

MEMO

KSU,

PARTICIPATION OF ECONOMIC OFFICIAL AT THE THIRD MEETING OF THE ASEAN SENIOR ECONOMIC OFFICIALS FOR THE FIFTY-FIFTH ASEAN ECONOMIC MINISTERS' MEETING (SEOM 3/55), 9 – 14 JULY 2024, VIENTIANE, LAO PDR

1.0 OBJECTIVE

- 1.1 This Memo is to **inform and seek KSU's consideration and approval** on the **participation of Malaysia's Economic Official (EO)** at the upcoming Senior Economic Officials' Meeting for the **Fifty-Fifth ASEAN Economic Ministers' Meeting (SEOM 3/55)** which will be held in **Vientiane, Lao PDR** from **9 to 14 July 2024**.
- 1.2 The **invitation letter** and the **programme of activities** are attached as in **Annex I** and **Annex II** for KSU's information.

2.0 BACKGROUND INFORMATION

- 2.1 The 11th ASEAN Coordinating Council Meeting held in Cambodia in 2012 acknowledged the need for ASEAN to station officials from all three (3) pillars at their respective ASEAN Permanent Missions based in Jakarta. Under the economic pillar, the **Economic Officials (EOs)** are **mainly responsible for supporting and facilitating the work of Senior Economic Officials (SEOM) Leads in coordination with the Committee of Permanent Representatives (CPRs) on the matters related to ASEAN Economic Community (AEC)** at the respective Permanent Missions.
- 2.2 The EOs' work is in consultation with and under the guidance of the respective national focal points for SEOM and other sectoral bodies under the AEC's purview. The EOs perform the duties under the AEC pillar on behalf of SEOM and as guided by SEOM for both internal and external economic integration

tracks, including attending AEC-related meetings and engaging with the ASEAN Dialogue Partners and other stakeholders.

2.3 The **SEOM 3/55** will continue its deliberation on the following agenda, among others:

- i) Follow-up actions from the decision made at SEOM 2/55;
- ii) Status and implementation progress of Lao PDR's Priority Economic Deliverables 2024;
- iii) Progress of the Digital Economy Framework Agreement (DEFA) negotiations;
- iv) Preparation for the SEOM's consultation with Dialogue Partners (Canada, UK, MOFCOM, METI, Plus Three, Russia, CER, ROK, India, EU and EAS);
- v) AEC Strategic Plans 2026-2030;
- vi) Preparation for the 56th AEM and Related Meetings;
- vii) Joint Media Statement of the 56th AEM; *and*
- viii) Hosting arrangement of relevant AEC-related meetings during Malaysia's ASEAN Chairmanship in 2025.

2.4 In addition to the above-mentioned agenda, the SEOM 3/55 Meeting will also be the avenue for SEOM to note and discuss the following agenda under the **Report of Chair of the Economic Officials to SEOM**:

- i) **Annual Priorities** (APs) under the purview of SEOM and housekeeping matters;
- ii) Issues arising from the **report of sectoral bodies** under the purview of SEOM; *and*
- iii) **Timor-Leste's application for ASEAN Membership** and way forward for the outcome of the 17th Meeting of the ASEAN Coordinating Council Working Group (ACCWG) on Timor-Leste's Membership in ASEAN.

3.0 PARTICIPATION OF MALAYSIA'S ECONOMIC OFFICIAL

3.1 Following to the tasking and rules and procedures of the Economic Officials, the participation of Malaysia's EO will allow the EO to **provide regular updates, feedback, and recommendations to SEOM**. In addition, the attendance in the

SEOM provides for continuous monitoring on rotational meeting agenda of SEOM and EOs by Malaysia's Economic Official. Furthermore, it is vital for the Malaysia's Economic Official to continue the necessary preparation in leading towards Malaysia's ASEAN Chairmanship in 2025 as well as the chairing of Economic Officials' Meeting next year.

3.2 In this regard, it is proposed for **Ms. Zuriana Ibrahim**, Malaysia's Economic Official to attend the SEOM 3/55 Meeting from 9 to 14 July 2024 in Vientiane, Lao PDR. The estimated total expenditure for participation in the meeting is **RM11,500.00**. This expenditure takes into account the austerity measures based on the PB3.1 *Garis Panduan Penjimatan Perbelanjaan Awam* dated 14 July 2022. The breakdown of the budget is in **Annex III**, which will be utilised from MITI Jakarta's annual budget.

3.3 The proposal in **paragraph 3.2** is submitted for KSU's consideration, please.

Thank you.



(DR. SUGUMARI S. SHANMUGAM)
PKIEA

Reference No. : TCJ:180/1/1 Jld. 2
Date : 18 June 2024

Annex I



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Industry and Commerce
Department of Trade Negotiation and Economic Cooperation

Ref **0377** /DTNC
Vientiane, **31 May** 2024

Subject: Invitation to the Third Meeting of the ASEAN Senior Economic Officials for the Fifty-Fifth, ASEAN Economic Ministers' Meeting (SEOM 3/55) and Related Meetings, Vientiane, Lao PDR

Dear SEOM Leads and Colleagues,

Firstly, I would like to express my highest appreciation for your continuous support of the successes of Lao PDR's ASEAN Chairmanship 2024.

To continue progressing our AEC agendas and prepare for the upcoming 56th ASEAN Economic Ministers' Meeting, it is with great honour to invite you and your delegation to attend the SEOM 3/55 and related meetings, which includes the 27th CLMV-SEOM, the SEOM 3/55 and the SEOM-Dialogue Partners' Consultation from 09 to 14 July 2024 in Vientiane, Lao PDR.

The General information (GI), Annotated Agenda and Programme of Activities (PoA) will be circulated for your reference in due course.

I look forward to welcoming you and your delegation to Vientiane and have a productive and fruitful discussion.

Yours Sincerely,

Sayana SAYAKONE (Mr.)

Director-General, Department of Trade Negotiation and Economic Cooperation
Ministry of Industry and Commerce
Chair of Senior Economic Officials' Meeting

Annex II

As of 7 June 2024

**PROGRAMME OF ACTIVITIES
THE THIRD MEETING OF THE ASEAN SENIOR ECONOMIC OFFICIALS FOR
THE FIFTY-FIFTH ASEAN ECONOMIC MINISTERS' MEETING (SEOM 3/55)
AND RELATED MEETINGS**

9 – 14 July 2024, Vientiane, Lao PDR

Tuesday, 9 July 2024, 09:00 – 17:00 hrs. (GMT + 7)		
Time	Activity	Venue
08:00 – 09:00	Registration	
09:00 – 10:15	27 th CLMV SEOM	
10:15 – 10:30	Coffee Break	
10:30 – 12:00	27 th CLMV SEOM	
12:00 – 13:30	Lunch	
13:30 – 15:00	SEOM 3/55	
15:00 – 15:15	Coffee Break	
15:15 – 17:00	SEOM 3/55	
Wednesday, 10 July 2024, 09:00 – 17:00 hrs. (GMT + 7)		
Time	Activity	Venue
08:00 – 09:00	Registration	
09:00 – 10:15	SEOM 3/55	
10:15 – 10:30	Coffee Break	
10:30 – 12:00	SEOM 3/55	
12:00 – 13:30	Lunch	
13:30 – 15:00	SEOM 3/55	
15:00 – 15:15	Coffee Break	
15:15 – 17:00	SEOM 3/55	
Thursday, 11 July 2024, 09:00 – 17:00 hrs. (GMT + 7)		
Time	Activity	Venue

As of 7 June 2024

08:00 – 09:00	Registration	
09:00 – 10:15	SEOM 3/55	
10:15 – 10:30	Coffee Break	
10:30 – 12:00	SEOM 3/55	
12:00 – 13:30	Lunch	
13:30 – 15:00	SEOM 3/55	
15:00 – 15:15	Coffee Break	
15:15 – 17:00	SEOM 3/55	
Friday, 12 July 2024, 09:00 – 16:45 hrs. (GMT + 7)		
Time	Activity	Venue
08:00 – 09:00	Registration	
09:00 – 10:15	SEOM 3/55	
10:15 – 10:30	Coffee Break	
10:30 – 12:00	SEOM 3/55	
12:00 – 13:30	Lunch	
13:30 – 15:00	20 th SEOM-Canada Consultation	
15:00 – 15:15	Coffee Break	
15:15 – 16:45	5 th SEOM-UK Consultation	
Saturday, 13 July 2024, 09:00 – 17:00 hrs. (GMT + 7)		
Time	Activity	Venue
09:00 – 10:30	46 th SEOM-MOFCOM Consultation	
10:30 – 10:45	Coffee Break	
10:45 – 12:15	2/29 SEOM-METI Consultation	
12:15 – 13:45	Lunch	
13:45 – 15:15	41 st SEOM-Plus Three Consultation	
15:15 – 15:30	Coffee Break	

As of 7 June 2024

15:30 – 17:00	16 th SEOM-Russia Consultation	
19:00 – end	Welcome Dinner	
Sunday, 14 July 2024, 09:00 – 18:45 hrs. (GMT + 7)		
Time	Activity	Venue
09:00 – 10:30	43 rd SEOM-CER Consultation	
10:30 – 10:45	Coffee Break	
10:45 – 12:15	40 th SEOM-ROK Consultation	
12:15 – 13:45	Lunch	
13:45 – 15:15	39 th SEOM-India Consultation	
15:15 – 15:30	Coffee Break	
15:30 – 17:00	32 nd SEOM-EU Consultation	
17:00 – 17:15	Coffee Break	
17:15 – 18:45	13 th SEOM-EAS Consultation	

Annex III

**ESTIMATED BUDGET OF MALAYSIA'S ECONOMIC OFFICIAL
PARTICIPATION AT THE SEOM 3/55
9 – 14 JULY 2024, VIENTIANE, LAO PDR**

Object	Details	Costs (RM)
21000	<u>Flight Ticket (to and from Vientiane)</u> 1 return flight ticket	3,500.00
21202	<u>Accommodation</u> 1 Officer (M48) RM 600 x 8 nights (1 night for transit due to no direct flight returning to Jakarta)	4,800.00
21201	<u>Meal Allowance</u> 1 Officer (M48) RM 270 x 8 days	2,160.00
21299	<u>Laundry</u> 1 Officer (M48) RM 50 x 7 days	350.00
21299	<u>Tips & Porterage 15%</u> = 15% from meal allowance: RM 2,160.00	324.00
21299	<u>Currency Exchange Rate</u> 3% x RM 2,484.00	74.52
21204	<u>Transportation</u> Local Transportation	200.00
GRAND TOTAL		RM 11,408.52
ROUND-UP TOTAL		RM 11,500.00

FINANCE DIVISION'S COMMENT

Finance Division supports / ~~does not support~~ the Economic Official's application to participate in the Third Meeting of the ASEAN Senior Economic Official for the Fifty-Fifth ASEAN Economic Ministers (SEOM 3/55) on 9 – 14 July 2024 in Vientiane, Lao PDR, amounting to RM 11,500.00 using the allocation of MITI Jakarta's annual budget. MITI Jakarta must ensure the application:

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Comply with the rates specified in the circular in force |
| <input checked="" type="checkbox"/> | Have the sufficient allocation |
| <input checked="" type="checkbox"/> | Comply with the Government procurement procedures |
| <input type="checkbox"/> | Obtained special confirmation document |
| <input type="checkbox"/> | Others: |


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SHIREEN AIDA BINTI SHAMSUL KHALIL
Ketua Penolong Pengarah Kanan
Bahagian Kewangan
Kementerian Pelaburan, Perdagangan dan Industri
Malaysia

(KALITHASAN A/L KALIAPPAN)
Finance Director
Ministry of Investment, Trade and Industry

Date: 19 June 2024

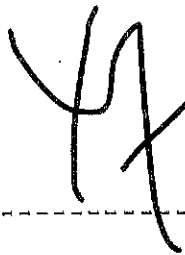


DEPUTY SECRETARY GENERAL'S (TRADE) COMMENT

I support / ~~do not support~~ the Economic Official's application to participate at the Third Meeting of the ASEAN Senior Economic Official for the Fifty-Fifth ASEAN Economic Ministers (SEOM 3/55) on 9 – 14 July 2024 in Vientiane, Lao PDR, amounting to RM 11,500.00 using the allocation of MITI Jakarta's annual budget.

Instruction/Comments (if any)

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(MASTURA AHMAD MUSTAFA)
Deputy Secretary General (Trade)
Ministry of Investment, Trade and Industry

Date: 17 June 2024

CONTROLLING OFFICER'S DECISION

I agree / disagree with the Economic Official's application to participate in the Third Meeting of the ASEAN Senior Economic Official for the Fifty-Fifth ASEAN Economic Ministers (SEOM 3/55) on 9 – 14 July 2024 in Vientiane, Lao PDR, amounting to RM 11,500.00 using the allocation of MITI Jakarta's annual budget.

Instruction/Comments (if any)

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(DATO' HAIRIL YAHRI YAACOB)
Secretary General
Ministry of Investment, Trade and Industry

Date: **20** June 2024