

**MANUAL OF OPERATIONS (MOO)  
FOR  
MULTI-PARTITE MONITORING TEAM  
(MMT)**

This Manual of Operation (MOO) shall serve as an operational guide for the Multi-Partite Monitoring Team (MMT) formed for the following project/s.

*PROJECT/S SUBJECT TO MMT'S MONITORING*

	<b>Project Title</b>		
<b>Project Proponent</b>			
<b>Location</b>			
<b>Date of ECC Issuance</b>			
<b>ECC Reference Code</b>			
<b>Construction Period</b>			
<b>Starting Date of Project Operations</b>			
<b>Any expansion/project operation changes?</b>			
<b>Brief description of changes/expansion, if any</b>			

**2017 MMT RATIONALIZATION UPDATES:**

Date of signing of MOA between EMB and the Project Proponent:	
Date of signing of MOA among MMT members	
Date of the completion of final Draft of MOO	
Date of submission of final Draft of MOO to EMB	
Date of Approval of MOO by EMB	

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## RATIONALE FOR THE FORMATION OF MMT

The Multipartite Monitoring Team (MMT) System under Philippine Environmental Impact Statement (EIS) System was conceptualized from a search for partnerships based on trust, equity, empowerment at the time where *there were still heightened sentiments about people power and the need for social participation and acceptability on issues in order to legitimize any development/economic operations* – in 1989. As one of DENR’s good governance and transparency strategy, the MMT system established partnership with the community, local government, private as well as with other sectors for better environmental management. The MMT model has been in existence for almost three (3) decades now and its effectiveness in fulfilling its goal is currently being put to question.

With the issuance of DAO 2017-15 entitled Guidelines on Public Participation under the Philippine EIS System, the DENR intends to enhance the participatory feature of the MMT system and address issues that have been raised which causes deviation from its original intent of local community participation. It recognizes that the vigilance of the public especially stakeholders living or working near the project site can be used as a tool in effectively monitoring and managing environmental impacts of projects. It intends to empower the local community leaders and local government officers for more active and apt participation as stewards of their immediate environment.

## LEGAL BASIS

Philippine EIS System Implementing Guidelines, DENR Administrative Order (DAO) 2003-30, Section 7.3 (D) – “For projects classified as Category A, an MMT shall be formed immediately after the issuance of ECC.

Local Government Code of 1991, Republic Act (RA) 7160, Section 3 (1) – “Local Government Units shall share with the National Government the responsibility in the management and maintenance of ecological balance within their territorial jurisdiction subject to the provision of the code and national policies”

State Policies and Principles of the Philippine Constitution on encouraging non-governmental, community-based or sectoral organizations that promote welfare of the nation.

2017 Rationalization Requirement : DAO 2017-15

ECC Condition:

*(insert specific ECC condition requiring MMT)*

## VISION - MISSION - OBJECTIVES: (optional)

*(to be deliberated among MMT members. In this portion, the MMT shall document how they foresee their roles as guardians of the environment through the specific projects that they oversee and their specific objectives)*

## FUNCTIONS OF THE MMT

The MMT shall act as an independent entity expected to add credibility by being open and transparent in monitoring environmental impacts and compliance with the Philippine EIS System requirements. It shall have the following specific functions:

- a) Conduct quarterly ocular site visit to validate the proponent's compliance with the ECC conditions and the Environmental Management and Monitoring Plan including the requirement to conduct self-monitoring and submit corresponding reports regularly.
- b) Prepare and submit its report to EMB-CO and EMB-RO concerned on the result of its quarterly site visit at least semi-annually not later than July 30 for the first semester report and January 30 for the 2<sup>nd</sup> semester report
- c) Institute an environmental emergency and complaints receiving and management mechanism which shall include systems for transmitting recommendations for necessary regulatory action to EMB in a timely manner to prevent adverse environmental impacts.

## MEMBERSHIP

The **MMT** is to be viewed as a third party auditor, without the accreditation and licensing associated with environmental auditors, but qualified by virtue of being stakeholders and with skills/knowledge on the specific tasks necessary for the MMT operation.

The MMT shall be composed of stakeholders within the Direct Impact Area (DIA) of the project/facility's projected/actual impact on air, water, land and people.

### *Determination of Direct Impact Area (DIA)*

The DIA shall be delineated/updated based on the results of the assessment of the project's impact on air, water, land and people. It shall be determined during the review of the EIA Study as part of the ECC application (new or amendment). For operational projects, it can be determined based on the analysis of monitoring data on the actual environmental impacts or through consensus among members of the MMT as approved by EMB based on existing guidelines.

The following examples are provided for illustration purposes and may be applicable to certain types of projects.

- a) DIA for Air Quality Impacts

- Areas with projected Ground Level Concentration (GLCs) of emissions higher than the ambient standard based on air dispersion/transport modeling studies (worst case scenario).
- b) DIA for Water Quality & Quantity Impacts
- The extent of water body/ies areas where the water quality are projected to exceed the ambient standards based on relevant worst case scenario discharge modeling studies (sediment and pollutant discharges)
  - Areas using the groundwater that could possibly be contaminated by project activities involving the use and disposal of toxic chemicals and hazardous waste or construction of underground facilities.
  - Areas where there are existing users of the same source of natural resources (e.g. water) that the proposed project will be using.
- c) DIA for impacts on Land
- Areas directly vulnerable to potential flooding or inundation that may be caused by the project
  - Areas where there will be disturbance of habitat
- d) DIA for impacts on People
- Directly affected areas based on the results of the socio-economic impact assessment studies conducted including ancestral domain of indigenous communities that may be affected, if any.

**DIRECT IMPACT AREA:**  
 Basis of Delineation (*please check appropriate box*):

EIS / EPRMP

Other Study/ies: \_\_\_\_\_

Consensus; Date of Meeting: \_\_\_\_\_

The following Municipality/City/ies, Sitios/Barangays are delineated as DIA:

Municipality/City/ies of \_\_\_\_\_

1) Barangay/ Sitio \_\_\_\_\_

2) Barangay/ Sitio \_\_\_\_\_

3) ...

Municipality/City/ies of \_\_\_\_\_

1) Barangay/ Sitio \_\_\_\_\_

2) Barangay/ Sitio \_\_\_\_\_

3) ...

*(This section may be revisited and updated as necessary)*

*Sector Representation*

Individuals, sectors, groups or organizations living, working or owns a property within the DIA shall be represented in the Multipartite Monitoring Team (MMT) through the following:

- a) The LGU representatives
  - 1 Representative each from the Municipal/City Environment and Natural

Resources Officer MENRO/City ENRO (for projects whose DIA is limited to the City or Municipality) and Provincial Government (PG) ENRO (for projects whose DIA covers more than 2 municipalities); In cases where there is no PG-ENRO, MENRO/City ENRO, the Municipal/Provincial Planning and Development Officer (MPDO/PPDO) or the chairman of the environment committee of the Sangguniang Bayan may be designated as representative;

- the Rural Health Unit (RHU) Chief and
  - concerned Barangay Captain/s
- b) 1 representative from the LGU-accredited local NGOs with mission/s specifically related to environmental management and/or to the type and impacts of the proposed undertaking/project; In cases, where there is no such NGOs, it shall be open to other NGOs.
- c) Maximum of 2 representatives from locally recognized community leaders who can represent vulnerable sectors including indigenous populations, women and senior citizens and representatives from the academe in addition to the LGU-accredited NGO
- d) Maximum of 3 representatives form government agencies with related mandate on the type of project and its impacts during project implementation. (Examples of these government agencies are DOE for Energy Projects, MGB for Mining Projects, and PCG, BFAR, BMB or FMB, depending on the location). DENR participation/membership shall be limited only in cases where there are specific concerns related function related to biodiversity and forestry as endorsed by the concerned Bureau Director.

The MMT shall not exceed ten (10) members except in cases where the location of project facilities covers more than one (1) Barangay. In such cases, the additional member shall come from the additional Barangay/s and MENRO.

The MMT shall be composed of the following:

Sector Representation	Name of Member	Additional information
<b>LGU Representatives:</b>		
<i>Check 1:</i> <input type="checkbox"/> PGENRO <input type="checkbox"/> City/Municipal ENRO <input type="checkbox"/> MPDO <input type="checkbox"/> SB Environment Committee Chair		
Rural Health Unit (RHU) Chief		
Barangay Captain/s		
<b>NGO Representative</b>		<b>Name of NGO:</b>
<b>Vulnerable Representative 1</b>	<b>Sector</b>	<b>Sector Represented:</b>
<b>Vulnerable</b>	<b>Sector</b>	<b>Sector Represented:</b>

Sector Representation	Name of Member	Additional information
<b>Representative 2</b>		
<b>Government Agency (GA) Representative 1</b>		Name of GA:
<b>Government Agency (GA) Representative 2</b>		Name of GA:
<b>Government Agency (GA) Representative 3</b>		Name of GA

\*this listing may be updated as necessary

### ***Membership Selection, Resignation and Replacement Process***

- a) Specific members representing the above-mentioned sectors/agencies shall be identified and officially designated as member. Aside from being identified as stakeholder, the members to be selected shall:
  - Be able to participate in the quarterly ocular site visit and provide inputs in the preparation of the report.
  - Be able to attend MMT meetings and other capacity building and updating activities.
  - Be duly nominated by the organization or sector which he/she represents.
  - Be credible to the larger community and without any criminal or administrative cases.
- b) The MMT Secretariat shall keep a record on the profile of each of the members of the MMT.
- c) MMT members who cannot regularly attend MMT activities shall resign and the resignation shall be accepted by the chair upon designation of a replacement.
- d) A representative from the national, local government agencies and NGOs can terminate his/her representation to the MMT upon receipt of a written appointment/designation of a new appointee for the organization being represented

### ***Code of Ethics***

This code shall be the norm of ethical standards that shall govern the personal and professional conduct of the MMT members in order to maintain the integrity and ensure objectivity in the monitoring and evaluation process of the MMT..

#### **Section 1: Principles**

- 1.1 Committed to the service of God, country and humankind
- 1.2 Committed to the highest degree of professionalism, excellence, intelligence, skill and integrity.
- 1.3 Upholds and obeys all relevant laws, rules and regulations and legal orders; observes and esteems fairness, courage, honesty, and sincerity (mindful of role in attaining ecological balance, public order, safety and convenience at all times).



- 1.4 Committed to transparency in his/her dealings and shall avoid activities which will create a situation/condition of “conflict of interest”

Section 2: Moral responsibility of MMT members

- 2.1 Shall adopt “volunteerism” as norm of participation in the MMT
- 2.2 Shall be punctual and committed to regularly attend meetings and monitoring activities
- 2.3 Shall be fair and honest in providing feedback, report and recommendations
- 2.4 Shall not accept favor, in exchange for a positive results on the monitoring; and
- 2.5 Shall not promote any form of misinterpretation, or mislead the public by providing false or inaccurate information about the project and its environmental impacts.

Section 3: Responsibilities of and Relationship among MMT members:

- 3.1 Shall share with the other members, knowledge, skills and abilities necessary for effective and efficient operations as a group;
- 3.2 Shall be considerate, open-minded and adopt to a consensus-building process without compromising environmental concerns related to the impact of the project being monitoring
- 3.3 Shall synergize and work as a team for the proper management of the environmental impacts of the project
- 3.4 Shall be transparent and have a good rapport and interaction among members

Section 4: Relationship of MMT members to DENR and/or Proponent

- 4.1 Shall observe candor and fairness in the actual Monitoring and Evaluation;
- 4.2 Shall conduct monitoring in accordance with the MMT Manual of Operations;
- 4.3 Shall make timely and appropriate recommendations based on the results of monitoring;
- 4.4 Render timely and appropriate advice in cases of complaints;
- 4.5 Shall comply with the disclosure policy of the MMT.

Section 5: Responsibility of MMT members to the Public and the Country

- 5.1 Shall have special concern for long-range consequences of impacts of the activities being monitored;
- 5.2 Shall provide relevant, appropriate and truthful information regarding the impacts of the project to the affected communities;

*Suspension/Removal*

The following shall be the grounds for the suspension or removal of the individual member of the MMT:

- Violation of Section 2-3 to 2.4 of the code of ethics
- ...MMT to add to this

The following shall be the grounds for disciplinary action such as [redacted] of the individual member of the MMT:

- Violation of the other provisions of the code of ethics
- ...MMT to add to this

The implementation of the Suspension/Removal Order or any other disciplinary action shall be administered by the chairman of the MMT. It shall be accompanied by proper documentation of the cause, and shall undergo the following procedures:

*(Specific procedures shall be discussed among MMT members. It may include the convening of special meetings called for the purpose after due notice and a specification on the number of votes necessary to suspend or remove the member).*

A member of the MMT may opt to resign if he/she can no longer effectively perform assigned functions or for other reasons *(MMT can deliberate on whatever additional reasons they might wish to include in the MOO)* at least *(to be deliberated among MMTs)* days before effectivity.

#### ORGANIZATION : MMT Structure And Leadership

The MMT Chair shall be elected by members of the MMT with due consideration of Section 16.4 of DENR DAO 2017-15 using the following procedures :

1. The ENRO, PG-ENRO or representative from the lead government agency (e.g. DOE for energy projects, DOT for Tourism Projects) shall automatically be considered nominated as MMT Chair. . In case these representatives do not accept the nomination, the MMT may nominate other members
2. The election shall be by majority vote of members in attendance constituting a quorum

The MMT may designate an MMT Secretariat. The Secretariat shall be headed by \_\_\_\_\_ with the following as members:

- 1)
- 2)
- 3)

The following figure depicts the MMT Organizational Structure:

*(The organizational structure should be well thought out and discussed, to avoid ambiguity with regards to the chain of command and other important aspects of MMT operations).*

Figure \_\_. MMT Organizational Structure

*Roles and Responsibilities*

In addition to the functions of the MMT as a whole, the following lays down specific functions of its individual members in order to rationalize MMT tasking and to facilitate a smooth flow of operations.

The MMT Chairman / Officers (as the case may be) shall

- 1) Take leadership, organize and manage the activities of the MMT;
- 2) Manage the environmental emergency and complaints receiving and management mechanism.
- 3) Be responsible for the implementation and facilitation of the updating of this MOO
- 4) Review and endorse to EMB the work and financial plan of the MMT for approval
- 5) Administer and manage the Environmental Monitoring Fund (EMF) in coordination with the fund manager
- 6) Direct and implement the MMT decisions or resolutions
- 7) Initiate meeting/s with the MMT members and other government agencies and other MMT activities, as needed

The MMT Secretariat shall

- 1) Inform the MMT members of the schedule of its meetings and monitoring and other activities
- 2) Facilitate documentation of minutes of MMT meetings and monitoring results, including action items generated from the discussions
- 3) Remind the MMT chairman of the action items in a timely manner
- 4) Ensure the safekeeping of MMT documents, materials and properties

Other Members of the MMT

- 1) Shall actively participate in the quarterly ocular site visit by providing inputs to the report
- 2) Take part in the environmental emergency and complaints receiving and management mechanisms
- 3) Provide the necessary support to the Chairman and the Secretariat

As sectoral representatives, the following shall be the additional roles and responsibilities of the individual members

<b>Sector Representation</b>	<b>Role and Responsibilities</b> <i>(examples provided-MMT to enhance/elaborate more based on agreements with its members)</i>
<b>PGENRO, City/Municipal ENRO, MPDO, SB Environment Committee Chair</b>	Provide information on relevant environmental programs on the municipality/city and/or province Provide information on the relevant environmental data based on monitoring reports of the province, city/municipality

Sector Representation	Role and Responsibilities <i>(examples provided-MMT to enhance/elaborate more based on agreements with its members)</i>
Rural Health Unit (RHU) Chief	Provide relevant health data that can be used as reference in MMT activities
Barangay Captain/s	Provide relevant inputs on specific issues and concerns from its constituents Provide information on relevant environmental programs on the municipality/city and/or province
NGO Representative	Provide necessary inputs related to the NGO's thrust
Vulnerable Sector Representatives	Inputs to MMT activities based on specific concerns related to the projected impacts of the project
Government Agency (GA) Representative 1	Inputs to MMT activities based on specific mandate
Government Agency (GA) Representative 2	
Government Agency (GA) Representative 3	

## ACTIVITIES AND CORRESPONDING GUIDELINES

All activities to be conducted by the MMT that shall be funded through the Environmental Monitoring Fund (EMF) shall be in relation to the performance of its functions. Following are the relevant guidelines.

### *Meetings*

#### a. Regular Meetings

The regular meeting shall be every [REDACTED]. The MMT Chair shall set the date, time and venue of the regular meeting. Two (2) of the MMT's regular meetings shall include as agenda, the consolidation and approval of its semestral report and shall be scheduled in time for the deadline of submission of report to EMB on July 30 and January 30.

A member who, by any reason, cannot personally attend the meeting on the set date may send his/her authorized representative. All permanent members should be able to attend regular meeting at least twice a year.

#### b. Special Meetings

The MMT Chair can call for a special or emergency meeting in the following instances:

[REDACTED]  
[REDACTED]  
[REDACTED]

c. Notice of Meeting

The notice of meeting shall be sent in a timely fashion using whatever media to inform the members of the specifics and nature of meetings at least [REDACTED] days before the regular meeting is to be held while at least [REDACTED] day/s before a special or emergency meeting.

d. Quorum

Organizational decisions (or the MMT may specify which type of decisions) shall require a majority vote, provided there is a quorum, where a quorum may require the presence of more than half of the members (any number prescribed and decided upon by the members), including at all times, the MMT Chair

e. Proxy Voting

Each member shall be entitled to one vote, and he/she may vote either in person or by proxy which shall be in writing and filed with the Secretary (*this shall be discussed and agreed upon by the members of the MMT, in consideration of the particular situation/environment/culture*).

*Quarterly Site Visit*

6. Before the actual site visit, all of the participating members should have knowledge on the following:
  - Description of the facility and the surrounding environment, in general
  - Environmental Compliance Certificate (ECC)
  - Environmental Impact Projections and corresponding management plan, in general
  - Compliance Monitoring and Validation Report Form to be accomplished after the site visit.
7. A site visit leader and a secretary shall be appointed for each site visit activity (preferably rotation to give all members a chance for active participation)
8. The MMT shall coordinate with the project proponent in scheduling of the entry to the facility premises in relation to the site visit.
9. As much as possible, the site visit shall be scheduled during the sampling and measurement activities conducted by the project proponent in relation to its self-monitoring activity for the MMTs to be able to observe such. The site visit schedule at the end of each semester shall be scheduled in such a way as to give enough time for the consolidation of semestral reports due on July 30 and January 30.
10. The site visit is intended as an ocular observation/validation on the following:
  - Compliance to ECC Conditions
  - Compliance to EMP Commitments including compliance with good practices in hazardous waste, solid waste and chemical safety management as well as complaints management
  - Compliance with SDP commitments

- Actual Environmental Impacts: air and water quality impacts, noise and odor generation
  - Compliance to commitments to address previous complaints
11. At the end of the site visit, a closing meeting shall be undertaken where the MMT findings shall be discussed with the representative of the project proponent. The CMVR shall be signed by all of the participating members and noted by the representative of the project proponent.

*Regular Reporting*

MMTs are required to prepare and submit its report to EMB-CO and EMB-RO concerned on the result of its quarterly site visit at least semi-annually not later than July 30 for the first semester report and January 30 for the 2<sup>nd</sup> semester report.

The semi-annual report

The MMT chairman shall transmit semi-annually, the report on MMT observations during the quarterly site visit conducted together with a covering letter containing a summary evaluation of the proponent’s compliance to the ECC & EMP and the MMT’s observation on the actual perceptible impacts as contained in the 2-quarter reports.

For each of the quarterly site visits conducted, observation on the following shall be documented:

1. Compliance with the ECC Conditions  
The report shall include the validation of compliance to specific ECC conditions that could be validated on-site including the scope of the project.
2. Compliance to EMP Commitments  
EMP commitments during a particular phase of project development (i.e. construction, operation, etc.) shall be compared with what is actually being implemented. The MMT is also expected to report observations on the effectiveness of the measures being implemented.
3. Air Quality Impact Assessment  
As a means of assessment of air quality impacts, the ocular observations of the following sources of emissions at designated points of observation shall be reported:

Sources of Emissions	Points of Observation
Point Sources:	
Area Sources:	

4. Noise and Odor

Observations on the noise and odor within and outside the plant site shall likewise be recorded along the time of observation. Following are the points of observation:

*Within the plant site:*

- 1
- 2
- N

*Outside the plant site:*

- 1
- 2
- N

5. Water Quality Impact Assessment

Ocular assessment upstream, midstream and downstream of the receiving water bodies shall be recorded. Observation on the color, odor, siltation, presence of solid waste debris may be among things that can be included in the report.

An ocular inspection of the wastewater discharge at the following points shall likewise be included in the report:

- a. Point of discharge 1
- b. Point of discharge 2
- c. Point of discharge 3

The volumetric flowrate of wastewater discharge should be checked by looking at the flowmeter and recorded as part of the report

6. Compliance with good practices in hazardous waste management

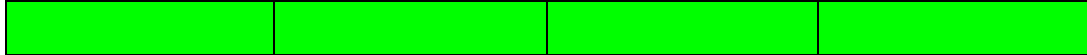
The report should include an observation on the actual practices in hazardous waste management vs. the following commitments as part of the EMP/requirements under RA 6969 IRR:

Type of Waste	Handling	Storage	Disposal
1			
2			
3			

7. Compliance with good practices in solid waste management

The report should include an observation on the actual practices in solid waste management vs. the following commitments as part of the EMP/requirements under RA 9003 IRR:

Type of Waste	Handling	Storage	Disposal
1			
2			
3			



8. Compliance with good practices in chemical safety management  
The report should include an observation on the actual practices in handling the following chemicals listed in EMB's PCL and CCO list as part of the EMP/requirements under RA 6969 IRR:

- 1.
- 2.
- N.

9. SDP Commitments  
The actual implementation of the following SDP commitments shall be included in the report.

Concern	SDP Commitment
<i>1 i.e Health</i>	<i>Medical Mission</i>
<i>2 education</i>	<i>scholarship</i>
3	
N	

10. Complaints Management  
The record on complaints and corresponding resolution shall be included in the report. During the site visit, assessment of the compliance to commitments to address previous complaints should be documented.

The customized Compliance Monitoring and Validation Report (CMVR) shall be used for the report on the quarterly site visit.

*Environmental emergency and complaints receiving and management mechanism*

The MMT System promotes stakeholder vigilance and as such, MMTs are expected to institute an environmental emergency and complaints receiving and management mechanism. The following describes the mechanism.

Complaint Verification and Management

1. The MMT through the secretariat shall receive complaints/ comments/reports. Environmentally-related complaints should be submitted to the MMT within three days upon occurrence of the incident.
2. The complainant shall be asked to submit a written complaint or assisted to fill up the complaint form (to be developed by the MMT – may be in local dialect).
3. The MMT shall determine whether the issue is within the jurisdiction of the MMT or not. The following criteria shall be used to assess the validity and relevance of an issue raised:
  - a) It is based on correct and updated information
  - b) It is directly relevant to the project/facility being monitored by the MMT
  - c) It is related to the environmental impacts of the project/facility being monitored.



4. Petty complaints that do not cause pollution or adverse impacts on the environment may be resolved by the MMT. Complaints related to pollution and other adverse impacts on the environment shall be transmitted to the nearest EMB Office and the EMB Central Office ASAP.
5. The complainant shall be informed of the MMT action on his/her complaint.
6. The Secretariat shall keep a record of these complaints along with a documentation of how it was resolved.

*(The MMT may add more detailed procedures and guidelines as necessary)*

#### Transmitting recommendation on the complaint

1. If the complaint/issue is outside MMT jurisdiction, the document(s) shall be forwarded to the concerned agency/entity.
2. Complaints related to pollution and other adverse impacts on the environment shall be transmitted to the nearest EMB Office and the EMB Central Office ASAP.
3. For compensatory claims proposed to be charged to the EGF, an investigation report with recommendation shall be forwarded to the EMB.

Figure \_\_\_ illustrates the environmental emergency and complaints receiving and management mechanism.

*Insert Figure*

*Figure \_\_\_\_ The flow chart of the complaints receiving and management mechanism*

#### Records Keeping

The MMT shall document relevant data, technical references and compile monitoring reports and store them at *(MMT shall decide on the records repository to be specified here)*, under the custody of *(specify custodian; preferably member of the MMT)*.

These documents may be used:

- as EMB's reference in the conduct of its own monitoring and further action as necessary
- for the assessment of the effectiveness of environmental management and corresponding enhancements as necessary
- for tracking of compliance with commitments by the project proponent
- For tracking of records of complaints and response by the project proponent

Public Disclosure and IEC

*(The MMT determines how the Public Disclosure and IEC will be conducted in consideration of the regional peculiarities.* The following shall be taken into consideration:

- Methods and procedures for public disclosure and information dissemination outside the membership of the MMT should be indicated in this section.
- Information should be in simple form.
- The disclosure system/policy of the following Information types shall be specified in the MOO;
  - Quarterly site validation reports
  - Semi-annual reports,
  - MMT activities,
  - updates about the project

The following Matrix is suggested to be included in the MOO to show Complementation of Public Disclosure and IEC

<i><b>WHAT TO DISCLOSE</b></i>	<i><b>WHEN TO DISCLOSE</b></i>	<i><b>HOW TO DISCLOSE</b></i>
1. Monitoring Reports		•
2. MMT activities		
3. Project updates		I.
4. Issues & concerns arising from community		

MMT Operations Enhancement Activities

The MMT shall endeavor to continuously improve/enhance the performance of its environmental monitoring and audit functions for it to be effective in assuring that the objectives for which the MMT was created are met. As such, the MMT shall engage in the following activities:

### *Review of Proponent's EMP including Monitoring Protocols*

Based on actual site observations, the MMT may review or question the setting of monitoring objectives, as well as the process in determining the significant impacts and parameters that will be monitored. The MMT can invite a qualified specialist if there is an indication that the determination process is flawed or does not address the concerns of specific stakeholders or the agreed monitoring objectives, in general.

The MMT can recommend additional monitoring parameters deemed critical to maintaining the environmental sustainability of the area as well as recommend removal of monitoring parameters in the monitoring plan deemed unnecessary. However, approval of such recommendations still rests with the EMB.

The MMT may recommend partial or full cessation of its monitoring activities, if warranted, on the following grounds:

- compliance with ECC and EMP commitments (partly or in full) has been attained, and/or
- a Sectoral Regulatory Unit (SRU) or alternative entity can take over some or all of the remaining monitoring tasks

### *MMT Performance Audit*

In line with the improvements being undertaken in the current MMT set-up and its operations, an MMT Internal Performance Audit shall be undertaken every (frequency and schedule to be indicated here shall be agreed upon among the MMT Members). It shall enable members to police their ranks as they all try to uphold the essence of the Code of Ethics, agreements entered into through the MOA and protocols developed amongst the members as stipulated in the MOO.

### *Annual Work-Planning*

An annual planning workshop may be conducted to assess the previous year's accomplishments vis-à-vis plans and targets as well as issues and problems encountered. In consideration of these, MMT activities for the succeeding year shall be planned. The work plan shall indicate the rationale per activity/task, schedule, human resources involved, logistics (administrative and other requirements) and financial requirements. All activities to be included in the plan shall be conducted in relation to the performance of MMT functions as earlier specified.

### *Continual Improvement of the MOO*

The MMT shall continually improve this MOO for greater efficiency. Any member of the MMT may suggest revision or enhancement of the provisions of this MOO which shall be deliberated on amongst the members of the MMT, then transmitted to the EMB for approval.

## FUND ADMINISTRATION AND MANAGEMENT

The Environmental Monitoring Fund (EMF) is a fund that the proponent commits to establish in support of the activities of the MMT. The amount of EMF for a specific year shall be based on the annual work and financial plan (AWFP) which is based on eligible expenses and standards.

### *Management of the Fund*

The proponent shall release the amount of funds based on the EMB-approved AWFP for deposit into a special bank account to be managed by the MMT Fund Administrator. Initially the amount to be released shall be equivalent to the projected expenses for the first three quarters and the succeeding releases shall be done semi-annually upon liquidating expenses and validating submission of MMT Report to EMB for the previous reporting period.

The mode of fund administration and management shall be decided upon by the project proponent in consultation with the MMT and should consider the MMT's independence. Independent action of the MMT in undertaking monitoring activities shall be ensured in the fund management system by eliminating the need for clearance from the proponent in every MMT Activity requiring funds.

The Fund Administrator shall accept the following fund administration and management responsibilities:

1. Shall open an account with a government accredited bank with the Chairperson or Treasurer of the MMT as signatory and the representative of the fund administrator as counter signatory.
2. Shall ensure timely release of funds necessary for the conduct of various MMT activities.
3. Shall manage the disbursement, replenishment and accounting of the bank account and provide the MMT with financial status update at least semi-annually.
4. ...
5. ...

The Fund Administrator shall be liable for any misapplication or inappropriate disbursements allowed to be charged against the EMF\_\_

The MMT, being accountable for the utilization of EMF, shall institutionalize best practice in EMF management and administration

### *Eligible Expenses and Standards*

The EMF shall be exclusively utilized to cover all costs attendant to the operation of the MMT. It shall specifically be used to defray expenses such as:

1. Transportation

Two (2) types of transportation costs may be charged to the EMF: 1) the costs incurred during monitoring and 2) the costs incurred in attending the MMT meeting. For transportation costs incurred in the conduct of monitoring, the basis of disbursement shall be the actual costs incurred through cash advance or on reimbursement basis. For transportation costs incurred in attending MMT meetings, actual costs incurred may be reimbursed or a fixed transportation allowance (TA) may be granted to official members of the MMT-~~MMT to specify which is which~~. For remote project sites where *public* transportation, meals and lodging may be unavailable, the Proponent may provide transportation, meals and lodging in lieu of reimbursements or fixed allowance.

2. Food and venue for MMT Meetings

The cost of food and venue shall not exceed the existing maximum allowable rates for government functions. The EMF may also be used for rental of equipment such as projectors, laptop, recorders, camera and other materials used for documentation, if the MMT does not own these.

3. Per diem to defray costs for board and lodging of MMT members or resource person during the duration of the fieldwork.

In order to defray costs for food and accommodation of MMT members or monitoring team, a reasonable allowance or per diem may be granted to cover such costs. The per diem or allowance shall only be granted for the duration of the fieldwork including provision for reasonable travel time. Such allowance should not be in excess of twice (2x) the existing government rate for such travel or fieldwork. At no instance should such allowance be granted for travel of less than twenty five (25) kilometers in distance as reckoned from the MMT Secretariat Office to the site of meeting or fieldwork. Furthermore, for remote project sites where public transportation, meals and lodging maybe unavailable, the Proponent may provide transportation, meals and lodging in lieu of reimbursements or fixed allowance.

4. Allowance / Honoraria

Payment of allowance / honoraria shall be commensurate to services rendered by the MMT members for actual MMT activities. The decision to receive allowances by other government officials or personnel is left to their discretion and judgment. Department of Budget and Management (DBM) guidelines on the granting of allowances shall serve as the guide. Membership in MMT or other such group is considered as public service. Such membership is not supposed to be used as an excuse for income augmentation. The participation of the private sector will concretize their concern for the environmental impacts of the project, and their subsequent commitment to safeguard their community. As per DAO 2017-15 the honoraria shall not be more than PHP 2000 per quarter per person.

5. Purchase and maintenance of Equipment to be used in documentation (computer, camera, etc.)  
In cases where the EMF is sufficient to purchase equipment, such equipment may be acquired through the following system of accountability:  
(MMT to specify here the system of accountability for the possession, custody, storage, use of equipment purchased through the EMF)
6. Cost of participation to trainings and other capacity building activities  
Attendance of *MMT* members to trainings and other capacity building activities shall be based on assessment of the training needs for skills necessary for the performance of their specific functions as members of the MMT. The cost of training shall not be in excess of twice (2x) the existing government rates.
7. Preparation of reports and public information campaign  
This shall include printing, packaging and distribution/dissemination cost at prevailing market price.
8. Other costs: Cost of hiring experts/consultants to train MMTs on skills relevant to their functions and efficient operations and to conduct special studies as may be deemed necessary. In areas declared by pertinent agency as hazard/hardship sites, the MMT shall be covered by reasonable insurance for the duration of the short-term activity.

#### *Disbursement Guidelines*

The EMF shall be disbursed based on the following guidelines:

1. Disbursements shall be based on the duly approved work and financial plan and within the limits prescribed herein. Each disbursement shall be supported by official receipt, properly approved and received disbursement voucher, or any proof or document to support the expenses incurred;
2. \_\_\_\_\_ shall undertake the accounting of all expenses by the MMT.
3. Any unexpended balance of the EMF at the end of the year shall be used to fund next year's Work and Financial Plan (WFP). In case of termination of MMT operation, any unexpended balance shall be returned to the proponent.
4. The proponent shall conduct regular audit of the EMF and apprise EMB on irregularities, if any.

#### *Preparation of Work and Financial Plan*

The rates and amounts that will be used in the preparation of the Work and Financial Plan shall be in accordance with the rates agreed upon and within the limits set or as prescribed in pertinent government guidelines. Following is a sample Work and Financial Plan that may be used for Annual Work and Financial Planning:

### SAMPLE WORK PLAN

No.	Function/Activities	Performance Indicator	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR
1.0	Preparation/Review and updating of MOO and other guidance documents	Final Draft MOO approved by EMB and other guidance documents	•			
2.0	Quarterly site validation	CMVR	•			
3.0	Regular Meetings	Minutes	• •			
4.0	Organizational and other Special Meetings	Documentation report	•			
5.0	Trainings and other capacity building activities		•			
6.0	Performance Audit	Number of members trained; Subject of training course				

### SAMPLE FINANCIAL PLAN

No.	Cost Item Per activity in the work plan	Unit Cost	Qty	Days/No	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR	TOTAL
1.0	Preparation/Review and updating of MOO and other guidance documents								
1.1	Meals and Venue								
1.2	Transportation Cost/Allowance								
1.3	Materials								
1.4	Honoraria								XXX
2.0	Regular Meetingas								
	Meals and Venu								
	Etc.								