

**THE 34th GENERAL ASSEMBLY**

**ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA)**

**THE EMPIRE HOTEL & COUNTRY CLUB,**

**BRUNEI DARUSSALAM**

**17TH – 23RD SEPTEMBER 2013**

**DOC 34GA/2013/Org/Rep**

**REPORT OF THE COMMITTEE**

**ON ORGANIZATIONAL MATTERS**

**Mr President,**

1. I have the honour to submit the following report of the Committee on Organizational Matters.
2. The Committee on Organizational Matters convened on Friday 20th September 2013 at 8.30 am at the Members’ Grill and Lounge Country Club Complex. The Chairperson was Hon. Dato Paduka Haji Abdullah bin Haji Mohd Ja’afar and Mrs Noor Amal Hayati binti Haji Mohd Saleh was the Rapporteur.

**Brunei Darussalam**

1. Hon. Pehin Dato Haji Abdul Hamid Bakal
2. Hon. Haji Gapor @ Haji Mohd Daud Karim
3. Hon. Haji Yusof bin Haji Dulamin

**Kingdom Of Cambodia**

1. Hon. Mr. Chhit Kimyeat
2. H.E. Mr. Uy Visal

**Republic of Indonesia**

1. Hon. Dr. Surahman Hidayat
2. Hon. Andi Anzhar Cakra Wijaya

**Lao People’s Democratic Republic**

1. Hon. Dr. Ounkeo Vouthilath
2. Hon. Prof. Ms. Dr. Boungnong Boupha
3. Hon. Mr. Khampheng Vilaphane

**Malaysia**

1. Hon. Dr. Tan Seng Giaw

**Republic of the Union of Myanmar**

1. Hon. Dr. Soe Yin

**Republic of the Philippines**

1. Hon. Susan Y. Sulit
2. Hon. Emmeline Y. Aglipay

**Singapore**

1. Hon. Zainudin Nordin
2. Hon. Tin Pei Ling

**Thailand**

1. Hon. Mr. Surachai Liengboonlertchai

**Socialist Republic of Vietnam**

1. Hon. Ngyuen Hanh Phuc
2. Hon. Vu Hai Ha
3. Hon. Nguyen Huu Quang
4. The Committee was held in the tradition of ASEAN spirit of friendship, unity and cooperation. The Committee approved the following resolutions:
5. **Resolution on Annual Report FY 2012-2013**

The Committee agreed to the secretariat annual report FY 2012-2013.

1. **Resolution on the Adoption of the Workplan of the AIPA Secretariat**

The Committee agreed on the adoption of the workplan of the AIPA Secretariat. The workplan covers not only the work of the Secretariat over the past year but also sets out its targets for the future and the information of its activities in FY 2012-2013. AIPA Secretariat shall submit a workplan annually to the General Assembly.

1. **Resolution on the Amendments to AIPA Staff Regulations**

The purpose of the amendments to the staff regulations attached to this paper is to give effect to Resolution Res.28GA/2007/Org/07 made in 2007 in Kuala Lumpur. Under the said resolution, it was determined that all the staff of the AIPA Secretariat shall be Locally Recruited Staff (LRS), except for the Secretary General who is not an Indonesian national, and shall be referred to as Home Based Staff. Besides taking the opportunity to amend these regulations, it was also to bring the regulation in line with the present requirements.

Part I of the Staff Regulations was amended and it is suggested that the new amended regulations replace the existing regulations. Part II of the regulations for LRS contained in Article XV to XXV was amended extensively. Increments and gratuity for permanent staff will be in-line with the length of service with AIPA in accordance to the approved AIPA Staff Regulations. The amendments well support the role of AIPA Secretariat’s Vision and Mission.

1. **Resolution on the Financial Reports of the AIPA Secretariat for the periods 1 July 2012 to 30 September 2012, 1 October 2011 to 30 September 2012, 1 October 2012 to 30 June 2013 and Estimated Expenditure for 1 July 2013 To 30 September 2013**

The Secretary General reported surplus in the current financial year. There were some inquiries from the Members of the Committee on Organizational Matters regarding the entertainment allowance given to the Assistant Secretary Generals. After more information on the entertainment allowances was given, the Committee agreed on the financial reports. The Committee agreed to write off the overpayment of salary.

1. **Resolution on the Budget Proposal for the AIPA Secretariat for the period 1 October 2013 to 30 September 2014 (FY 2013/2014)**

The Committee approved the budget proposal for the AIPA Secretariat for the period 1 October 2013 to 30 September 2014 (FY2013/2014). The budget should be adjusted in accordance with the new organizational structure. The Committee commented on the entertainment allowances given to the Assistant Secretary Generals and agreed to authorize the Secretary General to decide on the removal of the entertainment allowances and adjust the salary structure as suggested by him.

1. **Resolution on the Amendments to the Statutes of the ASEAN Inter-Parliamentary Assembly**

The Statute does not provide AIPA with an emblem or song. Neither does AIPA have a flag of its own nor an identity or vision, whereas ASEAN has provided all the above in its Charter. The Committee agreed to the recommendations. The Committee suggested that the AIPA logo shall be placed in the centre of the flag.

1. **Resolution on the New Organization Charts for the AIPA and AIPA Secretariat**

The Committee agreed on the new organization chart for AIPA. The Committee also considered on the new organization chart for the AIPA Secretariat with the removal of the post of Assistant Secretary General with mandate given Secretary General to reorganize the AIPA Secretariat structure for its best functioning.

1. **Resolution on the Discharge of Mr Edy Suhardi due to his incapacity in Performing his duties because of ill health**

Mr Edy Suhardi has been working for AIPA since 1990. He is to be retired soon due to multiple illness and be given a gratuity to the amount of USD$11,655 for his years of service.

1. **Resolution on Awareness Building Program**

The Committee approved the proposal for the awareness building program as set out in Resolution 33GA/2012/Pol/01.

1. **Resolution on the Continuation of the Joint Program between AIPA and the German Federal Foreign Office (FFO) through GIZ and Hanns Seidel Foundation (HSF)**

The program was initiated on March 2012. Since then, multiple training programs were provided which led to better understanding and exchange of legislative and parliamentary knowledge by parliamentarians and staff from various AIPA Parliaments. The good intentions of the German Federal Government is appreciated and the Committee supported the continuation of the joint program between both parties.

The Committee agreed to extend the joint program subject to four conditions:

* 1. That the chosen projects are jointly accepted;
  2. That the funds set aside can also be used for the awareness project;
  3. That the Integrated Expert would be a service provider and not an employee of AIPA Secretariat; and
  4. That the salary of the Integrated Expert be borne by the funds set aside by the Government of the Federal Republic of Germany.

1. **Resolution on Accrediting the National Parliament of Timor Leste as an Observer of ASEAN Inter-Parliamentary Assembly (AIPA)**

The Committee approved the accreditation of the National Parliament of Timor Leste as an observer at the GA.

1. **Resolution on the Amendment to the Terms of Reference (TOR) for the Technical Working Group (TWG) of AIFOCOM**

The Committee agreed to discuss the amendments arising from the Report of the 10th AIFOCOM Meeting at the next AIFOCOM meeting in Lao PDR in 2014.

1. **Resolution on the Amendment to the Terms of Reference (TOR) of the AIPA Caux cus**

The Committee agreed that the host country of AIPA Caucus be given the flexibility to conduct small working group discussions and the Terms of Reference (TOR) of the AIPA Caucus be amended accordingly. The Committee also agreed to the rest of the amendments.

1. **Resolution on Information on the implementation of Adopted AIPA Resolutions**

The Committee agreed on sharing information amongst AIPA Member Parliament on the implementation of AIPA resolutions and decided that the matter be placed before the next AIPA Caucus for it to determine the cut-off year to trace the implementation of resolutions of the various AIPA Parliaments.

1. **Resolution on the Implementation Cooperation between ASEAN Inter-Parliamentary Assembly (AIPA) and ASEAN Foundation by Signing Memorandum of Understanding**

The Committee agreed on the implementation cooperation between AIPA and ASEAN foundation as set out in the proposed Memorandum of Understanding (MOU) and for the Secretary General to sign the MOU as provided in Resolution 33GA/2012/Org/08 on Establishing Cooperation between AIPA and ASEAN Foundation.

1. **Resolution on Purchase of an Apartment as Secretary General’s Residence**

This purchase is intended to cut cost in rentals paid to the Secretary General. The Committee supported the idea to purchase an apartment as residence for the AIPA Secretary General. The purchase shall be through the Indonesian Parliament and the ownership shall rest with AIPA.

1. **Resolution on Appreciating the Services of His Excellency Pehin Dato Isa bin Ibrahim as President of 34th AIPA from September 2012 to September 2013**

The Committee expressed its deep appreciation and gratitude to His Excellency Pehin Dato Isa bin Ibrahim for his leadership.

1. **Resolution on Appreciation on the Completion of the Service of the Second AIPA Secretary General, Hon. Mr Antonio Veloso Cuenco**

The Committee acknowledged the completion of his duties.

1. **Resolution on Date and Venue of the 35th General Assembly**

Lao People Democratic Republic will be hosting the 35th General Assembly from 14 to 20 September 2014.

1. The Committee approved and agreed to the 19 draft resolutions discussed in the Committee.
2. I hereby present the Report of the Committee on Organizational Matters to the 34th General Assembly.

Thank you.

**Hon. Dato Paduka Haji Abdullah bin Haji Mohd Ja’afar**

**CHAIRPERSON**