



REPUBLIC OF THE PHILIPPINES

# PHILIPPINE STATISTICS AUTHORITY

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## AIDE MEMOIRE

*approved  
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**FOR :** **LISA GRACE S. BERSALES, Ph.D.**  
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**SUBJECT :** **Revised Guidelines for Committees on Statistics**

Pursuant to Section 10 of Republic Act (RA) No. 10625, Committees on Statistics were created to: (1) coordinate and resolve agency and sectoral concerns on statistical matters; and (2) serve as a forum for discussion of the issues raised by concerned producers, users, and other stakeholders of sectoral and agency-specific statistics.

RA 10625 also provides that the PSA may create or abolish committees on statistics as deemed appropriate. The PSA Board shall likewise define the functions and terms of reference of the committees which will allow flexibility and the ability to respond to emerging statistical concerns on various sectors.

To guide the Committees in the performance of their duties, the Guidelines for Committees on Statistics was approved by the National Statistician in June 2017.

During the IAC Coordinator's Meeting held on 03 January 2018, it was agreed that there is a need to revise the guidelines, specifically the terms of reference of the IACs which must include discussions on emerging statistical requirements concerning their sector, i.e. Philippine Statistical Development Program, Philippine Development Plan, data ecosystem, international commitments such as the Sustainable Development Goals, and the Cape Town Global Action Plan for Sustainable Development Data, among others.

Upon the Undersecretary's approval, the attached Guidelines (Annex 18SS01-110-01) will be endorsed to the Committees on Statistics for adoption.

Thank you.



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**REVISED GUIDELINES FOR INTERAGENCY COMMITTEES,  
TECHNICAL WORKING GROUPS, AND TASK FORCES**

To ensure effective coordination within the Philippine Statistical System (PSS) for quality statistical products and services, and a more solid and responsive PSS, Committees on Statistics and their respective coordinators shall adhere to the following guidelines.

**A. Background**

Pursuant to Section 10 of Republic Act (RA) No. 10625, otherwise known as the "Philippine Statistical Act of 2013," the Philippine Statistics Authority (PSA) Board shall establish the following Committees on Statistics to coordinate and resolve agency and sectoral concerns on statistical matters:

1. Committee on Agriculture;
2. Committee on Trade and Industry Statistics;
3. Committee on Infrastructure Statistics;
4. Committee on Financial Statistics;
5. Committee on Social Statistics;
6. Committee on Gender Statistics;
7. Committee on Environment and Natural Resources Statistics;
8. Committee on Information and Communications Technology Statistics;
9. Committee on Science and Technology Statistics;
10. Committee on Governance Statistics;
11. Committee on Migration Statistics;
12. Committee on Fiscal Matters; and
13. Committee on PSS Resources.

As of May 2018, the following are the Committees on Statistics:

1. Committee on Agriculture and Fishery Statistics;
2. Committee on Civil Registration and Vital Statistics;
3. Committee on Education Statistics;
4. Committee on Environment and Natural Resources Statistics;
5. Committee on Monetary, Financial and Government Finance Statistics;
6. Committee on Gender and Children Statistics;
7. Committee on Governance Statistics;
8. Committee on Health and Nutrition Statistics;
9. Committee on Information and Communications Technology Statistics;
10. Committee on Investment Statistics;
11. Committee on Labor and Productivity Statistics;
12. Committee on Macroeconomic Accounts Statistics;
13. Committee on Migration Statistics;
14. Committee on Population and Housing Statistics;
15. Committee on Poverty Statistics;



16. Committee on Price Statistics;
17. Committee on Science, Technology and Innovation Statistics;
18. Committee on Security, Justice and Peace Statistics;
19. Committee on Social Protection Statistics;
20. Committee on Statistical Information Management and Dissemination;
21. Committee on Statistical Standards and Classifications;
22. Committee on Tourism Statistics;
23. Committee on Trade Statistics;
24. Task Force on Big Data for Official Statistics;

#### **A.1 Terms of Reference (TOR)**

- a) To serve as fora for the exchange of views and expertise:
  - i. to resolve technical issues and problems arising from the production, dissemination, and use of statistics, among others; and
  - ii. in the development, maintenance and compliance to statistical standards and classification systems;
- b) To discuss and identify statistical development programs (SDPs) addressing emerging statistical issues and concerns (data revolution, open data, big data, PSS stakeholders' statistical requirements, etc.) and international commitments (ASEAN cooperation in statistics, Sustainable Development Goals (SDGs), Cape Town Global Action Plan for Sustainable Development Data (CT-GAP), etc. concerning the respective sectors for inclusion in the Philippine Statistical Development Program (PSDP);
- c) To lead in all undertakings relative to the formulation, implementation and monitoring of the SDPs, particularly on assigned sectors;
- d) To undertake/lead in the prioritization of statistical requirements and situational assessment of the sector;
- e) To prepare statistical framework for the sector;
- f) To recommend to the PSA Board an efficient workable scheme for the allocation of agency responsibilities in the production, dissemination, and archiving of statistics;
- g) To recommend to the PSA Board appropriate measures for the improvement of statistics, statistical standards and classification systems, frameworks, methodologies and processes for the generation, dissemination and use of statistics; and
- h) To perform such other functions as may be deemed necessary/critical for the relevant sectors, or the PSS in general.



## **A.2 Membership of Committees**

- a) The Chairperson for each Committee shall be elected from among the members and shall be at least Director level to ensure quality decision-making and fast resolution of statistical issues and concerns;
- b) Each Committee shall have seven (7) members from among the government agencies, data users and other major stakeholders.
- c) IAC members may designate an official alternate of at least division chief level and the name of official alternate shall be submitted to the PSA/IAC Coordinator; and
- d) Resource persons may be invited as the need arises.

## **A.3 Outputs of Committees**

- a) The Committees shall prioritize outputs that will address the more urgent statistical concerns such as those required to monitor the progress of the programs set forth in the Philippine Development Plan (PDP), the SDGs, other sectoral plans, as well as identify, implement and monitor the statistical development programs in the PSDP;
- b) They shall submit to the Statistical Policies and Programs Division (SPPD) of the Standards Service (SS) their annual accomplishments, work programs and report on the progress of their work, including findings and recommendations on technical issues referred to them for presentation to the PSA Board every first quarter of the year; and
- c) Recommend statistical policies to the PSA Board pertaining to sector-specific concerns.

## **B. Organization**

### **B.1 Coordinators of Interagency Committees (IACs), Technical Working Groups (TWGs), and Task Forces (TFs)**

The Lead Coordinators and Assistant Coordinators of the Committees on Statistics shall have the following duties and responsibilities:

- a) Preparation for the conduct of the regular/periodic meetings of the committee, which includes, but are not limited to, the following:
  - i. identification of issues that shall be resolved and emerging concerns that shall be addressed by the committee
  - ii. coordination of, in consultation with the Board Secretariat, the schedules and agenda of the meetings;
  - iii. preparation and dispatch of agenda folder, including sending thru email the soft copies;
  - iv. coordination of the member's attendance;
  - v. drafting of the highlights and business arising of the meetings; and



- vi. ensuring that the necessary actions to address the business arising from the meetings are done.
- b) Preparation of the annual work program, annual accomplishment report, and other relevant technical documents.
- c) Coordination and monitoring of the committee's activities.
- d) Evaluation of the committee's accomplishments.
- e) Attendance to the Coordinator's meeting (within one month after the Board meeting) and carrying out responsibilities that may arise as a result of the said meeting.

## **B.2 Establishment of TWGs**

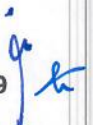
- a) TWGs may be established by the IAC as the need arises through an IAC resolution. A corresponding Memorandum Order will be prepared by the IAC Secretariat for approval of the NS. The terms of reference (TOR) of the TWG shall be endorsed by the IAC Chairperson to the NS;
- b) The TWG Chairperson shall be named from among the IAC members to ensure close linkage between the TWG and the IAC; and
- c) The IAC Coordinators shall copy furnish the PSA Board Secretariat with all IAC resolutions pertaining to creation of TWGs.

## **B.3 Establishment of Interagency TFs**

- a) TFs may be established by the relevant IAC, through an IAC resolution or a PSA Board resolution (where the TF concern does not fall under any existing IAC). A corresponding Memorandum Order will be prepared by the IAC Secretariat for approval of the NS to accomplish certain outputs, within a specific timeframe when necessary;
- b) The TF shall be composed of different agencies and shall report regularly on its accomplishments and present the final output to the PSA Board;
- c) The TF shall be terminated upon completion of its task, for which final output shall be provided to the PSA Board; and
- d) The IAC Coordinators shall copy furnish the PSA Board Secretariat with all IAC resolutions pertaining to creation of TFs.

## **B.4 Frequency of Meetings**

- a) The IACs, TWGs, and TFs may meet quarterly or more than once a quarter as the need arises; and
- b) Joint meetings of two or more IACs, TWGs, and TFs may be convened to discuss cross-cutting concerns.



## **C. Meetings of the IACs, TWGs, and TFs**

### **C.1 Preparation for the Meeting**

Prior to the meetings, the IAC/TWG/TF Coordinators are expected to:

- a) Identify issues to be resolved in consultation with the Chairperson;
- b) Coordinate with the Chairperson, in consultation with the respective Assistant National Statisticians (ANSs), the schedule and the provisional and annotated agenda for the meetings;
- c) Prepare an annual work program for the IAC/TWG/TF;
- d) Prepare technical notes and gather materials as may be required by the Chairperson;
- e) Prepare summary of business arising from the previous meeting;
- f) Identify and confirm presenters of the various agenda items and the venue of the meeting;
- g) Prepare agenda materials;
- h) Review and provide at least three (3) days before the meeting:

Chairperson: Advance copy of the agenda materials, annotated agenda, and confirmed attendance

Members : Agenda materials

- i) Confirm attendance of members and provide updates to the Chairperson.

### **C.2 Conduct of the Meeting**

During meetings, the Coordinators shall:

- a) Position near the Chairperson and ensure that he/she has a copy of the attendance and annotated agenda for efficient conduct of the meetings. The annotated agenda shall include the following:
  - i. areas for review and discussion/information and issues for resolution;
  - ii. presenter/discussant per agenda; and
  - iii. action requested to be taken per agenda item.
- b) Guide the Chairperson so that major agreements will be reached;
- c) Participate in the discussion, whenever necessary; and
- d) Ensure that participants to the meeting are properly assisted before and during the meeting.



#### **D. Coordination and Monitoring of IACs, TWGs, and TFs**

The Coordinators shall be responsible in organizing and monitoring the following IAC activities:

1. Prepare work program and accomplishment report for approval of the Committee, and subsequent presentation to the PSA Board;
2. Discuss and identify statistical development programs concerning the respective sectors in the PSDP;
  - a) Formulate statistical frameworks and methodologies for the sector;
  - b) Lead in the undertakings relative to the formulation of the PSDP, particularly on assigned sectors;
  - c) Propose and guarantee timely submission of write-ups, reports, and other outputs regarding PSDP;
  - d) Coordinate with stakeholders (PSS agencies and other organizations) in the formulation of the PSDP, specifically in the monitoring of the progress of implementation of statistical activities/programs and preparation of chapters of the assigned sector/s;
  - e) Compare the original Results Matrices with the revalidated to assess needed improvements, data gaps, and data demands apparent from the sources and indicators cited;
  - f) Assist in the prioritization of statistical requirements of the sector and situational assessment of the sector;
3. After each meeting, prepare: (1) summary of issues that have to be resolved/referred to concerned office/agency/official and monitor status; and (2) the minutes of meeting for approval of the Chairperson;
4. Draft the action plan and submit to the Chairperson for discussion in the next meeting;
5. Brief the Chairperson regularly on all pending matters relative to the activities of the Committee and a report on the status of activities of the IACs/TWGs/TFs shall be reported at the Coordinators' meeting on a quarterly basis;
6. Summarize unresolved policy issues during meetings and elevate to the NS, through the PSA Executive Committee, for endorsement to the PSA Board for resolution;
7. At the end of the year, prepare a report on the IAC/TWG/TF accomplishments and work programs for the succeeding year for approval of the Committee, to be reported by the Chairperson to the PSA Board in the first quarterly meeting of the succeeding year; and
8. Copy furnish the PSA Board Secretariat with all IAC resolutions.





## **E. Evaluation of the Committees**

At the end of the year, the Coordinators shall:

1. Render an evaluation of the performance of the IAC/TWG/TF and of its members individually based on attendance and contribution of members, issues resolved and the outputs produced;
2. Submit an evaluation report to the PSA Board Secretariat; and
3. Submit to the PSA Executive Committee, through the PSA Board Secretariat, for review any proposal for reconstitution, which should include the following:
  - List of existing and proposed compositions;
  - Rationale for the changes;
  - Functions of the Committee; and
  - Duties of the Coordinator/support staff.

## **F. Internal Linkages**

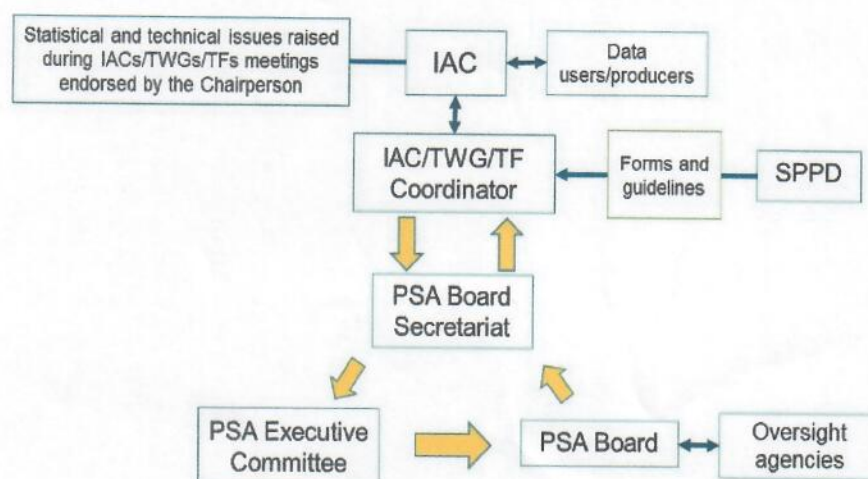
### **F.1 Link between the IACs/TWGs/TFs and the PSA Board**

To ensure effective and efficient operation, the Statistical Policies and Programs Division (SPPD) shall issue guidelines to the IAC/TWG/TF which include coordination between the IACs/TWGs/TFs and the PSA Board, as follows:

- a) Statistical and technical issues raised during IACs/TWGs/TFs meetings will be forwarded/relayed by the IAC/TWG/TF Coordinator, with endorsement from the IAC/TWG/TF Chairperson, to the PSA Board Secretariat;
- b) The PSA Board Secretariat will then forward the identified issues to the PSA Executive Committee for resolution;
- c) These will be endorsed to the PSA Board for further action; and
- d) Decision/s made by the PSA Board, with guidance from the oversight agencies, i.e., Office of the President (OP), National Economic and Development Authority (NEDA), among others, will be relayed by the PSA Board Secretariat to the IACs/TWGs/TFs thru the Coordinator.

The IACs, thru the IAC Coordinators, will disseminate the decision/s in the form of resolutions, memorandum orders, among others, to the data users and producers. Likewise, unresolved issues/concerns from data users and producers, will be endorsed by the IACs to the PSA Board for action thru the PSA Board Secretariat.





## F.2 Link between the Regional Statistics Committees (RSCs) and the PSA Board

- a) Statistical and technical issues raised during RSC meetings shall be consolidated by the concerned Regional Statistical Services Offices (RSSOs)/Statistical Operations and Coordination Division (SOCD) with endorsement from the RSC Chairperson, and forwarded to the Statistical Policies and Programs Division (SPPD);
- b) The SPPD, whenever necessary, will relay these issues to the relevant IACs for their action;
- c) The SPPD will forward the consolidated issues to the PSA Board Secretariat;
- d) The PSA Board Secretariat will then submit the consolidated issues to the PSA Executive Committee for resolution;
- e) These will be endorsed to the PSA Board for further action;
- f) With guidance from the oversight agencies, i.e., OP, NEDA, among others, decision/s made by the PSA Board on IAC concerns requiring action from the RSCs, will be relayed by the PSA Board Secretariat to the SPPD; and
- g) The SPPD shall disseminate the decision to the concerned RSSOs/SOCDs.



The RSCs, thru the RSSOs/SOCDs, will then disseminate the decision/s in the form of resolutions, memorandum orders, among others, to the data users and producers. Likewise, issues/concerns from data users and producers, will be endorsed by the RSCs to the PSA Board for action thru the SPPD and PSA Board Secretariat.

