

**TERMS OF REFERENCE (TOR)
OF
THE ASEAN CENTER OF MILITARY MEDICINE (ACMM)**

The ASEAN Center of Military Medicine, hereinafter referred to as “ACMM”, has been established; as a follow-up to the adoption of Concept Paper on Establishment of ACMM by the 9th ADMM, in Langkawi, Malaysia; to strengthen and develop the establishment of practical, effective, sustainable cooperation among Military Medical Services (MMS) of ASEAN Member States (AMS). ACMM shall be a subsidiary body under the ASEAN Defence Ministers’ Meeting in Annex 1 of the ASEAN Charter. ACMM shall be operated in accordance with the following Terms of Reference (TOR):

1. LOCATION

The ACMM shall be established in the Kingdom of Thailand, hereinafter referred to as “the Host Country”.

2. LEGAL PERSONALITY

The legal personality of ACMM shall be granted under a Memorandum of Understanding (MOU) between the Host Country and ACMM.

3. PRINCIPLES

ACMM shall adhere to Article 1 and Article 2 of the ASEAN Charter which respects the sovereignty of all AMS, with all contributed assets and personnel remaining under national command and control.

4. MANDATE AND FUNCTIONS

ACMM shall facilitate the coordination and cooperation among MMS of the AMS and Plus Countries, and work in partnership with related agencies and international and regional organizations, to support all areas of military medical collaborations. Contributions shall be made on flexible, voluntary and non-binding basis. Details of its mandate and functions are shown in ANNEX 1.

5. STRUCTURE

ACMM shall be composed of Board of Directors and Secretariat Office. Details of its structure, roles and responsibilities are shown in ANNEX 2.

6. BUDGET AND FUNDING

Budget and funding is hereby allocated for the implementation of the ACMM. It shall be known as the ASEAN Center of Military Medicine Fund. Details are shown in ANNEX 3.

7.DECISION-MAKING

Decision-Making in ACMM shall be based on consultation and consensus of the Board of Directors, in accordance with Article 20 of the ASEAN Charter.

8.REPORTING MECHANISM

The Secretariat Office shall make annual reports on the work of ACMM, and expeditious reports as necessary to the Board of Directors. The Board of Directors will submit reports to ADSOM WG, ADSOM, and ADMM, respectively.

9.RELATIONSHIP WITH OTHER INSTRUMENTS

The provisions of this TOR shall in no way affect the rights and obligations of ACMM Members with regard to any existing treaty, convention, or instrument to which they are Parties.

10.RELATIONSHIP WITH PLUS COUNTRIES

Plus countries may provide professional inputs and support to ACMM in performing functions to carry out the mandate and functions of the ACMM, and shall meet as and when necessary. Relationships between ACMM and Plus countries are shown in ANNEX 4.

11.ADOPTION

This TOR shall be subjected to ADSOM WG for consideration and submitted to ADSOM for endorsement and subsequently to ADMM for adoption.

12.REVIEW MECHANISM

This TOR shall be formally reviewed 4 years after the commencement of ACMM or as otherwise determined by the Board of Directors. This review and subsequent reviews shall be undertaken by the ADSOM.

ANNEX 1: MANDATE AND FUNCTIONS

The ACMM shall facilitate the coordination and cooperation among MMS of the AMS and Plus Countries, and work in partnership with related agencies and international and regional organizations, to support all areas of military medical collaborations, as follows;

1. Enhancing regional military medical service capabilities.
 - a. conduct workshops and meetings in areas of military medical services; and
 - b. conduct proper joint training courses or exercises in areas of military medical services.
2. Assessing and utilizing medical information in baseline and crisis situations.
 - a. collect, consolidate and periodically update medical data from the MMS of the AMS and the Plus Countries, regarding available resources, military medical assets and capabilities for the military medical arrangements and responses;
 - b. on the basis of such data, conduct analysis to perform medical estimations; and
 - c. disseminate information to each MMS of the AMS and the Plus Countries as well as AHA Center and other related agencies.
3. Harmonizing regional military medical capabilities for better interoperability.
 - a. facilitate the establishment, maintenance and periodic review of regional military medical arrangements, standard operating procedures (SOPs), and joint medical response plans for the MMS;
 - b. develop joint military medical response plans;
 - c. when needed, facilitate the processing of exemptions and necessary clearances for military medical assets in respect to the provision of medical assistance to preempt any legal impediments;
 - d. when possible and appropriate, facilitate the processing of deployment of military medical personnel, equipment, facilities, and materials through the Disaster Emergency Logistic System for ASEAN (DELSA) managed by the AHA Center or other relevant systems/agencies; and
 - e. facilitate technical cooperation and scientific and technical research.

ANNEX 2: STRUCTURE

ACMM shall be composed of Board of Directors and Secretariat Office.

1. Board of Directors

The Board of Directors shall comprise of a representative of each AMS, to be appointed by and accountable to the respective appointing Governments. The Chairman of the Board of Directors shall be the representative of the AMS holding the Chairmanship of ASEAN.

The Chairman of The Board of Directors shall:

- a. act and represent ACMM based on consensus of the Board of Directors.
- b. report annually to ADSOM WG, ADSOM, and ADMM, respectively.

The Board of Directors shall:

- a. approve the activities and projects of ACMM formulated by the Secretariat Office;
- b. approve and oversee the annual operating budget for ACMM as well as funding management and procurement policy formulated by the Secretariat Office;
- c. perform such other functions as necessary to carry out the mandate and functions of ACMM, which include engagement with Plus countries; and,
- d. meet annually or when necessary.

2. Secretariat Office

The Secretariat Office reports directly to the Board of Directors. The Secretariat Office shall be the day-to-day executive body of ACMM and shall carry out its mandate and functions as stipulated.

The Secretariat Office shall be headed by a Secretariat Chief and shall consist of 5 sections, namely: Information Section, Coordination Section, Planning and Operations Section, Communication and Information Technology Section (CITS), and Administrative Section. The Ministry of Defence (MOD) of the Kingdom of Thailand shall initially provide the office, personnel, and equipment. Further recruitment of staff for the Secretariat Office will follow a competitive and transparent recruitment process. Contribution of personnel by AMS shall be flexible, voluntary and non-binding.

2.1 Information Section:

Information Section shall be responsible for data gathering, processing, and distributing medical and other related information. The section shall consist of Medical Data Collection Branch, Data Analysis Branch, and ASEAN Military Medical Assessment Team (AMMAT).

2.2 Coordination Section:

Coordination Section shall be responsible for coordination and cooperation among the MMS of the AMS with other relevant agencies/organizations/entities. It consists of Liaison Officers (LO) from the AMS who shall act as Points of Contact (POC's) from the MMS and in crisis situation, may include LO from Plus Countries and other relevant agencies/organizations/entities, as necessary.

2.3 Planning and Operations Section:

Planning and Operations Section shall be responsible for standardization and harmonization of the MMS of the AMS by planning for joint trainings and military medical response, supporting the joint military medical response, and dealing with the medias. It may also work with the Multi-National Coordination Center (MNCC) in the disaster-affected state and other relevant agencies/organizations/entities, whereas LO from the AMS shall be joint staffs of the section. The section shall consist of Planning Branch, Operation Branch, Joint Training Branch, and Public Relation Branch.

2.4 Communication and Information Technology Section:

Communication and Information Technology Section shall be responsible for providing communication and data networks. It shall consist of Satellite-Communication Branch, Radio-Transmission Branch, and Information Technology (IT) Support Branch.

2.5 Administrative Section:

Administrative Section shall be responsible for management of personnel, logistics, financial, and legal issues. The section shall consist of Personnel Branch, Logistics Branch, Financial Branch, and Legal Branch.

ANNEX 3: BUDGET AND FUNDING

The ASEAN Center of Military Medicine Fund and its Financial Rules are established for the implementation of the ACMM operation and administration.

1. Contribution by the AMS Governments shall be made to maintain functions, operations and support the implementation of the ACMM each budget year as deemed equally share.
2. The Board of Directors may consider additional contribution to support urgent operations of ACMM;
3. The obtained additional funding and resources may also be allocated as deemed appropriate to support ACMM, subject to the approval by the Board of Directors.
4. ACMM, when necessary, shall be able to obtain additional funding and resources from AMS, other countries, international and regional organizations, any other institutions which should be requested in a timely manner.
5. Plus Countries may voluntarily support ACMM to maintain functions and operations;
6. The Secretariat Office shall make annual financial reports of ACMM transparently to the Board of Directors for approval. The Board of Directors will submit the reports to ADSOM WG, ADSOM-Plus WG, ADSOM and ADSOM-Plus, respectively.

ANNEX 4: RELATIONSHIP WITH PLUS COUNTRIES

1. ACMM shall engage in mutually beneficial dialogues, cooperation and partnership with Plus countries
2. The relationship between ACMM and Plus countries shall adhere to the principles set forth in this TOR. Plus countries shall respect the ACMM on the basis of ASEAN unity and solidarity, and shall coordinate and commit to develop common positions and pursue cooperation with ACMM, subject to the national policies of the Plus countries and of the affected and assisting ASEAN Member States.
3. Plus countries may appoint and accredit their representatives to provide professional inputs and support to ACMM. ADSOM shall decide on such accreditation under recommendation of ACMM's Board of Directors.
4. ACMM and ADMM-Plus EWG on MM may conduct joint activities to promote, develop and support mutually beneficial outcomes.