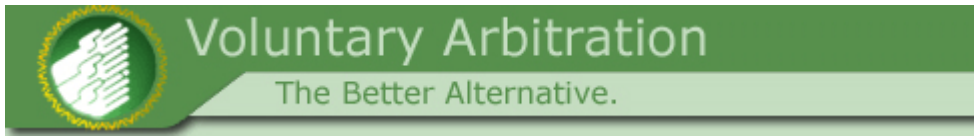


THE TRIPARTITE VOLUNTARY ARBITRATION ADVISORY COUNCIL



THE TRIPARTITE VOLUNTARY ARBITRATION ADVISORY COUNCIL (TVAAC)

Composition

The TVAAC is composed of a *Council Proper* and a *Secretariat*.

The **Council Proper** is a tripartite body composed of the NCMB Executive Director as Chairman, one member from the government, two members representing labor and two members representing management. The members are all appointed by the President to serve a term of three (3) years, without compensation.

The **Secretariat** of the Council is headed by the NCMB Deputy Executive Director and staffed by the personnel of the Voluntary Arbitration Division.

The head of the Secretariat and its staff provide technical and administrative support to the Council, in addition to their regular functions.

Specific Functions of the TVAAC Members

The TVAAC shall perform the following functions and responsibilities:

1. Provides advisory assistance to the Board on the formulation of policies, programs and standard manuals of procedures pertaining to grievance handling and voluntary arbitration; recommends to the Board the issuance of guidelines and rules in the promotion and

administration of the voluntary arbitration program; recommends the conduct of researches and studies on voluntary arbitration in aid of policy formulation.

2. Adopts and promulgates the Council's internal rules and regulations.
3. Develops and implements its plans and programs.

Specific Functions of the Secretariat

The Secretariat shall have the following functions and responsibilities:

1. Issues notices, announcements and other related materials for the Council; prepares the Agenda of regular and special meetings in consultation with the Chairman;
2. Records the full minutes of all meetings, sessions of the Council, records all proposals and resolutions, including consensus/ votes taken on all matters presented to the Council for action;
3. Maintains complete and up-to-date record of Council activities and of the attendance of members at Council meetings and other official functions;
4. Prepares technical papers, official communications, proposed directives and other documents relative to Council's programs and activities;
5. Performs other functions as may be authorized by the Council.

TVAAC Vision

VISION Statement

The Tripartite Voluntary Arbitration Advisory Council (TVAAC) is the **leading and dynamic advocate** for the promotion of Voluntary Arbitration (VA) as an **ideal** mode of dispute resolution.

LEADING	DYNAMIC	ADVOCATE	IDEAL
<ul style="list-style-type: none"> ▪ Pace-setter ▪ Prime-Mover ▪ Trail Blazer ▪ Accountable ▪ Responsible ▪ Role model ▪ Patriotic ▪ Incorruptible ▪ Righteous ▪ High Integrity 	<ul style="list-style-type: none"> ▪ Broad-minded ▪ Responsive and Sensitive to the needs of the Stakeholders ▪ Dedicated and Committed ▪ Innovative ▪ Flexible ▪ Forward-looking ▪ Pro-active ▪ Initiating ▪ Positive thinking ▪ Responsive rather than Reactive ▪ Adaptable ▪ Versatile 	<ul style="list-style-type: none"> ▪ Proponent ▪ Defender ▪ Champion ▪ Influencer ▪ Persuader ▪ Pleader ▪ Initiator ▪ Educator 	<ul style="list-style-type: none"> ▪ Credible ▪ Acceptable ▪ Reliable ▪ Effective (CARE) ▪ Cost-Effective & Cost-Efficient ▪ Fair and Balanced ▪ Just and Equitable

Internal Guidelines

Quorum

Four (4) members of the Council shall constitute a quorum for the transaction of the Council's business. The Chairman, or in his absence, the other member from the government shall preside over meetings of the Council.

Consensus, Decisions

Decisions by the Council shall be taken, in general, by consensus. In any event, any recommendation, resolution or decision of the Council shall require at least an affirmative vote of not less than four (4) members, provided that each tripartite sector shall have at least one (1) representative present during the meeting.

Regular and Special Meetings

Unless agreed otherwise, regular meetings of the Council shall be held **every last Friday of the month**. Special meetings may be called upon the initiative of the Chairman or upon the request of any Commissioners.

Notice of Meetings

Notice of meetings shall be issued by the Chairman at least one week in advance, except when exigencies require otherwise.

TVAAC Resolutions