



SECRETARIAT'S  
**ANNUAL  
REPORT**

---

**2020**

# DIRECTORATE

## COMMITTEE

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

### 3<sup>RD</sup> MEETING OF AIPA ADVISORY COUNCIL ON DANGEROUS DRUGS (AIPACODD)



The AIPA Secretary-General attended the 3rd Meeting of AIPA Advisory Council on Dangerous and Drugs (AIPACODD) via videoconference on 29 June 2020 from 08:30 am to 12:30 pm (GMT+7).

The meeting focused on the country progress report of all ten (10) AIPA Member Parliaments and discussion on the proposed draft resolution on “Turning words into Actions towards a Drug-Free ASEAN Community”.

The full report of the 3rd AIPACODD Meeting will be submitted for consideration and adoption of the Committee on Social Matters of the 40th AIPA General Assembly.



Credit: Parliament of Malaysia

The 11th AIPA Caucus Meeting was convened virtually on 14 August 2020 by the House of Representatives of the Philippines. The meeting presented country reports on the implementation status of the resolutions adopted at the 40th AIPA General Assembly in 2019.

In addition to the country reports, the 11th AIPA Caucus Meeting also discussed the Working Group topic “Mitigating Risks and Economic Resilience in the Period of Pandemic”. A representative from ASEAN Secretariat delivered the

Regional Report on the actions and response of ASEAN in the connection to the Working Group topic. The full report of the 11th AIPA Caucus Meeting will be tabled for consideration and adoption of the Committee of Political Matters of the 41st AIPA General Assembly.

For the next host of the AIPA Caucus, AIPA Secretariat received an email from the Parliament of Singapore, confirming that Singapore will be the host of the 12th AIPA Caucus Meeting in 2021. Further details and documents regarding this matter will be provided by the Parliament of Singapore.





## THE 10<sup>TH</sup> ASEAN-AIPA INTERFACE MEETING

Virtual Meeting 26 June 2020



### ASEAN-AIPA INTERFACE MEETING

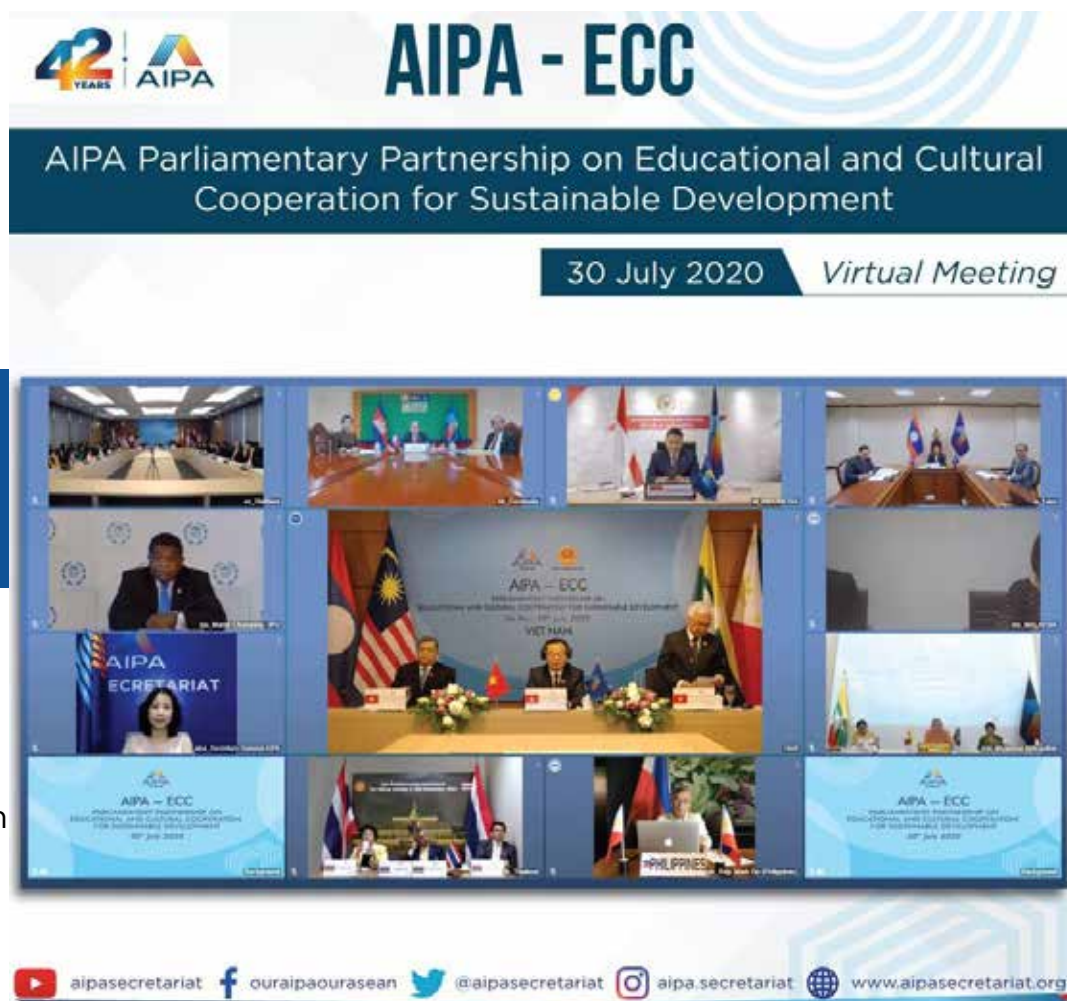
The ASEAN Leaders' Interface with Representatives of the ASEAN Inter-Parliamentary Assembly (AIPA) at the ASEAN 36th Summit was held via videoconferencing on 26 June 2020 chaired by Viet Nam.

The ASEAN Leaders' Interface was attended by Heads of State/Government of the ASEAN Member States, President of AIPA, Speakers/Deputy Speakers/Heads of Delegation of the 10 AIPA Member Parliaments, Secretary-General of ASEAN and Secretary-General of AIPA.

AIPA President delivered a Message at the ASEAN-AIPA Interface Meeting which highlighted the AIPA's supports to the Declaration of the Special ASEAN Summit on COVID-19 and various ASEAN meetings in response to the COVID-19 pandemic. AIPA Message also brought the attention of ASEAN Leaders to certain regional issues in terms of political-security, economy, and socio-cultural.



# AIPA PARLIAMENTARY PARTNERSHIP ON EDUCATIONAL AND CULTURAL COOPERATION FOR SUSTAINABLE DEVELOPMENT



A Conference “AIPA Parliamentary Partnership on Educational and Cultural cooperation for sustainable development” was initiated by the National Assembly of Vietnam. This event was held on 30 July 2020 and attended by AIPA Member Parliaments, IPU, UN, UNESCO, World Bank, as well as the Vietnam government’s representatives and diplomatic corps. The fruitful meeting has resulted a Draft Resolution that is aimed to be adopted in the 41st GA.

With an aim to promote parliamentary role in the domain of education and culture with links to the implementation of Sustainable Development Goals (SDGs), this event also demonstrated collateral responsibilities between AIPA and IPU and among AIPA Member Parliaments in assessing SDGs implementation in each member country. Amidst the complicated evolvement of COVID-19 pandemic in the

region and in the world, causing serious consequences on a global scale, more than ever, countries need to unite and join hands to promote the implementation of Sustainable Development Goals in which cooperation in education and culture adapting to the new context plays an important role.

The ECC Conference is a forum for the AIPA Member Parliaments, international organizations and the IPU Secretariat to discuss, share experiences and initiatives to foster cooperation and make contributions to the common efforts to achieve the sustainable development goals in the new context.

Directorate of Policy, Education, and Publicity (PEP) is committed to serving AIPA in its internal and external relations. Aiming at informing Member Parliaments of the current and forthcoming activities, the Directorate maintains good communication with the National Secretariats regularly. To smooth the communication between AIPA Secretariat and National Secretariats, as requested by the National Secretariats, a group-chat is created as an informal communication platform. Further, the Directorate of PEP also maintains good communication with the ASEAN Secretariat, MoU partners of AIPA, as well as Member Observers. Divided into two sub-divisions; Education and Publicity, the Directorate provides insight and analysis to Secretary-General and AIPA Member Parliaments on matters

of AIPA's concerns, including SDGs, drug menace, wildlife, child protection, capacity development, and ASEAN integration.

Further, the Directorate of PEP also has been innovatively developing an educational program, not only for community outreach purposes but also to develop the capacity of the AIPA Secretariat staff. Education is important to disseminate information on how AIPA works and its role within the process of ASEAN integration. Hence, AIPA has been implementing several educative and awareness-raising programs.

### ATTACHMENT PROGRAM

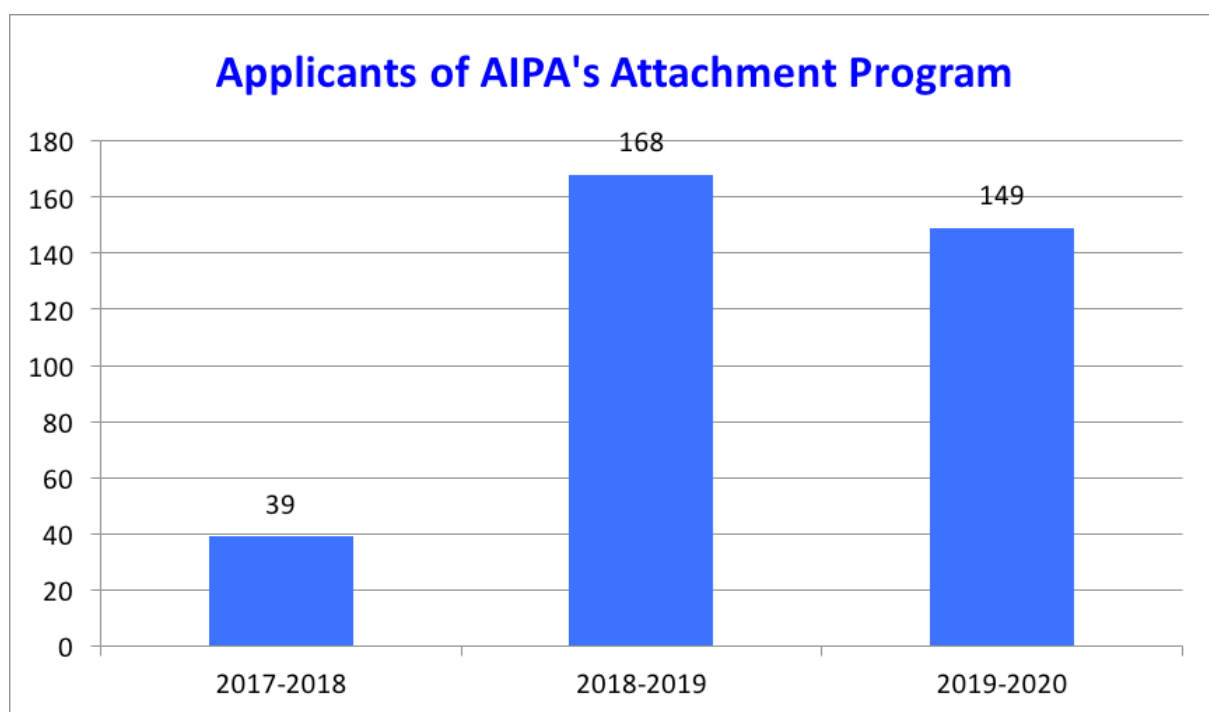
Attachment Program is an awareness program in which AIPA Secretariat recruits students and/or fresh-graduates from various universities in Indonesia as well as overseas graduates. The program was first implemented in 2014, and since then has been receiving a lot of interest from young people. If previously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



AIPA Secretariat received 149 applicants from 2019 to 2020. This number is slightly lower compared to the last period number of applicants with 168 applicants due to the current global health issue caused by the COVID-19 pandemic. From 149 applicants, AIPA Secretariat has recruited 6 applicants to be assigned under two directorates; PEP Directorate and ICT Directorate. The interns are given the opportunities to have a hands-on experience to AIPA's and AIPA Secretariat's works.

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

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



Though the program receives a lot of interest from young people all over ASEAN, the recruitment of this program, however, is limited to Indonesian candidates. This happens due to the obscurity in the type of visa required to participate in an internship program

in Indonesia. Communication with the Indonesian Immigration Office and Ministry of Foreign Affairs continues, so that AIPA Secretariat could recruit students and or fresh-graduates from outside Indonesia.





## MODEL AIPA 2019

Model AIPA was founded in August 2017 to introduce AIPA and its important role in ASEAN to youth in ASEAN countries. It is an educational simulation of the AIPA General Assembly for students. In this program, students will learn about parliamentary diplomacy, decision-making, and drafting AIPA resolutions.

AIPA Secretariat, in cooperation with BINUS University and University of Al-Azhar Indonesia International Relations Students Association, successfully convened the 3rd Model AIPA in September 2019, with the theme of “Towards a Peaceful, Stable, Secure and Prosperous ASEAN” at DPR RI Compound, Jakarta, Indonesia. Three topics were discussed under three different committees; Political Committee, Economic Committee, and Social Committee.

70 university students from eight countries (Cambodia, Indonesia, Malaysia, Philippines, Thailand, Vietnam, India, and Bangladesh.) participated as delegates representing each AIPA Member Parliament. Scholarships were provided to the selected delegates which covered their accommodation, meals, and transportation during the program.





## PARLIAMENT VISIT

Parliament Visit was established to provide a better understanding and knowledge of the political system and parliamentary diplomacy. Using its network, AIPA Secretariat provides service in arranging visits of students to AIPA Member Parliaments. The visit is not limited to be conducted in the Indonesian Parliament, but could also be conducted in other AIPA Member Parliaments.

In December 2019, more than 100 students from BINUS University in Jakarta visited the Indonesian Parliament. The visit presented two topics of the political system of the Indonesian Parliament, presented by the representative from the Indonesian Parliament, and the introduction of the works of AIPA was presented by the representatives of the AIPA Secretariat. The parliament visit program was co-hosted by the House of Representatives of Indonesia.



## CAPACITY DEVELOPMENT FOR AIPA SECRETARIAT STAFF

This program is a part of the scope of cooperation between AIPA and the Federal Republic of Germany through the AIPA4ASEAN Integration Project. Under this project, GIZ as the implementor agency and its consultants have conducted several individual competency assessments as the measurement to see the kind of capacity development activities and training/courses required by staff. The Directorate of the PEP coordinated with the GIZ to assist in proposing pieces of training to ensure that the activities will impact positively on the daily work of the staff.

The highlights of this period capacity development activities are: English Course Program of eight AIPA Secretariat Staff which has ended in September 2019, Training in Writing AIPA Resolutions which was participated by the Deputy Secretary-General and three staff, and workshop on Strategic Plan and Resource Mobilization attended by all of AIPA Secretariat staff.

AIPA Secretariat has been engaging actively with other partners to conduct a joint seminar and to submit project proposals to potential donors. This year, AIPA Secretariat has been in contact with the UK Mission to ASEAN for future potential financial assistance proposals and potential collaboration projects with AIPA Partners and international organizations such as UN, PSALW (Parliamentary Forum on Small Arms and Light Weapons) and ICCF (International Conservation Caucus Foundation).

As the position of the Director of Committee and Director of PEP are vacant, some adjustment within the AIPA Secretariat team has been made. Currently, six-person (AIPA Secretary-General, Deputy Secretary-General, Secretary to Secretary-General Education Officer, Publicity Officer, and Communication Officer) is working under the Substantives Team to provide service to the National Parliaments and Secretariats in preparing and executing AIPA regular annual meetings and outside projects.



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

### FEDERAL REPUBLIC OF **GERMANY**

Federal Republic of Germany has been in relationship with AIPA since 2012, and is one of AIPA's longest partners. After the renewal of Agreement between two parties in 2018, the project of "AIPA for ASEAN Integration (AIPA4ASEAN)" officially ended in March 2020.

The activities that have been implemented for the period of July 2019-March 2020 were:

1. Workshop on the Result-Based Monitoring and Evaluation System of AIPA4ASEAN Project
2. AIPA Stakeholder Feedback
3. Workshop on the Organization Transformation of the AIPA Secretariat
4. Strategic Plan on AIPA Secretariat
5. Training on Writing AIPA Resolutions Phase One and Two
6. Gender Sensitivity Training Workshop
7. AIPA-ASEAN Harmonization Workshop on Common Legislative Policy;





a. Research, Policy/Legislation Development, and Review

b. Communication and Public Awareness

The draft resolution of this MoU will be tabled at this year’s 41st AIPA General Assembly after postponement last year due to the

MoU was signed long after the deadline submission of the draft resolution at 2019 AIPA General Assembly in Thailand.

AIPA and Freeland jointly conducted a Web-based seminar (Webinar) on “Wildlife Trade and Links with COVID-19 and other Zoonotic Outbreaks” to provide briefing information for parliamentary staff in relation to law enforcement, environment, and public health concerning COVID-19. Parliamentary staff from eight countries (Brunei Darussalam, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Viet Nam), and AIPA Secretariat participated in the webinar.

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

The MoU with Freeland was renewed on 23rd July 2019 for another three-year phase up until 7th December 2021.

The parties agreed to implement activities that shall include, but not necessarily limited to:

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



Under the new leadership of the new AIPA Secretary-General, AIPA Secretariat and ERIA arranged a meeting between AIPA Secretary-General on 30 September 2019 and the ERIA President on 14 November 2019. The meeting was focused on the discussion on the renewal of Memorandum of Understanding and cooperation between two parties.

AIPA and ERIA renewed their Memorandum of Understanding for another three-year phase to support the progress of ASEAN Economic Integration. The signing ceremony was conducted on 22 January 2020 and was witnessed by the ASEAN Secretary-General and Japanese Ambassador to ASEAN at the ASEAN Secretariat building in Jakarta. The draft resolution will be tabled and discussed at the 41st AIPA General Assembly.



Following the resolution on “Establishing AIPA-ERIA Joint Dialogue to Support the Waste Management for Sustainable Development” adopted at the 40th AIPA General Assembly, AIPA and ERIA jointly convened virtual Joint Dialogue on Waste Management on 13 July 2020.

The joint dialogue successfully gathered 54 participants, in which consists of AIPA Members Parliament and parliamentary staff from nine countries (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Thailand, and Viet Nam), AIPA Secretariat, ERIA, and experts to discuss waste management system in ASEAN in the midst of the COVID-19 pandemic.

Credit: PIC



Philippines, Thailand, and Viet Nam) and staff from AIPA Secretariat. The second module was initially scheduled from 17 to 21 February 2020 in Siem Reap, Cambodia. However, the seminar was postponed due to worldwide concern and travel restrictions caused by the COVID-19 pandemic. The second module is changed to be conducted through online delivery and rescheduled from 5

October to 6 November 2020.

Another program conducted by the PIC this year is the Regional Fellowship Program on Parliamentary Diplomacy (RFPPD). This program aims to strengthen the capacity of parliamentary staff to better support their parliaments to engage in Parliamentary diplomacy. The first intake of RFPPD has been concluded in the fourth week of November 2019 with a total of 12 fellows from five countries (Cambodia, Malaysia, Myanmar, the Philippines, Thailand) participated in the program. The second intake was originally planned to be held from 16 March 2020 to 10 April 2020. PIC has adjusted its method to conduct the simulation workshop virtually and the schedule from 20 April to 11 September 2020.

AIPA and PIC share the common objective to create learning opportunities of the national parliaments of ASEAN Member States in exchanging the knowledge, best practices, ideas, and experiences on capacity development among the respective parliaments, which will contribute to the strengthening of legislative capacity in ASEAN.

The two-phase of training seminar entitled "An Overview of Parliamentary Responsibilities: Strengthening the Institution" targets the parliamentary staff of AIPA Member Parliaments, to enhance knowledge and understanding of diverse parliaments and specific aspects of parliamentary responsibilities and to promote interaction and exchanges between parliaments.

Around 42 participants joined the first module of the training seminar on 7 -11 October 2019 in Siem Reap, Cambodia, in which consist of parliamentary staff at director level from nine ASEAN Member States (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the





## INITIAL PARTNERSHIP

### ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA) & **INTERNATIONAL CONSERVATION CAUCUS FOUNDATION (ICCF)**



On 19 June 2020, the first virtual briefing programs between AIPA and International Conservation Caucus Foundation (ICCF) titled “On the Origins of COVID-19, preventing Future Pandemics, and the Wildlife Trade” was conducted to facilitate the discussion between experts and AIPA member parliaments and to examine between the policymakers the steps that they could take to prevent future pandemics. The webinar was participated by at least 8 AIPA member parliaments (Brunei, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Thailand and Vietnam). The ICCF works to build political will through the establishment and development of legislative caucuses centered around issues of conservation

governance. This parliamentary caucus model, first pioneered in the U.S. Congress and now being replicated in parliaments in Africa, Latin America, and Asia. The ICCF is working at the highest levels of governments and in a wide range of issues in developing countries around the globe, including combating wildlife trafficking, building the institutional capacity of national parks systems, and ensuring the sustainability of ocean resources.

Acknowledging the role of AIPA is in line with ICCF, in which one of AIPA’s aims is ‘to study, discuss and suggest solutions to problems of common interest and express its views on such issues with the aim of bringing about action and timely response by the members of AIPA’,

the objectives of the initial collaboration are; 1) to define national conservation priorities which related to the current situation following the outbreak of the COVID-19 in AMS, and 2) to deliver the solutions to member parliaments (MPs) in strengthening the AMS laws/ regulations/ policies regarding the mentioned topic.

The initial joint program is expected to open the opportunity for ICCF and AIPA to further engage each other in cooperation to policymaker programs and dialogues which in protocol is officially marked by the signing of the Memorandum of Understanding (MoU) between two organizations.

## INFORMATION AND COMMUNICATION TECHNOLOGY

### SOCIAL MEDIA

AIPA Social media platforms have shown a significant increase in the past years. Therefore, this year, we decided to use organic social media marketing. Organic reach uses free tools (unpaid marketing) to promote the brand, post, and social account. Below is the summary of AIPA social media platforms between 3 July 2019 and 31 July 2020 using 'Buffer' (social media management platform), Facebook, and Instagram Analytics.

### AIPA FACEBOOK

As of July 30th, 2020, the number of followers of the AIPA Facebook page reached around 10,123 followers from the 7,159 followers last year, showed the increased by 28% compared to last year. In a year, the Facebook posts had reached the total number of 1.45 M Post Impressions, 29.9K Reactions, 81.2K Engaged Users, 771 Link Clicks, 1.02M Post Reach. Based on the report result given by Buffer, the platform had 312 daily average engagement, 3,664 daily average impressions, and 2 daily average clicks.

Country	Your Fans
Myanmar	3,094
Cambodia	1,709
Indonesia	1,530
Philippines	744
Thailand	569
Vietnam	387
Malaysia	241
Brunei	168
Laos	134
Timor-Leste	120
Singapore	113

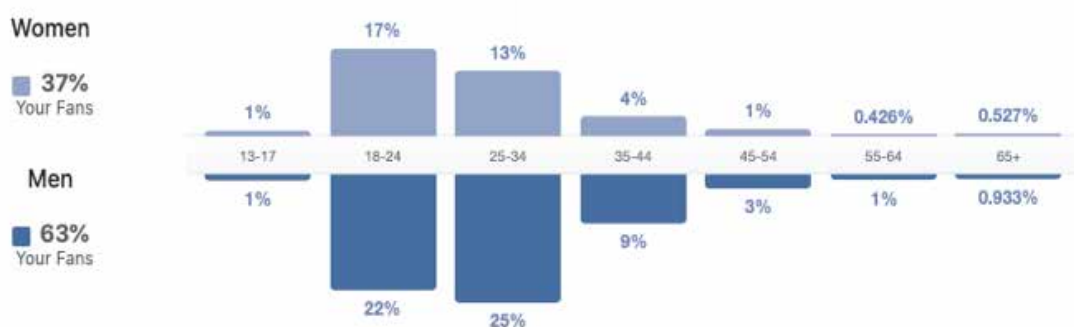
The highest reach this year is a post with the title "Internet Speed in ASEAN Countries" accounted for a total of 9.5K People Reached, 66 Reactions, 367.2K Impressions, 1,2 K engagement, and 48 Shares.

Gender variations were generally significant. The third quarter of the audiences (people reached and followers) were male (63) compared to females (37%). Similar with the last year's statistic for the origin of the followers, Myanmar is still the biggest percentage of the audiences (30%) followed by Cambodia (16%) and Indonesia (15%) (See Figure 2).

Based on the age distribution,



audiences were grouped into three age brackets; Young Adults (18-24 years old), Middle-Aged (35-54 years old), and Senior Citizens (55 or over). The significant difference of the statistic compared to last year laid on the ratio of followers, with Middle-Aged followers surpassed the numbers of Young Adults. This year, Young adults represented 39% of the total followers, 56% Middle-Aged people, and 56% senior citizens (see Figure 3).



## AIPA INSTAGRAM

The followers of the Instagram page of AIPA were steadily increased. The number of followers in July 2019 is 2,221 and reached 3,344 in July 2020. Moreover, the performance statistic shows a good overall result with the total Impression of 142.1K and 70.2K Reach.

The demographic information compared to last year showed similar. Examining the shares of gender, this year AIPA

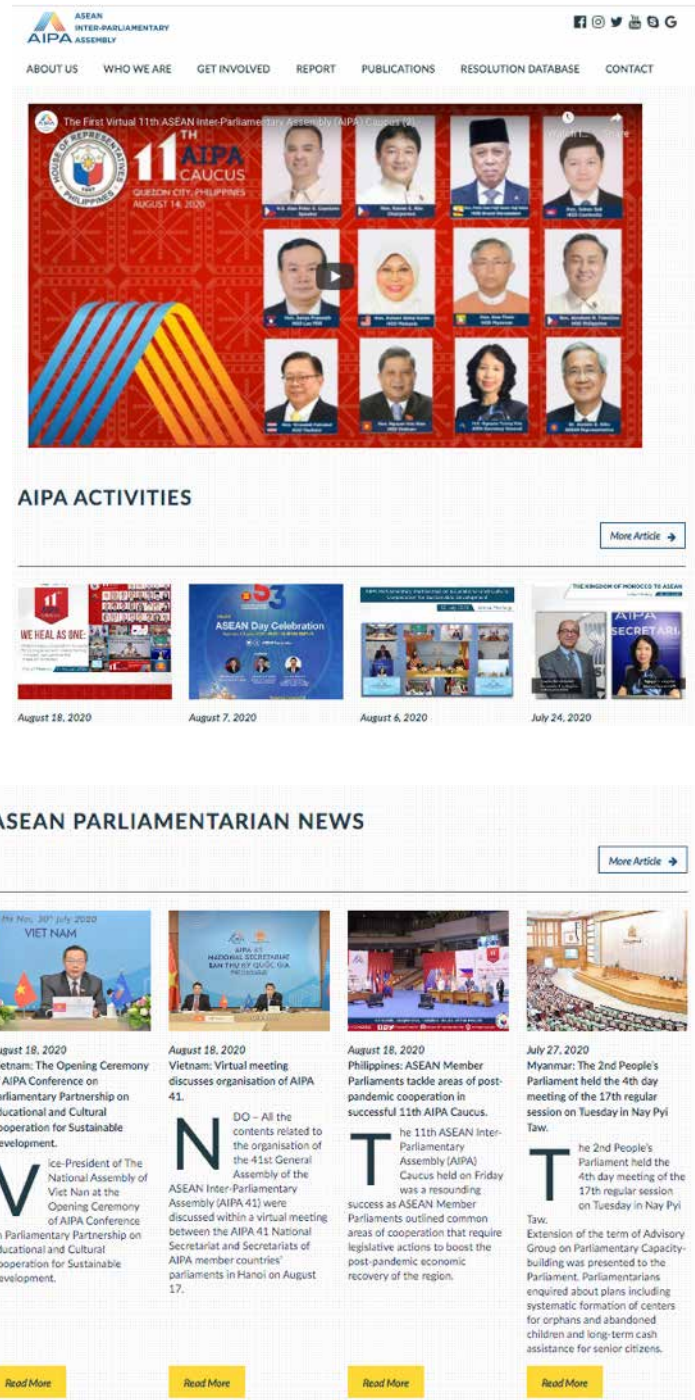
Instagram account has more female users (53%) compared to male users (47%). A total number of followers were 2% teenager (13-17 years old), 85% were young people (18-34 years old), 11.7% were middle-aged people (35-54 years old), and 2% were senior citizens age 55 or over. The followers of Instagram came from Indonesia (73%), followed by Malaysia (4%), Brunei (3%), Thailand (2%) and Philippines (2%).



Directorate of ICT AIPA Secretariat has developed a new concept feature to improve the functionality of the Website. This improvement aims to access updated information's about AIPA and ASEAN Parliamentarians. The contents of the website are constantly always being updated once to regularly inform the audiences about the new activities, news updates, and video posting. The content is made by the sources of the contents that are varied, from AIPA Member Parliaments, AIPA Secretariat, and ASEAN Parliamentarians.

Besides, improvements are also made for the ICT Directorate as an admin of the website to perform these tasks to ease the maintenance, export report creation, and to secure the system. The AIPA Secretariat has paid a hosting and domain website annually and the Directorate of ICT is in charge of independent maintenance (without a vendor involvement).

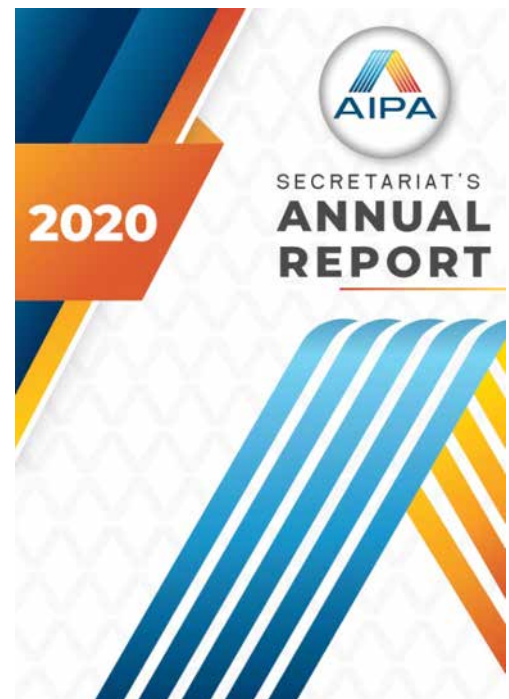
## New Layout Website



## DESIGN & VIDEO

To attract audiences to AIPA social media, the Directorate of ICT develops more attractive and interactive designs and videos to support social media, website including for AIPA National Secretariat. ICT also supports all directorates in terms of electronic and print media design.

Directorate of ICT also produces the video for AIPA activities, AIPA anthem video and AIPA 43 Anniversary video.



## VIRTUAL MEETING

Amidst the COVID-19 pandemic, AIPA Secretariat officers are obliged to work from home. This condition affects the meeting process of AIPA. Most activities are conducted virtually and following this factor, the ICT Directorate has occasionally assisted to prepare and to maintain the technical function for the seamless process of the virtual meetings. Moreover, from June to August approx. ten virtual meetings have been conducted or hosted by AIPA Secretariat. The ICT team is working from home or office and the house of the Secretary-General of AIPA to organize, arrangements the virtual meeting process which is often held because of the pandemic conditions.

The following are several virtual meetings that have been attended and held by the AIPA Secretariat as the host:

1. AIPA – FREELAND Briefing on the Origins of Covid-19, Preventing Future Pandemics, and the Wildlife Trade.
2. The 10th ASEAN-AIPA Interface Meeting.
3. The 3rd AIPA Advisory Council on Dangerous Drugs Meeting.
4. AIPA – Economic Research Institute for ASEAN and East Asia (ERIA).
5. AIPA – ERIA Joint Dialogue on Waste Management in the Context of Covid-19 Pandemic.
6. AIPA Parliamentary Partnership on Educational and Cultural Cooperation (ECC) for Sustainable Development.
7. The 11th AIPA Caucus Meeting.
8. AIPA Virtual Preparatory Meeting for the 41st AIPA General Assembly

## MAINTANANCE LIST

In mid-June 2020, the ICT Directorate has renewed the computers for some staff, including the computers for the Secretary General and the Deputy Secretary General. This process was carried out due to the outdated computers and slow processors because it had been more than 5 years that the AIPA Secretariat had not made reforms and had hampered the work process of employees. The purchase was made by analysing price and specs that would be fit with each directorate. The computers are equipped with licensed products to boost the work performance.





The following is a list of names that have received new computers in 2020:

Name	Department	Unit	Total
Nguyen Tuong Van	Secretary General	Desktop - Lenovo IdeaCentre A340-KFID	1 Unit
Pandu Dewono	Deputy Secretary General	Laptop - Lenovo IP S145-TBID	1 Unit
Putri Gita Lubis	Secretary to Secretary General	Laptop - Lenovo IP S145-TBID	1 Unit
Adi Witjaksono	Director Finance and Administration	Desktop - Lenovo IdeaCentre A340-KFID	1 Unit
Royyan Hadela Isnanda	Publicity Officer	Laptop - Lenovo IP S145-TBID	1 Unit
Sandi Nursahamdani	Education Officer	Laptop - Lenovo IP S145-TBID	1 Unit
Anggayasti Ajeng Padmitha	Communication Officer	Desktop - Lenovo IdeaCentre A340-KFID	1 Unit
Dwi Supana	Corporate Support Officer	Desktop - Lenovo IdeaCentre A340-KFID	1 Unit
Nyoman Astini Sari	Corporate Finance Officer	Desktop - Lenovo IdeaCentre A340-KFID	1 Unit
Wahyu Samodra	Specialist Officer	Desktop - Lenovo IdeaCentre A340-KFID	1 Unit

# WEBSITE MONITORING

The number of AIPA website audiences has increased. As of August 24th, 2020, the number of audiences is approximately 15,924 audiences per year. This year (2020) AIPA Website has more new audiences 85.4 %. The top ten countries audiences have come from Indonesia (22.94%), followed by Philippines (15.07%), Thailand (14.34%), United States (7.87%), Vietnam (4.92%), Myanmar (3.96%), Malaysia (3.53%), Singapore (2.91%), Cambodia (2.91%) and Japan (1.94%).

Demographic 1.1



## Pages

All Users  
100.00% Pageviews

Aug 25, 2019 - Aug 24, 2020

### Explorer

#### Pageviews



Page Title	Pageviews	Pageviews	Contribution to total: Pageviews
	44,826 % of Total: 100.00% (44,826)	44,826 % of Total: 100.00% (44,826)	
1. AIPA – OUR AIPA OUR ASEAN	9,853	21.98%	
2. ASEAN Inter-Parliamentary Assembly (AIPA)	3,633	8.10%	
3. INTERN VACANCY – AIPA	3,252	7.25%	
4. Philippines: FREE SWAB TESTING SOON. – AIPA	2,343	5.23%	
5. Report AIPA General Assembly – AIPA	1,646	3.67%	
6. Internship Program	1,341	2.99%	
7. WHAT IS AIPA? – AIPA	1,200	2.68%	
8. SECRETARIAT – AIPA	981	2.19%	
9. STATUTES – AIPA	958	2.14%	
10. ORGANISATIONAL STRUCTURE – AIPA	820	1.83%	

## Demographic 1.2

(Demographic 1.2) Based on the demographic information, the number of page view was high on the “AIPA – OUR AIPA OUR ASEAN”, “INTERN VACANCY”, “NEWS, REPORT” and “What is AIPA?”



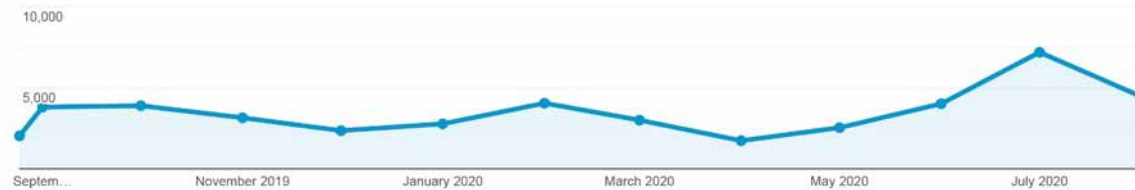
## Pages

All Users  
100.00% Pageviews

Aug 25, 2019 - Aug 24, 2020

## Explorer

Pageviews



Page Title	Pageviews	Pageviews	Contribution to total: Pageviews
	44,826 % of Total: 100.00% (44,826)	44,826 % of Total: 100.00% (44,826)	
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8. SECRETARIAT – AIPA	981	2.19%	
9. STATUTES – AIPA	958	2.14%	
10. ORGANISATIONAL STRUCTURE – AIPA	820	1.83%	

## Demographic 1.3

(Demographic 1.3) In 2020 has decreased page load time compared to last year (2019). In a year Directorate of ICT developed a new concept and system of the website. This improvement aims to access updated information's about AIPA and ASEAN Parliamentarians and build a lighter system for the audience to access.

## INCOME AND EXPENDITURE STATEMENT FY 2019/2020 (AS OF 31 JULY 2020)

- a. Total Annual contributions from Member Countries received by AIPA Secretariat for FY 2019/2020 was USD. 359,339.
- b. Total Special Fund Contribution from Member Countries received for FY 2019/2020 was USD. 59,150.
- c. Total income of USD. 427,515 (including interest income and other income)
- d. Total expenditures of USD. 379,213 was spent from the Annual Contributions for FY 2019/2020. Total expenditures of USD. 11,544 was spent from Special Fund.
- e. Therefore, the total expenditures was USD. 390,757 and the surplus for FY 2019/2020 is of USD. 36,758.

Due to the COVID-19 pandemic and work from home policy, all scheduled events changed to a video conferencing format. These resulted in savings to AIPA Secretariat.

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

The position of time deposits of AIPA as of 31 July 2020 is as follows:

- |   |              |
|---|--------------|
| a. 3 monthly time deposit in Bank Mandiri<br>A/C No. 122-02-0538941-7 | USD. 542,301 |
| b. Monthly time deposit in Bank Mandiri<br>A/C No. 122-02-0538942-5   | USD. 72,328  |
| c. Monthly time deposit in Bank Mandiri<br>A/C No. 122-02-0538943-3   | USD. 126,579 |

The total in time deposits of USD 741,208 by 31 July 2020 is kept.  
Balance of AIPA current account in Bank Mandiri as of 31 July 2020:

1. Account 1020000055183 – USD. 57,424
2. Account 1220006293289 – USD. 128,577

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

AIPA Secretariat hereby expresses its sincere appreciation and gratitude to the House of Representatives of Indonesia as the host parliament for its continued support and assistance to the Secretariat. The House of Representatives of Indonesia had provided AIPA Secretariat with many facilities such as office space, office furniture, and equipment, maintenance for official cars, and through the years paid for the Secretariat's utility charges, telephone bills, and internet bills.

## THE END OF AIPA FOR ASEAN **INTEGRATION PROJECT**

AIPA Secretariat hereby expresses its sincere appreciation and gratitude to the Government of the Federal Republic of Germany and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) as the implementing agency for their support and assistance to the Secretariat. Upon closure of its project, GIZ had kindly handed over the office furniture and fixture for the use of the AIPA Secretariat. They had also provided AIPA Secretariat with an online financial system and ensure AIPA to have a maximum benefit of the system.

## DONATION OF SURGICALFACE MASKS **FROM ASEAN**

In June 2020, AIPA Secretariat received 5,000 surgical masks from ASEAN. This is part of the arrangement on the donation by the Chinese Government to the ASEAN Secretariat. This donation certainly helps AIPA Secretariat activities during this pandemic situation. Some masks had been distributed to the staff while remaining masks are kept in the office.

The National Assembly of Viet Nam also donated 5000 surgical masks for the AIPA Secretariat as humanitarian aid to assist the fight against the pandemic.





## **AIPA SECRETARIAT'S STAFF MEMBERS**

Total of fifteen staff were employed at AIPA Secretariat as Locally Recruited Staff. As of 31st July 2020, eight staff are on 3-year contract and six staff are on permanent status (more than 6 year of service). One security officer is outsourced from DPR-RI. They are as follows:

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

Meetings, Seminars, and International Conferences attended by the AIPA Secretary General and/ or Deputy Secretary General:

1. PIC training seminar on “Parliamentary Responsibilities: Strengthening the Institutions” on 7 – 11 October 2019 at Siem Reap, Cambodia.
2. Courtesy Call from the Ambassador of India to Indonesia, H. E. Pradeep Kumar Rawat, on 14 October 2019 in Jakarta, Indonesia.
3. Courtesy Call from Norway’s Ambassador to ASEAN, H.E. Morten Høglund, on 23 October 2019 in Jakarta, Indonesia.
4. Courtesy Call to GIZ Cluster Coordinator, Mr. Sergey Makarov, on 30 October 2019 in Jakarta, Indonesia.
5. Co-Initiating Workshop with GIZ on 4 – 5 November 2019 in Jakarta, Indonesia.
6. Briefing of the ASEAN Secretary General on the Outcomes of the 35th ASEAN Summit and Related Summits on 6 November 2019 in Jakarta, Indonesia.
7. Courtesy Call to the Viet Nam’s Ambassador to ASEAN H.E. Tran Duc Binh on 8 November 2019 in Jakarta, Indonesia.
8. ASEAN Women Interfaith Dialogue on 12 November 2019 in Jakarta, Indonesia.
9. Courtesy Call to ASEAN Secretary General, H. E. Dato Lim Jock Hoi, on 12 November 2019 in Jakarta, Indonesia.
10. Courtesy Call to ERIA President, Prof. Hidetoshi Nishimura, on 14 November 2019 in Jakarta, Indonesia.
11. Meeting with ICCF (International Conservation Caucus Foundation) Regional Director of Southeast Asia, Daniel Tanner, on 15 November 2019 at Jakarta, Indonesia.
12. Speaker at the International Seminar ASEAN Youth General Forum 2019 by the International Program of the International Relations (IPIREL) Community of Universitas Muhammadiyah Yogyakarta on 21 November 2019 in Yogyakarta, Indonesia.
13. Meeting with the Deputy of the Kingdom of Morocco, Mr. Mounir Belayachi, on 5 December 2019 in Jakarta, Indonesia.
14. Meeting with the Ambassador of Georgia to Indonesia, H. E. Mr. Irakli Asashvili, on 9 December 2019 in Jakarta, Indonesia.
15. AIPA – ERIA MOU Signing on 22 January 2020 in Jakarta, Indonesia.
16. Meeting with ASEAN DSG Michael Tene on 23 January 2020 in Jakarta, Indonesia.
17. Meeting with Georgia Ambassador, Hon. Mr. Irakli Asashvili, on 28 January 2020 in Jakarta, Indonesia.



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18. Workshop on Common Legislative Policy on 25 – 26 February 2020 in Jakarta, Indonesia.
  19. Regional Fellowship Program on Parliamentary Diplomacy (RFPPD) Course - Parliamentary Institute of Cambodia, April 2020.
  20. Working Conference on ASEAN-UK Relations in the Changing Regional Architecture, 18-19 February 2020.
  21. Virtual Parliamentary Briefing on Pandemics with a Special Focus on COVID-19 organized by the Parliamentary Network on the World Bank & IMF and the World Bank Group on 24 April 2020.
  22. AIPA – FREELAND Virtual Briefing on “Wildlife Trade, Links with the the Covid 19 Pandemic & Prevention of the future Pandemics” on 28 June 2020
  23. Moderator at the AIPA - ICCF Virtual Joint Dialogue “On the Origins of Covid-19, Preventing Future Pandemics, and the Wildlife Trade” on 19 June 2020.
  24. AIPA – ASEAN Interface during the 36th ASEAN Summit on 26 June 2020.
  25. 3rd AIPACODD on 29 June 2020.
  26. AIPA – ERIA Joint Dialogue on “Waste Management in the Context of COVID-19 Pandemic” on 13 July 2020.
  27. High-Level Dialogue on ASEAN Post-Pandemic Recovery organized by the ASEAN Secretariat on 30 July 2020.
  28. AIPA ECC Conference “AIPA Parliamentary Partnership on Educational and Cultural Cooperation for Sustainable Development (AIPA ECC)” organized by Viet Nam on 30 July 2020.
  29. 12th Coordinating Conference for the ASEAN Political Security Community organized by the ASEAN Secretariat on 1 September 2020.



[www.aipasecretariat.org](http://www.aipasecretariat.org)

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