



ASSOCIATION  
OF SOUTHEAST  
ASIAN NATIONS



# GUIDE TO ASEAN PRACTICES AND PROTOCOL

one vision, one identity, one community





# **GUIDE TO ASEAN PRACTICES AND PROTOCOL**

**The ASEAN Secretariat  
Jakarta**

The Association of Southeast Asian Nations (ASEAN) was established on 8 August 1967. The Member States of the Association are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam. The ASEAN Secretariat is based in Jakarta, Indonesia.

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## FOREWORD



The year 2015 is a very important milestone for ASEAN as we establish an ASEAN Community in December. Its advent should spur the regional organisation to consolidate its priorities towards a more people-oriented and people-centred ASEAN. At the same time, ASEAN is now also entering a new era of transformation where it must realise its potential to become a dynamic, innovative and visionary organisation that is proactive as well as able to project its presence

globally while responding to global challenges in a timely manner, in line with the Bali Concord III.

Following the High Level Task Force's Recommendations on Strengthening the ASEAN Secretariat and Reviewing of ASEAN Organs, this *Guide to ASEAN Practices and Protocol* is meant to streamline practice across the three Pillars. It is hoped that this Guide will simplify the process of convening ASEAN meetings and provide general guidance to Member States. While ASEAN Member States are encouraged to follow this Guide for consistency, they have the flexibility to adjust as deemed necessary.

As many will attest, ASEAN meetings are synonymous to meaningful outcomes. They provide strategic direction not only within ASEAN but also for its partners, be it Dialogue Partners or External Parties. Managing and organising these meetings is thus an integral part of Member States' responsibilities when they host or chair meetings, so having a standardised guide to ensure common practises are observed is thus essential.

In light of the above, I am pleased to see this Guide published to serve as a reference point for all ASEAN stakeholders. I take note that a lot of work, effort and time have been spent in finalising this Guide and I would like to take this opportunity to thank those that were involved.

A handwritten signature in black ink, which appears to read 'L. Minh'. The signature is fluid and cursive, with a long horizontal stroke at the end.

**LE LUONG MINH**  
Secretary-General of ASEAN

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## PREFACE

The Guide to ASEAN Practices and Protocol is meant to provide a reference to ASEAN Member States as well as other interested parties such as Dialogue Partners and External Parties. The Guide, which is divided into five Chapters, covers the ASEAN Summits; ASEAN Ministerial Meetings; ASEAN Senior Officials Meetings; Meetings with External Parties and Other Ceremonies. This is in accordance with the recommendations of the High Level Task Force on Strengthening the ASEAN Secretariat and Reviewing the ASEAN Organs endorsed by the 15<sup>th</sup> ASEAN Coordinating Council Meeting in Nay Pyi Taw on 11 November 2014 to simplify as well as streamline all ASEAN Meetings.

The chapters will provide guidance on the general order of proceedings of the Summits, Ministerial Meetings and for the Senior Officials Meetings as well as with External Parties before going into the detailed arrangements which will focus on the invitations, administrative arrangements, protocol matters such as the flag arrangement, the meeting's seating arrangements as well as the photo sessions, among others. The other ASEAN Meetings that are not specifically mentioned shall follow the relevant Meeting formats highlighted in this Guide.

In order to ensure that the Guide remains concise, links have been provided to the relevant pages on the ASEAN website for further information and reference.





Chapter I

# ASEAN SUMMIT AND RELATED SUMMITS

## Introduction

The ASEAN Summit is attended by the Heads of State or Government (HOS/Gs) of the ASEAN Member States. The ASEAN HOS/Gs also meet with their counterparts from the relevant ASEAN Dialogue Partners at Related Summits.

The first ASEAN Summit of the year is exclusively attended by ASEAN HOS/Gs, where interfaces with other stakeholders could also take place. The second ASEAN Summit is held back-to-back with the ASEAN Plus One, ASEAN Plus Three, the East Asia Summit (EAS), and ASEAN-United Nations Summit, etc.

## Hosting

The Member State holding the Chairmanship of ASEAN shall host the ASEAN Summit and Related Summits. The Chairmanship of ASEAN shall rotate annually, based on the alphabetical order of the English names of Member States, unless otherwise agreed upon by all ASEAN Member States. Official Names, National Flags and Official Names of Government of ASEAN Member States are listed in Annex 1.

## Invitation

The HOS/G of the host country shall extend invitations of the ASEAN Summits and Related Summits to the ASEAN HOS/Gs, other HOS/Gs and the Secretary-General of ASEAN (SG of ASEAN).

## Hospitality

The host country shall accord the appropriate hospitality arrangements for all HOS/Gs and their spouses, relevant Ministers and their spouses, the SG of ASEAN<sup>1</sup> and spouse, as well as whosoever the host country deems appropriate.

An administrative arrangement shall be distributed along with the invitation or within a reasonable time-frame by the host country which should include the details of its hospitality.

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<sup>1</sup> According to the ASEAN Charter, the Secretary-General of ASEAN holds the rank and status of a Minister (Article 7. 2g) while the Deputy Secretaries-General are equivalent to Deputy Ministers (Article 11.4).

## Arrival and Departure Arrangements

Visiting HOS/Gs shall be welcomed and sent off by the appropriate representative of the host country. The invited dignitaries shall be accorded full honors in accordance with the practice of the host country. The visiting Ministers and the SG of ASEAN shall be received and sent off by the appropriate representative of the host country. Other invited dignitaries shall be received and sent off in accordance with the protocol of the host country.

## Programme

The first ASEAN Summit of the year, attended exclusively by ASEAN HOS/Gs, generally consists of the following programme:

- Opening Ceremony, Plenary and Retreat sessions
- Gala Dinner
- ASEAN Leaders' Interfaces with relevant stakeholders
- Closing session<sup>2</sup>
- Press Conference

The second ASEAN Summit of the year and Related Summits generally consist of the following programme:

- Opening Ceremony
- Plenary and Retreat Sessions of the ASEAN Summit
- Plus One Summits, Plus Three Summit, EAS and/or other related meetings
- Gala Dinner
- Closing and Handing-over Ceremony
- Press Conference

## Backdrop of the Summit

The backdrop of the Summit shall bear the chairmanship logo, ASEAN emblem (if not reflected in the chairmanship logo), title and theme of the chairmanship, date and name of the venue city, town or place where the Summit is being held as illustrated in Diagram 1. If the Summit is held in a place other than a government premise such as a hotel, the name of the hotel should not be included in the backdrop.

The arrangement of the flags of ASEAN Member States will be in alphabetical order with five flags on both sides of the stage. The ASEAN flag shall flank the ASEAN Member States' flags on the extreme right side of the stage as illustrated in Diagram 1. For

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<sup>2</sup> Closing session may be held after the Plenary or Retreat at the discretion of the Chair. The seating arrangement usually follows the Plenary format. There is no closing ceremony in the first Summit of the year.

additional guidelines on the use of the ASEAN Flag, please refer to the ASEAN [Website](#).



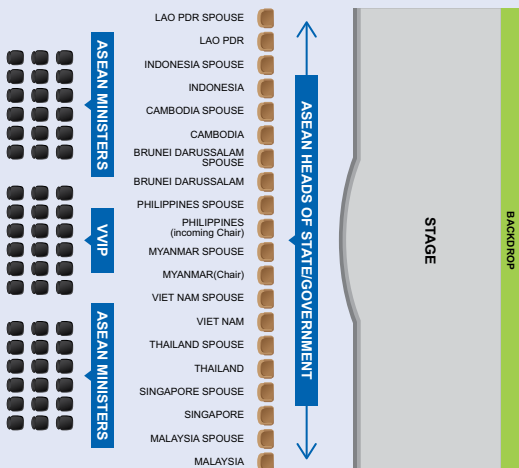
**Diagram 1: ASEAN Summit Backdrop**

### Opening Ceremony of the ASEAN Summit

The Opening Ceremony is open to the media.

### Seating Arrangement

The seating arrangement for the Opening Ceremony of the ASEAN Summit is as illustrated in Diagram 2.



**Diagram 2: Seating Arrangement for the Opening Ceremony of the ASEAN Summit**

## Order of Proceedings

The Opening Ceremony shall begin with the ASEAN Anthem. For additional information on the ASEAN Anthem, please refer to the ASEAN [Website](#). The Chairman of the ASEAN Summit shall deliver the Opening Statement, followed by a photo session of the ASEAN HOS/Gs as illustrated in Diagram 3.<sup>3</sup>



Diagram 3: Photo Session for the ASEAN Summit

## A. ASEAN Summit (Plenary and Retreat)

The Plenary and Retreat sessions may be open to the media during the photo session and delivery of the Opening Statement by the Chair, after which the media shall be requested to leave the venue of the meeting.

### A.1. Composition and Dress Code

The Plenary session shall be attended by HOS/Gs + delegates, SG of ASEAN + delegates (number of accompanying delegates would depend on the host).

The Retreat session shall be attended by HOS/Gs+2, SG of ASEAN+2.

<sup>3</sup> This arrangement can be used for all photo sessions involving HOS/Gs.

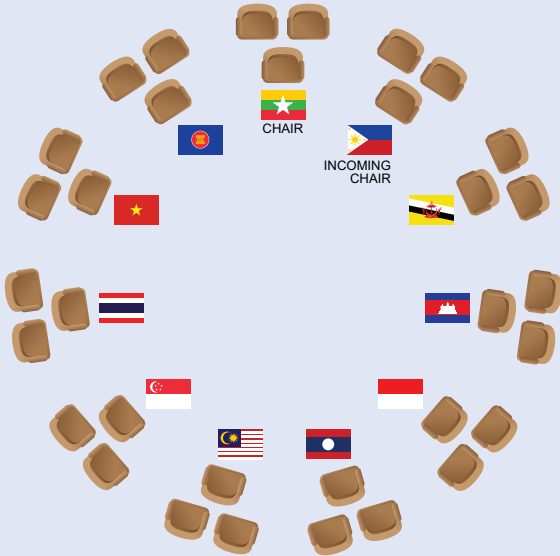
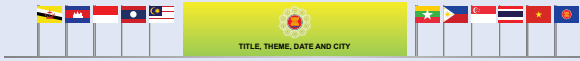
Suggested dress code for the various ASEAN meetings including the ASEAN Summit is as reflected in Annex 2.

## A.2. Seating Arrangement

The seating arrangements for the Plenary and Retreat sessions are illustrated in Diagrams 4 and 5.



Diagram 4: Seating Arrangement for the ASEAN Summit Plenary



**Diagram 5: Seating Arrangement for the ASEAN Summit Retreat**

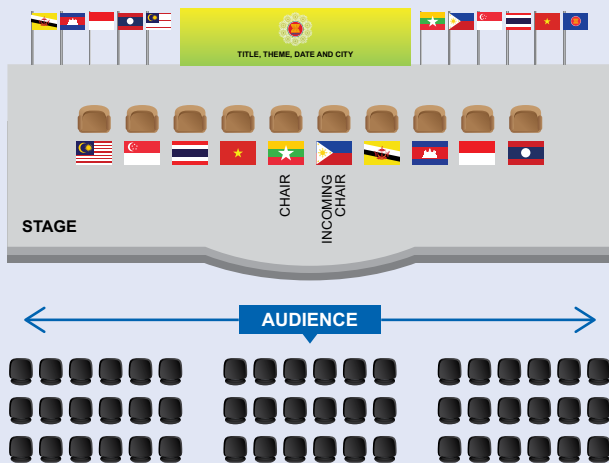
### A.3. Other Requirements

Simultaneous interpreter booths can be arranged upon request.

Listening rooms (for Plenary) and viewing rooms (for Retreat) for Ministers and other delegates are to be arranged by the host, as required.

### A.4. Signing Ceremony of ASEAN Summit

The seating arrangement for the signing ceremony involving HOS/Gs at the ASEAN Summit is illustrated in Diagram 6.

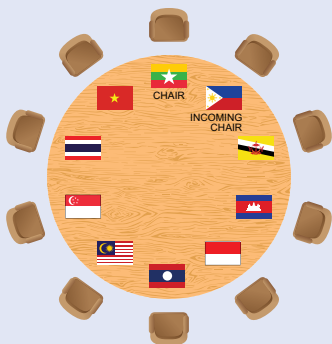


**Diagram 6: Signing Ceremony at the ASEAN Summit**

When documents are signed by the Ministers and witnessed by the HOS/Gs, the HOS/Gs are positioned behind their respective Ministers.

### A.5. Luncheons at ASEAN Summit

The luncheons for HOS/Gs, Ministers and other delegates are held in separate rooms.

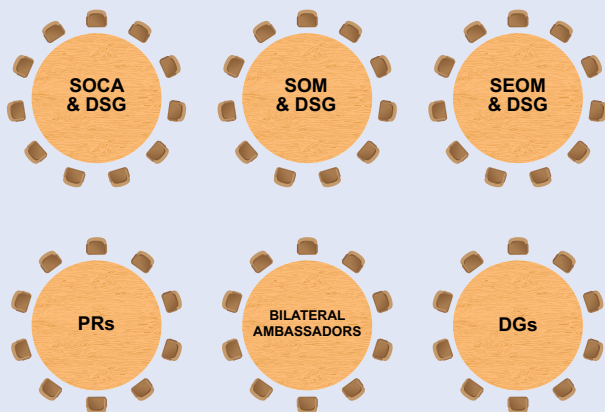


**Diagram 7: Seating Arrangement for Luncheon (ASEAN Leaders)**





**Diagram 8: Seating Arrangement for Luncheon  
(ASEAN Ministers and Secretary-General of ASEAN)**



**Diagram 9: Seating Arrangement for Luncheon (Other Delegates)**

## B. ASEAN Plus One Summit

The ASEAN Plus One Summit may be open to the media during the photo session and delivery of the opening remarks by the Chair, after which the media shall be requested to leave the venue of the meeting.

### B.1. Host Country

The ASEAN Plus One Summit is hosted by the ASEAN Chair and is held back-to-back with the second ASEAN Summit of the year.

In the case of a Commemorative Summit, the venue may either be at the ASEAN host country or at the Plus One country, as stipulated in the Guidelines for Convening Commemorative Summits and Commemorative Activities between ASEAN and Dialogue Partners.

## B.2. Chairmanship

The ASEAN Plus One Summit is chaired by the HOS/G of the Chair of ASEAN.

## B.3. Composition and Dress Code

The Meeting shall consist of HOS/Gs + delegates and SG of ASEAN + delegates (number of accompanying delegates would depend on the host).

Suggested dress code for the Plus One Summit is as reflected in Annex 2.

## B.4. Flag Arrangement

The arrangement of the flags of ASEAN Member States, the ASEAN Flag and that of the Dialogue Partner country is as illustrated in Diagram 10.



Diagram 10: Flag Arrangement for the ASEAN Plus One Summit

## B.5. Seating Arrangement and Photo Session

The seating arrangement for the closed session and position for photo session on the stage are illustrated in Diagrams 11 and 12 respectively.

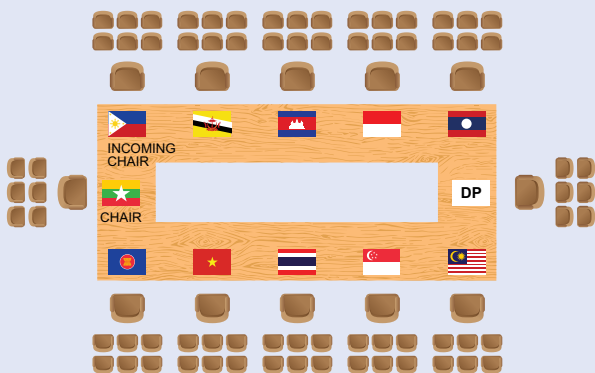


Diagram 11: Seating Arrangement with Dialogue Partner (DP)



Diagram 12: Photo Session with Dialogue Partner (DP)

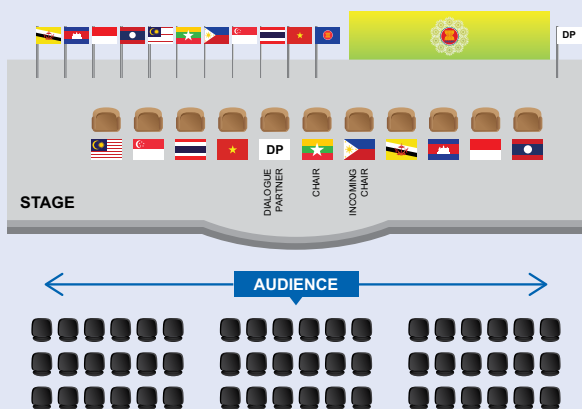
## B.6. Other Requirements

Simultaneous interpreter booths can be arranged upon request.

Listening rooms for other delegates can be arranged.

## B.7. Signing Ceremony of ASEAN Plus One Summit

The seating arrangement for the signing ceremony involving HOS/Gs at the ASEAN Plus One Summit is illustrated in Diagram 13.



**Diagram 13: Signing Ceremony with Dialogue Partner (DP)**

When documents are signed by the Ministers and witnessed by the HOS/Gs, the HOS/Gs are positioned behind their respective Ministers.

## C. ASEAN Plus Three Summit

The ASEAN Plus Three Summit may be open to the media during the photo session and delivery of the opening remarks by the Chair, after which the media shall be requested to leave the venue of the meeting.

### C.1. Host Country

The ASEAN Plus Three Summit is hosted by the ASEAN Chair and is held back-to-back with the second ASEAN Summit of the year.

### C.2. Chairmanship

The ASEAN Plus Three Summit is chaired by the HOS/G of the Chair of ASEAN.

### C.3. Composition and Dress Code

The Meeting shall consist of HOS/Gs + delegates and SG of ASEAN + delegates (number of accompanying delegates would depend on the host).

Suggested dress code for the Plus Three Summit is as reflected in Annex 2.

### C.4. Flag Arrangement

The arrangement of the flags of ASEAN Member States, the ASEAN Flag and that of the Plus Three countries is as illustrated in Diagram 14.



Diagram 14: Flag Arrangement for the ASEAN Plus Three Summit

### C.5. Seating Arrangement and Photo Session

The seating arrangement for the closed session and position for photo session are illustrated in Diagrams 15 and 16 respectively.

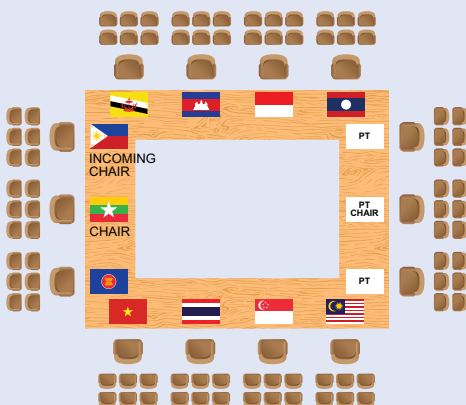


Diagram 15: Seating Arrangement for the ASEAN Plus Three Summit  
(PT = Plus Three Country)



Diagram 16: Photo Session for the ASEAN Plus Three Summit

## C.6. Other Requirements

Simultaneous interpreter booths can be arranged upon request.

Listening rooms for other delegates can be arranged.

## C.7. Signing Ceremony of ASEAN Plus Three Summit

The signing of documents can take place at the beginning or at the end of the ASEAN Plus Three Summit. The seating arrangement for the signing ceremony involving HOS/Gs at the ASEAN Plus Three Summit is illustrated in Diagram 17.

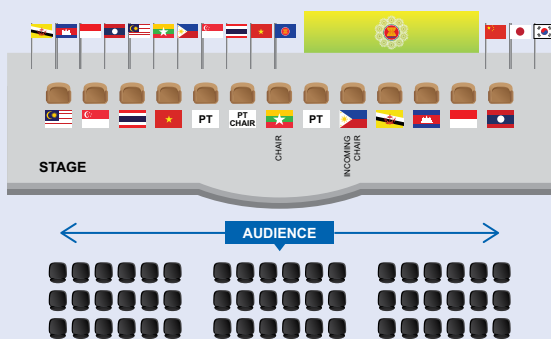


Diagram 17: Signing Ceremony with the Plus Three

When documents are signed by the Ministers and witnessed by the HOS/Gs, the HOS/Gs are positioned behind their respective Ministers.

## D. East Asia Summit (EAS)

The EAS Plenary session may be open to the media during the photo session and delivery of the opening remarks by the Chair, after which the media shall be requested to leave the venue of the meeting.

### D.1. Host Country

The EAS is hosted by the ASEAN Chair and is held back-to-back with the second ASEAN Summit of the year.

### D.2. Chairmanship

The EAS is chaired by the HOS/G of the Chair of ASEAN.

### D.3. Composition and Dress Code

The Plenary session shall consist of HOS/Gs + delegates and SG of ASEAN + delegates (number of accompanying delegates would depend on the host).

If a Retreat session is held, it shall consist of HOS/Gs+2, SG of ASEAN+2.

Suggested dress code for the EAS is as reflected in Annex 2.

### D.4. Flag Arrangement

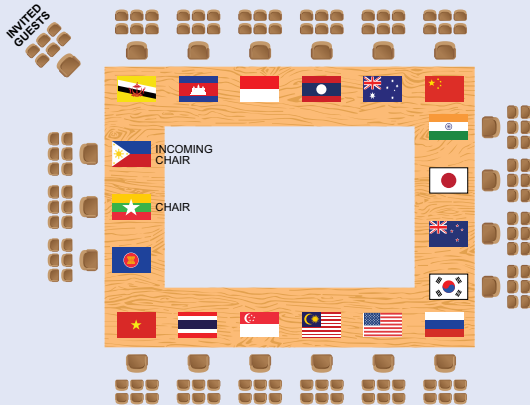
The arrangement of the flags of ASEAN Member States, the ASEAN Flag and those of the non-ASEAN EAS Member Countries is as illustrated in Diagram 18.



Diagram 18: Flag Arrangement for the East Asia Summit

## D.5. Seating Arrangement and Photo Session

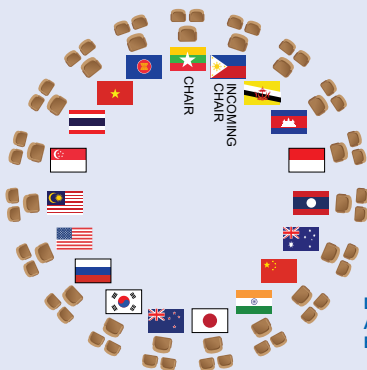
The HOS/G of the Chair of ASEAN shall be seated opposite the HOS/Gs of non-ASEAN EAS Member Countries as illustrated in Diagrams 19 and 20. The photo session is illustrated in Diagram 21.



**Diagram 19: Seating Arrangement for the East Asia Summit – Plenary Session**

*(The invited guests such as Secretary-General of the United Nations, President of the World Bank or Asian Development Bank shall leave the EAS after their respective interventions at the beginning of the EAS Plenary.)*

If a Retreat session is held, the seating arrangement is as illustrated in Diagram 20.



**Diagram 20: Seating Arrangement for the East Asia Summit – Retreat**



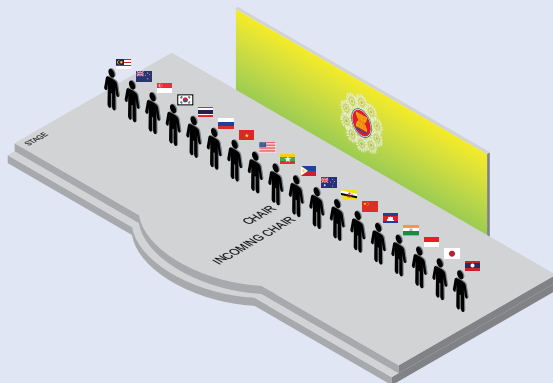


Diagram 21: Photo Session for the EAS

### D.6. Other Requirements

Simultaneous interpreter booths can be arranged upon request.

Listening rooms for other delegates can be arranged.

### D.7. Signing Ceremony of East Asia Summit (EAS)

The seating arrangement for the signing ceremony involving HOS/Gs at the EAS is illustrated in Diagram 22.

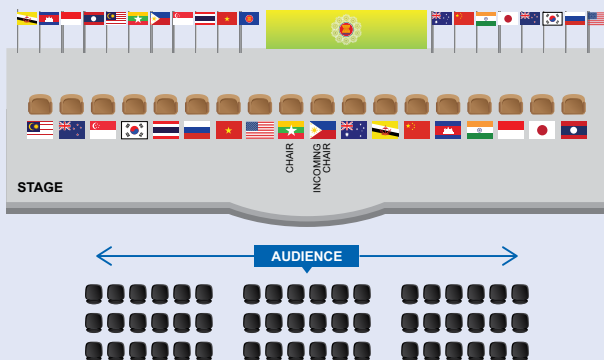


Diagram 22: Signing Ceremony with the EAS

## E. ASEAN Leaders' Interfaces with Relevant Stakeholders

### E.1. Interface with ASEAN Inter-Parliamentary Assembly (AIPA)

#### E.1.1. Composition

ASEAN HOS/G+1, SG of ASEAN+1, AIPA Head of delegation of Member States+1 and SG of AIPA+1

#### E.1.2. Seating Arrangement

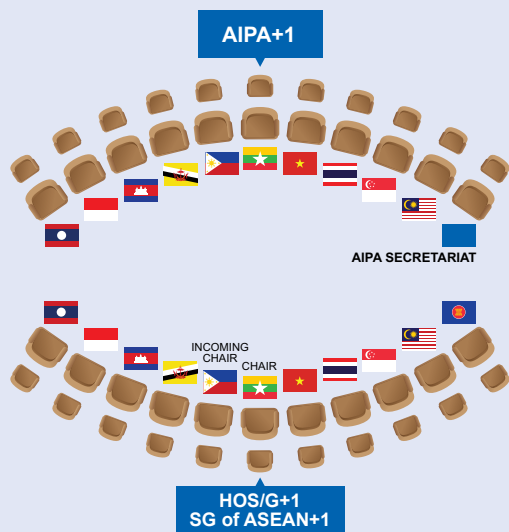


Diagram 23: Seating Arrangement for ASEAN Leaders' Interface with ASEAN Inter-Parliamentary Assembly (AIPA)

#### E.1.3. Order of Proceeding

The ASEAN Chair delivers the opening remarks followed by the statement of the President of AIPA.

Statements/Comments by other HOS/Gs and AIPA representatives shall ensue.

#### E.1.4. Other Requirements

A holding room for the AIPA delegation shall be arranged before the Interface.

Simultaneous interpreter booths can be arranged upon request.

Listening rooms for other delegates can be arranged.

## E.2. Interface with ASEAN Business Advisory Council (ABAC)

### E.2.1. Composition

ASEAN HOS/Gs+3, SG of ASEAN+3, ABAC Representatives+2 and Chair of ABAC+2.

### E.2.2. Seating Arrangement

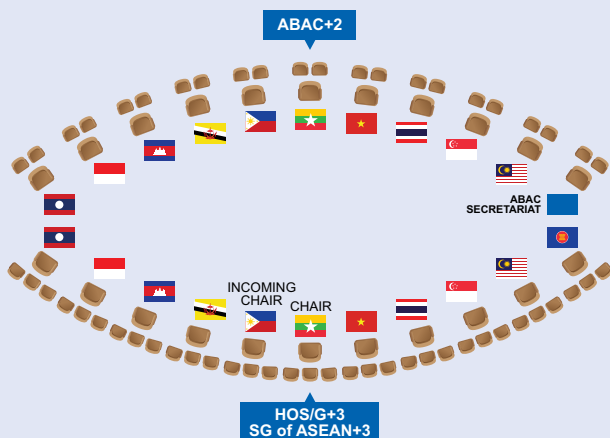


Diagram 24: Seating Arrangement for ASEAN Leaders' Interface with ABAC

### E.2.3. Order of Proceedings

The ASEAN Chair delivers the opening remarks followed by the statement from the Chair of ABAC.

Statements/Comments by other HOS/G and ABAC representatives shall ensue.

### E.2.4. Other Requirements

A holding room for ABAC representatives shall be arranged before the Interface.

Simultaneous interpreter booths can be arranged upon request.

Listening rooms for other delegates can be arranged.

## E.3. Interface with Representatives of ASEAN Youth

### E.3.1. Composition

ASEAN HOS/Gs+1, SG of ASEAN+1 and Youth Representatives.

### E.3.2. Seating Arrangement

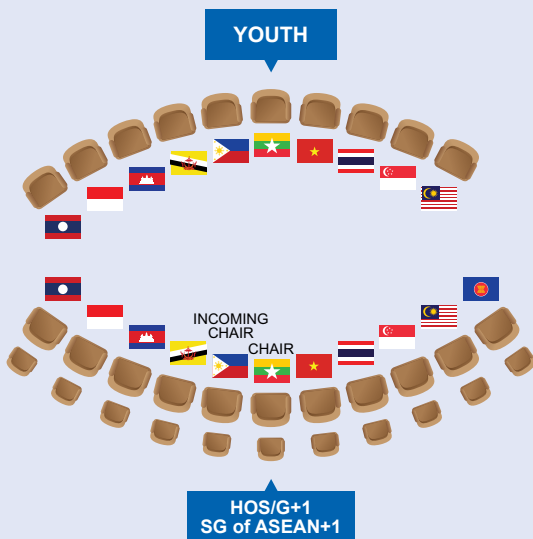


Diagram 25: Seating Arrangement for ASEAN Leaders' Interface with Youth Representatives

### E.3.3. Order of Proceedings

The ASEAN Chair delivers the opening remarks followed by the statement from the Youth leader.

Statements/Comments by other HOS/G and Youth representatives shall ensue.

#### E.3.4. Other Requirements

A holding room for Youth representatives shall be arranged before the Interface.

Simultaneous interpreter booths can be arranged upon request.

Listening rooms for other delegates can be arranged.

### E.4. Interface with Civil Society Organisations (CSOs) Representatives

#### E.4.1. Composition

ASEAN HOS/Gs+1, SG of ASEAN+1 and CSO Representatives.

#### E.4.2. Seating Arrangement

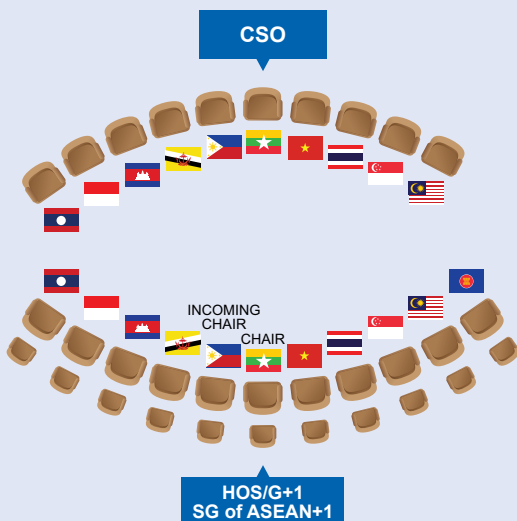


Diagram 26: Seating Arrangement for ASEAN Leaders' Interface with CSO Representatives

### **E.4.3. Order of Proceedings**

The ASEAN Chair delivers the opening remarks followed by the statement from the designated CSO representative.

Statements/Comments by other HOS/G and other CSO representatives shall ensue.

### **E.4.4. Other Requirements**

A holding room for CSO representatives shall be arranged before the Interface.

Simultaneous interpreter booths can be arranged upon request.

Listening rooms for other delegates can be arranged.

## **F. Gala Dinner**

The Gala Dinner for the ASEAN HOS/Gs and their spouses is hosted by the ASEAN Chair. ASEAN HOS/Gs will be joined by ASEAN Foreign Ministers, Economic Ministers, Socio-Cultural Ministers, other ministers, the SG of ASEAN and their spouses, and whoever deemed appropriate by the host. The Gala Dinner held at the second Summit of the year shall include HOS/Gs of Dialogue Partners and their spouses attending the Related Summits. In general, the seating arrangements are illustrated in Diagrams 27 and 28 respectively.

Suggested dress code for the Gala Dinner is as reflected in Annex 2.

In general, the Gala Dinner shall commence with Welcoming Remarks by the HOS/G of the host country and followed by a photo session of the HOS/Gs and/or spouses as deemed appropriate by the host. The photo session follows the illustration in Diagram 3 with the spouses standing on the left side of the respective HOS/G in the case of the first Summit.

In the second Summit, please refer to Diagram 29 and if spouses are included, they would stand on the left side of the respective HOS/G.

## Seating Arrangement and Table Plan for Gala Dinner

If a HOS/G is accompanied by his/her spouse, they shall be seated together as illustrated in Diagram 27. This table arrangement is intended for illustrative purposes and for ease of reference. It is the discretion of the Host Country to decide the layout as deemed appropriate/practical.

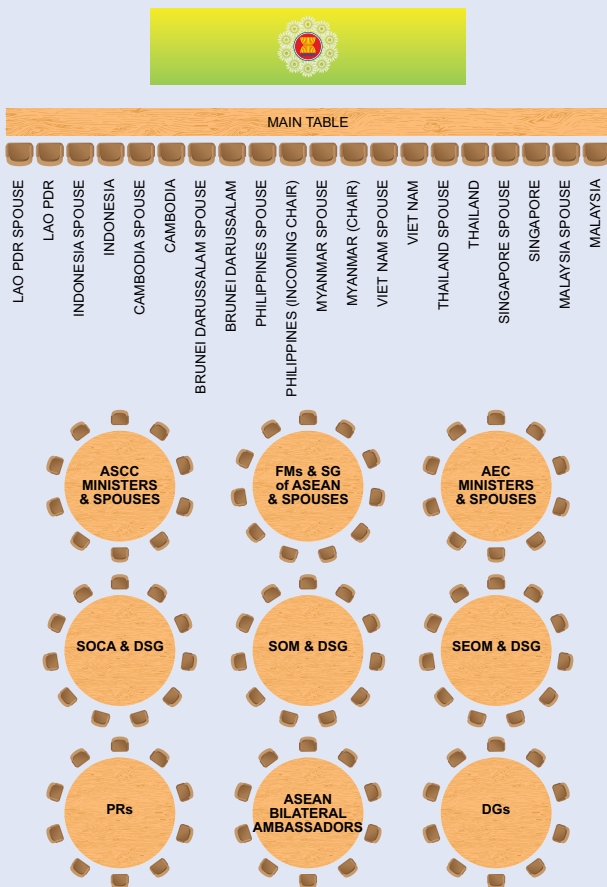


Diagram 27: Seating Arrangement and Table Plan for ASEAN Leaders at Gala Dinner (First Summit of the Year)

For the Gala Dinner of the second Summit, the seating arrangement and table plan follows the illustration in Diagram 28.

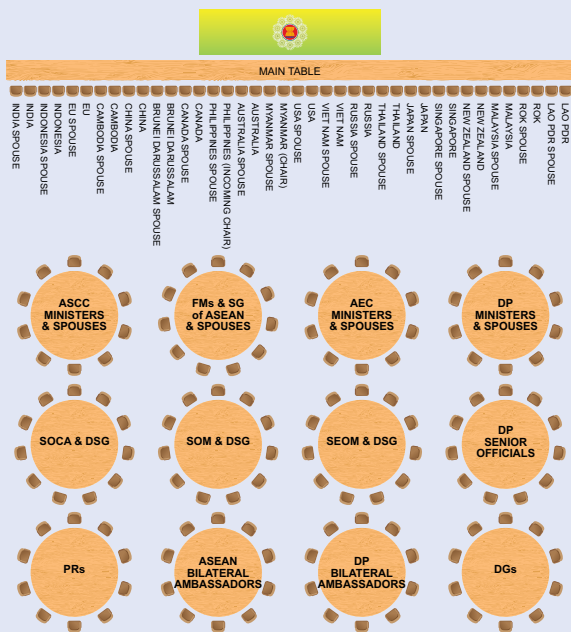


Diagram 28: Seating Arrangement and Table Plan for Leaders at Gala Dinner (Second Summit of the Year)

The photo session for the second Summit is as illustrated in Diagram 29.

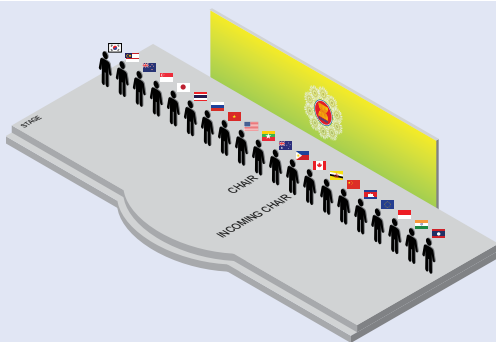


Diagram 29: Photo Session for the Second Summit with Dialogue Partners



## G. Closing and Handing-Over of Chairmanship Ceremony (the Second Summit of the Year)

### Order of Proceedings

- Closing Statement by the Chair of ASEAN
- Incoming Chair is invited to the stage
- Incumbent Chair hands over the ASEAN Chairmanship's Gavel to the Incoming Chair
- Statement by Incoming Chair
- Video presentation of Incumbent Chair of ASEAN followed by Video presentation of the Incoming Chair of ASEAN (Optional)

## H. Press Conference

A Press Conference may be held at the end of the ASEAN Summit. The HOS/G of the ASEAN Chair shall speak on behalf of the other HOS/Gs at the Press Conference. The SG of ASEAN may be invited to participate in the Press Conference.

The arrangement is left to the discretion of the ASEAN Chair as to whether the HOS/G stands at the podium or sits in a sofa setting as illustrated in Diagrams 30 and 31 respectively.

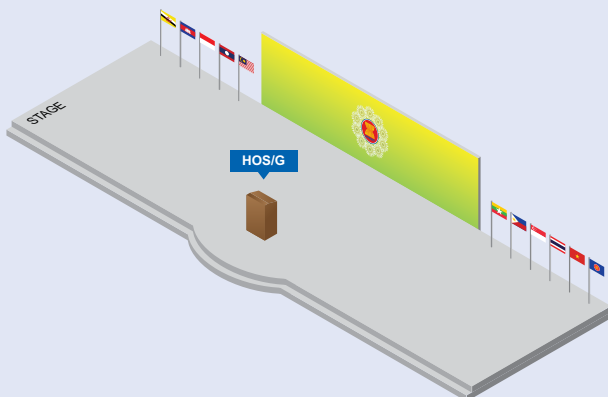


Diagram 30: Press Conference with Podium

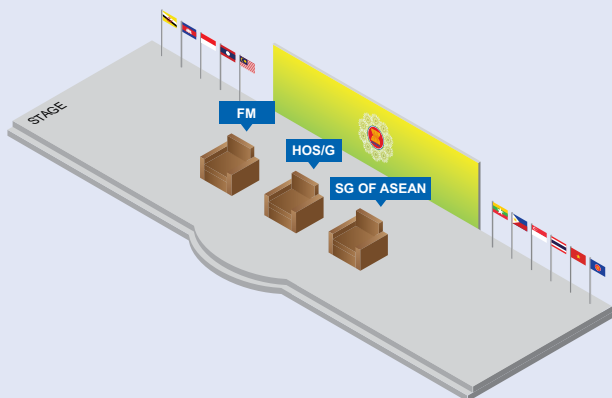


Diagram 31: Press Conference in a Sofa Setting

## I. Motorcade Arrangement for ASEAN Summits

The motorcade arrangements for the HOS/Gs and Ministers/SG of ASEAN will be in accordance with the protocol practises of the host country. Examples of motorcade arrangements for both HOS/Gs and Ministers/SG of ASEAN are as illustrated in Diagrams 32 and 33 respectively.

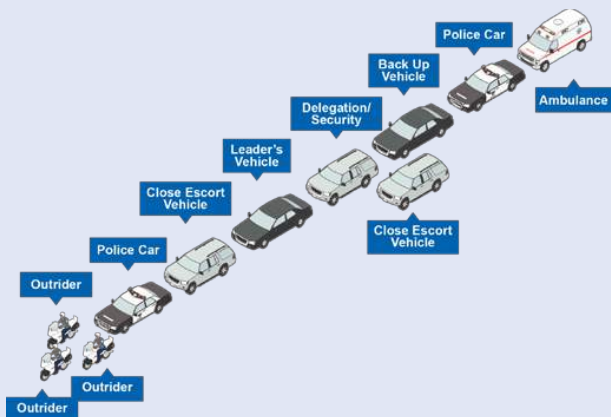


Diagram 32: ASEAN Summit Motorcade Arrangement for HOS/Gs

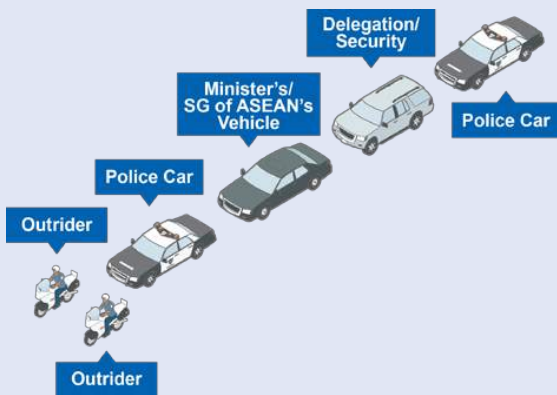


Diagram 33: Motorcade Arrangement for Ministers and SG of ASEAN

Chapter II

# **MEETINGS OF ASEAN COORDINATING COUNCIL AND ASEAN SECTORAL MINISTERIAL BODIES**

## **Introduction**

This section shall apply to the meetings of the ASEAN Coordinating Council (ACC), ASEAN Political-Security (APSC) Council, ASEAN Economic Community (AEC) Council, ASEAN Socio-Cultural Community (ASCC) Council, the ASEAN Foreign Ministers Meeting (AMM) and other ASEAN Sectoral Ministerial Bodies.

Suggested dress code for the various ASEAN meetings is as reflected in Annex 2.

## **Invitation**

The Minister of the host country of the relevant ASEAN Ministerial Meetings shall extend invitations to his/her counterparts and the SG of ASEAN.

## **Hospitality**

The host country shall accord the appropriate hospitality arrangements for Ministers and their spouses, the SG of ASEAN and spouse, as well as whosoever the host country deems appropriate.

An administrative arrangement shall be distributed along with the invitation or within a reasonable time-frame by the host country which should include the details of its hospitality.

## **Arrival and Departure Arrangements**

Visiting Heads of Delegation shall be welcomed and sent-off by the appropriate representative of the host country, in accordance with the protocol of the host country.

## **Courtesy Call on the HOS/G of Host Country**

Arrangements for a joint audience or courtesy call on the HOS/G of the host country by the Ministers, the SG of ASEAN and/or guest Ministers are at the discretion of the host country.

## **Chairmanship and Vice-Chairmanship**

In Sectoral Ministerial Meetings where there is a Chair and a Vice-Chair, the Vice-Chair shall sit to the left of the Chair.

## **Press Conference**

A Press Conference may be convened by the Chair. The Minister shall speak on behalf of the other ASEAN Ministers at the Press Conference. The SG of ASEAN may be invited to participate in the Press Conference.

## **Motorcade Arrangement**

The motorcade arrangement for Ministers and SG of ASEAN can follow that as illustrated in Diagram 33.

# **A. ASEAN COORDINATING COUNCIL (ACC)**

## **A.1. Host Country**

The ACC Meeting is hosted by the ASEAN Chair and is held at least twice a year.

## **A.2. Chairmanship**

The ACC Meeting is chaired by the Foreign Minister of the Chair of ASEAN.

## **A.3. Composition and Dress Code**

The Meeting shall consist of ASEAN Foreign Ministers + delegates, SG of ASEAN + delegates (number of accompanying delegates would depend on the host).

Suggested dress code for the ACC Meeting is as reflected in Annex 2.

## **A.4. Flag Arrangement**

The flag arrangement follows that of the ASEAN Summit (see Diagram 1).

## **A.5. Seating Arrangement and Photo Session**

The seating arrangement of the ACC Meeting is illustrated in Diagram 34. The photo session of the ACC Meeting includes the SG of ASEAN as illustrated in Diagram 35.

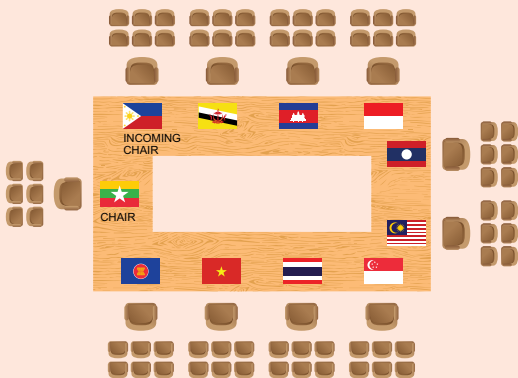


Diagram 34: Seating Arrangement for the ACC



Diagram 35: Photo Session for the ACC

#### A.6. Other Requirements

Simultaneous interpreter booths can be arranged upon request.

Listening rooms for other delegates can be arranged.

## B. OTHER ASEAN MINISTERIAL MEETINGS

### B.1. Invitation

The relevant Minister of the host country, in his/her capacity as Chair of the respective Council/ASEAN Sectoral Ministerial Body, shall extend invitations, to his/her counterpart of other ASEAN Member States.

The respective Council/ASEAN Sectoral Ministerial Body meetings generally consist of the following programme:

- Working/Welcome Dinner
- Opening Ceremony
- Plenary
- Retreat<sup>4</sup>
- Gala Dinner<sup>5</sup>
- Closing Ceremony/Session (Signing Ceremony, if any)
- Press Conference<sup>6</sup>

### B.2. Welcoming/Working Dinner

The Welcoming/Working Dinner is hosted by the ASEAN Chair and usually precedes all the Meetings. The general seating arrangements are illustrated in Diagram 36.

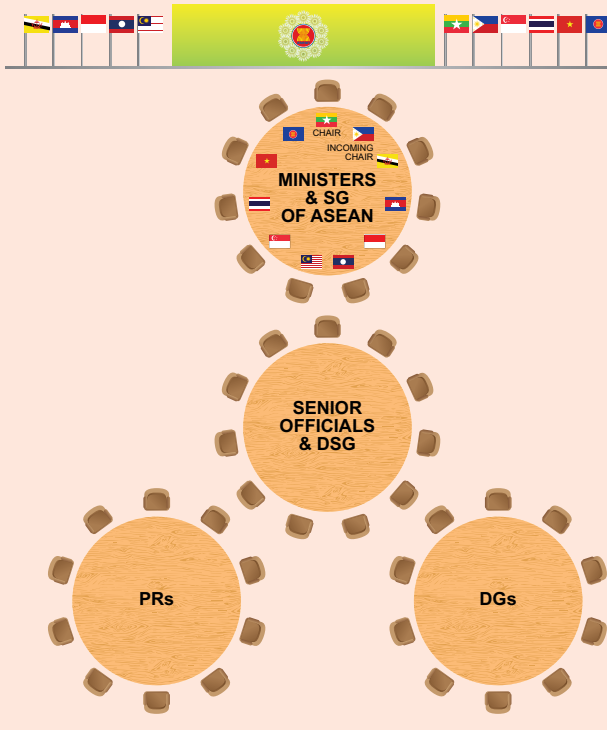
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<sup>4</sup> Not all ASEAN Sectoral Ministerial Bodies Meetings have a Retreat and a Gala Dinner as part of the programme.

<sup>5</sup> Ibid.

<sup>6</sup> A Press Conference is usually held after the Closing Ceremony/Session of the AMM.



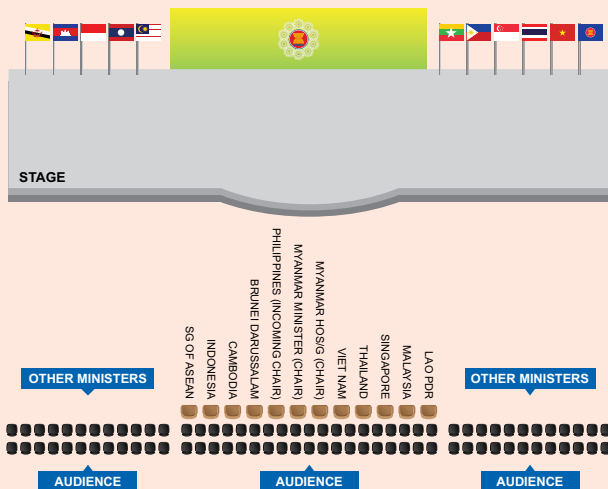


**Diagram 36: Seating Arrangement for Working/Welcome Dinner**

### B.3. Opening Ceremony

In the event that the HOS/G of the host country officiates the Opening Ceremony of an ASEAN ministerial meeting, the HOS/G of the host country would be seated in the centre of the row, facing the stage. Seating arrangement for the Ceremony is illustrated in Diagram 37.

**Note:** The host country is flexible on having its own programme arrangement for the Opening Ceremony.



**Diagram 37: Seating Arrangement for the Opening Ceremony of an ASEAN Ministerial Meeting**

Special observers, Ministers of guest countries and other VIPs, as well as other Guests of the Chair should be seated behind the ASEAN Ministers.

### Order of Proceedings

The Opening Ceremony of an ASEAN ministerial meeting usually commences with the ASEAN Anthem. The HOS/G of the Host Country shall deliver the Opening Address followed by Welcoming Remarks of the Minister. The photo session for Ministers shall include the SG of ASEAN together with the HOS/G as illustrated in Diagram 38.



**Diagram 38: Photo Session for the Opening Ceremony**

### B.3. Composition and Dress Code

The Meeting shall consist of the relevant ASEAN Ministers + delegates, SG of ASEAN + delegates (number of accompanying delegates would depend on the host).

Suggested dress code for the ministerial meeting is as reflected in Annex 2.

### B.4. Flag Arrangement

The flag arrangement follows that of the ASEAN Summit (see Diagram 1).

### B.5. Seating Arrangement and Photo Session

The seating arrangement for Plenary/Closing sessions and Retreat (if applicable) of the ministerial meetings are as illustrated in Diagrams 39 and 40 respectively.

The photo session shall follow that of Diagram 35.

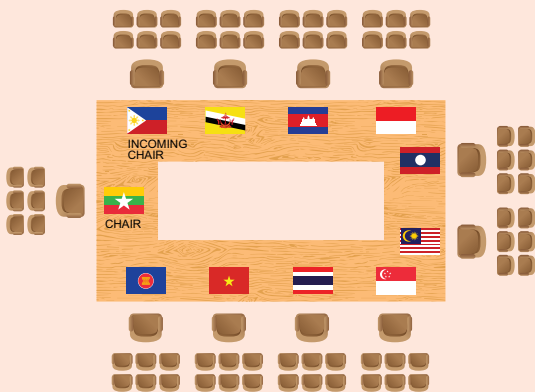


Diagram 39: Seating Arrangement for the Plenary and Closing Sessions

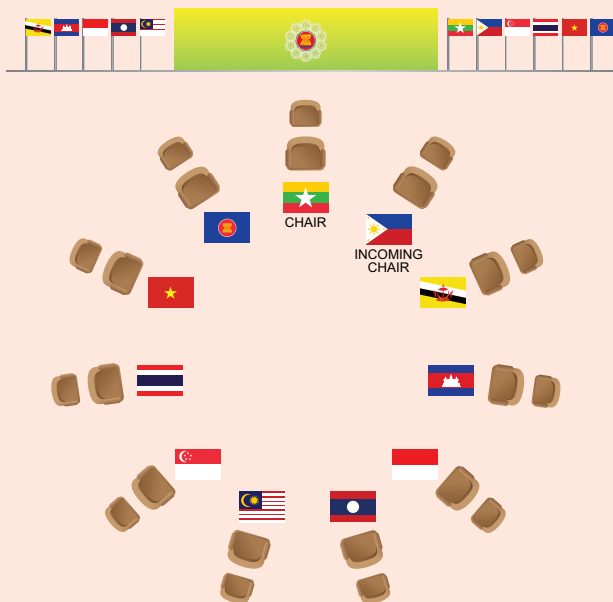
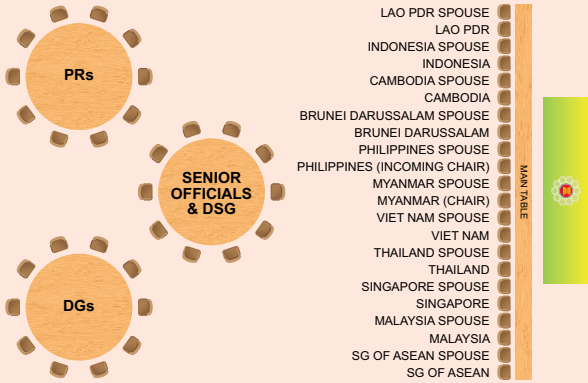


Diagram 40: Seating Arrangement for the Retreat of Ministers

**B.6. Gala Dinner for Ministerial Meetings (if applicable)**

The Gala Dinner for ASEAN Ministers, SG of ASEAN, their spouses, and other invited guests, is hosted by the Chair of the Meeting. In general, the seating arrangement is illustrated in Diagram 41.

The Gala Dinner shall commence with the Welcoming Remarks by the Chair of the Meeting, followed by a photo session of the Ministers and their spouses. The photo session arrangement follows the illustration in Diagram 35 with the spouses standing on the left side of the Ministers.



**Diagram 41: Gala Dinner for an ASEAN Sectoral Ministerial Meeting**

Chapter III

# **MEETINGS OF ASEAN SENIOR OFFICIALS BODIES**

## A. MEETINGS OF ASEAN SENIOR OFFICIALS BODIES

### A.1. Introduction

The Meetings of Senior Officials shall comprise of the relevant Senior Officials representing the respective ASEAN Sectoral Bodies.

The Meetings of Senior Officials generally consist of a Plenary session and Welcome/Working Dinner. A Senior Officials Retreat is sometimes held.

### A.2. Invitation

The Chair of the sectoral body at the Senior Officials' level will invite his/her counterparts and the ASEAN Secretariat.

### A.3. Hospitality

The host country shall accord the appropriate hospitality arrangements for the Senior Officials and the Deputy SG of ASEAN, as well as whosoever the host country deems appropriate.

An administrative arrangement shall be distributed along with the invitation or within a reasonable time-frame by the host country which should include the details of its hospitality.

### A.4. Composition and Dress Code

The Meeting shall consist of the relevant ASEAN Senior Officials + delegates, Deputy SG of ASEAN + delegates (number of accompanying delegates would depend on the host).

Suggested dress code for the Senior Officials' Meeting and Welcome/Working Dinner is as reflected in Annex 2.

### A.5. Flag Arrangement

The flag arrangement follows that of the ASEAN Summit (see Diagram 1).

## A.6. Seating Arrangement and Photo Session

The seating arrangement for the Meetings of Senior Officials is as illustrated in Diagram 42.

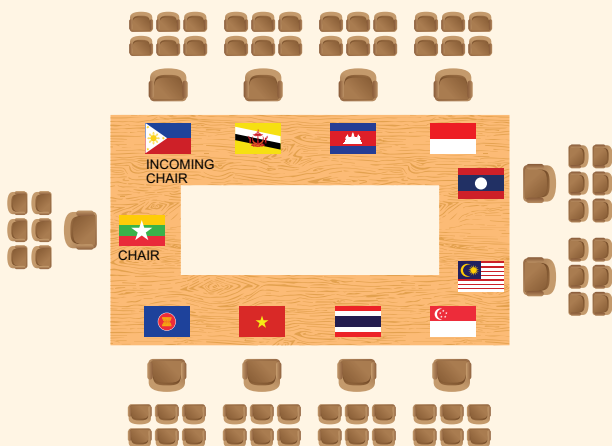


Diagram 42: Seating Arrangement for the Meetings of Senior Officials

The photo session arrangement follows the illustration in Diagram 35.

## B. JOINT CONSULTATIVE MEETING (JCM)

### B.1. Introduction

The JCM comprises the members of the ASEAN Senior Officials Meeting (ASEAN SOM), ASEAN Senior Economic Officials Meeting (SEOM), Senior Officials Meeting for the ASEAN Socio-Cultural Community (SOCA), relevant Deputy SGs of ASEAN and the Committee of Permanent Representatives to ASEAN (CPR). The JCM is chaired and hosted by the ASEAN SOM Leader from the Member State holding the ASEAN Chairmanship.



## **B.2. Invitation**

The ASEAN SOM Leader who is the Chairman of the JCM, shall extend invitations to the ASEAN SOM Leaders, SEOM Leaders, SOCA Leaders, the CPR and the ASEAN Secretariat.

## **B.3. Hospitality**

The host country of the JCM shall accord the appropriate hospitality arrangements for the ASEAN SOM Leaders, SEOM Leaders, SOCA Leaders, Deputy SGs of ASEAN, the CPR as well as whosoever the host country deems appropriate.

An administrative arrangement shall be distributed along with the invitation or within a reasonable time-frame by the host country which should include the details of its hospitality.

## **B.4. Arrival and Departure Arrangements for Heads of Delegations**

Visiting SOM Leaders, SEOM Leaders, SOCA Leaders, the Deputy SGs of ASEAN and the CPR shall be received and sent-off by the liaison officer of the host country in accordance with the protocol of the host country.

## **B.5. Composition and Dress Code**

The Meeting shall consist of the relevant ASEAN Senior Officials + delegates, Deputy SGs of ASEAN + delegates and the CPR + delegates (number of accompanying delegates would depend on the host).

Suggested dress code for the JCM is as reflected in Annex 2.

## B.6. Seating Arrangement and Photo Session

The seating arrangement is illustrated in Diagram 43.

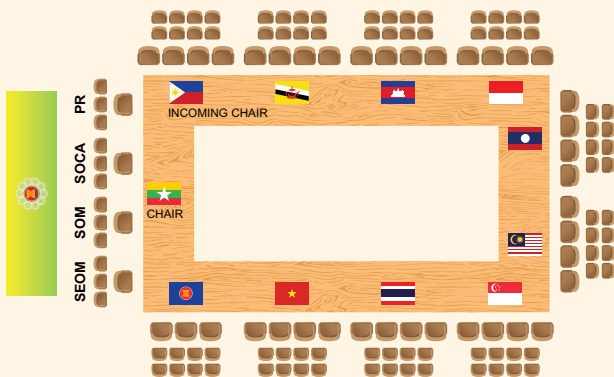


Diagram 43: Seating Arrangement for the JCM

The photo session is illustrated in Diagram 44.



Diagram 44: Photo Session for the JCM

Chapter IV

# **ASEAN MEETINGS WITH EXTERNAL PARTNERS**

## DIALOGUE PARTNERS

The Dialogue Partners (DPs) and Sectoral Dialogue Partners (SDPs) of ASEAN are as follows as of November 2015:

### *Dialogue Partners (DPs)*

1. The Commonwealth of Australia (Australia)
2. Canada
3. People's Republic of China (China)
4. European Union (EU)
5. Republic of India (India)
6. Japan
7. Republic of Korea (ROK)
8. New Zealand
9. The Russian Federation (Russia)
10. The United States of America (USA)

### *Sectoral Dialogue Partners (SDPs)*

1. Kingdom of Norway (Norway)
2. The Islamic Republic of Pakistan (Pakistan)

Each ASEAN Member State is responsible to coordinate relations with one DP, also known as Country Coordinator, for a term of three years on a rotational basis. The list of Country Coordinators is available on the ASEAN [Website](#).

## A. POST-MINISTERIAL CONFERENCES (PMC+1) WITH DIALOGUE PARTNERS

The PMC+1 is a series of annual meetings of the ASEAN Foreign Ministers with the Foreign Ministers of the ASEAN DPs. These meetings are usually held immediately after the AMM in the host country.

### A.1. Invitation

The Foreign Minister of the host country, in his/her capacity as Chairman of the AMM, shall extend invitations, on behalf of ASEAN, to the Foreign Ministers of the ASEAN DPs and where relevant for them to also attend the APT and EAS Ministers' Meetings.

### A.2. Hospitality

The host country shall accord the appropriate hospitality arrangements for the Foreign Ministers of the ASEAN DPs as well as whosoever the host country deems appropriate.

An administrative arrangement shall be distributed along with the invitation or within a reasonable time-frame by the host country which should include the details of its hospitality.

### A.3. Arrival and Departure Arrangements

The visiting Ministers shall be welcomed and sent off by the appropriate representative of the host country. Other invited guests shall be received and sent off in accordance with the protocol of the host country.

### A.4. Courtesy Call on the HOS/G of the Host Country

Arrangements for a joint audience or courtesy call on the HOS/G of the host country by the Ministers and the SG of ASEAN are at the discretion of the host country.

### A.5. Tentative Programme and Provisional Agenda of Meeting

The host country shall prepare the tentative programme. The Country Coordinator will prepare the provisional agenda of the PMC+1 meeting and subsequently submit it to the host country.

### A.6. Chairing of the Meetings

The Foreign Ministers of the ASEAN Country Coordinator and the DP shall co-chair the Meeting, and they shall deliver their respective opening remarks at the start of the Open Session.

The PMC+1 may be open to the media during the photo session and delivery of the opening remarks by the co-chairs, after which the media shall be requested to leave the venue of the meeting.

### A.7. Composition and Dress Code

The PMC+1 sessions are attended by the Foreign Ministers of the current ASEAN Country Coordinator, incoming ASEAN Country Coordinator, the previous ASEAN Country Coordinator, the DP, and the SG of ASEAN or his representative. Other ASEAN Foreign Ministers or their representatives may also attend the session.

Suggested dress code for the PMC+1 is as reflected in Annex 2.

## A.8. Flag Arrangement

The flag arrangement of the PMC+1 shall follow the illustration in Diagram 10.

## A.9. Seating Arrangement and Photo Session

The seating arrangement for the Meeting is as illustrated in Diagram 45.

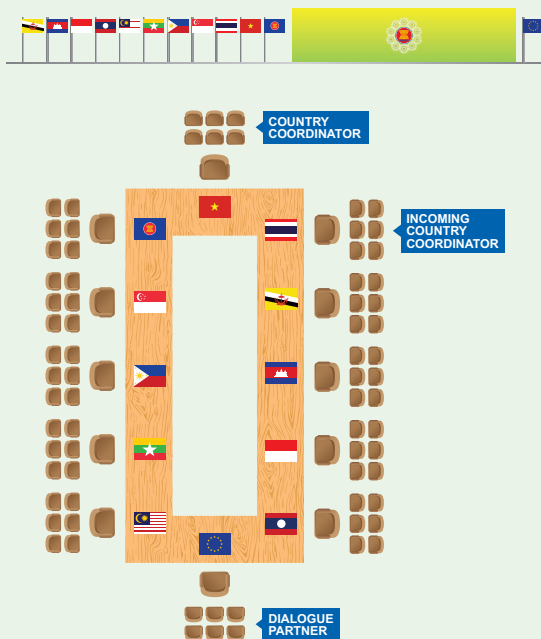


Diagram 45: Seating Arrangement for the PMC+1

Note: For illustrative purposes, the diagram shows the EU as the DP and Viet Nam as the Country Coordinator.

The photo session arrangement follows the illustration in Diagram 46.

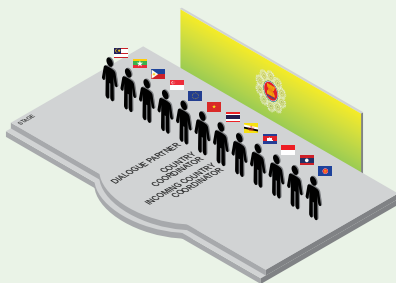


Diagram 46: Photo Session for the PMC+1

### A.10. Gala Dinner

The Gala Dinner for the PMC+1 Ministers, SG of ASEAN, their spouses, and other invited guests, is hosted by the Chair of the Meeting. In general, the seating arrangement is illustrated in Diagram 47.

The Gala Dinner shall commence with Welcoming Remarks by the Chair, followed by a photo session of the Ministers and/or spouses as deemed appropriate by the host. The photo session follows the illustration in Diagram 29 with the spouses standing on the left side of the respective Minister.

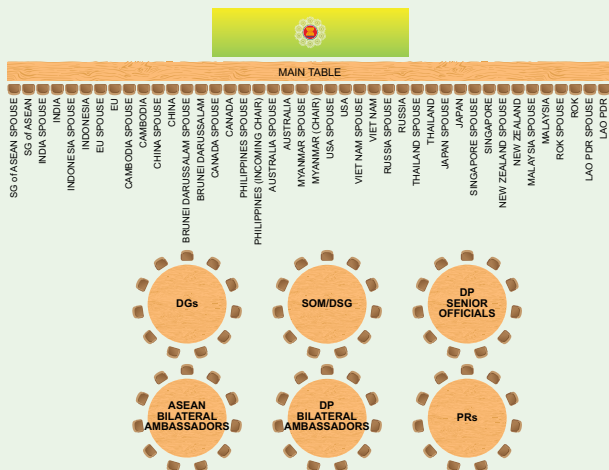


Diagram 47: Gala Dinner with Dialogue Partners

## **B. ASEAN MEETINGS WITH DIALOGUE PARTNER (DP) AND SECTORAL DIALOGUE PARTNER (SDP) COUNTRIES AT SENIOR OFFICIALS LEVEL**

### **B.1. Invitation**

The Country Coordinator shall extend the Meeting's invitations to his/her counterparts and the ASEAN Secretariat. In the case of SDP, the ASEAN Secretariat shall issue the invitations.

### **B.2. Hospitality**

The host country shall accord the appropriate hospitality arrangements for the ASEAN Senior Officials, the DP's Senior Officials, and the Deputy SG of ASEAN as well as whosoever the host country deems appropriate.

An administrative arrangement shall be distributed along with the invitation or within a reasonable time-frame by the host country which should include the details of its hospitality.

### **B.3. Arrival and Departure Arrangements for Heads of Delegations**

Visiting Senior Officials shall be received and sent-off by the liaison officer of the host country in accordance with the protocol of the host country.

### **B.4. Tentative Programme and Provisional Agenda of Meeting**

The tentative programme and provisional agenda of the meeting shall be prepared by the ASEAN Country Coordinator in collaboration with the ASEAN Secretariat for the consideration of ASEAN Member States and the DP country concerned.

### **B.5. Chairing of the Meetings**

For Dialogue Partners, the ASEAN Country Coordinator shall co-chair the meeting with the Head of Delegation of the DP country concerned.



For the Sectoral Dialogue Partner, the ASEAN Secretariat shall co-chair the Meeting with the Head of Delegation of the SDP country concerned.

### B.6. Composition and Dress Code

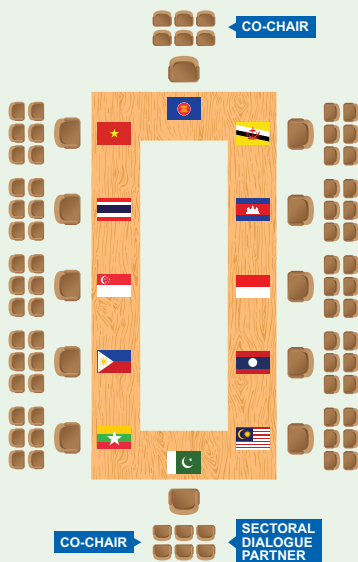
The Meeting shall consist of the relevant ASEAN and DP Senior Officials + delegates, Deputy SG of ASEAN + delegates (number of accompanying delegates would depend on the host).

Suggested dress code for the Meeting with DP/SDP is as reflected in Annex 2.

### B.7. Seating Arrangement

The seating arrangement for the Meetings with DP follows Diagram 45.

In the case of the Meeting with SDP, the seating arrangement is illustrated in Diagram 48.



**Diagram 48: Seating Arrangement for the ASEAN Meeting with Sectoral Dialogue Partner**

Note: Pakistan as SDP is reflected for illustrative purposes only.

## B.8. Photo Session

The photo session for the Meeting with SDP is illustrated in Diagram 49.



Diagram 49: Photo Session for the ASEAN Meeting with Sectoral Dialogue Partner

## C. ASEAN PLUS THREE MINISTERS' MEETING AND ASEAN PLUS THREE SENIOR OFFICIALS' MEETING

The ASEAN Plus Three Ministers' Meeting is usually held immediately after the AMM.

The APT Chair or Co-Chairs at the end of an APT Ministers' Meeting may give a Press Conference. Other APT Ministers and/or the SG of ASEAN may be invited to participate in the Press Conference.

### C.1. Chairing of the Meeting

The ASEAN Plus Three Ministers' Meeting is chaired by the ASEAN Chair. The format shall follow the ASEAN Plus Three Summit. However, there are some ASEAN Plus Three Ministers' Meetings that are co-chaired between the ASEAN Chair and the Plus Three country.

For Senior Officials' Meeting, the ASEAN Chair shall co-chair the meeting with his/her counterpart from the Co-Chair country of the Plus Three side.

## C.2. Flag and Seating Arrangements

The flag and seating arrangements shall follow that of the ASEAN Plus Three Summit as illustrated in Diagram 14 and 15 respectively.

## C.3. Photo Session

The photo session of the ASEAN Plus Three Foreign Ministers Meeting and Senior Officials Meeting include the SG/DSG of ASEAN as illustrated in Diagram 50.



Diagram 50: Photo Session for the ASEAN Plus Three Ministers' Meeting and Senior Officials Meeting

## D. EAST ASIA SUMMIT (EAS) MINISTERS' MEETING AND SENIOR OFFICIALS' MEETING

The EAS Ministers' Meeting is usually held immediately after the AMM.

The EAS Chair at the end of an EAS Ministers' Meeting may give a Press Conference. Other EAS Ministers and/or the SG of ASEAN may be invited to participate in the Press Conference.

### D.1. Chairing of the Meeting

The EAS Ministers' Meetings and Senior Officials' Meeting are chaired by the ASEAN Chair. The format shall follow the East Asia Summit arrangement.

## D.2. Flag and Seating Arrangements

The flag and seating arrangements shall follow that of the East Asia Summit as illustrated in Diagrams 18 and 19 respectively.

## D.3. Photo Session

The photo session of the EAS Ministers' Meeting and Senior Officials Meeting include SG/DSG of ASEAN as illustrated in Diagram 51.



Diagram 51: Photo Session for the EAS Ministers' Meeting and Senior Officials Meeting

## E. ASEAN REGIONAL FORUM (ARF) MINISTERIAL MEETING

The ASEAN Regional Forum (ARF) Ministerial Meeting was established by ASEAN in 1994. It aims to promote regional political and security dialogue as well as cooperation in the Asia Pacific region and is the highest decision-making body of the ARF.

The ARF is hosted by the ASEAN Chair and shall be convened on an annual basis, usually immediately after the AMM.

### E.1. Invitation

The Foreign Minister of the host country in his/her capacity as Chairman of the ARF shall extend invitations to the other ARF Foreign Ministers.

### E.2. Hospitality

The host country shall accord the appropriate hospitality arrangements for all Ministers and their spouses, the SG of ASEAN and spouse as well as whosoever the host country deems appropriate.

An administrative arrangement shall be distributed along with the invitation or within a reasonable time-frame to all ARF Members by the host country which should include the details of its hospitality.

### E.3. Arrival and Departure Arrangements

Visiting Heads of Delegation shall be welcomed and sent off by the appropriate representative of the host country in accordance with the protocol of the host country.

### E.4. Composition and Dress Code

The ARF begins with a Retreat and is followed by the Plenary. The Retreat shall consist of the ARF Foreign Ministers+1 and SG of ASEAN+1.

The Plenary shall consist of the ARF Foreign Ministers + delegates and SG of ASEAN + delegates (number of accompanying delegates would depend on the host).

Suggested dress code for the ARF Ministerial Meeting is as reflected in Annex 2.

### E.5. Flag Arrangement

The outdoor flag arrangement for the ARF is as illustrated in Diagram 52.

The indoor flag arrangement is as illustrated in Diagram 53.

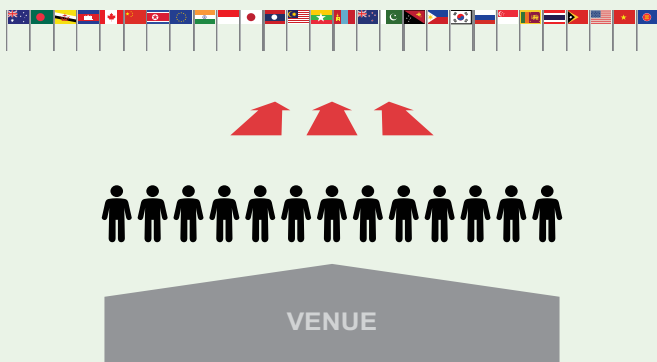


Diagram 52: Outdoor/Venue Flags for the ARF

### E.9. Seating Arrangement and Photo Session

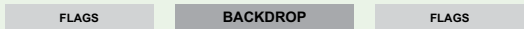
The seating arrangement for the ARF Ministerial Retreat and Plenary are illustrated as in Diagrams 53 and 54.

**FLAG LINE-UP:**

Flags to the left side of the backdrop



Flags to the right side of the backdrop



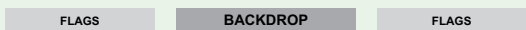
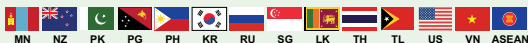
**Diagram 53: Seating Arrangement for the ARF Ministerial Retreat**

**FLAG LINE-UP:**

Flags to the left side of the backdrop



Flags to the right side of the backdrop



**Diagram 54: Seating Arrangement for the ARF Ministerial Plenary**



The photo session is illustrated in Diagram 55.



Diagram 55: Photo Session for the ARF

### E.10. Other Requirements

Simultaneous interpreter booths can be arranged upon request.

Listening rooms for other delegates can be arranged.

### E.11. Press Conference

The ARF Chair at the end of an ARF Ministerial Meeting usually gives a Press Conference. Other ARF Foreign Ministers and/or the SG of ASEAN may be invited to participate in the Press Conference.

Chapter V

# **OTHER CEREMONIES**

## A. CEREMONY FOR THE SIGNING OF THE INSTRUMENT OF ACCESSION TO THE TREATY OF AMITY AND COOPERATION IN SOUTHEAST ASIA (TAC)

### 1. Introduction

The Signing Ceremony of the Instrument of Accession to the TAC is customarily held in the Member State holding the ASEAN Chairmanship, usually at the side-lines of high-level ASEAN meetings such as the ASEAN Summit or AMM.

### 2. Invitation

The Foreign Minister of the ASEAN Chair, in his capacity as the Chairman of the AMM, shall extend invitations to all ASEAN Foreign Ministers, the SG of ASEAN, as well as the Foreign Ministers of the High Contracting Parties to the TAC that attend the Related Summits/PMC/ARF, to attend the Signing Ceremony.

### 3. Seating Arrangement

The Foreign Ministers shall be seated on the stage as illustrated in Diagram 56. If there are more than one acceding party, the ceremonies shall be held separately for each acceding party.

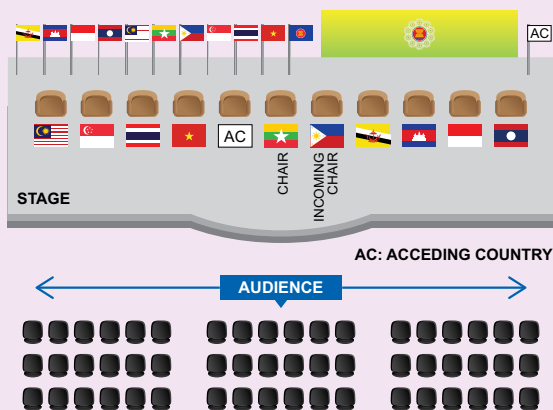


Diagram 56: Seating Arrangement for the Signing of the TAC

## Order of Proceedings

The order of proceedings is as follows:

- i. Signing of the Instrument of Extension of the TAC by ASEAN Foreign Ministers, commencing with the Foreign Minister of the ASEAN Chair followed by the Foreign Minister of the Incoming ASEAN Chair and so on.
- ii. Signing of the Instrument of Accession to the TAC by the Foreign Minister of the country/representative of the regional organisation acceding to the TAC.
- iii. Handing over of the Instrument of Accession by the Foreign Minister of the country/representative of the regional organisation acceding to the TAC to the Foreign Minister of the ASEAN Chair.
- iv. Handing over of the Instrument of Extension and the Instrument of Accession by the AMM Chairman to the SG of ASEAN for deposit in the ASEAN Secretariat.

Note: If remarks are to be made, the Foreign Minister of the ASEAN Chair will be the first to deliver before the signing of the instruments. After the handing over of the instruments to the SG of ASEAN, the Foreign Minister of the country/representative of the regional organisation acceding to the TAC may deliver his/her remarks.

## B. PRESENTATION OF CREDENTIALS CEREMONY

### 1. DAY OF THE PRESENTATION OF CREDENTIALS CEREMONY (POC)

Attendance:

- Permanent Representative/Ambassador-designate (PR/ Ambassador-designate)
- Spouse of PR/Ambassador-designate (if attending)
- Accompanying Diplomatic Officials of the Permanent Mission/Embassy (if attending)

### 2. LEAVING FOR THE ASEAN SECRETARIAT

The PR/Amb-designate, accompanied by his/her delegation, will proceed by their own transportation to the ASEAN Secretariat.

### 3. ARRIVAL AT THE ASEAN SECRETARIAT

Upon arrival at the lobby of the ASEAN Secretariat, the PR/Amb-designate will be welcomed by a high-ranking officer of the ASEAN Secretariat.

#### Order of Proceedings

The PR/Amb-designate, accompanied by his/her delegation and the high-ranking officer of the ASEAN Secretariat, will then proceed to the Holding Room.

The SG of ASEAN arrives at the venue of the POC ceremony.

A Protocol Officer of the ASEAN Secretariat will then usher the PR/Amb-designate and delegation to the venue of the POC ceremony and an appropriate ranking officer of the ASEAN Secretariat presents the PR/Amb-designate to the SG of ASEAN, by announcing:

“Excellency, I have the honour to present H.E. *(name)*, PR/Amb-designate of *(name of country)*.”

The ASEAN Anthem will be played first and followed by the National Anthem of the country of the PR/Amb-designate. When the Anthems are played, all present shall stand facing the flags of ASEAN and the country of the PR/Amb-designate.

The PR/Amb-designate will present the Letter of Credence to the SG of ASEAN. No formal speech would be made. The SG receives the document, shake hands with the PR/Ambassador and formally welcomes him/her.

The official photographer of the ASEAN Secretariat will take photographs of the presentation of the Letter of Credence. The PR/Ambassador would stand to the right of SG of ASEAN with the respective flags in the background.

The SG of ASEAN will present the PR/Ambassador with the ASEAN pin and pose for another photograph.

The PR/Ambassador will then present his/her spouse and the members of his/her delegation of the Permanent Mission/Embassy in the order of seniority. The PR/Ambassador’s spouse and officials will shake hands with the SG of ASEAN. After the presentation, a group photograph of the SG of ASEAN, the PR/Ambassador and spouse will be taken, and then followed by all of those in attendance as illustrated in Diagram 57.

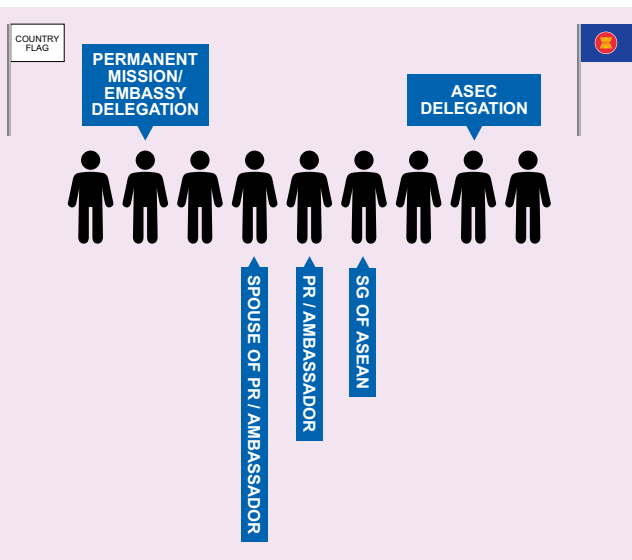
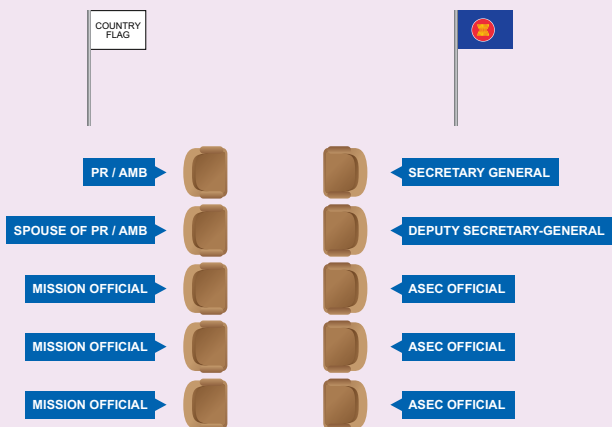


Diagram 57: Photo Session for the POC

#### 4. CALL ON THE SECRETARY-GENERAL OF ASEAN

After the photo session, the SG of ASEAN and PR/Ambassador will be guided by the Protocol Officer of the ASEAN Secretariat to an appropriate venue where the call on the Secretary-General will take place as illustrated in Diagram 58.



**Diagram 58: Seating Arrangement for the Call on the Secretary-General of ASEAN**

At the end of the call, the SG of ASEAN bids farewell to the PR/ Ambassador and spouse. A high-ranking officer of the ASEAN Secretariat will accompany the PR/Ambassador and delegation to their vehicle(s).




# ANNEXES



## OFFICIAL NAMES, NATIONAL FLAGS AND OFFICIAL NAMES OF GOVERNMENT OF ASEAN MEMBER STATES

The following table contains the official names, national flags of the ASEAN Member States and official names of their respective Governments that are to be used in all ASEAN documents.

Country Name (as commonly referred)	Full Official Name	Country Flag	Official Name of the Government
Brunei Darussalam	Brunei Darussalam		The Government of Brunei Darussalam
Cambodia	Kingdom of Cambodia		The Royal Government of Cambodia
Indonesia	The Republic of Indonesia		The Government of the Republic of Indonesia
Lao PDR	The Lao People's Democratic Republic		The Government of the Lao People's Democratic Republic
Malaysia	Malaysia		The Government of Malaysia
Myanmar	The Republic of the Union of Myanmar		The Government of the Republic of the Union of Myanmar
Philippines	The Republic of the Philippines		The Government of the Republic of the Philippines

Country Name (as commonly referred)	Full Official Name	Country Flag	Official Name of the Government
Singapore	The Republic of Singapore		The Government of the Republic of Singapore
Thailand	The Kingdom of Thailand		The Royal Thai Government
Viet Nam	The Socialist Republic of Viet Nam		The Government of the Socialist Republic of Viet Nam

Note:

1. The Official Country Name, Full Official Country Name and the Government's Official Name for each Member State were provided by the respective Ministries of Foreign Affairs.
2. Revision of National Flag and/or Country Name: If any Member State revises its national flag and/or name of the country, the Member State should inform the ASEAN Secretariat by official correspondence with explanation including details as well as the effective date.
3. Specifications for National Flags of the ASEAN Member States are available on the ASEAN [Website](#).

## SUGGESTED DRESS CODE FOR ASEAN MEETINGS

No.	Event	Attire
1	Opening Ceremony of the ASEAN Summit	Lounge Suit/ National Dress
2	ASEAN Summit – Plenary & Retreat	Lounge Suit/ National Dress
3	ASEAN Plus One Summit	Lounge Suit/ National Dress
4	ASEAN Plus Three Summit	Lounge Suit/ National Dress
5	ASEAN-Dialogue Partners Commemorative Summit	Lounge Suit/ National Dress
6	East Asia Summit	Lounge Suit/ National Dress
7	Gala Dinner Hosted by HOS/G of the Chair Country	Special Attire/ Lounge Suit/ National Dress
8	Closing Ceremony and Handover of the ASEAN Chairmanship	Lounge Suit/ National Dress
9	Welcome Dinner by Minister of the Host Country, Chairman of the ASEAN Ministerial Meeting	Special Attire/ Smart Casual/ National Dress
10	Opening Ceremony of the ASEAN Ministerial Meeting	Lounge Suit/ National Dress
11	ACC and ASEAN Ministerial Meeting – Plenary Session	Lounge Suit/ National Dress
12	ACC and ASEAN Ministerial Meeting – Retreat Session	Special Attire/ Lounge Suit/ National Dress
13	ASEAN-Dialogue Partners Ministerial Meeting, PMC+1	Lounge Suit/ National Dress
14	ASEAN Plus Three Ministers' Meeting	Lounge Suit/ National Dress
15	East Asia Summit (EAS) Ministers' Meeting	Lounge Suit/ National Dress

No.	Event	Attire
16	ASEAN Regional Forum Ministerial Meeting	Lounge Suit/ National Dress
17	Closing Ceremony of the ASEAN Ministerial Meeting	Lounge Suit/ National Dress
18	Meeting of ASEAN Senior Officials	Smart Casual
19	JCM	Smart Casual
20	Welcome Dinner of ASEAN SOM Leaders	Smart Casual
21	ASEAN-DP/SDP Senior Official's Meeting	Smart Casual
22	Meetings of the Committee of Permanent Representatives to ASEAN	Smart Casual

*Note: The dress code can vary, subject to arrangements by the host country.*

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## NOTES

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