**THE APEC AUTOMOTIVE DIALOGUE**

**TERMS OF REFERENCE**

**1. Background of the Dialogue**

Automotive Dialogue (APEC AD) was established in 1998 as part of the Early Voluntary

Sectoral Liberalization (EVSL) process to act as a forum for industry and government to discuss a broad range of issues that affect auto trade.

The Dialogue operates on a consensus, non-binding basis, and it functions as an effective way to encourage economies and industries to exchange information, avoid closed protectionist policies and move toward more integrated regional and global approaches to automotive policy.

**2. Purpose of the Dialogue**

2.1. The Automotive Dialogue is an exchange of views (conducted at a series of meetings) in accordance with the Ministerial mandate between private sector automotive industry representatives and appropriate government officials who are involved in developing trade and trade-related regulatory policy within APEC member economies. Accordingly, the Dialogue will discuss trade and trade-related regulatory issues affecting the competitiveness and sustainable development of the industry in the Asia-Pacific region. The Dialogue will progressively develop a work program according to priorities identified by industry and officials in the course of their joint discussions, which may focus on non-tariff measures, trade facilitation, standards harmonization, competitiveness, advanced technologies, and economic and technical cooperation related to the automotive industry in the Asia-Pacific region.

2.2. Based on these discussions, the Dialogue will develop recommendations to facilitate trade in the automotive sector and enhance the competitiveness and sustainable development of the industry in the region. Some APEC member economies may choose to move more quickly than others in terms of implementing recommendations as is consistent with APEC’s flexible, voluntary and consensus oriented approach to trade facilitation and economic and technical cooperation.

**3. Structure of the Dialogue**

3.1. The Dialogue will be held biannually, when possible. The work program and outcomes of the Dialogue will be reported to the Committee on Trade and Investment (CTI) and, where appropriate, through the CTI to APEC Senior Officials, Ministers and Leaders. The work program and outcomes may also be conveyed to the APEC Business Advisory Council (ABAC) and other relevant APEC fora.

3.2. In order to coordinate more efficiently with the APEC calendar and thereby accomplish the greatest amount of work, the plenary sessions of the Automotive Dialogue will meet prior to the first and third APEC Senior Officials Meeting whenever possible.

3.3. Schedules of meetings determined annually in collaboration with the host economy the APEC Secretariat and representatives appointed by the Dialogue. The proposed schedule of meetings in any one year will be deposited with the APEC Secretariat and that year’s host economy organizing committee in a timely manner for inclusion in the APEC calendar.

3.4. The annual Dialogue meeting(s) involve appropriate representatives of the automotive sector of APEC member economies and guests.

**4. Organizational Structure of the Dialogue**

**4.1. Host Economy**

4.1.1. The Host Economy of the APEC will also be the Auto Dialogue chair for the year

in which the Dialogue is held, unless alternative plans are made by the Dialogue. The term of office will be from January 1 to December 31 of that year. The Host will work in conjunction with the APEC Secretariat and any representatives appointed by the Dialogue. The Automotive Dialogue host economy will be responsible for organizing and administering the meetings. This will include venue, conference facilities and equipment arrangements, planning banquets and receptions, preparing a meeting budget, sending out meeting registration forms, making a participants list, and acting as the overall manager/Chair of the Auto Dialogue meetings. The host economy will need to supply each meeting with a staffed “administration room” to make copies and assist in the general orchestration of the meetings. Additionally, meeting supervision will include onsite management.

4.1.2. The host economy will act as meeting Chair when hosting an Automotive Dialogue plenary session, unless alternative plans are made by the Dialogue. As Chair, the host economy will formulate the agenda with inputs from the APEC Secretariat and the Dialogue member economies. The Host economy will also work to secure speakers for meeting discussions when appropriate.

4.1.3. The APEC host economy of the year is encouraged to host the Dialogue meetings. If not, member economies are encouraged to volunteer to host meetings of the Automotive Dialogue as needed. Host locations to be determined at least two meetings in advance.

4.1.4. In case the APEC Host Economy will not host the Automotive Dialogue and if no volunteer economy proposes to host the Dialogue, the meeting can be hosted in the APEC Secretariat (Singapore) upon agreement of all active member economies.

**4.2. Automotive Dialogue Secretariat:**

4.2.1. The APEC Secretariat will absorb specific secretariat duties of the Automotive Dialogue.

4.2.2. The APEC Secretariat will provide broad project oversight and organization by conducting certain key functions such as distribution of Automotive Dialogue papers, and email list maintenance. The Secretariat will maintain the email distribution list (for group emails, disseminating documents, dues notification and seeking commentary) and distribute Auto Dialogue papers. Those that submit papers beyond the deadline are responsible for distribution to all member economies.

4.2.3. The APEC Secretariat will retain contact details in a master email distribution list. However, updating and maintaining the accuracy of the information in the master list is the responsibility of the respective member economies.

**5. Administration of the Dialogue**

5.1. The Dialogue will be chaired by a representative, preferably of the public sector, of the APEC host economy.

5.2. The meeting(s) hosted outside of the general hosting rotation scheme shall be chaired by the previous host economy if possible, otherwise the Chair(s) should be selected on a voluntary basis.

5.3. The Chair(s) contact details will be available on the APEC website maintained by the APEC Secretariat Program Director.

5.4. The Auto Dialogue will utilize the Less Paper Meeting System –ACS (APEC Collaboration System) in order to reduce the administrative burden wherever applicable. Each member economy is responsible for their own paperwork (i.e. bringing drafts of all current papers to be discussed at meetings), avoiding the need for printing the documents wherever possible. To facilitate this practice, the member economies are required to submit the necessary papers to the APEC Secretariat at least five days prior to each Auto Dialogue meeting. Member economies that submit papers beyond the deadline are responsible for distribution to all participants.

**6. Sunset clause and Quorum**

6.1 The Automotive Dialogue has a term of four years starting from January 1st, 2018. At the expiration of this and any subsequent term, the mandate of the Automotive Dialogue and its ToR shall be reviewed by the Automotive Dialogue and the Committee on Trade and Investment (CTI) and a recommendation on renewal shall be put to Senior Officials for approval.

6.2 Quorum for the Automotive Dialogue’s Meetings constitutes attendees from 14 economies. Should the Automotive Dialogue fail to meet the quorum for two consecutive meetings, it shall be referred to Senior Officials for a decision on whether it should continue to exist. To meet the quorum the Automotive Dialogue will utilize Remote Participation as is encouraged by APEC. The Automotive Dialogue encourages the host economies to provide Remote Participation at all meetings, and remote participation by a member economy at an Automotive Dialogue meeting shall constitute attendance at such meeting for purposes of determining whether the quorum requirement has been met.