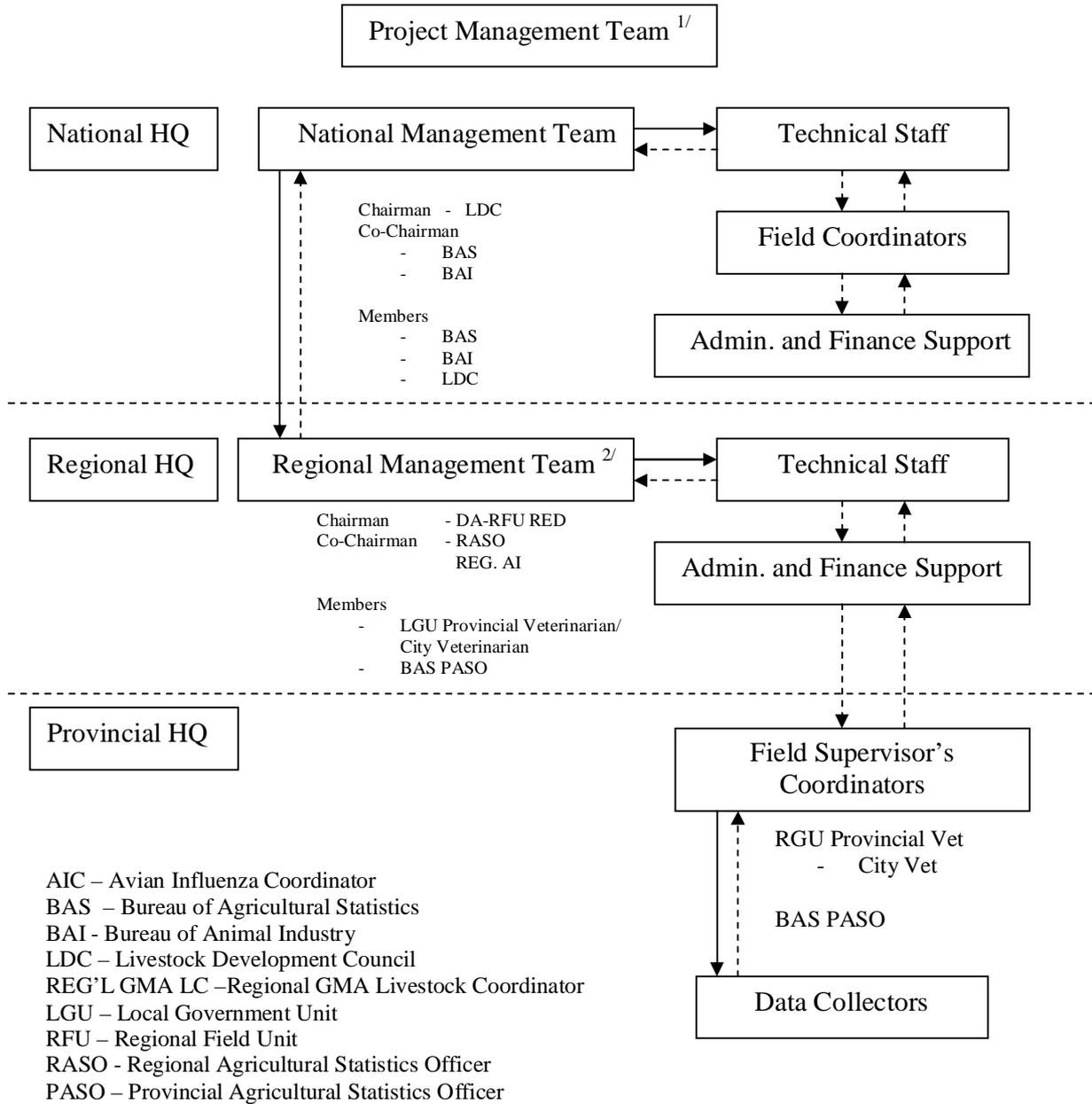


# AVIAN POPULATION SURVEY IN THE PHILIPPINES

## PROJECT ORGANIZATIONAL STRUCTURE <sup>1/</sup>



<sup>1/</sup> Refer to attached Special Order \_\_\_\_ signed by Sec. Panganiban for specific names/designations of people involved in the project.

<sup>2/</sup> The Technical and Admin. and Finance Support staff shall be set up by the Chairman of the Regional Management Team when deemed necessary.

## AVIAN POPULATION SURVEY IN THE PHILIPPINES

### Terms of Reference of Project Team

#### I. National Management Team

- Over see the over-all project operations;
  - Allocate funds for project operations;
  - Shall serve as the clearing house and declare the results as official for public consumption; and
  - The National Management Team shall be back staff by core Technical Staff, Field Coordinators and Admin and Finance support staff in the over-all implementation of the project.
- **BAS shall:**
    - take charge in the development of the system for raw data capture, editing, provincial summarization/consolidation and transporting of data to GIS accessible format;
    - take the lead in the statistical analysis and packaging of statistical reports;
    - serve as the repository of raw data and results for further use in future statistical activities;
    - take the lead in the mobilization of 1<sup>st</sup> level trainer's training;
    - identify lead trainers and support staff to conduct the 2<sup>nd</sup> level trainer's training;
    - Provide support staff to the National Management Team in the conduct of 2<sup>nd</sup> level trainer's training and other technical concerns in the field operations;
    - Allocate and disburse project funds allocated to BAS to ROC and POC for the supervision of data collection and for other services including computer rentals.
  - **BAI shall:**
    - take charge in the development of database management system on GIS format;
    - take the lead in the mobilization of 2<sup>nd</sup> level trainer's training in coordination with RFU GMA LC and IAC;
    - take charge of the reproduction of all training materials and survey instruments and manuals for use in the survey operations including delivery to regions and provinces; and
    - identify lead trainers and support staff to conduct the 2<sup>nd</sup> level trainer's training.

#### II. Regional Management Team

- Over see the over-all project operation in regions/provinces; and
  - mobilize people/staff in the RFU and LGU to take active participation in the project;
  - facilitate trainer's training in the region i.e. food & venue;
  - participate in the trainer's training and serve as resource person in the 3<sup>rd</sup> level training when necessary; and
  - allocate funds for data collection from funds allocated to RFU;
  - spearhead, mobilize and facilitate data collection activity, data validation meetings results including allocation of funds for travel, food and venue for the said purpose.
- **BAS RASO shall:**
    - mobilize people/staff in the regions and provinces to take active participation in the project;
    - serve as supervisor in the data collection activity;
    - participate in the 2<sup>nd</sup> level training and serve as resource person in the 3<sup>rd</sup> level training when necessary; and
    - take the lead in the technical aspects of the validation of results and comply/ facilitate compliance to the rules stipulated in the Validation Process Guidelines..
  - **Provincial Veterinarian/City Veterinarian shall:**
    - serve as trainer in the 3<sup>rd</sup> level training and supervisor in the data collection activity;
    - ensure the efficient implementation of survey operation in the province;
    - ensure the completeness and accuracy of survey returns and submit the same to BAS on the time schedule stipulated in the general guideline; and
    - request funds for venue, food and travel allowances from funds allocated to RFU in order to spearhead, mobilize and facilitate the conduct of data collection and validation of results in the province; and
    - comply/facilitate compliance to the rules stipulated in the Validation Process Guidelines.

- **BAS PASO shall:**
  - serve as trainer in the 3<sup>rd</sup> level training and supervisor in the data collection activity;
  - ensure the efficient implementation of survey operation in the province;
  - ensure the completeness and accuracy of survey returns and ensure timely retrieval of returns according to the time schedule stipulated in the general guidelines;
  - encode, edit, summarize and provide computerized output tables (hard and soft copy transportable to GIS format);
  - take the lead in the technical aspects of the validation of results and comply/facilitate compliance to the rules stipulated in the Validation Process Guidelines.