

**TERMS OF REFERENCE
OF THE NATIONAL GOVERNMENT – BANGSAMORO GOVERNMENT
INTERGOVERNMENTAL RELATIONS BODY (IGRB)
JOINT SECRETARIAT**

ARTICLE I

COMPOSITION AND FUNCTIONS

Section 1. Intergovernmental Relations Body Joint Secretariat. The National Government – Bangsamoro Government Intergovernmental Relations Body (IGRB) Joint Secretariat, hereinafter referred to as the Joint Secretariat, shall be composed of representatives from the member-agencies of the National Government and the Bangsamoro Government.

Section 2. Composition. The Joint Secretariat shall be composed of the following:

- a. From the National Government:
 - i. Office of the Presidential Adviser on the Peace Process (OPAPP)
- b. From the Bangsamoro Government:
 - i. Attorney-General
 - ii. Assistant Executive Secretary
 - iii. Chief of Staff
 - iv. Executive Director, Bangsamoro Planning and Development Authority (BPDA-BARMM)
 - v. Director, Ministry of the Interior and Local Government (MILG-BARMM)
 - vi. Executive Assistant, Office of the Attorney General
 - vii. Representative, Ministry of Trade, Investments, and Tourism (MTIT-BARMM)
 - viii. Representative, Ministry of Labor and Employment (MOLE-BARMM)
 - ix. Representative, Ministry of Indigenous Peoples Affairs (MIPA-BARMM)
 - x. Representative, Ministry of Public Order and Safety (MPOS-BARMM)
 - xi. Representative, Ministry of Science and Technology (MOST-BARMM)
 - xii. Representative, Ministry of Health (MOH-BARMM)
 - xiii. Representative, Ministry of Human Settlements and Development (MHSD-BARMM)
 - xiv. Representative, Ministry of Basic, Higher, and Technical Education (MBHTE-BARMM)
 - xv. Representative, Ministry of Finance, Budget and Management (MFBM-BARMM)

Changes to the composition of the Joint Secretariat may be made as agreed by the IGRB.

Section 3. Functions. The Joint Secretariat shall support the IGRB, and shall have the following tasks and functions:

- a. To prepare and submit the agenda of the meetings of the IGRB;
- b. To document the proceedings of the meetings of the IGRB;
- c. To prepare the highlights of consensus points of the IGRB after every meeting;
- d. To prepare the reports of the IGRB, for submission to the President, as instructed by the IGRB; and
- e. To handle all administrative requirements relative to the conduct of the meeting.

ARTICLE III

AGENDA FOR THE MEETINGS

Section 1. Agenda Preparation. The Joint Secretariat shall prepare the agenda for the meetings of the IGRB. The National Government IGRB Secretariat and the Bangsamoro Government IGRB Secretariat shall each facilitate the vetting and finalization of the proposed agenda from their respective sides.

If any agenda item on a previous meeting has been deferred by the IGRB Co-Chairs, the Joint Secretariat shall include such item in the agenda for the succeeding meeting only if it is deemed ready for discussion, upon meeting the requirements set by the IGRB. Such items deemed unfinished business from the previous meeting shall be prioritized in the agenda prior to the items set by the IGRB for the meeting.

Matters/issues must be raised to the IGRB in written form addressed to the IGRB Co-Chairs, through the Joint Secretariat.

The IGRB shall instruct the Joint Secretariat to conduct complete staff work on such matter/issue within fifteen (15) working days after receipt.

The Joint Secretariat may recommend to the IGRB the particular board/body/agency/committee which is appropriate to review and propose solution to the particular issue raised. The Joint Secretariat shall coordinate with such board/body/agency/committee.

Section 2. Agenda Submission. The Joint Secretariat shall submit the final agenda and the corresponding presentation materials and the complete staff work on issues submitted, to the IGRB Co-Chairs of the IGRB for approval, at least twenty (20) days prior to the conduct of the meeting.

ARTICLE IV

MEETINGS

Section 1. Venue and Schedule of the Meetings. The Joint Secretariat shall be in charge for the preparation of the venue of the meetings of the IGRB.

In line with its responsibility to assist the IGRB, the Joint Secretariat shall meet once in every sixty (60) days, in Metro Manila and Cotabato City, alternately, or in any other location in the Philippines as agreed by the Joint Secretariat.

In case there are actions and issues that require immediate attention and discussion of the IGRB, special meetings may be conducted by the Joint Secretariat

In both cases, the Joint Secretariat shall mutually agree on the schedule and venue of meetings.

Section 2. Attendance. Member-agencies of the IGRB shall inform the Joint Secretariat on the attendance of their officially designated members or alternate members, at least five (5) days prior to the conduct of the meeting.

Section 3. Quorum. A majority of the composition of each of the National Government IGRB and the Bangsamoro Government IGRB is required to be present at every meeting in order to constitute a quorum. The Joint Secretariat shall inform the Co-Chairs on whether a quorum is constituted.

In case the quorum is not constituted, the Joint Secretariat shall be informed by the Co-Chairs on whether the meeting shall push through or shall be postponed to a later date. If the meeting is postponed, the Joint Secretariat shall inform the members of the IGRB from their respective sides on the date and venue of the rescheduled meeting.

Section 4. Presence of Other Agencies and Individuals at Meetings. Agencies of the National Government and the Bangsamoro Government may request the IGRB Co-Chairs through their respective IGRB Secretariat for the authorized attendance of their representatives to the meetings of the IGRB. Upon approval of the IGRB Co-Chairs at least three (3) days prior to the meeting, the Joint Secretariat shall include the representatives to the list of attendees.

The Co-Chairs through the Joint Secretariat may also invite resource persons as necessary.

Section 5. Procedure of Meetings:

- a. The Joint Secretariat shall remind the presentors on the time limit agreed by the IGRB Co-Chairs for each agenda item and presentations therefor.
- b. When no agreement has been reached on an agenda item within the reasonable time limit approved by the IGRB Co-Chairs and when such item is deferred for further deliberation or for further study, the Joint Secretariat shall note such action in the documentation for the meeting. After the meeting, the Joint Secretariat shall keep track of the status of the deliberation or study and shall report the same to the IGRB.
- c. The Joint Secretariat shall note the agenda, schedule, and venue of the next meeting.

ARTICLE V

DOCUMENTATION AND OFFICIAL STATEMENTS

Section 1. Documentation. The Joint Secretariat shall agree on the format of minutes of meetings, to be approved by the IGRB Co-Chairs. Minutes shall be prepared by the Joint Secretariat after the meeting and shall be submitted to the IGRB Co-Chairs for approval. Upon approval of the IGRB Co-Chairs, the Joint Secretariat shall circulate to the members of the IGRB the documentation of, including the consensus points arising from, the previous meeting. The Joint Secretariat shall submit the approved minutes of the meeting to the President and the Chief Minister of the Bangsamoro Government.

Section 2. Official Statements and Press Releases. The Joint Secretariat shall prepare the official statement and press release of the IGRB, as approved by the IGRB Co-Chairs.

ARTICLE VI

MEDIA COVERAGE

Section 1. Joint Press Conference. The Joint Secretariat shall be responsible for the logistics for the conduct of joint press conferences, as mutually agreed upon by the IGRB Co-Chairs.

Section 2. Official Spokespersons. In the absence of either of the respective Co-Chairs of the IGRB, the Joint Secretariat shall inform the IGRB and the press prior to the conduct of the joint press conference on the duly designated member from the National Government and/or the Bangsamoro Government who shall act as the official spokesperson for each.

Section 3. Messaging. The Joint Secretariat must furnish the IGRB Co-Chairs and members of the IGRB the appropriate common messaging that shall be used for public information relative to its work, as may be agreed upon in a joint communications plan to be developed by the IGRB.

ARTICLE VII

GENERAL PROVISIONS

Section 1. Confidentiality.

- a. The Joint Secretariat shall uphold the confidentiality of sensitive issues taken up during meetings, as mutually agreed upon by the IGRB Co-Chairs.
- b. The Joint Secretariat shall observe the limitations on access to or release of official records of the deliberations and minutes of the meetings, as mutually agreed upon by the IGRB.

Section 2. Funding. All expenses for the conduct of meetings and other activities of the Joint Secretariat shall be shouldered by the Office of the Presidential Adviser on the Peace Process (OPAPP).

Section 3. Amendments. The Joint Secretariat may mutually agree to amend, modify, or supplement the provisions of this Terms of Reference as necessary with the concurrence of the IGRB.

Section 4. Effectivity. This Terms of Reference shall take effect upon the signing by the respective heads of the Joint Secretariat from the National Government and the Bangsamoro Government, and confirmed by the Co-Chairs.

Done this 16th day of December 2019 in Davao City, Philippines.



For the National Government IGRB
Secretariat

For the Bangsamoro Government IGRB
Secretariat

ASEC. WILBEN M. MAYOR

ATTY. SHA ELIJAH B. DUMAMA-ALBA


Chief of Staff, Office of the Presidential
Adviser on the Peace Process

Attorney General, BARMM

Confirmed by:



SEC. CARLOS G. DOMINGUEZ
Secretary of Finance
Co-Chair, NG-IGRB



MIN. MOHAGHER M. IQBAL
Minister of Basic, Higher, and Technical
Education
Co-Chair, BARMM-IGRB