

METRO MANILA AIR SHED  
GOVERNING BOARD

MODULE 1

House Rules





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## Information Page

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## Revision History

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## **Section 1: Introduction**

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The Metro Manila Air Shed Governing Board has instituted a number of House Rules to guide its operation. This manual describes the Board's duties and functions, composition and organizational structure, appointment, term of office, compensation, selection criteria for members, meetings, and quorum.

The House Rules described in this manual has been approved by the MMASGB. They were developed based on relevant sections of the Philippine Clean Air Act of 1999 (RA 8749), its Implementing Rules and Regulations (DAO 2000-81), relevant DENR Administrative Orders (eg. DAO 2002-05) and Special Orders (eg. SO 2005-28; SO 2005-981; SO 2006-377), and from inputs from the members of the MMASGB gathered during its regular meetings.

The purpose of this Manual is to provide operational guidelines for the MMASGB as it operates as a distinct institution.



## **Section 1: Introduction**

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### **1.1 Organization Overview**

The Interim Metro Manila Air Shed Governing Board was created by virtue of DENR Administrative Order 2002-05. The MMASGB is essentially a planning and policy development organization who has its main focus on the improvement of air quality within the Metro Manila air shed. It acts as a coordinating agent for all government agencies whose environmental activities affect the areas within the air shed. It is the voice of the public in air quality matters. It also monitors the implementation of the air quality requirements of all government agencies and may propose new or modify rules, regulations and standards to DENR-EMB for adoption and implementation. The Governing Board also evaluates and recommends specific air quality control strategies to attain and maintain ambient air quality standards in the air shed.

The MMASGB is an inter-regional and geo-political body whose area of jurisdiction extends to the three regions included in the air shed: Region 3, Region 4A and the National Capital Region. Subject to the approval of the DENR Administrative Order revising the area of coverage of the air shed, this jurisdiction will cover 25 cities and 83 municipalities.

The MMASGB is also a multi-sectoral body whose members come from different government agencies, local government units, private business organizations, the academe, peoples' organizations, and non-government organizations.

The nature of the Board will be made permanent once the DENR Administrative Order revising the coverage of the air shed has been approved.



## **Section 1: Introduction**

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### **1.2 MMASGB VISION**

Clean air for all

### **1.3 MMASGB MISSION**

To forge alliance, coordinate activities and mobilize resources to attain clean air for the benefit of the stakeholders within the Metro Manila air shed.

### **1.4 MMASGB GOALS**

- ✓ Achieve self-reliance and sufficiency in fund generation and mobilization
- ✓ Review and revise ambient air quality guideline values
- ✓ Intensify stakeholders' awareness and encourage genuine commitment and participation

### **1.5 MMASGB VALUES**

Good governance, citizen participation



## **Section 2: Organization**

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### **2.1 Organization Structure**

The Environmental Management Bureau of DENR, as the lead implementing agency of the Philippine Clean Air Act (RA 8749), provides leadership and guidance to the Metro Manila Air Shed Governing Board in the implementation of its action plan covering the air shed.

Pursuant to relevant Sections of the Implementing Rules and Regulations of RA 8749, the following also forms part of the MMASGB:

#### **2.1.1 Executive Committee**

Pursuant to Rule XV, Section 7 of DAO 2000-81, the Executive Committee carries out the day-to-day management and administrative functions of the Governing Board. It is the recommendatory and implementing arm of the MMASGB.

#### **2.1.2 Technical Working Groups**

Pursuant to Rule XV, Section 8 of DAO 2000-81, these groups ensure the broad-based participation of stakeholders in the MMASGB. The MMASGB has three Technical Working Groups which correspond to their area of service: control strategy evaluation and standards/rules modification; public awareness and capacity building; and funding.

#### **2.1.3 Technical Administrative Secretariat**

Pursuant to DENR Special Order 2005-981, the Secretariat provides overall technical and administrative support to the Governing Board, the Executive Committee and the Technical Working Groups.





## Section 2: Organization

The organizational structure of the MMASGB is illustrated in the figure below.

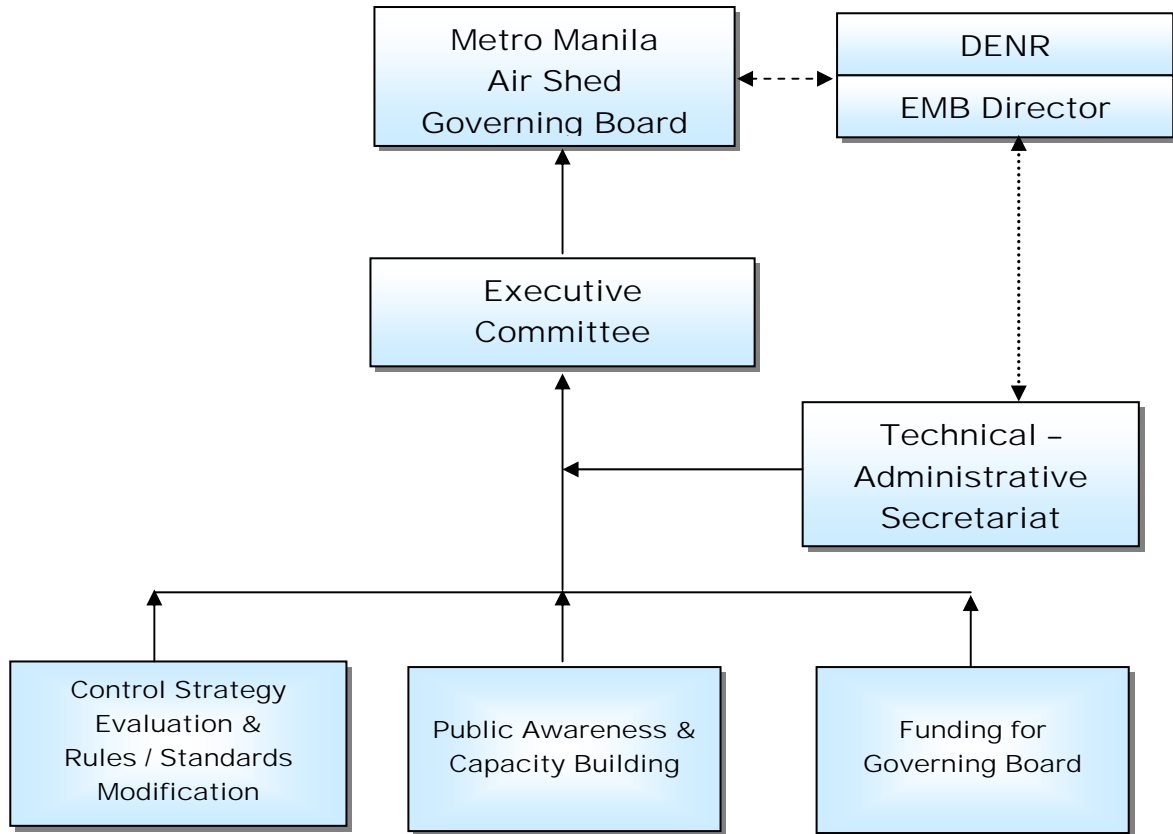


Figure 1. Organizational Structure of the Metro Manila Air Shed Governing Board



## Section 3: Composition

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### 3.1 Metro Manila Air Shed Governing Board

The Metro Manila Air Shed Governing Board is headed by the Secretary of the Department of Environment and Natural Resources as Chairperson. The members are as follows:

- (a) Provincial Governors from areas belonging to the air shed
- (b) City/Municipal Mayors from areas belonging to the air shed or the MMDA Chairman in case of Metro Manila / National Capital Region

*\*The City/Municipal Mayors from those cities/municipalities included in the air shed shall be represented instead by a designated representative from the League of Cities/Municipalities. However, with regard to the resolution of policies or issues, the individual members shall still be entitled to vote.*

- (c) A representative from the following government Departments: Environment and Natural Resources (DENR) Regions III, IV-A and National Capital Region, Public Works and Highways (DPWH), Transportation and Communication – Land Transportation Office (DOTC-LTO), Trade and Industry (DTI), Health (DOH), Energy (DOE), Science and Technology (DOST), Budget and Management (DBM), National Economic and Development Authority (NEDA), Education (DepEd), Interior and Local Government (DILG), the Laguna Lake Development Authority (LLDA), the Commission on Higher Education (CHED), the Technical Education and Skills Development Authority (TESDA), and the Philippine Information Agency (PIA)

*\*Representatives of other government agencies may be invited on as need basis.*

- (d) Representatives from people's organizations
- (e) Representatives from non-government organizations
- (f) Representatives from the private/business sector, including the Transport Sector, in particular
- (g) Representatives from the academe

The ratio of Board Representatives from government agencies to those from the private sector and from civil society shall be on the order of 5:2:2. The target ideal



## **Section 3: Composition**

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number of members shall be 32 (18 government agencies, 7 civil society, 7 private business sector).

There shall be two (2) Deputy Chairpersons for the Metro Manila Air Shed who will come from among the three (3) Regional Directors of the Environmental Management Bureau of the DENR. The Secretary shall make the selection through a Special Order.

### **3.2 Executive Committee**

The Executive Committee consists of nine (9) persons chosen from among the members of the MMASGB: the Chairperson, two (2) Deputy Chairpersons and six (6) members while respecting the ratio of government representatives to representatives from the private sector and civil society of 5:2:2.

The members of the Committee shall be elected by the governing board at large for a term of two (2) years.

The Chairperson of the Board shall head the Executive Committee.

### **3.3 Technical Working Groups**

The MMASGB has three (3) Technical Working Groups composed of the different members of the Governing Board:

1. Control Strategy Evaluation & Rules/Standards Modification
2. Public Awareness and Capacity Building
3. Funding for GB Operations

### **3.4 Technical Administrative Secretariat**

The composition of the Technical Administrative Secretariat for the MMASGB is identified in DENR Special Order 2005-981.



## **Section 4: Selection Criteria**

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### **4.1 Government Agencies and Local Government Units**

As mandated by Rule XV, Section 5 of the Implementing Rules and Regulations of the Act (RA 8749).

### **4.2 Peoples' Organizations / Non-Government Organizations**

1. Duly registered and in good standing with the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Social Welfare and Development, any national government agency or Local Government Units that is empowered by law or policy to accredit people's organization and non-governmental organizations.
2. Organizational purposes and objectives should include advocacy on environmental and/or health concerns.
3. The Organization must be based within the air shed. They must have strong presence or recognized by other stakeholders within the air shed and/or other regions in the country.
4. Reliability as evidenced by the preparation of annual reports and conduct of annual meetings.
5. Good track record of participation in the implementation of environment related projects for the past five (5) years.
6. The Organization must be able to designate a focal person who is strongly committed to discharge his/her function as member of the Governing Board. The said focal person must be knowledgeable in matters relating to air pollution.
7. The Organization must have communication facilities such as landline telephone, mobile phone, fax or email.

### **4.3 Executive Committee**

1. According to Rule XV, Section 7 of the Philippine Clean Air Act and Its Implementing Rules and Regulations, "...Where possible members of the Committee will be selected for their expertise in the subject area. Representatives will be selected from the appropriate region."



## **Section 4: Selection Criteria**

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2. Members must have at least (3) years of related experience in matters related to environment, especially air pollution.
3. Members must be willing to serve for a term of two (2) years.
4. Members must have good track records of involvement/participation on projects related to environment.

### **4.4 Technical Working Groups**

1. Members must have basic knowledge and understanding and had been involved in environmental management and pollution control.
2. Members must have technical expertise as per issue to formulate policies.
3. Members must have good track records of involvement/participation on projects related to environment.



## **Section 5: Appointment of Board Members**

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The Secretary shall formally designate the members of the Board.

Concerned government agencies shall appoint their own representative in the Board.

Concerned POs, NGOs and private business sector in the air shed or with recognized interests in the air shed shall choose their representatives by and among themselves through sectoral assemblies convened for the purpose.

The PO or NGO shall be limited to one (1) representative in the Governing Board. In cases where the Organization has a number of chapters, offices or affiliates within the same air shed, preference shall be granted to other organizations provided that such organization qualifies or is eligible.

Other organizations may be granted more than one (1) representative subject to approval by the Department.



## **Section 6: Duties and Functions**

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### **6.1 Metro Manila Air Shed Governing Board**

1. Formulate policies and set standards in conformity with existing national laws
2. Prepare and approve a common Action Plan
3. Approve proposals that will focus on programs and policies emanating from the Board, work plans, action plans, and guidelines including agreements and other related documents for the management of the air shed in accordance with the approved Common Action Plan
4. Monitor the implementation of programs as agreed in the Action Plan
5. Monitor and evaluate the performance and compliance of partners to the terms and conditions of any contract or agreement in relation to the common Action Plan
6. Provide a continuing forum for discussing air quality management issues
7. Coordinate the functions among its members
8. Submit and publish an Annual Air Quality Status Report
9. Monitor the allocation and use of the Air Quality Management Fund for the running costs of the Governing Board
10. Accept, allocate and monitor donations to the extent that it complies with the provisions set forth in the Clean Air Act

All actions taken in line with the abovementioned functions shall be subject to a majority vote.

### **6.2 Executive Committee**

1. Translate policies and long term plans of the GB into specific actions and ensure their effective implementation
2. Prepare policy recommendations or changes for the approval of the GB
3. Set specific tasks, directions and priorities for the TWGs
4. Review and evaluate the outputs of the TWGs and recommend for approval of the GB
5. Perform other related tasks as may be required by the GB



## **Section 6: Duties and Functions**

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### **6.3 Technical Working Groups**

- (a) Control Strategy Evaluation & Rules/Standards Modification
  - Assists the Governing Board in evaluating and recommending air quality modeling, emission inventory, control technologies, fuel oil, and emission standards
  - Assist the Governing Board in establishing an Air Quality Index
- (b) Public Awareness and Capacity Building
  - Assists the Governing Board in the planning, implementation, monitoring and evaluation of all advocacy and educational activities in various forms
  - Assists the Governing Board in the dissemination of Air Quality Index
- (c) Funding for Governing Board Operations
  - Assist the Governing Board in identifying, accessing and allocating funds for the implementation of the Governing Board Action Plan through AQMF, fees and charges, donations and endowments, grants, etc.

The Chairperson, in his/her interim capacity, may create Interim Committees and/or Technical Working Groups as may be deemed necessary.

### **6.4 Technical Administrative Secretariat**

1. Assists the Board in identifying air pollution problems, needs and priorities
2. Assists in formulating policies, strategies and action plans for air quality management in the air shed
3. Assists in identifying, accessing and allocating funds for implementing the plans and programs
4. Assists in coordinating and monitoring the implementation of plans and programs
5. Liaise with Board members and their organizations on air quality matters
6. Draft the annual air quality status report for the air shed
7. Facilitates the involvement of stakeholders through the TWGs
8. Assists in providing technical advice to the Board on air quality matters
9. Organize and provide secretarial services for Board, ExeCom and TWG meetings





## **Section 6: Duties and Functions**

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10. Manages the Board's financial and administrative systems and records



## **Section 7: Meetings**

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The Board shall meet at least once every quarter. The Executive Committee shall meet at least once every month.

In the absence of the Chair, the Deputy Chair will preside the meeting of the Governing Board.

The Board, the Executive Committee and the Technical Working Groups may convene for special meetings as deemed necessary.

In cases where a member cannot attend a scheduled meeting, the said member can be represented by an authorized representative. The representative shall carry all the rights and responsibilities of the official member in such meetings.

The Technical-Administrative Secretariat of the Board shall prepare the notices as well as the minutes of the meetings of the Board, the Executive Committee and the Technical Working Groups. Notices and copies of minutes of previous meetings shall be issued five (5) working days before each meeting.

In cases where immediate action is required on matters discussed during the meeting, the minutes shall be made available within five (5) working days after the meeting.

The Department shall provide basic funding from the Air Quality Management Fund for the conduct of regular meetings of the Governing Board, the Executive Committee, Technical Working Groups and other activities to be conducted in the implementation of the Act. Additional funding shall be made available to support civil society activities aligned with the implementation of the Act provided these activities are included in the common Action Plan for the air shed.



## **Section 8: Quorum**

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A quorum shall consist of a majority (50 percent + 1) of the members of the group meeting.