

ROADMAP FOR SEANF PERMANENT SECRETARIAT

General Overview

	Current SEANF	Permanent Secretariat
Objective	To organise itself as a regional mechanism for the effective promotion, protection, and fulfilment of human rights if the peoples of South East Asia region.	<ul style="list-style-type: none"> • As implementing body of SEANF's decisions.
Mandate and Function	<ul style="list-style-type: none"> • Formulate policies, strategies, and programs. • Make rules in connection with any policies • Promote co-operation and joint activity among members and with intergovernmental and governmental institutions and other relevant organisation. • Encourage governments of SEA region, other relevant organisations, in particular AICHR, and individuals to participate in meeting of, or projects arranged by the Forum. • Encourage government to become parties 	<ul style="list-style-type: none"> • Help strengthen the capacity of SEANF members by organising meetings amongst SEANF members and other stakeholders and facilitating networks; • Manage the day-to-day operations of the SEANF and implements the decisions of the Forum; • Maintain communication and coordination amongst SEANF Members; • Organise programs and initiatives of SEANF that promote human rights issues as common cooperation; • Assist in identifying priorities issues, harmonizing activities, improving the utilization and mobilization of resources and support efforts to strengthen capacity of SEANF member to contribute to promotion and

	<p>to core international human rights instruments and harmonize domestic laws to these instruments; and on this basis, SEAN will take initiatives in forging regional standards and conventions.</p> <ul style="list-style-type: none"> • Consider and adopt or otherwise deal with reports of any members on any issue of human rights of common concern. • Advocate for the establishment and development of NHRI among South East Asian countries where there are none. • Undertake such activities that are conducive to attaining the Forum's objectives; including taking collective positions on issues of gross human rights violations within and outside the region. 	<p>protection of human rights in region;</p> <ul style="list-style-type: none"> • Compile and disseminate information to SEANF members and stakeholders; • Manage Forum's website including updates program and activities; • Organize and coordinate SEANF participation on Regional and International Conference, Workshop, Seminar or Sessions in UN Bodies; • Co-operate with other organizations and agencies in matters of common interest; • Provide support to the SEANF Chair; • Organize and coordinate TWG and Annual meetings of SEANF as well as other meeting based on Forum's decisions; • Help secure financial support for the Organization from interested countries, organizations or other sources; • Carry out all other assignments given by the Forum; • Conduct studies on various human rights issues of common concern to Southeast Asian countries; • • Prepare SEANF position papers on various human rights issues, which would be submitted to relevant stakeholders such as ASEAN bodies
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Structure	<ul style="list-style-type: none"> • The forum chairperson shall be the chairperson of the National Human Rights Commission that hosts the Annual Conference • The Chairperson shall hold the office for a term beginning from date of the conclusion of the last Annual Conference and ending the date of the conclusion of the following conference. 	<ul style="list-style-type: none"> • Founding Members • Board Members for one year term • Executive body, which consists of Executive Director is appointed by Board Members for 4 years and can be renewable, and staff
Members	<ol style="list-style-type: none"> a) the Indonesian National Commission on Human Rights (KOMNAS HAM); b) the Human Rights Commission of Malaysia (SUHAKAM); c) the Myanmar National Human Rights Commission (MNHRC); d) the Commission on Human Rights of the Philippines (CHRP); e) the National Human Rights Commission of Thailand (NHRCT); f) Provedoria de Direitos Humanos e Justica (PDHJ) of Timor Leste 	The name of Board Members (6 persons) representing NHRIs members of SEANF
Characteristic	<ul style="list-style-type: none"> • Loose network of NHRIs in SEA 	<ul style="list-style-type: none"> • Permanent organisation to implement SEANF's decision.

	<ul style="list-style-type: none"> • Permanent from the State 	<ul style="list-style-type: none"> • Registered under Indonesian law.
Requirements		<p>To be registered under Indonesian law as an Association (Perkumpulan):</p> <ul style="list-style-type: none"> • Revised Rules of Procedures of SEANF. • MOU of the SEANF Members on the Establishment of the Permanent Secretariat of SEANF. • Statute of the Permanent Secretariat of SEANF. <p>To form a Board Members:</p> <ul style="list-style-type: none"> • KOMNAS HAM to appoint 3 Commissioners as the Board of Directors (BoD) for the Permanent Secretariat of SEANF (KTP) • Each NHRI appoints focal point to function as Members of BoD (passports) <p>To operationalize the office:</p> <ul style="list-style-type: none"> • Hire Executive Director, Accountant, Program Manager • Staff Policy Handbook, financial management policy and Planing, monitoring and evaluation system (PME)

Roadmap toward Establishment of SEANF Permanent Secretariat

Establishment of the Permanent Secretariat of SEANF:

Step 1 Registering the Permanent Secretariat under Indonesian Law

- a) Draft Statute of Permanent Secretariat for the adoption of the SEANF Annual Meeting, 27-28 Sept 2016 (signed by all members) – first week of September 2016
- b) Obtain the approval for the establishment of the Permanent Secretariat from SEANF Annual Meeting – September 2016
- c) Registration in Jakarta-based Notaries – October 2016
- d) Open Bank Account – October 2016 (depends on funding availability)

Step 2 Establishing the Office of the Permanent Secretariat of SEANF in Jakarta (October-December 2016)

a) Establishing office facilities and infrastructures :

Komnas HAM office at Jl. Hayam Wuruk, Jakarta

b) Establishing structure of management and staff

- Hiring Executive Secretary and staff
- Drafting Staff Policy Handbook, financial management policy and Planning, monitoring and evaluation system (PME)
- Revamping the website
- Diplomatic Briefing/Press Conference (December 2016 or January 2017)

Step 3 Financial Resources (2017)

- a) Budgeting development of 3 years budget
- b) Policy of fund rising
- c) Annual fee from SEANF members
- d) Cooperation with other potential fundings

Step 4 Implementing Activities

- Implementing strategic planing (based on the decision of SEANF members)

Time Frame of the Establishment of the SEANF Permanent Secretariat

Step	Activities	Time Frame
Step 1:	Registering the Permanent Secretariat under Indonesian Law	June-October 2016
	a. Draft Statute of Permanent Secretariat for the adoption of the SEANF Annual Meeting, 27-28 Sept 2016 (signed by all members)	September 2016
	b. Obtain the approval for the establishment of the Permanent Secretariat from SEANF Annual Meeting	September 2016
	c. Registration in Jakarta-based Notaries	October 2016
	d. Open Bank Account	October 2016 (or depends on funding availability)

Step 2	Establishing the Office of the Permanent Secretariat of SEANF in Jakarta	October-December 2016
	a. Establishing office facilities and infrastructures	October –November 2016
	b. Establishing structure of management and staff	December 2016
Step 3	Financial Resources	2017 <ul style="list-style-type: none"> • The financial resources has been identified since 2016 • In 2017 the financial matter will be clearly identified
	a. Budgeting development of 3 years budget	
	b. Policy of fund rising	
	c. Annual fee from SEANF members Cooperation with other potential fundings	
Step 4	Implementing Activities	
	Implementing SEANF Strategic Plan	
