



INDICATIVE WORKPLAN
 [project name] **ASEAN-Korea Youth Community Initiative**
 [proponent] **Asia Exchange Association (AEA)**
 [implementation period] **September 2019 - December 2021**

Workplan for Model ASEAN-Korea Summit (MAKS)
September 2019 - December 2019

Objective/Output	Planned Activities	Time-frame																Budget (USD)
		Sep 2019				Oct 2019				Nov 2019				Dec 2019				
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
Objective 1	Preparatory arrangement	x	x	x	x	x	x	x	x	x	x							
Output 1: Public relations and recruitment of participants	Design and creation of online poster / Public relations through online communities, SNS, universities and relevant institutions / Selection of successful applicants (AEA) / Nomination of participants (SOMY)	x	x	x	x	x												400.00
Output 2: Secretariat preparatory meetings	Role assignment / Discussion about ROP/Chair Report (Chairs) and planning of cultural exchange activities (Liaisons and Press)						x	x	x	x	x							2,228.00
Output 3: Invoice of flight tickets	Reservation and purchase of return flight tickets for 30 SOMY Delegates, lecturers and judges						x	x										26,400.00
Objective 2	Hosting of MAKS											x						
Output 1: Opening Ceremony	Distributing Programme Books and OT materials											x						4,380.00
Output 2: Youth Diplomatic Workshop	Lectures, Field Trips, Cultural Activities											x						12,375.00
Output 3: Country/Committee Meetings	Presenting position paper and writing meeting record											x						18,240.00
Output 4: Model Summit/Closing Ceremony	Joint Statement for each Committee / video clip, survey, press release											x						10,840.00
Objective 3	Completion of MAKS													x	x	x	x	
Output 1: MAKS Activity Report	Publishing and distributing Activity Report													x	x	x	x	6,000.00

Workplan for Sectoral Forum
Political-Security Forum: April 2020 - September 2020
Socio-Cultural Forum: October 2020 - March 2021
Economic Forum: April 2021 - September 2021

Objective/Output	Planned Activities	Time-frame																								Budget (USD)
		Apr 2020				May 2020				Jun 2020				Jul 2020				Aug 2020				Sep 2020				
		Oct 2020				Nov 2020				Dec 2020				Jan 2021				Feb 2021				Mar 2021				
		Apr 2021				May 2021				Jun 2021				Jul 2021				Aug 2021				Sep 2021				
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
Objective 1	Preparatory arrangement prior to the Forum			x	x	x	x	x	x	x	x	x	x	x	x	x	x									
Output 1: Public relations and recruitment of participants	Design and creation of online poster / Public relations through online communities, SNS, universities and relevant institutions / Selection of successful applicants (AEA) / Nomination of participants (SOMY)			x	x	x	x	x																		1,200.00
Output 2: Secretariat preparatory meetings	Role assignment / Discussion about ROP/Chair Report (Chairs) and planning of cultural exchange activities (Liaisons and Press)									x	x	x	x	x	x	x	x									4,404.00
Output 3: Invoice of flight tickets	Reservation and purchase of return flight tickets for 20 SOMY Delegates, lecturers and judges									x	x	x	x													136,000.00
Objective 2	Hosting of Sectoral Forum																	x								
Output 1: Opening Ceremony	Distributing Programme Books and OT materials																	x								12,622.00
Output 2: Youth Diplomatic Workshop	Academic Essay Contest, Lectures, Field Trips, Cultural Activities																					x				32,855.00
Output 3: Country/Committee Meetings	Presenting position paper and writing meeting record																					x				36,222.00
Output 4: Model Summit/Closing Ceremony	Joint Statement for each Committee / video clip, survey, press release																					x				29,790.00
Objective 3	Completion of Sectoral Forum																					x	x	x	x	

INDICATIVE WORKPLAN
THE 9th ASEAN-KOREA FRONTIER FORUM (9th AKFF)
Output II: First ASEAN Youth Dialogue on Youth in the Era of 4IR
 Education, Youth and Sports Division, ASEAN Secretariat
 August 2020, Siem Reap, Cambodia

Phase	Planned Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Budget (USD)
Appraisal and Approval Process of the 9th AKFF Project Proposal	Development of the Proposal															
	Proposal consultation with SOMY															
	Proposal consultation with CPR															
	Proposal consultation with ROK															
	Approval obtained															
OUTPUT II: First ASEAN Youth Dialogue on Youth in the Era of 4IR																
Milestone 1: The perceptions and aspirations of ASEAN youths on the Digital Era are articulated through a set of recommendations on four (4) thematic issues by the youth participants encompassing the views	1. Circulation of the invites requesting nominations for youth delegates, invites for Ministers/High-Level Officials and supporting documents															258,032.00
	2. Nomination of the youth from AMS and ROK to attend the dialogue															
	3. Preparation of the dialogue, which includes technical arrangement and programme development. With regard to the programme development, the 4 panel discussion is expected to include relevant programme to equip participants with sufficient knowledge and clarity of ideas to support the effectiveness of the dialogue with the ASEAN and ROK officials.															
	4. Convening of the First ASEAN-ROK Youth Dialogue, structured around panel discussions, ASEAN Talk, and interface with ASEAN and ROK officials.															
	5. Facilitate the drafting and consultation of recommendation with the participants															
Milestone 2: Recommendations of the ASEAN youth to SOMY, SOMY+3 and other relevant sectoral bodies are considered for incorporation in the Post-2020 Work Plan on Youth and the Plan of Action (PoA) for ASEAN Plus Three Cooperation on Youth	6. Circulation of the documents to the participants and SOMY Focal Points															
	7. Circulation of the recommendation to SOMY for finalisation and approval, to be transmitted for the relevant sectoral body's reference															
	8. Upon approval from SOMY, requesting relevant division in ASEAN Secretariat for further circulation of the recommendation for the sector's reference.															
	9. Compiling the inputs from other sector, on the recommendation if there is an															
	10. Circulation of the recommendation to relevant ASEAN Sectoral Bodies with a cover letter encouraging ASEAN Member States and ROK to take into consideration the recommendation for future reference for relevant decisions, policies, and projects.															
	11. Submit the recommendations to AMMY, ASCC Council and the ASEAN Leaders															
12. Take into consideration the recommendations as reference for the workshop to develop Post-2020 ASEAN Work Plan on Youth																
Project Reporting	Finalisation of project completion and financial report finalisation															
	Submission of project completion report and financial report															
	Verification of the completion and financial report and project closing															