

**GUIDELINES ON THE
ACCREDITATION, PRIVILEGES AND OBLIGATIONS
OF NON-ASEAN OBSERVERS IN
*THE ASEAN SOCIAL SECURITY ASSOCIATION (ASSA)***

1. Application

- 1.1 Any institution or association of a non-ASEAN*1 country administering one or more branches of social security may apply for non-ASEAN observer.
- 1.2 To apply, the applicant-institution or association of the non-ASEAN country shall:
 - 1.2.1 send official communication addressed to the ASSA Secretary General duly signed by the Head of the social security institution or association;
 - 1.2.2 accomplish the appropriate ASSA Observer application form and submit the following supporting documents if applicable: legislation creating or establishing the institution or organization; certificate of registration with government regulatory agency; articles of incorporation and by-laws; company profile, organizational set-up and list of current senior officials; approval from its government to join as a non-ASEAN Observer; and
 - 1.2.3 empower the ASSA to verify and validate all information and supporting documents to the application

2. Validation

The ASSA Secretariat shall:

- 2.1 Validate all information and supporting documents relative to the applications; and
- 2.2 Prepare and submit a memorandum report containing its findings, evaluation and recommendation/s to the Secretary General, who in turn shall forward the same to the ASSA Board for discussion.

3. ASSA Board Action

The Board, on consideration of the application for non-ASEAN ASSA observer and on the premise that the status of non-ASEAN ASSA observer is a matter of privilege and not a right, may resolve to:

- 3.1 Approve - where the institution or association meets and satisfies all requirements;
- 3.2 Disapprove - for lack of merit; or
- 3.3 Defer consideration - pending submission of additional information or documents required.

4. Privileges

A non-ASEAN ASSA observer shall have the following privileges:

- 4.1 to attend, pre-ASSA Board Meeting seminars and participate in the discussions; regular or special ASSA Board Meetings but only during the portion of the agenda on good practices in social security administration at which they may share their own experiences on the subject;
- 4.2 To participate in ASSA-sponsored seminars and conferences; and
- 4.3 To receive all ASSA publications and materials.

5. Obligations

A non-ASEAN observer shall have the following obligations:

- 5.1 to comply with all guidelines promulgated by the ASSA Board governing non-ASEAN ASSA observers;
- 5.2 To share its good practices in social security administration during ASSA-sponsored seminars or ASSA Board meetings;
- 5.3 To maintain proper decorum during meetings and seminars/conferences;
- 5.4 to defray expenses for travel and hotel accommodation of its representative/s to ASSA meetings and sponsored activities;
- 5.5 to secure prior clearance or approval on any write-up or publication on matters that may be prejudicial to the ASSA.

6. Termination of Non-ASEAN Observer status

The non-ASEAN ASSA observer status of any institution or organization may be terminated upon any of the following grounds:

- 6.1 voluntary withdrawal;
- 6.2 failure to comply with ASSA guidelines; or
- 6.3 any other reason as the Board may decide.

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**1: Association of Southeast Asian Nations (Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam).*