

**MEMORANDUM OF UNDERSTANDING FOR ADMINISTRATIVE ARRANGEMENTS**  
This memorandum of understanding (MOU) will form the basis of cooperation between

**THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS SECRETARIAT**

and

**ASIAN DEVELOPMENT BANK**

1. The Asian Development Bank (ADB) and the Association of Southeast Asian Nations (ASEAN) Secretariat, (hereinafter referred to as "Both sides"), have a mutual interest in fostering partnership to promote regional cooperation and integration in ASEAN. With the central role of ASEAN in East Asia, and the unique role of ADB as a regional development bank and knowledge center, an enhanced relationship between ADB and the ASEAN Secretariat in particular and ASEAN in general will be pivotal in achieving economic growth and poverty reduction in ASEAN through its broader and deeper cooperation and integration in Asia.
2. Both sides are already collaborating in a number of areas, including support from ADB for the ASEAN Surveillance Process. This experience has been mutually beneficial and both organizations now see further advantage in setting out strategic directions for future cooperation.
3. Both sides will seek to collaborate in identified areas of mutual interest, pursuant to this Memorandum of Understanding.

**I. AIM AND GUIDING PRINCIPLES**

4. Both sides acknowledge that the aim of their collaboration is to help accelerate ASEAN regional cooperation and integration process in Asia.
5. Collaboration between both sides will be guided by the following principles:
  - (i) Regional cooperation and integration will center around three main pillars, namely: (i) Pro-poor sustainable economic growth; (ii) Inclusive social development; and (iii) Good governance for effective policies and institutions; and
  - (ii) Mutual assistance for regional institution-building in the pursuit of regional cooperation and integration activities.

**II. ASPECTS OF THE PROPOSED COOPERATION  
AND JOINT ACTIVITIES**

6. Both sides will focus on the following shared strategic and cooperation priorities:
  - (i) Support, as appropriate, the implementation of key ASEAN regional cooperation and integration initiatives such as those in the Declaration of ASEAN Concord II (Bali Concord II) which was adopted by the Ninth ASEAN Summit in Bali in October 2003, the Vientiane Action Programme adopted by the Tenth ASEAN Summit in November 2004,

the Initiative for ASEAN Integration launched at the Fourth ASEAN Informal Summit in November 2000, and recommendations of the East Asian Vision Group adopted by the Sixth ASEAN+3 Summit in Cambodia in November 2002;

- (ii) Support regional cooperation and integration in ASEAN through, among others: a) subregional cooperation programmes such as the Greater Mekong Subregion (GMS) Program, Initiative for ASEAN Integration (IAI), Cambodia, Lao PDR and Viet Nam (CLV) Growth Triangle; and the Brunei-Darussalam Indonesia, Malaysia, the Philippines-East ASEAN Growth Area (BIMP-EAGA); b) trade and investment; c) money and finance; d) private sector development; e) energy; f) management of shared natural resources; and g) provision of selected regional public goods such as prevention of communicable diseases (Avian Flu and HIV/AIDS), environmental protection, and disaster prevention and mitigation;
- (iii) Support ASEAN+3 Finance Ministers process, including the ASEAN+3 Economic Review and Policy Dialogue Process, the Chiang Mai Initiative, and the Asian Bond Markets Initiative; and
- (iv) Conduct and disseminate joint studies based on mutually-agreed priorities as identified by both sides in consultation with member countries.

In addition, both sides will

- (v) share knowledge of lessons learned and evaluations of development in the Asia-Pacific, as appropriate;
- (vi) consult each other on regional and subregional policy dialogue and programming for regional and subregional activities, where feasible and appropriate;
- (vii) explore the potential of co-financing regional and subregional programmes and projects; and
- (viii) consider the possibility of exchanging staff, where feasible and appropriate.

### III. EXCHANGE OF INFORMATION

7. Both sides recognize that effective collaboration depends upon open, comprehensive, and regular exchange of information at the institutional level. They agree to make appropriate arrangements to:

- (i) deposit copies of relevant publications and public documents of each organization in both sides' main libraries, to be maintained as reference documents; and
- (ii) give notice, through information posted on the web sites of each organization, of

- (a) regional conferences, seminars, and workshops being organized or sponsored;
- (b) Policies, strategy documents, programmes, and lessons learned relevant to promoting regional cooperation and integration.

#### **IV. ATTENDANCE AT MEETINGS**

8. Both sides recognize that appropriate representation is important to emphasize their common interests, purpose, and intentions; and to facilitate all aspects of effective cooperation. Such cooperation is expected to entail close consultations through meetings, conferences, seminars, and workshops relevant to the identified areas of cooperation.

#### **V. CONSULTATIONS**

9. Both sides recognize that periodic consultations between ASEAN Secretariat and ADB are important to review the planning, implementation, and outcomes of their cooperation activities. Both sides, therefore, agree to hold such consultations periodically as required, at least once a year.

#### **VI. FOCAL POINTS**

10. Both sides agree to designate the following focal points to coordinate activities generated as a result of this MOU:

- (i) for ADB:  
Head, Office of Regional Economic Integration (OREI)  
Asian Development Bank  
6 ADB Avenue  
Mandaluyong City  
1550 Metro Manila, Philippines  
Telephone: (632) 632-4444, Fax: (632) 636-2444  
Email: information@adb.org
- (ii) For the ASEAN Secretariat:  
Principal Director, Bureau for External Relations and Coordination (BERC)  
The ASEAN Secretariat  
70A, Jalan Sisingamangaraja  
Jakarta 12110  
Indonesia  
Tel: (6221) 7262991, 7243372, Fax: (6221) 7398234, 7243504

The respective focal points will be responsible for

- (i) establishing effective communication and liaison with other focal points;
- (ii) facilitating the implementation of all aspects of this MOU;
- (iii) promoting this MOU and the cooperation activities undertaken under it;
- (iv) facilitating the attendance of representatives at meetings, workshops, and seminars held by both sides;
- (v) convening periodic consultations related to the MOU; and
- (vi) monitoring the implementation of the MOU.

## **VII. PREPARATION, IMPLEMENTATION AND EVALUATION OF JOINT WORK ACTIVITIES**

11. Both sides will prepare:
- (i) a list of planned cooperation activities involving the two organizations for the next budget year, within 2 months of the signing of the MOU; and
  - (ii) an indicative list of planned cooperation activities for 2 subsequent years, within one year after the signing of the MOU.
12. Both sides agree that
- (i) the appropriate programme managers in the organizations will be responsible for the implementation of cooperation activities within their areas of responsibility;
  - (ii) the appropriate programme managers will provide inputs as necessary to ADB/OREI and the ASEAN Secretariat/BERC to prepare reports on the status of implementation of all cooperation activities that are within their areas of responsibility;
  - (iii) ADB/OREI and the ASEAN Secretariat/BERC will prepare joint reports as necessary on the implementation status of the cooperation activities;
  - (iv) the responsible programme managers will prepare annual assessments of the results achieved from the cooperation activities;
  - (v) the assessments will be reviewed by ADB/OREI and the ASEAN Secretariat/BERC when considering further cooperation activities; and
  - (vi) Both sides will conduct joint evaluations of the overall development impact of the cooperation undertaken under this MOU.

## **VIII. PROMOTION OF THE COOPERATIVE ARRANGEMENTS**

13. Both sides acknowledge the role and contribution of each organization to the cooperation projects and activities in all public information documentation relating to the instances of cooperation; and

14. Both sides agree to use ADB and ASEAN logos in documentation related to the cooperation projects and activities in accordance with the current policies of each organization.

## **IX. TERMS AND REVIEW**

15. The term of the MOU will be from January 2006 to December 2010. The MOU may be extended and/or amended by both sides in mutual agreement.

16. A joint mid-term review will be carried out after two and half years with any necessary amendments to the MOU, taking into account ADB's Medium Term Strategy (2006-2010) and the equivalent Vientiane Action Programme of ASEAN from 2004-2010.

## **IX. DEALING WITH PROBLEMS**

17. During the course of this MOU, the respective focal points will be promptly notified of all problems that impact adversely on the potential of the two organizations to collaborate effectively. The focal points will take appropriate actions to seek an amicable resolution. If the focal points are unable to resolve the problem to the satisfaction of both sides, the signatories to this MOU will take whatever action they consider appropriate to achieve an amicable resolution.

## **X. MISCELLANEOUS**

18. This MOU will take effect from the date on which it is signed by the authorized representatives of both sides.

19. This MOU is not intended to create legal relations between the two organizations or to impose formal obligations on them.

20. Any specific activities identified under this MOU as opportunities for collaboration between the two organizations will be the subject of additional written agreements entered into in accordance with the practices and procedures of the two organizations.

21. This MOU may be terminated by either side, giving 6 months notice in writing to the other.

22. In keeping with the administrative nature of these arrangements, no provision of this MOU will be construed to interfere in any way with the independent decision-making autonomy of both sides with regard to their respective affairs and operations.

**DATED 24 August 2006**