

REGIONAL HEALTH RESEARCH AND DEVELOPMENT CONSORTIUM XI

MANUAL OF OPERATIONS

I. INTRODUCTION/RATIONALE

The Philippine Council for Health Research and Development (PCHRD) is an organization responsible for the promotion and coordination of health research activities in the country. While it has already established a substantial presence at the national level, the conduct of health research at the regional level had been limited inspite of the wide potential available for such an undertaking. Researches have also been uncoordinated leading to duplications in the conduct of studies and inefficiency in the utilization of resources for health research. Such are the factors resulting from the absence of a structure at the sub-national levels and which paved the way for the organization of a multi-sectoral, inter-agency steering committee called the Regional Health Research and Development Committee (RHRDC).

For the past several years that the RHRDC XI is in existence, there has not been a clear set of policies or guidelines directing, in detail, its operation. The absence of a Manual of Operations, where the standard operating procedures or (SOPs) are presented, hamper the RHRDC XI's ability to fully exercise its functions and responsibilities thereby limiting its capacity to effectively and efficiently carry out its mandate.

II. OBJECTIVES AND SCOPE/COVERAGE OF THE MANUAL

This Manual of Operations aims to facilitate the conduct of RHRDC XI activities and transactions, and institute an enhanced system of coordination and management between and among the different organizations comprising the Consortium. It also intends to promote better coordination with the various units and organizations working for health research development from the local level up to the national level.

This manual contains a description of the organization of the RHRDC XI, its functions and responsibilities, operational systems and procedures, and other relevant

information. It shall serve as mandatory reference for transactions made or to be undertaken by the Consortium.

III. ORGANIZATION OF THE RHRDC XI

A. Legal Basis

The RHRDC XI is organized according to its current composition, pursuant to PCHRD Special Order No. 50, series of 1994, which provides for the reconstitution of the Committee's membership in making it a more effective instrument for health research development.

B. Membership

The RHRDC XI is composed of 22 voting member organizations coming from the government, non-government and private sectors. It is represented by the Regional Directors/Heads of the following agencies/organizations or their official designated representatives:

- Ateneo de Davao University (AdDU)
- Brokenshire College (BC)
- Center for Health Development - Davao Region (DOH XI)
- Commission on Higher Education (CHED XI)
- Commission on Population (POPCOM XI)
- Davao Doctors College (DDC)
- Davao Doctors Hospital (DDH)
- Davao Medical School Foundation Inc. (DMSFI)
- Davao Regional Hospital (DRH)
- Department of Environment and Natural Resources (DENR XI)
- Department of Science and Technology (DOST XI)
- Integrated Midwifery Association of the Philippines (IMAP)
- National Economic and Development Authority (NEDA XI)

- Philippine Science High School (PSHS)- Mindanao Campus
- Philippine Information Agency (PIA XI)
- Regional Council for Research and Development (RECORD) Foundation
- San Pedro College (SPC)
- San Pedro Hospital (SPH)
- Southern Philippines Medical Center (SPMC)
- University of the Immaculate Concepcion (UIC)
- University of the Philippines - Mindanao (UP-Min)
- University of Southeastern Philippines (USEP)

The Regional Directors or official designated representatives of the DOH XI, NEDA XI, and DOST XI shall be ex-officio members of the RHRDC XI. This is not without prejudice to said members being elected officers of the Consortium. Organizations, aside from those already identified in this Manual, could be a member of the RHRDC XI only after manifesting their interest through a letter of intent addressed to the Consortium Chairperson and an evaluation and recommendation of the Executive Committee. Final acceptance of membership is made upon approval of the General Assembly.

C. RHRDC XI Officials

The officers of the RHRDC XI are the Chairperson, Co-Chairperson, Vice-Chairperson, and Secretary. The Chairperson and Co-Chairperson shall jointly head the Consortium.

Selection Process and Appointment of Officials

The Chairperson, Co-Chairperson, Vice-Chairperson, and Secretary of the RHRDC XI shall be selected among the members through election. If the Chairperson is represented by the government sector, the Co-Chairperson should come from the private sector, and vice-versa.

Term of Office

The officers of the Consortium shall serve for a fixed term of 2 years. This prescribed term of office is without prejudice to reappointment.

Vacancy to the Position

In the event that any of the positions become vacant through resignation, retirement, reassignment, removal from office, death or permanent disabilities, an election shall be conducted on the next Consortium meeting to fill-up the said position/s. Incumbent officers are allowed to run for other positions, of which case, if elected, the vacated post/position shall be subjected to election.

D. RHRDC XI Executive Committee

The Consortium shall create an Executive Committee to act on matters that require immediate attention for and in behalf of the RHRDC XI when it is not in session. The Consortium during the regular meetings shall confirm all decisions and actions made by the Executive Committee.

The Executive Committee shall be comprised of RHRDC XI officers and Chairpersons of its different Technical Committees. The Chairperson, Co-Chairperson and Vice-Chairperson shall serve as officers of the Executive Committee.

E. RHRDC XI Technical Committees

There shall be created 4 Technical Committees to expedite the task of the Consortium, namely, Research and Development, Ethics Review, Human Resource Development, and Research Information and Utilization. Other Technical Committees can be created as deemed necessary by the Consortium. Each Technical Committee shall be headed by a Chairperson to be elected by the RHRDC XI from among the members of the said Technical Committee. Membership to the Technical Committees shall be made through the manifestation of interest

by member organizations. Each member organization of the RHRDC XI can be a member of only one Technical Committee.

F. Technical Working Groups

Program-based research planning and implementation is a strategy employed by consortia to increase research productivity. One of the ways to do this is for a consortium to designate a Member Institution as Convener. The latter reports regularly to the consortium through the Chair and the Regional Coordinator. From the stakeholders' forums, a working group may be created to help the convener in shepherding the research community (of a specific research program). The Working Group may be composed of 3-5 members representing different member-institutions

G. Secretariat

The Secretariat of the Consortium shall be designated from among the member agencies. The head of the Secretariat shall be named and would sit as a non-voting member of the Consortium.

H. Functions and Responsibilities

The main mandate of the RHRDC XI is to carry out the institution development program of the PCHRD by acting as promoter and coordinator of health research activities in the region. It also serves as liaison between the PCHRD and research institutions at the regional level. The specific functions and responsibilities of the RHRDC XI, its Technical Committees, officers, members, and secretariat are as follows:

RHRDC XI

General Assembly

- Formulate policies on health research for the region;
- Identify and prioritize research areas in the region;
- Generate funds for research;
- Improve research capabilities in the region through sharing of information and resources, training and manpower development; and
- Promote dissemination and utilization of research results.

Executive Committee

- Oversee the overall implementation of the Consortium programs and projects;
- Review and recommend to the Consortium the activities of the different Technical Committees;
- Integrate reports of the Technical Committees into a comprehensive Consortium Report;
- Conduct periodic review of accomplishment of the Consortium;
- Identify and link with other sources of funds;
- Evaluate institutional profiles and recommend additional members of the RHRDC XI; and
- Develop and implement mechanisms for establishing and maintaining linkages with other research institutions/communities outside of the region.

Research and Development Committee

- Promote collaborative research among members;
- Develop mechanisms for coordination in collaborative research;
- Identify and recommend priority areas for research;
- Assist members in research planning and implementation;
- Review and recommend research proposals for implementation;
- Monitor implementation of approved projects; and

- Provide technical assistance in report writing and presentation.

Ethics Review Committee

- Review proposals using human subjects as to compliance with ethical standards; and
- Link with other ethics review bodies for updates on the ethical review guidelines

Human Resource Development Committee

- Identify human resource development needs of the Consortium;
- Plan and implement human resource development projects; and
- Develop mechanisms for sharing research capabilities.

Research Information Utilization Committee

- Develop a research information utilization plan for the Consortium;
- Collect and disseminate new research information; and
- Collaborate with health and allied agencies, both government and private, for the use and possible commercialization of research results.

Technical Working Group

- Mobilize the community in regard proposal development, resource mobilization, information and experts exchanges, research promotion and utilization as well as in capacity building and monitoring activities,
- Generate collaborative research proposals, which will be submitted for regional, national or international funding; and
- Come up with operating and monitoring mechanisms to keep track of proposals and/or projects generated by the community.

Consortium/Technical Committee Officers, Members, and Secretariat

Chairperson

- Preside and facilitate the conduct of Consortium meetings;
- Assign tasks to the members of the Consortium on matters/issues/topics pertinent to the sector's concern;
- Represent the RHRDC XI in various activities and meetings;
- Manage and supervise all activities of the Consortium;
- Submit the Consortium output requiring action; and
- Perform other functions and duties as may be necessary.

Co-Chairperson

- Preside over Consortium meetings in the absence of the Chairperson;
- Assume the powers and responsibilities of the Chairperson, whenever the Chairperson is unable to perform his/her functions or when the position of Chairperson becomes vacant.

Vice-Chairperson

- Preside over Consortium meetings in the absence of the Chairperson and Co-Chairperson; and
- Act on matters requiring immediate decision of the Chairperson or Co-Chairperson.

Secretary

- Coordinate the preparation of the agenda of the Consortium;
- Keep a complete record of all proceedings of the sessions of the Consortium;
- Certify to the veracity of all official records and documents of the Consortium and the Chairperson's signature;
- Keep custody of Consortium resolutions; and

- Perform such other functions as may be assigned by the Chairperson or Co-Chairperson.

Technical Committee Chairpersons

- Preside and facilitate the conduct of Technical Committee meetings;
- Assign tasks to the members of the technical committee on matters/issues/topics pertinent to the technical committee's concern;
- Represent the technical committee in various RHRDC XI activities and meetings;
- Manage and supervise all activities of the technical committee,
- Submit the technical committee output requiring action; and
- Perform other functions and duties as may be necessary or assigned by the Chairperson or Co-Chairperson.

Technical Working Convener

- Preside and facilitate the conduct of Technical Working Group meetings;
- Manage and supervise all activities of the technical working group
- Organize the stakeholders to identify the priority research areas,
- Represent the technical working group in various RHRDC XI activities and meetings,
- Submit the technical working group output requiring action; and
- Perform other functions and duties as may be necessary or assigned by the Chairperson or Co-Chairperson.

Members

- Attend Consortium meetings;
- Provide necessary information as may be required by the Consortium;
- Participate in the discussion of issues pertinent to the Consortium's concern; and
- Accept tasks as may be assigned by the Chairperson or Co-Chairperson.

Secretariat

- Provide technical and administrative support to the Consortium;
- Develop and maintain a management information system; and
- Perform such other functions as may be assigned by the Chairperson or Co-Chairperson.

REGIONAL HEALTH RESEARCH AND DEVELOPMENT CONSORTIUM XI
Organizational Structure

MANAGEMENT EXECUTIVE COMMITTEE
DOH, DOST, CHED, POPCOM AND ACADEME

CHAIR (Dr. Warlito C. Vicente)

→ **REGIONAL COORDINATOR** (Dr. Anthony C. Sales)

→ **Secretariat**

RESEARCH AND DEVELOPMENT COMMITTEE
Chair:
Mr. Ruperto Hector Lindo

ETHICS AND REVIEW COMMITTEE
Chair:
Dr. Eva C. San Juan

HUMAN RESOURCE DEVELOPMENT COMMITTEE
Chair:
Ms. Ludivina Porticos

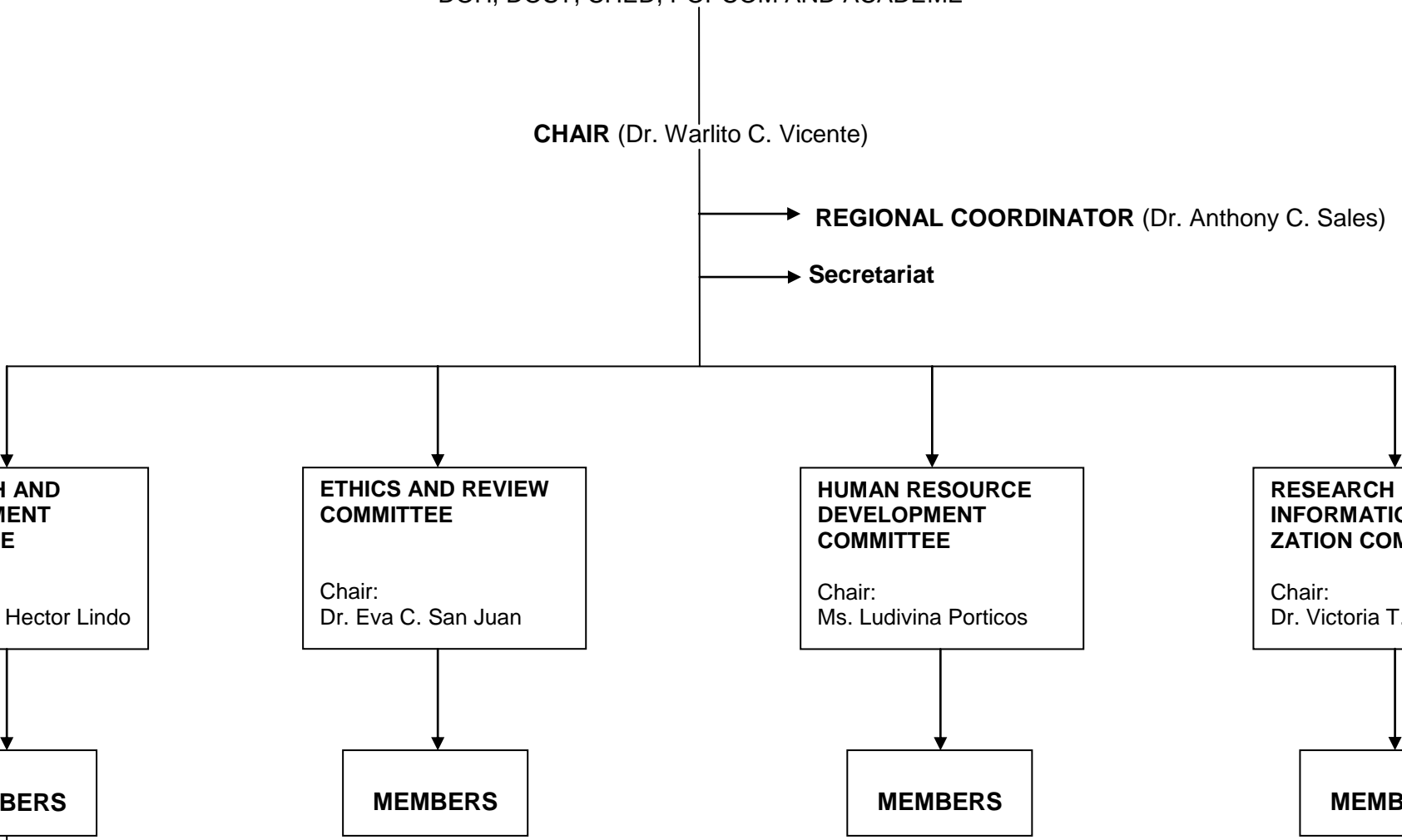
RESEARCH INFORMATION & UTILIZATION COMMITTEE
Chair:
Dr. Victoria T. Lupase

MEMBERS

MEMBERS

MEMBERS

MEMBERS



**TECHNICAL
WORKING
GROUP**

**MATERNAL AND
CHILD HEALTH**

CONVENOR:
Dr. Darleen Estuat
Dr. Marcelo Dahinog

INFECTIOUS DISEASE

CONVENOR:
Dr. Vegloure Maguinsay
SPMC

**TRADITIONAL
MEDICINE**

CONVENOR:
Dr. Melinda Tagle

**ENVIRONMENT AND
CLIMATE CHANGE**

CONVENOR:
Dr. Jessie Manuta

MEMBERS

Ms. Lourdesita Chan
Dr. Marleonie Bauyot
Mr. Ruperto Hector Lindo
Ms. Vilma Comoda
Dr. Victoria Lupase
Rep from SPMC

MEMBERS

Dr. Jean Tay
Dr. Jack Estuat
Dr. Anthony C. Sales
Ms. Belfa Sevilla
Dr. Socorro de Gracia

MEMBERS

Dr. Genevieve Tupaz
PITAHC Representative
Ms. Ludivina Porticos
Dr. Eva C. San Juan

MEMBERS

Ms. Julie Otadoy
Dr. Salome Sendrejas
Mr. Elvi Tamayo
Dr. Bernadette del Rosario
Mr. Reynaldo Cuizon
Dr. Helen Pondevida
Dr. Antonio Obsioma
Rep from UP

III. IMPLEMENTING SYSTEMS AND PROCEDURES

A. Conduct of Meetings

Frequency of Meetings

The RHRDC XI shall meet at least twice per year. The Executive Committee shall handle all urgent matters presented to the Consortium before the scheduled meeting. This is without prejudice to holding Consortium meetings in between the prescribed period when deemed necessary.

Lining-up of Agenda Items for Discussion

All subject matters and concerns for deliberation during Consortium meetings shall be channeled through the Consortium Secretariat. In this regard, the following shall be undertaken:

- a.) Suggested agenda items shall be submitted to the RHRDC XI Chairperson through the secretariat at least one week before the scheduled meeting. Submissions after that period shall be scheduled for discussion in the next RHRDC XI meeting. If urgent, the items shall be discussed under “Other Matters”;
- b.) A brief discussion paper on the subject matter lined up for discussion in a Consortium meeting shall be prepared by the proponent. Enough copies shall be reproduced by the proponent for inclusion in the Agenda Folder or for distribution during the meeting;
and
- c.) The proponent shall make a presentation during the Consortium meeting.

Signatories of Invitation Letters

The Chairperson of the RHRDC XI shall sign all letters of invitation and other communications pertinent to the conduct of Consortium meetings. In the absence of the Chairperson, the Co-Chairperson shall have the authority of signing communication. In cases wherein both the Chairperson and Co-Chairperson are not available, the Vice-Chairperson shall have the authority to sign.

Invitations to technical committee meetings shall be signed by the Chairperson of the concerned technical committee, duly noted by the Consortium Secretary.

Meeting Proper

The Chairperson shall preside over all Consortium meetings. In his absence, the Co-Chairperson shall act as the presiding officer. In the absence of both the Chairperson and Co-Chairperson, the Vice-Chairperson shall be the presiding officer. The technical committee Chairpersons shall serve as presiding officer in the conduct of technical committee meetings.

Quorum

The presence in a meeting of a simple majority of the Consortium members or official designated representatives shall constitute a quorum. In the absence of regular members and/or their official designated representatives, only representatives with written authority shall be counted as present and can decide for and in behalf of the member represented on any matter for decision by the Consortium, provided that the total number of representatives with voting power shall not exceed 30 percent of the quorum.

The representative of a Consortium member shall present to the Secretariat the authorization during registration prior to the conduct of the meeting.

In the absence of a quorum, the Consortium members present may discuss the items in the agenda and make recommendations thereon to the Consortium for its next meeting.

Decisions

The decisions of the Consortium shall be a majority of the members that constitute a quorum.

Other matters and concerns that need immediate consideration and decision of the RHRDC XI shall be facilitated by the Executive Committee through referenda whenever the Consortium is not scheduled to meet.

B. Consortium Resolutions

All decisions of the Consortium shall be in the form of resolutions. The framing of the resolutions shall be the responsibility of the Consortium Secretariat. At the end of each meeting, the resolutions passed during that meeting will be reiterated by the Secretariat to ensure that decisions were properly recorded.

Resolutions shall be numbered consecutively every fiscal year indicating the number of the region, number of the resolution, and the year the resolution was passed.

A copy of these resolutions shall be furnished to the concerned agency/organization for information and appropriate action. Periodic follow-up letters on the status of these resolutions shall be sent to concerned agencies and organizations.

At the end of each quarter within a fiscal year, the status of each resolution passed shall be determined, i.e. whether these were carried out and the extent of such action. A report on the status of these resolutions shall be presented to the Consortium for information during its next meeting.

C. Minutes of Consortium Meetings

All issues/agreements reached during the discussion shall form part of the minutes of the meeting. The said minutes of the Consortium meetings shall be prepared by the Secretariat, certified by the Secretary and attested by the Chairperson.

D. Official Record of Consortium Meetings

The agenda of the meetings of the Consortium, together with the background materials therein, the approved minutes of these meetings and the records of implementing actions taken shall constitute the official records of the Consortium meetings.

The Consortium Secretary shall issue certified copies of any Consortium meeting records or parts thereof to any interested party upon request of the interested party and written authorization of the Chairperson.

E. Representation to the PCHRD

The Chairperson shall represent the RHRDC XI in any PCHRD meeting. In case the Chairperson is not able to attend, the Co-Chairperson may take the place of the Chairperson. If the Co-Chairperson is not available, the Vice-Chairperson will represent the Consortium.

F. Accomplishment Reports

The association shall report its semi-annual accomplishments to the PCHRD. The report shall take the form of outlining the items that have been discussed, the decisions reached, and the activities undertaken. The report shall be submitted to the PCHRD within the first 2 weeks following the semester in focus. All RHRDC XI members shall be provided with copies of the accomplishment report.