



IMPLEMENTING GUIDELINES ON THE COMPOSITION AND RESPONSIBILITIES OF THE TECHNICAL WORKING GROUP FOR THE DEVELOPMENT OF PARTICULAR PRODUCT REQUIREMENTS AND MINIMUM ENERGY PERFORMANCE OF PRODUCTS UNDER THE PHILIPPINE ENERGY LABELING PROGRAM

Pursuant to Sections 9 and 10 of Department Circular No. DC2020-06-0015, as amended, entitled "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors, Dealers and Retailers of Electrical Appliances and Other Energy-Consuming Products (ECPs), the Implementing Guidelines for the composition and responsibilities of the Technical Working Group, to facilitate the development of Particular Product Requirements (PPRs) for new technologies, expansion and updates on the PELP, and Minimum Energy Performance for Products (MEPP) requirements, are hereby issued for the information and guidance of all those concerned.

I. TECHNICAL WORKING GROUP

Section 1. Composition of the TWG. Consistent with Section 4 of DC2020-06-0015 as amended, the Energy Utilization Management Bureau (EUMB) shall be responsible for the formulation, promulgation, enforcement, review, and evaluation of the PELP. Moreover, EUMB shall discharge its function under Section 10 of DC2020-06-0015, as amended, on the Technical Working Group (TWG) with the EUMB Director as Chair and the Alternative Fuels and Energy Technology Division (AFETD) as Secretariat.

The membership and composition of the TWG shall be based on specific technical issues for energy consuming products (ECPs), such as test methods, technical requirements, MEPP coverage, among others. A specific TWG will be established for each ECP covered or for coverage of the PELP and MEPP.

The TWG shall be composed of technical experts and representatives from the industry, specifically manufacturers, importers and distributors of ECPs, relevant National Government Agencies, DOE Implementing Units under Section 4 of DC2020-06-0015, as amended, trade association/s, research institutions, professional association/s and testing institutions.

TWG members may also consider individual experts as invitees or observers to a scheduled meeting for technical consultations. However, TWG members must inform the Secretariat, through a letter, on the purpose and credentials of the recommended invitees or observers, which will be limited to a total of two persons per meeting, subject to the approval of the TWG Chair. Approved invitees or observers may be allowed to participate in the discussion during the meeting with the permission of the TWG Chair.

Section 2. Selection of TWG Members. The TWG Chair shall solicit nominations for representatives of the TWG through the TWG Secretariat. Invited offices/organizations may nominate 2 representatives, one (1) primary and one (1) alternate member, with technical background and competence, given the technical nature of the discussions in the TWG. Nominees shall submit their letter of intent addressed to the TWG Chair, accomplished application form for TWG membership (Annex A), their respective curriculum vitae/resumes, endorsement letter from their respective offices/organization, and other supporting documents (e.g., Relevant Certificates, and List of Trainings) to the TWG Secretariat.

After careful review of the nominations, the TWG Chair shall then issue appointments as TWG members, accordingly. The term of office of the appointed TWG member is for a period of two years and may be re-appointed for another consecutive period of two years upon evaluation of performance.

Section 3. Role of the TWG Chair. The TWG Chairperson shall perform the following functions:

- a. Reviews TWG nominations and recommendations from the Secretariat and appoints TWG membership;
- b. Presides over TWG meetings, facilitates the discussions, address all arising matters, and administers final approval of TWG recommendations and outputs;
- c. Exercises judgment without bias, in considering TWG's decisions, including matters that have financial and legal consequences;
- d. Organizes and manages the order and flow of discussion to ensure that the agenda is aptly discussed and completed on time and the TWG will reach balanced and prompt decisions;
- e. Ensures that all points of view expressed are adequately summed up so that these are understood by all present;
- f. Discourages TWG members from reopening discussions on points that have previously received thorough consideration, unless very good reasons exist;
- g. Promotes professional decorum and controls private discussion and disagreements between members;
- h. Manages the TWG to work within the expected schedule and to adhere to the programs, including achieving consensus in discussions where opposing points of view emerge;
- i. Act upon any written requests prior to the next succeeding meeting of the TWG; and
- j. Designate an alternate who will assume the delegated responsibilities of the TWG Chair in his absence.

Section 4. Role of the TWG Secretariat. Under the direction of the TWG Chair, the TWG Secretariat shall have the following responsibilities:

- a. Supports the administration of the TWG;
- b. Reviews submitted TWG nominations, validates information, and provides recommendations to the TWG Chair regarding TWG membership;
- c. Occasionally review the composition of the TWG to ensure that it is well-represented and balanced;
- d. Convenes the TWG to discuss technical matters pertaining to PELP-covered products;
- e. Drafts invitation letters, outlines the agenda and confirms the attendance of TWG members to meetings;

- f. Prepares draft PPRs and technical requirements for PELP-covered products, including test methods, MEPP, scope, etc.;
- g. Provides copies of standards and other references, relevant to the development of respective PPRs, to TWG members, as may be necessary;
- h. Monitors the attendance of members during TWG meetings;
- i. Documents the discussion, prepares the minutes of the TWG meeting and ensures that the minutes of the previous meeting, and other pertinent documents, are made available to the TWG members at least a week before the succeeding TWG meeting, or as may be agreed upon by the body;
- j. Facilitates information management, including control of documents, data and/or document requests and dissemination of information and/or references to the TWG members;
- k. Monitors of the progress of the tasks/ projects against the agreed target dates and follow-up on actions agreed upon during TWG meetings;
- l. Consolidates inputs of the TWG and prepares the final draft of the PPR for approval; and
- m. Endorses the finalized PPR to EPRED for the development of respective Implementing Guidelines.

Section 5. Role of the TWG Members. TWG members shall have the following responsibilities:

- a. Represent their respective office or party during TWG meetings and express the views of their represented organizations rather than their own;
- b. Attend and participate in respective TWG meetings. Absence during two (2) consecutive TWG meetings, without any valid reason, may be grounds for removal from the TWG. In case the primary member is unavailable, the alternate member shall attend the meeting. In the event that both permanent and alternate members will not be able to attend the TWG meeting, the permanent and/or alternate member must inform the Secretariat prior to the scheduled meeting;
- c. Members absent from meetings, where a particular decision was taken, are discouraged from re-opening the discussed subjects to avoid taking up valuable time. To properly address concerns while enabling the current meeting to progress, members in these situations are requested to submit their views in writing, which will be taken up at the next meeting;
- d. Inform their respective office or party regarding ongoing TWG projects, agenda and discussions;
- e. Share information relevant to the development of PPRs, MEPP, and other technical data on ECPs and update other TWG members on activities and/or initiatives that will impact the work and goals of the TWG;

- f. Study PPR drafts, standards and other related documents circulated by the Secretariat and prepare their position prior to the meeting; and,
- g. Consider decisions in TWG meetings as vital to the country's growth, sustainability, and interest.

II. ADMINISTRATION OF THE TECHNICAL WORKING GROUP

Section 6. Frequency of the TWG Meeting. The TWG and its sub-working groups will meet at least twice a year or as agreed by the body. The mode of meeting will primarily be conducted physically at the DOE office but may also be conducted virtually, as may be necessary.

Section 7. Recognition. The appointed members of the TWG (*i.e.*, primary and alternate members) who have successfully completed their tasks and/or participated in the accomplished activities may receive recognition as a form of reward from the department as a sign of gratitude and appreciation for their expert contribution to the creation of PPRs and other technical requirements, such as test methods, MEPP, scope, etc.

Section 8. Confidentiality. All documents and information shared by the TWG and/or discussed disclosed during TWG meetings, including but not limited to technical data, research and development information, company information, normative references, product plans, technical processes, formulas and standards, or other data and information relative to the preparation of PPR and MEPP, shall be kept confidential unless required by law or as expressly authorized by the TWG Chair.

III. OTHER PROVISIONS

Section 9. Separability Clause. If for any reason, any section or provision of this IG is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.

Section 10. Repealing Clause. Portions or provisions of all other IGs that are inconsistent with the provision of this IG are hereby repealed.

Section 11. Effectivity. This IG shall take effect fifteen (15) days following its publication in at least two (2) newspapers of general circulation or the Official Gazette. Copies of this IG shall be filed with the University of the Philippines Law Center – Office of the National Administrative Register.

Issued at Energy Center, Bonifacio Global City, Taguig City.


PATRICK T. AQUINO, CESO III
Director, Energy Utilization Management Bureau

MAY 25 2023





**Energy Utilization Management Bureau
Quality Management System**

**Technical Working Group (TWG)
Membership Application Form
(Annex A)**

Doc Ref No.:	EUMB-QF-TWGMAF
Effective Date:	
Revision No.:	0
Page No.:	1 of 1

Technical Working Group Membership Application Form

ECP Technical Working Group: _____
Name: _____
Company / Association: _____
Position: _____
Address: _____
Telephone Number: _____
Email Address: _____
Date of Birth: _____ Citizenship: _____
Civil Status: _____ Sex: _____



Name and Signature

Academic Background:

Relevant Professional Experience & Number of Years in Practice:

Certifications / Trainings Attended:

Membership to Professional Bodies / Association:

Other Relevant Information:

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Personal Information indicated in this Application Form shall be used by DOE for TWG purposes only. Upon submission of the application, the applicant has explicitly given consent to DOE to process data for the purposes mentioned above. Information collected is considered confidential and private.

No information will be disclosed and shared to third parties without the applicant's consent.”