



**ASEAN**  
**University**  
**Network**



# Guideline of AUN & ASEAN + 3 Educational Forum and Young Speakers Contest

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# Background

# AUN & ASEAN+3 Educational Forum and Young Speakers Contest

The AUN Educational Forum and Young Speakers Contest is one of the flagship youth activities of ASEAN University Network, or the AUN, which was first launched in 1998. This activity was previously known as AUN Educational and ASEAN Young Speakers Contest separately. However, at the 16<sup>th</sup> AUN-BOT Meeting in Siem Reap, Cambodia, the Board members agreed to merge the two activities into one to ensure cost-effectiveness as well as to intensify the learning outcome and impact to the students. The merged activities were thus renamed as AUN Educational Forum and Young Speakers Contest.

The activity is in line with one of the AUN's over-arching objectives which is to promote ASEAN Awareness especially amongst the youth through cooperation among students and scholars in a way that encourages familiarity and friendship both among themselves and with the ASEAN community. It is also a strategy to build up in-depth awareness in order to catch the diversity and prepare the next generation of leaders. And in 2011, the forum was expanded to the dialogue partners of ASEAN which include China, Japan, and Korea, or also known as the ASEAN Plus Three. This will allow the students to be familiar not only within its own community but as well as its neighbors.

Additional development was when the forum marked the introduction of the "ASEAN Youth Summit" where a group of students assumed roles of the key policy makers of their respective countries and discusses major issues on the regional agenda in a simulated ASEAN Summit setting. Subsequently, the forum would conclude with a Joint Statement which contains various recommendations on key issues affecting the region. The Joint Statement then will be tabled at the related ASEAN meetings through the ASEAN Secretariat and Senior Officials Meeting on Youth (SOMY). An example of the Joint Statement appears as **Annex 1**.

## Objectives:

1. To promote ASEAN+3 spirit through the cooperation among young ASEAN+3 nationals through academic and non-academic activities;
2. To provide opportunities for students from ASEAN countries, China, Japan and Korea to acquire knowledge and the values and attitudes from other nationals;
3. To create networks of friendship among participants which could further develop into ASEAN+3 youth collaborative networks;
4. To provide a platform for the youth of ASEAN+3 to express their concerns for the region and their perception of its future.

## Participations

There are **three Representatives** from each university as follows:

- 3.1 One accompanying faculty staff
- 3.2 One undergraduate student for Educational Forum
- 3.3 One undergraduate student for Young Speakers Contest



## **Forum Activities**

In general, the Forum includes both academic and non-academic programmes which include:

1. Young Speakers Contest
2. Educational Forum
3. Special Lectures
4. Discussion and Workshops on ASEAN+3 related issues
5. Excursion and/or Cultural Activities

Note: The Young Speakers Contest and the Educational Forum are the two major activities.

# Past Forums

## ASEAN University Network (AUN) Educational Forums (1998-2015)

	<b>HOST</b>	<b>YEAR</b>	<b>CITY</b>	<b>COUNTRY</b>
1 <sup>st</sup>	Chulalongkorn, University and Burapha University	11-24 May, 1998	Chonburi and Bangkok	Thailand
2 <sup>nd</sup>	Vietnam National University-Hanoi	17-30 May, 1999	Hanoi	Vietnam
3 <sup>rd</sup>	Universiti Brunei Darussalam	15-27 May, 2000	Bandar Seri Begawan	Brunei Darussalm
4 <sup>th</sup>	Gadjah Mada University	14-26 May, 2001	Yogyakarta	Indonesia
5 <sup>th</sup>	Universiti Malaya and Universiti Sains Malaysia	13-25 May, 2002	Kula Lumpur & Penang	Malaysia
6 <sup>th</sup>	Myanmar Ministry of Education, University of Yangon and Institute of Economics	15-28 August, 2004	Yangon	Myanmar
7 <sup>th</sup>	De La Salle University	7-20 May, 2005	Manila	Philippines
8 <sup>th</sup>	National University of Singapore	21-31 May 2006	Singapore	Singapore
9 <sup>th</sup>	National University of Laos	13-23 May 2007	Vientiane or Luang Prabang	Lao PDR
10 <sup>th</sup>	Universiti Brunei Darussalam	20-27 May 2008	Bandar Seri Begawan	Brunei Darussalam
11 <sup>th</sup>	Universitas Indonesia	16-24 June 2009	Jakarta & Bandung	Indonesia
12 <sup>th</sup>	Mahidol University	2-8 May 2011	Nakorn Pathom, Kanchaburi	Thailand
13 <sup>th</sup>	Vietnam National University-HCM	24-30 June 2012	Ho Chi Minh City	Vietnam
14 <sup>th</sup>	Institut Teknologi Bandung	3-9 June 2013	Bandung	Indonesia
15 <sup>th</sup>	Univ rsiti Kebangsaan Malaysia	18-25 Jan 2015	Bangi	Malaysia

**10<sup>th</sup> AUN Educational Forum and Young Speakers Contest**

**“How ASEAN Can Move Forward Towards a Single ASEAN Community”**

20-27 May 2008

Bandar Seri Begawan, Brunei Darussalam

**11<sup>th</sup> AUN Educational Forum and Young Speakers Contest**

**“Global Economic Crisis: Challenges and Opportunities for ASEAN”**

17-24 June 2009

Jakarta and Bandung, Indonesia

**12<sup>th</sup> AUN and 1<sup>st</sup> ASEAN+3 Educational Forum and Young Speakers Contest**

**“Strengthening ASEAN+3 Higher Education through Community Engagement”**

2-8 May 2011

Nakorn Pathom, Thailand

**13<sup>th</sup> AUN and 2<sup>nd</sup> ASEAN+3 Educational Forum and Young Speakers Contest**

**“Global Citizenship and Intercultural Competence”**

24 – 30 June 2012

Ho Chi Minh City, Viet Nam

**14<sup>th</sup> AUN and 3<sup>rd</sup> ASEAN+3 Educational Forum and Young Speakers Contest**

**“Roles of the Future Leaders of ASEAN+3 Toward Overcoming Connectivity Problem for Economic Growth”**

3 – 9 June 2013

Bandung, Indonesia

**15<sup>th</sup> AUN and 4<sup>th</sup> ASEAN+3 Educational Forum and Young Speakers Contest**

**“Developing ASEAN+3 Economic Integrated Community: Issues on Gender Equality, Minority Groups, and Persons with Disabilities”**

18-25 January 2015

Bangi, Malaysia

## Forum Themes from 1998 to 2015

### **1<sup>st</sup> AUN Educational Forum**

11 - 24 May 1998

Chonburi and Bangkok, Thailand

### **2<sup>nd</sup> AUN Educational Forum**

17 - 30 May 1999

Hanoi, Viet Nam

### **3<sup>rd</sup> AUN Educational Forum**

**"Education on Environment and Culture in the New Millennium"**

15 - 27 May 2000

Banda Seri Begawan, Brunei Darussalam

### **4<sup>th</sup> AUN Educational Forum**

**"With ASEAN Spirit to Strengthen Cultures and Unity"**

14 - 26 May 2001

Yogyakarta, Indonesia

### **5<sup>th</sup> AUN Educational Forum:**

**"Environment and Cultural: The Heritage of the Future"**

13 - 25 May 2002

Kuala Lumpur and Penang, Malaysia

### **6<sup>th</sup> AUN Educational Forum**

**"ASEAN in the Knowledge Age: Building ASEAN Studies Learning Societies"**

15 - 28 August 2004

Yangon, Myanmar

### **7<sup>th</sup> AUN Educational Forum and Young Speakers Contest**

**"ASEAN Commonalities: Harnessing the Power of 10"**

7 – 20 May 2005

Manila, the Philippines

### **8<sup>th</sup> AUN Educational Forum and Young Speakers Contest**

**"Tertiary Education in ASEAN: Perspectives from Young Leaders"**

21 – 31 May 2006

Singapore

### **9<sup>th</sup> AUN Educational Forum and Young Speakers Contest**

**"One ASEAN at the Heart of Dynamic Asia"**

13-23 May 2007

Vientiane, Lao PDR

# Educational Forum

## (A) Background of the Educational Forum

### What is the Educational Forum?

Educational Forum is a simulation of an ASEAN Youth Summit. It is a platform for undergraduate students to represent their own country in voicing out their opinions within the parameter of their country's position and interests towards the given ASEAN+3 related issues. The objectives of the forum are as follows:

- To serve as a training ground for the future leaders of the region in policy making
- To practice students' diplomatic skills through proper observation of decorum, cultural differences and beliefs
- To enhance students' negotiation, and communications skills in an international setting
- To develop critical thinking of the students through series of dialogues
- To promote camaraderie among youths of the region through working groups, networking and activities
- To expose the students in an international setting to develop their appreciation towards regional diversity

### How does the Educational Forum work?

In a formal policy meeting, general rules and procedures are usually observed, these rules are generally called as **parliamentary procedures**.

Thus, the Educational Forum will be observed with its proper decorum, rules, and procedures to facilitate a formal, professional, efficient, and effective policy discussion. The Educational Forum will deploy procedures based on ***a combination of an ASEAN Summit Parliamentary Procedures and a Model United Nations (MUNs)***. However, in order to emphasize the ASEAN spirit in the process, the delegates will work on a **consensus basis**. In other words, there is no voting in the process. This is one of the most important principles of ASEAN. Lastly, the Forum will maintain a **youthful atmosphere** unlike real diplomatic or governmental dialogues or meetings.

The general rules and procedures will be elaborated in other sections of the guidebook.



## **(B) Expected Outputs**

**Pre-Forum Assignments, delegates will produce the following outputs:**

- 1. Submit 1 paged Policy Paper (Individual Work) to AUN Secretariat**
- 2. Prepare 10 minute Country Position Presentation (Group Work by Country)**
- 3. Submit 3-4 paged Country Profile (Group work by Country) to AUN Secretariat**

**At the Forum, delegates have to deliver 2 outputs:**

- 1. Deliver 10 minute Presentation of Country Position(Group Work by Country)**
- 2. Drafting Youth Joint Statement (Working Groups)**

At the end of the forum, the final output is **Youth Joint Statement**. The delegates will work together through working groups and draft Youth Joint Statement on the given topic (details on how to write the expected outputs will be discussed further at the sub-sections).

## **(I) Policy Paper**

**\*\*\*All delegates must submit their individual Policy Paper prior to the Forum to AUN Secretariat before the deadline.**

Policy Paper is basically an essay detailing your country's policies, viewpoints, and position on the given theme that will be discussed during the forum. It serves as a roadmap on how a delegate can properly represent his/her country based on the country's actual policies and national interests. Thus, the statements are based upon the knowledge that the delegation has acquired on his research of the country's position in the given agenda. In short, a position paper is literally the bible of the delegate throughout the forum.

The Policy Paper serves several functions for the delegate's preparation for the forum. First, it provides important exercise in expressing a concise national policy views or simply what the country thinks of the issue. Second, it provides important guide post in the preparation efforts of each delegate. It gives them a parameter on how they act and what to say during the forum. Policy papers also serve as a policy reference file in the agenda being discussed in the forum. This will then help the forum to have a clearer, more concise, and directed discussions in the forum.

## Format and Length

- 1 page
- Times New Roman, font size 12, single spaced
- Paper size: A4
- Heading will include:
  - Line 1: Heading ex. 16<sup>th</sup> AUN and 5<sup>th</sup> ASEAN+3 Educational Forum
  - Line 2: Country's official name
  - Line 3: Topic of the Forum ex. Strengthening ASEAN +3 Towards Sustainable Development Through Community Engagement"

## Content

The content of the policy paper is the meat of the conference as it provides facts and direction for discussion. It also serves as the map of the delegate towards the achievement of his/her country's position. The content must consist of **THREE PARAGRAPHS** containing the following:

- **Paragraph I: Background of the Topic**

Utilize this paragraph to clearly outline the main problems associated with the agenda. The point of the paragraph is to provide a basic foundation as to the current situation associated with your topic. The content of the first paragraph should include:

- Brief introduction about the issue
- How the issue affects your country
- Positions on the issue of major blocs or organizations (i.e. United Nations, etc)

- **Paragraph II: Position taken by your country (NOT your personal views)**

This paragraph is an opportunity for you to show the depth of your knowledge about the past and current situations with regards to the agenda. The content should include the following:

- Your country's position on the issue
- Your country's policies and justification on the issue
- Your country's actions or resolutions taken on the issue
- Quotes or brief statements by your country's leaders or government about your country position on the issue (if any)



- **Paragraph III: Solutions proposed by your country**

This paragraph will set your paper apart from others that will affect overall evaluation of your position paper. Utilize this paragraph to list solutions to the problems you have discussed. Make sure to discuss the following:

- Solution or resolution your country might propose on the issue
- Restate your country's firm position on the issue
- Sum up what you hope to achieve throughout the duration of the forum

## **Beware When Writing a Position Paper**

- **Keep in mind the interest of your nation, not your personal opinions:** You may offer your own ideas or suggestions on the issue but they must be consistent with national interests and current national policies of the country that you represent.
- **State from the voice of your country:** You have to represent the position of your assigned country, you should not speak in the first person ("I think that"), but with the voice of the country you represent ("**Country Name** believes that ...").
- **Write clear, concise, and simple sentences:** Give sufficient yet brief details, no need for long explanation and avoid flowery wording. Stick to simple language and sentence structure
- **Focus on policy analysis, not simply the facts.**
- **Quotes:** Refer to quotes and other statements from government leaders where applicable.

## (II) Presentation of Country Position

**\*\*\*After all delegates have submitted their individual Policy Papers to AUN Secretariat, they have to prepare 10 minute presentation of Country Position as a group work by country prior to the Forum.**

### Steps in Preparing the Presentation

1. After registration is closed, AUN Secretariat will link up the delegates from the same country prior to the forum
2. Prior to the forum, the delegates from the same country will prepare **10 minute presentation of their Country Position based on their individual Policy Paper** that they have submitted earlier to AUN Secretariat. The delegates are expected to prepare **ONE Country Position of Powerpoint Presentation for 10 minutes**.
3. Upon arrival date, delegates will work together by country to do **final preparation** and nominate group representatives to deliver this 10 minute presentation on Day 1 of the Forum.
4. After the speech presentations, the remaining delegates are encouraged to ask questions and give comments to seek further clarification and /or give opinions by observing the forum's decorum such as by raising ***Point of Query and Motion to Comment***.

## (III) Drafting a Country Profile

**\*\*\*Delegates have to submit country profile as group work by country to AUN Secretariat before the deadline**

### What is a Country Profile?

A Country Profile is a document which gives a complete picture of the country a delegate represents during the forum. It provides information on the country's historical background in various aspects.

The profile should reflect excellent work of information gathering, systematic compilation of information and organized writing. It should not be mere listing of facts, representation of data from various sources. The aim is for delegation to learn and gather sufficient background information about his/her country and to have the same picture of his/her country before attending the forum. In addition, it is also an important document that they can share with other delegates so they can exchange relevant information about each other's respective countries.

## Steps in Drafting a Country Profile

AUN Secretariat will introduce the delegates from the same country to write Country Profile together as a **group work by Country**. The Country Profile will be written as a team by entire delegates of a country, not by individual delegate. This means that 1 country only needs to submit one country profile (I.e.: De La Salle University, University of the Philippines, and Ateneo de Manila University have to work together to submit only 1 country profile for the Republic of the Philippines). Once the university has determined who will be their representative for the educational forum, AUN Secretariat will link the representatives of the participating universities per country. For the case of countries who only have one member university in the network (i.e. National University of Laos), the delegate has to write his/her Country Profile by him/herself.

The delegates must submit Country Profile to AUN Secretariat before the forum. **One Country Profile will be submitted per country ONLY.**

## Country Profile Outline

The outline includes the following sub-topics:

- A. Government
  - a. Type of government (type, not leadership)
- B. Economy
  - a. Type of Economy
  - b. Current State of the Economy
  - c. Resources (natural and human)
  - d. Major Industries
  - e. Employment
  - f. Infrastructures
- C. Culture
  - a. Dominant religion
  - b. Immigration or migration
  - c. Ethnic, Tribal, Race considerations
  - d. Major values and traditions
  - e. Major cultural concerns
- D. Geography
  - a. Absence or presence of important resources
  - b. Physical advantages and challenges
- E. ASEAN-Related Policies
  - a. History with ASEAN
  - b. Major involvements/accomplishments
  - c. Leadership roles in the region

- F. Policies with other International Organizations
  - a. Country voting bloc in the United Nations
  - b. Level of participation in the international Community
  - c. Membership in International Organizations
  - d. Significant achievements

## **Country Profile Format**

In writing the country profile, the following format has to be observed.

- Title:
  - Line 1: Country's official name (i.e.: The Kingdom of Thailand)
  - Line 2: The 5<sup>th</sup> ASEAN+3 and 16<sup>th</sup> Educational Forum
- Content: 3-4 pages
- Font: Calibri, size 12, single-space
- Format: Paragraphs consisting of Introduction, Body (by sub-topics), and Conclusion
- Paper size: A4

## Basic Guide Questions

While writing your country profile, try to reflect on the following guide questions:

- What sort of government does your country have?
- What types of ideologies influence your country's government and its people?
  
- Which ethnicities can be found in your country?
- Which religions can be found in your country?
- Which languages can be found in your country?
- What are the major cities in your country?
- How big is the population?
- How is the economy system in your country?
  - Major trading partners
  - What are your agricultural products
  - What are the industries products
  - Natural Resources
- Which domestic issues might influence your country's foreign policy?
- Which international issues might affect your country's foreign policy?
- What are some major events and conflicts in your country's history? Why are they important?
- Where is your country located and how its geography affect its political relationships?
- Which countries share a border with your country?
- Which countries are considered ally of your country?
- What are the characteristics of your country's economy?
- What is your country's gross domestic product (GDP)? How does it compared to other countries in the world?
- When did your country join the ASEAN? In other International Organizations?
- How does your country's membership to these organizations affect the direction of your country and country's government policies?



## (IV) Drafting a Joint Statement

### What is Joint Statement?

- **Definition:** A Joint Statement is the final output after the Educational Forum. It is a formal statement of opinion or recommendation to be presented to the ASEAN Secretariat through the Senior Officials Meeting on Youth (SOMY).
- **Content:** The content of the Joint Statement must be directly concerned with the agenda or issue discussed during the forum and it must accurately represent the position and national policy of the body with the spirit of collaboration and inclusiveness among the members of the ASEAN+3.
- **Consensus:** The final Joint Statement must be agreed on by all delegates before adoption to address the ASEAN principle concept to work by “consensus” basis.

### The format of a Joint Statement

1. Title:
  - Topic, Venue, Date
2. Introduction:
  - Paragraph 1: Introduce the entire delegation
  - Paragraph 2: State your acknowledgement of the issue under consideration and define briefly the issue under consideration
  - Paragraph 3: Acknowledge roles of stakeholders to solve the issue under consideration
  - Paragraph 4: State your roles as youth of the region
  - Paragraph 5: Briefly explain your proposed recommendations
  - Paragraph 6: Declare your recommendations
3. Recommendations:
  - How to write recommendations:
    - Begin the sentence with a verb
    - Use **Operative Clauses** ( Refer to Table: The Use of Operative Clauses) to explain what the Forum will do to address the issue
    - Be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound)
    - Give sufficient details and how to implement it (for example, if one calls for a new program, think about how it will be funded and what body will manage it)
    - Cite facts where applicable
  - Format:
    - *Sub-topic 1*
      - Recommendation 1
        - How to implement
      - Recommendation 2
        - How to implement

- Etc
- *Sub-topic 2*
  - Recommendation 1
    - How to implement
  - Recommendation 2
    - How to implement
  - Etc
- *Sub-topic 3*
  - Recommendation 1
    - How to implement
  - Recommendation 2
    - How to implement
  - Etc

#### 4. Closing

Note: When drafting the Joint Statement, please refer to an example of Joint Statement as **Annex 1.**

## The Use of Operative Clauses

Operative clauses are used to **address solutions to issues** addressed earlier in a Joint Statement. These clauses are action oriented and should include a verb at the beginning of your sentence followed by the proposed solution.

Each clause should follow the following principals:

- Support one another and continue to build your solution
- Add details to your clauses in order to have a complete solution
- Operative clauses are punctuated by a semicolon, with the exception of your last operative clause which should end with a period.

The following are the sample Operative Clauses:

Accepts	Draws the attention	Recommends
Affirms	Emphasizes	Regrets
Approves	Encourages	Reminds
Authorizes	Endorses	Requests
Calls	Expresses its appreciation	Solemnly affirms
Calls upon	Expresses its hope	Strongly condemns
Condemns	Further invites	Supports
Confirms	Further recommends	Takes note of
Congratulates	Further requests	Transmits
Considers	Further resolves	Trusts
Declares accordingly	Notes	
Deplores	Proclaims	
Designates	Reaffirms	

## **(C) General Rules and Procedure**

### **(I) Personnel**

The participants in the forum are usually classified into four groups: The Secretariat, The Dais, The Delegates, and Observers and Advisers. Their duties and responsibilities are as follows:

#### ***The Secretariat***

The Secretariat is generally composed of the ASEAN University Secretariat and the host University. They are responsible for:

- Coordinating among the delegates
- Collecting and compiling the submitted policy papers and country profiles.
- Good interaction and facilitation among the delegates
- Overall flow of the Forum

#### ***The Dais***

The Dais consists of

- Chair: AUN Secretariat
- Vice-Chair: Representative from Host University
- 2 Rapporteurs: Representatives from the Host University

The Dais are responsible for

- Right conduct of the delegates in the forum *through Motions and Points raised by the delegates*
- Serving as adjudicator in committee discussions
- Ensuring the correct flow of simulation.

#### ***Staff***

The Staff attend to the special requests of the delegates. When they would like to communicate with other delegates through passing of notes, they have to give it through the staffs and the staffs will give them to the recipient of the note. They also assist the Dais in making copies of the minutes and draft joint statements.

#### ***The Delegates***

The delegates are participating students working on behalf of their respective country in representing their national interest and interpreting their national policies. The delegates have the right of raising their points in the forum for a smooth flow of discussion.

### **Important Notes for the Delegates during Formal Session:**

Speak in a third person perspective: When the delegates would like to address his/her motion to the Chair, they must speak as third person



*"I would like to comment..."*



*"The delegate of (country) would like to motion for...(Motion)..."*



*"(Country) motions to ...(Motion)..."*

The delegates must raise their name plates before requesting for a Motion

### ***Observers and Advisers***

The Observers are the forum's formal term for the audience, while the Advisers are composed of the academic advisers from the delegates' respective universities. The observers have no power to say anything in the forum nor express their opinions while the advisers will be given a chance to give comments/clarifications and suggestions ONLY during review of the draft Joint Statement. During the policy discussions, the Chair will not entertain any comments from the advisers.

## **(ii) Forum Procedures**

**The delegates must follow Forum procedures for continued flow of the forum discussions by observing the Motions.**

**Motions are used in the discussion of the forum;** each may vary depending on the issue at hand or the initiative of a delegate to raise such point. The following are the list of the motions and procedures that need to be observed and followed during the forum. The motions are categorized into 5 Main Motions: Introductory Motions, Main Motions, Subsidiary Motions, Incidental Motions, and Privileged Motions.

### **STEP 1: Introductory Motions (Session 1)**

These motions are used to start the formal session.

#### **1. Formal Session Declared (Chair)**

Chairperson declares the Forum to be in Formal Session.

## **2. Roll Call (Chair)**

The Roll Call is done after the committee is declared to be in formal session. It is to determine the attendance of the delegates. The delegates have to stand up with their name plates and present themselves in third person. For example: *“Honorable Chair, respective members of the Dais, my fellow delegates, the delegate of the Republic of the Union of Myanmar is present”*.

## **3. The Setting of Agenda (Chair)**

After declaring the body into a formal session and taking the Roll Call, the Chair will set the Agenda to select the order of issues or topics to be discussed at the Forum.

However, setting of the agenda is only possible when there are more than 1 agenda to be discussed in the forum; but if there is only 1 agenda, the chair will automatically adopt the agenda as is.

## **4. The Speakers List (Chair)**

The Chair will open the Speakers List and determine the order of the speakers.

At Formal Session 1, the speakers are representatives of delegation by country. They will deliver 10 minute speech of their Country Position that they have prepared in advance.

The speakers must raise their name plates to show their intention to be part of the Speakers List and wait until the Chair has acknowledged their request.

This is where the delegates deliver their speeches of their Country Positions in order as selected by the Chair.

## **5. Setting the time of the Speakers (Chair)**

The Chair will determine the time allocation for each speaker to present Country Position *which is 10 minutes*.

When the speaker exceeds to the time, the Chair will remind him to wrap up.

## **6. Yielding the Time (Delegates)**

If the time for the speaker from the speakers list is not exhausted, the delegate who spoke has the opportunity to yield the time to the next speaker in order to add time to the speech of the next speaker (for example, delegate A finished his speech in 3.30 minutes/4 minutes, next speaker on the list will have a total of 4.30 minutes to deliver a speech). The delegate may also yield the time to the floor wherein the delegate opens an opportunity to the body for point of inquiries or information. Last option is, to yield the time to the Chair.

## **7. Raise a point to the last speaker (Delegates)**

After all delegates have delivered their Country Position presentation, all delegates are encouraged to seek further clarifications or give a comment to the speaker. So, the delegates can motion to the Chair as follows:

- **Point of Inquiry:** If any delegates want to ask question or seek clarifications from the speaker, the delegate can raise this motion. Take note that you have to address your

inquiry to the Chair not the speaker. It should sound like this: *The delegate of Indonesia would like to ask the delegate of Vietnam how he thinks his suggestion will further foster collaboration between ASEAN and its dialogue partner?*

- **Motion to Comment:** This allows delegates to give comments to the speech given by the speaker. Take note that the comment should focus more on the content of the speech rather than the manner of delivery. For example: *The delegate of Cambodia would like to express its appreciation to the delegate of Brunei for bringing the issue on the importance of collaboration amongst the youth of the region especially in the field of science and technology, the delegate of Cambodia agrees with the delegate of Brunei and this delegate is looking forward in further working with the delegate of Brunei on this key specific matter*

### **STEP 2: Working Group Discussions (Session 2)**

1. After Step 1, A representative of delegation will motion for *Working Group of the House* to work on drafting recommendations of Joint Statement.
2. The Chair will divide the delegates into working groups with sub-topics.
3. Each group will discuss and draft recommendations of their assigned sub-topics (Session 2). They are allowed to use laptops, Ipads, and other electronic devices to do research.
4. Each group will choose group representatives to deliver a 20 minute presentation of their working group outcomes

### **STEP 3: Presentation of Working Group Outcomes (Session 3)**

1. Motion for *Presentation of the Output Per Working Group* will be raised.
2. The Chair will open the *Presentation List*. The speakers will raise their placards and wait until the Chair has acknowledge their request
3. Group representatives will deliver the 20 minute presentation according to the Speakers List.

### **STEP 4: Discussion & Amendment of Recommendations**

1. After the working group presentations, other delegates are encouraged to seek further clarification, comment, suggest, and discuss by using the following motions:
  - *Point of Inquiry*
  - *Motion to Comment*
  - *Moderated Caucus*
  - *Unmoderated Caucus*
2. The delegates of each working group will take note the comments of other delegates
3. The delegates will amend recommendations of their assigned sub-topics based on previous discussions and given comments.

### **STEP 5: Drafting the Joint Statement (Working Group Representatives)**

1. Each group will choose 1-2 representatives who will draft the Joint Statement with other groups.
2. The group representatives will merge recommendations from all groups and draft Joint Statement together.
3. The groups will choose 1-2 representatives to present the final version of their draft Joint Statement.

### **STEP 6: Presentation & Adoption of Joint Statement**

1. A representative among the groups will motion for *Presentation of the Draft Joint Statement*.
2. *The representatives will present Draft Joint Statement*
3. If there are no objections, the Joint Statement will be adopted
4. Motion to *Adjourn* to close the meeting

### **Summary of Motions Used by the Delegates:**

TYPE OF MOTIONS	NAME OF MOTIONS	HOW TO USE IT
<b>1. Introductory Motions</b>  (used to start Formal Session)	Yielding the Time	If the time for the speaker from the speakers list is not exhausted, the delegate who spoke can yield the time to the next speaker in order to add time to the speech of the next The delegate may also yield the time to the floor wherein the delegate opens an opportunity to the body for point of inquiries or information. Last option is, to yield the time to the Chair.
	Point of Inquiry	If any delegates want to ask question or seek clarifications from the speaker, the delegate can raise this motion. Take note that you have to address your inquiry to the Chair not the speaker
	Motion to Comment	This allows delegates to give comments to the speech given by the speaker. Take note that the comment should focus more on the content of the speech rather than the manner of delivery.



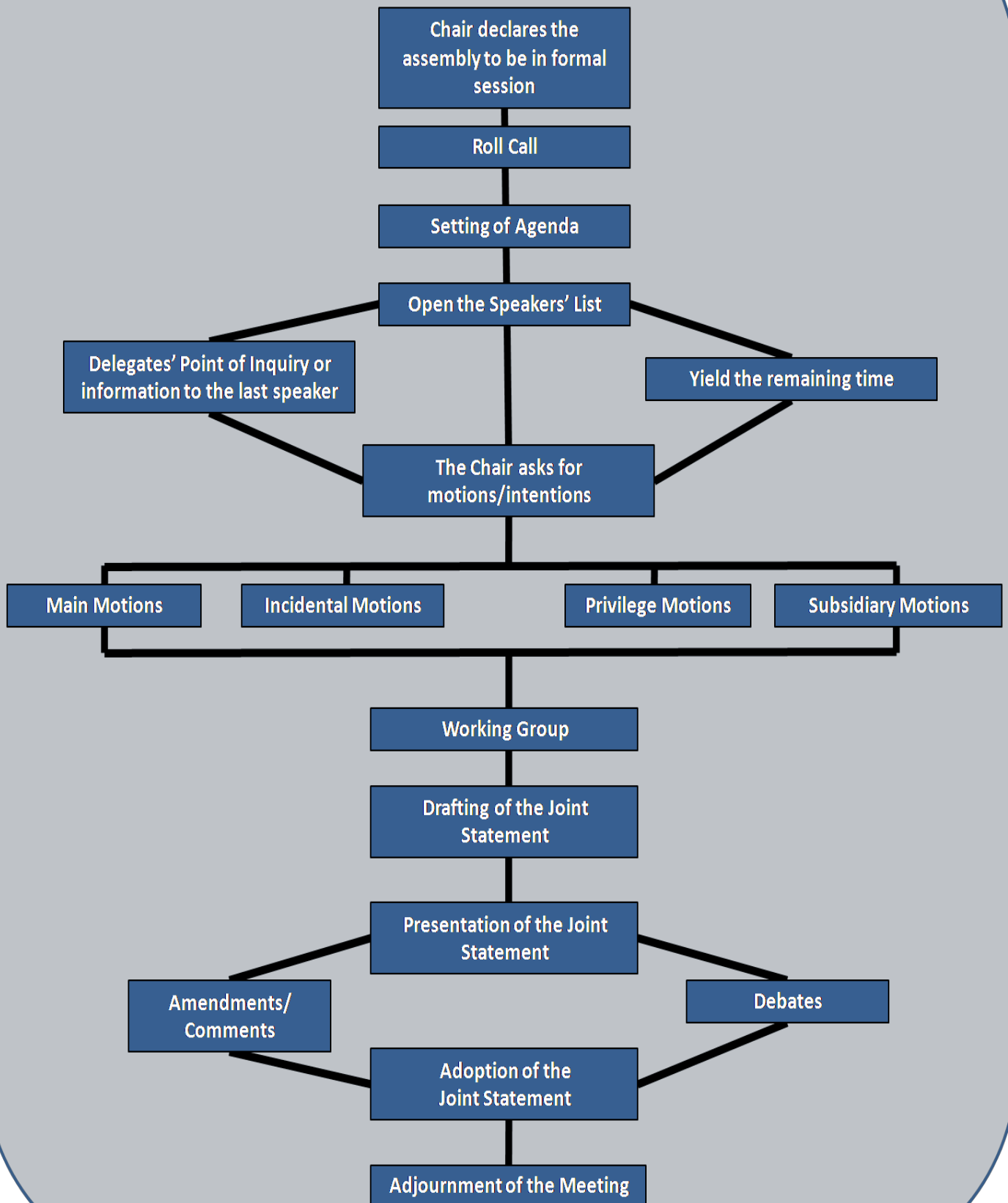
TYPE OF MOTIONS	NAME OF MOTIONS	HOW TO USE IT
<b>2. Main Motions</b>  <b>(used to facilitate preparation for the content of joint statement after delegates have given speeches)</b>	Moderated Caucus	<p>The delegates will remain seated.</p> <p>It is a formal debate when the delegates would like to discuss or share opinions on an issue. They will raise their placards and the Chair will call on speakers one by one until Moderated Caucus time is expired. The time frame has to be determined.</p>
	Un-moderated Caucus	<p>It is an informal debate when the delegates leave their seat and can move around to exchange ideas and discuss freely with other delegates.</p> <p>It can also be used in finalizing or merging the outputs of the working groups to come up with a Joint Statement.</p> <p>Time frame has to be determined.</p>
	Working Group of the House	<p>After the Chair assigned sub-topics to Working Groups, the delegate will motion for Working Group of the House to work on the details of the Joint Statement. Basically, a Working Group is a longer version of the un-moderated caucus.</p>
	Presentation of the output per working group	<p>This motion brings delegates back to formal session to present outputs of working groups by group's representatives according to Presentation List.</p>
	Presentations Lists	<p>The delegates who wish to be included in the presentation list should raise their intention in being a part of the speakers list by raising their placards and wait until the chair has acknowledged their request. The speakers list allows delegates to deliver the output of the working group he/she represents. Some motions from the Introductory Motions will be utilized as well in order for delegates to ask questions, give comments or suggestions.</p>
	Presentation of the Draft Joint Statement	<p>After the presentation of the working groups' outputs, the delegates have to merge their ideas to create a joint statement that would include all of the points that the delegates have discussed in their respective working groups.</p>

TYPE OF MOTIONS	NAME OF MOTIONS	HOW TO USE IT
<b>3. Subsidiary Motions</b>  (used to support in handling the main motions)	Exhaust the time	A motion to close debate or exhaust the time for the caucuses, for example, the forum agreed to have an un-moderated caucus for 2 hours but after 1 hour the delegates feel already that they are ready to work into their respective working groups, then this motion will exhaust the remaining 1 hour which was originally intended for the prior motion raised.
	Postpone to a certain time	To take recess or a short break with time limit as determined by the body.
	Amend	To alter or modify a motion or question by due formal procedure.

TYPE OF MOTIONS	NAME OF MOTIONS	HOW TO USE IT
<b>4. Privilege Motions</b>  (used to address the special attention needed by the delegates)	Raise a question of privilege or personal privilege	Upon urgency of personal matter(s), this motion is brought up even during a discussion of business matter(s). Example, noise level, room temperature, see a presentation, copy of hand-out, need to use the bathroom. This shall be the only motion that can be submitted to the dais in writing

TYPE OF MOTIONS	NAME OF MOTIONS	HOW TO USE IT
<b>5. Incidental Motions</b>	Point of order	This brings any violation of a rule of the assembly to the attention of the chair. It must be raised immediately after a violation has been committed, otherwise, the motion will be null and void.
	Suspend the rules	This motion is used to temporarily set aside the rules and procedures that would prevent the assembly from taking action on a certain question or business.
	Parliamentary inquiry	This motion is made when the floor is open (i.e. when no other delegate is speaking) in order to ask the chair a question regarding the rules of procedures.

# Flow of the Forum



## (D) Awarding System

### Outstanding Policy Paper

The Most Outstanding Policy Paper Award will be given to a delegate who demonstrated logical, coherent sequencing of ideas through well-developed paragraphs and based on the foreign policy of the represented country. Facts and information were legitimate and well gathered. The position has careful and subtle organization, including use of formatting and the effective use of language. In addition, the delegate considered overall quality of writing, proper style and grammar, cited relevant documents or declarations, consistency with the constraints of the ASEAN and a critical analysis of the issues. Delegates who submitted plagiarized position papers will automatically be disqualified. This award will be selected by the Faculty Staff from the participating universities and/or experts suggested by the host university.

Scoring Criteria	Score
<b>Coherent Sequencing of ideas through a well developed paragraphs</b>	<b>15</b>
<b>Position is based on the foreign policy of the country being represented</b>	<b>30</b>
<b>Facts and information was well gathered with proper citation</b>	<b>15</b>
<b>Practicality and feasibility of the recommendations</b>	<b>30</b>
<b>Usage of language, grammar, format and punctuality of submission</b>	<b>10</b>
<b>Total</b>	<b>100</b>

### Most Outstanding Country Profile

The Most Outstanding Country Profile is a country-based award. It is given to a group of delegation who worked on their country profile prior to the forum. The country profile should give a complete picture of the country being represented instead of merely providing facts. Compilation of information has to be systematic and artistically arranged to strike a harmonious balance between written text matter and method of presentation. An Outstanding Country Profile also given to delegates who carefully followed the prescribed format. This award will also be determined by the Faculty Staff from the participating universities and/or experts suggested by the host university.

Scoring Criteria	Score
<b>Portrayed a well organized picture of the country</b>	<b>20</b>
<b>Presented with careful analysis of the data gathered</b>	<b>20</b>
<b>Complete content</b>	<b>40</b>
<b>Usage of language, grammar, format and punctuality of submission</b>	<b>10</b>
<b>References</b>	<b>10</b>
<b>Total</b>	<b>100</b>

### Most Outstanding Delegate Award

The Most Outstanding Delegate Award will be bestowed to a delegate who has submitted an excellent position paper, possesses exceptional speaking and debating skills and exhibited full participation in the forum through the mastery of parliamentary procedures. The award will also be given to a delegate who possesses the basic characteristics of a real diplomat and uplifted the principles and integrity of the ASEAN Plus Three. The award will be based on the votes of the delegates and on their scores on their policy paper scored by the Faculty Staff from the participating universities and/or experts suggested by the host university.

Scoring Criteria	Score
Votes from delegation	80
Policy Paper	20
<b>Total</b>	<b>100%</b>

### Most Outstanding Working Group Award

The Most Outstanding Working Group Award will be bestowed to a group of delegates who possesses excellent speaking and debating skills, conducted a thorough and extensive research, had effective rapport with fellow delegates in the group and actively participated in the breakout sessions through the mastery of policies of the country being represented. The policy recommendations presented are SMART (Specific, Measurable, Attainable, Realistic, and Time-Bounded). This award will be determined by Faculty Staff and/or experts suggested by the host university.

Scoring Criteria	Score
Work Ethics among the group	15
SMART Recommendations	40
Effective Presentation	20
Response to Questions and Recommendations	15
Language, Style, and format	10
<b>Total</b>	<b>100</b>

### Awards Philosophy

The AUN Secretariat recognizes the potential of awards to foster friendly competition and seriousness to the forum by the delegates. The awards will be selected equally based on the criteria of the respective awards as stated above. Truly, no one can observe every action in committee or truly judge an individual's learning and growth. We believe that participation in the simulation is its own reward. It advances the delegates' knowledge on ASEAN and its dialogue partners, and of the contemporary regional issues in ASEAN. We urge all delegates to maintain an appropriate perspective regarding awards. The fundamental basis of the simulation is to promote partnership and support among nations, which includes working together through multilateral diplomacy. There are no winners and certainly no losers in this process.

## **(E) Things to Consider for Educational Forum Delegates**

### **Attendance and Participation**

All delegates are expected to actively participate all throughout the duration of the forum. Delegates are also expected to be diligent in fulfilling their duties for the entire duration of the assembly and this includes being on time. Take this opportunity to expand your networks and group of friends from ASEAN+3.

### **Dress Code**

All clothing must adhere to guidelines that portray professionalism and modesty. If a delegate's attire is deemed inappropriate, the delegate will be asked to leave the session and return with appropriate clothing. Dress sweaters, shorts, ball caps, jeans, sneakers, and sunglasses are considered too casual. Clothes that expose excessive bare skin or otherwise revealing are inappropriate. The following are the standard delegate attires for the conference:

### **Delegates' Output**

#### **1. Policy Paper (Individual), Country Position Presentation (Country) , Country Profile (Country) , and Joint Statement**

Delegates are required to author their original and own foreign policy through a position paper in respect to their country. Country Profile needs to be submitted as well and has to be written by the delegates of the same country. Lastly, as the final output of the conference, the delegates have to work closely to come up with a Youth Joint Statement based on consensus.

#### **2. Submission**

All Policy Papers and country profile have to be submitted prior to the Forum by deadline which will be informed by AUN Secretariat.

#### **3. Plagiarism**

Copying another person's idea and making it your own is a form of plagiarism, and any form of academic dishonesty shall not be allowed nor tolerated in the forum. Hence, any delegate suspected to have committed this will be subjected to proper deliberation. If proven guilty, the delegate will be exempted to any awards and will be reported back to the Office of the Student Behavior or its equivalent of his/her home university for its proper sanctions.

**Language**

English will be the sole and official language of the forum and should be observed at all times.

**Courtesy**

The forum is a platform for discussion and creative solutions to regional problems. Delegates are expected to be prepared, attentive, courteous, and familiar with the forum's Rules and Procedures. Delegates shall address themselves to the chair or the entire body and at no time will delegates engage in debate or argue with each other directly.

Delegates should not interrupt or be disrespectful during the speech of another delegate, nor should disagreements between delegates and the chair over the interpretation of the rules become a shouting match. At no time will delegates use foul language, or direct racial or ethnic slurs against a country or individual. Courtesy and respect to all committee Dais, Staffs, Secretariat, Observers, and Delegates will be observed at all times. Any of the above actions on the part of a delegate may be grounds for loss of credentials at the discretion of the AUN Secretariat and Faculty Staff.

**Name Cards/Gifts**

Delegates are advised to prepare their name card stating their contact details, the country they are representing and the university they are from so they can practice formal and professional way of expanding networks. Delegates may also bring small souvenirs that they can exchange with their co-delegates after the forum.



# Young Speakers' Contest

# Young Speakers Contest

## General Procedures and Mechanisms

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### **(A)Background of the Young Speakers Contest**

The Young Speakers Contest is a back to back event of the Educational Forum. It is a speech competition which aims to raise the profile of ASEAN and Plus Three countries' cooperation among the region's next generation of leaders and to deepen the awareness and understanding these young people have on their region's cooperation mechanisms and their future viability. The Young Speakers Contest is composed of two rounds:

- The First Round  
(5-7 minutes to deliver prepared speech)
- The Final Round  
(6 Finalists: 5 minutes deliver prepared speech and 2 minutes impromptu speech)

The AUN Secretariat and the host university will request each member university **to nominate one university representative** to the Speakers' Contest. Then the selected students are requested to present their views on the theme orally.

### **Eligibility to Participate**

Qualifying candidates for the Young Speakers Contest must be:

- Current undergraduate students
- Be a citizen from ASEAN, the People's Republic of China, Japan, or Republic of Korea
- Not older than 25 years of age enrolled for a bachelor's degree course in the participating universities in the ASEAN University Network and its dialogue partners from China, Japan, and Korea.
- Committed to attend the full programme

### **Pre-Assignment**

Prior to participate at the Forum, **each participating students are requested to submit the following to the AUN Secretariat:**

- An individual essay reflecting the theme of **not more than 1,500 words**. This will be compiled and will be distributed to everyone after the end of the contest.
- **Prepare 5-7 minutes speech** based on individual essay to deliver on the First Round. Prepared speeches are requested to submit to AUN Secretariat by the deadline. This will be compiled and will be distributed to voting judges before the contest.

## **(B) General Procedure**

### **(i) Orientation**

Day 0 Orientation Session is requested.

1. The contestants (participating universities) are briefed on the rules by the chief judge.
2. Voting judges (one accompanying faculty staffs from each participating universities), timers, and counters are briefed on the rules and duties by the chief judge.

### **(ii) The First Round**

Deliver Prepared Speech (5-7 Minutes)

#### **Procedure**

1. Before the Contest, contestants (country alphabetical order) will be picking their order of presentation via draw lots.
2. The MC will introduce each contestant by announcing contestant's number, name, and university.
3. Upon being introduced, the contestant shall proceed immediately to the speaking position.
4. Contestant will then have 5-7 minutes to deliver his/her speech. (Maximum of 7 Minutes)
5. Timer will provide warning signal to the contestants 1 minute before the time is up. Scores will be cut down by the judges in case contestants deliver speech over time.
6. Contestants will only be allowed to carry ½ of an A4 size paper while delivering the speech.
7. After delivering the speech, the contestants may remain in the room.
8. The voting judges will select 6 finalists for the Final Round

#### **Judging Procedure**

1. Voting judges have to write their names and their university in each score sheet.
2. The score sheets will be collected after the first half of presentation (1<sup>st</sup> half), and after the last speech (2<sup>nd</sup> half).
3. Counters and the AUN Secretariat will tally the scores and will rank the contestants based from the scores.
4. The 6 finalists will be determined to proceed to the final round the next day during the dinner reception.
5. In case of a tie for the 6th spot, the speaker who has the highest score for the Content category will proceed to the final round. If the speakers still have the same score on the Content category, the next basis is the Vision and Speech Value category. If the speakers have

the same scores for all the three categories, then that is the only time 2 of them can proceed to the final round.

### **(iii) The Final Round (6 Finalists)**

Deliver Prepared Speech (5 minutes), and followed by impromptu speech (2 minutes)

#### **Procedure**

1. Before the Contest, the contestants (6 finalists) will be briefed on the rules by the chief judge.
2. After the briefing, the participants will receive the topic for the final round and will be brought to the holding room for 1 hour of preparation time.
3. During the preparation time, contestants are allowed to use their devices such as laptop, iPad, or mobile phones.
4. 1 hour preparation starts upon the signal given by the AUN Secretariat. After 1 hour, all of the participants will be asked to turn off their devices.
5. Contestants will be asked to draw lots to determine their speech presentation order.
6. Contestants will be called one by one to the room and will be introduced each by announcing the contestant's number, name and university.
7. Upon being introduced, the contestant shall proceed immediately to the speaking position.
8. The contestants will be given **5 minutes each to deliver their speech**.
9. Timer will provide warning signal to the contestants 1 minute before the time is up. Scores will be cut down by the judges in case contestants deliver speech over time.
10. Contestants will only be allowed to carry ½ of an A4 size paper while delivering the speech.
11. After the speech, they will be given a piece of paper containing a follow up question to the main topic.
12. The contestants will be given **1 minute in total to read the question out loud, and to organize ideas to response**. Timing begins when the contestants start reading question out loud.
13. Then, each participant will be given **2 minutes to answer the question**.
14. After completing the answers, the contestant can remain in the room.
15. Announcement of the contest winner (s) will be at the closing ceremony.

#### **Judging Procedure**

1. The judges have to give comments and feedback to the contestants after the last speech presentation.
2. The score sheets will be collected after all of the judges gave their comments and feedbacks to the contestants.
3. The AUN Secretariat, and counters will tally the scores and will rank the contestants based from the scores.
4. In case of a tie, the contestant who has the highest score for the Content and Question and

Answer category combined will be declared as the winner. If the speakers still have the same score on the Content, Question and Answer category, the next basis is the Vision and Speech Value category. If the speakers have the same scores for all the four categories, that's the only time a tie will be accepted and will be declared as both winners.

## (C) Scoring Criteria

### The First Round (1<sup>st</sup> Round)

For the first round, one accompanying faculty staffs from each participating member universities will serve as the voting judges. They will be basing their judgment from the following criteria:

Judge Name: \_\_\_\_\_ University: \_\_\_\_\_

Contestant No.: \_\_\_\_\_ University: \_\_\_\_\_

Scoring Criteria	SCORE	Rubrics (Kindly encircle your score)					TOTAL
Vision and Speech Value	30						
Presentation of ideas and vision	10	2	4	6	8	10	
Creativity and meaningful of the speech	10	2	4	6	8	10	
Practicality and feasibility of the recommendations as to how the proposed vision and idea could be implemented	10	2	4	6	8	10	
Content	50						
Basic Knowledge and familiarity of the ASEAN+3 mechanisms, agreement and its challenges	20	4	8	12	16	20	
Quality and thoroughness of research	15	3	6	9	12	15	
Coherency and structure of the speech and its responses to the designated theme	15	3	6	9	12	15	
Presentation	20						
Connection to the audience	5	1	2	3	4	5	
Delivery of Speech (Non-Verbal: actions, effectiveness of communication, voice and manner)	10	2	4	6	8	10	
Appropriate and correctness of language (Verbal)	5	1	2	3	4	5	
TOTAL SCORE							

## The Final Round (6 Finalists)

For the final round, judges will be composed of one representative of the AUN Secretariat, and four more board of judges. The host university invites minimum of 4 board of judges, the total number of the board of judges have to be odd number).

The criteria for the final round of the Young Speakers Contest are as follows:

Name of the Judge: \_\_\_\_\_

Contestant Name: \_\_\_\_\_ Contestant Number: \_\_\_\_\_

Score Criteria	SCORE	Rubrics (Kindly encircle your score)					TOTAL
Vision and Speech Value	30						
Presentation of ideas and vision	10	2	4	6	8	10	
Creativity and meaning of the speech	10	2	4	6	8	10	
Practicality and feasibility of the recommendations to the raised problem statement	10	2	4	6	8	10	
Content	20						
The structure of the speech and its responses to the designated topic	20	4	8	12	16	20	
Question and Answer	30						
Convincing and manner of response to the question	15	3	6	9	12	15	
Clarity of response and its relation to the given question	15	3	6	9	12	15	
Presentation	20						
Connection to the audience	5	1	2	3	4	5	
Delivery of Speech (Non-Verbal: actions, effectiveness of communication, voice and manner)	10	2	4	6	8	10	
Appropriate and correctness of language (Verbal)	5	1	2	3	4	5	
TOTAL SCORE							

## (D) Mechanism for Selection

### (i) Judges

#### The First Round (1<sup>st</sup> Round)

The composition of contest judges in the first round is tabulated below:

Chief Judge	Voting Judges (One accompanying faculty staffs from each participating member universities)
<u>Duty</u>  - Brief the contest rules to the contestants (participating universities)  - Brief the rules and duties to voting judges, timers, and counters  - Not giving scores to contestants	<u>Duty</u>  - Give scores to contestants

#### The Final Round (6 Finalists)

For the final round, judges will be composed of one representative of the AUN Secretariat, and four more board of judges. The host university invite **minimum of 4 board of judges**, the total number of the board of judges have to be **odd number**). The board of judges may comprise of the following:

- University Professors/ Experts have specialization on the theme of the contest
- Guests from sponsors or international organizations
- Experts in the field of communications or in speech contest
- Representative from English language center, language specialist



Chief Judge	Board of Judges	
	1 representative from AUN-Secretariat	4 board of judges (Invited by the host university)
<b><u>Duty</u></b> - Brief the contest rules to the 6 finalists - Brief the rules and duties to judges, timers, and counters - Not giving score to contestants	<b><u>Duty</u></b> - Give scores to contestants	

## (ii) Timers

**Two timers are appointed.**

1. One is provided with a stopwatch. One must write record of elapsed time of each contestant.
2. One is provided with a signaling device that displays 1 minute left, and end which must be in full view of each contestant.

## (iii) Selection Process

### The First Round (Day 1)

- Contestants in the Young Speakers Contest are requested to present their views on the theme **orally**. The oral presentation should **not exceed 7 minutes in length**. Presentations will be scored in terms of **content and participants' oratorical skill**. (Visual aids such as PowerPoint presentation are not allowed.)

6 contestants will be selected from this session to participate in the final round.

### The Final Round (Day 2)

- The 6 finalists selected from the first round will be given the new topic. Each contestant has 5 minutes for their speeches, following with the impromptu speech. They are requested to answer the specified question (one question for all) to clarify points raised in the contestant's oral presentation and to gauge the contestant's ability for extemporaneous response to the question (2 minutes each). The judges will select the winners from these sessions based on the specific scoring criteria.

## (E) Awarding System

The winners of the final round will be as follows;

**Champion:** Contestant who garnered the highest score in the final round

**1<sup>st</sup> Runner Up:** Second place in the ranking

**2<sup>nd</sup> Runner Up:** Third place in the ranking

**Runners Up:** The rest of the finalists who did not make it to the top 3

The standard awards that each will receive are as follows:

- Certificates of recognition shall be awarded for the top 3, and runners up
- Certificates of participation shall be awarded for the rest of the contestants

The awards will be given during the closing ceremony on Day 3.

Additional awards will depend on the host university and partner organizations.

## (F) Things to Consider for Young Speakers Participants

### Attendance and Participation

All contestants are expected to actively participate throughout the duration of the event. They are expected to fulfil their duties for the entire duration of the competition and this includes being on time, and most especially, following all of the regulations and procedures stipulated in this guidelines. Take this opportunity to expand your networks and group of friends from ASEAN+3.

### Dress Code

All clothing must adhere to guidelines that portray professionalism and modesty. The following are the standard delegate attires for the conference:

For Male:

- **Shirt:** Only long-sleeved shirt with suit and tie  
**Pants:** Only plain black, beige and brown slacks or khakis will be accepted
- **Shoes:** A pair of black or dark brown leather shoes

For Female:

- **Shirt:** Long or short sleeved dress shirts with collar shall be worn together with a suit
- **Skirt/Pants:** Skirt and Pants deemed appropriate to exude professionalism will be allowed
- **Shoes:** A pair of close-toed leather shoes is allowed.

## **Courtesy**

The event is a platform for discussion and creative solutions to regional problems. Contestants are expected to be prepared, attentive, courteous, and familiar with the Contest's Rules and Procedures.

Contestants should not interrupt or be disrespectful during the speech of another contestant. At no time will contestant use foul language, or direct racial or ethnic slurs against a country or individual.

## **Name Cards/Gifts**

Contestants are advised to prepare their name card stating their contact details, the country they are representing and the university they are from so they can practice formal and professional way of expanding networks. Participants may also bring small souvenirs that they can exchange with their new-found-friend after the event.

# Annex 1

## **ANNEX 1**

### **ASEAN University Network**

## **15th AUN and 4th ASEAN+3 Educational Forum 2015**

Universiti Kebangsaan Malaysia, Selangor, Malaysia

22-23 January 2015

### ***“Developing ASEAN+3 Economic Integrated Community: Issues on Gender Equality, Minority Groups, and Persons with Disabilities”***

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## **I. Introduction**

1. We, the students of the ASEAN University Network (AUN) Member Universities and the Plus Three countries, gathered on the 23rd of January year 2015 at Universiti Kebangsaan Malaysia, Selangor, Malaysia on the occasion of the 15th AUN and 4th ASEAN+3 Educational Forum and Young Speakers' Contest.
2. We acknowledge with conviction that an inclusive community means giving equal opportunities and equal rights to the marginalised sectors without any discrimination on gender, and race. Furthermore, an inclusive community in the ASEAN+3 region also means the inclusion of the minority groups and the persons with disabilities (PWD) to the economic activities of the region.
3. We note with satisfaction the efforts of our governments, universities, and other sectors in ensuring an inclusive and people-oriented community in the ASEAN+3 region.
4. We reaffirm our roles as future leaders of the region in ensuring a conducive and inclusive environment for everyone without any discrimination, and that we believe that an inclusive and fair community will be beneficial to the development and growth both in the economic and socio-cultural aspect of the region.
5. We believe the issues of gender equality, minority groups, and persons with disabilities (PWD), can be solved if we continue to work together, support one another, and learn from each other. And with this, as future leaders of the region renew our commitment to help further flourish the relationship of the Member States of the ASEAN+3, and at the same time harmonising the understanding of each other despite of the diversity and various differences within the region. Together as one region, we can work together effectively and efficiently towards the attainment of our individual and collective goals.
6. With these statements, we, as future leaders, hereby declare the following recommendations and statements with regards to the inclusion of everyone regardless of gender, the minority groups, and persons with disabilities.

## **II. Gender Issues**

Bearing in mind the economic benefits for the ASEAN+3 region if the potential of everyone in the community will be maximized, we as future leaders hereby suggest the following:

### ***Political Issues on Gender***

7. *Encourage* ASEAN+3 countries to reach social justice by promoting gender equality in the region within public and private sectors to address this issue;
8. *Highly Recommend* ASEAN+3 Member States to adopt focal points across the judiciary, legislative, and executive bodies as well as ministries to promote gender equality in public sectors;
9. *Strongly suggest* ASEAN+3 Member States to work towards a more substantive equal representation of women in decision-making level of both public and private sectors,
  - a. To recommend gender-sensitized laws and policies to include more women in both private and public sectors based on merits,
  - b. To urge Member States to report annually to the ASEAN Ministerial Meeting on Women (AMMW) on level of women's participation in Member States;
10. *Endorse* ASEAN+3 Member States to work on modifying the operations of the ACWC (Commission on the Promotion and the Protection of the Rights of Women and Children) as follows:
  - a. To improve the quality of decision making in ACWC in which it shall involve independent experts on the issue of gender equality,
  - b. To develop protection and redress mechanism for tackling the gender inequality in the region,
  - c. To encourage ASEAN Secretariat to increase funding to support the activities taken by the ACWC;

### ***Issues on Gender in Education***

11. *Call upon* the ASEAN+3 Member States to set up an ASEAN+3 Centre for the Empowerment of Women (AIEW) to empower women in the region and its dialogue partner countries in integrating them into the decision making sphere of both public and private sectors;
12. *Strongly urge* the ASEAN+3 Member Countries to promote gender equal practices through the virtues of education,
  - a. To incorporate gender issues into existing subjects in the curriculum in schools across Member States,
  - b. To draw the attention to women's access to tertiary education in the STEM (sciences, technology, engineering, and math fields). Women's participation in STEM assures healthier economic growth and greater global innovation,
  - c. To have a forum promoting non-discrimination against gender diversity in order to promote awareness on marginalized genders;
  - d. To work towards substantive equality of women to education;

## **Economic Participation**

13. *Call for* ASEAN+3 Member States to foster the process of adopting ASEAN Convention on Elimination of Violence against Women and establishing ASEAN Convention on the Protection of the Rights of Migrant Workers;

- a. To emphasize the need for the protection of female domestic workers, especially those who work abroad, since the employer-employee relation still remains unequivocal, increasing the vulnerability of female domestic workers,
- b. To promote micro-saving schemes and financial literacy workshops to be made accessible and affordable for transient or migrant workers to ensure sustained remittances and for further investments in home countries,
- c. To recommend an incubation laboratory comprising of Small and Medium Enterprises' (SMEs) experienced entrepreneurs to provide training for transient workers who have undergone micro-saving schemes on how to invest and create businesses in their home countries;

14. *Urge* ASEAN+3 Member States to inspire and support women especially those in remote areas to actively participate in economic activities, particularly setting up SMEs (Small and Medium Enterprises);

## **Funding Mechanism**

15. *Request* the collaboration between ASEAN+3 and Asian Infrastructure Investment Bank to seek for financial assistances with low or zero interest rate to development projects related to gender equality, including but not limited to:

- a. Basic utilities
- b. Sanitation and healthcare facilities and amenities
- c. Transportation
- d. Internet access and information communication technologies

16. *Endorse* collaboration among ASEAN+3 Member States, multinational corporations (MNCs), social enterprises and civil society organizations to attain common interests as a step to ensure social justice by tapping on the existing platform provided by the ASEAN Business Forum;

## **III. Minority Groups**

Having faced with the reality that the ASEAN+3 region has many minority groups whose potential and talents are not maximized, we as future leaders of the region, believe that an inclusive policy measures and recommendation should be taken into consideration to provide opportunities and to include the minority groups to the economic activity of the region. Therefore, we hereby recommend the following:

## ***Recognizing the problems regarding minority groups***

17. *Realize* that all countries have their own priorities and national interests which may at times conflict with the interest of minority groups that is why policies enforced do not necessarily benefit all groups of people;
18. *Acknowledge* that minority groups lack many of the rights given to the majority in which this can be seen throughout the region;
19. *Having analyzed* the problems faced by ASEAN+3 nations, it can be concluded that the core problems are a result of the lack of people-to-people connectivity;
20. *Keeping in mind* these issues, we hereby, as future leaders of ASEAN+3 propose the following to tackle the problems confronted by minority groups.

## ***Action Plans in Overcoming Minority Issues in ASEAN+3***

### ***A. Recommendations to identify the priorities of the minority groups***

21. *Request* ASEAN+3 Member States to support the establishment of the neutral platform for NGOs, minority groups representatives, and government officials with these objectives:
  - a. To open communication channels between these stakeholders
  - b. To deepen understanding on the needs and rights of minority groups
  - c. To improve the process of policy making with regards to minority groups in individual countries
22. *Encourage* further support from ASEAN+3 Member States to second facilitators to assist with the platform of other member states;
23. *Call upon* the establishment of a regional permanent council consisting of experts in the area of minority issues to aid in the facilitation of these platforms;

### ***B. Recommendations to address the inadequate provisions of social welfare for minority groups***

24. *Support* the provision of social welfare services to the minority communities;
25. *Encourage* ASEAN+3 Leaders to establish and carry out an action plan to ensure the efficient provision of social welfare services;
26. *Highly recommend* the annual evaluation of the action plan in order to see the progress;

### ***C. Recommendations on eliminating discrimination against minority groups through education***

27. *Recommend* to improve access to ICT (Information Communication Technology) infrastructures;
28. *Recommend* the utilization of a hybrid of mass media and social media mediums
  - a. To create opportunities for conversation on minority issues among students
  - b. To raise awareness of diversities within countries
  - c. To promote equality



29. *Encourage* ASEAN+3 Member States to work toward a substantive equality in education for minority groups;
30. *Support* awareness campaigns with regards to minority groups within the ASEAN+3 countries by promoting educational tourism such as, not limited to;
  - a. Promote minority culture through the preservation and establishment of cultural heritage sites of minority groups
  - b. Support selling of traditional minority cultural goods
  - c. Promote the social history of minority groups
31. *Further support* education tools that promote dialogues and cultural exchange programs between schools on least addressed minority group issues;

***D. Recommendations to share the responsibilities and the accountabilities in tackling the issues of minorities;***

32. *Strongly encourage* all governments in ASEAN+3 to work closely with the private sectors to share the responsibilities and accountabilities through Corporate Social Responsibility (CSR);
33. *Emphasize* the importance of integrating all sectors of the economy towards issues faced by minority groups;
34. *Encourage* the private sector to support minority groups by providing aid in the form of microcredit loans to support the establishment of Small and Medium Enterprises (SME)

***E. Recommendation to improve infrastructure to enhance connectivity and accessibility for minority group.***

35. *Call upon* ASEAN+3 Member States to ensure the provision of basic necessities for minority group including but not limited to:
  - a. Shelter
  - b. Food
  - c. Education
  - d. Facilities
  - e. Services
  - f. Benefits
36. *Recommend* short and long term plans in order to alleviate the discrimination of minority group and integrated them into the society.
37. *Further recommend* the creation of infrastructure that will mobilize the minority group to increase the economic, market access, resources and educational opportunities

#### **IV. Persons With Disabilities (PWD)**

Reaffirming that the development and maximizing the potential of the persons with disabilities is beneficial to the realization of an ASEAN+3 Integrated Economic Community, we hereby enumerate recognized problems and possible recommendations to tackle the issues on PWD:

## ***Problem Statements***

38. *Realizing* the need of Human Resource Development, Capacity Building and Job Employment Opportunities in regard with a single market of the ASEAN+3 Integrated Economic Community;

39. *Recognizing* the importance of the strengthening of the current institution, action and programs in order to become more effective in developing the potentials of persons with disabilities;

40. *Acknowledging* the significance of enhancing the infrastructure and communication connectivity to ensure equitable economic development for persons with disabilities;

41. *Recognizing* the need to increase awareness towards persons with disabilities in facing a more competitive economy of the ASEAN+3 Integrated Economic Community;

### ***A. Recommendation on Human Resource Development, Capacity Building and Job Employment Opportunities***

As the youth of ASEAN+3 region, we,

42. *Encourage* ASEAN+3 Member States to conduct a comprehensive survey through the micro-governments to determine the accurate condition of persons with disabilities in the different parts of the country to guide stakeholders in developing corresponding empowerment programs and policies;

43. *Recommend* collaboration between vocational training centers for persons with disabilities and employers so that the curricula are aligned with the actual demands of the labor market and improve the employability of persons with disabilities;

44. *Encourage* the ASEAN+3 Labour Ministers Meeting in enhancing and promoting quality vocational training education, labour market information, national competency standard which covers persons with disabilities;

45. *Encourage* ASEAN+3 Member States to consider community-driven educational development programs that better consider a community's resource endowments to provide persons with disabilities with specific skills that enable them to become economically productive workers;

46. *Promote* the participation of persons with disabilities in microbusinesses by:

- a. Increasing accessibility to micro financing,
- b. Encouraging the access to the domestic market

47. *Encourage* ASEAN+3 Member States to provide support services to social enterprises through public and private sectors that seek to improve the lives of persons with disabilities, including but not limited to:

- a. Management consultancy,
- b. Marketing strategy,
- c. Financial planning;

48. *Encourage* business entities to prioritize marginalized groups as the beneficiaries of their Corporate Social Responsibility (CSR) projects;

49. *Recommend* a more active participation of ASEAN+3 Member States' universities in addressing the issues of persons with disabilities through University Social Responsibility (USR) including but not limited to:

- a. Disabilities Studies
- b. Research Funding and Projects

***B. Recommendations in strengthening current institutions, actions and programs***

50. *Promote* the accountability and transparency of multi-stakeholders including ASEAN+3 Member States, investors, Disabled People's Organizations (DPOs) and the beneficiaries via Social Impact Bond;

51. *Encourage* the enhancement of the role of ASEAN+3 Disabled People's Organization to act as an advocacy group to multi-stakeholders including the ASEAN+3 Member States, international development agencies, civil society organizations, media, business sectors, academic groups, Disabled People's Organizations (DPOs), disabled related organizations and their parents/family organizations;

52. *Work* toward revamping the current actions and plans to maximize the performance towards the well-being of persons with disabilities and their participation in economic development;

***C. Recommendations for the enhancement of infrastructure and communication connectivity***

53. *Strongly suggest* the technology sharing between ASEAN+3 Member States regarding the development of barrier-free, disabled-friendly facilities by:

- a. Highly recommending Plus Three Member States (China, Japan and Republic of Korea) for the establishment of joint research and academic institutes like the research centers and higher education institutions as well as the technical expertise assistance for greater technology sharing and technology transfer in constructing, maintaining and updating the infrastructure, facilities and assistive technologies for the persons with disabilities;
- b. Encourage the ASEAN Committee on Science and Technology Plus Three (COST+3) to highlight the development of regional science and technology advancement regarding to persons with disabilities;

54. *Highly recommend* the Member States of ASEAN+3 to develop a national plan in requiring public buildings and workplaces to be equipped with barrier-free, disabled-friendly facilities;

55. *Propose* a 7 years plan (time frame shall be determined based on results of phase I) of renovation and improvement of the existing buildings in providing barrier-free, disabled-friendly facilities through series of phases:

- a. Phase 1 (2 years): The drafting of a blueprint and a consensus between the members states to adhere to it,
- b. Phase 2 (5 years): The implementation of the renovation and improvement of the existing buildings to be disabled-friendly. An independent observatory body which includes the persons with disabilities will monitor the progress of the plans annually;

56. *Call* for a joint fund between the Member States of the ASEAN+3 for a regional implementation of improvement and development of barrier-free, disabled-friendly facilities;

***D. Recommendations to increase awareness towards persons with disabilities***

57. *Support* the integration of the curriculum on persons with disabilities by facilitating a platform in order to create a curriculum guideline that is implemented throughout the ASEAN +3 region by:

- a. Creating a committee consisting of ASEAN+3 teachers, experts in education, specialist in education of persons with disabilities and persons with disabilities themselves,
- b. Creating educational materials that extensively discuss the issues of persons with disabilities that are suited for the curriculum suggested,
- c. Recommending the curriculum to be separated into primary and secondary steps,
- d. Calling upon the committee to have a one-year time frame to create the curriculum guideline and another one year to implement a pilot assessment;

58. *Recommend* hybrid Mass Media and Social Media mediums to empower persons with disabilities by recognizing the importance of social media in connecting and integrating persons with disabilities within the ASEAN +3 regions;

59. *Encourage* the use of social media mediums in private and public sectors to change the stigma present in society;

60. *Recommend* the creation of a joint awareness campaign in ASEAN +3 Member States by presenting issues of persons with disabilities through different mediums at prime time, in order to raise awareness, this includes print media.

## **V. Closing**

The realization of this Joint Statement will be accomplished through enhanced cooperation among the network of the ASEAN+3 students and relevant stakeholders. This Joint Statement will be submitted to the ASEAN+3 Senior Officials Meeting on Youth (SOMY) through the ASEAN Secretariat.

The Meeting was held in the traditional spirit of ASEAN+3 cordiality and solidarity.

**Adopted** in Selangor, Malaysia this 23<sup>rd</sup> of January in the year 2015

Acknowledged by:

The student participants of the

15<sup>th</sup> AUN and 4<sup>th</sup> ASEAN+3 Educational Forum and Young Speakers' Contest