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3 **MINUTES OF THE CITEM BOARD OF GOVERNORS' MEETING**
4 **2nd REGULAR BOARD MEETING**
5 11 February 2021, 930AM-12Noon
6 VIRTUAL CONFERENCE

7 **ATTENDANCE:**

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9 **Alternate Chairman**

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11 Abdulgani M. Macatoman
12 Undersecretary for Special Concerns and Trade Promotions Group (TPG)

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14 **Board Members**

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16 Mr. Thomas Benjamin B. Marcelo Ms. Paulina Suaco-Juan
17 Bangko Sentral ng Pilipinas CITEM

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19 Ms. Judy O. Kis-Ing
20 Land Bank of the Philippines

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23 **CITEM OFFICERS**

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25 Ma. Lourdes D. Mediran
26 Deputy Executive Director

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28 Charles Aames Baustista Rowena Mendoza
29 Department Manager, CCSD OIC DM, OG2

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31 A.Grace I. Marpuri
32 Corporate Secretary

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34 Florence Buensalido Wilma Dulay
35 HRD Chief Budget, Chief

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37 Jewel Udarbe Malerna C. Buyao
38 Corporate Planning Division, ADC Controllership, Chief

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40 Romina Aurea Magno
41 Corporate Planning Division, Chief

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44 **I. DETERMINATION OF EXISTENCE OF QUORUM**

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46 1. The Board Secretary determined the existence of Quorum.
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48 2. Notice of Meeting and Board Paper materials were sent to Board Members on 4 February 2021.
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51 **II. APPROVAL OF THE PREVIOUS 18 December 2021 MEETING**

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53 a. Reporting of the Summary of Actions Taken by the Board last 18 December 2021 Board Meeting
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56 **III. REVISED 2021 WORK PROGRAM**

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58 1. ED Pauline presented the 2021 Revised Work Program for approval of the Board.
59 2. On 24 July 2020, at a Virtual Board Meeting of the CITEM Board of Governors, the Board
60 duly approved the CITEM's Revised Corporate Operating Budget and Work Program for
61 FY 2021. CITEM's Revised COB for FY 2021 is **Php250.560M**, with an NG subsidy of PHP
62 141.885M
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64 3. CITEM'S subsidy for FY2021 amounting to **Php141.885M** will be allocated for the
65 following:

General Administration and Support	P 31.249M
Support to Operations (STO)	P 20.624M
Operations	P 90.012M
Total	P141.885M

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4. During the 24 July 2020 Board meeting, the Board approved for CITEM to undertake the following Signature Events and a Local Event in Manila, with total budget of P94.012M:
- Manila FAME-October
 - IFEX Philippines
 - Sustainability Solutions Expo (SSX)
 - Create Philippines.
5. In addition, the Board approved that the Digital Trade Community Platform (DTCP) with a P5.0M budget under Support to Operations (STO) will be budgeted as preparatory for CITEM's digital initiatives for 2021. The Agency is set to boost its digitalization strategies that were started in 2020 with its plan to launch four (4) new online platforms for IFEX Philippines NXTFood Asia, Food Philippines, Create Philippines and Sustainability Solutions Expo (SSX).
6. To further promote CITEM's quality products and services, CITEM proposed to undertake additional projects for FY 2021 through participations in Overseas Trade Fairs (OTFs) either thru online or hybrid (institutional + online) participations.
- a. Signature Events / New Local Event : 4 Projects

PROJECTS	VENUE	DATE
1. Manila FAME hybrid	World Trade Center Metro Manila and Online	Physical Event: 14-16 October 2021 Online Event: 14-20 October 2021
2. IFEX Philippines NxtFood Asia	World Trade Center Metro Manila	22-24 July 2021
3. Create Philippines	Online JUNE 2021 CREATE	June 2021
4. Sustainability Solutions Expo (SSX: FOOD & LIFESTYLE)	<i>Co-located with Manila FAME,</i> World Trade Center Metro Manila	14-16 October 2021

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- ii. Overseas Trade Fairs (Digital Trade Shows) : 7 Projects

PROJECTS	Date
HOME	
1. MAISON&OBJET (digital) MAISON&ONJET and More / MOM (online)	- March and September 2021 - September 2020 – December 2021
2. NY Now	Online event: 5-11 August 2021 Online participation: August 2021 – February 2022
FOOD	
3. Biofach eSpecial	Online event: 17-19 February 2021 Online participation: February - September 2021
4. Foodex	Online event: 09-12 March 2021 Online participation: 02 March – 08 October 2021
5. Summer Fancy Food Show	27-29 September 2021
6. LSA Informa (SIAL)	3 months (April-June 2021)
7. Saladplate (FHA)	12 months (April 2021-April 2022)

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iii. Overseas Trade Fairs : Hybrid (Institutional + Online) : 4 Projects

PROJECTS	Venue / Date
1. Gulfood	Physical Event: 21-25 February 2021; Dubai, UAE Online B2B: February – March 2021; www.foodphilippines.com
2. China-ASEAN Expo (CAEXPO)	10-13 September 2021; Nanning, China
3. Anuga	Physical Event: 09-13 October 2021 Cologne, Germany
China International Import Expo	05-10 November 2021; Shanghai, China

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- 94 5. It was explained to the Board what CITEM meant by hybrid, institutional and promotional participations.
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- 96 6. The institutional food show participations in Gulfood and Anuga as top export sales contributors, CITEM
- 97 would like to continue its presence in the trade show despite of pandemic.
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- 99 7. Since CITEM was not able to send exhibitors and mount the usual pavillons, CITEM instead mounted a
- 100 promotional booth with inquiries thru QR codes that will direct to the food website. The institutional
- 101 participation shall be manned by FTSC group in Dubai and Germany for Gulfood and Anuga, respectively.
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- 103 8. Same format for CIEE and CAEXPO wherein queries will be directed to foodphilippines.china; and the
- 104 FTSC China will be manning the physical booth.
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- 106 9. Gulfood and Anuga participation will be sourced from CITEM's promotional budget. While budget for
- 107 CAEXPO and CIIE will come from the DTI. The Board was further informed that there are talks about the
- 108 PH to withdraw from CAEXPO participation because PTIC is lobbying for another trade fair – CIFIT, an
- 109 investment based—which is happening at the same time as CAEXPO. CITEM will further informed the
- 110 Board on this development.
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- 112 10. It was further informed that CITEM did CIFIT in 2020, wherein the BOI engaged the services of CITEM to
- 113 mount the pavillon.

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iv. Other Events : 4 Projects

PROJECTS	Venue / Date
Creative Expo Taiwan	21-25 April 2021; Taipei, Taiwan
PH-Taiwan Craft Collaboration	Physical Event: 14-16 October; World Trade Center, Metro Manila Online Event: 14-20 October
EXPO 2020 DUBAI	01 October 2021 – 31 March 2022; Dubai, UAE
China Online B2B Meetings	1st B2B Activity: 11-12 March 2020 2nd B2B Activity: June 2020 (Dates to be identified) Target: China Food Market Trade Buyers Partners: EMB, PITC Guangzhou and Shanghai, Food2China (China-based B2B Service Provider) CITEM to handle the hiring of the B2B Service Provider, Interpreters; provide Lookbook (as reference for the B2B), ensure onward shipment.

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- 119 11. The foregoing events in the proposed calendar are small shows. The Creative Expo Taiwan is an
- 120 exchange program , wherein the Taiwanese manufacturers welcomed the PH designers for collaboration
- 121 and vice versa. The program started in 2019 and culmination was supposedly in 2020, however, it was

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cancelled due to pandemic. Thus, the culmination is moved on April 2021 in Taiwan. On the other hand, culmination in the Philippines will be in time with Manila FAME physical show in October 2021 at the World Trade Center, Manila.

12. EXPO 2020 Dubai have no details yet. But CITEM is in charge its Business Event component.
13. On China Online B2B Meetings . these will be implemented Food to China in March and in June 2021 in coordination with PTIC Guangshou. This strategy will lead the buyers to the IFEX website.
14. Thus, the revised workprogram for 2021, in a form of a calendar shall be as follows:

FEBRUARY	MARCH	JUNE	JULY	AUGUST
BIOFACH ESPECIAL Online event: 17-19 February 2021 Online participation: February - September 2021 GULFOOD (HYBRID) Physical Event: 21-25 February 2021; Dubai, UAE Online B2B: February - March 2021; www.foodphilippines.com	FOODEX Online event: 09-12 March 2021 Online participation: March - May 2021 CITEM X DFA'S PHILIPPINE EXPORT PROMOTION PACKAGE March 2021 MAISON&OBJET* Digital Event: March 2021	CREATE PHILIPPINES (Online) June 2021 (last week)	IFEX PHILIPPINES NXTFOOD ASIA 8-10 July 2021; World Trade Center, Metro Manila	NY NOW Online event: 5-11 August 2021 Online participation: August 2021 - February 2022
SEPTEMBER	OCTOBER		NOVEMBER	
CAEXPO*** (Hybrid) 10-13 September 2021; Nanning, China SUMMER FANCY FOOD SHOW (ONLINE) 27-29 September 2021 MAISON&OBJET* Digital event: September 2021	MANILA FAME World Trade Center, Metro Manila Physical Event: 14-16 October 2021 Online Event: 14-20 October 2021 SUSTAINABILITY SOLUTIONS EXPO (SSX: FOOD & LIFESTYLE) <i>Co-located with Manila FAME</i> 14-16 October 2021; World Trade Center, Metro Manila	EXPO 2020 DUBAI 01 October 2021 - 31 March 2022; Dubai, UAE ANUGA** (HYBRID) 09-13 October 2021; Cologne, Germany	CHINA INTERNATIONAL IMPORT EXPO*** (HYBRID) 5-10 November 2021; Shanghai, China	LSA INFORMA / SIAL (Online) 3 months (April-June) SALADPLATE / FHA (ONLINE) 12 months (April 2021-April 2022) MAISON&OBJET AND MORE (MOM) (ONLINE) September 2020 - December 2021

15. The CITEM x DFA Philippones Export Promotions program will be implemented. This is in coordination with the DFA in celebration of the PH quincentennial celebration.
16. Usec Macatoman inquired on CITEM's back up plan in case these signature events for 2021 will not push though given pandemic. ED Pauline replied, CITEM will ramp up its digital initiatives. He further clarified the PH participation in CIIE and CAEXPO given that its nature is a political commitment.
17. ED Pauline emphasized that CITEM depends on the funding from the DTI which need an estimate of PHP10M budget to mount these pavilions. It was further informed that CITEM is in coordination with the PTIC China, which will be further discussed with the DTI Secretary.
18. Landbank inquired on how many shows were programmed in 2020 as against the 19 events proposed this year. Further, clarification on OTFs, these will be implemented digital, except for hybrid, to be manned by the PTIC counterparts. Thus, it will not necessitate CITEM employees to go.
19. LandBank member further asked what would be the compelling reason of CITEM's presence in Anuga and Gulfood? ED Pauline replied, that Anuga and Gulffod are 2 most contributors in export sales, thus, it need to be present in the show so that CITEM would not be missed by the buyers. For Gulfood, CITEM is doing the institutional participation. It will gather buyer information, and B2B will happen 2 weeks after, so that sales will be also recorded and monitored.
20. Board paper, in terms of the 19 projects, it was that the Signature events have clear funding, while the OTFs did not show where will be the funding sources. Further BSP Board Member , for better appreciation, CITEM should make a presentation which one are the revisions that are entailed in the revised program .

- 160 21. BSP BM further inquired whether the promotional activity in Taiwan is in accordance with the One China
 161 Policy? It was further suggested to seek the wisdom of the DFA on the trade fairs and promotions being
 162 conducted in TAIWAN as this will be construed as the Taiwan official dealings with the PH which might be
 163 a violation of the One China Policy and be a potential for protest.
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 165 22. DED Malou Mediaran replied that for the PHIL – Taiwan Craft collaboration, it went through the bilateral
 166 agreement, and was further cleared with the DFA.
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 168 23. Based on the revised FY 2021 Work Program, CITEM shall implement a total of 19
 169 projects for FY 2021 :

SECTOR	NO. OF PROJECTS
1. Signature Events / Local Event	4
2. Overseas Trade Fairs (Digital Trade Shows)	7
3. Overseas Trade Fairs : Hybrid (Institutional + Online)	4
4. Other Events	4
TOTAL	19

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 172 5. Funding for the three (3) Signature Events and 1 New Local Event was already approved during
 173 the 24 July 2020 Board meeting, with total budget of P94.012M. The funding for other projects
 174 will either come from the project's pre-operating budget from 2020 or from other sources which
 175 are subject to availability of funds.
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 177 6. It was informed the Board that
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 179 7. Having no further comments—
 180 "RESOLVED, that the 2021 Revised Work Program, being in
 181 order, is hereby APPROVED"
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SECTOR	NO. OF PROJECTS
1. Signature Events / Local Event	4
2. Overseas Trade Fairs (Digital Trade Shows)	7
3. Overseas Trade Fairs : Hybrid (Institutional + Online)	4
4. Other Events	4
TOTAL	19

(Res. No. BM 2020-02-03)

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 186 **IV. CITEM INTERIM GUIDELINES FOR ALTERNATIVE WORK ARRANGEMENTS AND SUPPORT**
 187 **MECHANISMS FOR ITS EMPLOYEES DURING THE PERIOD OF STATE OF PUBLIC HEALTH**
 188 **EMERGENCY DUE TO COVID-19 PANDEMIC (AS REVISED UNDER CSC MC NO. 18, SERIES OF**
 189 **2020)**
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- 191 1. The Civil Service Commission promulgated on 07 May 2020 CSC Resolution No. 2000540, s. 2020
 192 Re: Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for
 193 Workers in the Government during the Period of National Emergency due to Covid-19 Pandemic,
 194 which was disseminated through CSC Memorandum Circular No. 10, 2020.
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 196 2. CITEM issued on 26 May 2020 Office Order No. 2020078 Re: Interim Guidelines on Alternative
 197 Work Arrangements, Workplace Protocols and Health Standards during the Period of Public Health
 198 Emergency following the previously issued CSC Memo Circulars, more particularly on CSC MC No.
 199 10, series of 2020; DOH Administrative Order No. 2020- 0015 providing "Guidelines on the Risk-
 200 based Public Health Standards for Covid-19 Mitigation; and IATF Resolutions.
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 202 3. To ensure the proper implementation of CSC MC No. 10, series of 2020 and to be consistent with the
 203 amended IATF Omnibus Guidelines, the CSC issued MC No. 18, 2020 - the Amendment to the
 204 Revised Interim Guidelines for Alternative Work Arrangements during the State of Public health
 205 Emergency due to Covid -19 Pandemic
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 207 4. Under CSC MC No. 18, s.2020 – the following are the parameters in the implementation of
 208 Alternative Work Arrangements: (1) Work-from-Home; (2) Skeleton Workforce; (3) Four-day
 209 (Compressed) Workweek; (4) Other Alternative Work Arrangements; provided that the Agency shall
 210 ensure the completion of 40-hour workweek.

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- 5. CITEM with its new strategic thrust on digital trade community platform, believed that some tasks and processes can be efficiently done through online where the employees have access to and provided with communication equipment, internet connection and communication allowance, thus, adopting a combination of the Work-from Home, Skeleton Workforce with the other work arrangements, as enumerated under CSC MC No. 18, 2020:

ECQ	MECQ	GCQ	MGCQ
shall implement a Work-from-Home (WFH) scheme and shall continue to observe the Interim Guidelines on Alternative Work Arrangements, Workplace Protocols, and Health Standards during the Period of Public Health Emergency.		Shall implement a Work-from-Home (WFH), Skeleton Workforce (SWF), and/or combination with the other work arrangements it adopted, as provided under CSC MC No. 18, 2020.	Shall implement a 2-day workweek and 3-day work-from-home arrangements to complete the 40-day workweek.
Skeleton Workforce (SWF) may report at the least number of personnel deemed necessary to carry out tasks on a scheduled basis.		May operate at a maximum of 30-40% capacity per day following the minimum health standards.	Alternate work schedule per staff per Division, not to exceed 50% capacity per day.

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- 6. During the discussion, Landbank BM suggested to CITEM for its IT Team to consider developing an app tool that will monitor the attendance of the CITEM personnel. For instance, Landbank uses a tool that employees can log-in / log out to record attendance, and the line managers are responsible to monitor and consolidate the individual accomplishments of the employees.
- 7. Further, LandBank representative further inquired how may COVID cases have recorded in CITEM and if the agency is looking on the vaccination plan for CITEM employees.
- 8. In reply, CITEM had recorded only 1 Covid case. On the vaccination plan, CITEM Management and the ACE association are looking into this vaccination plan for all employees.
- 9. BSP representative made 3 clarifications:
 - a. Is the proposed AWA similar to the AWA guidelines imposed by the DTI, and will CITEM be adopting the same?
 - b. On the Board paper, the distinction between the GCQ and MGCQ, it was observed the MGCQ guidelines is more detailed in the division level, while in the GCQ is operated in the agency level. In the GCQ, will CITEM follow the minimum health protocols as it was not mentioned in the Board paper
 - c. Is there a formula in calculating the 30-40% CITEM skeleton workforce. Are immune compromised or those with comorbidities included in the SWF count?
- 10. Ms. Buensalido replied:
 - a. CITEM is adopting the same AWA as adopted by other DTI agencies.
 - b. In GCQ, the employees are not required to report for 2 day / week. Unlike in a MGCQ, CITEM is requiring employees to report at least 2 days in a week. Whether quarantine is under a GCQ or MGCQ, both will observe the minimum health protocols.
 - c. As to the formula on the 30-40% SWF, those with comorbidities and are immunity compromised are not included in the count or in the percentage required in the SWF. Though there are times that CITEM gave consideration to some employees who are immuno compromised, that necessitates to report to work.

11. Having no further comments--

“RESOLVED, that the 2021 Proposed Alternative Working Arrangement, subject to compliance with the Revised Interim Guidelines for alternative work arrangements and support

254 mechanisms for workers in the government, issued by the CSC,
255 being in order, is hereby APPROVED”

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257 (Res. No. BM 2021-02-04)
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260 **V. RATIFICATION OF ACTS OF MANAGEMENT (October – 15 December 2020)**
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262 1. As a Policy, contracts executed by Management with considerations PHP1M and above shall be
263 presented to the Board for Ratification.

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265 2. 4 Contracts, duly executed by Management with amounts PHP1M and above, for the period 15
266 December 2020 – 31 January 2021, were presented for Ratification. These Contract observed the
267 process of public bidding in accordance with RA 9184. While other 53 contracts executed by
268 Management were for information of the Board
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270 3. The Board, resolved:

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272 “RESOLVED, that the ACTS OF MANAGEMENT executed from 24
273 October - December 2020, being in order, is hereby RATIFIED
274 (Res. No. BM 2021-02-05)
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277 **VI. OTHER MATTERS (AUDIT AND FINANCE COMMITTEE MEETING)**
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279 1. CITEM Management consultation and discussion with LandBank Representative on the increase
280 in credit limit on the LandBank credit card.

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282 2. Discussion on other alternative mode of payments to suppliers and overseas requirements.
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284 **VII. ADJOURNMENT**

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287 11 February 2021. Pasay City, Philippines.
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291 Prepared by:

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296 **ATTY. ANNA GRACE I. MARPURI**
297 Corporate Secretary