



Online Micro Sellers Multipurpose Cooperative

Unit 907 & 908, One Park Drive 8th Avenue Corner 11th Drive Bonifacio Global City,
Barangay Fort Bonifacio Taguig City Registered with the Cooperative Development Authority - Manila
Extension Office CDA Registration No. 9520-101600000039775 CIN 16201739775 | TIN 50157-206-00000

**ONLINE MICRO SELLERS
MULTIPURPOSE
COOPERATIVE**

**GENDER AND
DEVELOPMENT POLICIES
AND PROCEDURES**



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OMSMPC GENDER AND DEVELOPMENT POLICIES AND PROCEDURES

I. TITLE

This paper shall be known as “OMSMC Gender and Development Policies and Procedures”.

II. BASIS

ONLINE MICRO SELLERS MULTIPURPOSE COOPERATIVE (OMSMPC) is a cooperative duly organized under the cooperative laws of the Philippines (R.A.9520). The cooperative hereby adopts the Gender and Development (GAD) Policy, pursuant to the provisions of Article II Section 14 of the 1987 Constitution stating: The state recognizes the role of women in nation building and shall ensure the fundamental equality before the law of women and men. Further, it is the commitment of the cooperative sector in the Millennium Development Goals (Goal No. 3) to promote gender equality and empowerment of women.

III. DECLARATION OF POLICY

OMSMC, through its Board of Directors, resolved to adopt this policy preparatory to the preparation of budgets and subject to General Assembly confirmation. This policy embodies among others, the following for implementation:

A. Creation of Gender and Development (GAD) Committee by the Board of Directors of at least three (3) members. One member shall be coming from the BOD. Members of the Committee will serve for ~~one (1) year~~ **two (2) years**, or until new members of the Committee are appointed.

B. GAD Focal Person (GFP) shall be designated by The Board of Directors from the recommendation of the management and GAD Committee.

GFP must be an employee of the cooperative and shall perform GFP roles as an additional function.

C. Close coordination of the GAD Committee with the Education and Training Committee for the preparation of Gender and Development and Gender Equality training programs to be included in the annual training plan.



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D. Aside from the GAD Training and Orientation plan, the GAD Committee will submit annual GAD activities schedules together with its budget and shall invite other Committees and members to recommend, develop, and establish necessary support systems to enhance implementation of GAD and GE services of OMSMPC.

E. Adopt a practice in every GAD Committee's meeting to discuss any development of the GAD programs.

F. Regularly review programs, updates, and reports from the Cooperative Federations, Unions, and other affiliates, as well as active participation in such activities in order to share and implement best practices and promote Gender Equality and Gender Development within OMSMPC.

G. Coordination with the other OMSMPC Committees in the members development program initiatives.

H. Advocate Gender Equality and implement sustainable, gender-based activities that will engage members to support and patronize the Cooperative's services.

IV. OBJECTIVES

The following are the objectives in creating the policy in mainstreaming Gender and Development in OMSMPC:

A. It is the objective of OMSMPC to implement a development approach which reflects a change in outlook, recognizing the disparities of women, men, and LGBTQIA+ members in all aspects of activities.

B. To focus on gender relations.

C. To develop plans and programs that are based on gender equality and development tools that assess and respond to the Cooperative's relevant issue.

D. To commit to the goal of Gender Equality (GE).

E. To promote awareness, fairness, and equality to all stakeholders of the Cooperative towards achieving an empowering, equitable, sustainable, and respectful community of online microsellers and members of the Cooperative.



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V. FUNCTIONS AND RESPONSIBILITIES

To realize the purpose of this policy, the following officers or persons shall perform the following functions and responsibilities.

A. GAD FOCAL PERSON

1. Coordinates and reviews implementations of GAD programs, activities, projects based on approved plans and budget.
2. Prepares performance reports and recommends policy improvements to the GAD Committee.
3. Gathers and helps in the analysis of gender related information and other data relevant to GAD Committee.
4. Provides administrative services to the GAD Committee.

B. GAD COMMITTEE

1. Conducts Gender analysis and uses the Tool for Assessing Progress of Gender Equality (GE) in cooperatives.
2. Develops and recommends Gender and Development (GAD) and Gender Equality (GE) policies, programs, activities, and projects to the Board.
3. Monitors and assesses progress in the implementation of Gender and Development (GAD) programs, activities, projects towards achieving Gender Equality (GE).
4. Submits GAD reports to the Board of Directors.
5. Provides directional guidelines relating to GAD updates and best practices recommendations from affiliate Federations, Unions, and Cooperatives.
6. Monitor and maintain gender-neutral language, Sex Disaggregated Data (SDD), and practices within the Cooperative that are reflected in all policies and manuals of operations, inclusion of gender in all forms and templates to be used in the cooperative, etc.
7. Arrange annual Gender Sensitivity Trainings (GST) to all management staff, officers, and members of the Cooperative.

C. EDUCATION COMMITTEE

1. Facilitates the conduct of gender advocacy and promotion through training especially in the conduct of Pre-Membership Education Seminar (PMES) and /or basic Cooperative Education Seminar.
2. Builds the capacity of the management staff, the GAD Committee and Officers on Gender and Development (GAD).



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D. MANAGEMENT

1. Implements the Gender and Development (GAD) plan and budget.
2. Reports and evaluates accomplishments and program execution.
3. Adhere and make adjustments according to the result of the Tool for Assessing Progress of Gender Equality (GE).

E. BOARD OF DIRECTORS

1. Acts on reports of the Gender and Development (GAD) Committee and Management.
2. Approves Gender and Development (GAD) and Gender Equality (GE) policies.
3. Approves Gender and Development (GAD) plans and budget.

VI. MEETINGS OF GENDER AND DEVELOPMENT (GAD) COMMITTEE

- A. The Committee shall have ONE (1) Regular Meeting in a month.
- B. Gender and Development (GAD) Focal Person may recommend meeting agenda and subject to GAD Chairperson's approval.
- C. The meeting shall be presided by the Gender and Development (GAD) Committee Chairperson and minutes recorded by the GAD Committee Secretary in the GAD minutes book. The minutes of the meeting shall be maintained separately.

VII. TOOL FOR YEARLY ASSESSMENT PROGRESS OF GENDER EQUALITY (GE) IN COOPERATIVES

- A. Pursuant to the Memorandum Circular No. 2017-04, as a supplement to Memorandum Circular No. 2013-12.
- B. This TOOL (Annex 1) shall assess the cooperative's progress in mainstreaming Gender and Development (GAD) toward achieving Gender Equality (GE).
- C. This TOOL rates the extent to which the cooperative lives the universal cooperative principles of equality, equity, social responsibility, and caring for others as outlined in the "Statement on the Co-operative Identity (SCI)" of the



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International Co-operative Alliance (ICA); and

D. Basis for crafting gender-responsive cooperative development plan.

E. Components of the Tool are as follows:

1. Cooperative Information – basic and general information about the cooperative including the number of members, officers, staff, and members' contribution to share capital.
2. Level of Gender Equality in the Cooperative – the main component of the tool where the status and levels of implementation of cooperative vis-a-vis gender equality will be rated accordingly. These include determining the level of gender awareness by the key players of cooperative, presence of the different aspects of GAD mainstreaming, presence of GAD mainstreaming mechanisms and instruments and status of implementation thereof, and other areas of concerns indicated in CDA MC 2013-22.
3. Scoring Instruction – summary of scores and the corresponding qualitative values for the overall scores including the scores for each area of improvement and for improvement (people, policy, programs and enabling mechanisms) and the qualitative interpretation of each; and
4. Interpretation of Scores – identification of strengths, weaknesses, opportunities, and threats (SWOT) and the needed actions.

VIII. GAD HELPDESK

GAD Helpdesk is a platform to assist OMSMPC members with their gender-based needs and serve as a gender-responsive tool to achieve an empowering, equitable, sustainable, and respectful community of online entrepreneurs and members of OMSMPC.

The GAD Helpdesk serves the following functions:

1. File concerns within the scope of the GAD Committee's function.
2. Serves as a Safe Space within the OMSMPC community.
3. Serves as a repository of all gender-related laws and updates to which OMSMPC adheres to.
4. A platform to gather gender-based concerns and carry out consultations with the member's gender-related needs and suggestions.



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GAD Helpdesk Walkthrough

Step 1. Fill-in the details in the GAD Helpdesk link.

Step 2. Identify your concerns.

- a. Learn more about gender-related information and latest updates.
- b. File a gender-based concern and looking for a safe space where I could discuss this matter.
- c. Share gender-related needs and suggestions.

Step 3. If the concern is b,

- GAD Committee to assess the situation of the concern.
- If concern involves other OMSMPC members, officers, and/or employees, this will be endorsed to the Mediation and Conciliation Committee and/or Ethics Committee.
- If concern is involving other third-party organizations and other related agencies, GAD Committee to seek assistance and provide coordination to the involved member.

Step 4. If it is not a gender-based concern, GAD Committee will endorse the said issue to the respective department or committee of the cooperative.

Step 5. GAD Committee to gather all data collected on this platform to report to the Board of Directors and use it as a basis for improvement and development of the policy, plans, and programs.

IX. AMENDMENTS

Amendments to this policy must be submitted by the GAD Committee to the Board of Directors (BOD) from time to time, as need may arise, and will be reported to the General Assembly during the Annual General Assembly.

X. EFFECTIVITY

Pursuant to the CDA Board of Administrators resolution No. 245 series of 2013 mandating all cooperatives to create their own GUIDELINES ON MAINSTREAMING GENDER AND DEVELOPMENT, the OMSMC Board of Directors is adopting this policy to take effect after the ratification during its Annual General Assembly in 2023.