



- d. Ensure the effective and efficient implementation of GAD programs, activities and projects and the judicious utilization of the GAD budget;
 - e. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
 - f. Recommend approval of GAD plans and budgets and GAD ARs;
 - g. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.
4. The roles and functions of the TWG or Secretariat are as follows:
- a. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
 - b. Formulate agency GAD plans, programs and budget in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
 - c. Assist in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the other offices or units;
 - d. Lead the conduct of advocacy activities and the development of information, education, communication (IEC) materials to ensure critical support of agency officials, staff and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;
 - e. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD PAPs and GFPS activities;
 - f. Prepare and consolidate agency GAD accomplishment reports; and
 - g. Provide regular updates and recommendations to the head of agency or ExeCom on the activities of the GFPS and the progress of GAD mainstream activities based on the feedback and reports of the various units of the agency.

