



**DRAFT GUIDING RULES AND
PROCEDURES FOR THE HOSTING OF
THE AIPA GENERAL ASSEMBLY**

Draft as of May 2021

RULES AND PROCEDURES FOR THE HOSTING OF AIPA GENERAL ASSEMBLY

RULE I

General Assembly

Section 1. Objective. - The General Assembly shall convene to adopt policy initiatives and provide inputs to policy formulation and propose legislative initiatives on issues of common concern for recommendation to the respective Governments of ASEAN Member States for their consideration, and shall serve as a forum to exchange and disseminate information and knowledge among AIPA Member Parliaments. *[Art. 9 (5) of AIPA Statutes]*

Section 2. Composition. - The General Assembly shall be composed of the delegations from each AIPA Member Parliament comprising not more than fifteen (15) members and at least three (3) of the members shall be women parliamentarians. *[Art. 9(1) of AIPA Statutes]*

Section 3. Decisions. - Decisions by the General Assembly on any subjects shall be made by consensus. Only matters on which consensus cannot be attained shall be dropped. When consensus cannot be achieved, the General Assembly may decide on how a specific decision can be made. *[Amendment to Art. 9 (7) of AIPA Statutes]*

Section 4. Observer and Guest. - The AIPA President may consider and recommend to the Executive Committee the participation of Observers and Guests to the General Assembly. *[Art. 10(8) and Art. 12(1)) of AIPA Statutes]*

The AIPA President may invite observer and guest delegations to attend and make statements at the first plenary session of the General Assembly after the heads of delegations of AIPA Member Parliaments have delivered their speeches. *[Art.8 of AIPA Statutes]*

4.1. Observer. - The dialogue between AIPA and observer delegations may be included in the business of the General Assembly.

4.2. Guest. - In case other parliaments, organizations, other bodies, or external parties, without being conferred a formal status of an observer, would like to be invited as a guest to the General Assembly, the party or parties shall write a letter of request to the host parliament for consideration.

RULE II

Presidency

Section 5. Presiding Officer. - The Presiding Officer of the National Parliament of the member state in which the General Assembly is to be held shall be the President of AIPA and the President of the General Assembly. The heads of delegations of other National Parliaments shall sit as Vice-Presidents. In the event that the President of AIPA is unable to preside at the General Assembly for any reason whatsoever, one of the Vice President shall preside over the Assembly [*Amendment to Art. 10 (1) of AIPA Statutes*]

Section 6. Term. - The term of office of the President shall commence immediately upon the conclusion of the current General Assembly and shall continue until the conclusion of the following General Assembly. [*Art. 10 (2) of AIPA Statutes*]

Section 7. Duties and Powers. - The duties and powers of the President are as follows:

- a. To invite the Chairperson of the ASEAN Standing Committee or its representatives, observers, and guests to attend the AIPA General Assembly; [*Art. 10 (5) of AIPA Statutes*]
- b. To promote the aims and principles of AIPA and to work with National Parliaments in ASEAN Member States to strengthen the parliamentary institution and the roles of parliaments in the affairs of the ASEAN region; [*Art. 10 (3) of AIPA Statutes*]
- c. To ensure an effective and timely response to urgent issues or crisis situations affecting ASEAN after consultations with other Member Parliaments, including providing its good offices and such other arrangements to immediately address these concerns; [*Art. 10 (4) of AIPA Statutes*]
- d. To act as Chairperson of the Executive Committee; [*Art. 10 (6) of AIPA Statutes*]
- e. To consider and recommend membership in AIPA and the participation of Observers and Guests to the Executive Committee; [*Art. 10 (8) of AIPA Statutes*]and
- f. To act consistently with the policy directions of the General Assembly and the Executive Committee. [*Art. 10 (5) of AIPA Statutes*]

RULE III

Executive Committee

Section 8. Nature and Composition. - The Executive Committee shall be established as the executive body under the direction of the General Assembly. The Executive Committee comprises three (3) members from each Member Parliament, one of whom shall be the Speaker of Parliament or Head of delegation. [*Art. 11 (1a) of AIPA Statutes*]

Section 9. Chairperson. - The President of AIPA shall be the Chairperson of the Executive Committee and shall have the power to convene a meeting at such place and time as the chairperson deems necessary. *[Art. 10 (6), (7) of AIPA Statutes]*

Section 10. Powers and Functions. - The Executive Committee shall have the following powers and functions:

- a. To consider and recommend membership in AIPA and the participation of Observers and Guests to the General Assembly;
- b. To develop new initiatives for AIPA activities;
- c. To monitor the implementation of resolutions approved by the General Assembly;
- d. To prepare the agenda and program as proposed by Member Parliaments for the approval of the General Assembly;
- e. To propose the setting up of standing, study, ad-hoc committees or sub-committees of a standing committee whenever necessary;
- f. To formulate its own rules of procedure;
- g. To consider the Annual Report of the Secretary General on the work of AIPA;
- h. To consider the report of the Secretary General on the functions and operations of the AIPA Secretariat; and
- i. To undertake other tasks provided in the Statutes or such other functions as may be assigned by the President of AIPA and the General Assembly.

Section 11. Decisions. - Decisions by the Executive Committee on any subjects shall be made by consensus. Only matters on which consensus cannot be attained shall be dropped. When consensus cannot be achieved, the Executive Committee may decide on how a specific decision can be made. *[Amendment to Art. 11 of AIPA Statutes]*

Section 12. Meetings. - The Executive Committee may meet at least three (3) months prior to the General Assembly, unless the host parliament decides otherwise. Any decision adopted during an emergency meeting of the Executive Committee shall be submitted to the next General Assembly for ratification. *[Art. 11 2(a) and 3(b) of AIPA Statutes]*

Section 13. Term. - The term of office of the Executive Committee shall commence immediately upon the conclusion of the General Assembly and shall continue until the conclusion of the following General Assembly. *[Art. 11 (4) of AIPA Statutes]*

RULE IV

Regular Sessions

Section 14. Regular Sessions. - The General Assembly shall be the policy-making body AIPA and shall meet at least once a year, unless otherwise decided by the Executive Committee. *[Art. 9 (2) of AIPA Statutes]*

Section 15. Venue. - The venue of the General Assembly shall be rotated among the Member Parliaments in alphabetical order, unless otherwise decided by the General Assembly. In the event that a Member Parliament is unable to host the General Assembly, the Executive Committee shall decide on the venue.

In cases when the attendance of member parliamentarians becomes extremely difficult or impossible such as on occasions of natural calamities, pandemics, strikes, riots, and civil disturbances, whether fortuitous or not, the Executive Committee may authorize the Host Parliament to conduct the General Assembly and other related meetings through electronic platforms like video conference, telecommunications and other computer online technologies. [Art. 9 (3) of AIPA Statutes]

RULE V

Agenda, Resolutions and Reports

Section 16. Agenda. - The discussion of the agenda among the members of the Executive Committee must be made within 6 weeks prior to the General Assembly via email or any other appropriate forms of communication. The Agenda to be adopted by the General Assembly shall be determined by the Executive Committee. The General Assembly may also consider the discussion of other issues aside from those decided by the Executive Committee. *[Art. 11 (2b) and Article 9 (6) of AIPA Statutes]*

Section 17. Submission of Resolutions. - AIPA Member Parliaments shall submit their draft resolutions at least three (3) months prior to the AIPA General Assembly as implied in Article 11, paragraphs 2(a) and 2(c) of the AIPA Statutes, as follows:

- a. The Executive Committee may meet at least three (3) months prior to the General Assembly or upon convocation by the AIPA President.

- b. The Executive Committee members may, by way of circulating documents or through video conferencing, prepare the programme, agenda and other relevant matters pertaining to the General Assembly.

Pursuant to Resolution No 39GA/2018/Org/06, entitled “Resolution on the Submission of the Draft Resolutions of AIPA Member Parliaments” AIPA Member Parliaments shall submit their draft resolutions to the AIPA Secretariat at least six (6) weeks prior to the General Assembly in order for the National Secretariat of the AIPA Member Parliaments to prepare better and work more efficiently.

Proposed resolution submitted by AIPA Member Parliaments within six (6) weeks before the General Assembly shall be considered as a submission for the next General Assembly. AIPA Member Parliaments shall resubmit their proposed draft resolutions on or before the deadline of submission of resolutions of the next General Assembly.

Any AIPA Member Parliament may request the inclusion of an emergency Draft Resolution in the agenda of the AIPA General Assembly: *Provided*, That the submission must be made at least seventy-two (72) hours before the meeting of the Executive Committee. Only one emergency draft resolution may be included by the Executive Committee in the agenda of the General Assembly.

Section 18. Preparation of Reports of the General Assembly. – The Host Parliament, in coordination with the AIPA Secretariat, shall prepare minutes of the meetings of Standing Committees and the Full Report of the General Assembly.

RULE VI

Committees

Section 19. Committees. - The General Assembly may establish Standing, Study and Ad hoc committees or sub-committees of a standing committee on specific matters to implement the decisions in consonance with the aims and purposes of AIPA. *[Art 13 of AIPA Statutes]*

Section 20. Duties and Functions. - Upon the approval of the General Assembly, the agenda proposed by the Executive Committee shall be discussed in detail by the committees established by the General Assembly. *[Art. 9 (6) and Art. 11 (2 b) of AIPA Statutes]*

The committees shall study, deliberate on, and act upon the resolutions referred to them, and shall recommend for adoption by the General Assembly those that, in their judgment, shall formulate solutions to address problems of common interest with the goal of delivering timely action and response by AIPA Member Parliaments.

Section 21. Standing Committees. - The Standing Committees during the General Assembly are the following:

- a. Committee on Women Parliamentarians of AIPA;
- b. Committee on Political Matters;
- c. Committee on Economic Matters;
- d. Committee on Social Matters;
- e. Committee on Organizational Matters; and
- f. Committee on Joint Communique.

In addition to the standing committees, the General Assembly has authority to form study committees and ad hoc committees. These study and ad hoc committees shall be in charge of deliberating specific issues related to the mutual development and common interests of AIPA Member Parliaments, especially in the areas of legislation and implementation. *[Art. 13 of AIPA Statutes]*

RULE VII

The Secretariat

A. AIPA Secretariat

Section 22. Secretary General. - The Secretary General is the head of the AIPA Secretariat and the Chief Executive Officer of AIPA. The Secretary General shall be appointed by the President of AIPA with the approval of the General Assembly for a term of three (3) years on rotational basis and in alphabetical order. *[Art. 15 (1) and (5) of AIPA Statutes]*

Section 23. The AIPA Secretariat. - The Secretariat is the administrative body of AIPA and the hub for information, knowledge, communication and stakeholder's engagement of AIPA. It shall perform at least the following functions:

- a. Provide service support to the AIPA and its Member Parliaments;
- b. Take initiative to explore and conceptualize possible joint programs and projects with external stakeholders to achieve common goals with AIPA, and submit to AIPA General Assembly the approval for its implementation; and

- c. Establish and maintain efficient and effective administrative support system for AIPA. *[Amendment to Art. 14 of AIPA Statutes]*

Section 24. Duties and Functions. - The AIPA Secretariat shall keep the records of proceedings of the General Assembly together with all official documents relevant to it. *[Art. 9 (8) of AIPA Statutes]*

B. National Secretariat

Section 25. Duties and Functions. - Each Member Parliament shall establish an AIPA National Secretariat or other relevant office tasked to:

- a. Serve as national focal point and repository of information on all AIPA matters;
- b. Coordinate the implementation of AIPA programmes;
- c. Coordinate and support the preparations of the General Assembly;
- d. Promote AIPA identity and awareness at the national level and contribute to ASEAN Community building;
- e. Maintain regular contacts with the Secretariat of AIPA.
- f. Disseminate the approved resolutions by the General Assembly to their respective parliaments and governments to promote their implementation; and
- g. Inform the AIPA Secretariat of any action taken by their respective parliaments and governments on resolutions approved, policy and legislative initiatives adopted by the General Assembly. *[Art. 16 (1), (2), (3), (4), (5) of AIPA Statutes]*

C. Host Parliament

Section 26. Duties and Functions. - The Host Parliament shall be responsible for the expenses for hosting the General Assembly and Executive Committee meetings of AIPA. The expenses for meetings of AIPA standing, study or ad hoc committees and sub-committees of the standing committees of AIPA shall also be paid by the Host Parliament, except by request of the Host Parliament and the General Assembly approves partial reimbursement from the AIPA Special Fund. *[Art. 17 C (1), (2) of AIPA Statutes]*

The host parliament may follow the “**RECOMMENDED GUIDELINES FOR THE HOST PARLIAMENT IN THE HOSTING OF THE AIPA GENERAL ASSEMBLY**” attached as Annex “1” and supplementary to the Guiding Rules and Procedures for the Hosting of the AIPA General Assembly.

RULE VIII

Protocol on Flag and Seating Arrangement

Section 27. Flag Protocol. - The flag arrangement during the Opening and Plenary Sessions of the AIPA General Assembly follows the protocol as shown below:

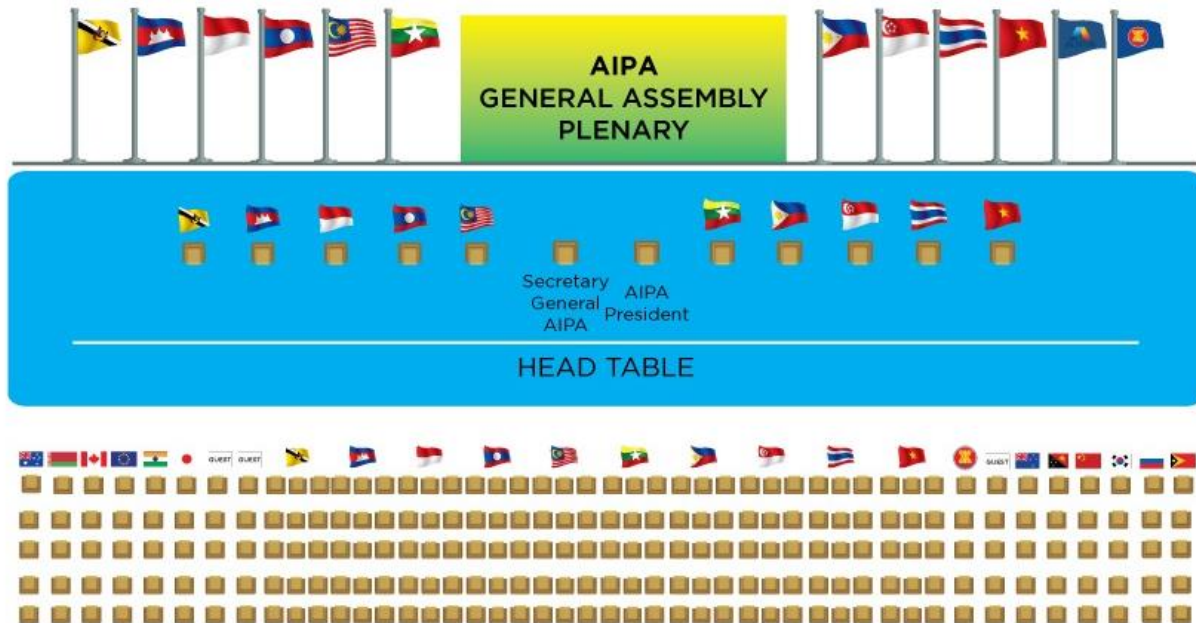


Section 28. Seating Arrangement. - The seating arrangement during the Opening and Plenary Sessions of the AIPA General Assembly follows the protocols as shown below:

(1) Opening Session



(2) Plenary Session



RULE IX

Amendments

Section 29. Amendments to the Rules. - Any amendment to, or revision of these Rules and Procedures, shall be made formally in writing and submitted to the Secretary General at least three (3) months prior to the commencement of the General Assembly. *[Art 26 (2) of AIPA Statutes]*

Section 30. Approval of Amendments. - Any amendment to these Rules and Procedures shall be approved by the General Assembly. *[Art 26 (3) of AIPA Statutes]*

RULE X

Effectivity

Section 31. Effectivity. - These Rules and Procedures shall take effect on the date of adoption.

Adopted, _____ (date) _____

ANNEX 1

RECOMMENDED GUIDELINES FOR THE HOST PARLIAMENT IN THE HOSTING OF THE AIPA GENERAL ASSEMBLY

I. PREPARATION BEFORE THE ASSEMBLY

1. Five months prior to the General Assembly, the Host Parliament shall:

- a. Establish a Steering Committee and an Organizing Committee.
The Steering Committee and the Organizing Committee are coordinated by the President/Speaker of the Host Parliament.
- b. The Parliament President or Speaker, who shall be the Chairperson of the Executive Committee and President of the Plenary Session of the General Assembly, nominates Members of Parliament to join the delegation of the Host Parliament to the General Assembly and appoints some of them as Chairpersons and Rapporteurs of various Standing Committees of the General Assembly. (*Article 10 (1) and (6) of the AIPA Statutes*).

2. The Composition and Tasks of the Steering and the Organizing Committees

a. The Steering Committee

- i. **Composition.** - The Steering Committee is composed of Members of Parliament (MPs) of the Host Parliament. They are also usually members of their parliamentary Committees on Political Matters, Economic Matters, Social Matters and Women Affairs.

The Chairperson of the Steering Committee is usually the Chairperson of the Committee on Foreign Affairs, or an equivalent committee of the Host Parliament assisted by one or two Vice-Chairpersons and four Members, both are chosen from among the MPs.

- ii. **Tasks.** - The Steering Committee has the following tasks:

1. Prepare the draft program of activities, agenda of the Committees and topics for dialogue with Observers and the ASEAN Secretariat.
2. Prepare, in collaboration with the officers of the Ministry of Foreign Affairs and other relevant government ministries, the draft resolutions based on the agenda and on recent ASEAN Meetings, for discussion at the Committee Meetings in the General Assembly;
3. Prepare the meeting documents to assist the President of AIPA in presiding over the Executive Committee (Execom) Meeting and the Plenary Sessions;

4. Provide guidance to the Delegation of the Host Parliament on substantial matters and other related tasks;
5. Guide the Organizing Committee in the management of the General Assembly, particularly in facilitating meetings, engaging stakeholders in public relations and implementing protocols;
6. Prepare the Order of Business and Outline of the Reports of the various Committees with the assistance of the AIPA Secretariat; and
7. Conduct briefings to the Chairpersons and Rapporteurs of the Standing Committees and dialogue panels their roles as well as the processes of the committee deliberations and the Plenary Sessions.

b. The Organizing Committee

- i. Composition.** – The Organizing Committee is composed of the Chairperson (Secretary General of the Host Parliament), Deputy Chairperson (Deputy Secretary General of the Host Parliament) and some officers and managers of the Host Parliament.
- ii. Tasks.** – The Organizing Committee has the following tasks:
 1. Manage the General Assembly including management of the committee meetings, protocol, security and health matters together with the assistance of some staff members;
 2. Set up a plan of the layout of the meetings and prepare the available facilities for the following activities:
 - a) Opening Ceremony. It will be inaugurated by the President of AIPA in the presence of the Head of the Host Government;
 - b) Plenary Sessions and Committee Meetings;
 - c) Closing Ceremony. This is led by the President of AIPA and includes programs for the Signing of the Joint Communique and the Transfer of the Office of the President;
 - d) Social functions such as receptions, which usually consist of a welcome reception, dinners, and other similar activities;
 - e) Press conferences;
 - f) Excursions for delegation members and their spouses or other accompanying persons; and
 - g) Friendly games/sports (golf/tennis) for delegation members.
 3. Estimate the cost of meeting package (meals and hotel accommodation) for five days which will be shouldered by the host parliament;
 4. Decide on who gets invited to the opening ceremony and the official functions aside from the official delegates, with the consent of the President of AIPA;

5. Determine the required number of rooms needed for ceremonies, committee meetings, press conferences, and other functions as well as the pick up or drop off services at the airport;
6. Determine the required office supplies and equipment such as high-speed and regular photocopying machines, printers, papers, computers, fax machines, electric typewriters, overhead projectors, television monitors, internet WIFI connections and other similar equipment and materials;
7. Make available booths for a Simultaneous Interpreter System upon the request of a delegation;
8. Make available the pole-mounted and table-top national flags of the delegations, and other required items such as gavels, name tags, conference bags or kits, tickets, souvenirs, block notes, papers with AIPA letterheads for note-taking purposes, report covers, banners (backdrops), sports (golf/tennis) equipment, metal detectors (for the Opening Ceremony) and related equipment or materials; and
9. Devise a plan for the distribution of work to some parliamentary officers and staff assigned to handle the protocol, transportation, committee meetings, accommodations, security and health procedures.

iii. Sending out of Invitation Letters of the General Assembly

Five months before the General Assembly is held, the AIPA Host National Secretariat prepares drafts of the official invitation letters, including the program of activities intended for attending MPs and for accompanying persons, the dialogue partners, the ASEAN Secretariat representatives, and guests. The Host Parliament supervises the activities and programs with the assistance of the AIPA Secretariat. If all draft invitation letters are finalized, the Host Parliament sends the invitation letters to the following:

1. For the AIPA Member Parliaments;
2. For the AIPA Observer Countries;
3. ASEAN Secretary General;
4. Chairperson of the ASEAN Standing Committee or its Representatives;
5. Inter-Parliamentary Union Secretary General; and
6. Guests of Honor from the Parliaments of Neighboring ASEAN Countries.

Each invitation letter should indicate the number of members of delegation allowed to attend. The invitation should also ask for the list of names of members each delegation. In particular, the invitation should request the AIPA Member Parliaments to propose agenda for discussion and topics for the dialogue with observer countries, and other relevant matters, if any.

The invitation should include the Program of Activities and the General Information Sheet which explain the facilities and accommodations for delegates and other accompanying persons, observers and guests upon their arrival, their responsibilities, the rules to observe during the General Assembly. *Invitations should be circulated around two and half months prior to the General Assembly.*

One month after sending the invitation, the Host Parliament shall conduct deliberations with the Steering Committee and Members of the Host Delegation to finalize up the agenda for discussion with observers. The draft agenda must already be crafted before the invitations are sent out.

After the Host Parliament has finalized the agenda, it should send them together with the supporting documents and topics for dialogue for the Observer Countries to the AIPA Member Parliaments for their perusal.

After the agenda and the topics for dialogue with Observer Countries have been circulated, the Steering Committee, together with the Members of the Host Delegation assisted by their advisers and technical staff, should prepare the draft resolutions and relevant documents based on the topics agreed upon. If AIPA Member Parliaments have concerns on the circulated topics, these concerns should be raised only during the Executive Committee Meeting prior to the opening of the General Assembly. There will be no more communication that would be circulated regarding the topics, except if new topics are proposed, which should be directly communicated to all AIPA Member Parliaments for their consideration.

At least five (5) days prior to the General Assembly, the Organizing Committee should make a final review of all preparations including the conduct of ocular inspection of all facilities and Meeting Rooms.

Moreover, two (2) days before the General Assembly, the AIPA Secretariat, in collaboration with the Organizing Committee (if necessary), should arrange a dry run or a general rehearsal of the meetings with responsible staff and the delegation members of the Host Parliament including the Chairpersons and Rapporteurs of the Committees.

II. WHEN THE ASSEMBLY IS IN PROGRESS

The Host Parliament shall ensure that all meetings of the General Assembly run smoothly and are successfully concluded. During the General Assembly, the President of AIPA, Steering Committee and Organizing Committee shall ensure that the following tasks are followed:

1. President of AIPA

- a. Presides over the Executive Committee (Execom) Meeting with the Rapporteur;
- b. Presides over the Plenary Sessions with the Heads of other AIPA Member Parliaments;
- c. Inaugurates the Opening Ceremony in the presence of the Head of State or Government; and
- d. Leads the Closing Ceremony with the Heads of the Delegations of AIPA Member Parliaments.

All the arrangements mentioned above are based on the Order of Business.

2. Steering Committee

- a. Monitor and observe the preparation of each meeting based on the Order of Business;
- b. Check the readiness of each Chairperson and Rapporteur in presiding over the meeting and dialogue concerned, as well as the readiness of the Delegation of the Host Parliament in participating in every activity;
- c. Assist the President of AIPA in presiding over the Execom Meeting and the Plenary Sessions, based on the Order of Business;
- d. Monitor the steps taken by the Delegation of the Host Parliament in the conduct of the General Assembly as a whole; and
- e. Oversee the drafting of the Committee Reports of the General Assembly (usually drafted by competent technical staff and professional editors) which will be submitted to the Joint Communique Committee.

3. Organizing Committee

- a. Ensure that each meeting room is provided with the required equipment and documents which are distributed to the members of delegation;
- b. Assign a person in charge of each meeting to arrange the notes and the relevant reports after the meeting is over;
- c. Assign a person in charge of the draft of the Joint Communique which includes the highlights of the Speeches made during the Plenary Sessions, Opening and Closing Ceremonies based on the outline made by the AIPA Secretariat;
- d. Assign a responsible person to collect the reports of the Committees after they have been adopted by the General Assembly and submit these reports to the Secretariat of the Host Parliament to form part of the records of the General Assembly; and
- e. Advise the AIPA Secretariat to compile all the Reports of the Committees, Speeches, Plenary Sessions and other relevant results of the activities to be included in the Final Report of the General Assembly.

III. AT THE END OF THE ASSEMBLY

1. After the General Assembly, the Steering Committee and the Organizing Committee shall certify the authenticity of the document of the Final Report of the General Assembly of AIPA.
2. The Organizing Committee shall distribute the Final Report of the AIPA General Assembly to the AIPA Member Parliaments and Observers which are brought back to their respective home countries for reporting to their respective parliaments and governments.
3. As provided for in the AIPA Statutes, records of proceedings of the General Assembly, together with all official documents pertaining to it, shall be kept in the AIPA Secretariat.
(Art. 9 (8) of AIPA Statutes)