legislature was Prince Souphanouvong.

The second legislature of the Supreme People's Assembly in 1989 consisted of 75 members, with Nouhak Phoumsavanh as President and was responsible for drafting the first Constitution of the Lao People's Democratic Republic which was promulgated on 15 August 1991.

The third legislature, elected in 1992, changed its name to the National Assembly (NA) and it consisted of 85 members. The fourth legislature was elected in 1997, and the Assembly consisted of 99 members and saw the first women to hold office as Vice-President.

The fifth legislature was elected in 2002. The Assembly comprised 109 members, and the Standing Committee had seven members and six functional committees. Amongst some of the significant achievements of the fifth legislature is the amendment to the Constitution. President Samana Viyakhet was the President for the third to fifth legislative Assemblies.



The sixth legislature was elected in 2006. The Assembly comprised 115 members and Thongsing Thammavong was elected as President. The Standing Committee had eight members and six functional committees.

The National Assembly is currently in its seventh legislature which was elected in 2011, consisting of 132 members, with Madame Pany Yathotou elected as its first woman President. There are 33 women members of Parliament out of the total of 132 members. The seventh legislature's Standing Committee has 10 members, and six functional committees. Currently, the National Assembly continues its mandate as the legislative organ, which has the right to decide the fundamental issues of the Nation as set out in the Constitution.

The National Assembly is the supreme organ of state power and is also the legislative branch with the power to make decisions on the fundamental issues of the country as a whole, and determines the activities of the executive organs. It is unicameral.

All members of the National Assembly are elected based on the principles of universality, equality, direct suffrage and secret ballot. Lao citizen who is 18 years of age is eligible to vote and to be elected to the National Assembly has to be 21 years of age.



H.E. PANY YATHOTOU
President of the National Assembly
of Lao PDR.





HOUSE OF REPRESENTATIVES OF MALAYSIA

The Legislature is Bicameral:

- Senate
- House of Representatives

Malaysia practises Parliamentary Democracy with Constitutional Monarchy and His Majesty the King as the Paramount Ruler. The Federal Constitution was legislated with the setting up of conditions for this system to exist. One of the characteristics of Parliament Democracy is the separation of powers into three parts, namely the Legislative, the Judiciary and the Executive.

YEAR EVENT

1948 The Federal Legislative Council was established. It consisted of 75 Members (three ex-officio, 11 unofficial Members from the Malay States and the Straits Settlements, 11 British officials and 50 unofficial Members).

1955 The Federal Legislative Council, established under the Federation of Malaya Agreement, was dissolved to make way for a General Election. This marked the first time that the people of Malaya went to the polls to elect their representatives to the Federal Legislative Council.

The number of Members of the Federal Legislative Council was increased to 98. 52 elected Members replaced 50 unofficial Members, 35 nominated Members represented various interest groups, the remaining 11 were made up of Chief Ministers of the nine Malay States and one representative each from Penang and Malacca. This event marked a significant progress towards achieving Parliamentary democracy in the nation.

1957 The Federal Constitution was unanimously adopted by the Federal Legislative Council and it was decided that Parliamentary democracy, based on the Westminster model, was best for the country.

On 31st August 1957, Independence was declared at Merdeka Stadium. The Federal Legislative Council remained a unicameral Parliament until its dissolution in June 1959.

With the achievement of Independence on 31st August 1957, the nation had, for the first time, a Head of State – the late His Majesty Tuanku



Abdul Rahman Ibni Al-Marhum Tuanku Muhammad. In accordance with the provisions of the Federal Constitution, the Monarch was chosen from among the Malay Rulers by the Conference of Rulers.

- 1959 Elections were held. A bicameral Parliament was formed, comprising the Yang di-Pertuan Agong, the Senate and the House of Representatives.

The First Meeting of the First Session, First Parliament, took place at Tuanku Abdul Rahman Hall, Jalan Ampang. His Majesty the Yang di-Pertuan Agong officially opened the First Parliament on 12th September 1959. The House of Representative, which consisted of 104 elected Members, convened for the first time a day earlier. The Senate consisting of 38 nominated Members too had its first meeting a day earlier. The occasion saw the beginning of parliamentary democracy in a newly-independent country.

- 1961 The proposal to merge Malaya with Singapore, Sarawak and Sabah by Tunku Abdul Rahman was approved by the House of Representatives on 18th October 1961. Tunku Abdul Rahman and the Prime Minister of Great Britain held a meeting in London to discuss the formation of Malaysia. The British were very much in favour of the formation of Malaysia. Singapore ceded from Malaysia in 1965.

- 1963 The Federation of Malaya, United Kingdom and Northern Ireland, Singapore, Sabah and Sarawak agreed to the terms of the Malaysia Agreement. The State Legislatures in Singapore, Sabah and Sarawak passed resolutions enabling the establishment of Malaysia. Malaysia was declared on 16th September 1963.

The House of Representatives at the time consisted of 159 Members – 104 from Peninsular Malaysia, 16 from Sabah, 24 from Sarawak and 15 from Singapore. The Senate comprised 50 Members – 28 Members represented the 14 State Legislatures and 22 Members were nominated by His Majesty the Yang di-Pertuan Agong.

His Majesty the Yang di-Pertuan Agong III officially opened the Parliament Complex near the Tasik Perdana on 2nd November 1963.

The first Parliament was dissolved on 1st March 1964 and a General Election was held on 25th April 1964. The number of seats in the House of Representatives was increased to 222 in the 12th Parliament in 2008.



H.E. TAN SRI DATUK PANDIKAR
AMIN BIN HAJI MULIA
Speaker of the House of
Representatives of Malaysia





PYIDAUNG SU HLUTTAW (ASSEMBLY OF THE UNION OF MYANMAR)

The Legislature is Bicameral:

- Amyotha Hluttaw (Upper House)
- Pyithu Hluttaw (Lower House)

Myanmar was colonized by the British in 1885. She gained her independence from Britain on 4 January 1948. Myanmar was then known as Burma, until May 1989.

The first Constitution was adopted on 24 September 1947. The Constitution was abrogated and was replaced in 1974. However, the 1974 Constitution was suspended in 1988.

Upon gaining independence, a State Assembly was convened with a system of parliamentary democracy. The parliamentary system of government lasted until 1962 when a coup led by General Ne Win took control of the State and formed his own party to govern the State. The military government created a council called the State Law and Order Restoration Council. The Council displaced the Socialist Program Party, and General Saw Maung declared himself the Prime Minister. The members of the former Socialist Program Party founded the National Unity Party (NUP) in 1988. At the same time, Daw Aung San Suu Kyi formed her own party called the National League for Democracy (NLD).

In May 1990, elections were held to the 485-member People's Assembly under the Electoral Law made in May 1989 which allowed the participation of all political parties. The Prime Minister, General Saw Maung, promised to hand over power to the new civilian government after a new Constitution had been drafted. In April 1992, General Saw Maung resigned as the Council leader and the Prime Minister was succeeded by General Than Shwe. The new General established a National Convention in 1993 to draft the basic principles for a new Constitution. The Council was renamed the State Peace and Development Council and General Than Shwe was elected as the Chairman. The SPDC made efforts to adopt a multi-party democratic system. To be a new disciplined democratic Nation, the SPDC announced the seven-step road map to be implemented on 30 August 2003.

In 2007, General Thein Sein became the Prime Minister. In September that year, the National Convention adopted the basic principles and the government set up a drafting commission to draft a new Constitution in December 2007.

In May 2008, a draft constitution was approved by a referendum and a general election was held on 7 November 2010. The election was for the two Houses, namely Pyithu Hluttaw (House of Representatives) consisting of 326 elected members and the Amyotha Hluttaw (House of Nationalities) consisting 168

elected members. On 31 January 2011, the new Parliament was convened for the first time.

A quarter of the seats in the Parliament's two Chambers are for military officers. The elected President submitted the proposed number of Ministries and the namelists of Ministers; the Union Chief Justice and members; the Union Attorney General and members; the Chairman of Election Commission and members; the Chairman of Constitutional Tribunal of the Union and members to Hluttaw and they were then conferred by Hluttaw.

The House of Representatives elected Mr Thura Shwe Mann as its Speaker, and the House of Nationalities elected Mr Khin Aung Myint as its Speaker.

On 4 February 2011, the Presidential Electoral College comprising all the Pyidaungsu Hluttaw representatives elected Mr Thein Sein by voting one of the three Vice-Presidents who were Presidential candidates, as the President. In November 2011, the President paved the way for Daw Aung San Suu Kyi's NLD to register in the House of Representatives as a political party.

On 1 April 2012, as there were 45 vacant seats in Parliament, elections were called in 43 of the constituencies. Out of the 43 vacancies, NLD won 41 seats. There are 28 female members in parliament now.

The three branches of the sovereign power, namely the Executive, Judiciary and Legislative, are separated in accordance with checks and balances. Pyithu Hluttaw is formed with Hluttaw representatives elected on the basis of townships and population and Hluttaw representatives being the Defence Service personnel nominated by the Commander-In-Chief of the Defence Services. Amyotha Hluttaw is formed with Hluttaw representatives elected in equal numbers of 12 persons each from Regions and States and Hluttaw representatives being the Defence Service personnel nominated by the Commander-In-Chief of the Defence Services. There are four standing committees and over 20 other committees in each of the Houses.

The legislative power of the Union is shared among the Pyidaungsu Hluttaw, Region Hluttaws and State Hluttaws. The Pyidaungsu Hluttaw consists of two Hluttaws, one Hluttaw elected on the basis of township as well as population (Pyithu Hluttaw), and the other on an equal number of representatives elected from Regions and States (Amyotha Hluttaw). For National races with suitable population, National races representatives are entitled to participate in the legislatures of Regions or States and Self-Administered Areas concerned.

The Pyidaungsu Hluttaw or the Union Assembly is the legislative body and holds the highest Legislative power.



H.E. THURA SHWE MANN
The Honourable Speaker of
Amyotha Hluttaw of Myanmar



HOUSE OF REPRESENTATIVES OF PHILIPPINES

The Legislature is Bicameral:

- Senate
- House of Representatives

The House of Representatives traces its roots to the convening of a national representative assembly composed of eminent individuals appointed during the short-lived revolutionary government of President Emilio Aguinaldo in 1897-1898.

Spain handed over to the United States of America the Philippine Island.

The Philippine Bill of 1902, signed into law by then United States President Theodore Roosevelt, gave birth to the Asamblea Filipina, the first Philippine Assembly, modelled after the US Parliament system, which is considered the forerunner of today's House of Representatives. Sergio Osmena of Cebu was elected the first Speaker of the Asamblea. The Asamblea, an 80-member elective body composed of Filipinos, was inaugurated on 16 October 1907 in Manila Grand Opera House. It was one of the two lawmaking bodies then, the other being the appointed seven-man Philippine Commission composed of Americans that exercised both legislative and executive powers.

In 1916, the US Congress passed the Jones Law with the intention to relinquish control of the colonial government and created a bicameral legislature with a House of Representatives and a Senate composed solely of Filipinos.

The bicameral legislature lasted until November 1935 when the Commonwealth Government was inaugurated and a unicameral National Assembly was instituted under the 1935 Philippine Constitution. In 1941, an amendment to the 1935 Constitution restored a bicameral legislature.

During the Japanese occupation, from 1942 to 1944, the Constitution was re-written for an unicameral legislature, the National Assembly, composed of 46 provincial governors, eight city mayors and 54 elected representatives.

After World War II, the bicameral Congress was reconvened under the restored Commonwealth government. In 1946, the Philippines gained independence from the United States. A bicameral legislature remained in place. Since the Legislative Building was destroyed during the Japanese occupation, Congress held sessions in a schoolhouse in Lepanto street near Azcaraga, now Recto Avenue.

In the years that followed, the House continued its primary role as architect of the national policy infrastructure that, among others, advance the country's development in all sectors and defined policy thrusts in public administration, agriculture, education, labor and industry.

On 21 September 1972, President Ferdinand E Marcos declared martial law and dissolved Congress. In 1973, a Constitutional Convention (Con-Com) was then in the



process of drafting a new Constitution. With the ratification of the new Constitution in 1973, a modified parliamentary form of government was established with a unicameral National Assembly, known as the Batasang Pambansa, as the legislative body.

The institution of a modified parliamentary form of government proceeded with the creation of a Batasang Bayan in 1976 and an Interim Batasang Pambansa in 1978. The Interim Batasang Pambansa was composed of 180 representatives elected from the 12 regions of the Philippines, and was dominated by the Marcos-led Kilusang Bagong Lipunan. It was housed in three interconnected buildings dubbed as the Batasan Complex, built and completed in 1977.

In 1984, the regular Batasang Pambansa was convened with 200 elected representatives from all provinces, as well as appointed representatives from the youth, agriculture and industrial labor sectors and several members from the Cabinet chosen by the President.

The coup of February 1986 ousted President Marcos and installed Corazon C Aquino as President. The Batasang Pambansa was abolished following President Aquino's proclamation in February 1987. The 1987 Constitution restored a bicameral legislature composed of the Senate and the House of Representatives.

Under the 1987 Constitution, the Senate is composed of 24 Members elected at-large, while the House of Representatives is composed of those "elected from legislative districts on the basis of a uniform and progressive ratio and those, as provided by law, elected through a party-list system of registered national, regional and sectoral parties or organizations."

A Member of the House of Representatives who represents a legislative district must be a natural-born citizen of the Philippines and, on the day of the election, at least twenty-five (25) years of age, able to read and write, a registered voter in the district in which he or she shall be elected, and must be a resident there for a period of not less than one year immediately preceding the day of the election.

The Party-list representatives constitute 20% of the total number of representatives, including those under the party list. For three consecutive terms after the ratification of the Constitution, one half of the seats allocated to party-list representative shall be filled as provided by law, by selection or election from the labor, peasant, fisherfolk, urban poor, handicapped, indigenous cultural minorities, women, youth, veterans, overseas workers and other such sectors as may be provided by law, except the religious sector.

A Member of the House of Representatives serves for a term of three years, and shall serve for not more than three consecutive terms.

The House sat for 42 days in 2012 and has 282 elected members, of which 66 are female.



H.E. FELICIANO R. BELMONTE, JR.
Speaker of the House of Representatives of Philippines





PARLIAMENT OF SINGAPORE

The Legislature is Unicameral

In 1819, Sir Stamford Raffles established a British trading post in Singapore. This new commercial centre attracted many Indian, Chinese, Bugis, Arab and British traders due to its good geographical position and free port status. In 1826, Singapore became part of the Straits Settlements together with Penang and Malacca which came under the administration of the Governor-General in India. When the administration of the Settlements was transferred to the Colonial Office in London in 1867, the Straits Settlements became a Crown Colony and a Governor was appointed to head the administration. The Governor was assisted by an Executive Council and a Legislative Council. The work of the Legislative Council was to help the Governor in legislating laws.

In 1946 after World War II, the Straits Settlements was dissolved. Penang, Malacca and nine Malay states formed the Malayan Union while Singapore became a separate Crown Colony with its own Governor. In 1948, more representation in Government was given to Singapore when elections were held for six directly elected seats out of a 22-member Legislative Council. In 1951, the number was increased to nine directly elected seats.

A 32-seat Legislative Assembly was set up following the Report of the Rendel Commission in 1955. The Assembly included 25 elected Members. It also provided for



the appointment of a Chief Minister and Ministers from among the Assembly Members. Singapore remained a Colony where the Governor had veto power over the legislature. In 1959, the new State Constitution was passed. Self-government was granted to Singapore. It provided for a wholly elected Legislative Assembly, a Prime Minister and his Cabinet from among the Assembly Members with control over all matters except defence and foreign affairs, and a limited role in internal security. Singapore became part of the Malaysian Parliament in 1963 when it merged with Malaysia. In August 1965, Singapore separated from Malaysia and became an independent and sovereign nation. The Legislative Assembly was renamed as the Parliament of Singapore and the first session of the First Parliament opened on 8 December 1965.

Number of Sittings of Parliament of Singapore per year for the past two calendar years (Year 2011 – 2012)

2012: 28 Sittings

2011: 23 Sittings

Number of Elected and Non-Elected Members in Parliament of Singapore

Since the commencement of the 12th Parliament in October 2011, there is a total of 99 Members of Parliament. Out of the 99 members, 9 are Nominated Members and 3 are Non-Constituency Members.



H.E. HALIMAH YACOB
Speaker of the Parliament of
Singapore





THAILAND

THAILAND

NATIONAL ASSEMBLY OF THE KINGDOM OF THAILAND

The Legislature is Bicameral:

- Senate
- House of Representatives

The House of Representatives of the Kingdom of Thailand was established after the Revolution of 1932 when a constitutional monarchy was established, laying the groundwork for its first legislature assembly. The first session of the People's Assembly was held on June 28, 1932, comprising a royally-appointed Chamber. It was held at Ananta Samakhom Throne Hall. The building was dedicated by His Majesty the King for the Assembly's use. The first election was held in 1933. As the number of Members increased, it became necessary to have a larger Chamber. His Majesty King Bhumibol Adulyadej appropriated to the National Assembly Royal land close to the Throne Hall for the new Parliament House. In 1970, the foundation was finally laid for a new House.

House of Representatives

The House of Representatives (Thai: Sapha Phu Thaen Ratsadon) is the Lower House of the National Assembly of Thailand, the legislative branch of the Thai Government. The system of government of Thailand is that of a Constitutional Monarchy and a Parliamentary Democracy. The system of the Thai legislative branch was modeled after the Westminster system. Number of members of the House of Representatives as in the constitution is 500 members, while currently the House of Representatives has 498 Members: 124 members from party list and 374 members from constituency. The roles and powers of the House of Representatives have been enshrined in the Constitution of 2007. Number of sessions for the House of Representatives between 3rd July 2011



– 18th April 2013 is 124 sessions and number of the Joint Sessions (between House of Representatives and Senate) is 30 sessions.

Senate

The Senate (Thai: Wutthisapha; formerly known as Phruetthasapha) is the Upper House of the National Assembly of Thailand. In accordance with the 2007 Constitution of Thailand, the Senate is a non-partisan legislative chamber, composed of 150 members: 77 Senators are from constituency, while the remaining 73 are from selection. The Senate operates under fixed terms of six years each. Number of sessions for the Senate since 2010 is 178 sessions.

The history of the Thai Parliament had a fair share of turbulence and, on occasions, the House have been dissolved. Since 2007, however, the composition of both the House of Representatives and the Senate has remained constant.



H.E. SOMSAK KIATSURANONT
Speaker of the House of
Representatives of Thailand





VIET NAM

VIET NAM

NATIONAL ASSEMBLY OF THE SOCIALIST REPUBLIC OF VIET NAM

The Legislature is Unicameral

During the struggle for its independence, a National Representative Congress was formed on 16 August 1945 in the Northern Province of Tuyen Quang. The congress supported Ho Chi Minh's Viet Minh movement. It appointed the National Liberation Committee as a provisional government on the eve of the general uprising, later referred to as the "August Revolution" which led to Ho Chi Minh seizing power and taking control of Vietnam. On 2 September 1945, in Hanoi, Ho Chi Minh referred to Vietnam as the Democratic Republic of Vietnam. The first general election was held on 6 January 1946 and all Vietnamese who were 18 years and above were eligible to vote.

The first session of the National Assembly was held on 2 March 1946, with Nguyen Van To appointed as the Chairman of the National Assembly Standing Committee. Ho Chi Minh was appointed President, the head of government, and declared Independence and proclaimed the founding of the Democratic Republic of Vietnam. The declaration saw the passing of the first constitution in 1946. This constitution was further amended in 1960 and was referred to as the second constitution. The National Assembly continued beyond four years for a period of 14 years due to the war, which also saw the partitioning of Vietnam in accordance with the Geneva Accords. Due to the partitioning of Vietnam and the creation of the Republic of Vietnam in the South, the election was only held in the North, with the National Assembly having 362 elected deputies from the North and the appointment of 91 deputies from the South who were elected to the first National Assembly. The National Assembly's rule was only effective in North Vietnam.

Likewise, the third National Assembly was convened in 1964 and it consisted of 366 elected deputies from the North and 87 appointed deputies from the South. As the war worsened, this Assembly prolonged its 5-year term to 1971. During this period, President Ho Chi Minh died and was succeeded by Ton Duc Thang.

The fourth National Assembly was convened in 1971 and continued till 1975. During this term, the US withdrew its troops in accordance with the Paris Peace Accords in 1973. The Assembly was dissolved in 1975.

The fifth National Assembly was convened in 1975 consisting of 424 elected deputies. However, it was dissolved in 1976 to pave the way for a nation wide general election in a reunified Vietnam.

The election for the sixth National Assembly was the first election following the reunification of North and South Vietnam. The voters selected 492 Members, of which 243 represented the South and 249 the North. During this term, the National Assembly adopted the name the Socialist Republic of Vietnam for the reunified country, through the merger of the Government of North Vietnam and the Provisional Revolutionary Government of the Republic of South Vietnam, and Saigon was renamed Ho Chi Minh City. It also approved the new constitution in 1980.



The seventh and eighth National Assemblies (1981-1987, 1987-1992 respectively) were concerned with changes in the system of election of Members to Parliament and the rebuilding of Vietnam.

The ninth National Assembly (1992-1997) saw the establishment of the first National Assembly after the 1992 constitution came into effect and the Assembly became the primary law-making body.

The tenth National Assembly (1997-2002), through its legislative activities, helped determine the main principles for the organization and operation of the state apparatus, as well as social relations and other activities of its citizens.

The eleventh National Assembly (2002-2007) saw the quality of its legislative and supervisory activities improved, creating a strong legal basis for national renewal and development to meet the needs of the country and its people.

The twelve National Assembly (2007-2011) had a shorter term of four years compared to other tenures. The National Assembly has become more active in its performance. Though most of its legislation originate from the government, they were hotly debated in the Assembly and attracted more public attention.

The present Assembly is the thirteenth National Assembly convened in 2011. It consists of 500 elected deputies. Nguyen Sing Hung was elected the President of the National Assembly. On 10 June 2012, the first ever confidence vote was held by the Vietnamese legislature. Officials who have to face votes of confidence are those holding positions that have been elected or are approved by the National Assembly. The National Assembly will hold annual confidence votes, allowing deputies to express "high confidence," "confidence" or "low confidence" in 49 officials from the State President, Prime Minister, National Assembly President, Cabinet members to Supreme Court Judge and Chief State Auditor.

The National Assembly of Vietnam is unicameral. Its members are elected every five years and meet twice a year. There are 122 female deputies. 78 deputies belong to ethnic minorities and 12 deputies are non-party members. The National Assembly deputies elect the President and Vice Presidents of the National Assembly, the President and Vice Presidents of the State, the Prime Minister of the Government, the Chief Justice of the Supreme People's Court, Chief of the Supreme People's Procuracy Office and other important positions of the State apparatus.

The Assembly has a Standing committee and nine other committees, as well as an Ethnic Council.

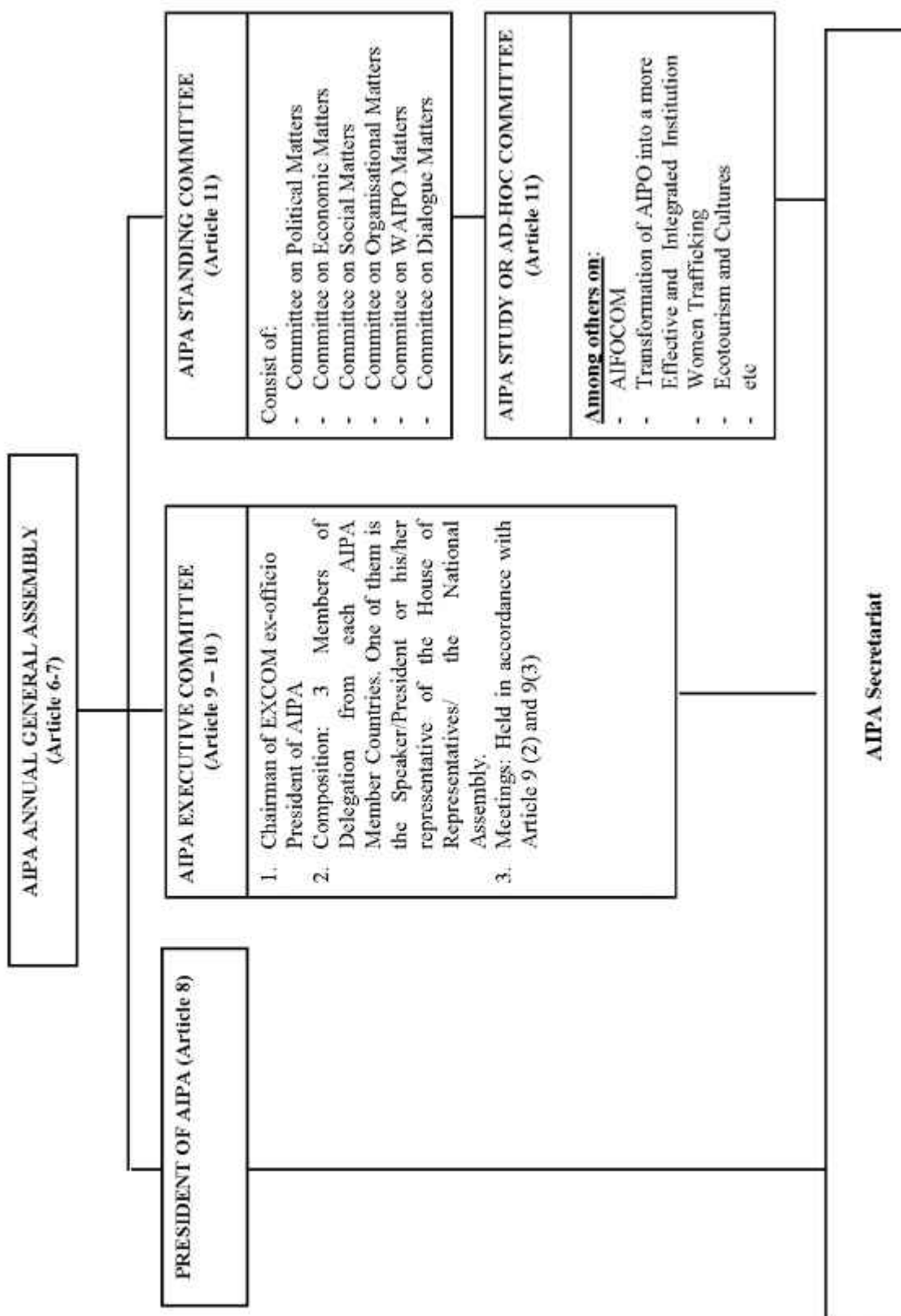


H.E. NGUYEN SINH HUNG
President of the National Assembly
of Vietnam



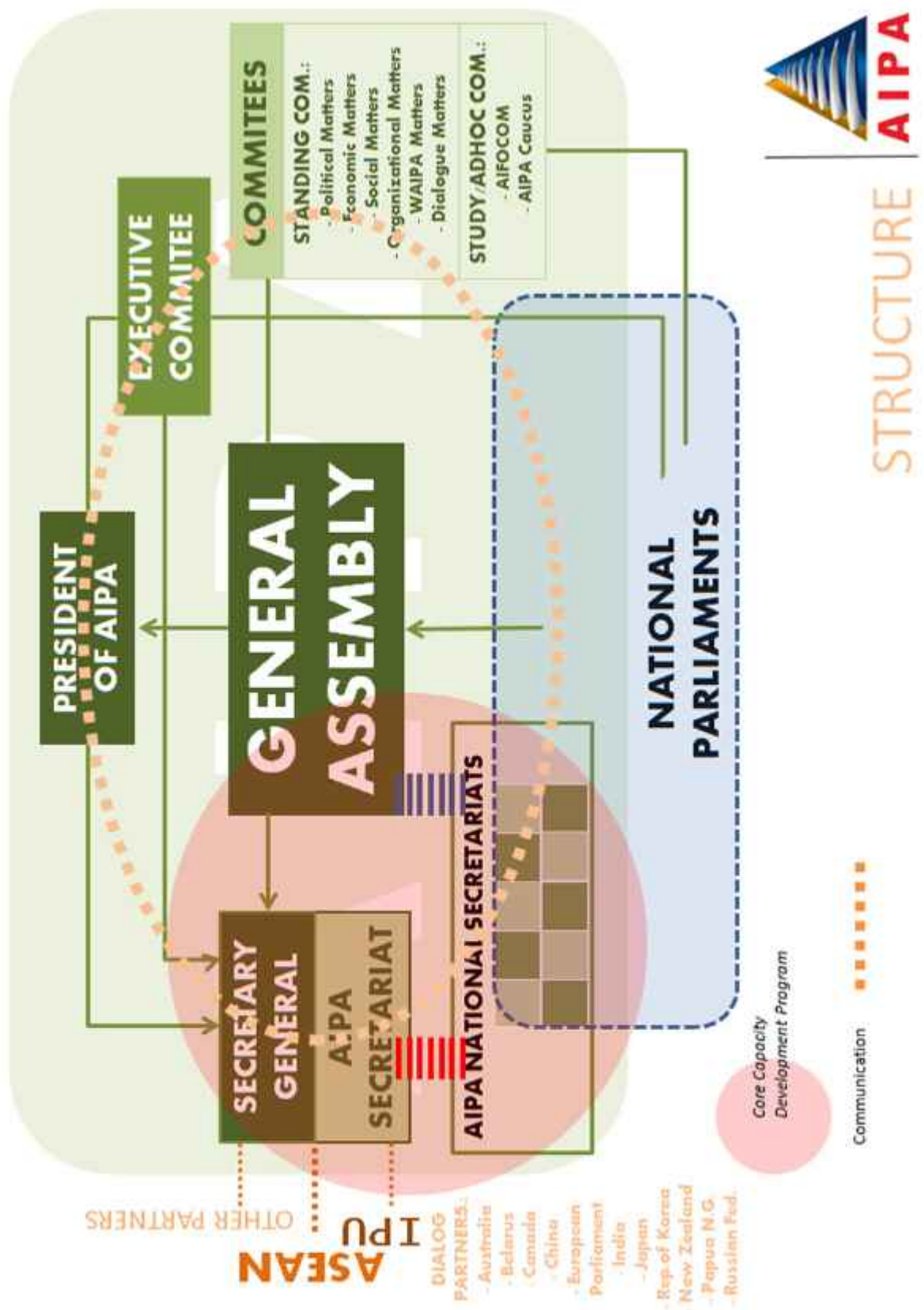
Existing Organizational Chart of AIPA

(Based on: Chapter IV Articles 5)



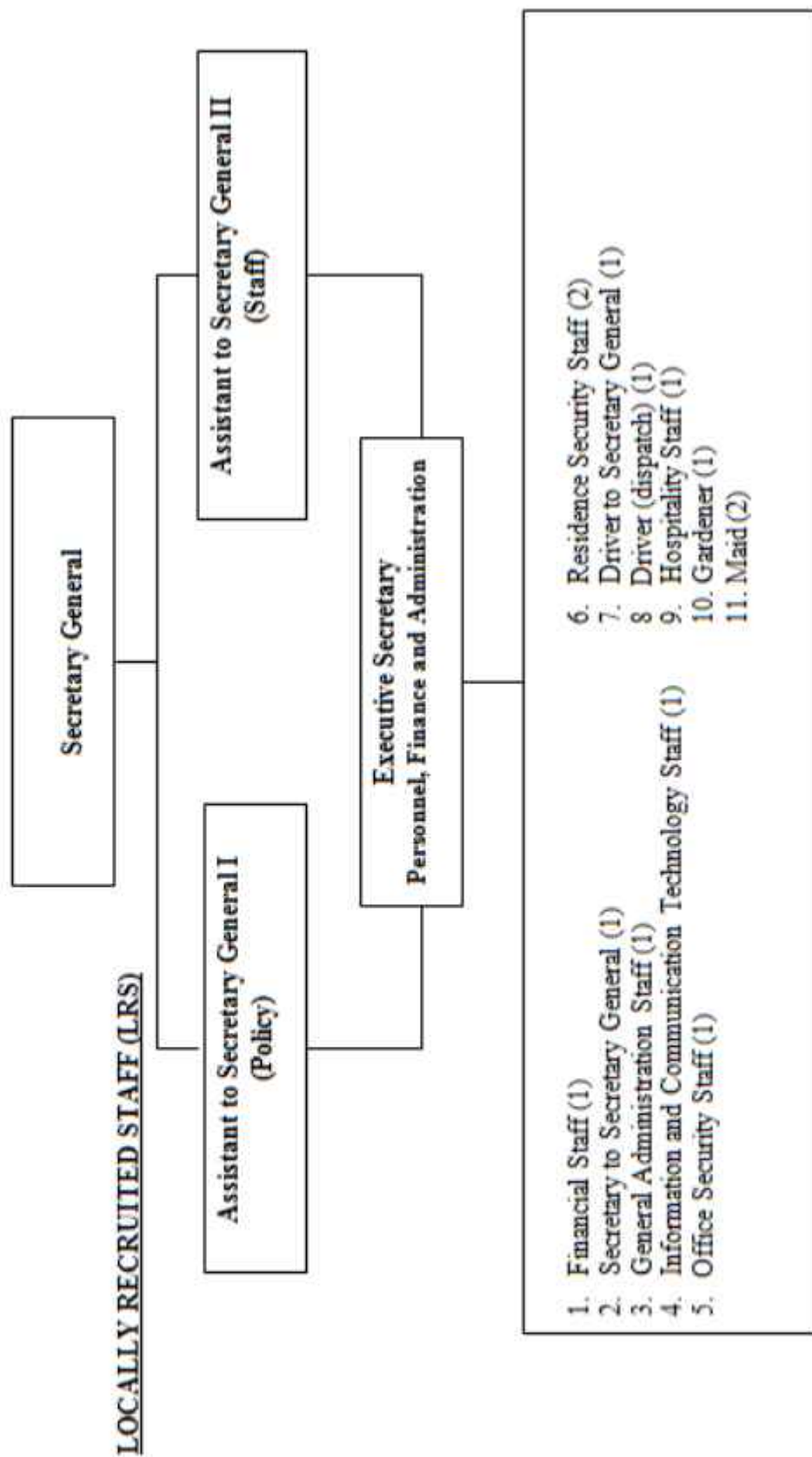
PROPOSED ORGANIZATIONAL STRUCTURE OF AIPA

Proposed Organizational Structure of AIPA

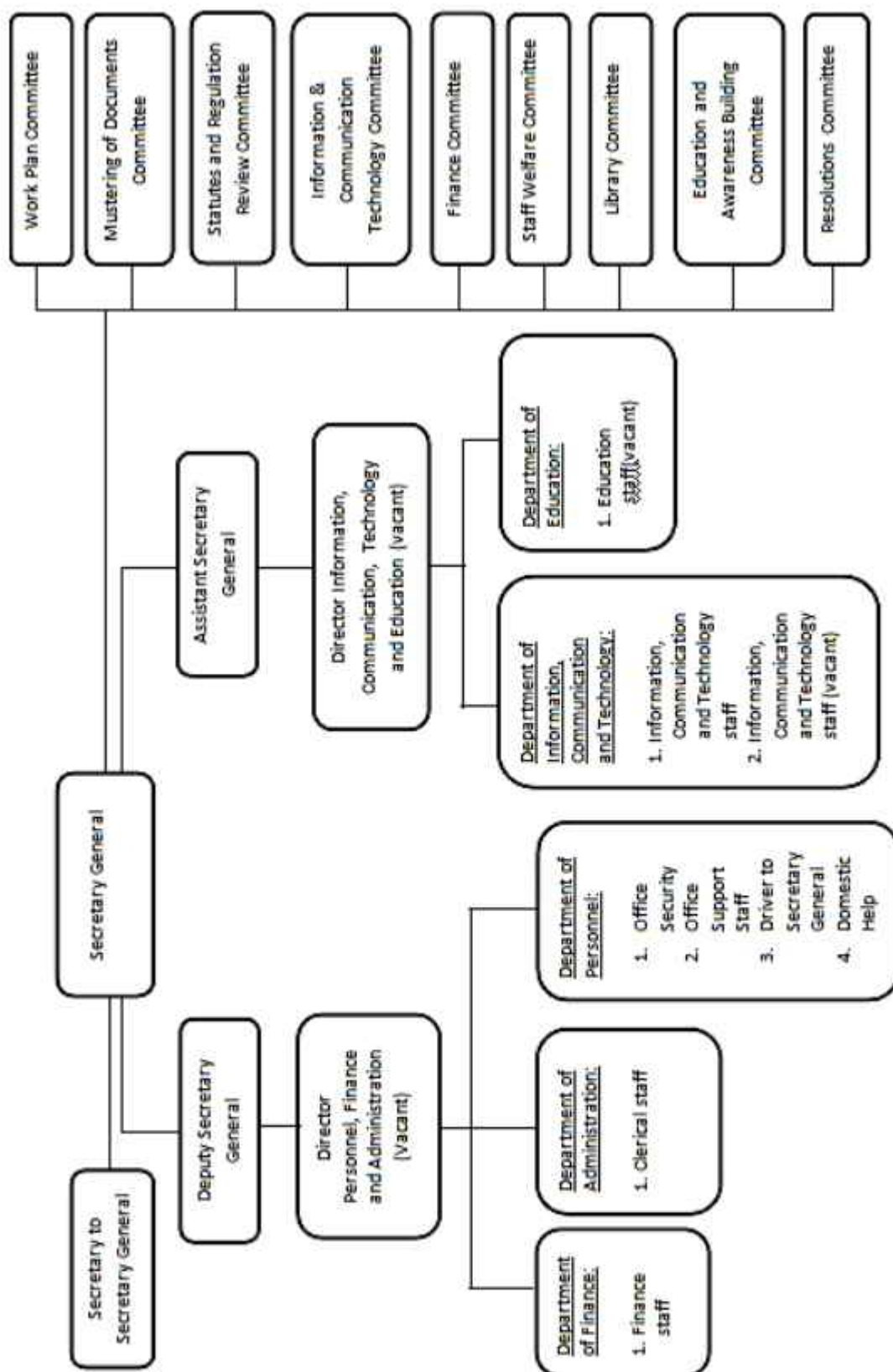


Existing Organizational Chart of AIPA Secretariat

HOME BASED STAFF (HBS)



Proposed Organizational Chart of AIPA Secretariat



AIPA Secretariat Committees

AIPA SECRETARIAT COMMITTEES

AIPA SECRETARIAT COMMITTEES

No.	Workplan Committee	Mustering of Documents Committee	Statutes & Regulation Review Committee	Information and Communication Technology Committee	Finance Committee	Staff Well-being Committee	Library Committee	Education and Awareness Building Committee	Resolutions Committee
1.	Mr. P.O. Ram (Chairman)	Mrs. N. Astini Sari (Chairperson)	Ms. Ria Rumata A. (Chairperson)	Mr. Wahyu Samodra (Chairman)	Mr. Edy Suhardi (Chairman)	Mrs. Fani Budi Pratiwi (Chairperson)	Mrs. I.G.A. Darsini (Chairperson)	Mrs. I.G.A. Darsini (Chairperson)	Ms. Ria Rumata A. (Chairperson)
2.	Mrs. I.G.A. Darsini (Secretary)	Mrs. Dwi Supiana (Secretary)	Mr. Christoph Behrens (Secretary)	Mr. Tumiran (Secretary)	Mrs. Dwi Supiana (Secretary)	Mr. Tumiran (Secretary)	Mrs. N. Astini Sari (Secretary)	Mr. Christoph Behrens (Secretary)	Mrs. Fani Budi Pratiwi (Secretary)
3.	Members :	Members :	Members :	Members :	Members :	Members :	Members :	Members :	Members :
4.	Ms. Ria Rumata A.	Mrs. I.G.A. Darsini	Mr. P.O. Ram	Ms. Ria Rumata A.	Mrs. I.G.A. Darsini	Mr. P.O. Ram	Mr. Wahyu Samodra	Mr. P. O. Ram	Mrs. I.G.A. Darsini
5.	Mr. Edy Suhardi	Mr. Tumiran	Mrs. Fani Budi Pratiwi	Mr. Edy Suhardi	Mr. Tumiran	Mr. Edy Suhardi	Mr. Sudarsono	Ms. Ria Rumata A.	Mrs. Dwi Supiana
6.	Mr. Wahyu Samodra	Mr. Sudarsono	Mr. Wahyu Samodra			Mr. Sudarsono	Mr. Suheri	Mr. Edy Suhardi	
7.	Mr. Sudarsono	Mr. Suheri				Mr. Suheri		Mr. Wahyu Samodra	
8.	Mrs. Dwi Supiana								
9.	Mrs. N.Astini Sari								
10.	Mrs. Fani Budi P.								
11.	Mr. Suheri								
12.	Mr. Tumiran								
	Mr. Christoph Behrens								

COMMITTEE PROFILE AIPA SECRETARIAT

FUNCTIONS OF COMMITTEES

I. WORKPLAN COMMITTEE

To prepare workplan for 2013 it will consist of:

- Contents page
- Vision and Mission
- Foreword
- History of AIPA
- Establishment of AIPA Secretariat
- About our Member Parliaments
- Organizational Charts:
 - AIPA
 - AIPA Secretariat
- Committees
- Committee Profile
- Overseas Conference/Visits 2012
- Overseas Conference/Visits 2013
- Leave Roster 2013
- Finance :
 - Income & Expenditures F.Y.2009-2012
 - Budget Proposal F.Y. 2012/2013
 - Income and Expenditures October 2012 to June 2013
 - Estimated Income and Expenditures for July to September 2013
 - Budget Proposal F.Y. 2013/2014
 - Contribution in kind
- AIPA Capacity Development Program
- Targets for 2014
- Our Observers
- Photo Gallery
- Representatives of AIPA National Secretariats

II. MUSTERING OF DOCUMENTS COMMITTEE

Documents to be reviewed and stored in microfilm/cd

- General Assembly Resolutions since : 1978
- Reports of the First General Assembly up to 33rd General Assembly
- Reports of AIFOCOM
- Reports of AIPA Caucus
- Reports of Technical Working Group
- Reports of AIPA Visits
- Reports ASEAN Summit
- Reports of Seminars

III. STATUTES & REGULATIONS REVIEW COMMITTEE

Committee will review the AIPA statutes and staff regulations

IV. INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE

- Upgrading AIPA Website
- Install program for video conferencing
- Update program Capacity Building
- ICT Workshop

V. FINANCE COMMITTEE

- To review the emolument financial accounting system
- To propose cost cutting measures
- To prepare ways to budget our proposed awareness program and attachment programs

VI. STAFF WELL-BEING COMMITTEE

- Suggested staff well-being requirements and to recommend amendments to the staff and financial regulations on:
 - Medical Allowance
 - Annual Leave
 - Holiday
 - Flexible Work Schedule
 - Overtime and Meal Allowances
 - Gratuity for Officers
 - Provide Amenities in Office

VII. LIBRARY COMMITTEE

To study the feasibility of setting up libraries in each member Parliament's library

- Arrange with Member Parliaments to provide space in their Parliament
- Set up an AIPA-ASEAN Section in the space provided
- Produce Publication Materials : Brochures, Factsheet, Newsletters
- Gather Materials from the AIPA Member Parliaments
- Retrieve Materials from the Internet
- Obtain Materials from the Other Organizations
- Seek Material on ASEAN

VIII. EDUCATION AND AWARENESS BUILDING COMMITTEE

To actively enhance public awareness and promote greater people participation, including civil society, in Asean Community Building

- Lectures for visitors to AIPA Secretariat and Visitor of Member Parliaments
- Brochures, Factsheets, Newsletters to the all guest/visitors
- Invite Member Parliaments to disseminate factsheets etc. to their visitors
- Organised 1 (one) Seminar/Public Awareness event

IX. RESOLUTIONS COMMITTEE

- To obtain information from AIPA Member Parliaments on the implementation of AIPA Resolutions adopted a General Assemblies
- To suggest amendment to the AIPA Statutes in regard with the implementation of the resolutions.



Staff on their usual friday exercise



Education and Awareness Building Committee Member of the AIPA Secretariat gave lecture to visitors of the Indonesian Parliament.

OVERSEAS CONFERENCES/VISITS 2012

No	Dates	Activities	Venues	Officers Attending
1	January 9	Public Lecture by Former United States Congressman/Senator/Defence Secretary on US-ASEAN Relations on the invitation by ASEAN Secretary General	ASEAN Secretariat, Jakarta	ASG II & Information Officer
2	January 10	Symposium on "Indonesia Endangered Species Forum ; the Role of the Private Sector in Species and Habitat Protection"	Hotel Indonesia-Kempinski, Jakarta	ASG II
3	February 23	Meeting with President of the National Assembly of VietNam	HaNoi, VietNam	AIPA Secretary General
4	February 29	Meeting H.E. Kan Pharidh, Cambodian Ambassador to Indonesia relating to the AIPA preparation for the 20th ASEAN Summit in Cambodia	the Embassy of the Kingdom of Cambodia, Jakarta	Secretary General ASG I & II & Information Officer
5	March 6	AIPA Secretariat visit and meeting with the US Ambassador to ASEAN H.E. David L. Carden	the US Embassy, Jakarta	Secretary General ASG I & ASG II & Information Officer
6	April 2	AIPA Preparatory Meeting prior to the 20th ASEAN Summit in Phnom-Penh, Cambodia	Cambodiana Hotel, Phnom-Penh	Secretary General ASG I & ASG II & Secretary to SG
7	April 3	Meeting between Speakers/Presidents of AIPA parliament members led by President of AIPA and Heads of Governments/States of ASEAN member states led by ASEAN Chairman at the 20th ASEAN Summit	Peace Palace, Prime Minister Office, Phnom-Penh, Cambodia	Secretary General ASG I, ASG II & Secretary to SG

8	April 30 to May 3	The Fourth Meeting of the AIPA Caucus, hosted by the National Assembly of Thailand	Bangkok, Thailand	Secretary General ASG II & Secretary to SG
9	May 3	AIPA Secretary General meeting with Representative of the ASEAN-WEN and ARREST	Bangkok, Thailand	Secretary General
10	May 3 to 5	Meeting with Parliament of Myanmar; with Speaker of Amyotha Hluttaw and Deputy Speaker of the Pyidaungsu Hluttaw	Nay Pyi Taw, Myanmar	Secretary General ASG II & Secretary to SG
11	June 13	Global Policy Address by President of the Republic of Indonesia on "the Role of Indonesia's Forests in a Green Economy and a Sustainable World"	Headquarter of the Center for International Forestry Research (CIFOR), Bogor, Indonesia	ASG I and IT Officer
12	June 21	AIPA Seminar on "Enhancing the ASEAN Transformation into a Solid Community" hosted by President of AIPA/the House of Representatives of Indonesia	Indonesian Parliament, Jakarta	ASG I & ASG II & Information Officer
13	June 25	Working Visit by Delegation of Brunei Darussalam Legislative Council to the AIPA Secretariat led by LegCo AIPA Committee	AIPA Secretariat	ASG I, ASG II, Executive Secretary, Information Officer, Secretary to SG & IT Officer
14	June 26	Public Lecture by Deputy Prime Minister of Iraq on the invitation of the Indonesian Council of World Affairs (ICWA)	Headquarter of PT Pertamina, Jakarta	ASG II, Information Officer & IT Officer

15	July 9	AIPA Executive Committee Meeting hosted by President of AIPA/Speaker of the House of Representatives of Indonesia	Yogyakarta, Indonesia	Secretary General & ASG I & ASG II, Executive Secretary, Information Officer & Secretary to SG
16	July 10 to 12	9th AIFOCOM Meeting hosted by President of AIPA/the House of Representatives of Indonesia	Yogyakarta, Indonesia	Secretary General ASG I & ASG II, Executive Secretary & Secretary to SG
17	July 25	Briefing on the Post-45th ASEAN Ministers Meeting/Post Ministerial meeting/19th ASEAN Regional (ARF)/2nd East Asia Summit Foreign Ministers Meeting (EAS-FMM) presented by the ASEAN Secretary General	ASEAN Secretariat, Jakarta	ASG II & Information Officer
18	September 16 to 22	the 33rd AIPA General Assembly hosted by President of AIPA/The House of Representatives of Indonesia, September 17 : the WAIPA Meeting September 18 : Executive Meeting	Santosa Villas & Resort, Lombok, Indonesia	Secretary General, ASG I, ASG II, Executive Secretary, Information Officer, Secretary to SG & IT Officer
19	November 2 to 4	Meeting with Legislative Council of Brunei Darussalam, call on President of AIPA, H.E. Mr. Pehin Dato Haji Isa Ibrahim	LegCo, Bandar Seri Begawan, Brunei Darussalam	Secretary General & Information Officer.
20	December 4	the Signing of Letter of Cooperation (LoC) between Freeland Foundation (ASEAN-WEN/ARREST) and AIPA	Bangkok, Thailand	Secretary General

Overseas Conferences/Visits 2012

OVERSEAS CONFERENCES/VISITS 2012

2012 Courtesy Calls

No	Dates	Activities	Venues	Officers Attending
1	January 28	Courtesy call by the German Embassy-Jakarta,, Mrs Annika Bolten-Drutschmann and GIZ and HSF Indonesia Representatives	AIPA Secretariat	ASG I, ASG II & Information Officer
2	March 15	Courtesy call by Assistant Director, Promotion and Protection of Human Rights, Civil Society Engagements and Interaction with ASEAN Associated Entities of ASEAN Secretariat	AIPA Secretariat	ASG II, Information Officer & Secretary to SG
3	April 24	Courtesy call by Chief Executive Officer of the Hanns-Seidel Foundation and Head of Division of South/Southeast Asia	AIPA Secretariat	Secretary General, ASG I, ASG II & Information Officer
4	April 26	Courtesy call by H.E. Vladimir Lopato-Zagorsky, Ambassador of Belarus to Indonesia	AIPA Secretariat	Secretary General, ASG I, ASG II, Information Officer & Secretary to SG
5	October 4	Courtesy call by Research Analyst (on ASEAN) of the British Embassy in Jakarta, Mr. Felix Sharief	AIPA Secretariat	ASG I & ASG II
6	October 15	Courtesy call by Mr. Guillo Cintron, ASEAN Socio-Cultural Liaison Official of the US Embassy in Jakarta	AIPA Secretariat	ASG II, Information Officer & Secretary to SG

OVERSEAS CONFERENCES/VISITS 2013

No.	Dates	Activities	Venue	Attending Officer
1	February 5	Meeting with Secretary General of the Indonesian House of Representatives	Secretariat General of the House of Representatives of Indonesia	SG, ASG I, ASG II, ES and ICT
2	February 14	The 34th Anniversary of the Islamic Revolution of Iran	Jakarta, Indonesia	ASG I & ICT Officer
3	February 14	Visit by the UN Women Representatives, Mrs. Amarsanaa Darisuren and UN Women Indonesia, Mrs. Lily Puspitasari	AIPA Secretariat	ASG I, ASG II & IE
4	February 26	Visit by Ms. Claudia Diaz, Human Rights Officer of the UN Office on Genocide Prevention and the Responsibility to Protect	AIPA Secretariat	ASG II & IE
5	February 26	Discussion on "The South China Sea in High Resolution" featuring Ambassador Hasjim Djalal, Ernest Z. Bower, Senior Advisor, US Center for Strategic and International Studies and Dr. Connie Rahakundini Bakrie, Executive Director Institute of Defense and Security Studies	@america Pacific Place Jakarta	ASG II & IE
6	February 28	Indonesian Council of World Affairs and Modernisator Speaker's Forum 16 "A New Force Whose Time Has Come", Finding, Understanding and Engaging Indonesia Diapora Worldwide	Jakarta, Indonesia	ASG II
7	March 18 to 19	Southeast Asia Regional Conference "Women Fight Corruption", organised by Norwegian Embassy, Ministry of Women Empowerment and Child Protection, UNODC, Women Coalition, GIZ and Indonesian Anti Corruption Commission	Jakarta, Indonesia	ASG II
8	March 20	Courtesy Call on Speaker of Indonesian House of Representatives, H.E. Marzuki Alie	Speaker's office in DPR-RI Building, Jakarta	SG, ASG I, ASG II, ICT
9	March 25	Visit by Secretariat General of National Assembly of Thailand to AIPA Secretariat	AIPA Secretariat	SG, ASG I, ASG II, Executive Secretary, Secretary to SG & ICT Officer
10	April 8	Courtesy Call on Indonesian Minister of Foreign Affairs	Ministry of Foreign Affairs, Jakarta	SG, ASG I & ASG II
11	April 8	Courtesy Call by New Zealand Ambassador to Indonesia	AIPA Secretariat	SG, ASG I, ASG II & IE
12	April 9	Visual Anthology of Mexico, In commemoration of the 60th Anniversary of bilateral relationships between Indonesia and Mexico	Galeri Nasional Indonesia, Jakarta	ASG II
13	April 10	Courtesy call by Russian Embassy Counselor	AIPA Secretariat	SG, ASG I & ASG II
14	April 13	Diplomatic Gathering hosted by President of the Republic of Indonesia	Cipanas Summer Palace	ASG I
15	April 16	Seminar on "Washington Political Perspectives on the Trans-Pacific Partnership (TPP)"	Financial Club, Jakarta	ASG II
16	April 18	60 Years of Indonesia-Switzerland Relations	Grand Hyatt, Jakarta	ASG II
17	April 18	Indonesia Launch of the "Economic and Social Survey of Asia and the Pacific 2013 (United Nations ESCAP)"	Bank of Indonesia, Jakarta	ASG I & Executive Secretary
18	April 19	Best of ASEAN Performing Arts IX, Philippinescape: Showcasing the Beauty of the Philippines through Dance and Music	Gedung Kesenian Jakarta	SG
19	April 23	Courtesy Call on Secretary General of ASEAN	ASEAN Secretariat, Jakarta	SG, ASG I and ASG II
20	April 29	Post 22nd ASEAN Summit Briefing by the Secretary General of ASEAN	ASEAN Secretariat, Jakarta	SG

Overseas Conferences/Visits 2013

OVERSEAS CONFERENCES/VISITS 2013

21	April 30	Dialogue on Diplomatic Facilities and Diplomatic Security for Foreign Representatives and International Organizations in Indonesia	Auditorium Room, Ministry of Foreign Affairs, Jakarta	SG
22	May 17	Official Launch of the book on "Narrowing Development Gap in ASEAN: Drivers and Policy Options"	ASEAN Hall, ASEAN Secretariat	ASG II
23	May 21	Meeting with First Secretary (Political Advisor for ASEAN/AIPA Issue) of German Embassy in Jakarta, Ms. Jessica Engel	AIPA Secretariat	SG, ASG II, IE
24	May 22	Courtesy Call by Chinese Ambassador to ASEAN, H.E. Mrs. Yang Xiuping	AIPA Secretariat	SG, ASG I, ASG II, ICT
25	May 30	Meeting with US Ambassador to ASEAN, H.E. David L. Carden	Ambassador's Residence	SG, ASG I and ASG II
26	June 12	United Nations Guiding Principles on Business and Human Rights	Ministry of Foreign Affairs, Jakarta	ASG II
27	June 13	Workshop on "Funding of Political Campaign and Anti Money Laundering"	Intercontinental Hotel, Jakarta	SG
28	June 19	Meeting with Permanent Mission of Japan to ASEAN	AIPA Secretariat	SG, ASG I & ICT
29	July 10	Meeting with ARREST Review Team, Ms. Angel Manembu	AIPA Secretariat	ASG II & IE
30	July 12	Meeting with ADR Leena Ghosh, ASEAN Secretariat	AIPA Secretariat	ASG I, ASG II & Secretary
31	July 17	Opening Ceremony by President of the Republic of Indonesia on Gelar Batik Nusantara	Jakarta Convention Centre	SG
32	July 17	Meeting with Mr. Gert Reinberger, GIZ	AIPA Secretariat	SG, ASG I, ASG II, Secretary & IE
33	July 18	Meeting with Executive Director of ASEAN Foundation	ASEAN Foundation	SG, ASG I & ASG II
34	July 23	Visit Deputy Speaker & Members of National Assembly of VietNam to AIPA Secretariat	AIPA Secretariat	SG, ASG I, ASG II, & Secretary

OVERSEAS CONFERENCES 2013

No.	Month/Year	Activities/Programs	Venue	Officer attending
1.	January 27-31	21st APPF	Vladivostok, Russia	NIL
2.	February 4	Handing Over Ceremony for the Third AIPA Secretary General	Jakarta, Indonesia	Assistant SG I
3.	March 22-27	128th IPU Assembly and Related Meetings	Ecuador, Quito	NIL
4.	May, 11-14	5th AIPA Caucus Meeting	Da Lat city, Lam Dong Province, Viet Nam	Assistant SG II and Secretary to SG
5.	May 12-16	10th AIFOCOM Meeting	Bandar Seri Begawan, Brunei Darussalam	SG, Assistant SG I and ICT Officer
6.	September 15-21	34th AIPA General Assembly	Bandar Seri Begawan, Brunei Darussalam	SG, Assistant SG I, Assistant SG II and Executive Secretary
7.	October 12-14	129th IPU Assembly and Related Meetings	Geneve, Switzerland	NIL
8.	November 2-8	AIPA-EU Comparative Study Visit to Munich, Berlin and Brussels	Munich, Berlin and Brussels	
9.	November/ December	Annual Parliamentary Hearing at the United Nations	New York, USA	

LEAVE ROSTER 2013 (January 2013 - December 2013)

NO.	NAME	JAN. 2013	FEB. 2013	MARCH 2013	APRIL 2013	MAY 2013	JUNE 2013	JULY 2013	AUG. 2013	SEPT. 2013	OCT. 2013	NOV. 2013	DEC. 2013
1.	Mr. P O Ram												
2.	Mrs. I Gusti Ayu Darsini												
3.	Mrs. Ria Rumata Artonang												
4.	Mr. Edy Suhardi												
5.	Mrs. Fani Budi Pratiwi												
6.	Mrs. Nyoman Astini Sari												
7.	Mrs. Dwi Supiana												
8.	Mr. Sudarsono												
9.	Mr. Tumiran												
10.	Mr. Wahyu Samodra												
11.	Mr. Suheri												
12.	DR. Christoph Behrens												

LEAVE ROSTER 2013 Leave Roster 2013

AIPA Secretariat Income And Expenditure

42

AIPA SECRETARIAT INCOME AND EXPENDITURE

AIPA SECRETARIAT INCOME AND EXPENDITURE						
FOR THE PERIOD 1 OCTOBER 2009 - 30 SEPTEMBER 2012						
NO.	DESCRIPTION	FY 2009/2010 US\$	FY 2010/2011 US\$	FY 2011/2012 US\$	Total US\$	
	Beginning Balance	1,456,247.08	1,444,114.62	1,410,748.45	1,456,247.08	
A. INCOME						
1.	Contribution from AIPA Member Countries	270,000.00	270,000.00	298,675.20	838,675.20	
2.	Interest Income	11,042.12	5,197.53	5,663.17	21,902.82	
3.	Other Income	55.00	0.00	798.40	853.40	
	TOTAL INCOME	281,097.12	275,197.53	305,136.77	861,431.42	
B. EXPENDITURE						
	Manpower Expenditure					
1.	Secretary General	107,527.00	106,800.00	106,800.00	321,127.00	
2.	Salaries for Locally Recruited Staff	71,640.00	76,155.00	85,860.00	233,655.00	
3.	Entertainment Allowance	6,000.00	6,000.00	6,000.00	18,000.00	
4.	Transportation Allowance	6,120.00	6,840.00	7,200.00	20,160.00	
5.	Chief Information Officer	-	13,200.00	13,200.00	26,400.00	
6.	Thirteenth month salary	3,645.00	4,945.00	5,655.00	14,245.00	
	SUB TOTAL I	194,932.00	213,940.00	224,715.00	633,587.00	
C. OTHER OPERATING EXPENDITURE						
1.	Traveling Expenses	40,317.57	36,587.00	25,791.58	102,696.15	

AIPA Secretariat Income And Expenditure

AIPA SECRETARIAT INCOME AND EXPENDITURE

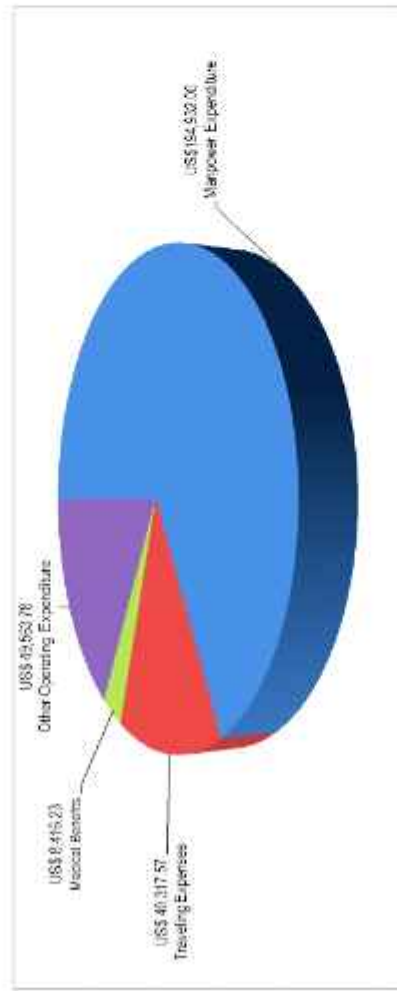
2.	Cost of attendance of the President of AIPA to the ASEAN SUMMIT	-	-	2,500.00	2,500.00
3.	Office Stationery and Supplies	3,607.74	3,883.21	5,241.30	12,732.25
4.	Office Maintenance	-	-	-	0.00
5.	Utility Charges	-	-	-	0.00
6.	Office Vehicle, Maintenance and Fuel	2,246.42	1,301.09	3,019.99	6,567.50
7.	Equipment	4,620.67	758.80	-	5,379.47
8.	Miscellaneous				
	- Household Expenditure	4,449.08	2,623.88	3,642.29	10,715.25
	- Accountant Fee	1,301.46	1,370.57	1,450.97	4,123.00
	- Stamp Duty Fee	77.38	91.20	93.35	261.93
	- Stamp Air Mail	338.94	697.67	800.87	1,837.48
	- AIPA Website	4,521.58	1,500.00	1,500.00	7,521.58
	- Overtime Job	201.34	-	-	201.34
9.	Medical Benefits for HBS, LRS and Co-Terminus Staff	8,416.23	22,792.43	9,198.39	40,407.05
10.	Contingencies	0.00	2,580.40	696.73	3,277.13
11.	Bank Charges	459.17	437.45	314.80	1,211.42
12.	Cost of Part Financing for AIFOCOM	20,000.00	20,000.00	20,000.00	60,000.00
13.	Deposit for entry in to school at Jakarta Int'l Scholl and payment for examination for Outgoing Secretary General	7,740.00	-	-	7,740.00
	SUB TOTAL II	98,297.58	94,623.70	74,250.27	267,171.55
	TOTAL EXPENDITURE	293,229.58	308,563.70	298,965.27	900,758.55
	SURPLUS / (DEFICIT)	(12,132.46)	(33,366.17)	6,171.50	(39,327.13)
	ENDING BALANCE	1,444,114.62	1,410,748.45	1,416,919.95	1,416,919.95

7,487.48

AIPA Secretariat Income And Expenditure

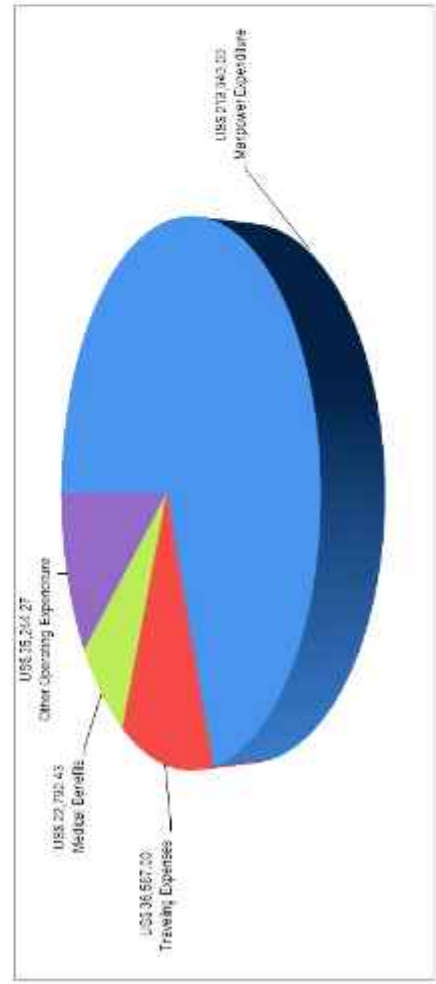
AIPA SECRETARIAT INCOME AND EXPENDITURE

AIPA Secretariat's Expenditure
(For FY 2009/2010)



FY 2009/2010
Marpower Expenditure
Traveling Expenses
Medical Benefits
Other Operating Expenditure
293,278.58

AIPA Secretariat's Expenditure
(For FY 2010/2011)

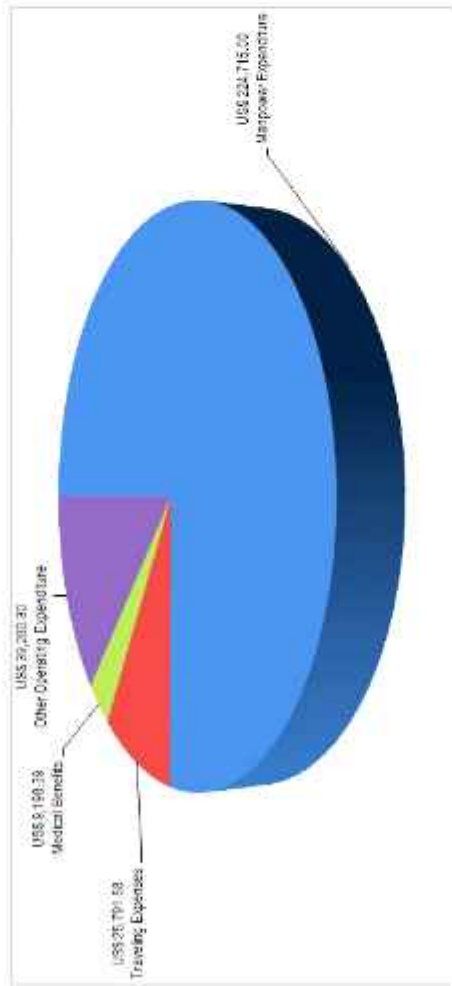


FY2010-FY 2011
Marpower Expenditure
Traveling Expenses
Medical Benefits
Other Operating Expenditure
308,563.70

AIPA Secretariat Income And Expenditure

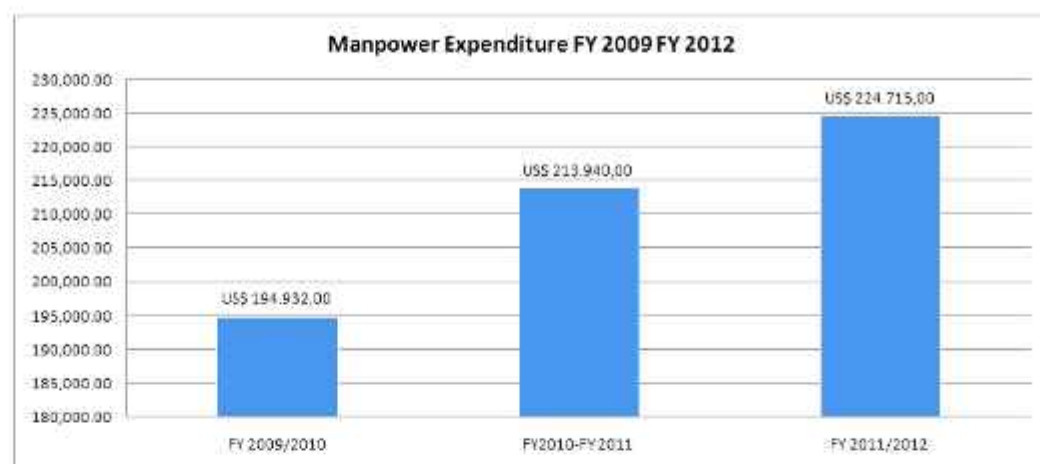
AIPA SECRETARIAT INCOME AND EXPENDITURE

AIPA Secretariat's Expenditure
(For FY 2011/2012)



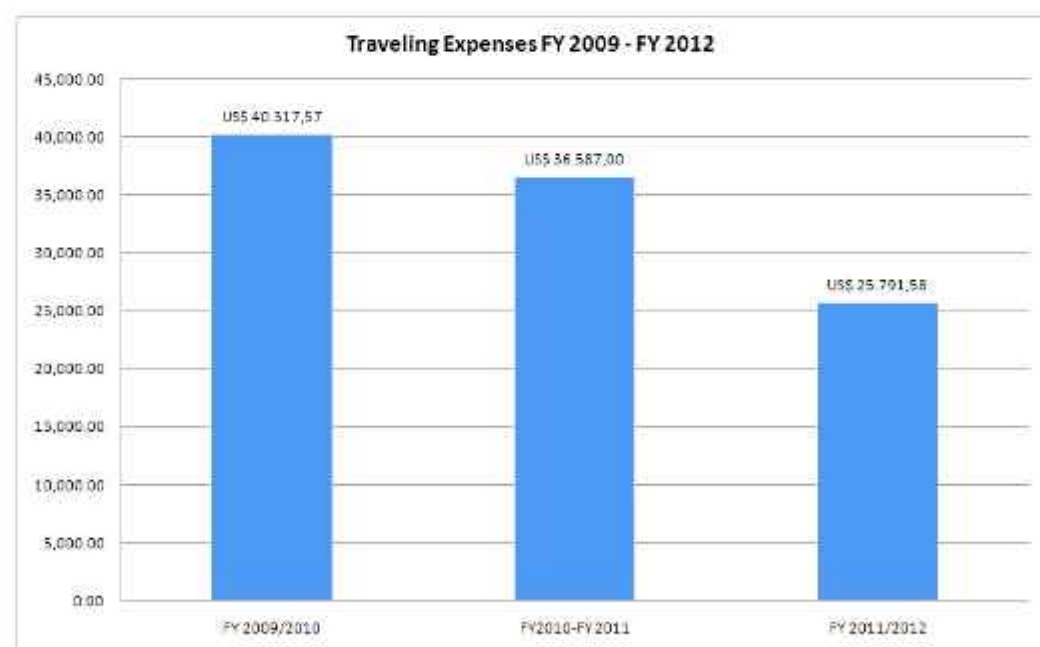
Manpower Expenditure	FY 2011/2012
Traveling Expenses	224,715.00
Medical Benefits	26,791.59
Other Operating Expenditure	8,188.09
	29,200.30
	298,955.27

AIPA Secretariat's Expenditure on Manpower
(For FY 2009 - FY 2012)



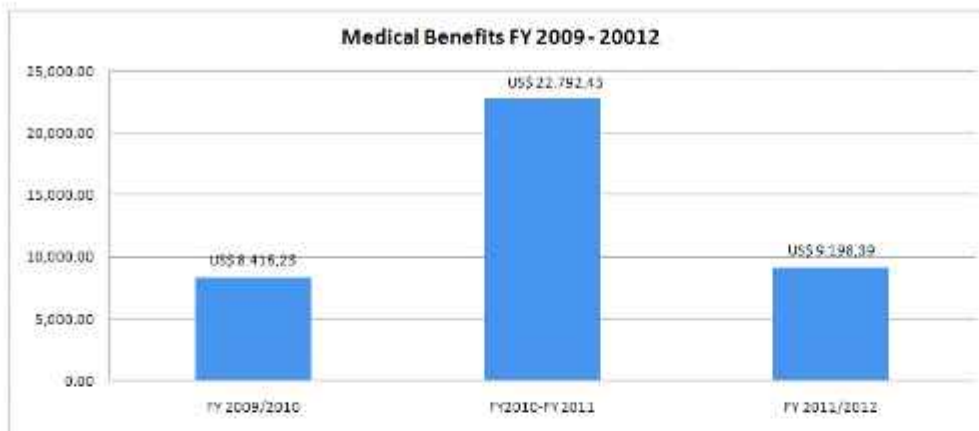
	FY 2009/2010	FY 2010-FY 2011	FY 2011/2012
Manpower Expenditure	194,932.00	213,940.00	224,715.00

AIPA Secretariat's Expenditure on Traveling Expenses
(For FY 2009 - FY 2012)



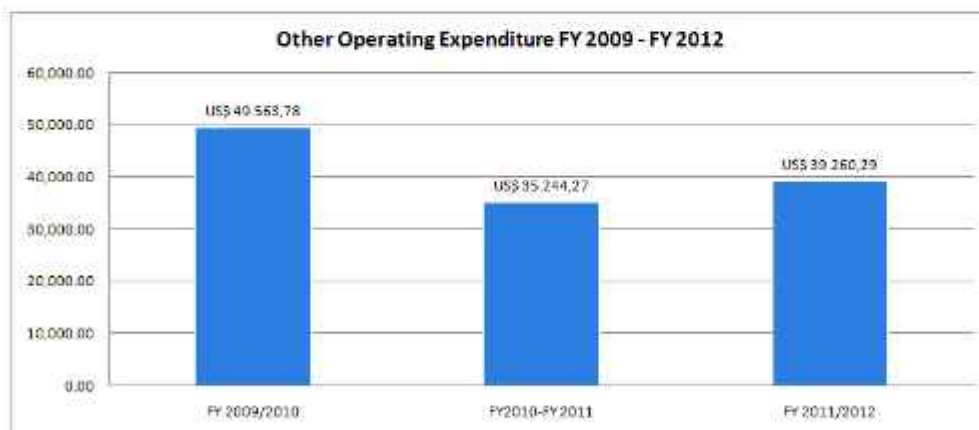
	FY 2009/2010	FY 2010-FY 2011	FY 2011/2012
Traveling Expenses	40,317.57	36,587.00	25,791.58

**AIPA Secretariat's Expenditure on Medical Benefits
(For FY 2009 - FY 2012)**



	FY 2009/2010	FY 2010-FY 2011	FY 2011/2012
Medical Benefits	8,416.23	22,792.43	9,198.39

**AIPA Secretariat's Expenditure on Other Operating Expenditure
(Office Stationery and Supplies, Office Vehicle, Maintenance and Fuel, Equipment, Miscellaneous, Contingencies,
Bank Charges and Part Financing for AIFOCOM)
(For FY 2009 - FY 2012)**



	FY 2009/2010	FY 2010-FY 2011	FY 2011/2012
Other Operating Expenditure	49,563.78	35,244.27	39,260.29

	FY 2009/2010	FY 2010/2011	FT 2011/2012
	281,042.12	275,197.53	305,136.77



**BUDGET PROPOSAL
FOR THE AIPA SECRETARIAT
FOR 1 OCTOBER 2012 TO 30 SEPTEMBER 2013 (FY 2012/2013)**

A. INCOME

**(a) Contribution from AIPA
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\$	150.00
- Time Deposits	US\$	5,000.00

(c) Other Income

Total Income **US\$ 305,150.00**

B. EXPENDITURE

(a) Manpower Expenditure

(i) HOME BASED STAFF (HBS)

1. Secretary General

- Salary	12 x US\$ 3,000.00 = US\$	36,000.00
- 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
- Housing Allowance (rental plus cost of utilities, telephone and internet connection)	1 (one) year housing allowance in advance	
	@ 12 x US\$ 3,500.00 = US\$	42,000.00

Sub Total I **US\$ 106,800.00**

(ii) CO-TERMINUS POSITION

1. Chief Information Officer

- Salary	12 x US\$ 1,000.00 = US\$	12,000.00
- Transportation Allowance	12 x US\$ 100.00 = US\$	1,200.00
- Bonus (13th Month Salary)	= US\$	1,000.00

Sub Total II **14,200.00**

(iii) LOCALLY RECRUITED STAFF (LRS)

1. Assistant to Secretary General I

- Salary	1 x 12 x US\$ 1,300.00 = US\$	15,600.00
- Entertainment Allowance	1 x 12 x US\$ 300.00 = US\$	3,600.00

2. Assistant to Secretary General II

- Salary	1 x 12 x US\$ 1,200.00 = US\$	14,400.00
- Entertainment Allowance	1 x 12 x US\$ 200.00 = US\$	2,400.00

3. Executive Secretary (Personnel, Finance and Administration)

- Salary	1 x 12 x US\$ 925.00 = US\$	11,100.00
- Transportation Allowance	1 x 12 x US\$ 60.00 = US\$	720.00
- Bonus (13th Month Salary)	US\$	925.00

4. Secretary to Secretary General

- Salary	1 x 12 x US\$ 850.00 = US\$	7,800.00
- Transportation Allowance	1 x 12 x US\$ 60.00 = US\$	720.00
- Bonus (13th Month Salary)		850.00

5. Financial Staff/Cashier (Senior)

- Salary	1 x 12 x US\$ 450.00 = US\$	5,400.00
- Transportation Allowance	1 x 12 x US\$ 60.00 = US\$	720.00
- Bonus (13th Month Salary)		450.00

6. General Administration Staff

- Salary	1 x 12 x US\$ 450.00 = US\$	5,400.00
- Transportation Allowance	1 x 12 x US\$ 60.00 = US\$	720.00
- Bonus (13th Month Salary)		450.00

7. Information and Communications Officer

- Salary	1 x 12 x US\$ 450.00 = US\$	5,400.00
- Transportation Allowance	1 x 12 x US\$ 60.00 = US\$	720.00
- Bonus (13th Month Salary)		450.00

Budget Proposal For The AIPA Secretariat

FY 2012/2013

8. Office Security Staff

- Salary	1 x 12 x US\$ 375.00 = US\$	4,500.00
- Transportation Allowance	1 x 12 x US\$ 60.00 = US\$	720.00
- Bonus (13th Month Salary)		375.00

9. Driver to Secretary General

- Salary	1 x 12 x US\$ 370.00 = US\$	4,440.00
- Transportation Allowance	1 x 12 x US\$ 60.00 = US\$	720.00
- Bonus (13th Month Salary)		370.00

10. Residence Security Staff

- Salary	2 x 12 x US\$ 410.00 = US\$	4,920.00
- Transportation Allowance	2 x 12 x US\$ 60.00 = US\$	720.00
- Bonus (13th Month Salary)		410.00

11. House Keeper

- Salary	1 x 12 x US\$ 325.00 = US\$	3,900.00
- Transportation Allowance	1 x 12 x US\$ 60.00 = US\$	720.00
- Bonus (13th Month Salary)		325.00

12. Office Hospitality Staff

- Salary	1 x 12 x US\$ 300.00 = US\$	3,600.00
- Transportation Allowance	1 x 12 x US\$ 60.00 = US\$	720.00
- Bonus (13th Month Salary)		300.00

Sub Total III

US\$ 104,365.00

(b) Other Operating Expenditure

(i) Traveling Expenses including travel insurances	US\$	25,000.00
(ii) Cost of the attendance of the President of AIPA to the ASEAN Summit	US\$	2,500.00
(iii) Office Stationery and Supplies	US\$	5,500.00
(iv) Office Maintenance		-
(v) Utility Charges		-
(vi) Office Vehicles Maintenance and Fuel	US\$	4,500.00
(vii) Equipment, Furniture and Fixtures	US\$	2,000.00
(viii) Miscellaneous	US\$	6,000.00
(Household expenditure, Accountant fee, Courier charges, AIPA Website)		
(ix) Medical Benefits for Home Based Staff and Locally Recruited Staff and their Family	US\$	10,500.00
(x) Contingencies	US\$	2,500.00
(xi) Bank Charges	US\$	1,000.00
(xii) Part Financing for Ninth AFODCOM Meeting	US\$	26,000.00

Sub Total IV

US\$ 79,500.00

Total Expenditure

US\$ 304,865.00

C. ADDITIONAL EXPENDITURE

1. Outgoing Secretary General

- Gratuity for completion of service	3 years x 12 month x 17.5% x US\$ 3,000.00 = US\$	18,900.00
- Departure airfare for Outgoing Secretary General upon completion of tour of duty	US\$	1,150.00

Sub Total V

US\$ 20,050.00

2. Incoming Secretary General

- Education Allowance	US\$	29,800.00
- Outfit and installation of Incoming Secretary General	US\$	1,000.00
- Airfare for Incoming Secretary General for first arrival	US\$	2,200.00
- Hotel accommodation for Incoming secretary General for 15 days (2 rooms)	US\$	7,500.00
- Shipment of personal effects	US\$	3,750.00

Sub Total VI

US\$ 44,250.00

3. Gratuity of Chief Information Officer

for 37 (thirty seven) months	US\$	6,792.50
------------------------------	------	----------

4. INTEGRATED EXPERT (IE) GIZ

- Honorarium	1 x 12 x US\$ 680.00 = US\$	7,920.00
--------------	-----------------------------	----------

Sub Total VII

US\$ 7,920.00

Grand Total Expenditure

US\$ 382,877.50

Deficit for FY 2012/2013

US\$ (77,727.50)

AIPA INCOME AND EXPENDITURE STATEMENT
FOR THE PERIOD OCTOBER 2012 - JUNE 2013
(Expressed in US Dollar)

NO	DESCRIPTION	TOTAL
	BEGINNING BALANCE as of October 1, 2012	1,416,919.95
A.	INCOME	
1.	Contributions from AIPA Member Countries	239,421.41
2.	Interest Income	3,889.05
3.	Other Income	1,780.02
	Total Income	245,090.48
B.	EXPENDITURE	
1.	Home Based Staff	80,200.00
2.	Co- Terminus Position	5,400.00
3.	Salaries for Locally Recruited Staff	60,950.80
4.	Entertainment Allowance	4,500.00
5.	Transportation Allowance	4,560.00
6.	Bonuses	410.00
7.	Traveling Expenses	7,605.32
8.	Cost of the attendance of the President of AIPA to the ASEAN Summit	0.00
9.	Office Stationery and Supplies	3,935.89
10.	Office Maintenance	0.00
11.	Utility Charges	0.00
12.	Office Vehicles Maintenance and Fuel	929.85
13.	Equipment, Furniture and Fixtures	118.41
14.	Miscellaneous	6,310.02
15.	Medical Benefits for Home Based Staff, Co-Terminus Position and Locally Recruited Staff	6,803.72
16.	Contingencies	1,817.72
17.	Bank Charges	201.92
18.	Gratuity for Outgoing Secretary General for completion of service	18,900.00
19.	Airfare for Outgoing Secretary General	1,097.00
20.	Thirteenth Month Salary of Outgoing Secretary General	9,000.00
21.	Shipment of personal effect of Outgoing Secretary General	4,466.00
	Total Moved	217,206.65

AIPA Income Expenditure Statement
OCTOBER 2012 - JUNE 2013

22.	Outfit and Installation of Incoming Secretary General	1,000.00
23.	Airfare for Incoming Secretary General	649.80
24.	Accommodation for Incoming secretary General on the occasion of the Handing Over of Secretary General of AIPA	764.35
25.	Per diem of Secretary General of AIP A on the occasion of the Handing Over of Secretary	375.00
26.	Gratuity for Chief Information Officer	5,792.50
27.	Honorarium of Integrated Expert Staff for GIZ	3,081.31
Total Expenditure		228,869.61
SURPLUS		16,220.87
ENDING BALANCE as of June 30, 2013		1,433,140.82

See accompanying notes on explanations to income and expenditure statement which are an integrated part of income and expenditure statement as a whole.

ESTIMATED AIPA SECRETARIAT INCOME AND EXPENDITURE
FOR THE PERIOD JULY - SEPTEMBER 2013
(Expressed in US Dollar)

NO	DESCRIPTION	TOTAL
A.	INCOME	
	Beginning Balance	1,433,140.82
1.	Contributions from AIPA Member Countries	60,000.00
2.	Interest Income	1,276.27
3.	Other Income	-
	Total Income	61,276.27
B.	EXPENDITURE	
	Manpower Expenditure	
1.	Home Based Staff	23,700.00
2.	Salaries for Locally Recruited Staff	19,840.30
3.	Entertainment Allowance	1,500.00
4.	Transportation Allowance	1,440.00
5.	Thirteenth month salary	3,970.00
	SUBTOTAL I	50,450.30
	OTHER OPERATING EXPENDITURE	
1.	Traveling Expenses (Estimated)	8,106.87
2.	Cost of the attendance of the president of AIPA the ASEAN SUMMIT	-
3.	Office Stationery and Supplies	1,225.00
4.	Office Maintenance	-
5.	Utility Charges	-
6.	Office Vehicle, Maintenance and Fuel	1,925.00
7.	Equipment, Furniture and Fixtures	-
8.	Miscellaneous	1,480.24
9.	Medical Benefits for HBS and Locally Recruited Staff	750.00
10.	Contingencies	-
11.	Bank Charges	39.00
12.	Cost of part Financing for AIFOCOM	-
13.	Honorarium of Integrated Expert staff from GIZ	1,814.88
	SUBTOTAL II	15,340.99
	TOTAL EXPENDITURE	65,791.29
	DEFICIT	- 4,515.02
	ENDING BALANCE	1,428,625.80

Estimated AIPA Secretariat Income and Expenditure
JULY - SEPTEMBER 2013



Courtesy call on H.E. Heng Samrin at the 32nd AIPA General Assembly in Phnom Penh, the Kingdom of Cambodia



WAIPA Delegation at 33rd General Assembly held on 17 September 2012 in Lombok



Heads of Delegation at the Opening Ceremony at the 33rd General Assembly at Lombok

AIPA BUDGET PROPOSAL FOR 1 OCTOBER 2013 TO 30 SEPTEMBER 2014 (FY 2013/2014)

A INCOME

(a)	Contribution from Member Parliaments		
	- Brunei Darussalam	J\$5	37,000.00
	- Cambodia	J\$5	37,000.00
	- Indonesia	J\$5	37,000.00
	- Laos	J\$5	37,000.00
	- Malaysia	J\$5	37,000.00
	- Myanmar	J\$5	37,000.00
	- Philippines	J\$5	37,000.00
	- Singapore	J\$5	37,000.00
	- Thailand	J\$5	37,000.00
	- Viet Nam	J\$5	37,000.00
(b)	Bank Interests		
	- Savings Account	J\$3	30.00
	- Time Deposits	J\$3	5,000.00
(c)	Other Income		

Total Income **US\$ 306,530.00**

B EXPENDITURE

(a) **Manpower Expenditure**

(i) **HOME BASED STAFF (HBS)**

1. **Secretary General**

- Salary	12 x US\$ 3,000.00 =	J\$5	36,000.00
- Overseas Cost of Living Allowances (OCLA)	12 x US\$ 1,400.00 =	J\$5	16,800.00
- Entertainment Allowance	12 x US\$ 1,000.00 =	J\$5	12,000.00
- Housing Allowance (rental plus cost of utilities, telephone and internet connection)	1 (one) year housing allowance in advance		
	12 x US\$ 3,500.00 =	J\$5	42,000.00
- Bonus (13th Month Salary)			1,000.00

Sub Total I

US\$ 106,800.00

(ii) **LOCALLY RECRUITED STAFF (LRS)**

1. **Assistant to Secretary General I**

- Salary	1 x 12 x US\$ 1,300.00 =	J\$5	15,600.00
- Entertainment Allowance	1 x 12 x J\$5 300.00 =	J\$5	3,600.00
- Bonus (13th Month Salary)		J\$5	1,300.00

2. **Assistant to Secretary General II**

- Salary	1 x 12 x US\$ 1,200.00 =	J\$5	14,400.00
- Entertainment Allowance	1 x 12 x J\$5 200.00 =	J\$5	2,400.00
- Bonus (13th Month Salary)		J\$5	1,200.00

3. **Executive Secretary (Personnel, Finance and Administration)**

- Salary	1 x 12 x J\$5 925.00 =	J\$5	11,100.00
- Transportation Allowance	1 x 12 x US\$ 50.00 =	J\$5	720.00
- Bonus (13th Month Salary)		J\$5	925.00

4. **Secretary to Secretary General**

- Salary	1 x 12 x J\$5 650.00 =	J\$5	7,800.00
- Transportation Allowance	1 x 12 x US\$ 50.00 =	J\$5	720.00
- Bonus (13th Month Salary)		J\$5	650.00

5. **Financial Staff**

- Salary	1 x 12 x J\$5 450.00 =	J\$5	5,400.00
- Transportation Allowance	1 x 12 x US\$ 50.00 =	J\$5	720.00
- Bonus (13th Month Salary)			450.00

6. **General Administration Staff**

- Salary	1 x 12 x J\$5 450.00 =	J\$5	5,400.00
- Transportation Allowance	1 x 12 x US\$ 50.00 =	J\$5	720.00
- Bonus (13th Month Salary)		J\$5	450.00

7. **Information and Communications Officer**

- Salary	1 x 12 x J\$5 450.00 =	J\$5	5,400.00
- Transportation Allowance	1 x 12 x US\$ 50.00 =	J\$5	720.00
- Bonus (13th Month Salary)		J\$5	450.00

8. **Office Security Staff**

- Salary	1 x 12 x J\$5 375.00 =	J\$5	4,500.00
- Transportation Allowance	1 x 12 x US\$ 50.00 =	J\$5	720.00
- Bonus (13th Month Salary)		J\$5	375.00

9. **Driver to Secretary General**

- Salary	1 x 12 x J\$5 370.00 =	J\$5	4,440.00
- Transportation Allowance	1 x 12 x US\$ 50.00 =	J\$5	720.00
- Bonus (13th Month Salary)		J\$5	370.00

10. House Keeper (Maid)			
- Salary	1 x 12 x US\$ 208.00 =	US\$	2,496.00
- Bonus (13th Month Salary)		US\$	208.00
11. Office Hospitality Staff			
- Salary	1 x 12 x US\$ 300.00 =	US\$	3,600.00
- Transportation Allowance	1 x 12 x US\$ 60.00 =	US\$	720.00
- Bonus (13th Month Salary)		US\$	300.00
Sub Total II		US\$	98,548.00
(b) Other Operating Expenditure			
(i) Traveling Expenses including travel insurance		US\$	25,000.00
(ii) Cost of the attendance of the President of AIPA to the ASEAN Summit		US\$	2,500.00
(iii) Office Stationery and Supplies		US\$	5,500.00
(iv) Office Maintenance			-
(v) Utility Charges			-
(vi) Office Vehicles Maintenance, and Fuel		US\$	3,000.00
(vii) Car Insurance		US\$	1,500.00
(viii) Equipment		US\$	2,000.00
(ix) Miscellaneous:			
- Household Expenditure		US\$	3,200.00
- Yearly Website		US\$	1,500.00
- Accountant Fee		US\$	2,000.00
- Cost of sending Documents by Courier Service		US\$	300.00
(x) Medical Benefits for Home Based Staff and Locally Recruited Staff and their Family		US\$	10,500.00
(xi) Contingencies		US\$	2,500.00
(xii) Bank Charges		US\$	1,000.00
(xiii) Salary of Integrated Expert Staff from GIZ	3 x US\$ 620.00	US\$	1,860.00
(xiv) Awareness Program		US\$	5,000.00
(xv) Staff Well Being		US\$	3,500.00
(xvi) Workplan:			
- Printing Workplan Books		US\$	1,500.00
- Masterplan/Binding/Printing/Production of CD		US\$	2,750.00
(xvii) Increment:			
- Salaries		US\$	1,836.00
- Bonuses		US\$	153.00
(xviii) Termination Allowance		US\$	975.00
(xix) Undergraduates Attachment Program:		US\$	1,000.00
Sub Total III		US\$	79,074.00
Total Expenditure		US\$	287,422.00
Estimated Surplus for FY 2013/2014		US\$	17,608.00

DONORS

Contribution in kind provided by Indonesian Parliament

NO.	ITEMS	VOL	UNIT	PRICE	TOTAL
	- Office Space				
	- Telephone Line (PABX)	3	lines	Rp 1,500,000	Rp 4,500,000
	- Facsimile Line	1	lines	Rp 1,500,000	Rp 1,500,000
	- Internet Line	2	lines	Rp 2,000,000	Rp 4,000,000
	- Office Furniture/Equipment:				
	Green Sofa	1	unit	Rp 11,000,000	Rp 11,000,000
	Orange Sofa	1	unit	Rp 11,000,000	Rp 11,000,000
	Meeting Table and Chairs	2	unit	Rp 26,325,000	Rp 52,650,000
	Working Desks and Chairs	12	unit	Rp 2,120,000	Rp 25,440,000
	Filing Cabinet	11	unit	Rp 2,160,000	Rp 23,760,000
	Sliding Door Cabinet	3	unit	Rp 2,460,000	Rp 7,380,000
	Steel Safe Cabinet	1	unit	Rp 19,500,000	Rp 19,500,000
	Facsimile Machine Panasonic UF-140	1	unit	Rp 1,390,000	Rp 1,390,000
	Photocopy Machine Sharp AR-5127	1	unit	Rp 110,000,000	Rp 110,000,000
	Photocopy Machine Sharp AR M420U	1	unit	Rp 110,000,000	Rp 110,000,000
	Computer Desktop	3	unit	Rp 13,300,000	Rp 39,900,000
	Printer	8	unit	Rp 1,890,000	Rp 15,120,000
	Laptop	2	unit	Rp 15,700,000	Rp 31,400,000
	Television	4	unit	Rp 2,800,000	Rp 11,200,000
	Mobile File	2	unit	Rp 40,000,000	Rp 80,000,000
	- Official Vehicles:				
	Toyota Altis	1	unit	Rp 250,000,000	Rp 250,000,000
	Toyota Avanza	1	unit	Rp 140,000,000	Rp 140,000,000
TOTAL					Rp 949,740,000

Contribution in kind provided by Government of Federal Republic of Germany for Training Activities

In 2012 (period 8 March 2012 until 31 December 2012) the federal Republic of Germany has expended a total amount of EUR 151.621,21 on various projects/ workshop for Parliamentarians and staff of AIPA Member Parliaments.

AIPA CAPACITY DEVELOPMENT PROGRAM

AWARENESS BUILDING

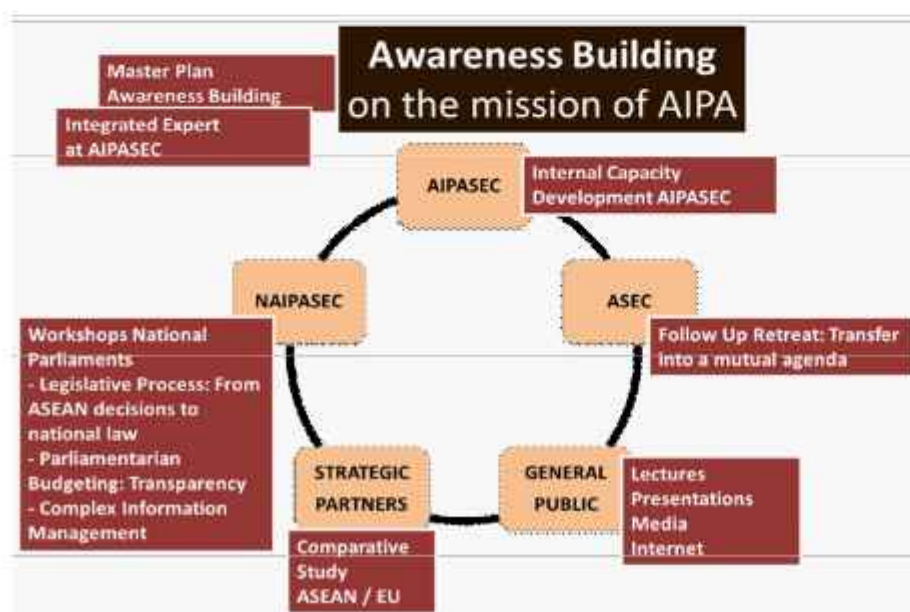


Dr. Christoph Behrens
Integrated Expert for
Capacity Development

Awareness Building on the mission of AIPA and its function in the development of the ASEAN community has become a focal point of the activities in the AIPA Secretariat. An Awareness Committee has been set up to develop ideas and concepts and to take responsibility for its implementation. Different dimensions of Awareness Building have been analyzed and are summarized in the chart below.

Internal Capacity Development in AIPASEC is targeted primarily at building a professional self perception of the staff about AIPA's vision and mission, from the ground up. Unless there is this understanding, there can be no clear communication with members, partners and visitors which is the basis for awareness building, for example, towards the ASEAN Secretariat and Strategic Partners. Comparative studies, such as those planned for the second half of 2013 to the EU in the context of the Capacity Development Program, contribute to mutual awareness building and knowledge about the respective institutions. Workshops in the Capacity Development Program enhance awareness building among the National Parliaments, with a focus on key parliamentary thematic issues.

The AIPA Secretariat is following up an invitation from the Indonesian Parliament to inform visitor groups on both the mission of the National Parliament and of AIPA, using a standard presentation on AIPA as the intraparlimentary work platform within ASEAN. It managed to reach out around 3.000 young people in the first three months (March-May) of this year. Most of them had not heard of AIPA before. The experiences can be used for further activities on Awareness Building in all the national Parliaments and beyond.



REACHING OUT

The Capacity Development Program, in cooperation with Germany, supported by the Integrated Expert, is targeting a strategic Out Reach for AIPA. The organization shall achieve through the three pillars of the program

- to develop a clear self perception as Learning Organisation, continuously improving its framework and performance; basis for learning is
- to become a Communicative Organization, where members exchange proactively their experiences, thoughts and suggestions; a high level of communication enables AIPA
- to implement a spirit of Cooperation amongst all its stakeholders, members and external partners, each supporting the other, sharing its own expertise and considering the expertise of others within their national framework; this can be realized by a mindset,
- to value innovation, in terms of substance, strategic perspectives and technical management, integrating diverse points of view and experiences into a holistic framework, which allows all,
- to achieve professionalism, to manage development and change in an effective and efficient way for the benefit of the peoples of ASEAN. As a result, AIPA shall become
- a consolidated organization that is ready to play its part in building a prosperous and peaceful future for the region.



TARGETS FOR AIPA 2014

1. Exchange Program

- To encourage participation from all Member Parliaments to support sharing Parliamentary knowledge and skill training programs for AIPA elected representatives to enhance their knowledge about other Member Parliament and regarding ASEAN and AIPA
- Suggested programs:
 - Short course
 - Seminar
 - Workshop
 - Study Visit

2. Library

- To provide and library services to Members of Parliaments and their Legislative Assistants, Staff, Students and others visitor to Member Parliaments on AIPA and ASEAN
- Selecting and acquiring adequate information resources for the Library
- Applying latest information technology to expand access to electronic resources
- Binding and indexing AIPA documents
- Maintaining and developing the multimedia collection
- Collecting materials from the AIPA member countries

3. Video Conferencing

- To enhance effective communication with the AIPA Member Parliaments, AIPA National Secretariats, Observer Countries and other partners.
- Launch and establish the New AIPA Website.
- E-Library.

4. Greater Interaction with ASEAN

- Strengthen cooperation between the ASEAN-AIPA and to prepare materials for awareness building

5. ASEAN Foundation

- To implement the arrangement between AIPA and ASEAN Foundation

Target of AIPA for 2014

TARGET OF AIPA FOR 2014

6. Statutes & Regulations

- To review the AIPA Statutes and recommend amendments to be compatible with the ASEAN Charter.
- To recommend amendments to the existing Financial and Security Regulations.

7. Mustering of Documents

- To review all files and documents stored since 1978 and to file them by topics for easy reference
- To digitalize all such files and documents

8. Finance

- To exercise prudence in managing the finances and to stay within the budget
- To avoid a deficit budget unless it necessary

9. Education and Awareness Building

- To reach out to all the Member Parliaments for their assurance to create awareness building
- To provide materials on awareness and the production of a video on AIPA

10. Resolutions

- Follow up the efforts to obtain further feedback on the implemented resolutions by AIPA Member Parliaments
- Better cooperation with AIPA National Secretariat in monitoring the implementation of resolutions

11. Staff Well-being

To prepare a plan for staff well-being, Committee needs to gather input from all staff on the following:

- Time and Venue of a family gathering
- Program of activities
- Estimated budget

OUR OBSERVERS

1. Australia
The presence of Australia as an observer was since the 2nd General Assembly of AIPO held in Bangkok from 27th September to 3rd October 1979.
2. Belarus
Resolution on Accrediting the Parliament of the Republic of Belarus as an Observer at AIPA was adopted on September 23rd 2011, at 32nd General Assembly in Cambodia. (Res.32GA/2011/Org/06).
3. Canada
The presence of Canada as an observer was since 6th General Assembly of AIPO held in Singapore in October 1985.
4. People's Republic of China
The presence of People's Republic of China as an observer was by virtue of Resolution No. 13GA/92/Doc-23 made at the 13th General Assembly in Jakarta, Indonesia held in November 1992.
5. European Parliament
Dialogues with the European Parliament as a means of increasing understanding and support of the spirit of EEC – ASEAN Cooperation Agreement signed in Kuala Lumpur in March, 1980 was adopted during the 3rd General Assembly of AIPO 2-6 September 1980, Jakarta, Indonesia.
6. India
Resolution on Accrediting the Parliament of India as an Observer was adopted during the 31st General Assembly held in September 24th 2010, in Hanoi, Viet Nam. (Res.31GA/2010/Org/05)
7. Japan
The presence of Japan as an observer was since the 3rd General Assembly of AIPO held from the 2-6 September 1980 in Jakarta, Indonesia.
8. Korea
The presence of Korea as an observer was from the 2nd General Assembly of AIPO held in Bangkok in October 1979.
9. New Zealand
The presence of New Zealand as an observer was from the 12th General Assembly of AIPO held in Bangkok in November 1991.
10. Papua New Guinea
The presence of Papua New Guinea as an observer was since the 13th General Assembly of AIPO held in Jakarta in 1992.
11. Russian federation
The presence of Russian Federation as an observer was by virtue of Resolution No. 13GA/92/Doc-23 made at the 13th General Assembly in Jakarta, Indonesia held in November 1992.





AIPA-ASEAN Library corner at the Indonesian Parliament Library



AIPA Caucus Meeting in Da Lat, VietNam on 12-13 May 2013



Dato' Md. Yusof the first Secretary General at the handing over ceremony held on 18 May 2007 at Kuala Lumpur.



Mrs. Darsini, Assistant I for Secretary General of AIPA gave a lecture about AIPA to the students who visited the House of Representatives of the Republik of Indonesia.



Visitors to the Indonesian Parliament being briefed on AIPA and ASEAN by Education and Awareness Building Committee of AIPA The Members of Secretariat.



Mr. P.O. Ram, Secretary General of AIPA gave a briefing on AIPA to the Thai delegation, consisting of Members of Parliament and Staff of their Secretariat on 25 March 2013 at AIPA Secretariat.



Head of Delegation pose after the Opening Ceremony of the AIFOCOM Meeting in Brunei Darussalam on 12 May 2013

Representatives of National Secretariats



Mrs. Rose Aminah Ismail
Legislative Council of Brunei Darussalam

Mr. Tin Aung Khaing

Pyigyidungu Huttaw of the Union of Myanmar



Mr. Uy Visal
National Assembly of Cambodia

Ms. Rajini Rye

House of Representatives of the Philippines



Mrs. Endah Retnoastuti
House of Representatives of Indonesia

Ms. Chua Lin Hwee

Parliament of Singapore



Mr. Viengthavison THEPHACHANH
National Assembly of Lao PDR

Ms. Chirakarn Sa-nguanpuag

House of Representatives Thailand



Ms. Lavinia Vyveganathan
House of Representatives of Malaysia

Ms. Pham Ngoc Ha

National Assembly of Viet Nam



Representatives of National Secretariats

Representatives of National Secretariats

“You as ASEAN Parliamentarians have an important role to play in accelerating the realisation of ASEAN’s goals in the fields of economic growth, social progress, and cultural development of the ASEAN region.

ASEAN Heads of Government, ASEAN Ministers, government officials and interested members of the ASEAN private sector have directed their minds to this important task.

But you, the ASEAN Parliamentarians, the people who help shape national policies, have an equally important contribution to make towards greater regional growth and progress.

Because of your grassroots contacts, the close association and support of your organization and its members to the aims and objectives of ASEAN is of paramount importance in the inculcation of the spirit of regional cooperation amongst the peoples of ASEAN countries.

This factor will no doubt go along way towards enhancing the efforts at government level aimed at greater cooperation amongst the ASEAN countries.”

Address by

The President of The Republic of Singapore,

Dr. B.H. Sheares, at The Opening of The First General

Assembly on Tuesday, 26th September, 1978

Published by

AIPA Secretariat / 2013

Secretariat of ASEAN Inter-Parliamentary Assembly

6th Floor, Nusantara 3 Building, Jl. Jend. Gatot Soebroto, Jakarta 10270, Indonesia

Telp: +62 21 5715511, 5715691, Fax : +62 21 5731319 web site: www.aipasecretariat.org, e-mail: aipa@aipasecretariat.org

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means without written permission from the publisher, except you may download, reprint, reproduced and share the images and information from electronic version on World Wide Web site for non-commercial, private purposes. However, you may not manipulate or alter in any way the images and information. All artworks and photographs are by the publisher.