



Reference No. 18SS01-047

GENERAL GUIDELINES ON THE OPERATIONS OF THE REGIONAL STATISTICS COMMITTEES

To improve statistical planning, programming and coordination at the subnational level, ensure effective organization within the Regional Statistical System (RSS) and strengthen the local data ecosystem, Regional Statistics Committees (RSCs) are enjoined to observe the following guidelines:

1. Background

Pursuant to PSA Board Resolution No. 05, s. 2015 entitled "Establishing the Regional Statistics Committees (RSCs)," the Philippine Statistics Authority (PSA) Board shall establish the RSCs to serve as the policymaking body on statistical matters and as the venue for discussion and resolution of statistical issues at the local level.

Per PSA Board Resolution No. 03, s. 2017, "Reconstituting the Regional Statistics Committees (RSCs)," the composition of the RSC was reconstituted based on a suggestion raised during the 1st RSC Summit on 21 September 2016 that the members should be Regional Directors instead of Division Chiefs.

1.1 Composition of RSCs

As stipulated in PSA Board Resolution No. 01, s. 2018, "Amending PSA Board Resolution No. 03, Series of 2017, 'Reconstituting the Regional Statistics Committees (RSCs),'" RSCs shall be composed of:

Chair : Regional Director, National Economic and Development Authority (NEDA) / Chairman, Metropolitan Manila Development Authority (MMDA) / Executive Director, Regional Planning and Development Office (RPDO), Autonomous Region in Muslim Mindanao (ARMM)

Vice Chair : Regional Director, PSA

Members : Regional Directors from the following agencies:

- 1) Bureau of Local Government Finance (BLGF)
- 2) Department of Agriculture (DA)
- 3) Department of Budget and Management (DBM)
- 4) Department of Environment and Natural Resources (DENR)
- 5) Department of Education (DepEd)
- 6) Department of the Interior and Local Government (DILG)
- 7) Department of Health (DOH)
- 8) Department of Labor and Employment (DOLE)
- 9) Department of Tourism (DOT)
- 10) Department of Science and Technology (DOST)

PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 938-5267
www.psa.gov.ph



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- 11) Department of Public Works and Highways (DPWH)
- 12) Department of Social Welfare and Development (DSWD)
- 13) Department of Trade and Industry (DTI)
- 14) Bangko Sentral ng Pilipinas (BSP)
- 15) Commission on Higher Education (CHED)
- 16) Technical Education and Skills Development Authority (TESDA)

Representatives who shall all be appointed by the RSC Chair, from a list of nominees submitted by other RSC members, for a term of three (3) years with possible reappointment, from:

- Provincial Planning and Development Office (PPDO)
- Academe/State Universities and Colleges (SUCs)
- Private Sector

1.2 Terms of Reference (TOR)

PSA Board Resolution No. 01, s. 2018, specifies that the RSCs shall:

- a) oversee the implementation in the regions of policy decisions made by the PSA Board and the adoption of prescribed statistical standard methodologies and classification systems;
- b) formulate statistical policies designed to resolve local statistical issues and recommend workable schemes towards the improvement of local level statistics;
- c) institute measures to strengthen the statistical capability of the local statistical system including the personnel thereof;
- d) elevate to the PSA Board, through proper channels, statistical matters which cannot be resolved at the local level; and,
- e) create interagency statistical working groups, as the need arises, that could attend to technical issues and problems and supervise the activities of these working groups.

Likewise, as provided in PSA Board Resolution No. 10, s. 2017, "Approving and Adopting the Core Regional Indicators," the RSCs shall:

- a) oversee the implementation and adoption of the Core Regional Indicators (CoRe-Is) in the regions;
- b) provide guidance in the continuous improvement and updating of the CoRe-Is;
- c) identify additional indicators to the CoRe-Is as needed to monitor the attainment of the region's development goals and targets; and,

- d) elevate to the PSA Board, any issue/matter regarding the compilation of the CoRe-Is which cannot be resolved at the subnational level.

With regard to the formulation of the Regional Statistical Development Program (RSDP), the RSCs shall:

- a) spearhead the formulation of the RSDP for the region by performing the following:
- discuss and identify statistical development programs and formulate statistical frameworks and methodologies for inclusion in the RSDP of the region
 - serve as the Steering Committee of the RSDP and provide guidance and directions in the formulation of the RSDP which shall form part of the Local Statistics Development chapter of the Philippine Statistical Development Program (PSDP) 2018-2023
 - propose and guarantee timely submission of write-ups, reports, and other outputs regarding RSDP
 - coordinate with stakeholders (RSS agencies and other organizations) in the formulation of the RSDP, specifically in the monitoring of the progress of implementation of statistical activities/programs
- b) address evolving and emerging statistical requirements of stakeholders in the RSS; and,
- c) perform such other functions as may be deemed necessary/critical for the RSS.

1.3 Membership of RSCs

- RSC members may designate a permanent and alternate representative who can make decisions/commitments during RSC meetings. Name of representatives shall be submitted to the RSC Secretariat
- Majority (one-half plus one) of the RSC members shall constitute a quorum in the conduct of its day to day affairs and business
- Composition of the RSC may be modified to provide flexibility in its operations and to ensure that it continually caters to the statistical requirements of the region
- In case the private sector member institution ceases to exist within its term as an RSC member, the representation is likewise terminated. Hence, a new member from the private sector shall be appointed by the RSC Chair for a full term of three (3) years, with possible reappointment, from a list of nominees submitted by other RSC members.

1.4 Outputs of RSCs

The RSCs shall prioritize outputs in the form of resolutions that will address the more urgent statistical issues and concerns such as those required to monitor the progress of the programs set forth in the Regional Development Plan (RDP), the Sustainable Development Goals (SDGs), Cape Town Global Action Plan for Sustainable Development Data, other sectoral plans, as well as identify, implement and monitor the statistical development programs in the RSDP.

2. RSC Secretariat

The Division Chief of the Statistical Operations and Cooperation Division (SOCD) of the PSA Regional Statistical Services Office (RSSO) shall serve as the Head of the RSC Secretariat. As Secretariat, he/she shall:

- a) document proceedings and prepare highlights of meeting and business arising;
- b) submit to the PSA Central Office copies of RSC meetings' attendance sheets and agenda along with the approved RSC resolutions and memorandum orders; and,
- c) submit periodic reports to the Standards Service (SS) of the PSA.

3. RSC Meetings

PSA Board Resolution No. 01, s. 2018, specifies that the RSCs shall meet quarterly or more than once a quarter as the need arises at such date, time, and place it may decide.

RSC meetings shall be convened a month prior to PSA Board's quarterly meetings. This will ensure that unsettled RSC issues that need to be elevated to the PSA Board are addressed swiftly, whenever necessary.

Additional details on the meeting process are specified on the Rules of Procedure for RSC meetings (Annex 18SS01-047).

4. Creation of Interagency Committees (IACs)/ Technical Working Groups (TWGs)/Task Forces (TFs)

The RSC may create, through an RSC Resolution, IACs/TWGs/TFs that could attend to technical issues/concerns in the region, as necessary.

The RSC Resolution creating the IACs/TWGs/TFs shall contain the rationale, terms of reference, and list of members of the IAC/TWG/TF.

TFs may be created by the RSC, when necessary, and are expected to provide its output within a fixed timeframe.

IACs may create TWGs upon approval of the RSC Chair and as the need for them arises. The existence of the TWG shall be determined by its work program, subject to the approval of the IAC Chair.

4.1 Membership/Composition and Reconstitution of IACs/TCs/TWGs/TFs

- Members of the IAC/TC may be increased or decreased depending on the exigencies of work required and shall be authorized by the RSC Chair.
- It is recommended that the TWG Chair be an IAC/TC member to ensure close linkage between the TWG and the IAC/TC. A non-IAC/TC member may also be designated provided that he/she is an expert on the matter.
- TFs shall report regularly to the RSC its accomplishments and final report.
- In case of change in the composition, reconstitution of IACs/TCs/TWGs/TFs shall be done through an RSC Resolution.

4.2 Decisions of IACs/TCs/TWGs/TFs

- The IAC/TC/TF shall deliberately discuss the issues/concerns elevated to it and shall come up with apt decision/resolution.
- Decisions made by the IAC/TC/TF shall initially be submitted to the RSC Secretariat to undergo necessary research and consultation before endorsing to the RSC for appropriate action.

5. Internal Linkages

5.1 Link between the RSCs and the PSA Board

The RSC serves as the regional counterpart of the PSA Board. In cases where statistical issues/concerns could not be resolved at the subnational level, the SOCD consolidates these issues and then endorses to the PSA Board, through the Statistical Policies and Programs Division (SPPD) and PSA Board Secretariat, for action.

