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Department of Environment and Natural Resources
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SPECIAL ORDER
No. 2021-572

SUBJECT : CREATION OF PROJECT BOARD/STEERING COMMITTEE, NATIONAL AGENCY TECHNICAL WORKING GROUP AND THE PROJECT MANAGEMENT UNIT FOR THE IMPLEMENTATION OF THE DENR/GEF PROJECT "IMPLEMENTING THE NATIONAL FRAMEWORK ON ACCESS AND BENEFIT SHARING OF GENETIC RESOURCES AND ASSOCIATED TRADITIONAL KNOWLEDGE IN THE PHILIPPINES"

In the interest of service and to the effective and efficient implementation of the DENR-GEF Project "Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines" a Project Board/Steering Committee, National Agency Technical Working Group and the Project Management Unit are hereby created with members and functions as follows:

A. PROJECT BOARD/STEERING COMMITTEE

Chairperson : Director, Biodiversity Management Bureau
Co-Chairperson : National Economic Development Authority
Members : Assistant Director, Biodiversity Management Bureau
Director, Forest Management Bureau
Director, Ecosystems Research and Development Bureau
Director, Policy and Planning Service
Representative, GEF-OFP
Representative, Foreign-Assisted and Special Projects Service
Representative, Department of Agriculture-Policy Research Service
Representative, National Commission on Indigenous Peoples
Representative, DA-Bureau of Fisheries and Aquatic Resources
Representative, Department of Interior and Local Government
Representative, DOST-Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)
Representative, Indigenous People-Region III
Representative, Local Community-Region V
Representative, Private Sector
Residence Representative, UNDP Philippines

The Project Board/Steering Committee is responsible for taking corrective action as needed to ensure the project achieves the desired results. Specifically, the Project Board/Steering Committee shall perform the following tasks:

1. Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
2. Address project issues as raised by the project manager;
3. Provide guidance on new project risks, and agree on possible mitigation and management actions to address specific risks;

4. Agree on project manager's tolerances as required, within the parameters set by UNDP-GEF, and provide direction and advice for exceptional situations when the project manager's tolerances are exceeded;
5. Advise on major and minor amendments to the project within the parameters set by UNDP-GEF;
6. Ensure coordination between various donor and government-funded projects and programmes;
7. Ensure coordination with various government agencies and their participation in project activities;
8. Track and monitor co-financing for this project;
9. Review the project progress, assess performance, and appraise the Annual Work Plan for the following year;
10. Appraise the annual project implementation report, including the quality assessment rating report;
11. Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
12. Provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
13. Address project-level grievances;
14. Approve the project Inception Report, Mid-term Review and Terminal Evaluation reports and corresponding management responses; and,
15. Review the final project report package during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

The Project Board/Steering Committee shall meet at least twice a year or as the Chairperson may deem necessary.

B. NATIONAL AGENCY TECHNICAL WORKING GROUP

Chair	:	Assistant Director, Biodiversity Management Bureau
Co-Chair	:	Director, Foreign-Assisted and Special Projects Service
Members	:	Representative, Forest Management Bureau
		Representative, Ecosystems Research and Development Bureau
		Representative, DENR-Policy and Planning Service
		Chief, Wildlife Resources Division
		Chief, Biodiversity Policy Knowledge and Mgt. Division
		Chief, National Parks Division
		Representative, Palawan Council for Sustainable Development (PCSD)
		Representative, DOST-Philippine Council for Health Research and Development (PCHRD)
		Representative, DOST-Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)
		Representative, DOST-Forest Research Development Institute (FPRDI)
		Representative, Department of Health (DOH) – Philippine Institute of Traditional and Alternative Health Care (PITAHC)
		Representative, NEDA-Agriculture and Natural Resources Staff
		Representative, National Commission on Indigenous Peoples
		Representative, Intellectual Property Office of the Philippines (IPOP)
		Representative, National Museum of the Philippines
		Representative, University of the Philippines – Manila
		Representative, University of the Philippines –Diliman
		Representative, Department of Agriculture-Policy Research Service
		Representative, DA-Bureau of Fisheries and Aquatic Resources
		Representative-DA-Bureau of Plant Industry
		Representative, Indigenous Peoples, Region III
		Representative. Local Communities, Region V

	Representative, UNDP CO Programme Officer
	Representative, Private Sector

The TWG will assist the Project Board and the Project Management Unit (PMU) on information critical to decision-making processes, including:

1. Providing available information on updated and ongoing and future ABS-related researches;
2. Providing updated, ongoing and future ABS-related policies, guidelines and protocols;
3. Providing recommendations on necessary policy support, national coordination mechanism, procedures and protocols, potential private sector and local/IP community partnerships, ABS related guidance notes and templates, among others;
4. Providing feedback to Project's progress milestones and implementation concerns and issues; and,
5. Providing a platform for processing lessons learned, improving sustainability mechanisms and replication strategy.

C. PROJECT MANAGEMENT UNIT

The National Project Management Unit (PMU) will be based in the Wildlife Resources Division of the Biodiversity Management Bureau, reporting to the BMB Director as the National Project Director and will be composed of a full-time Project staff to ensure effective and efficient day to day Project operations. The PMU will support the BMB Director on the Project's day to day operations. Specifically, the PMU shall perform the following roles and responsibilities with direct daily oversight of the Project from the Wildlife Resources Division:

1. Management of the over-all conduct of the Project;
2. Preparation and facilitation of approvals of Annual Work Plan (AWP), Annual Procurement Plan (APP) and Terms of References (TORs);
3. Delivery of target outputs as indicated in the AWP;
4. Monitor and implementation of plans, including the Gender Action Plan, Stakeholder Engagement Plan and other Environmental and Social Management Plans;
5. Preparation of financial and technical reports required by UNDP and GEF;
6. Support the implementation of UNDP's Harmonized Approach for Cash Transfer (HACT) Assurance activities;
7. Preparation of agenda and documentation of Project Board/Steering Committee meetings, including consolidation of TWG recommendation on key concerns and issues;
8. Facilitation of discussions of partnership agreements and contracts and deployment of consultants;
9. Monitoring and facilitation of evaluation and learning, including the mid-term and terminal evaluation process;
10. Handle all coordination works to ensure the smooth and timely implementation of Project activities; and,
11. Perform other tasks as provided by the National Project Director.

The PMU will be headed by a National Project Manager and will consist of full-time staff, including: (i) Planning and, Monitoring and Evaluation Officer; (ii) Stakeholder Engagement and Gender Specialist; (iii) Enterprise Development Specialist; (iv) Communications Officer; and (iv) Administrative and Finance Specialist.

D. DENR-Regions III and V

The DENR-Regions III and V shall provide technical and administrative support to site-level activities and take the lead in the creation and mobilization of site-level TWGs to ensure that site level approach is well-coordinated.

All expenses to be incurred in the implementation of this Order shall be charged against the DENR/UNDP/GEF Project funds, subject to the existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force for the duration of the Project or until the revoke in writing.


ROY A. CIMATU
Secretary

