



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
 (National Headquarters Philippine Coast Guard)
 139 25th Street, Port Area
 1018 Manila

12 December 2018

NHQPCG/CG-9

**STANDING OPERATING PROCEDURE
 NUMBER10-18**

**MARINE ENVIRONMENTAL PROTECTION
 POLICY BOARD AND TECHNICAL WORKING GROUP**

I. PURPOSE:

This Standing Operating Procedure prescribes guidelines and procedures instituting the Marine Environmental Protection Policy Board (MEP-Policy Board) and Technical Working Group (MEP-TWG) are intended to monitor the status of International Conventions and National Legislations pertaining to Marine Environmental Protection vis-a-vis the Philippines. Likewise, assess whether or not the Philippine Coast Guard has appropriate Memorandum Circular (MC)/ Standing Operating Procedure (SOP) and other policies for the implementation of the aforementioned within the Philippine maritime jurisdiction.

II. SCOPE:

This Standing Operating Procedure shall apply to relevant International Conventions and National legislations pertaining to marine environmental protection within the maritime jurisdiction of the Philippines. Further, applies to the establishment and institution of the following:

A. MEP-Policy Board. The Board shall be composed of the following:

	Member	Function
1	CMEPCOM	Chairman
2	CCGS	Vice - Chairman
3	CG-3	Member
4	CG-5	Member
5	CG-8	Member
6	CG-9	Member / Secretariat
7	CG-15	Member

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8	CGLS	Member
9	CGLLA	Member
10	Port State Control Central	Member
11	Other participants, as necessary	

B. MEP-TWG. The TWG shall conduct research studies, formulate policies and regulations on applicable international conventions, protocols and national legislations, and recommend new policies, rules and regulations on MEP.

The Technical Working Group shall be composed of the following:

	Member	Function
1	NOCOP	Chairman
2	MERDC	Member / Secretariat
3	MEPTI	Member
4	CGLS	Member
5	CGLLA	Member
6	Port State Control Central	Member
7	Other participants, as necessary	
		Note: The Vice-Chairman shall be assumed by next ranking officer present, in the absence of the Chairman.

C. Other participants. The MEP-Policy Board and MEP-TWG may invite other participants to provide inputs as stakeholders and/or experts.

III. FUNCTION:

A. Secretariat. The PCG MEP Board shall be assisted by a permanent Secretariat from the Office of CG-9. The Secretariat shall be responsible for technical support, coordination, administrative and logistical matters, including the maintenance of the permanent records of the Board.

B. MEP-Policy Board shall provide technical guidance to the concerned government agencies on the ratification and implementation of IMO instruments and prepare proposals for national legislations. Specifically, the Board shall have the following functions:

1. Develop and adopt a national work programme to facilitate the ratification/accession and implementation of relevant IMO instruments;
2. Propose national policies and strategies to support implementation of adopted instruments;

3. Identify resource requirements and propose institutional arrangement for the ratification and implementation of instruments including roles and responsibilities and enforcement functions;
4. Organize series of seminars or workshops for policy-makers and senior decision-makers, and major stakeholders at different levels to familiarize them with the benefits and requirements of the instruments, in order to facilitate an intelligent discussion and assessment of their advantages and disadvantages;
5. Draft and submit for adoption legislation and administrative regulations for the effective implementation of the instruments;
6. Develop and implement a monitoring mechanism to assess progress and evaluate the implementation of the instruments;
7. Conduct review and recommendation to the Commandant, PCG on matters pertaining to MARPOL 73/78 cases;
8. Conduct review and recommendations to the Commandant, PCG on matters pertaining to national and local environmental laws, rules and regulations; and
9. Conduct review and recommendations to the Commandant, PCG on matters pertaining to Oil Spill Incidents and Response Operations, and Claims and Compensation.

C. Technical Working Group (TWG). They shall conduct research studies, formulate policies and regulations based on applicable international conventions, protocols and national legislations, and recommend new policies, rules and regulations on marine environmental protection to the MEP-Policy Board for deliberation and recommendation to proper authorities.

IV. PROCEDURE:

MEETING AND DECISION MAKING PROTOCOLS

1. Regular Meetings

The MEP-Policy Board will have monthly meetings to be determined by the body on the initial meeting. A written notice of the regular meeting and the previous meeting shall be sent by the MEP-Policy Board Secretariat to each Member at least (3) calendar days prior to the meeting date to each member offices. The notice shall contain the time and the place of the meeting and state the agenda with a short description of any matter on which the meeting will be asked to vote.

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2. Special Meetings

Other meetings may be requested by any of the members as the need arises. The invitation for special or emergency meeting shall be sent soonest before the meeting.

3. Quorum

A quorum shall constitute the presence of a simple majority among its total membership.

4. Voting Rights of Permanent Representatives and Alternates

Any decision shall require a majority vote among the members, provided there is a quorum. The Chairperson, or the Vice-Chairperson in the former's absence, shall not vote unless to break a tie in the vote of the other members. Each member shall be entitled to one (1) vote. In the absence of the Permanent Representative, the Alternate shall have the right to vote on behalf of the member.

V. RESPONSIBILITY:

A. Commander, Marine Environmental Protection Command

1. Shall act as Chairman, MEP-Policy Board.
2. Shall attend the regular and special meetings called for by the MEP-Policy Board.
3. Shall provide necessary administrative and logistical support to MEP-TWG.
4. Shall provide guidance and direction based on existing international convention and national legislations on marine environmental protection functions.
5. Perform other functions as necessary

B. Chief of Coast Guard Staff

1. Shall act as Vice Chairman, MEP-Policy Board.
2. Shall attend the regular and special meetings called for by the MEP-Policy Board.
3. Shall provide guidance and direction based on existing international convention and national legislations on marine environmental protection functions.
4. Perform other functions as necessary

C. Deputy Chief of Coast Guard Staff for Human Resource Management and Records, CG-1

1. Shall issue appropriate orders.
2. Perform other functions as necessary

D. Deputy Chief of Coast Guard Staff for Operations, CG-3

1. Shall attend the regular and special meetings called for by the MEP-Policy Board.

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2. Shall provide guidance and direction on matters pertaining to its functions.
3. Perform other functions as necessary

E. Deputy Chief of Coast Guard Staff for Plans and International Affairs, CG-5

1. Shall attend the regular and special meetings called for by the MEP-Policy Board.
2. Shall provide guidance and direction on matters pertaining to its functions.
3. Perform other functions as necessary

F. Deputy Chief of Coast Guard Staff for Maritime Safety Service, CG-8

1. Shall attend the regular and special meetings called for by the MEP-Policy Board.
2. Shall provide guidance and direction on matters pertaining to its functions.
3. Perform other functions as necessary

G. Deputy Chief of Coast Guard Staff for Marine Environmental Protection, CG-9

1. Shall act as Head Secretariat.
2. Shall programme and provide necessary administrative and logistical support to MEP-Policy Board.
3. Shall designate members of the Secretariat.
4. Shall provide guidance and direction on matters pertaining to its functions.
5. Perform other functions as necessary

H. Deputy Chief of Coast Guard Staff for Strategic Studies and Modernization, CG-15

1. Shall attend the regular and special meetings called for by the MEP-Policy Board.
2. Shall provide guidance and direction on matters pertaining to its functions.
3. Perform other functions as necessary

I. Director, National Operations Center for Oil Pollution (NOCOP)

1. Shall act as Chairman MEP-TWG.
2. Shall attend the regular and special meetings called for by the MEP-TWG.
3. Shall provide guidance and direction on matters pertaining to functions of the TWG.
4. Perform other functions as necessary

J. Commander, Marine Environmental Research and Development Center (MERDC)

1. Shall act as Head Secretariat MEP-TWG
2. Shall designate members of the Secretariat.
3. Shall attend the regular and special meetings called for by the MEP-Policy Board.

4. Perform other functions as necessary

K. Superintendent, Marine Environmental Protection Training Institute (MEPTI)

1. Shall act as Assistant Head Secretariat MEP-TWG.
2. Shall attend the regular and special meetings called for by the MEP-Policy Board.
3. Perform other functions as necessary

L. Commander, Coast Guard Legal Service (CGLS)

1. Shall attend the regular and special meetings called for by the MEP-Policy Board.
2. Shall designate two (2) lawyers; one (1) permanent and One(1) alternate member of the MEP-Policy Board and MEP-TWG.
3. Shall provide guidance and direction on matters pertaining to its functions.
4. Prepare Executive Orders, Department Orders, Position Papers and other relevant legal instruments as maybe requested by the Board.
5. Perform other functions as necessary

M. Commander, Coast Guard Legislative Liaison Affairs (CGLLA)

1. Shall attend the regular and special meetings called for by the MEP-Policy Board.
2. Shall designate two (2) lawyers; one (1) permanent and One(1) alternate member of the MEP-Policy Board and MEP-TWG.
3. Shall provide guidance and direction on matters pertaining to its functions.
4. Prepare/draft position papers and congressional proposals for enactment into national law and other relevant legal instruments as requested by the Board.
5. Perform other functions as necessary

N. Officer-In-Charge, Port State Control Central (PSC)

1. Shall attend the regular and special meetings called for by the MEP-Policy Board and MEP-TWG.
2. Shall provide guidance and direction on matters pertaining to its functions.
3. Perform other functions as necessary

VI. EFFECTIVITY:

This Standing Operating Procedure shall take effect upon approval.

Approved by:


ELSON E HERMOGINO
Admiral PCG
Commandant, PCG