

Area Based Multi-partite Monitoring Team (AMMT) Guidelines

I. Introduction

Area based MMT is a systems-oriented and integrated approach in monitoring, analyzing and finding solutions to environmental concerns brought about by the establishment and operation of a project. In effect, it facilitates the attainment and maintenance of balance between socio-economic growth and environmental protection in an area.

Specifically, AMMT is a mode of compliance monitoring for ECC conditions and Environmental Management Plan of a project or cluster of projects located in contiguous area such as an economic zone. It is institutionalized in the provisions of PD 1586 Implementing Rules and Regulations starting from DAO 37 of 1996 to DAO 30 of 2003.

II. AMMT Objectives

- To ensure that cumulative effects of economic zones and their locator enterprises' operations are regularly monitored,
- To encourage public participation and stakeholders' vigilance in monitoring environmental impacts,
- To verify implementation of ECC conditions and Environmental Management Plan and validate their effectiveness,
- To validate proponent's conduct of self monitoring,
- To determine the validity of public complaints relative to the operation of the economic zone,
- To undertake information, education campaign regarding the zone's compliance to relevant rules, laws and regulations.
- To identify and initiate environmental community programs by economic zones and their locator enterprises.

III. Composition

	Members	Designation	Organization Structure
1.	EMB Regional Director	Chairman	Executive Committee
2.	PEZA Zone Administrator/ Manager or Private Developer Manager	Co-chairman	
3.	LGU	Member	
4.	Locators' Assn President	Member	
1.	EIA Div. Chief, EMB	Chairman	Technical Committee
2.	PEZA Rep* / Developer's Environmental Officer**	Co-chairman	
3.	Locators	Member	

4.	Industry Assn	Member	
5.	LGU***	Member	
6.	NGO / PO	Member	
7.	Academe****	Member	
8.	Other relevant gov't agencies****	Member	
1.	PEZA Rep / Developer's Environmental Officer		Secretariat
2.	Industry Assn Rep		

* for public economic zone

** for private economic zone

*** A choice of any of the following whichever is/are relevant - Provincial, City/ Municipal, Barangay

**** Optional

IV. Duties and Responsibilities of Members

	Activity	EMB	PEZA/ Developer	Locators	LGU	Academe, NGO/PO
1.	Program Planning	•	•	•	•	
2.	Program Execution	•	•	•	•	•
3.	Monitoring	•	•	•	•	•
4.	Validation	•	•	•	•	•
5.	Funding					
	5.1 Contribution		•	•		
	5.2 Management	•	•	•		
6.	Complaint Verification		•	•	•	
7.	Reporting		•	•		
8.	Technical Assistance	•	•	•	•	•
9.	Establishment & maintenance of locators' environmental info		•			
10.	Assist or provide relevant inputs	•	•	•	•	•
11.	Assist in community activities		•	•	•	•

V. Functions of AMMT Committees

Executive Committee

- Plan and supervise AMMT activities
- Review and approval of AMMT reports, MOA, MOO, WFP and their revisions

- Manage the EMF
- Resolve issues

Technical Committee

- Draft and update Monitoring Work Plan, WFP, MOO
- Monitor zone environmental quality
- Validate compliance to ECC conditions and EMP
- Verify complaints
- Investigate sources of pollution and recommend corrective actions
- Prepare, submit and disseminate monitoring status reports
- Recommend experts participation

Secretariat

- Establish and maintain environmental database of the economic zone
- Act as custodian of AMMT records, materials and properties
- Arrange and document AMMT activities

VI. Program of Activities

- Monitoring of cumulative effects of zone operations
 - Ambient air
 - Wastewater - Zone STP effluent, outfalls
 - Groundwater
 - Receiving water body (if applicable)
 - Wastes - Hazardous & Solid Wastes
 - Complaints by Stakeholders
- Validation of Environmental Compliance Certificate (ECC) conditions and Environmental Management Plan (EMP)
- Report to EMB
 - Compliance Monitoring and Validation Report (CMVR)
- Establishment and maintenance of environmental database for the use of the AMMT
 - ECC Compliance,
 - Hazardous Wastes Quarterly Report
 - Pollution Control Officer Self Monitoring Report (PCO SMR)
 - Solid Waste Management Plan
 - Environmental Management Plan
- Environmental Info Campaign

VII. Interfaces with PEZA's Information Management System (IMS)

Reports are being generated and submitted to PEZA on a daily basis. These include reports from various departments such as Import/Export, Engineering, Environment, Industrial Safety, Human Resource and others. With the volume received, much time and effort are required to read and

analyze all data and information that are coming in. Development of useful basis for decision making, policy / guidelines is often limited.

PEZA's information management system (IMS) addresses this limitation. Included in the IMS is the environmental database from reports such as Self Monitoring Report (SMR), Hazardous Wastes Report generated by locator enterprises and AMMT Monitoring Results, CMVR generated by the AMMT. The IMS facilitates AMMT monitoring and validation activities as it provides updated environmental quality performance of locator enterprises and the zone.

VIII. Additional information / information sources

Detailed information on the tool (relevant technical guidelines, case studies, success stories, documentation of impacts / results (use best practices template))	Abstract	File Name
	EMB Procedural Manual	Folder: Revised PM for PD2003 30
	Consultant Report	39_MMT_VasquezReport

Capacity Development Materials (Promotional Materials, Orientation Course Concept, Presentations, Task Sheets, Handouts, Media, other Training Tools)	Abstract	File Name
	MMT 1-page Flyer	01_MMT_1pFlyer
	MMT MOA Signing Writeup	02_MMT_MOASigningWriteup
	MMT Presentation Materials	03_MMT_Orientation 04_MMT_Orientation 05_MMT_Orientation 06_MMT_Orientation 07_MMT_Orientation
	MMT Competency Training Materials	
	- Competency Training Course Characterization	08_MMT_CompetencyTrainingCourseCharacterization_v01
	- Program	09_MMT_TrainingProgram
	- Post ECC Issuance	10_MMT_PostEIAPProcess
	- Multi Stakeholders Participation	11_MMT_MultistakeholdersParticipation
	- Toxic and Hazardous Substances - Chemical Safety	12_MMT_RA6969
	- Air Quality Management - Stack Sampling	13_MMT_AirQualityMgt1 14_MMT_AirQualityMgt2 15_MMT_AirQualityMgt3 16_MMT_AirQualityMgt4

Supporting materials for implementation (Templates, Flow Charts, Process Descriptions, Tools etc.)	Abstract	File Name
	Core Materials	
	How to establish an MMT	17_MMT_EstablishmentTool_v01 18_MMT_EstablishmentSteps_v01
	MMT MOA	19_MMT_ProformaMOA 20_MMT_MEZMOA 21_MMT_CEZMOA
	MMT MOO	22_MMT_ProformaMOO 23_MMT_MEZMOO
	Work and Financial Plan	24_MMT_EMFGuidelines 25_MMT_DBMBudgetCircular 26_MMT_MEZWFP2008
	Supporting Materials	
	A. Procedures	
	1. Disbursement of EMF	27_MMT_EMFDisbursementProcedure_v01
	2. Compliance Monitoring & Reporting	28_MMT_ReportingProcedure_v01
	3. Complaint Verification	29_MMT_ComplaintVerificationProcedure_v01
	4. Performance Audit	30_MMT_PerformanceAuditProcedure_v01
	B. Templates and Forms	
	1. Minutes of Meeting Template	31_MMT_MinutesTemplate_v01
	2. Official Designated Representative Form	32_MMT_DesignationForm_v01
	3. Monitoring Checklist	33_MMT_MonitoringChecklist-Water_v01
	4. CMVR	34_MMT_CMVRForm_v01
	5. Complaint Verification Form	35_MMT_ComplaintForm_v01
	6. Letter of Action	36_MMT_ComplaintActionLetter_v01
	7. MMT Performance Audit Form	37_MMT_AuditForm_v01
8. Self Monitoring Report	38_MMT_SMRForm_v01.doc	

TOPIC RELATED WEBSITES:	www.emb.gov.ph , www.peza.gov.ph
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	http://environment.peza.gov.ph
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