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**CORDILLERA CONSORTIUM FOR AGRICULTURE, AQUATIC, AND RESOURCES RESEARCH  
AND DEVELOPMENT (CorCAARRD)**

**CONSTITUTION AND BY-LAWS**

**ARTICLE I - NAME AND PURPOSE**

**Section 1. Name.** The consortium shall be officially known as the **Cordillera Consortium for Agriculture, Aquatic, and Resources Research and Development** with the acronym **CorCAARRD**. It shall be a non-profit organization under the laws of the Philippines.

**Section 2. Purpose.** The Consortium was created to promote the application of science and technology along agriculture, aquatic, forestry, and natural resources (**AAFNR**) sector and to provide a venue for joint planning, monitoring, evaluation, and sharing of resources through collaborative interventions among its members through the implementation of:

1. Strategic Research and Development
2. Capability Building and Research and Development Governance
3. Research Results Dissemination and Utilization
4. Policy Advocacy

**ARTICLE II - HOST INSTITUTION**

**Section 1. Host Institution.** The Benguet State University (BSU) shall be the host institution.

**Section 2. Science and Technology Program.** The Benguet State University shall institutionalize a science and technology program for agriculture, aquatic, forestry, and natural resources research and development where the Consortium's program shall be linked and integrated.

**Section 3. Consortium Funds.** On behalf of the Consortium, the Benguet State University shall accept funds from all the Consortium member-institutions (CMIs) and other donors and disburse the same for the Consortium's programs, projects, and activities approved by the RRDC.

**Section 4. Resources and Commitment.** The Benguet State University shall commit the services of identified personnel and physical resources for the operations of the Consortium. The identified personnel shall be designated on special detail in addition to their current duties and responsibilities. The personnel may be designated for any of the following functions: consortium director, consortium deputy-director, cluster coordinators, and technical and administrative staff. The Benguet State University shall also provide the Consortium physical resources such as office space, furniture, equipment, and basic utility services but not limited to electricity and water.

**ARTICLE III - DEFINITION OF TERMS**

**"AAFNR"** – refers to agriculture, aquatic, forestry, and natural resources.

**"Consortium"** – refers to the Cordillera Consortium for Agriculture, Aquatic and Resources Research or CCAARRD, an organization of government and non-government institutions with a common interest in promoting the application of science and technology and shall contribute annual dues to maintain engagement.

**"Consortium Clusters"** – refer to the units in the Consortium Organization that shall focus on the three regional thematic areas: (1) research and development cluster, (2) technology transfer cluster, and (3) knowledge management cluster.

“Cluster Coordinator” – refers to personnel from the host institution and/or consortium member institution designated as coordinator for research and development cluster, technology transfer cluster, or knowledge management cluster. Each coordinator’s current position/designation in his/her institution shall correspond to the cluster he/she will coordinate.

“Consortium Director” – refers to RRDCC-appointed personnel with at least a Salary Grade 24 and who shall come from the Consortium member-institution where the RRDCC chair comes from.

“Consortium Deputy-Director” – refers to personnel with at least a Salary Grade 24 whose current function in the mother institution corresponds to the function in the Consortium.

“CMI” – refers to the Consortium Member Institution.

“Fiesta” – refers to an event that promotes industry strategic plan or commodity technology.

“Host Institution” – refers to a government or private agency/organization which commits the services of identified personnel, office, and other resources for the operation of the Consortium.

“RRDCC” – refers to the Regional Research and Development Coordinating Council or the Council. It shall be composed of the heads of the CMIs.

“Science and Technology Program” – refers to the research and development program for agriculture, aquatic, forestry and natural resources of the host institution where the Consortium science and technology program can be linked and integrated.

“PPA” – refers to plans, programs, and activities.

“DOST” – refers to the Department of Science and Technology.

“PCAARRD” – refers to the Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development

#### ARTICLE IV – THE ORGANIZATION

Section 1. The Organization. The organization of the Consortium shall be designed to provide in a hierarchical arrangement the lines of authority, rights, and duties of the member institutions making up the Consortium. It determines how the roles, power, and responsibilities are assigned, controlled, and coordinated, and how information flows between the different levels of management. It also defines how activities such as task allocation, coordination, and supervision are directed toward the achievement of its vision, mission, and goals.

Section 2. The Regional Research and Development Coordinating Council (RRDCC). The RRDCC or the Council shall be composed of the heads of all the CMIs as the principal members who may be officially/legally represented by their respective duly-appointed Alternates. The role of the Council in the Consortium shall be to:

- a. Serve as a policy-making body;
- b. Approve the annual, medium-, and long-term R&D/S&T plans/programs including capacity building and governance policies;
- c. Endorse regional research and development program for possible funding to DOST PCAARRD, DA-BAR, and other funding institutions;
- d. Facilitate the development of efficient systems for monitoring and evaluation that shall result in consistent achievements of target deliverables;

- e. Encourage active participation of the member institutions in the Consortium's major activities:
  - 5.1 Regional Symposium on R&D Highlights
  - 5.2 Annual In-House Reviews
  - 5.3 Farmers and Industry Encounter through S&T Agenda (FIESTA)
  - 5.4 Exhibits
  - 5.5 Training Activities
  - 5.6 RRDC, Cluster, Secretariat Meetings
- f. Facilitate the active participation and commitment of CMIs in DOST- PCAARRD activities.

**Section 3. RRDC Chairperson and Vice-Chairperson.** The Council shall be headed by a Chairperson with a Vice-Chairperson who shall be both elected from among the CMI heads in good standing. Any Council member in good standing may be elected or designated to any position in the Consortium in the exigency of service.

The Chairperson and Vice-Chairperson shall serve for a period of two (2) years for a maximum of two consecutive terms.

The duties and responsibilities of the Council Chairperson shall be to:

- a. Preside over all meetings of the Council;
- b. Oversee the general activities of the Consortium;
- c. Take charge of the direction and action of the Consortium;
- d. Approve the annual and other required reports of the Consortium including the agenda for discussion for the RRDC meeting; and
- e. Enter into contracts, MOA, and other related agreements subject to approval or confirmation by the Council.

The Vice-Chairperson shall exercise all powers and perform all duties of the Chairperson during latter's absence or incapacity and shall perform other duties assigned to him by the RRDC.

**Section 4. Consortium Director (CD).** The selection and appointment of the Consortium Director shall come from the agency where the RRDC chairperson came from, and shall be based on **Qualification Standard that will be set by the Council.** If the RRDC Chair is from the base agency, the CD designated by the RRDC Chair shall be the one to sign all financial transactions. As the catalyst of the Consortium, the CD shall perform the following:

- a. Carry out the goals, policies, and projects of the Consortium as well as manage its day to day activities;
- b. Serve as *ex officio* member and head of secretariat of the RRDC and the Consortium;
- c. Attend all RRDC meetings where he/she shall report the progress of the Consortium;
- d. Prepare notices of meetings, keep the minutes of RRDC meetings, and serve as custodian of Consortium documents;
- e. Develop systems to improve financial management of the Consortium (i.e. timely liquidation of DOST PCAARRD fund releases and high fund utilization);
- f. Facilitate and lead in developing regional plans, programs, identification of regional R & D activities, and packaging of programs on identified regional priorities aligned with the host institution's and CMIs' AANR and Regional Development Council;
- g. Coordinate the conduct of annual in-house reviews, regional symposium on R&D highlights, and consortium meetings including other important Consortium activities;
- h. Ensure collaboration and negotiate commitments for fund counter-parting/-sharing among the CMIs and other stakeholders;

- i. Facilitate utilization and implementation of recommended and relevant R&D management tools to the CMIs;
- j. Facilitate formulation of policy, advocacy, and capacity building initiatives;
- k. Assist DOST - PCAARRD in monitoring and evaluation of RDE programs/projects implemented by the CMIs;
- l. Consolidate all quarterly reports submitted by the CMIs through the cluster coordinators;
- m. Submit quarterly reports to the RRDDCC, DOST- PCAARRD, and other agencies as may be required; and
- n. Perform all other duties delegated by the RRDDCC.

**Section 5. Consortium Deputy-Director (CDD).** The selection and appointment of the CDD shall come from the base agency of the Consortium. The Consortium Deputy-Director shall be a staff function and shall assist the CD in performing the abovementioned tasks. The CDD shall also be responsible in signing all financial transactions of the Consortium if the CD is not from the base-agency.

**Section 6. Interim Consortium Director.** In case of an abrupt vacancy, the RRDDCC shall appoint an Interim Consortium Director for a given period.

Section 7. Cluster Coordinators. There shall be three cluster coordinators who will assist in promoting the application of science and technology along agriculture, aquatic, forestry, and natural resources sector.

These clusters shall be: (a) Research and Development Cluster (RDC), (b) Technology Transfer Cluster (TTC), and (c) Knowledge Management Cluster (KMC). Each cluster shall be headed by a coordinator who comes from the host institution on Special Detail or from any of the member institutions as an Adjunct Coordinator whose position/function/designation corresponds to the cluster's he/she will coordinate to ensure efficient and effective implementation of the plans and programs of the Consortium.

a. The Research and Development Cluster Coordinator (RDCCI).

1. Assists the Consortium Director in the formulation of the Consortium annual, short-, medium-, and long-term regional research and development plans;
2. Spearheads the development of regional research and development annual and financial work plan;
3. Coordinates the regional prioritization of the training needs, research and development, and research priority commodities;
4. Coordinates the packaging of regional R&D proposals for priority commodities;
5. Reviews and recommends the regional R&D program;
6. Prepares and recommends for approval cluster budget to the Consortium Director;
7. Coordinates the monitoring and evaluation of on-going and completed R&D programs through agency in-house reviews, regional symposium on R&D highlights (RSDRH), program/commodity reviews, and field visits;
8. Coordinates with CMIs in the collection and submission of R&D data;
9. Reviews R&D projects prior to request for endorsement to DOST-PCAARRD and other funding institutions;
10. Reports regularly to the Consortium Director and/or RRDDCC the CMIs' consolidated R&D accomplishments;
11. Submits quarterly reports to the Consortium Director; and
12. Performs other related tasks assigned by the Consortium Director

b. The Technology Transfer Cluster Coordinator (TTCC).

1. Facilitates initiatives on technology dissemination and packaging for commercialization activities;

2. Coordinates training and other related activities concerning technology promotion and utilization;
3. Promotes robust participation of government, non-government, and other stakeholders in the application of innovative technologies for higher productivity and profitability;
4. Submits consolidated CMI's quarterly reports to the Consortium Director and/or the RRDC; and
5. Performs other related tasks assigned by the Consortium Director.

c. Knowledge Management Cluster Coordinator (KMCC).

1. Gathers and consolidates information from CMI research activities and other related S&T activities;
2. Coordinates the development of different strategies and time-tested platforms to share and put into effective use the various science-based technology, information, and products of the Consortium;
3. Lends communication support and complements the communication resources needs of the CMIs;
4. Fosters inter-CMI collaboration and help coordinate the provision of venue to upgrade regional communication capability;
5. Coordinates the development and implementation of the regional S&T communication plans, programs, and strategies in support to research and development.
6. Coordinates the provision of need-based training activities along development communication, extension methodologies, and research management skills of CMIs;
7. Coordinates the planning, development, implementation, and the maintenance of the regional management information system (MIS) programs;
8. Coordinates the regional collection, organization, and submission of pertinent R&D data;
9. Submits consolidated CMI's reports to the Consortium Director and/or the RRDC; and
10. Performs other related tasks assigned by the Consortium Director.

Section 8. Support Services Staff. To carry out its programs, projects, and activities, the Consortium shall have full-time support services staff that may come from the host institution or other CMIs. The composition of the support services staff along with the respective duties and responsibilities is found in Annex A.

**ARTICLE V - MEMBERSHIP**

Section 1. Eligibility. Consortium Membership is open and voluntary to all government and non-government institutions whose official representative is the institution head. The applying institution must advocate promoting the application of science and technology along agriculture, aquatic, forestry, and natural resources (AAFNR) sectors and be committed to provide resources for joint planning, monitoring, evaluation, and sharing through collaborative interventions in the implementation of:

- a. Strategic Research and Development
- b. Capability Building and Research and Development Governance
- c. Research Results Dissemination and Utilization
- d. Policy Advocacy

Section 2. Good Standing. A CMI in "good standing" means a CMI that pays its regular annual dues and represented by its head or permanent alternate in most of the Consortium's major activities that include Council Meetings, In-House-Reviews, and Regional Symposium.

Section 3. Suspension. A member institution, which demonstrates persistent lack of participation in terms of (a) non-payment of annual dues for two (2) consecutive years and/or (b) non-representation in Council meetings for at least three (3) times without written valid reasons, shall be suspended by the Council upon the recommendation of the Secretariat. A notice of suspension shall be served during the first month of the succeeding quarter. The membership shall be activated upon payment of annual dues and attendance to the meeting.

Section 4. Annual Dues. Membership is maintained by an annual dues determined by the Council and paid in cash or given in kind, which is equal to the monetary value, by each member before the end of the first quarter of each year preferably on or before the first Council meeting. The DOST-PCAARRD's annual dues shall be deducted from its financial support for the Consortium's operation. Annual dues provided in kind shall be based on the needs of the Consortium.

Section 5. Rights. A member in good standing shall have the following rights:

- a. The right to vote on all matters relating to the affairs of the Consortium.
- b. Eligibility to any elective or appointive office of the Consortium.
- c. Participation in all deliberations /meetings of the Consortium.
- d. Access to avail of all facilities and services of the Consortium.
- e. To examine all the records or books of the Consortium during business hours.

Section 6. Duties and Responsibilities. A member shall be enjoined to:

- a. Obey and comply with the Constitution and By-laws, rules, and regulations that shall be promulgated by the Consortium.
- b. Maintain a status of good standing.
- c. Attend all meetings.
- d. Pay annual dues and submit promptly prescribed Annual Report and other documents as required.

Section 7. Resignation and Termination. Resignation and termination of CMIs membership shall be in accordance with the rules and regulations promulgated by the Consortium. The RRDDC will rely on the recommendation of the Secretariat on resignation and termination of membership.

#### ARTICLE VI - MEETINGS

Section 1. RRDDC Meetings. There shall be at least three (3) RRDDC meetings in a year, which shall be held from 10AM onwards, every last Friday of February, June, and October. The agenda and venue shall be announced by the Secretariat in consultation with the RRDDC Chair. The agenda shall consist but not limited to the following items: election, approval of annual work and financial plans, policy directions, consortium director's report, and other issues requested for discussion/approval/endorsement.

Section 2. Special RRDDC Meetings. Special meetings can be scheduled as the need arises through a petition signed by five percent (5%) of the total number of the CMIs in good standing.

Section 3. Notice of Meetings. Notice of meeting along with the agenda shall be served to all CMIs at least a week before the meeting through any of the following means: personal delivery, snail mail, e-mail, short messaging system (SMS), or phone (landline/cellular) calls.

Section 4. Quorum. A quorum for any meeting shall consist of 33% of the total number of CMIs. If no quorum exists, then the meeting can proceed to discuss the agenda items but postpone making any decision.

Section 5. Voting. All issues to be voted on shall be decided by a simple majority of those present CMIs in good standing.

## ARTICLE VII - FUNDS

Section 1. General Funds – The funds of the Consortia shall be derived from CMI annual dues and donations or contributions from government and non-government institutions. The funds of the Consortium will be deposited/credited to the science and technology program of the host institution for the operations of the Consortium.

Section 2. DOST-PCAARRD Funds. The funds from PCAARRD shall be released to the host institution and shall be used for but not limited to the following upon the approval of the RRDC:

- a. Meetings for coordination , consultation , program reviews;
- b. Activities for priority research proposal packaging , strategic program planning, workshops , monitoring and evaluation, capacity building;
- c. Incentives for RRDC Chairperson, Consortium Director, Three (3) Cluster Coordinators following the DOST rates;
- d. Salary for a Consortium technical staff following the DOST rates; and
- e. Publications and other needed information, education, and communication (IEC) materials.

Section 3. Base Agency Financial Contribution. Office space, furniture, equipment, janitorial and basic utilities, but not limited to electricity and water shall be provided by host institution. This shall be credited as financial contribution to the consortium.

Section 4. Membership Dues. The CMIs shall transmit to the host institution their annual membership dues (monetary), which shall be used for the Consortium operations that include granting of incentives for the Consortium Deputy Director (RRDCC Res. No. 9 s. 2015).

Section 5. Utilization and Disbursements. Fund utilization and disbursement of Consortium funds shall follow government rules and regulations on disbursements. Likewise, the signature of the head and cashier of the host institution as well as the Consortium Deputy-Director shall be required.

Section 6. Fiscal Year – The fiscal year of the Consortium shall be from January 1 to December 31 of each year.

## ARTICLE VIII - AMENDMENTS

Section 1. Amendments. These by-laws or any provision may be amended, modified, or repealed subject to the mutual consent of the parties unless otherwise mutually revoked in writing by concerned parties within 90 days from receipt of notice by a majority vote of the members present at the RRDC meeting. Any party shall not unreasonably assign or transfer its obligations in this Agreement.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2016 in \_\_\_\_\_ by the affirmative vote of the undersigned members of the Consortium held for this purpose.

REYNALDO V. EBORA

NICOMEDES P. ELEAZAR

AURELIO V. LABANEN

NIEVES A. DACYON

FELICIANO G. CALORA JR.

SERAFIN L. NGOHAYON

JOVITA E. SAGUIBO

REXTON F. CHAKAS

LORENZO M. CARANGUIAN

JESUS R. ASPURIA

ARLENE L. FLORES

VICTOR B. MARIANO

MILAGROS A. RIMANDO

CARLOS S. ARDA SR.

BONIFACIO C. CACWASAN, JR.

CRESCENCIO C. PACALSO

ROMEO K. SALDA

JANETTE C. VISAYAN

LILIBETH L. SIGNED

Alternate:  DANILO C. CARDENAS

Alternate:  SALVACION M. PITUML

Alternate:


Alternate:  CARLITO P. LAUREAN

Alternate:  NAPOLEON K. TAGUILING

Alternate:

Alternate:

Alternate:  ANNIE GRAIL F. EKID

Alternate:  JULIET M. OCHASAN

Alternate:

Alternate:  MYRNA B. STA. MARIA


Alternate: NANCY A. BANTOG

First Alternate:  JEDIA L. AQUINO  
Second Alternate:  Development Research Division

Alternate:  HELEN A. MADDUMBA

Alternate:

Alternate: LOLITA B. BENTRES

Alternate:  FELICITAS D. TICBA-EN

Alternate: GENE B. CALONGE

Alternate:  LOIS JUNE B. FERMIN