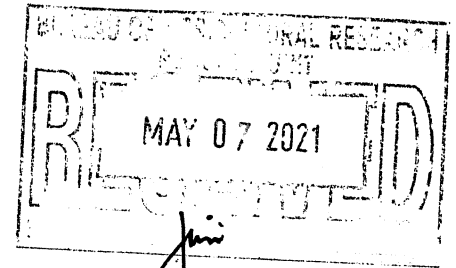




Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City



SPECIAL ORDER
NO. 292
Series of 2021

SUBJECT: CREATION OF THE DEPARTMENT OF AGRICULTURE COORDINATING COMMITTEE (DA-CC) AND SUB-COMMITTEES FOR THE PREPARATIONS AND CONDUCT OF ACTIVITIES RELATED TO THE UNITED NATIONS FOOD SYSTEMS SUMMIT 2021

In the interest of the service and in support of the Department of Agriculture's key role and participation in the organization and conduct of the series of activities, actions and dialogues in preparation for the Philippines' participation in the United Nations Food Systems Summit (UNFSS) 2021:

I. Background

The UN Secretary-General Antonio Guterres is calling on world leaders to take part in a Summit that will help to establish the future direction for food systems and accelerate collective action at various societal levels – local, national, regional, and global - to radically change the way we produce, process, and consume food. This will launch new actions to transform food systems, making food healthier, sustainable, more affordable, more resilient, less wasted, and better-distributed.

Ahead of this UN Summit to be convened by the UN Secretary-General, the Philippine Government is set to roll out preparatory activities and actions leading to the National Food System Dialogue, guided by and in support of the five-point action tracks contemplated under the UNFSS. This National Dialogue will serve as the convergence activity that will guide the crafting and development of the proposals, programs, partnerships and activities for the various key players in agriculture, policymaking, business, food aid, and indigenous communities.

The objective of this dialogue is to shape national pathways to sustainable food systems, building on efforts already underway, as well as expressions of intention to support these pathways by a broad range of stakeholders. For the Philippines, emphasis shall be geared towards sustainable market-oriented development in agriculture, higher levels of farm productivity and incomes, and food security for all, consistent with the Department of Agriculture's Food Security Framework and OneDA Agenda.

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Upon invitation conveyed through the UN Resident Coordinator, Mr. Gustavo Gonzales, DA Secretary William D. Dar accepted his designation as the country's National Convenor for the UNFSS to be held in September 2021 in New York, USA. Mr. Rodolfo Vicerra, was designated as Curator, to assist the National Convenor on the necessary preparations for the Summit and coordinate with the country offices of the relevant UN agencies, including the Food and Agriculture Organization (FAO), International Fund for Agricultural Development (IFAD), and the World Food Programme (WFP).

The creation of the Philippine UNFSS Steering Committee (UNFSS-SC) to be chaired by the Curator, and co-chaired by the UN Resident Coordinator, with the Country Officers of the FAO, IFAD and WFP as members, has been agreed upon. The Steering Committee will help mobilize support, funding resources and technical assistance that may be required for the successful conduct of the preparatory actions and activities towards the National Food System Dialogue and the country's participation in the UNFSS.

II. **Creation of the Department of Agriculture Coordinating Committee and Sub-Committees for the United Nations Food Systems Summit (UNFSS) National Dialogue in May 2021**

To ensure efficient preparations and effective execution of the activities related to the UN-FSS National Dialogue, the DA Coordinating Committee and Subcommittees are hereby created:

A. **DA Coordinating Committee**

The DA Coordinating Committee (DA-CC) shall provide over-all guidance to the Department and its agencies and oversee the organization and management of all preparations and support activities to ensure the successful hosting of the UNFSS National Dialogue and related actions. The DA-CC shall also closely work with the UNFSS-SC to coordinate other needed arrangements with respect to the UNFSS Dialogues.

Chairperson: **Undersecretary Rodolfo V. Vicerra,**
Policy and Planning

Vice-Chairperson: **Assistant Secretary Agnes Catherine Miranda**
Planning and Project Development

Members: **Sub-Committee Chairs**


DA-CC Secretariat Support:

Ms. Janet Garcia, DA-IAD

Ma. Romana Capricho (Meetings)

Abigail Amestoso (Substantive)

Paola Anrea Flores (Technical)

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The Committee Secretariat shall organize the DA-CC meetings and prepare meeting highlights particularly decisions and action points, keep track of the activities and timelines of the Coordinating Committee and Sub-Committees, and provide other administrative support as may be necessary, in coordination with the appropriate sub-committees. They will be assisted by the Sub-committees and the Technical Secretariat as may be required.

B. Sub-Committees

1. Finance

Chair : **Assistant Secretary Atty. Francisco M. Villano, Jr.**
Finance

Co-Chair : **Ms. Telma C. Tolentino, DA-Budget**

Members : **Ms. Charie Sarah D. Saquing, DA-Accounting**
Ms. Prima P. Baldrias, DA-IAD (IAD Finance)
Ms. Rosario K. Tatlonghari (Procurement Coordinator)

- a. Attend to all budgetary concerns and payment of all expenses on DA activities related to the UNFSS;
- b. Prepare budgetary proposal for items that may be supported by UN funding;
- c. Coordinate the funding needs of all Committees involved;
- d. Facilitate the timely release of the funds prior to the event;
- e. Monitor and account all expenditures;
- f. Ensure the submission of complete financial and other supporting documents to expedite the processing of vouchers for payment; and
- g. Perform other related activities upon the instruction of the Steering Committee.


2. Substantive Matters

Chairperson: **Assistant Secretary Noel Padre**
Policy, Research, and Development

Co-Chair : **Dir. Vivencio Mamaril**
DA-Bureau of Agricultural Research

Members : **DA-MEPD**
DA-FAFPD
DA-BAR

- a. Review relevant policy papers in relation to food systems as possible inputs to the National Dialogue;
- b. Prepare proposed statements/interventions as may be necessary;
- c. Work with the office of the UNRC and other UN agency representatives in identifying resource speakers;
- d. Provide substantive guidance in the overall program of the meetings, invitations, press releases, and speeches/remarks of DA officials;
- e. Prepare communications relevant to the meetings;


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- f. Identify participants in coordination with FAO and other appropriate UN agencies;
- g. Assist the Technical Secretariat in technical documentation of the output/report of the meeting; and
- h. Perform other related activities upon the instruction of the Steering Committee.

3. Virtual Forum Management and Facilitation of Related Meetings

Chairperson: **Assistant Secretary Liza G. Battad**
Regulations (concurrently Exec. Dir. of PCAF)

Members : **DA-PCAF**
DA-ICTS
DA-IAD

- a. Assist in organizing inter-agency and intersectoral activities related to the UN-FSS
- b. Facilitate plenary and break-out sessions during the National Dialogue plenary and break-out sessions;
- c. Provide rapporteurs to document the sessions;
- d. Work with the expert engaged in synthesizing the session proceedings; and
- e. Perform other related activities upon the instruction of the Steering Committee.

4. Publicity, Design, Promotions and Media Affairs

Chairperson : **ASec. Noel Reyes**
Strategic Communications

Vice-Chair : **Ms. Cheryl Suarez, DA-AFID**

Members : **DA-AFID**
DA-Press Office

- a. Arrange and coordinate all publicity, promotion and media activities including press releases, media coverage, photo/video documentation of activities, preparation of information materials for the meetings and the National Dialogue in coordination with the Substantive Matters Committee; and
- b. Perform other related activities upon the instruction of the Steering Committee.

5. Technical Secretariat

Chairperson : **DA-IAD**
DA-PCAF

Members : **DA-IAD**
DA-FAFPD
DA-MEPD
DA-PDS



**DA-IPD
DA-MED**

- a. Prepare the official program of activities and information guide for delegates;
- b. Coordinate activities with concerned local institutions and agencies, and relevant stakeholders;
- c. Prepare and send out official invitation letters and follow up response to all the participants;
- d. Oversee and ensure smooth flow of the program of the virtual forum;
- e. Secure and maintain the Virtual Forum Facilities, Equipment and Supplies;
- f. Provide logistical support to the Secretariat during the meeting proper;
- g. Oversee all secretariat services which includes, but not limited to, recording of meeting proceedings, of the meetings, and circulation of documents and other information materials;
- h. Ensure timely circulation of the invitations, programs, registration and other forms, and reports;
- i. Handle virtual arrangements for venue, function rooms, conference facilities and equipment;
- j. Canvass and purchase/rent all supplies, materials and equipment needed, such as, but not limited to, Zoom subscription, computers/laptops, etc.; and
- k. Perform other related activities upon the instruction of the Steering Committee.

Done this 22ND day of APRIL, 2021.



WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE
INQUIRY & CONTACT CENTER
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