



Procedure

Category : **Technical Management**
Sub-Category : **Data Gathering**
Procedure No. : **TM-1**

1. Purpose

All data gathered follows a consistent form and the information is outlined appropriately for easy checking and referencing

2. Scope

This procedure applies to the whole PHILGBC membership who is willing to submit their position on a specific topic or a report on a specific issue.

3. Methods

3.1. Posting of Proposed Topics

The BDT, at any time, may post topics that may contribute to the development of the BERDE Rating System. Members of the PHILGBC are encouraged to submit positions or relevant information with regards to those topics. Credits shall be given to the contributor upon finalization of the BERDE documents provided that the document submitted are proved to be legit and useful.

3.2. Submission of Data Documentation.

All members of the PHILGBC are welcome to submit or share their opinion, position, or case to the BERDE Development Team (BDT), provided that they comply with the standard formats. All data documentation to be submitted should be backed by facts or relevant studies and research.

Steps:

1. Write a letter of intent to the BERDE Secretariat describing the information they intend to submit or share. The BERDE Secretariat would request for the following information which could filled in the form, TM-1.2 – Intent to Submit a Position which would request for the following information:
 - Title of Position Paper/Report or Case Study or Proposed Credit
 - Author Name and Background Abstract
 - Abstract of the Paper
 - Proposed Submission Date
 - Technical Group, e.g. Management, Land Use & Ecology, etc.
 - Remarks
2. The BERDE Secretariat shall then log the Proposed Paper and book a schedule for the presentation of the paper. Schedule of consultative meetings shall be posted online and it is expected that relevant parties be aware of such meeting. If the author believes that a specific technical group or organization is beneficial to be in the meeting, then that should highlighted in the request under the remarks area. The BERDE Secretariat shall help on getting the relevant parties to be present at the presentation of the paper.



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3. The author shall then conduct all the necessary research and study to back the paper they intend to submit within the proposed timeline. Should the author require an extension, he/she must advise the secretariat one (1) week ahead of the proposed submission date. It should also be noted that the paper should be certified and signed by the author.
4. Upon submission of the paper, the corresponding Technical Group Team Leader shall review the document for completeness and consistency. The review will may take 2 to 5 days depending on the length of the paper.
5. If necessary, the Technical Group Team Leader shall forward comments to the author, which is geared in helping the author present his/her position to the BDT. Hence, the Group Team Leader will advise both the author and secretariat that the paper is good to be presented and discussed.
6. The author shall then prepare a presentation in relation to the paper and shall be submitted no later than one (1) day before the presentation date.

3.3. Consultative Meetings/Hearing.

The BERDE Secretariat shall schedule a consultative meeting/hearing to discuss the issues and topics raised by members of the PHILGBC anytime depending on the agenda and issues to be discussed. Schedules shall be posted at the BERDE website. Details of organizing such are discussed in Procedure TM-3 – Meetings, Development Review and Hearings.

It should be noted that the goal of the consultative meetings/hearings is to arrive at a resolution with regards to the paper presented as well as prove its authenticity and usefulness to be a reference in the BERDE Rating System.

3.4. Posting of Consultative Meetings/Hearing

The BERDE Secretariat shall post the schedules and venue of all consultative meetings/hearing as well as BERDE general meetings in the BERDE website.

4. Data Gathering Formats

Standard formats shall be used in submitting positions or information to the BDT. All documents to be submitted should have a cover letter addressed to:

BERDE Development Team.
Building for Ecologically Responsive Design Excellence Program
Philippine Green Building Council

The letter should indicate the subject and discuss the coverage of the paper as well as a brief background of the author.

4.1. TM-1.3 – Report on a Specific Issue

This form aims to provide a checklist for and guidance on the environmental considerations required at the various stages in the life of buildings, identifying key activities and decision-



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making stages that can have significant impacts on the environment. This shall also provide a framework for the identification of existing information and to provide guidance in the development of the BERDE rating system. Moreover, this may also be able to assist in identifying relevant legal and other requirements, and the environmental aspects of relevant activities.

Format:

- Building Lifecycle Stage – Identify which of the following stage of the building lifecycle: Conception, Design, Construction, Operation and End-of-Life
- Sub-stage – Author to identify specific activity under the building life cycle stage.
- Issue – Author to identify a title of the issue to be discussed.
- Background – Discussion of the Issue
- Background References – Identify the Issue
- Good Practice – Identify good practices in relation to the issue raised
- Good Practice Reference – Identify good practice reference.
- Legal References – Identify relevant Philippine laws in relation to the issue raised.
- Credits – Provide name, Position, Company Name and email address.

4.2. TM-1.4 – Position/Report Paper

A position paper is an essay that presents an educated opinion about an issue, typically that of the author or another specified entity; such as an organization. On the other hand, a report is a document that presents the author's research and findings. Both shall share the same format.

Format:

- Abstract – A brief of the whole paper with no more than 150 words.
- Introduction – Provide a background of the paper
- Discussion – It shall be up to the author to prepare the outline and insert graphs or charts to support their position or report.
- Conclusion – A final recommendation or remark with regards to the position or report shall be discussed by the author.
- References – Identify all relevant references.
- Footnotes – Insert as necessary to explain certain statements or terminologies.

4.3. TM-1.5 – Case Study

Building case study methods involve an in-depth, longitudinal examination of a single instance or event. They provide a systematic way of looking at events, collecting data, analyzing information, and reporting the results. As a result the readers may gain a sharpened understanding of why the instance happened as it did, and what might become important to look at more extensively in the future. Case studies lend themselves to both generating and testing hypotheses.

Format:

- Cast Title
- Project
- Owner/Developer



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- Date Started
- Date Commissioned
- Project Description – area, number of floors, etc.
- Construction Type – New or Existing Construction
- Building Type – Office, Commercial, etc.
- Project Background
- Illustrations/Pictures
- Case Discussion
- Results/Observations
- Remarks
- Credits
- Certification and Credits

4.4. TM-1.6 – Proposed Green Building Criteria

This information shall provide an outright building green building criteria that could possibly be considered for BERDE.

Format:

- Proposed Criteria
- Proposed Classification
- Aim
- Advantages/Disadvantages
- Proposed Requirements
- Guidance
- Synergies and Tradeoffs
- References
- Certification and
- Credits

5. Other Forms

5.1. TM-1.1 – Invitation for Papers – This invites individuals or organizations for papers on pertinent issues proved to essential for the development of BERDE. This may be specifically addressed or at least posted at the BERDE website.

5.2. TM-1.2 – Letter of Intent to Submit a Position – This is a letter of any individual, who at his/her own discretion decided to submit a paper. This letter shall also trigger the BERDE secretariat to schedule a consultative meeting or hearing in relation to the paper described in the Letter of Intent.

5.3. TM-1.7 – Progress Reports – This provides the BERDE Board an update on the Data Gathering Process and Drafting Process for the BERDE Rating System.

5.4. TM-1.8 – Paper Checklist – This provides a guide for PHILGBC member on writing a paper.

5.5. TM-1.9 – Register of Papers – This summarizes all the papers submitted and shall be an attachment to the progress report.



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5.6.TM-1.10 – Eco-efficiency Checklist – This serves as guide to material and service providers in specific items that need to be discussed in their paper.