

**APEC HUMAN RESOURCES DEVELOPMENT WORKING GROUP
LABOR AND SOCIAL PROTECTION NETWORK**

TERMS OF REFERENCE

For the term of 2026-2029

Article I: Mission and Priorities

The Labor and Social Protection Network (LSPN) aims to foster strong, flexible and adaptive labor markets and strengthen labor and social protection. It seeks to accomplish these goals through evidence-based interventions, collaboration, and technical cooperation among member economies, contributing to modernized and sustainable human resources development across the Asia-Pacific region.

LSPN's priorities are guided by and aligned with the principles outlined in the guiding documents of the APEC Human Resources Development Working Group (HRDWG), such as the Putrajaya Vision 2040 and other key documents.

Article II: Governance, Membership and Leadership

The LSPN operates under the direction and technical guidance of the HRDWG and reports to the HRDWG Lead Shepherd.

Membership and Quorum

Members of the LSPN comprise all 21 APEC member economies, represented by government officials appointed by member economies.

A quorum for LSPN meetings requires participation from at least 14 economies. Decisions shall be made by consensus and can only be made when quorum is met, in line with APEC's non-binding, voluntary, and cooperative principles.

Relevant stakeholders may be invited to LSPN meetings and project activities upon unanimous agreement of all member economies.

LSPN Leadership

The LSPN is led by a Network Coordinator and supported by one Co-Chair from the host economy.

- The LSPN Coordinator is nominated by member economies and approved by consensus, serving up to two consecutive two-year terms. The term limit can be modified by consensus among member economies.
- Each economy is invited to nominate one candidate as a Coordinator.
- The LSPN Co-Chair is nominated by the host economy of the year, serving a one-year

term.

- When the Coordinator resigns or is otherwise unable to complete their term, the Co-Chair will assume the role until the end of the Coordinator's term.

Key responsibilities of LSPN Coordinator

- Coordinates activities pertaining to policy and programmatic development and cooperation across participating economies.
- Provides technical guidance on project development.
- Represents and speaks on behalf of the LSPN.
- Prepares and chairs the annual LSPN meeting in collaboration with the Co-Chair.
- Ensures broad participation of members to meet quorum.
- Engages other APEC and non-APEC stakeholders in LSPN meetings and activities.
- Reports to the Lead Shepherd and submits reports as requested.
- Promotes best practices sharing and cross-fora collaboration within APEC, as well as with relevant international or regional organizations.
- Monitors the progress of the LSPN Action Plan and evaluates progress against strategic outcomes.
- Supports the development and endorsement of concept notes, project proposals, and project completion reports aligned with LSPN priorities.

Nomination Criteria for the LSPN Coordinator

- Endorsement from relevant ministries of the nominating economy.
- Demonstrated expertise relevant to LSPN's mission and focus areas.
- Sufficient executive experience in domestic or international labor and employment policies.
- Strong commitment to APEC's goals, mission, and values.
- Access to support and resources from their home economy to effectively fulfill coordination responsibilities.

Article III: Meeting Arrangements

The LSPN should convene at least one annual meeting in the host economy in conjunction with the HRDWG Plenary Meeting. Additional technical meetings may be organized virtually or in-person as needed throughout the year.

Meetings may include thematic sessions, roundtables, or workshops designed to facilitate focused dialogue on emerging priorities on labor and social protection. Meeting agendas shall be developed by the Coordinator in consultation with the Co-chair and member economies and in coordination with the HRDWG Secretariat to ensure alignment with broader HRDWG goals.

Under the leadership of the HRDWG Lead Shepherd, the LSPN contributes to the APEC Human Resources Development Ministerial Meeting when convened by the host economy.