



Procedure

Category : **General Management**
Sub-Category : **Management Review**
Procedure No. : **GM-1**

1. Purpose

To ensure the suitability, adequacy and effectiveness of the BERDE Development Guidelines is reviewed on a regular basis with the aim to foster its continual improvement and to evaluate the need for changes.

2. Scope

This procedure is applicable to the whole BERDE Development Team Operations, from the management team to the individual groups

3. Development Performance Report

The BERDE Development Team (BDT) shall conduct monthly reviews to cover the following items:

- Progress Update
- Updates on Data Gathered
- Procedures Check
- Review of Minutes of Meetings and Documentation of Hearings
- Pertinent Issues
- Suggestion Forms submitted
- Recommendations for further improvement

A general report shall be generated by the BERDE Chairman and forwarded to the BERDE Board and PHILGBC Board.

4. Relevant Forms

4.1. GM-1.1 – Suggestion Form

The purpose of this form is to provide an opportunity to the members of the PHILGBC to raise ways in order to improve and optimize methods involved in the development of BERDE.

This form is outlined as follows:

- **Title** – Provide an appropriate title which will embody the suggestion
- **Item to be Improved** – Identify what needs to be improved
- **Suggestion** – Detail the suggestion
- **Benefits/Advantages** – Explain the benefits
- **Raised by:** - Be acknowledged. If the suggestion is being made by a number of people, all should be acknowledged as well.



Procedure

The suggestions are eligible through the following requirements

- Propose practical improvements to development of BERDE
- Tells specifically what the improvement is and how it can be made
- Is submitted by member or members of the PHILGBC

The suggestion are not eligible if they

- Are within a team's responsibility
- Concern matters already under consideration
- Concern personal grievances or complaints
- Concerns policies or procedures that are not being followed or that are not being applied properly.

Suggestions shall be voted by the members of the BERDE Board prior to implementation or inclusion to the development guidelines. Any approved suggestion shall be endorsed to the PHILGBC and the amendment shall be announced to the BDT for implementation or compliance.

4.2. GM-1.2 – Amendment to the Guidelines

This shall serve as an announcement form detailing the items to be revised in the development guidelines or procedures to be applied during the development of BERDE.

This needs to be signed by both the PHILGBC and BERDE Chairmen.