

# Metro Manila Air Shed Governing Board

## MANUAL OF OPERATIONS

This Manual of Operations is presented in seven (7) modules and covers both administrative and financial aspects of the operations of the Metro Manila Air Shed Governing Board.

**Module 1** presents the *House Rules for the MMASGB* and covers the duties and functions, appointment, term of office, compensation, and selection criteria for the members, the composition and structure of the organization, and meetings and quorum.

**Module 2** discusses the *Management System for the Technical Administrative Secretariat of the MMASGB*. It describes the structure, functions and job descriptions of the Secretariat and its work process (i.e. flow of information). It also describes an administrative system for the Secretariat which covers human resources, legal and regulatory procedures, health and safety, records management, and procedures for calling a Board meeting.

**Module 3** presents the *Financial Management Systems and Procedures* for the MMASGB. It covers planning, budgeting system and procedures, funds flow and procedures for release, accounting and financial reporting, and financial reports.

**Module 4** presents the *Work Process Design* for the major functions of the MMASGB and the activities identified in the MMASGB Action Plan. It shows the task analysis and sequence flow chart of the different functions of the MMASGB. It also shows the work process linkages, information requirements and approval process between and among the members of the MMASGB in implementing the MMASGB Action Plan.

**Module 5** presents a *Guide for Project Planning and Budgeting*. This guide simply contains general concepts and principles of strategic planning and budgeting and tips on how to do the process such that the results are reliable and useful.

**Module 6** presents a *Monitoring and Evaluation System Manual* for the MMASGB. It aims to provide a suitable monitoring and evaluation system for monitoring programs and initiatives administered by the GB, beginning with the ongoing program. It also includes procedures for evaluation for use by the GB - initially, to evaluate the effectiveness of the current program upon its completion, and as a long-term tool for evaluating the results of future programs effectively.

**Module 7** presents a *Simple Guide to Building Consensus*. It describes what consensus building is and gives pointers on when to do it and how it can be done.

This Manual of Operations is divided into modules for ease of reference. However, while each module can be used as a 'stand alone' guide, all the modules are essentially inter-related so that the use of one can be further enhanced by referring to the other related modules.

Further, given that the MMASGB is a young and dynamic institution, it is anticipated that this Manual will continue to evolve to reflect the change in plans and priorities of the MMASGB in response to future changes in its internal or external environment.