



THE 35TH GENERAL ASSEMBLY
ASEAN INTER-PARLIAMENTARY ASSEMBLY
VIENTIANE, LAO PEOPLE'S DEMOCRATIC REPUBLIC
14TH – 20TH SEPTEMBER 2014

RES. 35GA/2014/ORG/05

RESOLUTION ON
INSTRUCTION MANUAL FOR STAFF

The Thirty-Fifth AIPA General Assembly:

Recalling Resolution 34GA/2013/Org/03, on Amendments to AIPA Staff Regulations, adopted at the 34th General Assembly in Brunei Darussalam, in 2013 which states that the amendments to this regulation is deemed necessary to have clear and effective regulation for more efficient and improved performance of the AIPA Secretariat;

Realizing that to achieve a better performance of the AIPA Secretariat staff, the Instruction Manual for Staff shall be made under the Staff Regulations of AIPA Secretariat. The objective of IMS is to define the duties, functions, rights and obligations of each staff;

Noting that IMS requires the staff to be clear of their position without any lingering doubts as to their status and rights or any misinterpretation of the Staff Regulations or Financial Rules of the AIPA Secretariat;

Noting further to assess staff ability and performance and to create an Annual Confidentiality Reports which is provided for in the IMS. The IMS will be continually updated to accommodate changes in the operating environment, and the proposed changes, if any, will be tendered by the Secretary General to the General Assembly for its approval;

Appreciating the unanimity of the Member Parliaments of ASEAN Inter-Parliamentary Assembly (AIPA) for the recommendation and acceptance of the Instruction Manual for Staff (IMS) as Annex.

Hereby resolves to:

Approve the Instruction Manual for Staff (IMS) AIPA Secretariat with effect from 1 October 2014 (as attached).

Adopted on the day of Nineteenth September of Two Thousand and Fourteen at the 35th AIPA General Assembly, in Vientiane, Lao People's Democratic Republic.