

**Guidelines for the Selection of the
Philippine Women’s Rights Representative to the
ASEAN Commission on the Promotion and Protection of the Rights of
Women and Children (ACWC)**

I. ROLES AND RESPONSIBILITIES OF THE ACWC WOMEN’S RIGHTS REPRESENTATIVE

The ASEAN Commission on the Promotion and the Protection of the Rights of Women and Children (ACWC) is an ASEAN regional human rights institution established in 2010. ACWC’s primary purpose is to promote and protect the human rights and fundamental freedoms of women and children in ASEAN. ACWC is tasked with upholding rights contained in the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Convention on the Rights of the Child (CRC), which all ten ASEAN Member States have ratified.

In accordance to the ACWC Terms of Reference (Annex A), each ASEAN Member State shall appoint two representatives, one representing women’s rights and one representing children’s rights to the ACWC. As a representative of the Philippine government in this intergovernmental body, the appointed Women’s Rights Representative is expected to:

- Act impartially and in accordance with the ASEAN Charter and the Terms of Reference of ACWC, and display the highest moral character;
- Complete a term of three years from the start of the appointment;
- Devote time and effort to prepare for and attend two (2) regular meetings and one (1) special meeting a year, as well as other meetings and activities called for by the body;
- Provide technical inputs and comments to ACWC documents and during technical discussions; and
- Spearhead the implementation of Philippine-led projects in the ACWC Work Plan, particularly those which aim to promote and protect the rights of women.

II. CRITERIA / QUALIFICATIONS

The nominating agency/organization shall keep in mind the following criteria in the selection of their nominee:

A. *Technical Competence*

1. Expertise and competence in human rights, particularly on women’s empowerment, gender and development;
2. Experience in the promotion and implementation of the CEDAW at the national and international levels;
3. Depth of knowledge on national, regional and international issues facing women;
4. Familiarity with the ASEAN human rights system and ASEAN entities on women such as, but not limited to, the ASEAN Committee on Women (ACW) and ASEAN Intergovernmental Commission on Human Rights (AICHR);
5. Commitment to human rights particularly through engagements at the national and regional levels on the promotion and protection of human rights of women;
6. Extensive engagement in the areas of advocacy, policy and program development, research, capacity building, program implementation and rights monitoring.

B. *Other Requisites*

1. Articulate, diplomatic and has good negotiation, listening and writing skills;
2. Analytical and can review voluminous documents;

3. Possesses objectivity and impartiality in decision making;
4. Has strong leadership skills;
5. Has integrity and probity;
6. Has strong motivation, commitment and dedication;
7. Is in good health;
8. Has no pending human rights/administrative/criminal case;
9. Must be willing to continue the projects that the incumbent Philippine ACWC Women's Rights Representative has committed to;
10. Must not be a current Presidential appointee; and
11. Must be widely endorsed by a network of NGOs and/or by the government.

III. SELECTION PROCESS

The selection of the representative shall follow a selection process with a specified timeframe.

A. Pre – Selection

1. The Philippine Commission on Women (PCW) Secretariat will re-disseminate to civil society organizations (CSOs) and government organizations (GOs) through letters, email, website posting and, whenever possible, through other means of public advertisements the following information:
 - 1.1. Call for nomination for the Philippine Women's Rights Representative to the ACWC
 - 1.2. Selection Guidelines containing the qualification criteria and selection process;
 - 1.3. Other relevant information as may be appropriate or required.
2. The PCW Secretariat will receive nominations from NGOs/CSOs, government institutions, private sector, academe and other entities concerned within the required period (refer to Section IV) of submission of nominations. Nominating entities are requested to fill-out the Nomination Form with the Nomination Consent and Declaration Form (Annex B), and submit it together with an updated Curriculum Vitae (CV) of the nominee. Address the letter of nomination and other pertinent documents to:

THE SEARCH COMMITTEE – PHILIPPINE WOMEN'S RIGHTS REPRESENTATIVE TO THE ACWC

Philippine Commission on Women
 1145 J.P. Laurel St., San Miguel, Manila
 Tel: (02) 735-1864; 735-1654 local 102
 Fax: (02) 736-4449
 Email: international.affairs@pcw.gov.ph ; exec.dir@pcw.gov.ph

3. The PCW Secretariat shall, thereafter, submit the complete list of nominees including all supporting documents of their nominations to the Search Committee composed of representatives of the Commission on Human Rights, Department of Foreign Affairs, Department of Social Welfare and Development, an NGO Representative, a representative of the PCW Secretariat, and the outgoing PH ACWC Women's Rights Representative in ex-officio capacity.

B. Screening and Selection Proper

4. The Search Committee will review the credentials of all nominees including all documents submitted in support of their nominations. If necessary, the Search Committee may conduct background investigation and interview of nominees.
5. After the complete review and evaluation of all nominees, the Search Committee

shall prepare a shortlist of the best qualified nominees and submit the same to the PCW Chairperson for endorsement. The Search Committee shall also submit its report on the conduct of selection process.

6. The PCW Chairperson will endorse the list of the shortlisted and ranked nominees and will then submit to the Department of Foreign Affairs for appointment of the President.

C. Post- Selection

7. Once the appointment papers are received from the Office of the President, the PCW shall inform the candidate chosen about her selection and require said candidate to formally signify her acceptance through writing.
8. The PCW shall announce the result of the final selection through letters, e-mails, and website postings, and to the general public by other means of public information.
9. The DSWD as ASEAN Ministerial Meeting on Social Welfare and Development (AMMSWD) focal point shall officially inform the ASEAN Secretariat of the name of the appointed Philippine Women's Rights Representative to the ACWC.

IV. TIMELINE

1. Official Opening of the Call for Nominations	18 November 2016
2. Deadline of Submission of Nominations	05 December 2016
3. Short listing of Nominees by the Search Committee	09 December 2016
4. Submission of Shortlisted Nominees to the PCW Chairperson	12 December 2016
5. Submission of Name of the Final Candidate to DFA and OCS	14 December 2016
6. Endorsement of DFA to OP for appointment	16 December 2016

V. SUBMISSION

As already stated in Section IV, nominating entities are requested to fill-out the Nomination Form (Annex B), and submit it together with an updated Curriculum Vitae (CV) of the nominee **on or before 05 December 2016 (Monday)**. Address the letter of nomination and other pertinent documents to:

THE SEARCH COMMITTEE – PHILIPPINE WOMEN'S RIGHTS REPRESENTATIVE TO THE ACWC

Philippine Commission on Women
1145 J.P. Laurel St., San Miguel, Manila

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