

**TERMS OF REFERENCE OF THE  
ASEAN REGIONAL MINE ACTION CENTER (ARMAC)**

The ASEAN Regional Mine Action Center (hereinafter referred to as 'ARMAC') shall be established as a follow-up to the ASEAN Leaders' Statement on the Establishment of an ASEAN Regional Mine Action Center adopted on 18 November 2012.

ARMAC shall be an entity associated with ASEAN under Article 16 of the ASEAN Charter.

ARMAC shall operate in accordance with the following Terms of Reference (ToR):

**1. HEADQUARTERS**

The headquarters of ARMAC shall be in the Kingdom of Cambodia, hereinafter referred to as "the Host Country".

**2. LEGAL PERSONALITY**

The legal personality of ARMAC shall be established under a Memorandum of Understanding (MoU) between the Host Country and ARMAC.

**3. PRINCIPLES**

ARMAC shall adhere to the purposes and principles enshrined in the ASEAN Charter.

**4. MANDATE AND FUNCTIONS**

ARMAC shall serve as a center of excellence to encourage efforts to address explosive remnants of war (ERW) for interested ASEAN Member States.

ARMAC shall facilitate cooperation between interested ASEAN Member States and relevant institutions, including the United Nations Mine Action Service (UNMAS) and the Geneva International Centre for Humanitarian Demining (GICHD), to:

- a) enhance awareness programmes on the dangers of ERW among affected communities;
- b) facilitate appropriate medical and rehabilitation assistance for victims of ERW, upon request from the affected ASEAN Member States; and
- c) assist interested ASEAN Member States in research and knowledge sharing on the effects of ERW and efforts to address them, including through writing proposals for technical assistance projects and funding, at their specific and individual request.

## 5. BUDGET AND FUNDING

- A contribution by ASEAN Member States shall be made to support the operations of the Centre for each budget year;
- ASEAN Member States may consider additional contributions to support the operations of the Centre;
- The Centre may seek additional project-based voluntary funding from ASEAN Member States on an *ad hoc* basis, which should be requested in a timely manner;
- The Centre shall mobilise additional resources from ASEAN Dialogue Partners, interested countries, international and regional organisations, financial and any other institutions, corporations or individuals to fund project-based activities;
- The resources mobilised to fund the project-based activities may also be allocated as deemed appropriate to support the operations of the Centre, subject to the approval of the Steering Committee.

## 6. STRUCTURE

ARMAC shall be composed of a Steering Committee and a Permanent Secretariat.

### 6.1 Steering Committee

The Steering Committee shall comprise of a Representative of each ASEAN Member State, to be appointed by and accountable to the respective appointing Governments.

The Chair of the Steering Committee shall be the Representative of the ASEAN Member State holding the Chairmanship of ASEAN.

The Members of the Steering Committee shall elect two (2) Vice-Chairmen from among themselves each for a term of one year.

The Steering Committee shall:

- a) approve the activities and projects of the ARMAC formulated by the Permanent Secretariat;
- b) approve and oversee the annual operating budget for ARMAC as well as the financial management and procurement policy formulated by the Permanent Secretariat;
- c) perform such other functions as may be necessary to carry out the mandate and functions of ARMAC; and

- d) meet as and when necessary.

## 6.2 Permanent Secretariat

The Permanent Secretariat reports to the Steering Committee. The Permanent Secretariat will be the day-to-day executive body of the ARMAC and will carry out its mandate and functions as stipulated in this Terms of Reference.

The Permanent Secretariat will be headed by an Executive Director and will consist of functional units or departments. The recruitment of the staff for the Permanent Secretariat will follow a competitive and transparent recruitment process from qualified mine action professionals from ASEAN Member States.

### 6.2.1. Executive Director

The Executive Director shall be a national of an ASEAN Member State and shall be selected and appointed through a competitive and transparent recruitment process for a non-renewable term of three years by the Steering Committee.

The Executive Director, in discharging his/her functions to serve ASEAN Member States, shall represent ARMAC, not his/her country or any other institution.

The Executive Director shall:

- a) represent ARMAC in all administrative and operational matters, manage the activities of ARMAC and perform such other functions as may be assigned by the Steering Committee;
- b) have authority to appoint such professional, secretarial and administrative staff as are necessary to carry out the mandate and functions of ARMAC; and
- c) undertake activities to raise funds for the activities of ARMAC as approved by the Steering Committee.

The Executive Director shall be responsible to the Steering Committee.

## 7. DECISION-MAKING

Decision-making in ARMAC shall be based on consultation and consensus in accordance with Article 20 of the ASEAN Charter.

**8. REPORTING MECHANISM**

The Executive Director shall make regular reports on the work of ARMAC to the Steering Committee. As appropriate, the Steering Committee will submit a report to the ASEAN SOM who may consider to submit the report to the ASEAN Political-Security Community Council.

**9. REVIEW MECHANISM**

This TOR shall be initially reviewed five years after the official launching of ARMAC. This review and subsequent reviews shall be undertaken by the senior officials.

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