

## **TERMS OF REFERENCE OF THE ACCSQ RUBBER-BASED PRODUCT WORKING GROUP (ACCSQ-RBPWG)**

### **ARTICLE 1: ESTABLISHMENT OF THE RUBBER BASED PRODUCT WORKING GROUP**

The ASEAN Consultative Committee for Standards and Quality (ACCSQ) was formed by the ASEAN Economic Minister in 1992 with the aim of removing technical barriers to trades in order to facilitate the implementation of the Common Effective Preferential Tariff (CEPT) Agreement to realise the ASEAN Free Trade Area (AFTA).

At the 4<sup>th</sup> Senior Economic Officials Meeting (SEOM) held in Medan, Indonesia on 8-10 September 1997, the SEOM approved the Revised TOR of the ACCSQ, which among others, authorised the ACCSQ to involve regulatory bodies in the ACCSQ in order to achieve its mandate of eliminating technical barrier to trade.

Following the decision of the ASEAN Leaders on the establishment of the ASEAN Economic Community (AEC), the Cebu Declaration on the acceleration of the ASEAN integration by 2015, the development of Roadmap for ASEAN Integration and fast-track integration of the eleven priority sectors including rubber-based product sector, the 24<sup>th</sup> ACCSQ Meeting on 3-4 August 2004 proposed to form a Product Working Group on Rubber-Based Product to implement the specific measures on Rubber-Based under the Roadmap for Integration of Rubber-Based Product Sector. The ACCSQ's proposal was approved by the SEOM I/36 held on 17-19 January 2005 in Yogyakarta, Indonesia.

The establishment of ASEAN Community on 31 December 2015 was formally announced by the ASEAN Leaders during 27<sup>th</sup> ASEAN Summit on 22 November 2015. Another Chapter for ASEAN was unfolded with the ASEAN Vision 2025 for ASEAN to be: (i) a Highly Integrated and Cohesive Economy; (ii) a Competitive, Innovative, and Dynamic ASEAN; (iii) Enhanced Connectivity and Sectoral Cooperation; (iv) A Resilient, Inclusive, People-Oriented, and People-Centred ASEAN; and (v) a Global ASEAN.

As guided by the ASEAN Vision 2025, in particular the AEC Blueprint 2025, the ACCSQ has developed the ASEAN Standards and Conformance Strategic Plan 2016-2025. The RBPWG, in supporting the AEC 2025 and ACCSQ Strategic Action Plan, has developed the RBPWG Work Plan 2016-2025 on the rubber-based sector as its guiding blueprint.

### **ARTICLE 2: THE ROLE OF THE ACCSQ RUBBER-BASED PRODUCT WORKING GROUP**

The roles of the Product Working Group are:

- To enhance cooperation in conformity assessment, development and implementation of standards and technical regulations on rubber and rubber based product among ASEAN Member States.
- To strengthen and enhance networking and exchange of information among ASEAN Member States pertaining to standards, quality and regulations of rubber based product, with the view to facilitate cooperative undertakings in this area.

- To identify standards for rubber and rubber-based product for ASEAN to harmonise with international standards.
- To enhance joint actions and approaches on international issues and adopt common positions in relevant international organisations, agreements and arrangements.
- To identify fields of cooperation with related ASEAN Member States, Third Party countries and related organisations (such as the International Organisation for Standardisation, International Tripartite Rubber Council, etc.) in order to promote the development of standards and support the promotion of ASEAN rubber and rubber based product.
- To strengthen human resource development in the area of standards and quality for rubber product.
- To share equal responsibility to the tasks and activities agreed at meetings.

### **ARTICLE 3: SCOPE OF THE ACCSQ RUBBER-BASED PRODUCT WORKING GROUP**

The ACCSQ-RBPWG shall cover the list of rubber product as agreed in Roadmap for Integration for Rubber-Based Product Sector. The Product Working Group shall identify the list of rubber-product for prioritisation based on trade importance and their harmonisation with international standards.

### **ARTICLE 4: STRUCTURE OF THE ACCSQ RUBBER-BASED PRODUCT WORKING GROUP**

The ACCSQ-RBPWG shall consist of:

- The Working Group's Chair and Vice-Chair;
- Representatives from the national standards and regulatory bodies or those nominated by the ASEAN Member States to the Working Group;
- Any ACCSQ Members wishing to participate;
- Representative of the ASEAN Secretariat whereby the ASEAN Secretariat shall also provide the secretariat's support to the meeting of the Working Group.

The Product Working Group may form expert committee(s) or task force(s) to assist the WG to carry out certain specific activities and may invite, if deemed necessary, representatives from the private sectors and other resource persons to its meeting.

### **ARTICLE 5: THE DUTIES AND RESPONSIBILITIES OF CHAIR AND VICE-CHAIR**

The functions and responsibilities of the Chair:

- To convene the meeting of the Product Working Group.
- To chair the meeting of the Product Working Group
- To consult Member States on matters requiring immediate action in between scheduled meetings

- To coordinate with the ASEAN Secretariat in the monitoring and evaluation of projects undertaken and
- To perform such duties and responsibilities as may be assigned by the Product Working Group.

In the event that the Chair is unable to chair the meeting, the Vice-Chair will assume the functions of the Chair.

The Chair of the PWG is responsible to the ACCSQ. The Chair and Vice Chair should be present at every meeting of the PWG.

The Chair shall report to the ACCSQ on progress of activities and any policies issues which may arise during discussion by the PWG.

## **ARTICLE 6: MEETINGS AND REPORTS**

### **Meetings**

The ASEAN Consultative Committee on Standards and Quality – Rubber-Based Product Working Group (ACCSQ-RBPWG) shall meet at least twice a year preferably by rotation in alphabetical order among the ASEAN Member States. The Meeting shall be held prior to the ASEAN Consultative Committee on Standards and Quality (ACCSQ) Meeting. Additional meeting of the RBPWG may be convened whenever deemed necessary.

The Product Working Group shall at each meeting recommend the date and venue of its next meeting.

### **Agenda**

The provisional agenda for each meeting shall be drawn up by the Chairman of the Product Working Group in consultation with the Members.

Items proposed in the provisional agenda shall be supported by the necessary background information and details, copies of which shall be provided to all Member Countries in sufficient time before the meeting.

- The PWG shall meet at least twice a year, in between the ACCSQ Meetings,
- Any member of the PWG can request for a meeting with the approval of the Chair and/or the Co-Chair,
- At the conclusion of each meeting, the PWG shall determine the time, date and venue of the next meeting. The PWG may hold a seminar or forum back to back with the meeting, if necessary,
- Members shall be given at least one-month notice of meeting,
- The PWG shall report its recommendations and proceedings to the ACCSQ,
- The RBPWG may arrange a Public Private Forum in accordance to the Rules of Procedure for Private Sector Engagement (PPE) under ASEAN Economic Community, endorsed by 23<sup>rd</sup> AEM Retreat on 9 March 2017, Pasay City, Philippines. The Public Private Forum may be arranged following the conclusion of any RBPWG Meeting.

## **Secretariat and Support Services**

The Chair shall establish a secretariat (hereby named RBPWG Secretariat) in his/her own country to assist in the preparation for the Product Working Group meeting. The country hosting the meeting shall provide secretarial and support services to the said meeting.

## **Report**

The preparation of the report of the meeting may be undertaken by the ASEAN Secretariat and/or the RBPWG Secretariat. The Report of the Meeting shall be adopted by the Meeting and shall be submitted to the ACCSQ for advice and endorsement.

Reports of the Meeting shall be treated as confidential documents.

## **ARTICLE 7: TERMS OF OFFICE**

- The RBPWG shall function for a period of six years starting from August 2016 until August 2022 and may be renewed for a further period, subject to the approval of the ACCSQ.
- The tenure for the RBPWG chairmanship shall be for a period of one year and followed by alphabetical order. In the event an AMS cannot take up the position of Chair or Vice-Chair, the next AMS by alphabetical order will be offered the position.

**Chair of  
Rubber-Based Product Working  
Group**

Dr. Faridah Hanim Ab Hanan -  
Director of Quality and Technical  
Services Division Malaysian Rubber  
Board

**Vice-Chair of  
Rubber-Based Product Working  
Group**

Ms. Varaporn Kajornchaiyakul  
NR Technical Advisor to Industry  
Division The Thailand Research  
Fund (TRF)

Date: 6 March 2018