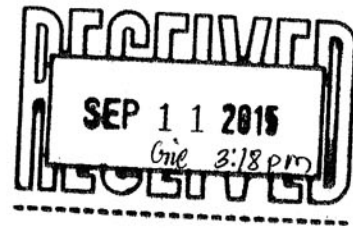




Republic of the Philippines
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Elliptical Road, Diliman,
Quezon City 1100
Philippines



18 August 2015

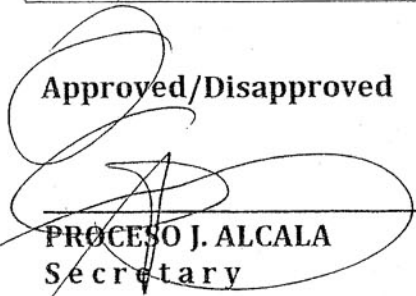
DA MEMORANDUM CIRCULAR NO. 05

Series of 2015

**SUMMARIZED PROCEDURE IN SECURING MARKET ACCESS OF
MEAT AND MEAT PRODUCTS INTO THE PHILIPPINES**
(As per Department of Agriculture – Administrative Order 16 series 2006)

Step	ACTIVITY
1	Applicant Country (AC) sends letter of intent to import into the Philippines, specifying type of market access (i.e., system or plant accreditation) as well as commodity of interest (e.g., beef, pork, chicken meat, duck meat, etc.) endorsed by their government to the Secretary of Philippine Department of Agriculture (Phil DA);
2	PhilDA acknowledges receipt of application and sends list of requirements as applicable; AC submits complete set of requirements;
3	PhilDA conducts risk assessment and if result is favorable, recommends to the Secretary the sending of DA Inspection Mission (DAIM);
4	DAIM conducts on-site verification under cost sharing scheme (DA – AC No. 06 Series of 2015
5	DAIM submits report to Accreditation Review Body (ARB). ARB reviews risk assessment and on-site verification results including risk management measures as maybe necessary;
6	ARB recommends to the Secretary to include risk management measures as maybe necessary;
7	Office of the Secretary conducts final review; issues Administrative Circular and Certificate;
8	Competent authorities (AC and PhilDA) agree on International Health Certificate to be issued by AC for all shipment destined for the Philippines.

Approved/Disapproved


PROCESO J. ALCALA
Secretary



DEPARTMENT OF AGRICULTURE
In replying pls cite this code :
For Signature: S-08-15-0377
Received : 08/27/2015 10:35 AM

STEP-BY-STEP PROCESS OF FME ACCREDITATION PROCESS ENHANCEMENT (Internal to DA)

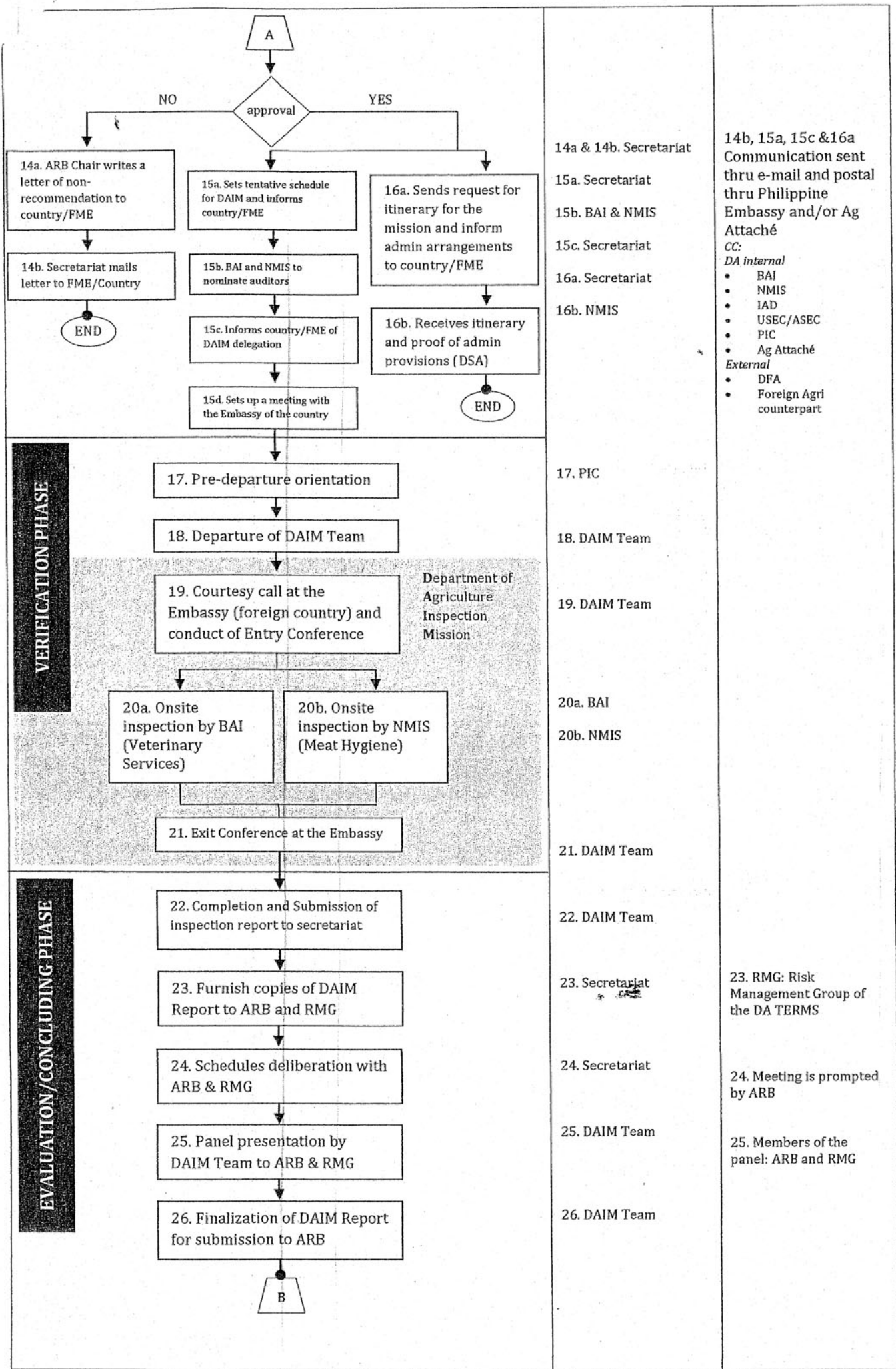
Step	Details
APPLICATION PHASE	
1	Receipt of LOI from country/FME to OSEC
2	Endorsement of LOI to CVO
3	CVO writes country/FME for applicants with animal health status concerns
4	Applicant with no animal health status concerns will be sent the list of requirements thru the secretariat
5	Applicant sends requirements with endorsement from their Embassy
6	Secretariat acknowledge receipt of requirements from applicant
7	Secretariat checks completeness of submitted requirements
8	Applicant with incomplete requirements will be sent a communication informing of lacking requirements
9	Applicant with complete requirements is endorsed to RAT of DA TERMS for review
10	RAT-BAI and NMIS review Annexes A and B respectively
11	RAT-BAI and NMIS send recommendations of non-compliance to CVO then CVO writes decision to country/FME
12	Secretariat with prompt from PIC schedules PIC meeting
13	PIC sends recommendation to OSEC whether to deny or send DAIM Team
14	OUSEC sends communication for disapproved application of country/FME
15	Secretariat informs country/FME the tentative schedule for DAIM. BAI and NMIS to nominate auditors
16	Secretariat sends communication of request of itinerary for DAIM and admin arrangements to country/FME. NMIS receives the proof of admin provision (DSA).
VERIFICATION PHASE	
17	Conduct of pre-departure orientation by the PIC
18	Departure of DAIM Team
19	Courtesy call at the Embassy (foreign country) and conduct of Entry Conference by DAIM Team/NCA
20	Onsite inspection of DAIM Team. BAI to inspect the veterinary services and NMIS the meat hygiene of the foreign applicant/NCA
21	Conduct of Exit Conference by the DAIM Team with Embassy Officials
EVALUATION/CONCLUDING PHASE	
22	DAIM Team submits inspection report to secretariat
23	Secretariat furnishes copies of DAIM Report to ARB and RMG of DA TERMS
24	Secretariat with prompt from ARB schedules deliberation with RMG
25	Presentation by DAIM Team to ARB & RMG
26	Finalization of DAIM Report for submission to ARB
27	For unsuccessful applicants: applicants did not pass the final evaluation by the ARB will be sent a communication of disapproval by the OUSEC
28	For successful applicants: secretariat prepares and endorses CFMEA for plant and AC for country to OSEC for signature for applicant who passed the final evaluation by ARB
29	Signed/approved CFMEA/AC will be issued to country/FME thru Philippine Embassy and/or Ag Attaché. DA internal (BAI, NMIS, IAD, USEC, ASEC, PIC) and external (Embassy, DFA, Foreign Agri counterpart) will be sent copies of the CFMEA/AC. Publication of the issued CFMEA/AC to 2 major newsprints and national gazette thru the Secretariat

Acronyms:

LOI - Letter of Intent
 OSEC - Office of the Secretary
 OUSEC - Office of the Undersecretary
 CVO - Competent Veterinary Officer
 RAT - Risk Assessment Team
 DA TERMS - Department of Agriculture Trade Enabling Risk Management System
 RAT-BAI - Risk Assessment Team-Bureau of Animal Industry
 RAT-NMIS - Risk Assessment Team-National Meat Inspection Service
 PIC - Pre-inspection Committee
 DSA - Daily Subsistence Allowance
 RMT - Risk Management Team
 ARB - Accreditation Review Body
 CFMEA - Certificate of Foreign Meat Establishment Accreditation
 AC - Administrative Circular
 FME - Foreign Meat Establishment
 IAD - International Assistance Division
 ASEC - Assistant Secretary
 DFA - Department of Foreign Affairs
 NCA - National Competent Authority

FME Accreditation Process (Internal to DA)

	PROCESS FLOW	RESPONSIBLE	DETAILS
APPLICATION PHASE	<p>1. Receipt of Letter of Intent (LOI) from country/FME with endorsement from their Government to Office of the Secretary</p>	1. OSEC	
	<p>2. Endorse LOI to Competent Veterinary Officer (CVO)</p>	2. OSEC/USEC/ASEC	
	<p>clearance</p> <p>NO</p>		
	<p>3a. CVO writes letter of non-clearance to FME/Country</p>	3a. CVO	3b, 4, 6 & 8. Communication sent thru e-mail and postal thru Philippine Embassy and/or Ag Attaché CC: <i>DA internal</i> • BAI • NMIS • IAD • USEC/ASEC • PIC • Ag Attaché <i>External</i> • DFA • Foreign Agri counterpart
	<p>3b. Secretariat mails letter to FME/Country</p>	3b. Secretariat	
	<p>END</p>		
	<p>YES</p>		
	<p>4. Sends list of requirements</p>	4. Secretariat	
	<p>5. Applicant submits requirements</p>	5. Applicant	
	<p>6. Acknowledges receipt of requirements</p>	6. Secretariat	
	<p>7. Checks completeness of submitted Annex A & B</p>	7. Secretariat	
	<p>completeness</p> <p>NO</p>		
	<p>8. Sends communication to country/FME of lacking requirements</p>	8. Secretariat	9. For review
<p>YES</p>			
<p>9. Endorses Annexes to Risk Assessment Group (DA TERMS)</p>	9. Secretariat		
<p>10a. Review of Annex A</p>	10a. Risk Assessment Group - BAI		
<p>10b. Review of Annex B</p>	10b. Risk Assessment Group - NMIS	11a3. & 11b3. Communication sent thru e-mail and postal thru Philippine Embassy and/or Ag Attaché CC: <i>DA internal</i> • BAI • NMIS • IAD • USEC/ASEC • PIC • Ag Attaché <i>External</i> • DFA • Foreign Agri counterpart	
<p>compliance</p> <p>NO</p>			
<p>YES</p>			
<p>11a1. Recommends action to CVO</p>	11a1. Risk Assessment Group - BAI	11a2 & 11b2- CVO	
<p>11a2. CVO writes letter of pronouncement to country/FME</p>	11a2. CVO		
<p>11a3. Secretariat mails letter to FME/Country</p>	11a3 & 11b3 - Secretariat		
<p>END</p>			
<p>12. PIC meeting</p>	12. PIC and Secretariat	12. Deliberation of final action: • Not recommended or • Send DAIM	
<p>13. PIC recommends to SEC</p> <ul style="list-style-type: none"> • Denial, or • Send DAIM 	13. PIC		
<p>A</p>			
<p>compliance</p> <p>NO</p>			
<p>11b1. Recommends action to CVO</p>	11b1. Risk Assessment Group - NMIS		
<p>11b2. CVO writes letter of pronouncement to country/FME</p>	11b2. CVO		
<p>11b3. Secretariat mails letter to FME/Country</p>	11b3. Secretariat		
<p>END</p>			



14a & 14b. Secretariat
 15a. Secretariat
 15b. BAI & NMIS
 15c. Secretariat
 16a. Secretariat
 16b. NMIS

14b, 15a, 15c & 16a
 Communication sent thru e-mail and postal thru Philippine Embassy and/or Ag Attaché
 CC:
 DA internal
 • BAI
 • NMIS
 • IAD
 • USEC/ASEC
 • PIC
 • Ag Attaché
 External
 • DFA
 • Foreign Agri counterpart

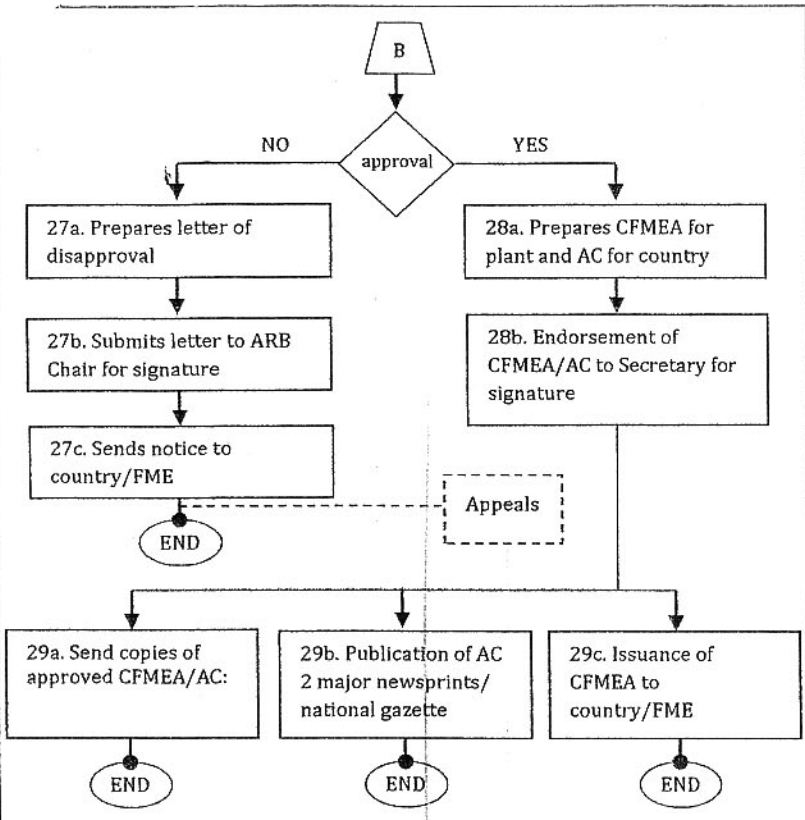
VERIFICATION PHASE

Department of Agriculture Inspection Mission

EVALUATION/CONCLUDING PHASE

17. PIC
 18. DAIM Team
 19. DAIM Team
 20a. BAI
 20b. NMIS
 21. DAIM Team
 22. DAIM Team
 23. Secretariat
 24. Secretariat
 25. DAIM Team
 26. DAIM Team

23. RMG: Risk Management Group of the DA TERMS
 24. Meeting is prompted by ARB
 25. Members of the panel: ARB and RMG



27a. Secretariat
 27b. Secretariat
 27c. Secretariat
 28a. Secretariat
 28b. Secretariat
 29a. Secretariat
 29b. Secretariat
 29c. Secretariat

28a. CFMEA – Certificate of Foreign Meat Establishment Accreditation

AC – Administrative Circular

RMG leads the drafting of AC (Inclusion of risk management measures and the proposed International Health Certificate – IHC)

- 29a. DA internal
- BAI
 - NMIS
 - IAD
 - USEC/ASEC
 - PIC
 - Ag Attaché
- External
- Embassy
 - DFA
 - Foreign Agri counterpart

29c. Sends e-copy thru e-mail and thru Phil. Embassy and/or Ag Attaché