

ANNEX A

(to NBM No. 109 dated
February 17, 2011)

Pro-Forma BUDGET PARTNERSHIP AGREEMENT

Cognizant of the following recent milestone developments:

The Aquino Administration's thrust to strengthen democratic institutions through people empowerment, particularly in promoting the principles and practice of good governance;

The Department of Budget and Management's (DBM) commitment to integrate citizen participation in the budget process as a means of enhancing transparency and accountability in the allocation and utilization of public funds;

The overwhelming response of Civil Society Organizations (CSOs) to help enhance efficiency and effectiveness in Government and to curb corruption through its efforts in monitoring Government programs, activities and projects;

The execution of the Principles of Engagement signed by DBM and some CSOs committed to budget reform on September 3, 2010; and

The issuance on December 30, 2010 of the Budget Call for FY 2012 (National Budget Memorandum 107 and Corporate Budget Memorandum 31) that seeks *"To lay down the procedures for the conduct of agency consultations at the central and regional levels with civil society organizations (CSOs), private sector and other stakeholders to secure feedback on the agency programs and projects..."*.

WE, the _____ (NGA or GOCC) _____ (acronym),
represented by its (position title of signatory) _____ (Name of Signatory)

and

the _____ (Partner CSO) _____ (acronym),
represented by its (position title of signatory) _____ (Name of Signatory)

Agree to work in close partnership with each other in pursuit of our common objectives:

- in general, to make the national budget more responsive to the country's development needs and pressing concern to alleviate poverty and improve the quality of public services, and
- in particular, to enhance the quality of the budget process through citizen participation in the preparation of the FY 2012 National Budget.

In order to meaningfully complement and reinforce each other's efforts in the evaluation and assessment of ongoing programs, activities or projects in compliance with the FY 2012 Budget Call, we further agree to:

- cover the following particular programs/activities/projects in the specified regions:
 - a. (P/A/P) _____
- Regions __, __, __, __, __...
 - b. (P/A/P) _____
- Regions __, __, __, __, __...
 - c. (PAP) _____
- Regions __, __, __, __, __...

- faithfully fulfil the following respective roles and responsibilities:

(Name of NGA/GOCC)

- adequately and promptly communicate within its respective bureaus/offices, at both central and regional levels, the contents of this Memorandum. The same shall be made public by posting on the NGA/GOCC website
- issue guidelines to all bureaus/offices at central and regional offices on the process of providing prompt, adequate and accurate information to Partner CSOs, to include the following minimum information:
 - a. Summary of NGA/GOCC Budget for FY2011, allotment releases received in 2010, and funds actually obligated/spent in 2007-2009, and for the GOCC, the actual and proposed summary of corporate operating budgets (DBM Form 706 or its equivalent) for 2007-2011;
 - b. Details of the program, activity, or project being reviewed/monitored by the Partner CSO, FY 2007 to 2011, by activity and expenditure class/object; and

c. Other budget information as may be mutually agreed upon.

- officially designate a contact person through whom all communications, both incoming and outgoing, pertaining to the BPA shall be coursed. Such designation shall be publicly disseminated at least by posting the NGA website with the contact details to include, at a minimum, office mailing address, e-mail address, office telephone and fax numbers;
- .
- observe the timelines and dates, time and venues of CSO consultations with partner CSOs (Annex A)
- adequately and promptly provide Partner CSOs updated budget documents at least five (5) working days after the signing of the BPA, to enable CSOs to send in substantive feedbacks, comments and recommendations as inputs to consultation.
- when not specified in this Agreement, clearly establish the protocol for CSO to observe on the submission of information and on the access to NGA/GOCC information subject to the limits set by law on their use and disposition.
- take into consideration the feedbacks, findings and recommendations of Partner CSOs in the formulation of their budget proposal and shall reflect/present their decisions in Table 1 of the FY2012 Budget Call.
- immediately after submission to DBM, provide Partner CSOs copy of accomplished Table 1 of the FY2012 Budget Call and endeavour to discuss these decisions with them.
- endeavour to furnish the Regional Development Councils (RDCs) a copy of the recommendations submitted by the CSO to supplement other inputs in evaluating the impact of specific NGA/GOCC programs/projects in the region.

(Name of CSO)

- promptly submit the following necessary documents to support the BPA (as may be required by the NGA/GOCC, on top of those already submitted prior to the signing of the BPA):

a. _____

b. _____

- ensure that the supporting documents are updated in case of material changes within the CSO, to include issuance of declaration of potential conflict of interest as may be necessary.
- officially designate a contact person through whom all communications pertaining to the BPA, both incoming and outgoing, shall be coursed. Such designation shall be publicly disseminated, at least on the CSO website, containing contact details to include, at a minimum, office mailing address, e-mail address, office telephone, fax and mobile numbers;
- promptly submit, ⁱⁿ but no less than five (5) working days before the date of the CSO consultation, copy of completed review, assessment or evaluation of specific program, activity or project, with an executive summary of the findings and specific recommendations of the Partner/Affiliate CSO . The evaluation report shall be duly substantiated, indicating the methodology used and the parties involved in the evaluation.
- endeavour to attend all consultation meetings (Annex A) and those that may later be set. When the CSO representative is unable to attend, send in at least five (5) working days prior to the consultation, via email or fax, feedbacks, comments and recommendations as inputs to the consultation.
- strictly observe the timetable set by DBM for submission of inputs to partner NGA/GOCC, aware that NGA/GOCC are legally bound to submit proposals on time, and will not be able to wait for delayed inputs
- affiliate with other CSOs in order to expand the scope of evaluation and assessment, and provide DBM a copy of such Affiliation/Partnership Agreement.

Lastly, we agree to adhere at all times to the following principles of constructive engagement (add explanatory sentence to any or all of the principles when deemed necessary):

Transparency – provide all parties as well as the general public, timely access to relevant and verified information/data subject to the limits set by law.

Accountability – abide by the policies, standards and guidelines of engagement that may be agreed upon, and fulfil commitments. .

Integrity – adhere to moral and professional standards in fulfilling commitments.

Partnership – cooperate and share responsibilities to ensure the objectives of the engagement are achieved.

Consultation and mutual empowerment – enhance knowledge sharing and continuing dialogue.

Respect for internal processes – understand and abide by limitations of the stakeholders with respect to the nature of the information to be disclosed and the extent of involvement based on institutional/legally imposed limitations.

Sustainability – ensure continuing engagement by instituting progressive policies and operational mechanisms that will promote an environment of mutual trust.

National interest – uphold the national welfare above the interest of organizations or individuals

This Agreement takes effect immediately.

SIGNED BY:

(NAME OF SIGNATORY – NGA/COCC)

(Position Title in NGA/GOCC)

(Name of NGA/GOCC)

(NAME OF SIGNATORY – CSO)

(Position Title in CSO)

(Name of CSO)

(Date)

(Date)