



Office of the President of the Philippines
CLIMATE CHANGE COMMISSION



COMMISSION RESOLUTION NO. _____

**RESOLUTION ADOPTING THE GUIDANCE DOCUMENT IN
INSTITUTIONALIZING THE PHILIPPINE GREENHOUSE GAS INVENTORY
MANAGEMENT AND REPORTING SYSTEM OF EO 174 s. 2014**

WHEREAS, RA No. 9729, as amended by RA No. 10174, identifies the Climate Change Commission (CCC) as the lead policy-making body of the government tasked to coordinate, monitor, and evaluate the programs and action plans relating to climate change pursuant to the provisions of the Act;

WHEREAS, the CCC, under its organizational mission, has the mandate to lead in the development and mainstreaming of evidence-based climate change adaptation and mitigation policies through optimum coordination among key stakeholders towards achieving a climate-resilient and climate-smart Philippines with healthy, safe, prosperous, and self-reliant communities; to this end, the CCC may implement projects for this purpose;

WHEREAS, pursuant to its mandate, the CCC has formulated the National Climate Change Action Plan (NCCAP) to serve as the policy framework and strategy for national climate change adaptation and mitigation efforts;

WHEREAS, the NCCAP has identified the implementation of a national system for the data collection, calculation, quality assurance and quality control, archiving, reporting, monitoring, and evaluation of greenhouse gas (GHG) emissions as an activity that can support better planning for climate change adaptation and mitigation actions;

WHEREAS, Executive Order No. 174 s. 2014, is a milestone towards the institutionalization of the Philippine Greenhouse Gas Inventory Management and Reporting System (PGHGIMRS) as it provides the legal basis for its implementation;

WHEREAS, CCC adopts this Guidance Document that shall serve as the Implementing Rules and Regulations for the relevant government institutions to follow in the implementation of the PGHGIMRS:

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PRELIMINARY PROVISIONS

Section 1. Title. – This CCC Resolution shall be known as “**Guidance Document in Institutionalizing the Philippine Greenhouse Gas Inventory Management and Reporting System**” and shall serve as the Implementing Rules of EO 174 s. 2014.

Section 2. Definition of Terms. – The following are some of the terms used in this Guidance Document and their intended meaning for the purposes of the PGHGIMRS subject to change pursuant to applicable standards such as, but not limited to the 2006 IPCC Guidelines for the National Greenhouse Gas Inventories.

- (a) **Accurate** – A GHG accounting principle which describes the quality of GHG inventories which neither overestimates nor underestimates, so far as can be judged, and in which uncertainties are reduced as far as practicable.
- (b) **Archiving** – A set of procedures and collection of records in developing GHG inventory that allows GHG estimates to be transparent and easily reproduced, with safeguards against data and information loss, and allows reproducibility of the estimates.
- (c) **Category** – Categories of emissions by sources and/or removals by sinks are subdivisions of the four main sectors as Identified and defined in the 2006 IPCC Guidelines for the National Greenhouse Gas Inventories, namely, Energy; Industrial Processes and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and Waste.
- (d) **Complete** – A GHG accounting principle which describes a quality of GHG inventory to enable estimates to be reported for all relevant categories and full geographical coverage of the sources and sinks, and gases.
- (e) **Comparable** – A GHG accounting principle which describes a quality of GHG inventory to be reported in a way that allows it to be compared with national greenhouse gas inventories of non-Annex I countries .
- (f) **Consistent** – A GHG accounting principle which describes a quality of GHG inventory wherein the same methodologies are used to estimate emissions or removals from sources to sinks to enable estimates for different inventory years, gases and categories in such a way that differences in the results between years and categories reflect real differences in emissions.
- (g) **Greenhouse Gases or GHGs** – Gases covered under the 2006 IPCC Guidelines for National Greenhouse Gas Inventories, namely, carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF₆), nitrogen trifluoride (NF₃), trifluoromethyl Sulphur pentafluoride (SF₅CF₃), halogenated ethers (e.g., C₄F₉OC₂H₅, CHF₂OCF₂OC₂F₄OCHF₂, CHF₂OCF₂OCHF₂), and other halocarbons not covered by the Montreal Protocol including CF₃I, CH₂Br₂, CHCl₃, CH₃Cl, CH₂Cl₂, for which the IPCC has provided a global warming potential (GWP).
- (h) **GHG Accounting** – A set of processes to quantify and organize GHG emissions and/or removals information and attribute these emissions/removals to a country.
- (i) **GHG Inventory** – A list of quantified GHG emissions and/or removals and its sources

- (j) Key category – A category that is prioritized within the national inventory system because its estimate has a significant influence on a country's total inventory of greenhouse gases in terms of the absolute level, the trend, or the uncertainty in emissions and removals.
- (k) National GHG Inventory Report – A report which contains a list of quantified GHG emissions and removals of the country and its sources; a key category analysis of sectors contributing to the country's emissions and a documentation of the conduct of the GHG inventory process.
- (l) Overall Reporting Template – A report which contains a set of worksheets and instructions which the CCC shall use in carrying out its role in the GHG inventory process.
- (m) Quality Assurance – A planned system of review procedures conducted by personnel not involved in the inventory development process.
- (n) Quality Control – A system of routine technical activities implemented by the inventory development team to measure and control the quality of the inventory as it is prepared.
- (o) Reference Manual – A document to be issued by the CCC which contains steps and procedures in conducting the inventory. It is envisioned as a living document that will reflect best practices and experiences in undergoing the inventory process.
- (p) Reporting – A set of activities in GHG inventory process which includes, but not limited to accomplishing the required templates and drafting the GHG Inventory Report.
- (q) Sectoral Reporting Template – A set of templates to be accomplished by the identified lead agencies in reporting their sectoral GHG inventories.
- (r) Sinks or Removals – Any process, activity or mechanism which removes a greenhouse gas, an aerosol, or a precursor of a greenhouse gas from the atmosphere.
- (s) Source or Emission – Any process or activity which releases a greenhouse gas, an aerosol or a precursor of a greenhouse gas into the atmosphere.
- (t) Transparent – A set of procedures referring to sufficient and clear documentation of the GHG inventory process, such as data sources, assumptions and methodologies, such that individuals or groups other than the identified lead agencies can understand how the inventory was compiled and will be able to facilitate its replication and assessment.

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RULE I
INSTITUTIONAL ARRANGEMENTS

Section 1. CCC as the Overall Lead Agency. – Pursuant to Section 2 of EO 174 s. 2014, the CCC shall be the overall lead agency for the implementation of the PGHGIMRS. A duly-appointed representative from the Climate Change Office of the Climate Change Commission, designated by the CCO Executive Director shall serve as the overall chair for the implementation of the PGHGIMRS.

The Executive Director shall also designate and/or appoint a unit within the CCO to facilitate the smooth implementation of the powers and functions of the CCO under the PGHGIMRS. The duly-appointed overall chair shall have administrative control and supervision over this unit.

Section 2. Power and Function of the Overall Lead Agency. – The CCC, through the Climate Change Office, as the overall lead agency shall be responsible for the following:


- (a) Provide direction and guidance in the accounting and reporting of GHG emissions and removals from identified key sources sectors in order to develop and maintain centralized, comprehensive, and integrated data on GHGs;
- (b) Develop a system for data collection, calculation, archiving, reporting, monitoring, and evaluation of GHG inventories in all key sectors that is consistent with international and national guidelines and best practices;
- (c) Provide and facilitate continuous capacity building initiatives in the conduct of GHG inventories to ensure application of updated methodologies, and appropriate knowledge and skills among the government agencies tasked to undertake the inventory process;
- (d) Pursuant to Section 6 of EO 174 s. 2014, submit to the Office of the President an annual report on the status of the implementation and disbursement of funds related to the PGHGIMRS;
- (e) Report the GHG emissions and removals of the country in pursuance of the implementation of the PGHGIMRS and when applicable, in pursuance of the country's commitments under international agreements; and
- (f) Perform other functions that are related to and in pursuance of the implementation of the PGHGIMRS.

Section 3. Key GHG Sectors. – The following sectors are initially identified as key GHG sectors which shall be included in the conduct of the GHG inventory:

- (a) Agriculture
- (b) Energy
- (c) Waste
- (d) Industrial Processes
- (e) Land-use Change and Forestry Sector
- (f) Transport

The CCC may identify additional sectors other than those identified above as necessary in the Implementation of the PGHGIMRS.

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Section 4. Lead Agencies. – Pursuant to Section 3 of EO 174, Series of 2014, the following agencies are identified to lead the conduct of the GHG inventory in the initially identified key sectors:

- (a) The Department of Agriculture (DA) and the Philippine Statistics Authority (PSA) shall be lead agencies for the agriculture sector. Duly-appointed representative/s from the Office of the Undersecretary for Policy and Planning of DA and the Sectoral Statistics Office of the PSA shall jointly chair the conduct of the GHG inventory in the agriculture sector.
- (b) The Department of Energy (DOE) shall be the lead agency for the energy sector. A duly-appointed representative from the Energy Policy and Planning Bureau of the DOE shall chair the conduct of the GHG inventory in the energy sector.
- (c) The Department of Environment and Natural Resources (DENR) shall be the lead agency for the waste, industrial processes, and the land-use change and sectors and shall appoint representatives of its concerned bureaus to chair and coordinate with relevant agencies on the said sectors.
- (d) The Department of Transportation¹ (DOTr) shall be the lead agency for the transportation sector. A duly-appointed representative from the Planning Service of the DOTr shall chair the conduct of the GHG inventory in the transportation sector. The DOTr shall coordinate and work closely with the DOE for the conduct of the GHG inventory for the transportation sector as a category under the energy sector².

The CCC shall identify and invite other agencies as necessary to lead additional key sectors, after prior consultations with these relevant agencies.

Section 5. Members of the Lead Agencies. – The lead agencies shall designate and/or appoint an office and/or team within their agencies as necessary to facilitate the smooth implementation of the powers and functions of their agencies under the PGHGIMRS. The duly-appointed chair shall have supervision over their respective offices and/or teams.

The lead agencies may, from time to time, also invite as resource person/s representatives from the non-government organizations, academe, other government agencies, and/or independent professionals who are recognized experts in their fields to assist the lead agencies in carrying out their responsibilities under the PGHGIMRS. Each lead agency shall advise the CCC in writing of the composition of the office and/or team that it leads.

Section 6. Functions of the Lead Agencies. – Pursuant to Section 3 of EO 174 Series of 2014, the lead agency shall be responsible for the following:

- (a) Conduct, document, archive and monitor sector-specific GHG inventories;
- (b) Report sector-specific GHG to the CCC based on the agreed reporting scheme; and
- (c) Perform such other functions as may be necessary for the effective implementation of the PGHGIMRS.

¹Pursuant to Sections 15 of Republic Act 10844

²Consistent with the 2006 IPCC guidelines





Section 7. Support Institutions. – The following institutions shall serve to support the lead agencies in the effective implementation of their functions under the PGHGIMRS:

- (a) Philippine Statistical Authority (PSA) – Pursuant to its mandate as the agency primary responsible for all national censuses, surveys and sectoral statistics, the PSA may assist other lead agencies in the conduct of the sectoral GHG inventories, particularly on data collection and analysis. The level of assistance to be given by the PSA to the lead agencies shall be determined after consultations with the respective agencies and the CCO.
- (b) Other Institutions – The CCO may invite concerned Local Government Units, academe, private and public institutions to participate, complement, and assist in the implementation of the PGHGIMRS. The level of participation and assistance of these invited institutions shall be determined after consultations with the lead agencies, as necessary.

RULE II

THE PHILIPPINE GHG INVENTORY MANAGEMENT AND REPORTING SYSTEM

Section 1. Basic Procedure and Processes. – The PGHGIMRS shall consist of the following basic procedures and processes:

- (a) Inventory planning;
- (b) Data collection and documentation;
- (c) Emissions and removals estimation;
- (d) Data quality management;
- (e) Reporting;
- (f) Key Category Analysis; and
- (g) Archiving

Based on the experience gained in the implementation of current rules and regulations, the CCC upon the recommendation of the CCO may modify, alter and/or add additional procedures and processes to improve the system.

Section 2. Inventory Planning – The CCO, the lead agencies and their support institutions shall periodically conduct planning sessions before and after each inventory cycle to ascertain the applicability of processes already in place among the agencies as well as the responsiveness of the procedures and processes and the identification of key areas or categories for improvement in the conduct of the GHG inventory.

The CCO shall lead all identified agencies in planning the implementation of steps outlined in the Reference Manual, as described in Rule IV of this Guidance Document, setting as necessary a timetable to enable agencies to conduct the sectoral GHG inventories and coordinate a timely delivery of reports.



As enough experience is gained, the CCO shall ascertain the frequency and timetable of conducting future inventories, in consultation with relevant agencies, and come up with a Revised Reference Manual and/or Supplementary Guidelines containing the schedules, subject to the procedures described in Rule IV and Section 1, Rule V hereof, for the agencies' timely submission of the requirements under the PGHGIMRS.

Section 3. Data Collection and Documentation. – The following activities shall comprise the data collection and documentation component of the system:

- (a) Identification of appropriate methodologies and tools to estimate emissions and removals;
- (b) Identification of data sources relevant to the conduct of the GHG inventory primarily utilizing existing data that are being generated or collected by the various government agencies;
- (c) Data collection and processing, including conduct of census and surveys as necessary to carry out the identified appropriate methodologies; and
- (d) Proper documentation of data sources, methodologies, assumptions and constraints to provide transparency under the PGHGIMRS.

The Reference Manual, as described in Rule IV of this Guidance Document shall define step-by-step procedures as well as prescribe worksheets to aid the CCO and the identified lead agencies in proper data documentation.

Section 4. Emissions and removals estimation. – Pursuant to Section 4 of EO 174 Series of 2014, the identified lead agencies shall conduct and document emissions/removals estimation based on identified appropriate methodologies and tools and report these to the CCO based on agreed reporting schemes.

The applicable methodologies prescribed in the 2006 IPCC Guidelines for the National Greenhouse Gas Inventories shall be used to estimate emissions and removals in order to promote comparability of emissions/removals estimate among parties within the UNFCCC. The lead agencies may propose other methodologies and tools to facilitate smooth and easier estimation procedures provided these are consistent with internationally agreed methodologies and responsive to the existing capacities of the lead agencies and the persons undertaking the conduct of the inventory.

The Reference Manual, as described in Rule IV of this Guidance Document shall identify and describe appropriate methodologies in the 2006 IPCC Guidelines for the National Greenhouse Gas Inventories to be used in estimating emissions and removals.

As enough experience is gained, the CCO in consultation with the identified lead agencies, shall evaluate the applicability of the 2006 IPCC guidelines for the National Greenhouse Gas Inventories and may propose alternate methodologies to estimate emissions and removals.

Section 5. Data quality management. – The following activities shall comprise the data quality management component of the system:



- (a) Quality Assurance as defined in Section 2(m) of the Preliminary Provisions
- (b) Quality Control as defined in Section 2(n) of the Preliminary Provision; and
- (c) Uncertainty assessment and management, including recalculation procedures as necessary.

These identified data quality management activities shall be implemented by all identified lead agencies to improve transparency, accuracy, completeness, comparability, and consistency of the GHG inventory report.

The Reference Manual, as described in Rule IV shall define procedures to aid the CCO and the identified lead agencies in proper management of data quality.

Section 6. Reporting. –

(a) Reporting Templates.

- (1) Overall Reporting Template – The CCO shall develop an Overall Reporting Template as defined in Section 1(l) of the Preliminary Provisions to aid itself in preparing the national GHG inventory report following, when applicable, the international guidelines set by the UNFCCC in the submission of the country's reportorial commitments under the UNFCCC.

The Overall Reporting Template shall be consistent with the Sectoral Reporting Templates as described in the succeeding paragraph to facilitate an orderly reporting process.

The Overall Reporting Template shall be included as part of the Reference Manual and shall follow updating requirements defined in Rule IV.

- (2) Sectoral Reporting Templates – The CCO shall develop Sectoral Reporting Templates as defined in Section 2(q) of the Preliminary Provisions to aid the identified key lead agencies in carrying out their roles pursuant to Section 4(b) of the EO 174, s. 2014.

The Sectoral Reporting Template shall be consistent with the Overall Reporting Template as described in the preceding paragraph to facilitate an orderly reporting process.

Sectoral Reporting Template shall be included as part of the Reference Manual and shall follow updating requirements defined in Rule IV.

- (3) National GHG Inventory Report – The CCO shall prepare the National GHG Inventory Report as defined in Section 2(k) of the Preliminary Provisions in pursuance of its functions described in Section 2, Rule I, hereof.

The contents of the National GHG Inventory Report shall be included as part of the Reference Manual and shall follow updating requirements defined in Rule IV.

(b) Reporting Procedures

- (1) Submission of Sectoral Reporting Templates – Each identified lead agency shall submit the duly-accomplished Sectoral Reporting Template to the CCO in accordance with the timetable identified during the inventory planning stage as described in Section 2, Rule II of these



Rules, and in accordance with the procedures set in the procedures set in the Reference Manual.

The CCO shall compile, verify and confirm the completeness of the Templates submitted, and coordinate with the concerned agencies for incomplete documents.

- (2) Documentation of the Conduct of the Key Category Analysis – The CCO shall document the conduct of the analysis of key categories of emissions and removals, as described in Section 7, Rule II of these Rules, and include them as inputs in drafting of the National GHG Inventory Report.
- (3) Draft the National GHG Inventory Report – the CCC shall draft the National GHG Inventory Report and publish the same for reference. This Report shall document the national GHG emissions inventory process and shall declare of the official GHG emission and removals of the country. This may be used, as appropriate the country's planning and transitioning towards a climate-resilient pathway for sustainable development.

Section 7. Key Category Analysis. – The CCO shall conduct an analysis of key categories of emissions and removals for the country, following internally agreed procedures and best practices in the conduct of such activities. CCO may propose additional Quality Control procedures, in consultation with the identified key agencies, for key emission sources that rank high in this analysis to confirm the level of uncertainties associated with GHG inventory process for these source categories. CCO shall document this process and include it in the National GHG Inventory Report.

Section 8. Archiving. – Pursuant to Section 2 of EO 174 s. 2014, the CCO shall develop a system for archiving, reporting, monitoring and evaluating GHG inventories while Section 4 thereof defines the responsibilities of the identified lead agencies to include among others, archiving of the sectoral GHG inventories.

The National Archiving System shall be developed by the CCO and shall be governed by separate rules and procedures that are consistent with the Guidance Document. In the interim, the Reference Manual, as described in Rule IV of this Guidance Document shall define procedures to aid the CCO and the identified lead agencies in proper data archiving and in support of the National Archiving System.

RULE III FUNDING

Section 1. Pursuant to Section 5 of EO 174 s. 2014, the lead agencies of the PGHGIMRS are hereby authorized to charge against their current appropriations such amounts as may be necessary for the implementation of their roles under the PGHGIMRS, subject to the usual government accounting and auditing rules and regulations.

Subsequent funding requirements shall be incorporated in the annual budget proposals of the respective implementing agencies through the General Appropriations Act.

The lead agencies shall also be required to submit a report to the CCO on the use of funds in relation to the implementation of the PGHGIMRS following the reporting guidelines to be set by the CCO.

RULE IV REFERENCE MANUAL

Section 1. A detailed guide on the provisions of the Guidance Document shall be contained in the Reference Manual to be issued by the CCO before the commencement of the first GHG inventory cycle.

This Reference Manual shall be made available in hard and electronic copies to the lead agencies through the CCO.

In case of conflict, the provisions of the Guidance Document shall prevail over the contents of the Reference Manual.

The Reference Manual shall be updated as the need arises to continually improve the PGHGIMRS. The CCO shall ensure that such updates are widely disseminated. However, these updates shall not be more than once during an inventory cycle.

RULE V MISCELLANEOUS PROVISIONS

Section 1. *Supplementary guidelines.* – the CCC shall issue supplementary guidelines as necessary in order to continually improve the PGHGIMRS. These supplementary guidelines shall reflect pertinent developments in the international rules relating to the conduct of GHG inventories as well as national and local policies that may affect the PGHGIMRS.

Section 2. *Separability clause.* – In case any portion or provision within the Guidance Document is declared unconstitutional or invalid, the other provisions or those which are not affected shall continue to be in full force and effect.

Section 3. *Repealing clause.* – All existing rules, regulation, circulars, instructions, memoranda or portions thereof which are inconsistent herewith are repealed or amended accordingly.

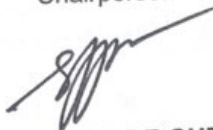
Section 4. *Effectivity.* – This Guidance Document shall take effect immediately upon its publication in the Official Gazette or upon publication in 2 newspapers of general circulation.



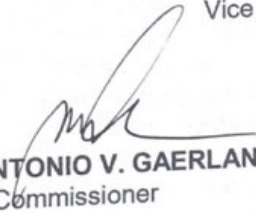
NOW, THEREFORE, be it resolved, pursuant to the rule-making power vested in the Climate Change Commission by Executive Order No. 174, series of 2014, this Implementing Rules and Regulations is hereby adopted and promulgated for the guidance of all concerned

APPROVED and AFFIRMED, this _____ day of _____ 2018, in Manila, Philippines.

RODRIGO R. DUTERTE
President of the Republic of the Philippines
Chairperson



EMMANUEL M. DE GUZMAN
Vice Chairperson



NOEL ANTONIO V. GAERLAN
Commissioner



RACHEL ANNE S. HERRERA
Commissioner

**ANNEX 1
ABBREVIATIONS**

CCC	Climate Change Commission
CH ₄	Methane
CO ₂	Carbon Dioxide
DA	Department of Agriculture
DENR	Department of Environment and Natural Resources
DOE	Department of Energy
DOTr	Department of Transportation
EMB	Environmental Management Bureau
EO	Executive Order
FMB	Forest Management Bureau
GHG	Greenhouse Gases
HFC	Hydrofluorocarbons
IPCC	Intergovernmental Panel on Climate Change
KCA	Key Category Analysis
LGU	Local Government Units
NCCAP	National Climate Change Action Plan
NF ₃	Nitrogen Trifluoride
NGO	Non-Government Organizations
N ₂ O	Nitrous Oxide
PGHGIMRS	Philippine Greenhouse Gas Inventory Management and Reporting System
PFC	Perfluorocarbons
PSA	Philippine Statistical Authority
QA	Quality Assurance
QC	Quality Control
SF ₅ CF ₃	Trifluoromethyl Sulphur Pentafluoride
SF ₆	Sulphur Hexafluoride
SSO	Sectoral Statistics Office
UNFCCC	United Nations Framework Convention on Climate Change

ANNEX 2
INSTITUTIONAL STRUCTURE OF THE PGHGIMRS

