



Regional Nutrition Committee (RNC) Guidelines for Membership

I. General Guidelines

The Regional Nutrition Committee (RNC) is a policy making body tasked to formulate a regional nutrition plan, issue implementing guidelines for the region based on the policies set by the National Nutrition Council, coordinate and monitor the implementation of agency and LGU programs, and conduct regular quarterly meetings to assess progress of program implementation.

II. Specific Guidelines

1. Composition

Composition of Regional Nutrition Committee (RNC) members is patterned after the composition/membership of agencies in the Governing Board (with 10 National Government Agencies and three (3) representatives from the private sectors)

1.1 Members of RNC is composed of Regional Directors of the following agencies:

1.1.1 Government agencies:

1. Department of Health;
2. Department of Agriculture;
3. Department of the Interior and Local Government;
4. Department of Budget and Management;
5. Department of Education;
6. Department of Labor and Employment;
7. Department of Science and Technology;
8. Department of Social Welfare and Development;
9. Department of Trade and Industry;
10. National Economic and Development Authority;
11. Philippine Information Agency; and
12. Commission on Population and Development.

1.1.2 Non-Governmental organization

1. Plan International

1.1.3 Academe

1. Eastern Visayas State University, Tacloban City

1.1.4 Civic Society Organization:

1. Eastern Visayas Association of Barangay Nutrition Scholars (EVA-BNS); and

2. Harmonized Initiatives of Media for the Spread of Good Nutrition in Region-8 (HIMSoG-8)

Note: NNC Secretariat will send letters to all PSR members to update status of representation in the RNC, e.g. change of officers of the organization

2. Roles, Functions, and Responsibilities of RNC

The function of the RNC are as follows:

- 2.1 Coordinate and monitor the implementation of agency Nutrition programs in support of the Philippine Plan of Action for Nutrition (PPAN);
- 2.2 Issue implementing guidelines that will support the nutrition programs in the region;
- 2.3 Formulate Regional Strategic Plan of Action for Nutrition and Regional Nutrition Action Plan; and
- 2.4 Undertake projects/ activities aimed at capacitating the Local Nutrition Committee and mobilizing support for the PPAN in the region.

3. Officers and their functions

3.1. The RNC shall have as officers as Chairperson and two Vice-Chairpersons.

3.2. RNC Organizational Structure

As provided for in Executive Order 472, s. 2005, entitled “*Transferring the National Nutrition Council from the Department of Agriculture to the Department of Health*”, Section No. 2 provides the composition of the officers namely: the Secretary of the Department of Health shall be the ex-officio Chairperson of the Governing Board of the National Nutrition Council with the Secretaries of Department of Agriculture and the Department of the Interior and Local Government as Ex-officio Vice-Chairpersons.

3.2 Officers of the RNC VIII are the following:

- a. RNC Chairperson: Regional Director of Department of Health VIII
- b. Vice- Chairperson: Regional Director of Department of Agriculture VIII
- c. Vice- Chairperson: Regional Director of Department of the Interior and Local Government VIII
- d. Secretariat: Regional Nutrition Program Coordinator of National Nutrition Council VIII

3.3 The Chairperson shall:

- 3.3.1 Preside over the meetings of the Committee;
- 3.3.2 Call for special meetings to discuss issues and concerns that need immediate actions from the Committee;
- 3.3.3 Sign and endorsed Committee resolutions and reports to NNC and other relevant bodies;
- 3.3.4 Direct and supervise activities of the Committee;
- 3.3.5 Invite other agencies/ organizations and LGUs to the meetings concerning nutrition related issues or policies, programs, and activities in the region, whenever necessary;

3.3.6 Oversee the monitoring of regionwide nutrition projects and activities;
and

3.3.7 Perform other functions and duties as may be directed by the higher
officials or through a resolution passed by the Committee.

3.4 The Vice-Chairperson shall discharge other responsibilities which will
compliment those of the chairperson to include, but shall not be limited to the
following:

3.4.1 Preside over the meetings of the committee in the absence of the
Chairperson;

3.4.2 Assume the powers and responsibilities of the Chairperson whenever the
chairperson is unable to perform his/her functions or when the position
becomes vacant; and

3.4.4 Serve as the head of any Ad-Hoc Committee, the RNC may create unless
otherwise specified.

3.5 The Committee Secretariat shall be lodge under the office of the RNPC or NNC.
The Secretariat shall:

3.5.1 Provide technical and administrative support to the Committee;

3.5.2 Coordinate the preparation of the agenda of Committee meetings;

3.5.3 Prepare and keep a complete record of the minutes of the meetings and
other pertinent documents of the Committee;

3.5.4 Prepare and or review Committee reports;

3.5.5 Manage the funds of the Committee; and

3.5.6 Perform other duties as may be assigned by the RNC.

3.6 Roles of the member agencies

3.6.1 Attend and actively participate meetings and other activities of the
Committee;

3.6.2 Submit annual accomplishment repot to the RNC Secretariat for
integration and subsequent submission by the NNC VIII to NNC Central
Office; and

3.6.3 Perform other functions as may be assigned/ requested by the RNC.

4. Private Sector representation

The private sector representatives (PSRs) or non-government organizations (NGOs) shall be
20% or ¼ of the total membership of the Regional Nutrition Committee.

*Note: There are four (4) PSR members in the RNC. However, per proposed guidelines, the PSRs shall
only comprise 20% or 3 PSRs in the RNC.*

For other PSRs/ NGOs who may signify their interest to join the RNC, they will be initially
accommodated in the RNC- RTWG.

4.1 In case of a vacancy of a PSR/NGO in the Committee, the Secretariat may have
options:

Option 1. For a TWG or Ad-Hoc Committee to select from among the PSRs/
NGOs who wishes to be a member of the Committee.

Option 2. For the PSRs/ NGOs to elect from among themselves the most qualified entity to be member of the RNC.

4.2 Criteria for the selection of PSRs/ NGOs to RNC:

- 4.2.1 The organization's mission and vision should be congruent with the Philippine Nutrition Program's ideals;
- 4.2.2 The PSRs/ NGOs (foundations, civil society organizations) should be duly registered to Securities and Exchange Commission (SEC) and or national government agencies or by the Philippine Council or NGO Certification;
- 4.2.3 Programs, projects and services of the organization shall directly contribute to the improvement of nutrition in Region VIII;
- 4.2.4 Scope/ coverage of the service of the organization shall cover at least two or more provinces/cities;
- 4.2.5 The organization should have effectively implemented health and nutrition programs, projects and services during the last three (3) years;
- 4.2.6 The organization should have an established office in the region;
- 4.2.7 The organization should have good performance record in nutrition program, project and service implementation; and
- 4.2.8 The organization contributes in the policy development and analysis, policy reforms and policy advocacy.

4.3 Application for RNC Membership

- 4.3.1 The PSR/ NGO who wishes to take membership at RNC VIII must submit a letter of intent address to the RNC Chair and shall be submitted to the RNC Secretariat.

4.4 Formalizing RNC membership

- 4.4.1 Membership with the RNC may be formalized through an RNC Resolution that spells out commitments and accountabilities of parties involved.
- 4.4.2 PSRs/ NGOs who are members of the RNC shall jointly undertake planning, implementation, coordination, monitoring and evaluation of programs, projects and activities to pursue the commitments of the partners.

4.5 Renewal of Membership

- 4.5.1 Membership of the private sectors and non-government organizations shall be renewed every three (3) years.
- 4.5.2 PSRs/NGOs accomplishment report shall be submitted annually to the RNC Secretariat as basis for scaling up, sustaining of or termination of membership set by a TWG and has been provided by the NNC Office Order.
- 7.5.3 Renewal of membership to the council will be based on the result of the review and evaluation and recommendation of the TWG

5. RNC Meeting and Quorum

5.1 RNC meetings shall meet at least once every semester. It may also hold special meetings whenever necessary.

5.2 The presence of 50% of the Committee members shall constitute a quorum, and

5.3 Decision of the Committee is based on the established quorum.

6. Participation/ attendance of RNC Members to regular meetings and other related activities

6.1 PSR/NGO members shall attend/participate of at least 50% of the regular and other related meetings. This shall also be one of the bases in the criteria for the renewal of PSR membership to the RNC.

6.2 RNC/ NGO members (Directors or Head of Offices) are expected to attend Regular meetings. However, they may assign a permanent/ alternate representative to ensure continuity of participation during RNC meetings.

7. Augmentation of Funds/ Fund Sourcing for nutrition and related activities

7.1 The RNC may decide through a resolution to solicit additional resources to fund implementation of nutrition related programs, projects and activities.

The guideline may be amended as necessary by the majority of the member's subject to existing national policies and guidelines.

The RNC Guidelines for membership was presented to the RNC members during its First Meeting conducted on 20 June 2018 at Warehouse Seafood and Ribs, Palo, Leyte which was approved through the RNC Resolution No. 4, series of 2018.

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