

Annex II

Conference structure of the Commission

I. The Commission

1. The Commission shall meet annually under an overarching theme selected by member States, with each session comprising a senior officials segment followed by a ministerial segment, for a total of five working days, and the duration of each segment shall be decided by the secretariat in consultation with member States, to discuss and decide on important issues pertaining to inclusive and sustainable development in the region, decide on the recommendations of its subsidiary bodies and of the Executive Secretary, review and endorse the proposed strategic framework and programme of work and take any other decisions required in conformity with its terms of reference.
2. The Special Body on Least Developed, Landlocked Developing and Pacific Island Developing Countries shall be held for a maximum of one day during the senior officials segment, holding a status commensurate with the Committees of the Whole.
3. The Commission session may include a distinguished person's lecture and high-level representatives of United Nations agencies may be invited to participate in panel discussions held during the session, and corporate leaders and civil society organizations may be invited to participate in the session as appropriate, in accordance with the rules of procedure of the Commission.
4. The Informal Working Group on Draft Resolutions of the Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission, which convenes prior to the Commission session, shall be reconstituted as the Working Group on Draft Resolutions during the senior officials segment and shall have a status commensurate with the Committees of the Whole.
5. The number of simultaneous meetings of the Committees of the Whole, including their commensurate bodies, held during the senior officials segment of the annual session of the Commission shall not exceed two.
6. Draft resolutions shall reflect the substantive deliberations of member States; furthermore, without prejudice to rule 31 of its rules of procedure, members of the Commission intending to submit draft resolutions to the Commission are strongly encouraged to submit them to the Executive Secretary at least one month prior to the commencement of the session of the Commission in order to allow sufficient time for review by members and associate members of the Commission, and the Commission shall not consider draft resolutions submitted within one week of the first day of the Commission session.
7. The report of the Commission will be composed of the decisions and resolutions of the Commission. The draft record of proceedings of the Commission, prepared by the secretariat, will be circulated among members and associate members for comment within 15 days after the conclusion of the session. Members and associate members will be requested to provide comments within 15 days of receiving the draft record of proceedings. The secretariat's final record of proceedings of the Commission session will be issued within two months of the conclusion of the session, taking into account the relevant comments of members and associate members.
8. The Commission shall serve as the regional platform for integrating the sectoral streams of the Committees, with a view towards promoting sustainable development equitably through all of its three dimensions.

II. Subsidiary structure

9. The subsidiary structure of the Commission shall consist of the following nine committees:

- (a) Committee on Macroeconomic Policy, Poverty Reduction and Financing for Development;
- (b) Committee on Trade and Investment;
- (c) Committee on Transport;
- (d) Committee on Environment and Development;
- (e) Committee on Information and Communications Technology, Science, Technology and Innovation;
- (f) Committee on Disaster Risk Reduction;
- (g) Committee on Social Development;
- (h) Committee on Statistics;
- (i) Committee on Energy.

10. The nine committees shall each meet biennially for a maximum duration of three days for each session, with joint plenary sessions between multiple committees to discuss cross-cutting issues, when possible and desirable.

11. The Commission may mandate a specific committee or multiple committees to meet in the gap year where a particular topic becomes an urgent issue for the region.

12. Within their respective areas of purview, the committees shall:

- (a) Review and analyse regional trends;
- (b) Identify, in consultation with member States, their priorities and emerging issues, and consult on regional approaches, taking into consideration subregional aspects;
- (c) Promote regional dialogue, including subregional synergies, and an exchange of experiences on policies and programmes;
- (d) Consider common regional positions as inputs to global processes and promote regional follow-up to their outcomes;
- (e) Propose issues for consideration by the Commission as the basis for possible resolutions;
- (f) Monitor the implementation of Commission resolutions;
- (g) Promote a collaborative approach to addressing the development challenges of the region, where appropriate, between Governments and civil society, the private sector, as well as the United Nations and other international organizations at the regional and subregional levels.

13. Further, within their respective areas of purview, the committees shall provide the secretariat, including its regional institutions, with guidance in reviewing the proposed strategic framework and programme of work.

14. The following areas shall be mainstreamed into the work of all committees:

- (a) Implementation and monitoring the achievement of the relevant internationally agreed development goals;
- (b) Poverty reduction and balanced integration of the three pillars of sustainable development;
- (c) Gender equality;

- (d) The priority needs of least developed countries, landlocked developing countries and small island developing States.

15. Representatives of civil society and the private sector may, upon consultation with member States, be invited to join the Committee sessions as appropriate, in accordance with the rules of procedure of the Commission.

16. The specific issues to be addressed by each of the nine committees in carrying out the above functions are listed in appendix I to the present document.

17. The subsidiary structure of the Commission shall also include the Asia-Pacific Forum on Sustainable Development. The terms of reference of the Forum are listed in appendix II to the present document.

III. Ad hoc ministerial conferences and other intergovernmental meetings

18. Subject to the approval of the Commission, ad hoc ministerial conferences and other intergovernmental meetings may be organized on specific and cross-sectoral issues.

19. No more than eight ad hoc ministerial conferences and other intergovernmental meetings shall be held in addition to the regular calendar of intergovernmental meetings during each biennium, and the total number of days shall not exceed 16, unless the Commission decides otherwise.

20. In those years when a ministerial conference or intergovernmental meeting is held covering issues normally discussed in a committee, the corresponding committee need not be convened. Subject to the approval of the Commission, a committee may be convened at the ministerial level on an ad hoc basis to ensure high-level engagement on the issues to be addressed.

IV. Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission

21. The functions of the Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission shall be in accordance with the terms of reference contained in appendix III to the present document.

22. The Advisory Committee may, if necessary, establish its own working groups on consideration of specific issues.

23. The Advisory Committee shall meet with sufficient frequency both in formal and informal meetings on topical subjects, especially prior to the Commission session. The number of formal meetings of the Advisory Committee per calendar year shall not be less than six or more than twelve. Any additional meetings, formal or informal, will be held in consultation with the Advisory Committee and the Executive Secretary, and may not require documentation by the secretariat, unless otherwise requested by the Advisory Committee.

24. Should the need arise to seek the views of United Nations entities or other intergovernmental organizations on subjects of interest to the Advisory Committee, members of the Advisory Committee can, if consensus has been reached, request the secretariat to invite representatives of particular United Nations entities or other intergovernmental organizations to attend a subsequent session of the Advisory Committee.

25. The Advisory Committee shall periodically review the work of subregional offices and regional institutions, and actively follow up and report on the implementation of resolutions by member States. The secretariat shall facilitate the reporting on resolutions by preparing the requisite guidelines and templates.

V. Regional institutions under the auspices of the Commission

26. The following institutions under the auspices of the Commission shall continue to function as prescribed in their respective statutes and terms of reference:

- (a) Asian and Pacific Centre for Transfer of Technology;
- (b) Centre for Alleviation of Poverty through Sustainable Agriculture;
- (c) Statistical Institute for Asia and the Pacific;
- (d) Centre for Sustainable Agricultural Mechanization;
- (e) Asian and Pacific Training Centre for Information and Communication Technology for Development;
- (f) Asian and Pacific Centre for the Development of Disaster Information Management.

27. The Commission may constitute additional regional institutions that support the achievement of its strategic and programmatic objectives.

VI. General provisions

A. Rules of procedure

28. Unless otherwise specified by the Commission, the rules of procedure of the Commission, including those pertaining to the decision-making process, shall apply, *mutatis mutandis*, to the committees and other meetings and conferences convened under its conference structure.

B. Informal session

29. An informal session among the heads of delegations during the ministerial segment of each Commission session may be organized but shall not be institutionalized. The agenda for the informal session shall be decided by consensus and the annotated agenda shall reach members at least thirty days before the opening of the session to ensure the efficiency and effectiveness of the session. Simultaneous interpretation shall be provided.

Appendix I

Issues to be addressed by committees subsidiary to the Commission

The issues listed below are the primary issues to be addressed by each committee. The Commission may adjust the list of issues for any committee at any time, as appropriate; the committees shall likewise retain the flexibility to address new or emerging issues brought to their attention by the secretariat, upon consultation with member States.

1. Committee on Macroeconomic Policy, Poverty Reduction and Financing for Development:

- (a) Experiences and practices in formulating and implementing macroeconomic policies to reduce poverty and inequalities, as well as to achieve sustainable and inclusive development;
- (b) Regional economic development policies and options;
- (c) Financing for development, including enhancing domestic fiscal resources; increasing social impact investment by the private sector; and accessing regional financing vehicles, arrangements and funds;
- (d) Experiences and practices in developing regulations and institutions to deepen and strengthen the region's capital markets;

(e) Review of pro-poor economic growth policies, particularly in countries with special needs;

(f) Policy options and programmes for reducing rural poverty, including those with a gender dimension, through the development of sustainable agriculture.

2. Committee on Trade and Investment:

(a) Regional cooperative mechanisms and agreements in trade and investment, including the Asia-Pacific Trade Agreement;

(b) Policy options on trade, investment, and small- and medium-sized enterprise development;

(c) Policy options and frameworks on trade facilitation.

3. Committee on Transport:

(a) Transport policy options and programmes, including the evolving post-2015 development agenda, and regional agreements and mandates;

(b) The Asian Highway, Trans-Asian Railway and other initiatives, including inter-island shipping and maritime transport promoted by the Commission for planning and financing integrated intermodal transport and logistics systems;

(c) Measures to improve road safety and the efficiency of transport operations and logistics;

(d) Support for the accession and implementation of international transport agreements;

(e) Harmonization of transport standards and documents;

(f) Applications of new transport technologies, including intelligent transport systems;

(g) Private sector participation for financing and maintaining infrastructure, including through public-private partnerships.

4. Committee on Environment and Development:

(a) Policies and strategies for enhancing environmental sustainability of economic and social development, including climate change mitigation and adaptation;

(b) Policies and strategies for sustainable management of natural resources including water;

(c) Policies and strategies for promoting inclusive and sustainable urban development.

5. Committee on Information and Communications Technology, Science, Technology and Innovation:

(a) Integration of information and communications technology-related issues in development policies, plans and programmes;

(b) Transfer and application of information and communications technology at the regional and subregional levels;

(c) Information and communications technology, including space applications, for disaster risk reduction;

(d) Development of human and institutional capacity in the use of information and communications technology and in the use of science and technology for innovation;

(e) Policy options and strategies for enhancing cooperation on the generation of and access to science, technology and innovation for sustainable development, including regional mechanisms for technology transfer;

(f) Mainstreaming of science, technology and innovation issues in development policies, strategies and plans.

6. Committee on Disaster Risk Reduction:

(a) Policy options and strategies on multi-hazard disaster risk reduction and mitigation;

(b) Regional cooperation mechanisms for disaster risk management, including space and other technical support systems;

(c) Multi-hazard assessment, preparedness, early warning and response to disaster risks.

7. Committee on Social Development:

(a) Review the regional implementation of the internationally agreed goals and commitments on social development;

(b) Assess population and development trends, including international migration and its impact on development;

(c) Address issues of inequality and promote the social inclusion of youth, persons with disabilities, older persons and other vulnerable social groups;

(d) Promote gender equality and women's empowerment;

(e) Strengthen social protection and health systems.

8. Committee on Statistics:

(a) Ensure that by 2020 all countries in the region have the capability to provide a basic range of population, economic, social and environmental statistics;

(b) Create a more adaptive and cost-effective information management environment for national statistical offices through stronger collaboration.

9. Committee on Energy:

(a) Policy options, strategies, policy dialogues and knowledge platforms to promote energy system transformation in Asia and the Pacific, in line with the 2030 Agenda for Sustainable Development, in particular Sustainable Development Goal 7, including promoting energy connectivity, investments in energy infrastructure and cleaner energy technologies;

(b) Regional dialogues to promote access to affordable, reliable, sustainable and modern energy for all with a focus on energy connectivity, renewable energy, energy efficiency, and advanced and cleaner fossil fuel technologies;

(c) The discussions and outcomes of the Asian and Pacific Energy Forum and other regional agreements and mandates promoted by the Commission for regional cooperation for enhanced energy security and the sustainable use of energy.

Appendix II

Terms of reference of the Asia-Pacific Forum on Sustainable Development

A. Overall functions

1. The Asia-Pacific Forum on Sustainable Development is an annual, inclusive intergovernmental forum. It supports preparations for the high-level political forum on sustainable development in the context of both the Economic and Social Council and the General Assembly.

2. The Forum will serve as a regional platform for:
 - (a) Supporting countries, in particular countries with special needs, including through enhancing their capacity for implementation of the 2030 Agenda for Sustainable Development;
 - (b) Providing a regional perspective on the implementation of the 2030 Agenda for Sustainable Development by identifying regional trends, and consolidating and sharing best practices and lessons learned, taking into account the contributions of other United Nations system bodies at the regional level, other regional and subregional organizations and relevant stakeholders;
 - (c) Supporting follow-up and review of progress on the 2030 Agenda and the Sustainable Development Goals at the regional level through: assessing progress and providing opportunities for peer learning related to the theme and goals that will be reviewed at the high-level political forum; supporting the presentation of voluntary national reviews; and undertaking periodic review of progress of the road map for implementing the 2030 Agenda for Sustainable Development in Asia and the Pacific.
3. These functions will benefit from inter-agency support including through the United Nations Asia-Pacific Regional Coordination Mechanism.

B. Conduct of the Forum

4. As part of the conference structure of the Commission, the Forum will be convened annually as an inclusive intergovernmental forum ahead of the high-level political forum. The theme of the Forum should be consistent with that of the high-level political forum and the cluster of goals to be reviewed in-depth should be identical to the cluster of goals under the high-level political forum.
5. The Forum will not get ahead of, or pre-judge decisions of the high-level political forum, increase the reporting burden of member States or increase the regular budget of the Commission beyond what has already been approved by the General Assembly.
6. The current format, including the election of the bureau for each session, could be maintained and provide space for multi-stakeholder engagement for implementation of the 2030 Agenda for Sustainable Development in consultation, as appropriate, with member States.
7. The outcome of the Forum will be in the form of a report with a chair's summary annexed to the report.
8. The Forum may consider subregional perspectives on the themes addressed by the Forum. Preparatory meetings of stakeholders may be convened, within existing resources.
9. The Forum, including stakeholder engagement, will be conducted in accordance with the rules of procedure of the Commission as well as the modalities of the high-level political forum under the auspices of the Economic and Social Council as long as there is no conflict between them.
10. During each session, a member of the bureau of the previous session could report on the discussions at the intervening high-level political forum and on the conclusions of the previous session of the Forum.
11. The conduct of the Forum will avoid duplication with other regional forums and platforms; in the interest of efficiency, where appropriate, the Forum will be convened in coordination or collaboration with other forums and platforms.

C. Relationship of the Forum with the conference structure of the Commission

12. The report of the Forum as defined in paragraph 7 will be brought to the attention of the subsequent session of the Commission by the Chair or Vice-Chair of the Forum.

13. The Forum could receive inputs from the committees that are subsidiary to the Commission as well as other relevant stakeholders.

14. The Forum could benefit from advice provided by the Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission as a modality for consulting member States between sessions of the Forum.

15. In the years when the high-level political forum meets under the auspices of the General Assembly at the summit level, which is every four years, the Forum may converge with the Commission session in April/May, and the Commission and the Forum will share the same theme, where appropriate. In other years when the high-level political forum meets under the auspices of the Economic and Social Council, the Forum shall meet at the senior technical level.

16. If requested by member States, the terms of reference of the Forum may be revised upon recommendation of the Forum and endorsement by the Commission, taking into account new inputs from the high-level political forum and based on periodic review by member States.

Appendix III

Terms of reference of the Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission

The Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission shall have the following functions:

(a) To strengthen close cooperation and consultation between the member States and the secretariat, including by providing advice and guidance to be taken into account by the Executive Secretary while undertaking the respective activities;

(b) To serve as a deliberative forum for substantive exchange of views and provide guidance on the formulation of the agenda of the Commission and in connection with economic and social developments that have an impact on the Asia-Pacific region;

(c) To advise and guide the Executive Secretary in drawing up proposals for the strategic framework, programme of work and theme topics for sessions of the Commission consistent with the guidance provided by the Commission;

(d) To receive, on a regular basis, information on the administrative and financial functioning of the Commission;

(e) To advise and guide the Executive Secretary in monitoring and evaluating the implementation of the Commission's programme of work and resource allocation;

(f) To review the draft calendar of meetings prior to its submission to the Commission at its annual session;

(g) To advise and guide the Executive Secretary on the provisional agenda for sessions of the Commission and committees subsidiary to the Commission, consistent with the need to ensure a results-oriented and focused agenda that is aligned with the developmental priorities of member States, as defined by them, as well as chapter II of its rules of procedure;

(h) To advise and guide the Executive Secretary on the identification of emerging economic and social issues and other relevant issues for incorporation into

the provisional agendas and on the formulation of the annotated provisional agendas for Commission sessions;

(i) To be informed of collaboration and related arrangements between the secretariat and other international and regional organizations, in particular on long-term cooperation programmes and joint initiatives, including those to be proposed by the Executive Secretary and conducted under the aegis of the Regional Coordination Mechanism;

(j) To carry out any other tasks entrusted to it by the Commission.