

Terms of Reference

Working Groups of the Stakeholders' Chamber on the Sustainable Development Goals

I. Background

The Stakeholders' Chamber on the Sustainable Development Goals (SDGs) is composed of 65 private sector organizations from businesses, civil society organizations, and media, academe, and development partners. During its Special Meeting on 7 August 2023, the Chamber formally organized its Working Groups. The Working Groups (WG) include Economic, Environment, Peace, Security and Governance (PSG), and Social, which mirror the technical working groups (TWGs) of the Sub-Committee on the SDGs (SC-SDGs). In addition to the four (4) WGs, the creation of the Monitoring and Measurement and Communications and Advocacy were also proposed as functional WGs. The two (2) groups are intended to function in support of the activities of the 4 thematic WGs especially in promoting the SDGs and the Chamber's activities, and monitoring the timely implementation of the Chamber Roadmap and the progress of SDG implementation in the country.

To provide further direction and guidance in achieving the objectives of the WGs, WG Leads were also chosen during the 7 August 2023 Special Meeting. The Leads will provide direction to the WGs in performing their roles and responsibilities, as well as the rules and procedures of the Chamber as provided in the Chamber's terms of reference (TOR).

II. Purpose

While the Chamber's TOR provides that WG Leads are responsible for conceptualizing their internal arrangement in the conduct of their activities, this TOR will serve as their primary guide in the conduct of their activities in their respective WGs.

This TOR will be attached as an Annex to the Stakeholder's Chamber TOR.

The main objectives are:

- a. To provide clear guidelines and standards of conduct of the Working Groups;
- b. To ensure that activities of the Working Groups are aligned with the Chamber's Roadmap; and,
- c. To provide Working Groups basis for identifying their focus areas of cooperation.

III. Applicability

This applies to the four (4) sectoral WGs and two (2) functional WGs. Please see Annex A for the composition of the sectoral and functional WGs of the Stakeholders' Chamber.

IV. General Conduct

- a. The WG members shall be guided by the Stakeholders' Chamber TOR, applicable laws and issuance related to the SDGs or the 2030 Agenda on Sustainable Development;
- b. The WG members shall honor differences in opinions and shall be free to express their opinions;
- c. Each WG shall operate to support the functions or goals of the Chamber;
- d. The WG at all-time shall use gender-sensitive and inclusive language and terms;
- e. WG may propose an agenda, course the Core Group, through a written request to the NEDA SDG Secretariat, for the semestral and/or special meetings of the Chamber, subject to the approval of the Chair.
- f. Every WG shall be assisted by a Secretariat;
- g. WG meetings and activities shall be funded by any member of the group or a fund pooled by the members; and
- h. The WG shall provide regular updates of their accomplishments to the Chamber at least once in a calendar year.

V. Focus Areas of the Working Groups

To complement the current efforts of the government in prioritizing the SDGs that are lagging behind in the country, the WGs are encouraged to focus on the following SDGs where the Philippines is lagging behind based on PSA's Pace of Progress report:

SDG 11: Sustainable Cities and Communities

SDG 13: Climate Action

SDG 2: Zero Hunger

SDG 8: Decent work and economic growth

SDG 9: Industry, Innovation and Infrastructure

SDG 10: Reduced Inequalities

SDG 5: Gender Equality

SDG 7: Affordable and clean energy

Nevertheless, each WG may choose to focus on other SDGs relevant to their Sectors. These SDGs are the goals that have indicators being monitored by the Philippine Statistics Authority (PSA). Below are the suggested SDGs¹ per WG. Kindly note that SDGs in bold text are the main focus of the WGs:

1. ECONOMIC WG

Implement Programs, Activities, and Projects (PAPs) that will support any of the following SDGs:

SDG 4: Quality Education

SDG 8: Decent work and economic growth

SDG 9: Industry, Innovation and Infrastructure

SDG 10: Reduced Inequalities

SDG 17: Partnerships for the Goals

2. ENVIRONMENT WG

Implement PAPs that will support any of the following SDGs:

SDG 1: No Poverty

SDG 5: Gender Equality

SDG 6: Clean Water and Sanitation

¹ Based on the assignment of SDGs per TWGs at the SC-SDG

SDG 7: Affordable and Clean Energy
SDG 11: Sustainable Cities and Communities
SDG 12: Responsible Consumption and Production
SDG 13: Climate Action
SDG 14: Life below Water
SDG 15: Life on Land

3. PEACE SECURITY AND GOVERNANCE (PSG) WG

Implement PAPs that will support any of the following SDGs:

SDG 5: Gender Equality
SDG 16: Peace, Justice and Strong Institutions
SDG 17: Partnerships for the Goals

4. SOCIAL WG

Implement PAPs that will support any of the following SDGs:

SDG 1: No Poverty
SDG 2: Zero Hunger
SDG 3: Good Health and Well-Being
SDG 4: Quality Education
SDG 5: Gender Equality
SDG 6: Clean Water and Sanitation
SDG 8: Decent Work and Economic Growth
SDG 10: Reduced Inequalities
SDG 12: Responsible Consumption and Production
SDG 16: Peace, Justice and Strong Institutions

5. MONITORING & MEASUREMENT (M&M) WG

1. M&M WG shall serve as a crosscutting WG that will carry out the monitoring and evaluation² objectives of the Chamber;
2. Members of this WG shall be chosen by the sectoral working groups among their members, based on their agreed criteria. A maximum of two members shall be nominated for this WG;

² Objective D as provided in the TOR of the Chamber. **Monitoring and Evaluation:** Collectively coordinate with the SC-SDGs and TWGs through the SC-SDG Secretariat the development of strategic and indicator frameworks to support the implementation and review of the SDGs.

3. It shall assist the Chamber in identifying SDG/sustainability indicators that may be used by non-government sectors, especially the Chamber in monitoring their contribution to the SDGs; and
4. It shall render support to the SC-SDG in proposed activities to improve the monitoring of the SDGs in the country.

6. COMMUNICATION AND ADVOCACY (C&A) WG

1. Similar to the M&M, C&A WG shall serve as a crosscutting WG that will carry out the outreach and communication³ objectives of the Chamber;
2. Members of this WG shall be chosen by the sectoral working groups among their members, based on their agreed criteria. A maximum of two members, preferably from the media organizations, be nominated for this WG;
3. It shall promote the Chamber during the call for membership especially to prospective members;
4. It shall support the Chamber and the SC-SDG in the conduct of awareness-raising campaigns to increase understanding and ownership of the SDGs in the country;
5. It shall assist the WGs in the preparation and presentation of accomplishments during the Chamber's regular meetings; and
6. C&A may also partner with the SDG Secretariat in developing SDG campaign materials (e.g., infographics, social media content, etc.).

VI. Meetings and Agenda

Function of the WG Leads

The WG Lead shall:

- a. Establish a Secretariat from his/her organization to assist in the discharge of his/her functions;

³ Objective C as provided in the TOR of the Chamber. **Outreach and Communication:** Self-organize non-government stakeholders working on the SDGs in the country, conduct outreach to prospective members, and promote awareness of the SDGs.

- b. Determine the frequency, schedule, venue, and nature (online or face-to-face) of the meetings of the WG;
- c. Approve agenda determined by the members, and/or the WG Secretariat;
- d. Preside over all official meetings of the WGs. In his/her absence, the WG co-lead or the member assigned by the Leads shall preside over the meetings; and,
- e. Report the accomplishments and activities of their respective WG during one of the semestral meetings of the Stakeholders' Chamber.

Functions of the WG Secretariats

Each WG shall form its own Secretariat from the members of their respective WG or support staff of the WG Leads. The Secretariat shall:

- a. Manage administrative, technical, and financial requirements of the WG during meetings;
- b. Notify the SDG Secretariat regarding all meetings and activities of the WGs. Due to manpower limitations, SDG Secretariat's attendance at the WGs meetings is subject to availability;
- c. Prepare draft agenda in consultation with the SDG Secretariat and for approval of the Lead at least a week before the meeting;
- d. Send out notice of meetings including meeting materials at least three days before the intended meeting;
- e. Prepare the summary of agreements and the minutes of the meeting and route for approval of the members, copy furnish the SDG Secretariat for information; and,
- f. Perform other secretariat support as may be determined by the Leads.

VII. Quorum

A majority (50% +1) of the members of the respective WGs shall constitute a quorum.

Approved by:

(Signature)

(Signature)

ED Donald James D. Gawe
Chairperson

Director Rebecca L. Malay
Co-Chairperson

(Signature)

(Signature)

Joel Ryan E. Tugade
Lead, Economic WG

Ma. Gisela Tiongson
Lead, Social WG

(Signature)

(Signature)

Jose Marie Dumdum
Lead, Environment WG

Saje Molato
**Lead, Peace, Security, and
Governance WG**

(Signature)

(Signature)

**Lead, Communication and
Advocacy WG**

**Lead, Monitoring and
Measurement WG**

ANNEX A.

Composition of the Working Groups of the Stakeholders' Chamber⁴

Economic Working Group	
Members	
<ol style="list-style-type: none"> Philippine Chamber of Commerce and Industry/ Coolaire Consolidated Inc. - Lead ASKI Group of Companies Business for Sustainable Development Center for Migrant Advocacy Philippines Employers Confederation of the Philippines EMS Group European Chamber of Commerce of the Philippines 	<ol style="list-style-type: none"> Food for the Hungry Philippines, Inc. Halal International Chamber of Commerce and Industries of the Philippines, Inc. Mindanao Trade Expo Foundation, Inc. The Moropreneur, Inc. National Trade Union Center Philippines Public Services Labor Independent Confederation World Vision Development Foundation, Inc. Yakap At Halik Multi-Purpose Cooperative Quezon 1
Environment Working Group	
Members	
<ol style="list-style-type: none"> Sustinarumble! - Lead 2030 Youth Force Philippines Aboitiz Equity Ventures, Inc. Ayala Corporation Centre for Neighbourhood Studies First Philippine Holdings Corporation Girl Scouts of the Philippines 	<ol style="list-style-type: none"> Green Space Halal International Chamber of Commerce and Industries of the Philippines, Inc. Maynilad Water Services, Inc. Nickel Asia Corporation Rublou Group of Companies Samahang Pisika ng Pilipinas, Inc. SyCip Gorres Velayo & Co Waves for Water Organization, Inc.
Peace, Security, and Governance Working Group	
Members	
<ol style="list-style-type: none"> Siklab Pilipinas - Lead Association of Foundations Philippines, Inc. Global Reporting Initiative GoodGovPH 	<ol style="list-style-type: none"> Jaime V. Ongpin Foundation, Inc. Maranao People Development Center, Inc. Novaliches Development Cooperative PLDT & Smart Communications Unang Hakbang Foundation, Inc.

⁴ As of March 2024

Social Working Group	
Members	
<ol style="list-style-type: none"> 1. Jollibee Group Foundation - Lead 2. 2030 Youth Force Philippines 3. Adarna Group Foundation 4. Asian NGO Coalition for Agrarian Reform and Rural Development 5. Blas F. Ople Policy Center and Training Institute 6. Children of Asia Philippines 7. E-Net Philippines 8. Evident Integrated Marketing and PR 9. France Volontaires 10. Government Watch 11. International Care Ministries Foundation 12. International Council on Monuments and Sites 	<ol style="list-style-type: none"> 13. Life Haven Center for Independent Living 14. Manila Water Foundation 15. National Youth Volunteers Coalition 16. Philippine Business for Education 17. Philippine Business for Social Progress 18. Philippine Rural Reconstruction Movement 19. Philippine Partnership for Sustainable Agriculture 20. Positive Youth Development Network, Inc. 21. Project SMILE 22. Ramon Aboitiz Foundation, Inc. 23. Save the Children Philippines 24. SEOIL Foundation, Inc. 25. Zuellig Family Foundation, Inc.

Measurement and Monitoring Working Group	Lead: TBD Members: <ol style="list-style-type: none"> 1. Food for the Hungry Philippines, Inc. (<i>Economic</i>) 2. SyCip Gorres Velayo & Co (<i>Environment</i>) 3. Association of Foundations Philippines, Inc. (<i>PSG</i>) 4. Global Reporting Initiative (<i>PSG</i>) 5. SEOIL Foundation, Inc. (<i>Social</i>)
Communication and Advocacy Working Group	Lead: TBD Members: <ol style="list-style-type: none"> 1. Food for the Hungry Philippines, Inc. (<i>Economic</i>) 2. Sustainarumble! - <i>Tentative</i> (<i>Environment</i>) 3. GoodGovPH (<i>PSG</i>) 4. Evident Integrated Marketing and PR (<i>Social</i>)