



CITY OF SORSOGON  
OFFICE OF THE CITY MAYOR

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EXECUTIVE ORDER No. 014 SERIES OF 2009

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**AN ORDER CREATING THE SORSOGON CITY  
TECHNICAL WORKING GROUP ON CLIMATE CHANGE**

**WHEREAS,** the City of Sorsogon is situated in one of the top ten provinces identified to be high risk relative to combined climate risks / hazards. These climate risks could exacerbate the current social conditions of the city where 43% are living below the poverty threshold and settlements are aggrieved because of previous disasters;

**WHEREAS,** the City Government acknowledges the need to strengthen its capabilities to address projected impacts of climate change to its people, economy and environment. The last three being crucial together with good governance in achieving the city's sustainable urban development, the city therefore seeks to find a way to ensure that each dimension would be prepared for climate change adaptation and mitigation actions;

**WHEREAS,** the City of Sorsogon has entered into an agreement of cooperation with the United Nations Human Settlements Programme (UN – HABITAT) in implementing the "Strengthening Philippine City Capacities to Address in Climate Change Initiative" that combines the plans and thrusts of the agency's Cities in Climate Change Initiative and the UN-GOP Joint Programme on Climate Change (Demonstration of Climate Resilient Coastal Settlements);

**WHEREAS,** the project with UN-HABITAT generally aims to build the city's capacity in addressing climate change impacts by building and enhancing appropriate social and physical infrastructure through demonstration of innovative and practical solutions;

**WHEREAS,** to successfully implement the project, the partnership with UN-HABITAT requires local expertise and active participation and support from entire city government in the project implementation; and

**WHEREAS,** the City Government envisions and plans to share the needed participation and support by formally creating its Climate Change Technical Working Group.

**NOW THEREFORE, I, LEOVIC R. DIONEDA**, City Mayor of Sorsogon, by virtue of power vested in me by law, do hereby create the Sorsogon City Climate Change Technical Working Group (CC – TWG). The Sorsogon City C-TWG shall operate and function with the guidance of the following:

**SECTION 1. Composition:**

The CC-TWG shall be composed of a Project Coordinator, Assistant Project Coordinator and key technical heads/representatives of the following city government departments/sections:

- City Planning and Development Office
- City Environment and Natural Resources Office
- City Engineering Office
- City Social Welfare and Development Office
- City Agriculture Office
- City Health Office
- City Assessor's Office
- City Public Information Office
- City Legal Office
- Barangay Affairs and Public Assistance Section
- City Disaster Coordinating Council

The project coordinator and the TWG members shall be supported by administrative and logistical support staff who will act as Secretariat to the project.

The City Mayor may assign additional member/s of the technical working group as maybe needed by the project or as deemed necessary by UN – HABITAT.

**SECTION 2. Roles and Functions:**

- A. **Project Coordinator (PC):** The Project coordinator shall be a city government hired/detailed staff who shall work full time on the project. He/She shall coordinate, oversee and manage the city's implementation of Climate Change project in consonance with the signed Agreement of Cooperation with UN – Habitat. The PC's detailed task include:
- Coordinate the tasks performed by the TWG members.
  - Perform coordination and networking tasks within and outside the City Government to ensure success of project implementation.
  - Closely coordinate with UN – HABITAT in planning and achieving desired project outputs.
  - With inputs from the TWG members, develop the city annual work plan fro the climate change project aligned with the UN – Habitat project document as well as the other city plans on climate change.
  - Keep the UN – Habitat, through its Climate Change Project Coordinator, informed of the monthly activities pertaining to the project or as circumstances arise that may have a

bearing on the status of both Parties or that may affect the achievement of the Projects objectives.

- Work with UN – Habitat Project Coordinator and TWG in developing selection criteria fro demonstration sites and from there on facilitate partnerships with selected sites.
- Facilitate and support the development of community action plans for the prioritized communities, and their preparation of projects to demonstrate climate resilient communities.
- Coordinate and monitor implementation of the demonstration projects once plans have been approved and funds have been secured.
- Ensure the documentation of the entire process and physical improvements in selected demonstration communities, and share the same in policy dialogues both in the city as well as at the national level.
- Prepare the city's bi-monthly progress reports including the project completion report within one month after the project completion date. The reports should contain both project management and financial aspects that would have to be approved by the City Mayor fro submission to UN – Habitat.

B. **Assistant Project Coordinator (APC).** The Assistant Project Coordinator shall be a city hired/detailed staff who shall work closely with the project coordinator and shall perform the following functions:

- Act as project coordinator during his absence or when the project coordinator cannot perform his/her functions for whatever valid reason.
- Develop and implement an IEC Plan for climate change in the city.
- Perform other functions that the project coordinator may assign from time to tome.

C. **Technical Working Group Members:** The TWG members from various departments of the city shall work on as needed basis fro the project but shall meet regularly (monthly) as a group together with the city PC. The TWG members however shall also coordinate and meet with the PC for special meetings and coordination initiatives. The detailed tasks of the TWG members are:

- Provide technical inputs to the project and PC especially fro research papers, city positions/presentations on climate change issues, demonstration project planning and implementation, and monitoring and evaluation.
- Facilitate data gathering and research especially in the conduct of the vulnerability and adaptation assessment until its finalization.
- Make themselves available fro monthly meetings including special emergency meeting of the project
- Provide project the information related tasks of their respective department to ensure that the climate change

projects is aligned with the city's current thrusts, actions and priorities

- Provide inputs to bi-monthly reports for submission to UN – Habitat.
- Represent the city in meetings, workshops, and activities organized by UN – Habitat and other partners that would need their expertise and inputs.

D. Secretariat: The TWG Secretariat shall be composed of logistical and administrative and knowledge management staff of the city which shall assist the TWG and PC in implementing the project. *Specific role of the secretariat shall include:*

- Assist the PC in setting up meetings especially in coordinating activity venue, schedules, and other logistical concerns
- Document proceedings of meetings and activities and submit such for approval of the PC and/or TWG members
- Ensure safe keeping of project files and other documents
- Perform knowledge management functions of the city technical working group
- Assist in gathering relevant documents needed by the project from other city government departments
- Assist the PC in coordinating with other city departments and external partners

**SECTION 3. Effectivity.** This executive order shall take effect immediately.

So ordered this 23<sup>rd</sup> day of June 2009 at Sorsogon City, Philippines.

**LEOVIC R DIONEDA**  
City Mayor

