

Japan International Cooperation Agency (JICA)  
Board of Investments (BOI)  
of Department of Trade and Industry(DTI)

**The Study on  
Environmental Management  
with  
Public and Private Sector Ownership  
(EMPOWER)  
in  
the Republic of the Philippines**

**Final Report**

**Volume II**

**September 2003**

**EX Corporation**

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## **IEM Information System**

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## **ANNEX 7.1**

### **7.1 Minutes of IEM Information System Pilot Project Steering Committee Meetings**

#### **7.1.1 The 1st Meeting (November 28, 2002)**

##### **ATTENDEES**

- |                       |                 |
|-----------------------|-----------------|
| 1. Ms. Kaoru Oka      | JICA Study Team |
| 2. Ms. Precy Rubio    | JICA Study Team |
| 3. Ms. Raquel Echague | BOI             |
| 4. Ms. Lisa Antonio   | PBE             |
| 5. Ms. Mila Antofina  | PBE             |
| 6. Ms. Ghetto Pascual | EPIC Project    |
| 7. Ms. Aloï Santos    | EPIC Project    |
| 8. Ms. Suzita Oredina | DOST – ITDI     |

##### **WELCOME AND INTRODUCTION**

The first meeting of the IEM Info System was held November 28, 2002 at BOI, Makati City. It was presided over by the Program Director, Ms. L. Antonio. Attendees introduced themselves and their organizations. Although not able to attend, the following were also invited to the Steering Committee : Clean and Green Foundation (CGF), Pollution Control Association of the Philippines (PCAPI), Phil. Sustainable Devt Network (PSDN).

Ms. R. Echague, from the BOI – Environmental Division, gave a brief overview of the EMPOWER Project , followed by details of the IEM Info System Pilot presented by Ms. L. Antonio.

The objectives of the IEM Info System Pilot are (a) to increase accessibility of Philippine industry to environmental information by establishing an integrated IEM info clearinghouse which includes an integrated IEM info website at PBE, (b) to create opportunities for suppliers and users of environmental information to improve access and exchange of information in partnership with BOI, and (c) to establish roundtables to improve IEM info coordination and promotion.

##### **DISCUSSION HIGHLIGHTS**

Ms. K. Oka clarified that the Project is supposed to develop the framework of an integrated IEM info system which includes but is not limited, to the creation of a website at PBE. The framework will be the basis for an IEM Master Plan which will address IEM issues identified in the EMPOWER Study and which will involve many different groups from government, industry and other sector. These groups are to be brought together through five roundtable discussions led by BOI.

Ms. R. Echague suggested combining the (current) IEM Steering Committee with the Working Committee because of concerns over the number of overlapping meetings. Ms. S. Oredina suggested that if this is the case, the composition and tasks of both committees should be clarified – i.e. the Steering Committee will steer the design of the integrated IEM info system (based on an analysis of existing contents and available forms of IEM info and of info users needs) whereas the Working Committee will discuss how to coordinate and improve IEM info dissemination and sharing and propose ideas to the Steering Committee.

Ms. L. Antonio clarified that with regards to the composition, the Steering Committee will consist of those present and the Working Committee will be the Steering Committee plus others to be yet

invited. Among those identified by the group are the Asia Pacific Roundtable for Cleaner Production (APRCP), the Environmental Management Bureau (EMB), the Laguna Lake Development Authority (LLDA) and other industry associations with IEM info programs (like Philippine Exporters Confederation, Inc., Phil. Asso. Of Environmental Auditors, Institute of Public Accountants), Phil. Economic Zone Authority, the Development Bank of the Phils and the Land Bank of the Philippines. Ms. R. Echague further suggested that the meetings of the Steering Committee and the Working Committee can be held back to back.

Ms. P. Rubio then presented the current status of information on Cleaner Production (CP) / Pollution prevention from the second EMPOWER workshop, and invited the group to forward to her additional suggestions for enhancing the list. When it was pointed out that JICA – supported projects were not included, Ms. K. Oka replied that the JICA – Manila office had no library where these are kept, although they are available with the Environmental Mgt. Bureau.

The group then proceeded to an initial discussion of IEM Information Providers and Users' Needs using a matrix proposed by Ms. K. Oka. The matrix listed 5 general types of IEM information needs, namely: Technologies/ Methods, Training and Seminars, Financial instruments, EMS Tools, Environmental Services. The group attempted to identify the current status and issues on IEM (See Annex). The matrix would still need, however, to be recirculated among the committee members for more substantial input and further validated with other users.

Ms. M. Antofina presented the proposed IEM Information Website and web content. PBE is currently reviewing proposals of potential web site consultants.

In response to Ms. G. Pascual's inquiry on how JICA will help PBE to become a "center" for IEM Information, Ms. K. Oka replied that the Project will provide equipment and resources for staff hiring and conduct of seminars and roundtables.

Finally, the group agreed to have the next Steering Committee on Feb. 3, combined with the first Working Committee meeting from 9:00 a.m. – 12:00 at BOI with the following agenda:

- Presentation of IEM information users and needs
- Existing databases for inclusion in the IEM info systems database / PBE website
- Presentation (by the PBE Consultant) of a Website Functional framework and prototype design

## **CONCLUSION**

In this meeting, the IEM Information Systems Steering Committee was formally established and the composition and tasks of the Working Group were also clarified. An initial matrix of IEM information needs and issues was prepared, but needs more substantial input from information users through continuing validation over the next month. These needs will be the basis for a roundtable series led by BOI to design an IEM Master Plan. They will also be used as basis for developing an IEM information website to be hosted by PBE. A proposed IEM Information Concept Paper describing website structure and content was also presented, and will be used for drawing up the Terms of Reference for a consultant to be hired by PBE.

### **7.1.2 The 2nd Meeting (February 3, 2003)**

#### **ATTENDEES**

1.	Raquel Echague	BOI –DTI
2.	Priscilla Rubio	EMPOWER
3.	Marly Cadenas	EMPOWER
4.	Lisa Antonio	PBE
5.	Gerry Baviera	ASTI
6.	Joyce Villavieja	ASTI
7.	Bonita Reyes	EPIC
8.	Frieda Tabuena	EPIC
9.	Jun Alvarez	Clean & Green
10.	Ritchie Anne Guzman	EMB-DENR
11.	Mila Antofina	PBE

#### **AGENDA**

- Review and approval of the Nov. 28, 2002 Steering Committee Meeting Minutes
- IEM – ISP Progress Update
- Presentation of IEM information users and needs survey
- Presentation of collected IEM databases
- Proposed functional framework and prototype design (c/o ASTI)

#### **MEETING HIGHLIGHTS**

##### **Welcome and Introduction**

L. Antonio chaired the meeting and acknowledged those present, noting that the Steering Committee (SC) meeting originally scheduled for the morning was moved to the afternoon of the same day due to some miscommunication about the time.

The group also felt it might be appropriate to invite the DOST – IPCT (Integrated Program on Cleaner Production Technologies) to the SC, and L. Antonio is to check for concurrence from C. Silverio from DOST – ITDI, who is already part of the SC.

##### **Discussion of Agenda Items**

The group reviewed the minutes of the Nov. 28 SC Meeting, which was adopted upon recommendation by R. Echague and seconded by P. Rubio.

M. Antofina gave a Progress Update, in which she highlighted the creation of the SC which had its first meeting on Nov. 28, 2002, the development of the Matrix of IEM Information User needs, issues and recommendations and the preliminary collection of IEM databases as basis for website development.

Since the SC members present were among those who participated in the further discussion of the IEM information users / providers' matrix in the preceding IEM – ISP Working Group meeting, the group felt it was not necessary anymore to discuss this further.

Regarding the status of the website, L. Antonio explained that some of the SC members who were present in the morning, already had a chance to comment on the preliminary prototype presented by representatives from Ayala Systems Technology Inc (ASTI), who are the contracted website

developers. The group made suggestions for the homepage and in particular the navigational menu, which are to be captured in an outline that M. Antofina will prepare, as follows:

- Environmental Technology
- Library Resources
- Seminars/Trainings
- Speakers' Bureau
- Environmental Financing
- Environmental Service Providers
- Technical Assistance Option
- Industrial Waste Exchange Program (IWEP)
- Business Agenda 21 (BA 21)
- Other Projects

### **Next Steps**

The next step is for ASTI to develop a full prototype design to present at the next SC meeting scheduled for March 4, 9 – 11 a.m. at BOI. SC members will have a chance to make final comments before the functional website is completed in early April. ASTI representatives explained that this will then be followed by a “trial period” of two weeks prior to its official launching.

Also to be included for discussion in the next SC meeting is the proposed outline for the integrated IEM information system framework.

The meeting was adjourned at 5:00 pm.

### **7.1.3 The 3rd Meeting (May 5, 2003)**

#### **ATTENDEES**

1.	Priscilla Rubio	JICA/EMPOWER
2.	Helen Caseo	BOI-EMD
3.	John Erwin Furaganon	BOI-OIP
4.	Lisa Antoni	PBE
5.	Mila Antofina	PBE
6.	Aloisa Santos	EPIC
7.	Reynaldo Esguerra	ITDI-DOST
8.	Suzita Oredina	ITDI-DOST

#### **AGENDA**

- Review and approval of the Feb. 3, 2003 Steering Committee Meeting Minutes
- Presentation of draft input to the IEM National Action Plan
- Presentation of Executive Summary of ASTI's Contract
- Review of the IEM web content and structure

#### **MEETING HIGHLIGHTS**

##### **Welcome and Introduction**



L. Antonio chaired the meeting and acknowledged the presence of Engr. Reynaldo Esguerra from the Department of Science and Technology – Integrated Program on Cleaner Production Technologies (DOST/ITDI-IPCT) as a new member of the SC.

R. Esguerra clarified that the DOST / IPCT should be reflected in the February 3 meeting minutes as the IPCT / ITDI / DOST.

P. Rubio approved for the adoption of the minutes of the meeting. A. Santos seconded the approval.

### **Framework of Proposed IEM Information System**

L. Antonio presented the draft framework for the proposed IEM information system noting that this was based on current IEM issues & concerns identified by the EMPOWER study and validated by the IEM Information users/providers survey/matrix.

The framework also acknowledged current existing IEM information sources and databases being maintained by several organizations/agencies. The key elements of the framework are the definition of IEM, the target information users and providers and the goals and characteristics of an IEM Integrated Information System. P. Rubio suggested that the draft also include a graphical presentation of the framework.

R. Esguerra suggested that the proposed Information Systems Model prioritize goals on providing information linkages before advocacy and empowerment goals. He said that the primary objective is to help the industries get the specific information on services that they need. He noted that the first two goals are already being served by PBE and the other two goals can be “phased-in”.

L. Antonio proposed that the IEM Information System be tentatively called the Integrated IEM Knowledge Network. She invited other suggestions, but reminded the group that it should convey the nature of the Information System – i.e. for industry and about the environment. She hoped they could come up with a “catchy” term which will give a unique identity to the website. Engr. Esguerra volunteered the use of an “ENTER” acronym though the full name still needs to be spelled out. Others suggested use of the terms “portal” or “center”, but no decision was reached.

L. Antonio continued to present the four potential components of an IEM Information System:

- **Information Clearinghouse** – responding to general IEM inquiries, maintaining and updating a core collection of web-based IEM references, publications, reports, archives of IEM projects and hyperlinks to other websites.
- **Outreach Program** – advocacy and promotion of IEM via seminars, dialogues, academic tie-ups, demonstration projects, case study documentations, IEM proposal development and technology packaging.
- **Matching Programs** – referrals services to service providers, investors, business ventures, donor matching, co-financing, student internships, public/private participations.
- **Advisory and Technical Services** – through counseling, direct assistance to businesses for cost-effective compliance and pollution prevention, one-on-one technical assistance including plant assessments, mentoring, technology verification/packaging and incubation

L. Antonio discussed the proposed “Industrial Extension Model” which integrates environmental information services of partner organizations which already have active environmental outreach, training & technical/advisory, experiences/programs for industry, with a “command center” hosted possibly at PBE’s website. A. Santos thus referred to the website as just a “portal”. The group also suggested that academe be included in the network.

The members of the group noted that the scope of service which the Knowledge Network can provide will depend on capability of the network partners themselves. They also emphasized that the key role is information assistance rather than technical assistance, which is the role of the Partners “after the network matches them to the information Seeker”.

L. Antonio shared information on the technology incubation model of Ayala Corp. in cooperation with University of the Philippines (UP) wherein a company proponent avails of free technical assistance, access to laboratories, free office space, professional advice for a period of 6 months. This is not necessarily, however, for environmental technologies.

E. Furaganon also requested more details on potential financial schemes for long-term operation of the Knowledge Network. PBE will revise the draft model accordingly.

### **PBE Website Development**

M. Antofina presented the executive summary of the contract of Ayala Systems Technology, Inc. (ASTI) which was selected by PBE as the website developer. She mentioned that the primary objective of ASTI is to develop the existing databases (of PBE and other agencies) into a web-enabled database to facilitate easy access of information for the industries. She explained that the website is intended for giving and receiving information. She also mentioned that ASTI will develop a mechanism for financial sustainability of the website like having a space for advertisers, giving login name for subscribers, etc. ASTI will post the initial output of the website by March 24. A. Santos asked for a dummy website where the group can give initial comments on it two days prior to final posting in the Internet.

S. Oredina inquired about a “verification process” for environmental service providers (ESPs) who wish to be included in the website. M. Antofina replied that the website will allow ESPs to send their information electronically to PBE, but there will be a screening process before it is loaded, though details have not been identified.

## **CONCLUSIONS**

The SC reviewed and approved the February 3 Steering Committee Meeting Minutes, with minor changes.

The SC also reviewed the framework for the proposed IEM Integrated Information Systems stressing that priority goals are to inform and link, whereas advocacy and empowerment goals would be achieved by linking the information users/seekers to groups which already provide these services.

The SC discussed the proposed IEM Integrated Information Systems, tentatively referred to as the IEM Knowledge Network and, based on the agreed framework, noted that the main components are as follows:

- **Information Clearinghouse and**
- **Matching Facility**

Since the Network is an Information Network, scope of services beyond providing information & linking information users & providers is dependent on the capability of the Network Partners. The role of the Network is to refer “visitors” to the appropriate organizers that do outreach (e.g. training & project implementation) and advisory/technical assistance (e.g. counseling, technology packaging, one-on-one assistance).

SC members are to send any additional comments to PBE within the week for finalization of the framework and proposed model. For the website, SC members will also send comments on the following:

- The URL of the dummy website
- The text content of the website

These will be e-mailed to SC members who were not present at the meeting (e.g. EMB, PAEAP, PCAPI).

The next meeting will be on April 2, Wednesday, 9:00 – 11:00 at BOI.

The meeting was adjourned at 10:20 a.m

#### **7.1.4 The 4th Meeting (April 2, 2003)**

##### **ATTENDEES**

1.	Marlito Cardenas	JICA Study Team
2.	Priscilla P. Rubio	JICA Study Team
3.	Raquel B. Echague	BOI
4.	Rene Mojica	ITDI-IPCT
5.	Belinda Villanueva	ITDI
6.	Lisa Antonio	PBE
7.	Bonita Reyes	EPIC
8.	June Alvarez	Clean & Green Foun. Inc.
9.	Ma. Editha Vilela	ASTI
10.	Rina Alcantara	ASTI
11.	Gerry Baviera	ASTI
12.	Mila Antofina	PBE

##### **Mtg. AGENDA**

- Review of the March 5, Minutes of the Mtg.
- Progress Report/Update
- Approval of the design of the Integrated IEM Info System
- Planning on Policy/Actions for Coordination & Improvement of IEM Info (BOI-led)
- IEM Info Website

##### **DISCUSSION HIGHLIGHTS**

Upon certification of the presence of a quorum by IEM – ISP Proj Mgr. M. Antofina, L Antonio welcomed those present and checked for agreement on the agenda. She herself proposed that a Progress Update be included after a review of the minutes. She then turned over to M. Antofina to chair the meeting.

##### **Re Approval of Mar 5 Mtg Minutes:**

M Antofina solicited comments on the mtg minutes of March 5. R. Echague cited correction of the names of the following attendees in the mtg minutes, namely, Helen Casco and Erwin Furagganan She

also said that DOST – IPCT be corrected as DOST/ITDI-IPCT. She further noted that the minutes were to be emailed not just to the SC, but to the working group (i.e., PCAPI and PAEAP)

M. Cardenas expressed concern over the consistent lack of an EMB representative and said that he had discussed this with EMB Director Julian Amador, as a result of which the EMB – EQD Head, Linda Gonzalez (or her representative Leah Texon), will replace M Sabater in the SC. To formalize this, PBE will send a confirmation letter to Dir. Amador, and invite L. Gonzalez to the next mtg.

The minutes were approved after R Echague moved for their approval and the motion was seconded by M Cardenas.

### **Progress Update**

Upon the approval of the group, M Antofina presented the progress report of the project highlighting on the schedule of activities for every phases. She explained that ASTI and PBE see to it that before the Environment Day Exhibit in June 6/7, the IEM website with web-enabled databases will be on-line already.

### **Matters arising from the mtg**

R Echague inquired about the decision on the name of the info network. L Antonio recalled that suggestions were solicited from the group during and after the last meeting. Since none were received, PBE proposed an alternative name as PBE.NET info network, for the group’s consideration later in the meeting, as reflected in the agenda.

### **Approval of the Proposed Integrated IEM Info Systems**

L Antonio gave a recap of the framework that was presented and approved at the last meeting during which the proposed design for an Integrated IEM Info System was also discussed. She explained how the System Diagram described the Target Beneficiaries (Info Users and Providers), the Primary Goals (to inform and link) and Secondary Goals (for outreach and empowerment), and the principal strategies to achieve each goal.

Among the comments of the group were the following:

- M Cardenas suggested that Advocacy and Technical Services be revised into Advocacy, Technical and Extension Services. He also suggested including private-public partnerships for co-project implementation and the one-on-one assistance such as regulatory compliance advisory service in this category.
- M. Cardenas suggested the use of the term “empowering services” for the “capacitating services”.
- M. Cardenas also suggested to change “IEM Outreach Programs” to IEM Communication Outreach Program to further highlight its objective advocacy and promotion of environmental information.
- R Echague clarified that the network will not limit links to investors only to those in PBE’s database. She said that BOI itself also has a similar database.
- L Antonio suggested creating the equivalent of a sort of editorial board which will meet quarterly to review content, ensure quality and relevance of the info network, as part of the monitoring and review mechanism.

- M Cardenas also advised that the arrows in the diagram be color – coded , to differentiate the action oriented part of the network, to emphasize the primary goals and secondary goals of the Info network, and to better illustrate the flow from the goals to the strategies.
- P Rubio clarified whether the network will actually provide the one–on–one assistance or refer to Environmental Service Providers (ESPs). M Cardenas replied that there are cases where mentoring and face to face interaction is needed. Though not the immediate objective, he said “it should be part of the trajectory of services”.
- M. Cardenas shared the METI model which is organized to promote technology via a range of services that include research, technology promotion and assistance. While such a model is not possible at this point, he stressed that it should be considered as an end point.

PBE will incorporate the above suggestions into a revised diagram for the next SC meeting.

### **Planning on Policy / Actions for Coordination and Improvement of IEM Information**

Only one policy dialogue has been held thus far. R Echague consulted the group on whether the next dialogue should focus on discussions about the sustainability of the info network or on how to strengthen the capacity of a non – government entity like PBE to manage the network, such as what she observed from her recent Japan study visit. She noted that PBE currently has limited in – house technical capability and would need institutional support, possibly via some government policy that would emphasize the need for IEM information promotion as part of the role of government agencies which work with industry.

M Cardenas agreed that having such a policy would be more desirable than just having a MOA among the network partners, to make sure that the network, once set up, continues to enjoy institutional support from BOI (and other govt agencies) and remains responsive as well to these agencies. He thought that the Ecolabeling set – up (e.g. with a multisectoral advisory Board chaired by DTI) would be a useful operational model.

R Echague identified possible attendees to the next policy dialogue as therefore coming from the internal units of DTI and BOI itself, plus members of the IEM – ISP SC / WG. M Cardenas suggested that the dialogue agenda could feature the presentation by R Echague of a concept paper on operational partnerships between environment and industry agencies jointly working to promote IEM, based on her observations during her recent Japan study tour. Comments from the dialogue would be used to enhance the concept paper which would then be presented to the DTI / BOI Management Committee as a step towards getting support for any proposed policies on IEM promotion. L Antonio suggested getting strong endorsement from DTI top management, either Usec Domingo or Usec Bulaong to ensure the appropriate attendees at the dialogue. R. Echague will coordinate with M Antofina for setting up the meeting on April 25, 2 – 4:00 pm at BOI.

### **IEM Info Website**

M Antofina introduced G. Baviera, Edith Vilela and Rina Alcantara from ASTI to present results of Phase One of the Website Development Project. SC comments on the presentation were as follows:  
For the Homepage:

- The group suggested to discontinue the banner ad temporarily and replace it with EMPOWER logo while it is being supported by the JICA Project. They requested to put the EMPOWER logo and interchange with a marquee of PBE member organizations. ASTI advised that this replacement is a new effort and therefore requires ASTI management’s approval due to schedule and cost implications. Regarding the Ayala logo/advertisement, the group recommends it to be in the footer section.
- The group recommends the “PBE Briefs” navigation bar to “Briefs”.

- Mr. Baviera discussed the reason for clustering the menu items in two. The group suggested that since the first grouping represents the databank, and the second as the other services, they decided to place a header “Other Services” on the lower grouping.
- The “Partners’ Links” menu be replaced with “Extension and Advisory Services” menu.

For About us:

- The group requested to include a short description of the network partners.
- They suggested the limit the phone numbers to trunk lines and not direct lines.

For the Seminars/Events

- L Antonio suggested to highlight seminars and events of PBE and of other network members.

For ETRS

- The group suggested to rephrase the text content of the ETRS web page, and the actual website of the technology provider. M Antofina said that those are included in the database.

For Partners’ Links

- Will be renamed “Extension and Advisory Services”, the group said to put more information about the networks and partners involve in the projects and to put a matrix that lists their technology and their weblinks.

ASTI will make the necessary changes, based on the comments. PBE will also make the suggested changes in the text and continue providing ASTI with the text content for Phase Two.

For Phase Two of the Website development effort, the target databases are : IEM Projects, the Industrial Waste Exchange Program (IWEP), the Speakers’ Bureau, the Philippine Business Agenda 21 (BA 21) and the Partners’ Links (Extension and Advisory Services). These will be ready by May 9 for review by the SC. MAntofina reminded the group that since the deadline for comments to ASTI on the website design itself was April 20, additional comments should be submitted to PBE by April 17 (before the Holy Week break). After this time, no further changes can be made, except for minor content update which will be regularly done on a two week basis after the website is launched in June.

Regarding the name of the website, the group agreed to retain it as the IEM Knowledge Information Network, with its domain name as [www.iem.pbe.org.ph](http://www.iem.pbe.org.ph). R Echague will also try to tap either their EPIC project counterpart or BOI in – house creative staff for the design of the Network logo for the website, by April 11, Friday, for circulation and final decision by the SC, in time for the April 20 ASTI deadline.

L Antonio acknowledged the special attention which the ASTI team has been giving to the project and thanked them for their efforts thus far.

### **Other matters**

R Mojica informed the group that UNEP – IETC will soon be launching their environmentally sound technologies (ESTs) website with the Philippine node to be hosted by ITDI. This will enable environmental service providers (ESPs) to develop their own webpages, which can be hosted by UNEP – IETC.

The next meeting of the SC is scheduled for May 9, 2:00 to 4:00 pm at BOI.

## CONCLUSIONS

- The SC approved the minutes of the March 5 meeting.
- PBE will send a confirmation letter to EMB Director Julian Amador regarding the replacement of M Sabater with L Gonzalez as EMB representative to the SC.
- Comments on the proposed design for an Integrated IEM Info System will be incorporated by PBE into a final write – up and revised diagram for the next SC mtg.
- BOI will schedule the next Policy Dialogue on the promotion of IEM information for April 25 with attendees mainly coming from DTI / BOI internal units and the IEM – ISP WG. The focus of the dialogue will be for potential policy recommendations to the DTI / BOI Mgt Committee for institutionalizing IEM promotion within DTI / BOI, including how to maximize the role of the IEM Info Network.
- PBE will work with ASTI to incorporate SC suggestions into the Info Network website which will currently retain its name as the IEM Information Knowledge Network with website address as [www.iem.pbe.org.ph](http://www.iem.pbe.org.ph). Results of Phase Two of the website development project will be presented at the next SC meeting on May 9.

### 7.1.5 The 5th Meeting (May 13, 2003)

#### ATTENDEES

1.	Priscilla P. Rubio	JICA Study Team
2.	Raquel B. Echague	BOI
3.	Rene Mojica	ITDI-IPCT
4.	Belinda Villanueva	ITDI
5.	Cesar Quintos	LLDA
6.	Tonilyn Lim	PEZA
7.	Gigi Digal	Philexport
8.	Lisa Antonio	PBE
9.	Aloi Santos	EPIC
10.	June Alvarez	Clean & Green Foundation Inc.
11.	Ma. Editha Vilela	ASTI
12.	Gerry Baviera	ASTI
13.	Mila Antofina	PBE

#### AGENDA

- Review of the April 2, Minutes of the Meeting
- Approval of the Revised Framework of the IEM Information Network
- Presentation of the draft Terms of Reference of the Editorial Board
- Strengthening support for the IEM Knowledge Network - Inputs from BOI-led Working Group
- IEM.Net Website

#### DISCUSSION HIGHLIGHTS

Upon checking of the presence of a quorum, L Antonio welcomed the SC members present and checked for agreement on the agenda. R Echague moved that the proposed agenda be approved and R Mojica seconded.

## **Re: Approval of April 2 Meeting Minutes**

L Antonio asked for comments on the April 2 minutes of the meeting. R Echague asked for the following corrections:

- In page 3, paragraph 11: Replace the word “concept paper on operational partnership” to “presentation of operational partnership”.
- Also on the same page and paragraph, she corrected the “Comments from the dialogue would be used to enhance the concept paper which would then be presented to the DTI/BOI Management Committee” to “Comments from the dialogue would then be presented to the DTI/BOI Management Committee”.

Since no more comments were made, R Echague moved for the approval of the minutes of the meeting. P Rubio seconded the motion.

## **Framework of the IEM Information Network**

L Antonio discussed to the group the final framework of the IEM Information Network. The group, having no more comments approved the framework.

## **Terms of Reference of the Editorial Board**

L Antonio presented to the SC members the IEM Information Network TOR of the Editorial Board. With their suggestions and comments, the group agreed on the following matters:

### **a. Roles of the Editorial Board:**

- Ensure that the website is professionally maintained and is regularly updated and remains relevant its targeted audience
- Meet quarterly to review and suggest enhancements for the website
- Develop and implement appropriate policies and guidelines for information posting on the website
- Help in the promotion of the website
- Promote support to the Network’s communications activities
- Assist with the funds generation to ensure sustainability of the website

### **b. Board Composition (one representative per industry):**

- Board of Investments – Department of Trade and Industry (BOI-DTI)
- Environmental Management Bureau – Department of Environment and Natural Resource (EMB-DENR)
- Industry Association like Philippine Export Zone Authority (PEZA)
- Donor Organization like Japan International Cooperation Agency (JICA)
- Philippine Business for the Environment
- Clean & Green Foundation, Inc.
- Financial Institution
- Information Technology Agency
- Media Industry

From the TOR, it is defined that the members shall support the network in three ways, namely:

- **financial support** - to finance the regular updating, maintenance and hosting of the website



- **informational support** – by giving the updated information that's needs to be posted in the website and by actively participating in the referral systems that will be done by the network
- **promotional support** – by regularly promoting the website and its services to its member networks

### **Input from the BOI-led Working Group regarding Strengthening Institutional Support**

R Echague discussed to the group the recommendations of the Working Group Meeting held last May 12, 2003. She mentioned some strategies that may support/sustain the website even after the JICA-EMPOWER Project. These are:

- Fees that can be collected from advertisements
- Subscription with privilege to access the whole database even after the JICA funding
- Major sponsorships
- Submission of proposal to government agency like DENR to become the private sector partner (like the current set-up of Philexport Foundation with the DTI giving them the seed money to start-up)

### **Matter arising from the meeting**

Since PBE was the one identified to maintain the database of the IEM website, L Antonio clarified if the computer will remain in PBE even after the project. R Echague stated that they are willing to forward the computer to PBE but we need to follow certain protocols of the government when it comes to donations. P Rubio suggested to conduct the formal donation/turn-over of the equipment during the June exhibit and the website launching. R Echague will check for the possibility of the suggestions.

### **IEM website**

M Antofina presented the draft website brochure and asked for comments and suggestions. The following were the suggestions:

In the cover page (page 1) of the brochures, here the suggestions/corrections:

- Change “Industry Environmental Management” to “Industrial Environmental Management”
- Put “Managed by Philippine Business for the Environment” to guide the reader where to inquire about the website
- Put “Supported by Japan International Cooperation Agency” and place “EMPOWER” at the back of the brochure

In page 2:

- Replace “What is IEM?” to “What is iem.net.ph?”

In page 3 and 4

- Interchange the two pages
- Change the text into more easy to understand, not too much technical (lay-man's terms)
- Put graphics or icons instead of too much words or definition

In page 5

- Put the logo of each partners with its name of organization

In page 6

- Include a short description of the IEM Information System Pilot Project
- Insert “Managed by” after the contact details of PBE

The group asked the expertise of A Santos to assist in the evaluation and development of the brochure.

G Baviera showed the use of the User Acceptance Test form. He demonstrated the use of it in the IEM Homepage. M Antofina assigned the web pages to each member of the SC group and agreed to give their comments and their logos until May 16 for consolidation and will be forwarded to ASTI on May 19.

G. Baviera assisted the group in the final selection of the domain name of the website. From the on-line search of the name, the group agreed to the [www.iem.net.ph](http://www.iem.net.ph) and the official name of the network to be “IEM Knowledge Network”.

### **Other Matters**

The group agreed to have the final SC meeting on June 2, 2:00 to 4:00 pm at BOI. One of the objectives of the meeting is have the final review of the website prior to its formal launching on June 9.

### **7.1.6 The 6th Meeting (June 5, 2003)**

#### **ATTENDEES**

1.	Kaoru Oka	JICA Study Team
2.	Raquel Echague	BOI
3.	Suzette Oredina	ITDI-DOST
4.	Wilyn Quidic	PBE
5.	Wilhelmina Villanueva	PBE
6.	Leah Texon	EMB

#### **AGENDA**

- Review of the May 12 Minutes of the Steering Committee Meeting
- Review of the IEM.Net website and revised brochure
- Review of the Draft Project Proposal for Sustaining IEM Knowledge Network entitled “Industrial Environmental Extension Program” or “INDENT”
- Review of the IEM-ISP Project Development Matrix
- Other matters: June 9 IEM Knowledge Network Launching  
IEM Knowledge Network Seminar on July 3  
Project evaluation in August 2003

#### **DISCUSSION HIGHLIGHTS**

R. Echague proposed that the Steering Committee meeting be held right after the IEM Technical Working Group (TWG) meeting since only one Member (i.e., DOST/ITDI) is expected to join in the afternoon and the same can be represented by Ms. Suzette Oredina. The other members agreed. She then asked the Secretariat to inform the DOST/ITDI representative accordingly.

R. Echague chaired the meeting and acknowledged the presence of W. Quidic and W. Villanueva of PBE who represent M. Antofina and L. Antonio. Since there is no quorum, the SC decided to

discuss only those items that need urgent decisions on like the IEM.net revised brochure for distribution during the EMPOWER Exhibit on June 9 and the contents of the Project Development Matrix (PDM) which the JICA Team plans to finalize this June.

### Review of the Minutes of the May 12 Meeting

R. Echague asked for comments on the May 12 Minutes of the meeting. She requested the Secretariat to send the Minutes through e-mail to other members for their comments. Once the comments have been consolidated, the Minutes will then be considered approved.

### Review of the IEM.Net website

K. Oka mentioned that she visited the website done by G. Baviera and asked W. Quidic to ask him to remove the ASTI logo on the home page of the website and have it replaced by the organizers' logos.

W. Quidic presented the revised website brochure and asked for comments and suggestions. The following were the suggestions:

On the cover page,

- Change "Industrial Environmental Management Information Knowledge Network" to "Industrial Environmental Management Knowledge Network"

On page 4,

- Make sure that the text are completely printed; review the contents first before printing

On page 5,

- Put Department of Trade and Industry – Board of Investments as the first in the organizers' list
- Delete Development Academy of the Philippines, Asia Pacific Roundtable for Cleaner Production
- Add Philippine Economic Zone Authority and Laguna Lake Development Authority

R. Echague asked W. Quidic to fax the revised brochure to the Steering Committee members for additional comments and suggestions. Below are the SC members who sent their comments and suggestions through facsimile:

From Dr. Silverio of DOST

- Delete "Industrial Environmental Management (IEM) refers to the judicious use of resources in the production of goods and services in order for business to achieve a balance of economic and environmental objectives" on page 2 since it also appears on page 6.

From Aloï Santos of EPIC-PMO

- On page 2, delete "*the*" in the sentence before "***IEM-information***" and change "*to establish*" to "*establishing*" so that it will appear as: ***iem.net.ph aims to create opportunities for IEM-information users and providers by increasing access to quality IEM information and establishing an integrated IEM information system.***
- On page 3, delete "*...users*" at the top since there is already a question below that asks the same thing; check the usage of parenthesis; change "*e.g.*" at the end to "*for example*"
- On page 4, change "*what is its main objectives*" to "*what are its main objectives*"; change "*types of information offered*" to "*what are the types of information offered*" for

consistency of main headings; be consistent with the subtexts; put **“contact”** before IEM Network.

- On page 5, remove **“former PRIME SME Desk”**
- Overall look, layout needs to be simplified to look organized; text should be aligned left for better reading; remove hyphenation; and be consistent with the sizes of the headings.

### Review of INDENT Project Proposal (inputs from the TWG meeting)

Based on the IEM TWG meeting held on the same day, either DTI or DENR cannot help financially due to the current budgetary constraint of the government, but both agencies can provide technical assistance to PBE. Therefore the group suggested two (2) options which PBE could consider. Option (1) – PBE may partner with agencies like Development Bank of the Philippines that have existing facility for environmental databases. Option (2) – since PBE may only require little funds in view of its existing operations, it may invite industry associations and environmental service providers as partners.

Representative from DBP expressed that DBP may host the web since she understands that there was a previous discussion on this between PBE and DBP. K. Oka on the other hand, mentioned that the website contain most of the PBE’s information/data. She then asked if DBP can just extend financial assistance/resources to PBE since PBE is already maintaining a computer which is at present owned under the JICA Study Team but at the end of the project will be endorsed to BOI. She added that if DBP can put in financial resources to this web then the project can get DBP as one of its major advertisers or sponsors.

W. Villanueva raised the possibility of ASTI and the likes to share/contribute for this public information/services. L. Texon supported that one agency that can be tapped on this is the semicon industries since they were the ones who actually raised the need for this information center. The group also suggested that environmental consultants be tapped on this and advertise their expertise and services. W. Villaneuva shared that this will be a good venue to screen out consultants, as she recalled that there were companies who shared bad experiences with consultants (their water treatment facility not operating well or is not suited). The group however believed that screening will be difficult but R. Echague suggested the Editorial Board can do this.

### Review of the Project Development Matrix

K. Oka presented the revised matrix and asked the group for comments and suggestions:

On page one,

- On Overall Goal (OG) No. 1, **“more companies practice IEM by obtaining useful information from the integrated IEM information system to promote IEM”** was changed to **“more companies obtain useful information from the integrated IEM information system to promote IEM”** because the word **“practice”** on the previous sentence is too vague.
- On Objective Verifiable Indicators (OVI) no. 1 (for the OG No. 1), the word **“initiate”** is too ambitious to expect that additional 10 companies will initiate IEM every year.
- On Means of Verification (MOV) no. 1 (for the OG No. 1), K. Oka asked W. Quidic if ASTI can track not only the number of IEM Knowledge Network users but also the sectors they are representing. W. Quidic said that she will ask ASTI regarding this and suggested that perhaps a pop-up questionnaire can be added to the website asking the users to check the sector where they come from.
- On OVI no.1 (for overall goal), K. Oka asked the group if it would be okay to have an expression that the website will have 100 visitors/month by July 2004. The group agreed that it would attract that much number of visitors when the website is finally launched.

- On OVI no.2 (for OG No. 2), ***“ESPs that use the IEM information system”*** is changed to ***“ESPs that put advertisement on the IEM information system.”***
- On MOV no. 2 (for OG No. 2), BOI will have a policy dialogue with ESPs to gather information about the verifiable indicator in June 2004.
- On OVI no. 1 (for the Project Purpose No. 1), K. Oka asked W. Quidic to know from L. Antonio when is the start of the Editorial Board activities.
- On MOV no. 2 (for Project Purpose No. 2), W. Quidic suggested that a survey on the use of IEM website can be added to the feedback forms of PBE seminars.
- On OVI no. 2 (for Project Purpose No. 2), the percentage of the users should be same as the one in the indicator no. 3 for the overall goal (30%) on order to be consistent.
- On OVI no. 3 (for outputs), ***“actions to promote ESPs are identified by BOI by July 2003”*** was changed to ***“needs and concerns to promote ESPs are identified by BOI”*** because not enough dialogues have been held due to lack of ESPs commitments. K.Oka asked BOI to hold a policy dialogue with ESPs by August 2003 to secure the output.

On page two,

- K. Oka said that the assumptions listed should be removed because they can be controlled under the project and that it would be better to add ***“ESPs are willing to commit their time to have policy dialogue with BOI ”*** on the list of assumptions.
- It was also discussed that activities 2-6 to 2-7 can be addressed when having a seminar.

K. Oka will send thru e-mail the revised PDM.

Other Matters, Re: July 3, 2003 Seminar

- Ms Kaoru advised the group that she could not deliver the Closing Remarks since she would be in Japan by that time. In that case, BOI will be doing the Closing Remarks, represented by either Ms. Raquel Echague or Ms. Erlinda Arcellana
- K. Oka asked W. Quidic and W. Villanueva to inquire from M. Antofina if the database on ESPs has been completed.

### 7.1.7 The 7th Meeting (August 12, 2003)

#### ATTENDEES

1. Masato Ohno	JICA Study Team
2. Tad Tanaka	JICA Study Team
3. Kaoru Oka	JICA Study Team
4. Raquel Echague	BOI-DTI
5. Christopher Silverio	DOST-ITDI
6. Leonor Abella	Phil. Federation of Exporters, Inc.
7. June Alvarez	Clean & Green Foundation, Inc.
8. Sol Rejano	Clean & Green Foundation, Inc.
9. Lisa Antonio	PBE
10. Mila Antofina	PBE

#### AGENDA

- Progress Report
- Minutes of the June 5, 2003 Meeting
- Project Development Matrix Evaluation

➤ Other matters

## **HIGHLIGHTS OF THE MEETING**

L. Antonio called the meeting to order at 10:35 A.M. M. Antofina presented the monthly accomplishments (refer to Annex 1-Progress Report). She highlighted the accomplishments for August 2003 that include the first Editorial Committee meeting for the IEM Knowledge Network on August 7, 2003 and the IEM Information Seminar on August 11, 2003 at BOI. The Members reviewed and adopted the Minutes of the June 5 SC Meeting.

### **Re: PDM Evaluation**

L. Antonio presented the PDM Evaluation Report (refer to Annex 2-PDM Evaluation Report). For the Overall Goal, M. Antofina said that since the launching of the website last June, there have been 102 hits from the visitors. Also, L. Abella suggested that the pop-up window should still be pursued. M. Antofina explained that we will be receiving report from Ayala Systems Technology, Inc. (ASTI) indicating the type of visitors logging-in in our website, the most visited webpage and other statistical information from the surfers. But this report will be viewed only by the MIS of ASTI and PBE. L. Abella requested to make this open to viewers.

R. Echague presented the results of the BOI-Environmental Service Providers (ESPs) Policy Dialogue conducted last August 11 at BOI. The Dialogue which was attended by about 19 representatives from various groups of ESPs was focused on getting recommendations for possible partnerships between ESPs and BOI (or government as a whole). The following were the recommendations:

- (1) Incorporation of specific environmental modules in the academic curriculum, e.g., module on eco-industrial development to be implemented by PATLEPAM next year under the DTI's EPIC and other areas like Environmental Cost Accounting (ECA);
- (2) Inclusion of ESPs as member to the Editorial Board of the IEM Knowledge Network;
- (3) Matching of company projects/proposal with appropriate ESP services – could be for a fee;
- (4) Specific information on the available loan facility (and other services) for a specific type of project;
- (5) Incentives for ESP activities – as listed in the 1999 Investment Priorities Plan of the BOI;
- (6) Special pricing for SMEs especially on ECC consultations; and,
- (7) Conduct of annual trade fairs or exhibits with special feature on environment involving ESPs and SMEs – could be tied up with DTI's SME week and supported by DENR.

L. Antonio presented the summary of the feedback for the IEM Information Seminar conducted in the morning of August 11. She commented that the result was overwhelmingly positive and many participants acknowledged the benefit that they gained by attending the seminar, particularly in

learning that centralized environmental information is available at IEM.net. Speakers from DOST-ITDI and Land Bank of the Philippines showed information and how to access it using the IEM.net website.

L. Antonio informed the group that an Editorial Committee (formerly known as Editorial Board) was already organized last August 7. She presented the composition and roles of the committee. As an initial output, the committee laid down the following initial policies:

- For automatic uploading of information (no need for approval from the Committee)
  1. Environmental seminars, dialogues, events and trainings useful to industries
  2. Public hearings, congress policies, news on implementing rules and regulations (IRR)
  3. New legislations
- For approval by the Committee:
  1. Position papers
  2. Controversial/hot issues

As an offshoot of the BOI-ESP Policy Dialogue, M. Cardenas suggested the inclusion of an ESP representative to the Editorial Committee. The group also wants to include the Department of Health (DOH) for workers safety and health information. L. Antonio explained that to remain neutral to the industries, we are looking for umbrella organization and not individual ESPs. We don't want industries to think that the IEM.net is endorsing a specific ESP. The group therefore agreed to include the Philippine Association of Environmental Assessment Professionals (PAEAP) for the ESP group and DOH for the government group.

K. Oka reminded L. Antonio that the Development Bank of the Philippines (DBP) had shown interest in hosting the website during the last TWG meeting. L. Antonio said that she would follow-up.

L. Antonio also presented the proposed IEM.net User Survey Form (refer to Annex 3 – IEM.net User Survey Form) to be reviewed and approved by the Editorial Committee. The group suggested that this could be adopted in the pop-up window.

Regarding the framework input for the national IEM Action Plan, L. Antonio presented the framework of the IEM Knowledge Network (IEM.net) and the INDENET Proposal. She said that the proposal was already presented to the DENR which viewed it as being supportive of the Philippine Environmental Partnership Program (PEPP). The group suggested that DENR and BOI should sit together and discuss matters. For sustainability of the INDENET, M. Cardenas also recommended that this be presented to the Donors meeting on August 13, possibly for UNIDO support.

M. Antofina presented the IEM.net website, and its site structure. She emphasized that the website is mostly interactive or dynamic, meaning, it is designed not only to give information but also to get information from the viewers.

To conclude, L. Antonio assessed that the IEM-ISP has achieved its objective, to which the group concurred however, she noted that PBE needs to further explore ways that IEM.net will be sustained and should follow up for support to the INDENET proposal. She thanked the SC members for all their contributions and adjourned the meeting at 11:15.

## 7.2 Current Status of Information on Clean Production/Pollution Prevention

Annex 7-20



Source	Type of Information	Project	Description	Availability	Website/contact#
	Report Brochure Brochure Report Directory Report		Product Ecolabelling System SME Desk Golden Sense in Green Investments Policy Study : Incentives for Env., Entrepreneurship Recognized labs Philippine Business Agenda 21		
<b>DOST-IPCT</b>	CP Tech Transfer CP Fact Sheet PostCP		3 issues: Metalworking, food, textile HVLP Spray Gun success story	internet, hard copy internet, hard copy internet, hard copy	www.dost.org Rey Esguerra Tel. 87-2071 to 81 loc. 2274 Fax 837-2071 loc. 2273
<b>TLRC</b>	LGU EMS EIA Handbook Pamphlets, brochures env. Technobank			CD for sale P500 CD for sale P2500	tempo@tlrc.com.ph Tito D. Fortes, Program Mgr. Unit 903, 9th Flr. City Centre Bldg. 709 Shaw Pasig City Tel. 633-6422/633-6413 Fax 637-4156
<b>B. Universities</b>					
<b>Univ. of the Phil.</b> <i>UPLB Engg</i>	Reports, PMA Policy Studies	IEMP IEMP		hard copies hard copies	
<b>De la Salle Univ.</b>	databank		CDS-ISIS Web catalogue		www.dlsu.edu.ph/offices/library Yoly Ochinda
<b>C. Banks</b>					
<b>Dev.Bank Phil.</b>	Brochure Manual Manual Manual Handbook Guidebook Guidebook Guidebook Guidebook Guidebook	KfW EISCP EISCP EISCP EISCP EISCP EISCP EISCP EISCP EISCP	Industrial Pollution Control Waste Minimization Manual Environmental Performance Monitoring Pollution Abatement Environmental Standards Evaln. Guide for Env. Proj. in Beverage Industry Evaln. Guide for Fish Canning Industry Evaln. Guide for Pulp & Paper Industry Evaln. Guide for Pig Farming Industry Evaln. Guide for Env. Proj. in Cement Industry	hard copies	downloadable  Development Bank Buendia Ext. cor. Makati Ave. Makati City Tel. 897-1215; 897-1216
<b>Dev.Bank Phil.</b>	Brochure Brochure Brochure Brochure	EISCP EMP 3B IPCLP II ISSEP II	Env. Infrastructure Support Credit Program II Envi. Mgt. Project Phase 3B Industrial Pollution Control Loan Project II Industrial and Support Service Expansion Prog.		
<b>Land Bank of the Phil.</b>	Brochure		Retail Countryside Fund 1		Spec. Programs Mgt. Dept.
<b>D. Intl Organizations</b>					
<b>USAID</b>	Reports Reports Report, Journal	IISE IEMP USAEP	Completion report Completion report	hard copy hard copy hard copy	Luth Alejandrino, tel. 552-9900 Program Office, USAID 8F, PNB Bldg. Roxas Blvd. Pasay City

Source	Type of Information	Project	Description	Availability	Website/contact#
<b>Asian Devt. Bank</b>	Report		Market-based instruments in Philippines	hard copy, free	www.adb.org/Publications
	Report	EDRC	Incentives and regulations (#63)	hard copy, free	Asian Dev. Bank
	Report	EDRC	Urbanization and env. SE Asia (#54)	hard copy, free	Ortigas Center, Pasig City
	Paper Series		Environ.Risk Assessment (#7)	hard copy, free	
	Handbook		Econ. Evaluation of env. Impacts	for sale \$40	
	Report		Waste Management Proj. (Cook Is.)	for sale \$10	
	Report		Env. Standards for selected industry	for sale \$10	
	Report		Industrial Pollution Control Mgt.	for sale \$10	
	Report		Promotion of Clean Tech.	for sale \$10	
	Report		Promotion of Market-based Instrmnts	for sale \$10	
<b>World Bank</b>	Phil. Environ. Monitor		Solid waste management statistics	hard copy, free	www.publications.worldbank.org
	Report		Controlling air pollution emissions	for sale \$50	G/F, Taipan Place, Emerald Ave.
	Report		Regulatory and econ. instrmnts.	for sale \$22	Ortigas Center, Pasig City
	Handbook		Pollution prevention and abatement	for sale	
<b>Asia Pacific Rountable for Cleaner Productn. (APRCP)</b>	Training materials		Cleaner Production		www.aprcp.org
			Environmental Mgt. Accounting EMS		637-9537; 631-4648
			ISO14001	download; PDF files	Fax: 637-9540 email: aprcp@info.com.ph
	Newsletter			hard copy	907-A West Tower, PSEC Ortigas Center, M. Manila
<b>E. Private Sector</b>					
<b>Phil. Bus. for Environment</b>	Training Manual	USAEP	Env. Mgt. For Semiconductor Industry	for sale P500	www.pbe.org.ph
	Training Manual	USAEP	Env. Mgt. For Restaurant Operators	for sale P500	
	Policy Studies	IEMP	Market-based instruments	file copies	Fax: 631-5714
	Seminar notes	IEPCP	Env. Mgt. Strategies	file copies	email:<ctem@csi.com.ph>
	Seminar papers	USAEP	EMS, CP, ISO 14001	file copies	
	Completion Reports	IWEP	Waste minimization for SMEs	file copies	Ms. Liza Antonio
	Completion Report	IEMP		file copies	Executive Director
	Project Paper	IEMP		file copies	2nd Floor, Lower level
	Evaluation Report	IEMP	Mid-term	file copies	DAP Bldg., San Miguel Ave.
	Success Stories	IEMP	Pollution Management Appraisals	file copies	Ortigas, Pasig City
	Reference Guide	USAEP	Financial evaluation	file copies	
	Reference Guide	USAEP	Basics of EMS	file copies	
	Report	IEMP	Pollution Management Appraisals	file copies	
	Ind. Waste Exchange Prog.	PRIME		brochure	
	Speaker's	PRIME		brochure	

Source	Type of Information	Project	Description	Availability	Website/contact#
	Bureau Business and Environment Environ. Tech. Referral Scheme Books	PRIME PRIME USAEP	Clean Production	for sale P75; P1400 back brochure file copies	
<i>Mgt. Assoc. of the Phil.</i>	Video Manual		Best Env. Mgt. Best Env. Mgt. Plan development	for sale P200/copy for sale P200/copy	www.map.co.ph 2nd Floor, AIM Conference Center Ayala Corporation Hall Benavidez cor. Trasierra Sts.
<b>F. INTERNET</b>					
<b>UNEP</b>	Database  EMS kit	maESTro	1381 Env. Sound Technologies (EST) 490 institutions dealing w/ EST information systems (databank, directory)	downloadable, CD-ROM downloadable downloadable	www.unep.ietc.maESTro
<b>USEPA</b>	Manual  Sector Notebooks Information/database Tech. Capsule Reports Handbook  Seminar Publications  Summary Reports	EnviroSen\$e	Pollution Prevention Onsite Wastewater Mgt. Design Environmental Planning for Comm. Info on selected industries  Common sense solutions to env. problems Treatment of Chromium contamination Lead-contaminated soil monitoring Water quality monitoring  Proceedings: tools for urban water res. mgt. Abiotic in situ groundwater remediation Volatile Organic Compounds Recovery Engineering Trade-offs Source emission and ambient air monitoring	CD ROM, free  downloadable downloadable	www.epa.gov/ http://oaspub.epa.gov/ttnrml/ceripubs.nepub  http://es.epa.gov/
<i>Global Environ. Initiative (GEMI)</i>	Report		A decade of EHS tools  SD Planner	free CD-ROM downloadable HSE Web Depot	info@gemi.org  http://www.gemmi.org www.hsewebdepot.org/imstool/GEMI.nsf/ /
<i>GreenBiz.com</i>	Corporate web sites		Links to websites or download env. Reports		www.greenbiz.com/reference/corporate_sites.cfm
<i>World Resources Inst.</i>	Reports  Newsletter		Indicators of potential risks to human health Business and environment conference Corp. guide to Green Power mkts. The Green Business Letter	   free, registration	  www.pubs.wri.org/pubs_description.cfm  www.greenbizletter.com

## ANNEX 7.3

### CURRENT STATUS OF ISSUES/NEEDS FOR IEM INFORMATION USERS & PROVIDERS

IEM Information		Current Status			Issues	Recommendations /Actions
		Who	What info provided/ needed	How info is shared/ sought		
Technologies/ methods identified or developed to minimize wastes	<b>Providers</b>	Government agencies, e.g. DOST-ITDI, DENR-EMB	Cleaner Production (CP); Treatment technologies	Training, plant assessment	Affordability of technologies for SMEs  Appropriateness of available technologies  Lack of information & awareness on available technologies  Technologies for chemical & hazardous waste management  Inadequate sharing / dissemination of BEMP stories	Programs to promote environmental technology in the content of BMP  * DOST – IPCT to expand technology, verification/assessme nt of skills & services, especially for regional areas  Directory of technology providers  Better dissemination of info regarding incentives, plus recognition schemes  Develop technology programs with funding institutions  Lack of depository of JEM information  Develop an archiving / storage system of IEM project outputs with the cooperation of donor institution & government

IEM Information		Current Status			Issues	Recommendations /Actions
		Who	What info provided/ needed	How info is shared/ sought		
		Professional organizations, e.g. PCAPI, LLDA, PICHE, PSME	PCO accreditation process, environmental laws and regulations, hazardous materials handling	Via training, plant assessment, technical services		
		PBE	Cleaner production and pollution control technologies	Via Environmental Technology Referral Scheme (ETRS) and library collection; technology trade fairs / exhibits		
		Professional Environmental Trade Fair Organizers, Environmental Service Providers	Cleaner production and pollution control technologies; measurement and monitoring	Annual trade fairs and exhibitions; advertisements		
	<b>Users</b>	Managers, technical persons, both large and small companies, BOI, academe	CP for manufacturing and service sectors; measurement and monitoring  BEMP (Best Environmental Management Practices) case studies for specific industry sectors (with cost data)	Phone assistance; meetings, plant visits, letters / mail; e-mail; newspaper ads; phone / fax inquiries	* Knowing how to verify / assess technologies  Status of how to document and monitor environmental projects with BEMP practices and data from previous studies	* Verifications / assessment skills training

Note: \* refers to issues and recommendations more suited for policy / legislation and/or capacity building component of a national IEM Action Plan

IEM Information		Current Status			Issues	Recommendations/Actions
		Who	What info provided / needed	How info is shared/ sought		
		Polln Control / Env'tal Officers, industry sectors,	Environmental laws and regulations, hazardous materials handling	Send their representative to trainings of professional organizations (e.g. PCAPI)		More regional interaction and information exchange on environmental technologies
	<b>User</b>	Industry in general	Cleaner Production and pollution control technologies, measurement and monitoring	Via newspaper ads, invitation letters, email		

IEM Information		Current Status			Issues	Recommendations/Actions
		Who	What info provided/ needed	How info is shared/ sought		
EMS tools such as environmental cost accounting (ECA), environmental reporting and life cycle analysis (LCA)	<b>Providers</b>	For ECA: promote DAP – APO, Phil. Institute of CPAs (PICPA), PAEAP  For Environment Reporting: PAEAP (within EMS promotion) & PBSP  For LCA: CGFI (thru ecolabelling)	Environmental cost accounting (e.g. cost benefit analysis, ROI), environmental financing, profitability assessment  Info avail on Global Reporting Initiative (GRI)  LCA and GRI guidelines	Via seminars, hands-on trainings, magazine articles  Info shared thru seminars / meetings  Seminars on Ecolabelling & LCA	* High cost of implementation of ECA installation, especially for SMEs  * Lack of in-house ECA / LCA / Environmental Reporting capacity  * Lack of local experts, especially for specific sectors  Lack of awareness / ltd. Dissemination of GRI – LCA to small group	Programmatic assistance thru international organization  Industry specific promotion of ECA / EMA (e.g. sugar industry, banks) in the context of business training  * Build awareness of LCA for Eco-design with RD institutions / organizers (e.g. DOST)  * Encourage LCA approach within EMS promotions  Wider dissemination of GRI guidelines & similar efforts

IEM Information		Current Status			Issues	Recommendations/Actions
		Who	What info provided/ needed	How info is shared/ sought		
	<b>User</b>	Accountants, Finance officers, Managers, Banks, companies with EMS, policy makers, environmental service providers	ECA tools, practical applications & benefits  LCA concepts & applications  GRI & Sustainability Reporting info & parallel efforts in other countries	Via phone inquiries, email announcements		Develop business training
Seminars and trainings related to IEM	<b>Provider</b>	DOST-ITDI, PBE, DENR-EMB, LLDA, PCAPI, Trade & Industry Associations, SOPI, TLRC  International Organizations (UNDP, JICA, APO), funding institution  NEDA Scholarship Committee	Training schedules and costs, topics, speakers; Whether live – out or residential; Stand alone or project – based; Local and foreign training scholarships; CD tutorials; Externally provided training or in – house (by company or association)	Via Training announcements, invitation letters, brochures, advertisements, phone follow – ups, email , training calendars (e.g. PBE Env. Briefs, PBE magazine)  Via websites (e.g. UNDP website)	Website technical difficulties  Poor database management & sustainability  Lack of funds for info dissemination * Limited training budget due to allocation priorities	Document 'Best Practices' & models  Better database management (by government)  * Government, companies, associations to allocate training/info funds  * Professional / Academic acceleration system for training

Note: \* refers to issues and recommendations more suited for policy / legislation and/or capacity building component of a national IEM Action Plan

IEM Information		Current Status			Issues	Recommendations/Actions
		Who	What info provided / needed	How info is shared/ sought		
	<b>Users</b>	Industry sectors, Companies and associations with in – house programs; academe; conference organizers; government / private / academe resource centers,	Training topics and materials on General Env. Mgt / Waste Min concepts, tools; Env. Audit; Specialized training on air, water and toxic and hazardous materials; Legislation; case studies  Customized EM courses which are sector-specific or oriented to specific markets; orientation	Via phone inquiries, ads and word – of – mouth / repeat attendance, referrals	Lack of readily available documents  Lack of willingness (by companies) to share info / trade secrets	Improved networking with academe  * Include EM in tertiary level & LGU educational programs  PBE develop an integrated IEM information management

IEM Information		Current Status			Issues	Recommendations/Actions
		Who	What info provided / needed	How info is shared/sought		
		NGO	<p>courses for CEOs &amp; top management; training on emergency preparedness and safety</p> <p>EM Programs of other industry or companies</p> <p>Info on available trainers, EMS mentors</p>		<p>* Training/technology transfer costs</p> <p>* Lack of importance given to certain areas (e.g. emergency preparedness)</p>	<p>system</p> <p>Develop partnership arrangements between BOI or ESP</p>

Note: \* refers to issues and recommendations more suited for policy / legislation and/or capacity building component of a national IEM Action Plan

IEM Information		Current Status			Issues	Recommendations/Actions
		Who	What info provided / needed	How info is shared/sought		
Available environmental services such as names and contact addresses of laboratories, environmental equipment, manufacturers and environmental experts/consulting firms	<b>Providers</b>	<p>DOST, PBE, Phil. Assocn of Env Auditors (PAEAP), EMB, Academe</p> <p>Consultancy firms, private environment service providers, government operated facilities or centers</p>	<p>Laboratories, EIA, env. Assessment and auditing consultants; pollution control and monitoring equipment; haulers / recyclers; potential waste exchanges/ buyers</p> <p>Consultants on ISO 14000 EMS (e.g. aspects, impacts identification, Environmental Impact Review-EIR), Waste water treatment, pollution prevention guidance, waste evaluation</p> <p>Technical assistance (e.g. on hazardous chemicals, EIS/EIA preparation)</p> <p>Technology identification, evaluation &amp; application</p>	<p>Advertisements, flyers, brochures</p> <p>Via project-sponsored seminars or info brochures</p>	<p>Poor access to info on services available</p> <p>* High cost of environmental services</p> <p>* Compliance – as part of EMS implementation requirements</p> <p>Confidentiality of business info</p> <p>Locational restrictions</p> <p>* Lack of skills/capacity to prepare TA proposals</p>	<p>* Body/authority to provide affordable services to public offices</p> <p>Coordination of efforts between government agencies/projects/ industry on EMS (promotion / implementation)</p> <p>Development of guidebooks (sectoral)</p> <p>* Clearly define incentives guidelines for EMS implementation</p> <p>Enhancement of existing sources</p> <p>Continuous monitoring of existing sources to identify</p>



IEM Information		Current Status			Issues	Recommendations/Actions
		Who	What info provided / needed	How info is shared/sought		
					<ul style="list-style-type: none"> <li>* Conflicting laws/regulations</li> <li>* Lack of sector specific experts</li> </ul>	<p>enhancements/improvements</p> <ul style="list-style-type: none"> <li>* Use 'technology verification' as basis for assessing technology inputs (rather than laws &amp; guidelines)</li> <li>* Enhance environmental service providers' capacity (to provide professional &amp; affordable service)</li> <li>* Increase number of laboratories with complete testing equipment</li> </ul> <p>Develop partnership between BOI and environment service providers</p>

IEM Information		Current Status			Issues	Recommendations/Actions
		Who	What info provided / needed	How info is shared/sought		
	<b>Users</b>	Companies Government agencies	Needed by : companies adopting EMS or with compliance problems; by expanding companies or new businesses	Inquiries, ads, trade exhibitions, conferences, publications		
Financial Instruments	<b>Providers</b>	Development Bank of the Phils. (DBP),	Low interest loans, technical assistance, sectoral studies	Manuals, brochure, SME internet café (at DBP), CD-Rom/videos (of DBP); donor-assisted	* Need lower interest rates; need involvement of more banks	<ul style="list-style-type: none"> <li>* Provide more incentives for companies to avail of environmental financing</li> </ul> <p>Disseminate info through the industry assn. and</p>

IEM Information		Current Status			Issues	Recommendations/Actions
		Who	What info provided / needed	How info is shared/sought		
		Land Bank of the Philippines (LBP)	Offers low interest rates on special programs; provides technical assistance and conducts environmental due diligence prior to funding	Manuals, brochures, aggressive marketing to LBP lending centers and borrowers, field visits, seminars and environmental fora, advertisements and sponsorships	<ul style="list-style-type: none"> <li>* Lack of interest of enterprises to undertake environmental projects; Leniency in enforcing environmental laws and regulations; Difficulty in justifying profitability of environmental projects</li> <li>* Conflicting interpretation of law/regulations from different government / regional</li> </ul>	<p>through regional offices and banks branches</p> <ul style="list-style-type: none"> <li>* Integrate EMS into eligibility criteria</li> <li>* Lower tariff/taxes and import duties for ISO 14000 certified companies</li> <li>* Set-up industry roundtable discussions or temporary SME desks in government &amp; financial institutions</li> <li>* Continue to provide financing for environmental projects; Render environmental technical services to its clients and partner banks;</li> </ul>

IEM Information		Current Status			Issues	Recommendations/Actions
	<b>Users</b>	Companies (new or expanding) export-oriented firms; investors, government agencies, accounting firms  LGUs, SMEs, transport sector, academe  Account Officers (of banks)	Eligibility requirements, interest rates/terms of payments, incentives  Loans for water treatment facilities   Only those sectors who have access to these information are aware of the said facilities from the bank   Available financing instruments	Inquiries, ads, trade exhibitions, conferences and seminars, publications and internet access   Training of bank account officers	Limited access to information, financial conditions and limited number of banks offering environmental credit facilities          * Limited capability of bank Account Officers to assess & evaluate profitability of environmental projects	* Need more industry-government agency industry dialogues  * Establish ad hoc DTI-producers/manufacturers' desk to document industry problems with financing, as basis for an inter-agency dialogue (e.g. with DOT & Customs)  * Incentives and government interventions; commitment of financial institutions to comply to environmental protection; & integrates environmental requirements in audit policies; private and government partnerships  * More widespread & programmatic training of Account Officers (especially by bank signatories to UNEP declaration on SD by financial institutions)

Output References:

- IEM – ISP Working Group, February 3, 2003
- Industry Consultation Meeting; December 12, 2002 (during EPIC Project event)
- Industry Survey

Note: \* refers to issues and recommendations more suited for policy / legislation and/or capacity (dates) building component of a National IEM Action Plan

## ANNEX 7.4

### 7.3 Record of IEM.net Editorial Committee (August 7, 2003)

#### ATTENDEES

1. Voltaire Acosta	DOST/ITDI
2. Anita Rivero	Development Bank of the Phils.
3. Leah Texon	EMB-DENR
4. Daisy Sugapong	DTI-BOI
5. Ray Penalba	Land Bank of the Phils.
6. Lisa Antonio	PBE
7. Mila Antofina	PBE

#### AGENDA

- Welcome and Introduction
- Overview of IEM.net
- Roles of the IEM.net Editorial Committee
- Future Plans of Activities
- Other Matters

#### HIGHLIGHTS OF THE MEETING

##### Welcome and Introduction

The meeting started at 2:35 pm and was chaired by L. Antonio. She welcomed the attendees and gave the background of the IEM Knowledge Network. She stressed that based on the selection of the IEM Information System Pilot Project, they were identified as member of the committee.

##### Overview of the IEM.net and Identification of Committees Members

After giving the overview of the IEM.net, L. Antonio asked the members to identify permanent representative and alternate representative for each agency. She highlighted the importance of the continuity of the activities if the meeting is being attended by regular representatives. From there, the group agreed on the identified persons:

Agency – Name of Representative

*For the government agency*

BOI-DTI	– Raquel Echague
EMB-DENR	– Leah Texon (Environmental Quality Division)
	Laguna Lake Development Authority – Dolora Nepomuceno
DOST-ITDI	– Dr. Ernesto Lozada (Attn: Reynaldo Esgurra)
DOH	

*For Private Sector:*

Philippine Business for the Environment (PBE)  
Philexport – Leonor Abella  
PAEAP or PCAPI

Information Technology Sector – Ayala Systems Technology, Inc.

*For Other Sectors:*

Media – Environmental Broadcasting Corp – Elizabeth Roxas  
(Alternate in case EBC is not available) Asian Institute of Journalism and Communication – Cora Claudio

Land Bank of the Phils. – Ray Penalba

Development Bank of the Philippines – Ofelia Mendoza

Clean and Green Foundation, Inc. – Imelda Sarmiento

### **Roles of the IEM.net Editorial Committee**

From the hand-out, M. Antofina discussed the proposed roles of the committee. She emphasized that to ensure quality and updated information on the IEM.net website, the committee members need to review, recommend and provide inputs that are relevant to the promotion of environmental awareness. The Editorial Committee members will help in the promotion of the website and will help in formulating ways to generate income for the maintenance of the site.

M. Antofina presented the IEM.net website structure. The group recommended the following suggestions:

1. Environmental Resource Materials – be changed to Library Resources/Publications
2. Differentiate Extension and Advisory Services and One-on-One Assistance. If not big difference, better to combine the pages.

L. Antonio asked the group to identify policies that will be observed during the deletion, collection, and uploading of the information in the website. Below were identified:

For automatic uploading (no need for approval from the Committee)

- Environmental seminars, dialogues, events and trainings useful to industries
- Public hearings, congress policies, news on implementing rules and regulations (IRR)
- New legislations

For approval by the Committee:

- Position papers
- Controversial/hot issues

### **FUTURE PLANS**

As a commitment, the members were asked to visit the website and give comments and additional inputs that may improve the site. They were also asked to submit to PBE additional announcements and other environmental initiatives of their agencies for dissemination to industries. M. Antofina will circulate evaluation form that will guide the members on what information they need to submit. The next IEM.net Editorial Committee meeting will be on November 14, 2003, 9:00 – 11:00 am at BOI Conference Room, 5<sup>th</sup> Floor, BOI Bldg., Makati City.

The meeting was adjourned at 4:10 pm.

## ANNEX 7.5

### IEM Network Organizers

Department of Trade and Industry -  
Board of Investments  
Website : [www.boi.gov.ph](http://www.boi.gov.ph)

Department of Environment and  
Natural Resources –  
Environmental Management  
Bureau (EMB)  
Website: [www.emb.gov.ph](http://www.emb.gov.ph)

Department of Science and  
Technology – Industrial  
Technology Development Institute  
Website :  
[www.mis.dost.gov.ph/itdi](http://www.mis.dost.gov.ph/itdi)

Philippine Economic Zone Authority  
Website: [www.peza.gov.ph](http://www.peza.gov.ph)

Laguna Lake Development Authority  
Website: [www.lda.gov.ph](http://www.lda.gov.ph)

Philippine Business for the  
Environment (PBE)  
Website: [www.pbe.org.ph](http://www.pbe.org.ph)

**Industrial Environmental  
Management (IEM)** refers to the  
judicious use of resources in the  
production of goods and services  
in order for business to achieve a  
balance of economic and  
environmental objectives.

Funded by the Japan  
International Cooperation  
Agency under the JICA-BOI  
Environmental Management  
with Public and Private  
Sector Ownership Project



**Managed by:**  
Philippine Business for the  
Environment (PBE)  
2nd Floor, DAP Bldg., San  
Miguel Ave., Pasig City  
Phone: 635-3670, 635-2650 to  
51  
Fax: 631-5714  
E-mail: [ctem@csi.com.ph](mailto:ctem@csi.com.ph)

INDUSTRIAL  
ENVIRONMENTAL  
MANAGEMENT (IEM)  
KNOWLEDGE NETWORK

**www.iem.net  
.ph**



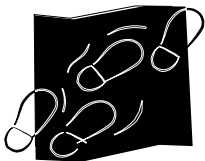
Managed by:  
Philippine Business for  
the Environment (PBE)

www.iem.net.ph

What is iem.net.ph?

***iem.net.ph aims to create opportunities for IEM-information users and providers by increasing access to quality IEM information and establishing an integrated IEM information system.***

Cleaner  
Production



End of pipe

### Who are the users of www.iem.net.ph?

An Integrated IEM Information System is a vehicle for promotion IEM adoption and supporting the industry's environmental efforts. It should respond to the needs of both the **Information users and providers**, where in some cases these roles could be interchanged for an individual or entity.

**Information users** are those needing access to IEM information for various reasons, (whether private sector/non-business such as non-profit organizations, consultants, government, international organizations, academe and others who work with business), for example:

Unable to locate the proper information, resources or technologies they need;

King for guidance on how to start Needing help to solve a specific problem such as where to find a consultant Wanting more information on something they may have heard (such as a technology or legislation) Wanting expert advice or alternative solutions.

**Information providers** are those who need to bring IEM information to the users, because they feel these can help the latter address their IEM requirements. This can range from sharing of simple announcements about seminars to a range of services from Environmental Serviced Providers (ESPs) that include engineering and technical assistance, training and education, consulting (e.g. for Environmental Impact Assessment study preparations and feasibility studies), laboratory testing and analysis, ental suppliers.

### What are its main objectives?

**Information Clearinghouse** : responding to general IEM inquiries, maintaining and updating a core collection of web – based IEM references, publications, reports, archives of IEM Projects; hyperlinks with other websites (e.g. for environmental legislation, pending bills); and with information dissemination activities that can include publications, newsletters, video and CD productions, exhibits, study tours/ facility visits

**Matching Programs** : via referral services to environmental service providers, investors' fora, business ventures, donor matching, co-financing opportunities, student internships, public – private partnerships

### What are the types of information offered?

**Environmental technology databases like Environmental Technology Referral Scheme (ETRS)**  
**CONTACT THE INDUSTRIAL ENVIRONMENTAL MANAGEMENT (IEM)**



Managed by:  
Philippine Business for the Environment (PBE)  
2nd Floor, DAP Bldg., San Miguel Ave., Pasig City  
Phone: 635-3670, 635-2650 to 51  
Fax: 631-5714  
**E-mail: ctem@csi.com.ph**

## ANNEX 7.6

ENVIRONMENTAL MANAGEMENT WITH PUBLIC AND PRIVATE SECTOR OWNERSHIP  
(EMPOWER)  
Industrial Environmental Management (IEM) Information System Pilot (ISP)  
**Environmental Technology & Financing Information Seminar**  
August 11, 2003  
Audio-Visual Room, 5<sup>th</sup> Floor,  
BOI Bldg., Makati City

### Program of Activities

9:30 – 10:00	Registration	
10:00 – 10:15	Welcome Remarks	Ms. Raquel Echague, BOI
10:15 – 11:15	1. Environmental Technology Requirements of Industries <ul style="list-style-type: none"><li>• Air Quality</li><li>• Water Quality</li><li>• Waste Management</li></ul> 2. IEM.Net Demonstration of Technology Search	Dr. Doris O. Tenorio DOST-ITDI
11:15 – 12:00	Open Forum	
12:00 – 1:00	Lunch Break	
1:00 – 2:00	1. Environmental Financing for Industries 2. IEM.Net Demonstration of Environmental Financing Search	Ms. Vilma V. Calderon Land Bank of the Philippines
2:00 – 2:30	Open Forum	
2:30 – 2:45	IEM Knowledge Network	Ms. Mila S. Antofina IEM Information System Pilot
Project		
2:45 – 3:00	Closing Remarks	Ms. Lisa Antonio Philippine Business for the
Environment		



## ANNEX 7.7

### Environmental Management with Public & Private Sector Ownership (EMPOWER) Environmental Technology & Financing Information Seminar

August 11, 2003  
Audio-Visual Room, 5<sup>th</sup> Floor,  
BOI Bldg., Makati City

#### List of Participants

Name of Participants	Company Name
1. Jose J. Armendi	Armendi Trading & Services Corp.
2. Luzviminda P. Sevilla	ADD Research Paints & Chemicals, Inc.
3. Luisito Manuel B. Alix	Asahi Glass Philippines, Inc.
4. Melandro D. Mapili	
5. Emma Mogro	Cunic Systems Inc.
6. Elaine Madanguit	
7. Jim D. Cagaoan	Container Corp. of the Phils.
8. June M. Alvarez	Clean & Green Foundation, Inc.
9. Imelda P. Sarmiento	
10. Augusto L. Carraig Jr.	DISPO Phils., Inc.
11. Mandy Y. Teves	
12. Aurace S. Sabajas	
13. Fe K. Gloria	Eximport Aquatreat Systems, Inc.
14. Cezar E. Pacheco	Enviro Services Inc.
15. Jimmy R. Fernandez	Farmtec Foods, Inc.
16. Eduardo M. Francisco	Federation of Philippine Industries & The EMF Group, Inc.
17. Ernesto V. Mangune	
18. Rene David	
19. Luz Se. Soriano	Food Terminal, Inc.
20. Katherine May Villariza	
21. Hermenegildo P. Villaruel	
22. Ivy R. Corono	Frivys Recycling, Inc.
23. Felixberto P. Corono	
24. Charlotte Calonge	ITDI, DOST
25. Ana Marielle Lim	
26. Belinda Villanueva	
27. Emelda Ongo	
28. Alexander Yao	Lamoiyan Corporation
29. Earnest S. Versoza	Leverchem Industries
30. Carmelo Delos Cientos	
31. Larry S. Villaluna	Leverson Brothers Corporation
32. Angel L. Flores Jr.	
33. Prudencio Campos Jr.	
34. Anthony L. Chiongson	Liberty Paper, Inc.
35. Esperanza Salve Martinez	
36. Joey Zulueta	
37. Leo Vinci Bravo	LMG Chemicals
38. Maryan C. Rodulfo	Merck, Inc.
39. Aurora P. Rivera	Morning Dew Jewelry
40. Benjamin A. Alainza	Packaging Institute of the Phils.

<b>Name of Participants</b>	<b>Company Name</b>
41. Albert L. Asprec	PEME Consultancy Inc.
42. Thelma Olympia Soza	PCIERD-DOST
43. Katrina V. Batang	
44. Rolando P. Sangalang	Phil. Resin Industry, Inc.
45. Mario E. Zamudio	Pilipinas Sheel Petroleum Corporation
46. Majessa L. Pueblos	Plastimer Industrial Corporation
47. Eulogio Somintac	
48. Christopher Hinkle	
49. Victor A. Francisco	Philex Mining Corporation
50. Mary Lynosy Bartolome	
51. Dante S. Valenzuela	RI Chemical Corp.
52. Cecilia R. Ramos	Ricel's Jewelry
53. Jorge B. Castillo	Third Millennium Oil Mills, Inc.
54. Jaime Asanza	
55. Elviro S. Andoy Jr.	
56. James Lee M. Dumaog	Trigon Management & Industrial Corp.
57. Nenette P. Deguito	
58. Jenalyn V. Gumiran	
59. Tito D. Fortes	TLRC
60. Rogelio G. Arconcil	
61. Lourdes Oruga	TNC Chemicals Phils., Inc.
62. Marila Palisoc	
63. Liza Lumbres	
64. Margaret T. Villena	Unilox Industrial Corporation
65. Ernesto Labuntog	

## ANNEX 7.8

### PARTICIPANTS' SEMINAR FEEDBACK SUMMARY INTEGRATED ENVIRONMENTAL MGT INFORMATION SEMINAR ON ENVIRONMENTAL TECHNOLOGIES AND FINANCING, AUG. 11, 2003

<b>No. of Participants</b>	<b>:</b>			
<b>No. of Respondents</b>	<b>:</b>	<b>35</b>		
<b>Designations</b>	<b>:</b>	<b>CEO / Sr. Manager</b>	<b>: 6</b>	<b>Managers/ Div. Chief</b> : 2
		<b>Supervisors</b>	<b>: 6</b>	<b>PCOs</b> : 2
		<b>Consultants</b>	<b>: 1</b>	<b>Not Indicated</b> : 18
<b>Companies / Private sector</b>	<b>:</b>	<b>15</b>	<b>Govt</b> : 8	<b>Not indicated</b> : 12

#### I.1. Environmental Technologies

- I recognized benefits of environmental technologies for the first time by attending this seminar. (13)
- I have known the benefits of environmental technologies, but this workshop has increased my understanding of the benefits. (18)
- I have known the benefits of environmental technologies and this workshop has not increased my understanding of them. (3)
- No answer (1)

#### I.2. Environmental Financing

- I recognized benefits of environmental financing for the first time by attending this seminar. (14)
- I have known the benefits of environmental financing, but this workshop has increased my understanding of the benefits. (18)
- I have known the benefits of environmental financing and this workshop has not increased my understanding of them (2)
- No answer. (1)

#### I.3. How would you describe the IEM.NET website as it applies to you?

- IEM.NET will definitely be a useful information tool for me / my company (30)
- IEM.NET will help promote our services to target industry users (3)

Additional comments:

- ☐ Will help us in finding other companies / firms that may have use of our technologies for our waste or unusable by – products
- ☐ Use IEM to continue to research to advance the management of waste
- ☐ Continue uploading the website

#### I.4. What would you think is the most important benefit of IEM to your company?

- As information source / tool (3)
- Information for the application of env mgt
- Accessibility of information on environmental services (3)
- Technology information and update (5)
- Updated information for industry reqts

- Promoting our Programme / New Programs (2)
- Seminars / Training
- Database availability
- Very useful in monitoring of BOI – registered firms’ activities
- Pollution control treatment and prevention
- Solid waste mgt. (3)
- Liquid waste mgt.
- Being a technology generator, this has given me a chance to present to the companies and their representative for possible adoption
- Providing latest research in terms of waste mgt and disposal
- New technologies and easy access of laws concerning environmental policy
- Linkages to industry and information / data appropriate (2)
- Tool for networking (2)

**II. RESOURCE PERSON.** Indicate your assessment of the resource person using the following scale:

5 = excellent    4 = very good    3 = good    2 = fair    1 = poor

Speaker	Quality of Presentation			Content of Presentation			Materials Used			Reference to Topic			No answer
	3	4	5	3	4	5	3	4	5	3	4	5	
Dr. Doris Tenorio (DOST)	8	<u>17</u>	8	9	<u>14</u>	10	10	<u>19</u>	4	11	<u>17</u>	5	2
Vilma Calderon (LBP)	8	<u>16</u>	8	9	<u>15</u>	9	11	<u>17</u>	5	7	<u>18</u>	8	2
Mila Antofina	<u>12</u>	<u>12</u>	6	<u>13</u>	12	5	10	<u>15</u>	5	7	<u>12</u>	6	5

### III. MATERIALS

1.Quality	: Good (18)	V, Good (8)	Excellent (3)	No Answer (7)
2.Content	: Good (17)	V, Good (9)	Excellent (3)	No Answer (7)
3.Packaging	: Fair (10)	Good (18)	V,Good (4)	Excellent (3) No Answer (7)
4.Adequacy	: Fair (1)	Good (18)	V,Good (7)	Excellent (3) No Answer(7)
5.Relevance	: Good (13)	V,Good (14)	Excellent (2)	No Answer (7)
6.Up to date	: Good (12)	V, Good (13)	Excellent (4)	No Answer (7)

### IV. IMPACT OF ACTIVITY

#### MOST HELPFUL:

Waste Mgt. Approach  
Financing (5)  
Treatment Technology  
Env Technology Requirements for Industries (5)  
Clean Production technology

Info on Existing website  
Solid Waste Mgt. (5)  
Segregation of biodegradables  
Open Forum  
Waste Water treatment

#### LEAST HELPFUL

Recycling  
Financing

## **V. HOW DID YOU HEAR ABOUT THIS SEMINAR**

Fax / invitation : (2)

Thru HRD Dept. : (2)

Thru Industry Association : (2)

Recommendation: (2)

BOI : (2)

PBE : (2)

## **VI. OTHER GENERAL COMMENTS**

- Very good seminar / excellent / pls. make another one (5)
- More seminars on env technology including site visit to actual technologies
- There should be a strict implementation of this project and proper dissemination of info all citizenry.
- Punctuality of resource persons please.
- Keep up the good work!
- For new technologies, how can it be utilized to process wastewater from the industries that need it.
- The food is good. Venue is very accessible.

# **Annex 8**

## **Ecolabeling Program and Green Procurement Policy Pilot Project**

### **Ecolabeling Program**

Minutes of Ecolabeling and Green Procurement Pilot Project	
Steering Committee Meetings.....	1
List of Attendees of Ecolabeling Program .....	13
Comments from Attendees.....	14
Seminar on Ecolabeling Program and	
Green Procurement Policy .....	15
Green Choice Logo.....	18
Strategic Plan .....	21
Guidelines for Application.....	84
Application Form, Contract and License .....	91
Product Criteria (Tissue paper, Detergent).....	97
TWG Meetings of Household Batterie .....	107
Product Criteria of Household Batteries .....	118
TWG Meetings of Plastic Packaging .....	121
Product Criteria of Plastic Packaging .....	131

Launching of Green Choice Philippines .....	134
Draft of Executive Order .....	145
Seminar of Product Criteria Development.....	147

#### **Green Procurement Policy**

Office Order No.04 (Green Procurement Policy) .....	153
Action Plan .....	156
TWG of Green Procurement Policy for BOI .....	160
Document Control Procedure and Manual.....	186
Operational Control Procedure .....	210
Status Report Form .....	222
Performance Monitoring Report Form .....	227

## **ANNEX 8.1**

### **1<sup>ST</sup> JICA ECOLABELLING STEERING COMMITTEE**

17 January 2003, 9:00 AM

Conference Room A, Board of Investments, Makati City

---

Present were:

Norma C. Hernandez	BPS-DTI
Raquel B. Echague	BOI
Marlito L. Cardenas	JICA-EMPOWER
Imelda P. Sarmiento	C&GFI
Edgar A. De Jesus	Sagip Environment
Manuel Almario	Sagip Environment

Also present were:

#### **C&GFI SECRETARIAT**

Joy Chaneco  
June Alvarez  
Ave Carlos  
Sol Rejano

---

### **I. CALL TO ORDER AND APPROVAL OF PRESENTED AGENDA**

Whilst the Chairman of the Steering Committee has yet to be named, Mr. Alvarez, as Programme Manager of the Ecolabelling Secretariat, called the meeting into order.

### **II. ROLE OF STEERING COMMITTEE**

Mr. Alvarez informed the body that as required by the Technical Specification for the Ecolabelling Programme of JICA-EMPOWER Project, an Ecolabelling & Green Procurement Steering Committee has to be formed, whose members will include representatives from the ELP Body and the EMPOWER Steering Committee. Its main task is to oversee the activities of the project, its workshops and seminars, and other related endeavors. The Committee is supposed to meet 3 times during the months of December 2002 to February 2003.

In this regard, Mr. Alvarez gave a brief background on the Ecolabelling Programme, its organizational setup and the activities being undertaken.



Because of the requirements of the JICA-EMPOWER Project, the body resolved that the Steering Committee for Ecolabelling and Green Procurement Project should be formed. BOI, in turn, has its own Working Group for Green Procurement.

Mr. Chaneco added that JICA requires the Steering Committee only to have the means to monitor the project that it is funding. Mr. Cardenas emphasized that JICA is very particular on the minutes of the meetings.

To sum up, the Steering Committee will serve as a venue for the Secretariat to report on the activities being undertaken, in consonance with the Technical Specifications of the Ecolabelling Project being funded by JICA.

### **III. APPOINTMENT OF STEERING COMMITTEE CHAIRPERSON**

Ms. Hernandez was appointed by the body as Chairperson of the Steering Committee for Ecolabelling and Green Procurement.

Since Ms. Hernandez is just starting out, the Secretariat will provide the background information on the programme.

Ms. Echague also inquired whether the membership of BOI as a representative of the EMPOWER Steering Committee is enough for the Ecolabelling and Green Procurement Committee. Mr. Cardenas suggested the inclusion of EMB, PBE and DOST.

### **IV. REPORT ON THE ECOLABELLING PROGRAMME**

As required by the Technical Specifications of the JICA-sponsored projects, the Secretariat is currently developing its 5-year strategic plan on the establishment of the ecolabelling programme. It is also continually collecting and analyzing information on product categories and product criteria for ecolabelled products in other countries. To date, it has identified the next product categories for criteria development – household batteries and packaging made of paper and plastics. Likewise, the criteria for synthetic laundry detergents and tissue paper products have already been established.

The workshop on ecolabelling and green procurement policy targeting the ELP body was undertaken last 13 December 2002 at the AIM Conference Center. Furthermore, the Japanese consultant continued an in-house seminar for the Secretariat on the mechanics of the programme.

The development of guidelines for the programme operation is ongoing. Basis will be made from the Japanese Eco Mark Program, Australia's Environmental Choice or Taiwan's Green Mark because these countries have a, more or less, same environmental condition as the Philippines.

The development of product criteria for household batteries and packaging made from paper and plastics will commence as soon as the Technical Working Groups for these product categories have been formed. The Secretariat has been coordinating with the National Solid Waste Management Commission for the composition of these TWGs.

Programme Launching is set on 28 February 2003, Friday. Preferred venue would be a hotel in Makati City with a target invitees of 150, maximum. Ms. Hernandez stated her support by assisting in the selection of appropriate venue and inviting key personalities in the industry.

**V. ADJOURNMENT**

Next meeting was set on 10 February 2003, same time and venue. As there are no other matters to be discussed, meeting was adjourned at 11:00 AM.

Prepared by:

Approved by:

Green Choice Secretariat

**Norma Hernandez**

Chairperson

JICA Steering Committee for Ecolabelling

**MINUTES OF THE MEETING  
ECOLABELLING PROGRAMME AND GREEN PROCUREMENT  
POLICY**

**STEERING COMMITTEE MEETING**

**Agreed upon between  
Department of Trade and Industry – Board of Investments, JICA Study  
Team  
and the Clean & Green Foundation, Inc.**

**10 February 2003**

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**Erlinda F. Arcellana**  
OIC-Director  
Office for Industrial Policy  
Board of Investments

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**Masato Ohno**  
Team Leader  
JICA Study Team

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**Imelda P. Sarmiento**  
Executive Director  
Clean & Green Foundation

*JICA Study on Environmental Management  
with Public and Private Sector Ownership  
in the Republic of the Philippines*



**ENVIRONMENTAL MANAGEMENT WITH PUBLIC AND PRIVATE SECTOR  
OWNERSHIP  
(EMPOWER)**

**ECOLABELLING PROGRAMME AND GREEN PROCUREMENT POLICY**

**Steering Committee Meeting**

Conference Room A, Board of Investments, Makati City

17 January 2003, 9:00 AM

**ATTENDEES:**

<b>NAME</b>	<b>COMPANY</b>
1. Jesus L. Motoomull	BPS-DTI
2. Norma C. Hernandez	BPS-DTI
3. Anne Daisy T. Omila	BPS-DTI
4. Raquel B. Echague	BOI
5. Christopher M. Silverio	ITDI-DOST
6. Lisa C. Antonio	PBE
7. Misako Takagi	JICA Study Team
8. Marlito L. Cardenas	JICA-EMPOWER
9. Priscilla P. Rubio	JICA-EMPOWER
10. Imelda P. Sarmiento	C&GFI
11. Manuel Almario	Sagip Environment
12. Aloisa Z. Santos	EPIC-UNDP
13. June M. Alvarez	C&GFI
14. Sol F. Rejano	C&GFI

**AGENDA:**

- Review and approval of the 17 January 2002 Steering Committee Meeting Minutes
- Discussion of Green Choice Guidelines for Application for Green Choice Certification
- Development of Product Criteria for Household Batteries and Packaging Materials
- Green Choice Philippines Launching
- Update on Green Procurement Policy of BOI

**MEETING HIGHLIGHTS**

Welcome and Introduction

1. N. Hernandez chaired the meeting and acknowledged those present.
2. Proposed agenda for the meeting was adopted upon the recommendation of M. Cardenas and seconded by R. Echague.

## **Discussion Of Agenda Items**

1. The group reviewed the minutes of the 17 January SC Meeting, which was adopted upon the recommendation of M. Cardenas and seconded by L. Antonio. R. Echague, however, suggested that the minutes be written in the format that JICA has specified.
2. M. Cardenas also noted that EMB-DENR is still not represented in the SC as suggested during the first meeting. Among the suggested members of the SC, only DOST and PBE are present in this meeting. J. Alvarez explained that invitation to Dir. Julian D. Amador was sent but his office did not respond. M. Cardenas emphasized the importance of EMB-DENR's presence to the SC meetings.
3. N. Hernandez presented the draft Guidelines for Application for Green Choice Certification for the approval of the SC. The following are the suggested revisions / addendum to the Guidelines:
  - L. Antonio asked if a public consultation is necessary upon the application of a company. N. Hernandez clarified that such issues should be directed to the ELP Board, as the policy-making body of the Ecolabelling Programme.
  - The inclusion of a time frame to the Certification Procedures. I. Sarmiento informed the body that the process might take 1 to 2 months.
  - A clause for a re-evaluation of a product is incorporated when a company fails the product testing.
  - The scope should be facility-specific, instead of site-specific.
  - The Company's Profile and/or Annual Report are one of the documents required upon application to ensure that a company is in good standing.
  - Re-audits should also be performed when a formal complaint arises.
  - Promotion of Green Choice Logo should be done both by the manufacturer and GCP.
  - If cancellation of the license occurs, the manufacturer is compelled to remove all products bearing the Green Choice Logo from the market.
  - Incentives should be included.
  - The schedule of fees should be revised to incorporate auditors' fee.
  - Separate Guidelines for the Enforcement on Cancellation and Misuse of Green Choice Logo and How to Handle Complaints should be developed.
4. J. Alvarez informed the body that the Technical Working Groups for Household Batteries and Plastic Packaging will have its organizational meeting on 11 February at the BPS Conference Rooms A & B. The following were also suggested:

- Mr. Tony Chiong of Polystyrene Packaging Association of the Philippines should be invited as member of the TWG for Plastic Packaging.
  - M. Cardenas also suggested the inclusion of Mr. Benjie Gregorio of San Miguel to the TWG for Plastic Packaging.
5. J. Alvarez informed the body that preparations are now underway for the Green Choice Philippines Launching scheduled on 10 March 2003 at the Ballroom of the Hotel Inter-Continental. M. Takagi informed the body that the JICA Representative to the Philippines will give a Welcome Address on
6. M. Almario informed the body on some recommendatory steps which the BOI should undertake to successfully install a Green Procurement Policy.
- The policy should be incorporated to any government's existing or new legislation.
  - A gap analysis should be conducted between the policy and the current procurement set-up.
  - A unit to oversee the implementation of the policy should be established.
  - An information campaign for all affected sectors should be implemented.
  - BOI should undertake various strategies to prepare in the formulation of action plan.
7. M. Almario emphasized that top management support is most essential to the success of a green procurement policy.

### **Next Steps**

8. Next meeting is scheduled on 03 March 2003, 9 am at the Board of Investments.
9. Meeting was adjourned at 11:30 am.

**MINUTES OF THE MEETING  
ECOLABELLING PROGRAMME AND GREEN PROCUREMENT  
POLICY**

**STEERING COMMITTEE MEETING**

**Agreed upon between  
Department of Trade and Industry – Board of Investments, JICA Study  
Team  
and the Clean & Green Foundation, Inc.**

**03 March 2003**

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**Erlinda F. Arcellana**  
OIC-Director  
Office for Industrial Policy  
Board of Investments

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**Masato Ohno**  
Team Leader  
JICA Study Team

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**Imelda P. Sarmiento**  
Executive Director  
Clean & Green Foundation

*JICA Study on Environmental Management  
with Public and Private Sector Ownership  
in the Republic of the Philippines*



**ENVIRONMENTAL MANAGEMENT WITH PUBLIC AND PRIVATE SECTOR  
OWNERSHIP  
(EMPOWER)**

**ECOLABELLING PROGRAMME AND GREEN PROCUREMENT POLICY**

**Steering Committee Meeting**

Conference Rooms A & B, Bureau of Product Standards, Makati City  
03 March 2003, 9:00 AM

**ATTENDEES:**

<b>NAME</b>	<b>COMPANY</b>
15. Norma C. Hernandez	BPS-DTI
16. Edrad B. Pabellano	BPS-DTI
17. Tag Loveres	BPS-DTI
18. Belinda Villanueva	ITDI-DOST
19. Wilyn Quidic	PBE
20. Daisy L. Sugapong	BOI
21. Victoria A. Lamban	BOI
22. Priscilla P. Rubio	JICA-EMPOWER
23. Imelda P. Sarmiento	C&GFI
24. Manuel Almario	Sagip Environment
25. June M. Alvarez	C&GFI
26. Sol F. Rejano	C&GFI

**AGENDA:**

- Review and approval of the 10 February 2003 Steering Committee Meeting Minutes
- Update Report
- Presentation of Draft Guidelines, Application Form, Contracts, etc.
- Results of Audits Conducted with Two Applicants
- Green Choice Philippines Launching

**MEETING HIGHLIGHTS**

Welcome and Introduction

3. N. Hernandez chaired the meeting and acknowledged those present.
4. Proposed agenda for the meeting was adopted upon the recommendation of V. Lamban and seconded by B. Villanueva.

**Discussion Of Agenda Items**

10. The group reviewed the minutes of the 10 February SC Meeting. W. Quidic told the body to include in Item #3, 2<sup>nd</sup> bullet, "L. Antonio suggested that each step in the



procedure diagram reflect the approximate duration.” The body noted the addendum and adopted the minutes as suggested upon the recommendation of P. Rubio.

11. N. Hernandez noted that EMB is still not represented in the Committee. I. Sarmiento clarified, however, that Manny Sabater, Project Officer of EMB and the official representative of Dir. Julian Amador to the ELP, has been attending the ELP Board and Technical Committee Meetings. Thus, even though M. Sabater does not attend the Steering Committee Meetings, he is updated about the activities of the ELP. Nevertheless, N. Hernandez will follow up the participation of EMB to the Steering Committee.

12. J. Alvarez reported the following:

- The Technical Working Groups for Household Batteries and Plastic Packaging have been formed. The 2 groups will have their second meeting on 04 and 05 March, respectively.
- DENR Secretary Gozun has already submitted her inputs on the proposed Executive Order and this was already incorporated in the draft that will be submitted to the Office of the President through the Office of the Executive Secretary.
- The draft Guidelines have already been discussed during the 3<sup>rd</sup> ELP Board Meeting held last 24 February.
- Launching of the ELP will push through on 10 March 2003 at the Grand Ballroom of the Hotel Inter-Continental Manila, Makati City.

M. Almario also reported that the draft Green Procurement Policy was already presented to the Management Committee of the BOI. This will still have to be routed to all department heads for their comments and suggestions.

13. N. Hernandez presented the draft Guidelines for Application for Green Choice Certification, Application Form, Terms and Conditions of Green Choice Certification, Contract for the Use of Green Choice Logo and the License to Use the Green Choice Logo for the comments of the SC. The following are the suggested revisions / addendum:

#### 4.1. Guidelines for Application for Green Choice Certification

- W. Quidic reminded the body on L. Antonio’s suggestion to include a time frame for each stage of the certification process. The body then specified the duration that each stage will require.
- T. Loveres clarified whether the Sub-Contracting Agreement applies to owner of the brand or the manufacturer. I. Sarmiento replied that for the ELP, the importer gets permission from the manufacturer when applying for the ecolabel. Hence, the need for the Sub-Contracting Agreement.

- N. Hernandez suggested that a 90-day (instead of 15-days) period should be given to an applicant for the re-evaluation of its product, when it fails to meet the criteria set forth for its product.
- W. Quidic inquired that if cancellation of the license occurs, what happens if the licensee fails to remove their products within 15 days. N. Hernandez replied that the company could be liable for legal action for Breach of Contract as the licensee will have to sign a Contract for the use of GCP logo before availing the right to use the logo on his products.
- I. Sarmiento informed the body that the fee structure would remain as drafted until a Full Cost Analysis is performed.

#### 4.2. Terms and Conditions of Green Choice Certification

- The body suggested the inclusion of “All fees are non-refundable” to Item #3.
- Item #9 should read “The Applicant may have the right to appeal against any decision of the ELP Board through a written petition addressed to the ELP Board.
- N. Hernandez suggested that the Terms and Conditions should also be signed by the Applicant and should be notarized.

#### 4.3. Contract for Use of Green Choice Logo

- Grammatical revisions were noted.

#### 4.4. License to Use the Green Choice Logo

- The License should be printed on a Security Paper.
- The Scope of the Licensing should be specified, including the brand, model and variant.

14. E. Pabellano reported that audits have been performed on Pride Detergent Powder and Bar on site at the ACS Plant at Canlubang, Laguna and on Softee Value Bathroom Tissue at SCA Hygiene Plant at Dasmariñas, Cavite. The findings on both products are sufficient to comply with the criteria, thus E. Pabellano recommended their certification, pending the submission of some documents to complete their evaluation requirements.
15. N. Hernandez informed the body that the Technical Evaluation Committee, composed of EMB-DENR, ITDI-DOST and BPS-DTI will have a meeting on 05 March at the EMB office to assess the evaluation rendered by E. Pabellano. Afterwards, the Evaluation Committee will submit a report to the ELP Board.
16. J. Alvarez advised the body that preparations are ongoing to award the first product in time for the launching. He also asked the assistance of N. Hernandez to follow up the attendance of Secretary Mar Roxas to the event.

## **Next Steps**

17. As the Steering Committee has already complied with the JICA requirement of 3 meetings, the body was informed that a meeting will just be organized if it is necessary.
18. Meeting was adjourned at 11:30 a.m.

## ANNEX 8.2

### ■ List of Attendees of the First Seminar on Ecolabelling program

1. 1.Crescencia C. Joaquin	PATLEPAM
2. Belinda Villanueva	ITDI – DOST
3. Aldrin Pagalan	JICA – EMPOWER
4. Priscilla Rubio	JICA – EMPOWER
5. Mirna R. Campaño	Department of Energy
6. Leni D. Abella	PhilExport
7. Danre L. Dulay	Unilever Philippines, Inc.
8. Editha M. Cagaoan	3 <sup>rd</sup> Wind Paper Mills, Inc.
9. Gyerei-Bel L. De Leon	3 <sup>rd</sup> Wind Paper Mills, Inc.
10. Gel Tabia-Yap	Unilever Philippines, Inc.
11. Julius M. Castor	PDC – DAP
12. Roger Z. Guzman	PATLEPAM
13. Manuel Almario	SAGIP Environment
14. Jenny Mae D. Perez	ES Department, Ateneo de Manila University
15. Hernando Salvador	ES Department, Ateneo de Manila University
16. Victoria Lamban	OIP – BOI
17. Virginia Compendio	BOI – Legal
18. Nora Espinola	BOI – Ad
19. Zenia N. Morga	BOI – Ad
20. Remedios Ignacio	BOI – Ad
21. Nilda B. Adao	DTI – BPS
22. Cora I. Castro	DTI – BPS
23. Edgar A. De Jesus	SAGIP Environment
24. Atty. Jaime Manuel	NCAC – DTI
25. Medi J. Fernando	PhilExport
26. Angelica Maglaya	PIPAC
27. Raul Segovia	Citizens Alliance for Consumer Protection
28. Joseph Macero	BOI
29. Carina Roncesvalles	Business World
30. Joy Chaneco	C&GFI
31. Edmund Maceda	C&GFI
32. Imelda P. Sarmiento	C&GFI
33. June M. Alvarez	C&GFI
34. 34. Sol F. Rejano	C&GFI
35. Ave E. Carlos	C&GFI
36. Erlinda L. Mari	FPRDI – DOST
37. Lourdes Navia	DTI – BPS
38. Takagi Misako	JICA – EMPOWER
39. Steve Libres	JICA – EMPOWER
40. Zarge Braga	JICA – EMPOWER
41. Raymund Villanueva	C&GFI
42. Rey Lignes	BOI
43. Joy Esguerra	EPIC
44. Bennette Jimenez	EPIC
45. Ghetto Pascual	EPIC
46. Mutya Frio	C&GFI
47. Mylene Golla	C&GFI
48. Ben Baid	C&GFI
49. Director Jesus Motoomull	BPS – DTI
50. Dr. Christopher M. Silverio	ITDI – DOST

## **ANNEX 8.3**

### **■ Comments from Attendees at the 2nd day's seminar**

- **Sixteen participants gave their comments and suggestions which were generally positive and appreciative, and these were the following.**

1. The Green Procurement Policy is a good model for the Philippines. Hope to attend more seminars like this.
2. The resource speaker is no doubt very good. Though he can't well express himself in English, at best, he can pick up. Congratulations to the organizer. Please inform us on the latest development. Thanks for the invitation.
3. Thanks, it's a good seminar. However, it could have been clearer if the speaker can speak English well. Anyway, reading material is enough reference.
4. Information can be better delivered if language (English) is not a problem for the speaker. However, I thank Mr. Taguchi for the big effort to be of help to the Philippines.
5. It is a good workshop. It would have been better if the speaker could speak English well. Though his materials are enough as reference. Thank you.
6. (Need a) longer period in discussing Green Procurement Policy for better understanding.
7. (Need) experiences of other countries particularly in Asia in implementation of ecolabelling and green purchasing.
8. Have more discussions to know if such system in other countries is applicable in our country. Provide list of possible categories.
9. Since we have done tissue and detergent product category, let's have more information of other countries' experiences/stories, so that we can have a successful ELP.
10. Other personalities who are involved in the workshop, e.g. BOI and DBM people in-charge of Green Procurement, should be invited (participation should be confirmed) to have clearer and deeper exchange of learnings.
11. More details about Philippine case should have been provided. Government agencies concerned should have been invited to share ideas.
12. Very interesting and useful. Could have been more appropriate if held earlier, i.e., before we drafted the criteria for tissue paper and detergents. Am very confident that ELP in the Philippines will succeed. Am thankful for being invited to participate.
13. Well done! May I have soft copies of the power point presentation? (Jenny Perez, Ateneo de Manila University)
14. Very enlightening – widens one's perspective of various ways of participating in environmental advocacy.
15. Case studies of success stories and failures. Guidelines on green procurement.
16. Thanks for sharing information!

## ANNEX 8.4

### SEMINAR ON ECOLABELLING PROGRAMME AND GREEN PROCUREMENT POLICY

2<sup>nd</sup> Day – 14 December 2002 Orchidarium Library,  
Clean & Green Foundation, Inc., The Orchidarium, Rizal Park, Manila

Attendees:

1. Imelda P. Sarmiento	ELP-C&GFI
2. Soledad F. Rejano	ELP-C&GFI
3. Avelina E. Carlos	ELP-C&GFI
4. June M. Alvarez	ELP-C&GFI
5. Joy Chaneco	Project Consultant

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The second day of the seminar focused on managing the ecolabelling programme. Topics discussed were the Eco Mark guideline, application procedures, rules and regulation of using the Eco Mark logo and fee structures.

Mr. Taguchi distributed materials on Eco Mark guidelines and regulations, certification materials, and some marketing materials. The Eco Mark Guidelines and Regulations explain the Eco Mark Program, its general procedures, guidelines for proposing a new Eco Mark product category, application procedures for certification, and official regulations concerning the use of the Eco Mark including its manual.

Highlights of the topics were:

- A. *Eco Mark General Procedures.* The Eco Mark program aim to disseminate information on the environmental aspects of products, and to promote consumer's choice of environmentally preferred products through certified Eco Mark products that help reduce the environmental burden during the products' life cycle stages. The basic requirement for a product to carry the Eco Mark label is that it should impose less environmental impact as compared with similar products in their manufacturing, use and disposal. As such, regardless of the country of origin, products can bear the Eco Mark label provided it follows the procedures set forth in Eco Mark Guideline.

The organizational set up of Eco Mark is defined in the guideline where Japan Environmental Association (JEA) acts as Secretariat and administrator of the general affairs. The advisory bodies are Eco Mark Steering Committee, Eco Mark Committee for Establishing Category and Criteria, and the Eco Mark Committee for Product Certification. The Steering Committee is composed of experts on environmental conservation and specialists from administrative agencies, consumer groups and relevant enterprises. The committee is in charge of planning, budget deliberation, and other important policies related to the program. The Eco Mark Committee on establishing Category and Criteria is responsible for selection of the Eco Mark product categories, establishment of certification criteria, and other matters on operation. Committee for Product Certification is composed of specialists and third party organizations' experts in environmental impact assessment and impact reducing measures and they deliberate on the certification of the Eco Mark products.

- B. *Determining Eco Mark Product Categories.* Interested parties such as producers submit proposals, and a political process considers the impact of the products to the environment. The Eco Mark

Secretariat conducts hearings or surveys to the concerned parties in response to the nomination of a product and decides on the product categories for establishing product criteria.

- C. *Establishing the Certification Criteria.* After the selection of the product category, the Eco Mark Secretariat sets up a working group consisting of experts and concerned persons related to the selected product categories. The working group establishes the draft product criteria based on the products' life cycle. A life cycle matrix is used to determine the quantitative and qualitative impact of the product life cycle on the environment, from resource extraction, production, distribution, use and up to disposal along with the corresponding issues. These environmental issues are resource consumption, emission of substances affecting global warming, emission of ozone layer-depleting substances, deterioration of ecosystems, emission of air pollutants, water pollutants, waste and its disposal, use and emission of hazardous substances and other environmental impacts. Mr. Taguchi noted that the process of developing the certification criteria for a product category normally takes two years before it can be applied for Eco Mark program.

The criteria apply to the product for three to five years and their revision or abolition may take place as necessary considering market trends and technological innovation.

- D. *Certification Procedure for Eco Mark Products.* To qualify for Eco Mark, the product should satisfy the certification criteria of the product category. Also, the applicant and/or the manufacturer of the product must abide with the related environmental laws, regulations and pollution prevention treaties. In addition, quality and safety of the product must comply with the related laws, criteria and standards.

The applicant and/or manufacturer shall apply to the Secretariat for Eco Mark certification. The Secretariat, through its product certification committee, deliberates and approves the product based on the requirements set forth for product certification. The Secretariat also asks a third party to examine the claims when necessary and requires the applicants to submit a written proof of the examination. Upon completion of the requirements, the Eco Mark office will issue the written notification of the results of the evaluation. If the product passed the criteria, the applicant can now enter into a contract of using the Eco Mark to the product.

- E. *Eco Mark Fee Structure.* The Eco Mark Program has different fee scheme among other ecolabelling programs in the world. Ecolabelling fees of other countries are mostly based on the volume of sale of a product while Eco mark fee is based on the retail price of the product. However, Mr. Taguchi mentioned that they are studying the fee to consider the market share of the product. The applicant can get the Eco Mark Certification by entering a two-year contract with Japan Environmental Association (JEA). The Eco Mark program has no application and advertisement fees. However, the applicant must shoulder the cost of any test incurred by the third party.
- F. *Guidelines of Using Eco Mark Logo.* The design of the logo represents the human arms and hands that form the letter "e" indicating the "earth" and "environment". It also conveys the message of protecting the earth and environment with our embracing arms and hands.

The Eco Mark design can be used with the following conditions:

1. Use basic design indicated in the Eco Mark guideline by reducing and enlarging the size.
2. The letter "e" of the Eco Mark and the area of the "earth" must be left blank, without any color or design while the rest of the design must be printed in solid color. The standard color is specified as DIC 180 (sky-bluish).

3. When Eco Mark is printed over the ground color, the ground color must show the letter “e” and on the area of the “earth”.
4. The letter “e” and the area of the “earth” must be printed in solid color.
5. The Eco Mark logo shall not be placed in boxes, inside circles or other shapes.
6. The Eco Mark cannot be used in forming patterns, such as linking them together.
7. The size of the Eco Mark logo shall not be reduced or enlarged to the point that it is deformed and/or the letters and the blank portion for the area of the “earth” cannot be recognized.
8. The Eco Mark logo shall be used together with the characters above and the characters below that express the benefits of environmental protection.
9. In using the Eco Mark on the products and in advertising, there are some slogans that may be used, such as: “Environmental Protection Product Awarded by the Eco Mark Office of the Japan Environmental Association”; “Eco Mark Product Awarded by the Eco Mark Office of the Japan Environmental Association”; “Environmental Protection Product Certified by the Eco Mark Office”; and “Eco Mark Product Certified by the Eco Mark Office and Eco Mark Product”.