



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

21 June 2019

NHQ-PCG / CG-14

MEMORANDUM CIRCULAR
NUMBER 04-19

MARITIME SECURITY POLICY BOARD AND TECHNICAL WORKING GROUP

I. PURPOSE:

This Memorandum Circular prescribes guidelines and procedures establishing the Maritime Security Policy Board (MSLE-Policy Board) and Technical Working Group (MARSE-TWG) intended to monitor the status of policies relating to maritime security and law enforcement as well as to assess whether or not the Philippine Coast Guard has appropriate memorandum circulars and/or standing operating procedures and other policies and formulate policies relating thereto for implementation within the Philippine maritime jurisdiction.

II. SCOPE

This Memorandum Circular shall apply to relevant national legislations pertaining to maritime security and law enforcement within the maritime jurisdiction of the Philippines. This further applies to the establishment and institution of the following:

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

	Member	Designation
1	C, MARSEC	Chairman
2	C,CGWCEISC	Vice-Chairman
3	C,CGSSF	Member
4	C,CGAF	Member
5	C,CGK9F	Member
6	C,CGSOF	Member

7	C, CGIF	Member
8	C, CGLS	Member
9	CG-3	Member
10	CG-5	Member
11	CG-14	Member/Secretariat
12	CG-15	Member
13	DIR, PCGCC	Member
14	Other participants as necessary	Member

B. MARSE-TWG. The TWG shall conduct research studies on maritime security and law enforcement related rules, regulations and procedures as well as formulate and recommend new policies, rules and regulations.

The Technical Working Group shall be composed of the following:

	Member	Designation
1	DC, MARSEC	Chairman
2	DC, CGK9F	Vice-Chairman
3	DC, GSSF	Member
4	DC, CGAF	Member
5	DC, CGSOF	Member
6	DC, CGLS	Member
7	DC, CGIF	Member
8	Other participants as necessary	
		NOTE: The Vice-Chairman shall be assumed by the next ranking officer present in the absence of the Chairman

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

III. FUNCTION:

A. Secretariat. The PCG MARSE Board shall be assisted by a permanent Secretariat from the Office of CG-14. The Secretariat shall be responsible for technical support, coordination, administrative and logistical matters, including the maintenance of the permanent records of the Board.

B. MARSE-Policy Board shall provide technical guidance to concerned government agencies on the ratification and implementation of IMO instruments and prepare proposals for national legislation. 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 Maritime security and law enforcement policies, rules and regulations.

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 Maritime Security and Law Enforcement to the MARSE-Policy Board for deliberation and recommendation to proper authorities.

IV. PROCEDURE:

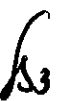
MEETING AND DECISION MAKING PROTOCOLS

1. Regular Meetings

The MARSE-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 MARSE-Policy Board Secretariat to each member at least three (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 the agenda with a short description of any matter on which the meeting will be asked to vote.

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. Chairman, MARSE-Policy Board

1. Shall attend the regular and special meetings called for by the MARSE-Policy board.
2. Shall provide necessary administrative and logistical support MARSE-policy Board.
3. Shall provide guidance and direction based on existing policies, rules and procedures on maritime security and law enforcement.
4. Perform other functions as necessary.

B. Vice Chairman, MARSE-Policy Board

1. Shall attend the regular and special meetings called for by the MARSE-Policy Board.
2. Shall provide guidance and direction based on existing policies, rules and procedures on maritime security and law enforcement.
3. Perform other functions as necessary.

C. Members, MARSE-Policy Board

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

D. Head Secretariat

1. Shall programme and provide necessary administrative and logistic support to MARSE-Policy Board.
2. Shall designate members of the secretariat.
3. Shall provide guidance and directions on matters pertaining to its functions.
4. Perform other functions as necessary

VI. RESCISSION:

All other Memorandum Circulars and policies in conflict with this Memorandum Circular are hereby repealed, amended or modified accordingly.

VII. EFFECTIVITY:

This Memorandum Circular shall take effect upon publication.

BY COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL:

LIEZEL B BAUTISTA
CDR PCG
Coast Guard Adjutant



06/09/1994

EDUARDO D FABRICANTE
COMMO PCG
Chief of Coast Guard Staff