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**Philippine Green  
Building Council**

Building for Ecologically  
Responsive Design Excellence  
Development Guidelines

June 2009



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# 1. Introduction

## 1.1 The Product

The name of the product is the “Building for Ecologically Responsive Design Excellence (BERDE) Rating System.”

## 1.2 Mission

The development of BERDE aims to develop a sustainable built-environment industry in the Philippines and promote the implementation of green building practices that would affect the social, environment and economic welfare of the society at-large through the adoption of a localized, universally understood tools and performance measure.

## 1.3 Vision

Driven largely by evident effects of global warming and climate change, society is now questioning present approaches for achieving a sustainable way of living and survival. The need to make a development sustainable is evident on instances where people are using up critical resources faster than they can be renewed.

The Philippines has a significant increase in built-environments, which cascades to its corresponding environmental impact. Solid waste problem is mounting and an energy and water crisis is foreseen in a few years.

Through the development of BERDE, the “greening” of the whole life cycle of a building can and must be accomplished. Given that all facets of business involves a built environment, its corresponding effect in addressing global warming and climate change would then be significant.

In its sustainability initiatives, BERDE may take various forms described as follows:

- ▶ **A Product.** BERDE is identified as the product of the Philippine Green Building Council (PhilGBC) and is aligned with its principles. It is garnering inputs from its large membership and its alliances in the government and scientific experts.
- ▶ **Rating Tool.** BERDE shall be a nationally recognized and industry accepted rating system in order to measure the environmental impact and performance of buildings.
- ▶ **Building Design Guideline.** Moving building design, construction and operation of the building towards sustainability, BERDE shall also serve as a guideline throughout the lifecycle of the building.
- ▶ **Educational Tool.** Provisions of BERDE shall be able to train professionals in the practice of the principles of green building.
- ▶ **Brand.** Administered and implemented by a multisectoral body, BERDE shall be known for its credibility and integrity and shall be used as a vehicle for local policy implementation and incentives.
- ▶ **Dynamic System.** BERDE is adaptable to new processes and technologies while maintaining consistency in adherence to its core principles

- ▶ **Sound Business.** BERDE is capable of generating its own sustainable revenues for its own development and maintenance which covers administration, customer support, training and ongoing program improvement.

#### **1.4 Property**

BERDE shall be owned, administered and implemented by the Philippine Green Building Council (PhilGBC). However, it should be emphasized that no part of BERDE shall benefit solely any Officer, Director, or member of the Council.

#### **1.5 The BERDE Board**

The BERDE Board shall be created, with its members to be appointed by the PhilGBC Board of Trustees. It shall be composed of the following members and partners:

- ▶ Building Professionals
- ▶ Developers
- ▶ Property Managers
- ▶ Material Suppliers
- ▶ Advocacy
- ▶ Academe
- ▶ National Government Agencies
- ▶ Local Government Units
- ▶ Chambers of Commerce
- ▶ United Architects of the Philippines
- ▶ Philippine Institute of Civil Engineers
- ▶ Institute of Integrated Electrical Engineers
- ▶ Philippine Society of Mechanical Engineers
- ▶ Energy Practitioners Association of the Philippines
- ▶ Solid Waste Management Association of the Philippines
- ▶ Banking and Finance Associations

#### **1.6 Membership**

Membership to the BERDE Development Team is a voluntary effort and its basic prerequisite is membership to the PhilGBC. Anyone can apply for membership and join various groups as described herein. Their credentials should match the group they are applying in.

The BERDE Development Team is divided into the following groups:

- ▶ BERDE Board/Program Steering Committee
- ▶ Secretariat
- ▶ Technical Committee

#### ► Organizational Groups

With regards to the groups, the BERDE Board may define, add, delete, or combine membership groups from the list described below. The Board of Directors may also determine that certain categories of organizations may or may not be eligible for membership. Any member is not restricted to propose a new group. A member may propose a group provided that a position paper is submitted to the BERDE board for discussion.

A Team Leader shall represent each group. There should also be an Assistant Team Leader in the event the Team Leader shall not be available for representation. The members of the group shall elect such Team Leader and Assistant Team Leader. In the event that a new group is organized, the BERDE board shall appoint a team leader and assistant team leader.

To ensure organized group, it is advised the each group has its own charter aligned with the mission and vision of the BERDE Development Team, submitted to the BERDE board for comment and approval.

## 1.7 The Groups

### 1.7.1 Program Steering Committee

The program steering committee shall also be the BERDE Board. They shall be working together with all the BERDE Staff and the PhilGBC Board. The Program Steering Committee is charged with overseeing development and delivery of BERDE line consistent with the mission of BERDE and PhilGBC.

### 1.7.2 Secretariat

The BERDE secretariat shall be the primary contact in relation to the development of BERDE Rating Tool and shall perform the following tasks:

- The facilitation and organization of the BDT Hearings
- Promote the maintaining of neutrality and objectivity of the initiative while recognizing the specificity of individual standards initiatives
- Seeking dedicated resources essential to the hearings and meetings in relation to the said initiative.
- Managing the documentation of this initiative on a day-to-day basis
- The promotion of cooperation among PhilGBC members involved in this initiative in the arena of technical assistance

### 1.7.3 Technical Group

The Technical Group is responsible for maintaining consistency and technical rigor in the development of credits in BERDE. They also respond to specific technical aspects of any issue raised by the other committees. Following are members of the Technical Committee.

- Management
- Land Use and Ecology
- Water Efficiency
- Energy

- ▶ Solid Waste Management
- ▶ Heritage Conservation
- ▶ Indoor Environment Quality
- ▶ Life Cycle Cost
- ▶ Carbon

#### **1.7.4 Organizational Groups**

Organizational Groups work with the BERDE development team to oversee and negotiate efforts to bring each technical aspect considered in the sector they represent. Following are identified Organizational Working Groups.

- ▶ Product Manufactures and Suppliers
- ▶ Contractors and Builders
- ▶ Entrepreneurs
- ▶ Educational and Research Institutions (public and private)
- ▶ Environmental Group
- ▶ Government
- ▶ Finance and Insurance Community
- ▶ Professional Consultants
- ▶ Professional Societies
- ▶ Developers and Property Managers
- ▶ Utility Companies

#### **1.8 Conflict of Interest**

At all levels of decision-making in committees, persons casting votes and otherwise making decisions shall be aware of potential (real or perceived) conflicts of interest regarding the matter which is subject to the vote or decision. During discussion of such issues, group members will be required to disclose any and all such conflicts pursuant to the this conflict of interest policy. The groups shall resolve whether the disclosed conflict should prohibit the individual from participating in and/or voting on the subject at hand. This policy is designed to ensure that all officers, directors, committee members and other persons serving in a leadership capacity of, for, or on behalf of the BERDE Development Team exercise good judgment in dealing with conflicts that could undermine the best interests of BERDE.

## 2. Program of Activities for the Drafting of BERDE

The BERDE Program shall be administered and implemented by a multisectoral body to ensure a socially and technically balanced green building rating system. The body shall be appointed by the board of the PhilGBC from its members. The PhilGBC may also involve non-member organizations, associations and companies that are essential in the development of the rating system.

### 2.1 Program Mobilization

The PhilGBC along with its supporting partner institutions and organizations shall be setting up the BERDE secretariat that shall assist in administering the program. Administrative support staff and consultants shall be hired on a case-to-case basis as the BERDE develops. The BERDE secretariat shall assist and support in the fund campaign work of the PhilGBC.

### 2.2 General Program of Activities

#### 2.2.1 First Roundtable Discussions with Different Stakeholders

Roundtable discussions and workshops shall be conducted, led by BERDE-DT with the PhilGBC General Membership and various interest groups. The discussions will be designed to gather information on efficiency and conservation of energy and water; sustainable site selection; utilization of greener materials; solid waste management; improvement of indoor environment; preservation of cultural contexts and building operations and management. The Roundtable Discussion participants shall be invited to submit documentation on best practices, position papers and relevant researches as their contribution to the development of BERDE. Organizations shall be invited to have their projects piloted using BERDE as its green building guidance and rating system.

#### 2.2.2 Preparation of First Draft of BERDE

The BERDE-DT shall conduct additional research on existing best practices in the field of green building rating systems, on green building design, construction methodology, material and equipments resource utilization and availability, operating and maintenance processes, and the consequent environmental and social impacts of said activities. Existing Philippine environmental laws, rule and regulations affecting the design, construction and maintenance of buildings shall be complied and reviewed. Information gathered during the first set of Roundtable Discussions shall be reviewed and evaluated and be made part of BERDE. The evaluation criteria for BERDE shall be drafted by BERDE-DT. Consultation meetings and focus group discussions with experts, academics, and industry shall be held on a per need basis. The First Draft shall be published and released to the public to further solicit comments and suggestions.

#### 2.2.3 Second Roundtable Discussions with Different Stakeholders

To ensure that the different issues and concerns on implementing BERDE in the different regions in the Philippines are addressed, a second set of Roundtable Discussions shall be conducted in the National Capital Region, Luzon, Visayas and Mindanao. The BERDE Draft shall be presented to stakeholders to further solicit comments. During the discussion, the usability of the system shall be discussed and the BERDE Draft, along with a Usability Survey Form shall be distributed to architecture and engineering

firms, contractors, developers, regulatory agencies, material suppliers, utility companies and property management firms. BERDE is further reviewed with the help of these stakeholders, who may provide constructive criticism to better improve the performance and design of BERDE. Companies and organizations who volunteered to pilot BERDE shall also be part of the discussions. Issues and concerns regarding the piloting of projects may be raised during the discussions. The First Draft of BERDE shall be released to the public to further solicit comments.

#### **2.2.4 Preparation of Second Draft of BERDE**

Inputs from the Second Roundtable Discussions and comments generated from the public release shall be incorporated to working draft of BERDE by the BDT. Rules for the certification process and the balloting procedures shall be formulated by the BDT and be submitted and endorsed to the BERDE Board for approval. The Second Draft of BERDE shall be presented to the BERDE Board for approval for Balloting to be conducted during a PHILGBC General Membership Meeting especially called for this purpose.

#### **2.2.5 Balloting**

A PHILGBC General Membership Meeting shall be held specifically for the Balloting of BERDE. If the BERDE Draft passes in accordance with the Balloting Procedure, as approved by the BERDE Board, it shall be declared by the BERDE Board as an official release of BERDE. The official release of BERDE shall be endorsed by the BERDE Board to the PHILGBC Board of Trustees for final approval and implementation.

### **2.3 Other Activities**

#### **2.3.1 Fund Campaign**

The PHILGBC shall launch an industry-wide fund campaign to address the financial requirements of the development of BERDE. The BDT shall be conducting information drives with emphasis on why we need to support the development and implementation of our own rating system. Information on BERDE shall be distributed to companies and development agencies whose goals are aligned with the objectives of BERDE. With the increase of concern on the protection of the environment and climate change, organizations and companies are expected to contribute to BERDE as part of their Corporate Social Responsibility goals. The BDT shall be drafting a Fund Campaign Plan that will serve as a guide for fund raising activities related to the development of BERDE. The Fund Campaign Plan shall be executed upon approval of the PHILGBC Board of Trustees.

#### **2.3.2 Awareness Campaign**

The PHILGBC will conduct a massive information campaign to increase the awareness of the public and private sector on BERDE. The Council will utilize all types of information dissemination platforms such as the television, print (newspaper and magazines), and radio and internet media to further inform the public about BERDE. In order to better promote the BERDE Rating System, a training team composed of the BDT shall conduct an orientation-seminar for highly urbanized cities and municipalities to encourage the use of BERDE and orient them on how to use the rating system.

### **2.3.3 BERDE Program Launch**

The BERDE Program shall be launched by the PhilGBC, together with building industry sector partners and government during Building Green 2009. The BERDE Program launch and Building Green 2009 will be managed by a Special Committee of BERDE appointed by the PHILGBC Board.

### **2.3.4 Launch of BERDE**

BERDE shall be launched by PHILGBC with industry partners and government. Benefits gained by companies and organizations that piloted BERDE shall be highlighted. The progress on the uptake of BERDE shall be reported during this event and the public shall be invited to adopt and utilize BERDE in their projects. Industry shall also be invited to continually contribute to the development of the BERDE Program to further improve the performance of the rating system.

### **2.3.5 Market Development Project**

A Special Committee shall be formed to initiate meetings with financial institutions and the government sector and explore possibility of creating incentive schemes for proponents of green buildings. Simultaneously, an information campaign shall be conducted, targeted at consumers, to explain the benefits of greener buildings. These events shall be designed to create interest and awareness and is expected to stimulate the uptake of green buildings.

### **2.3.6 Training of BERDE Professionals**

A Special Committee shall be formed to develop the training module of BERDE. The public shall be invited to enroll in the training program and its graduates shall be referred to as BERDE Professionals. The BERDE Professionals shall serve as project assessors and consultants for the delivery and implementation of BERDE. The BERDE Training Program shall be part of the funding mechanism of BERDE.

## 3. BERDE Development Methodology

### 3.1 Inception Works

#### 3.1.1 Inception Committee

A committee shall be appointed by the BERDE Board to start the framework of the development of the BERDE rating tool. This committee's objective is to provide an initial direction for the development to commence. This shall involve the following activities:

- ▶ Draft the BERDE Mission and Vision
- ▶ Perform a preliminary investigation of the various rating systems around the world
- ▶ Draft the BDT Guideline and Methodology
- ▶ Draft a Governance and Management Structure
- ▶ Organise a deliberation of the BDT Guidelines and Methodology
- ▶ Orientation to the BDT Membership

#### 3.1.2 Establish the BERDE Framework: Development Guidelines and Methodology

The BERDE board shall initially appoint a committee to start the framework of BERDE. This will involve the preparation of guidelines and development strategy which shall be subject for review, deliberation and approval by the BERDE Board. It should be noted, however, that the guidelines and development strategy could still change as deemed necessary during the process of the development of BERDE. Such instances shall be deliberated, finalised and cascaded to the BERDE development team and the PhilGBC membership.

#### 3.1.3 BERDE Governance and Management Structure

An organizational system shall be established which shall show the governance and management structure. This may again change as deemed necessary during the process of the development of BERDE. Such instances shall be deliberated, finalised and cascaded to the BERDE development team and the PhilGBC membership.

#### 3.1.4 Appointment of BDT Members

The BERDE Board shall initially appoint the key members of the BERDE Development Team (BDT) who, in the preliminary, start the actual development of BERDE. This shall be based on the initial Governance and Management Structure prepared by the Inception Committee.

Upon reaching a representative membership in the BERDE Development Team and gaining confidence of the established Governance and Management, the BERDE Board may recommend to the various groups for an election for the various management positions.

#### 3.1.5 Deliberation and Finalisation of the BDT Guidelines, Methodology and Structure

The Guidelines, Methodology and Governance and Management Structure shall be deliberated by the BERDE Board together with the appointed members of the BDT. This may involve a number of hearings

and meetings in order to cover all risks and aspects in the development of the BERDE rating system. It shall be voted upon by the membership for finalisation. A 50% vote is required from a 75% quorum composed of both the appointed BDT members and BERDE board to finalise the BDT Guidelines, Methodology and Structure.

The finalised documents shall now be ready for usage by the BDT throughout the course of the BERDE development.

## **3.2 Preparatory Works**

### **3.2.1 Expanding the Membership**

BERDE should be administered and represented by a multisectoral body to ensure a socially and technically balanced process of the development of BERDE. As such, the pioneering members of the BDT is to open the doors of membership for the BDT. Each incoming member shall be part of a specific group depending on their interest and area of expertise. Specific procedures shall be followed for the membership.

### **3.2.2 Orientation**

Prior to immersion to the development works, the new members shall be given an orientation by the team leaders regarding the guidelines, methodology and structure of the BDT.

## **3.3 Establish the Stages of a Building's Life Cycle**

For the development of a green building rating system to be thoroughly covered, the stages of a building's life cycle should be given a review. The BDT should establish the stages in order to have a specific area to be viewed for the analysis of sustainability aspects.

An example set of stages of a building's life cycle is as follows:

- ▶ Establishing the need of building
- ▶ Gaining commitment from the owner
- ▶ Defining the Project
- ▶ Agreeing on a Design Brief and Environmental Policy
- ▶ Inception and Feasibility
- ▶ Design of the Building
  - Primary Choices or Schematic Design Stage
  - Detailed Design
- ▶ Construction
  - Tendering
  - Construction
  - Commissioning
- ▶ Operation

- Occupant Orientation
- Maintenance
- ▶ Building End-of-Life
  - Demolition
  - Retrofit

The above stages shall enable the BDT to raise issues in relation to sustainability aspects at each stage of the life of a building.

### **3.4 Building Scenarios and Types**

It would be ideal that a specific scenario and type be established first at this point of the development of BERDE. This shall help simplify the process. In preliminary, an assumption of a new construction of an office building shall be assumed. Presently, the most energy consuming type of structure is an office building particularly the BPO's. Consideration for rating retrofits and construction of specific building types like schools, hospitals shall be discussed on the latter part.

### **3.5 Data Gathering**

Various information from different sectors is essential in the development of a local green building rating system. As such, these should all be captured and considered in development of a green building rating system.

#### **3.5.1 Formats**

The BDT shall acknowledge the following formats of data.

- ▶ Report on a Specific Practice/Issue
  - Background
  - Good practice
  - References
  - Legal Resources
  - Synergies
- ▶ Position/Research Paper
  - Abstract
  - Introduction
  - Body
  - Recommendation
  - References
- ▶ Case Studies
  - Construction Type
  - Type of Building

- Description
- Recommendation
- ▶ Green Building Criteria
  - Aim
  - Assessment Criteria
  - Advantages/Disadvantages
  - Requirements
  - Guidance
  - Synergies/Tradeoffs
  - References

A cover letter is required addressed to the BERDE Chairman in submitting the abovementioned documents.

### **3.5.2 Data Compilation**

Each type of data shall be compiled and numbered accordingly. At the end of the data gathering the stage the following compilations shall be assembled:

- ▶ Compilation of Practices and Issues
- ▶ Compilation of Position/Research Papers
- ▶ Compilation of Case Studies
- ▶ Compilation Proposed Green Building Criteria/Credits

There shall be a register for each compilation which shall be easily be referred to during the process of the next stage.

## **3.6 Establish Green Building Goals**

Going to back to Item 3.4, assuming that the green building project is a new office building with more than 4 floors, the following initial considerations should be initiated:

- ▶ What are the sustainability goals of the project?
- ▶ How do those goals translate into measurable objectives?
- ▶ What indicators should be used to measure actual performance against these objectives comparing them against existing benchmarks and achievement of others?

Themes and sub-themes shall be identified for consideration in the green building rating system.

At the end of this stage, a compilation of goals in table format shall be completed.

### **3.6.1 Steps**

Having in mind the above questions and considering the compiled data, the following should shall then performed:

- ▶ Setting of sustainability goals and baseline reference

- ▶ Set the goals to Philippine setting
- ▶ Perform a simulation via a risk assessment process

### 3.6.2 Format

A table shall be generated for the building which compose of the following headings:

- ▶ **Theme**, e.g. Atmosphere
- ▶ **Sub-Theme**, e.g. Climate Change, Ozone Layer Depletion, Air Quality
- ▶ **Indicators**, e.g. Quantity of Green House Gas (GHG), Quantity of Ozone Depleting Substances
- ▶ **Practice**, e.g. Setting a limit for GHGs, Elimination of use of CFCs
- ▶ **Comparable Practices to Other Countries**, e.g. Incentives for achieve of allowable GHG's
- ▶ **Relevant Laws in the Philippines**, e.g. Clean Air Act
- ▶ **Best Practice**, e.g. Financial Incentives for achieving allowable GHG's
- ▶ **Goals**, e.g. Carbon Neutrality
- ▶ **Measures**, e.g. Be in top 25% building energy efficiency.

## 3.7 Drafting the BERDE Rating System

Each of the sustainability goals compiled in Item 3.6, shall be classified and organized. A standard format shall be established and followed for each credit identified. This may entail a series of deliberation.

### 3.7.1 Classification

Depending on the level of importance and in reference to the gathered data, the goals shall be grouped in order to establish a classification.

### 3.7.2 Criteria/Credits

The criteria or credits shall be established in consideration of the established life cycle of the whole building. It shall be classified for ease of use for the pilot projects. It should also appear as a guide for the design of buildings

### 3.7.3 Points

Allocation of points per criterion shall be determined in accordance to its level of importance in the Philippines scenario. This shall be done by sending the overall outline of the BERDE rating system to the entire membership of the PhilGBC for each member to determine how many points for each criterion. A standard 100-point rating shall first be established and it is up to the members to allocate points on each criterion.

Prior to allocation of points by the members, a simple questionnaire regarding the background of the respondent should be accomplished. Each respondent shall be classified on their respective group.

Upon allocation of points by the respondents, the overall percentage per classification shall be represented by a pie chart. A pie chart representing each group shall also be prepared and analysed.

Using the gathered point system, the level of importance shall then be established. The point allocation shall then be finalised.

#### **3.7.4 Quality Assurance**

Quality Assurance check shall be conducted on the draft BERDE Rating System to consider the following parameters:

- ▶ Consistency of Format
- ▶ Grammar
- ▶ Flow of Thought and Intent
- ▶ Countercheck with Mission and Vision of BERDE and PhilGBC

#### **3.8 Discussion on Usability**

The preliminary BERDE draft shall be presented to various groups around the country. Discussions shall be organised on the basis of usability. A usability survey shall be prepared and accomplished by a representative number of respondents.

#### **3.9 Final Draft**

Results from the Usability Survey shall be compiled formatted and integrated into the initial BERDE draft. A final QA check shall be performed. The final draft shall then be endorsed to the BERDE Board for balloting.

#### **3.10 Balloting**

##### **3.10.1 Establish Balloting Procedure**

The BERDE Board shall organise a balloting procedure for the BERDE Rating System

##### **3.10.2 Actual Balloting**

Balloting shall be conducted in the PhilGBC Membership Meeting. If the BERDE Draft passes in accordance to the approved balloting procedure, it shall be declared by the BERDE Board as an official release.

#### **3.11 Piloting**

Nominated projects which matches the assumptions set forth in the creation of the BERDE rating system shall be used in testing the rating system. The success of the rating system shall be measured based on goals established. Nominated BDT members shall first serve as the BERDE AP team for the project and shall be involved from inception to design, construction, commissioning and first 3 months from turnover of building operation. The BERDE AP team shall journalize each observation. A report shall be generated and reported to the BDT periodically. At the end of the project, the BERDE AP shall submit and comprehensive report of the piloting.

Should there be other more buildings for piloting, another BERDE AP group shall be organize and perform the same activities.

### **3.12 Evaluation**

Final evaluation of the BERDE Rating system shall be conducted involving all stakeholders involved in the project and the BDT. Recommended revisions shall be discussed and if considered appropriate, it shall be integrated to the BERDE Rating System.

The BERDE Rating System shall go through a continuing change, aligning itself to the ever changing conditions surrounding a building.

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## 4. Procedures

Standard procedures are set forth in this undertaking to ensure that the mission of the development of the BERDE rating tool is achieved. It is envisioned that these procedures shall set order, promote cooperation and proper documentation during the whole process of the development.

Each procedure shall follow the format described as follows:

- ▶ Purpose
- ▶ Scope
- ▶ Procedure
- ▶ Appendix

The complete document of the procedures are compiled and numbered at the Appendix.

A brief description of each procedure is described below.

### 4.1 General Management

These are general procedures, which tackles the effective administration of the BDT.

**Table 1 General Management Procedures**

Procedures	Purpose	Related Forms/Guides
Management Review	To ensure the suitability, adequacy and effectiveness of the GHD Management System is reviewed on a regular basis with the aim to foster its continual improvement and to evaluate the need for changes.	Suggestion Form Amendment to the Guidelines
Preparation and Control of Documents	Preparation, review and approval, issue, control and availability of GHD Group Management System Documents.	
Member Management	Ensure that the joining and participation of any individual ins beneficial and in accordance to the mission of BERDE and the PhilGBC	Joining Procedure Votes
Environmental Management	Ensure that there are minimal effects on the environment for this undertaking.	Paper Consumption Control Policy Waste Generation and Disposal Policy Water Consumption Policy

<b>Procedures</b>	<b>Purpose</b>	<b>Related Forms/Guides</b>
Information Systems	Ensure that the members are guided in the use of the website	
Organizing a Group	If a group need to represented, the group shall be established aligned in the mission of BERDE and the PhilGBC	Charter - sample

#### 4.2 Works Management

As this engages predominantly documentation procedures, the general works of this undertaking involves paperworks and thus, should be managed.

**Table 2 Works Management Procedures**

<b>Procedures</b>	<b>Purpose</b>	<b>Related Forms/Guides</b>
Document Arrangements	To ensure effective and efficient control of job specific documents, data and records.	Letter Minutes of the Meeting Transmittal
Control of Records	To describe the means by which records are to be managed to provide clear and objective evidence of the achievement of planned quality on the development of BERDE.	Filing & Numbering System
Change Control	To keep track on the changes involved in the documents gathered and generated	

#### 4.3 Technical Management

The technical management section covers the area of the actual development of the BERDE rating tool.

**Table 3 Technical Management Procedures**

<b>Procedures</b>	<b>Purpose</b>	<b>Related Forms/Guides</b>
Data Gathering	All data gather follows a consistent form and the information if outline appropriately for easy checking and referencing.	Report on Specific Issue - Template Resarch/Position Paper – Template Case Study – Template

<b>Procedures</b>	<b>Purpose</b>	<b>Related Forms/Guides</b>
		Proposed Green Building Criteria – Template
References and Standards	To ensure the availability of up to date versions of all relevant standards, codes, regulations and suppliers' catalogues and technical data to be used on the development of BERDE	
Development Review and Deliberation	To ensure that the documents gathered and produced is tackled and deliberated by a multisectoral body to ensure balance.	Hearing Procedure Balloting
Quality Verification	The purpose is to check and review job output for correctness, level of accuracy and appropriateness of solution, to encourage a consistency in presentation and format, and to provide a record of the nature and extent of the check and review processes.	

Refer to the Appendices for the Standard Forms.

Appendix A  
BERDE Governance and Management  
Structure

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Appendix B  
Filing System

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Appendix C

## Data Gathering Templates

Report on Specific Issue

Research/Position Papers

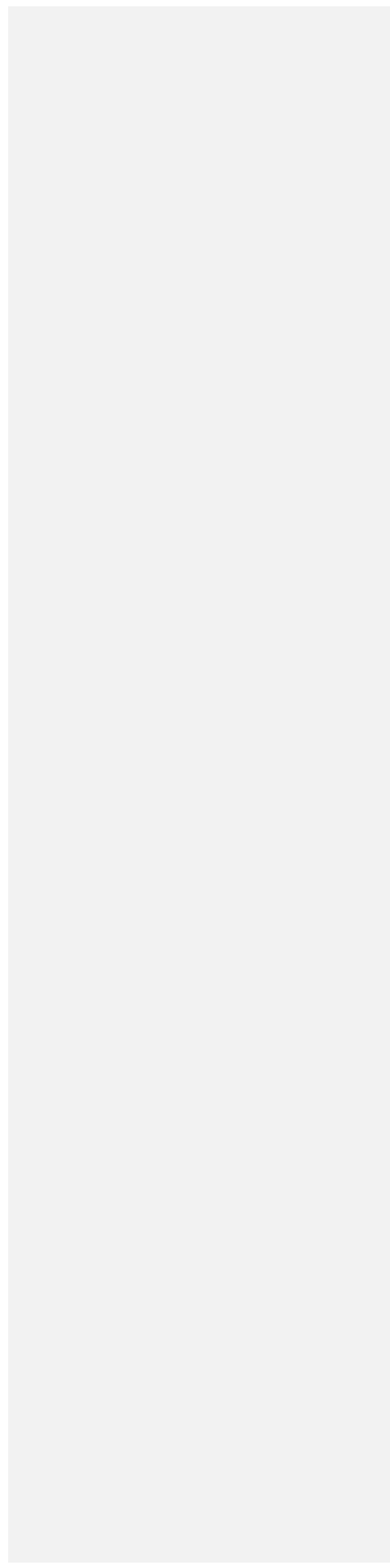
Case Studies

Proposed Green Building Criteria

Appendix D  
Procedures

Membership  
Submitting a Contributing Paper

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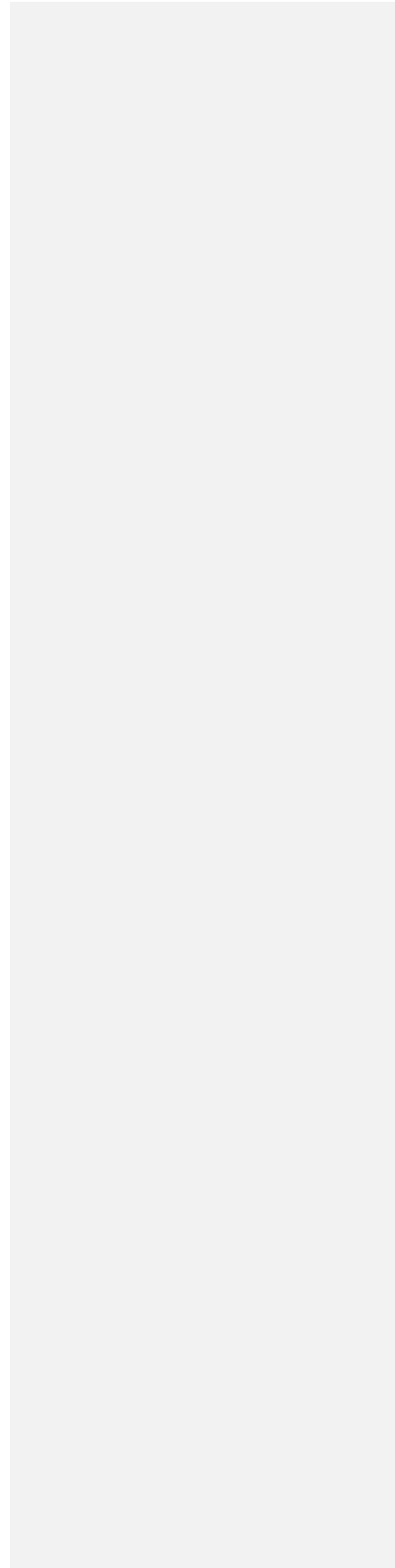


## Appendix E

# Standard Forms

**Amendment to the Guidelines**  
**Attendance List**  
**Charter - Sample**  
**Group Description**  
**Confidentiality Agreement**  
**Controlled Document Distribution Register**  
**Controlled Document Transmittal Advice**  
**Coordination Matrix**  
**Documentation Received**  
**General Instructions to the Team Leader**  
**Hearing Invitation**  
**Improvement Form**  
**Improvement Register**  
**Incoming Correspondence Register**  
**Invitation for Position Papers**  
**Member Information**  
**Memorandum**  
**Minutes of the Meeting**  
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**Document Status**

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