

**PUBLIC-PRIVATE PARTNERSHIP GOVERNING BOARD**  
**Resolution No. 2016-06-02**  
June 21, 2016

**FOR :** All Heads of Departments, Bureaus, Offices, Commissions, Authorities or Agencies of the National Government. Government-Owned and/or Controlled Corporations. Government Financial Institutions, and State Universities and Colleges, Local Government Units

**SUBJECT :** GUIDELINES ON PUBLIC CONSULTATION AND ENGAGEMENT FOR PPP PROJECTS

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**1. Introduction**

The Local Government Code (LGC) of 1991 declares the State policy of requiring national government agencies and offices to consult appropriate local government units and concerned community sectors before any project or program is implemented within the local government units' respective jurisdictions.<sup>1</sup> It also mandates the national government agencies authorizing or involved in the planning and implementation of any project or program that will have impact on the maintenance of environmental or ecological balance to consult with the local government units and other sectors concerned.

Further, Executive Order No. 325, s. 1996 provides that it is the policy of the State that socio-economic development programs and activities of government be undertaken with the extensive and active participation and support from, and coordination of, various government agencies, as well as private sector institutions at the national, regional and local levels.

**2. Objective**

These Guidelines institutionalize the consultation and engagement of the public, with the end view of improving transparency in the development and implementation of PPP projects.

**3. Applicability**

These Guidelines shall apply to all national and local PPP projects.

**4. Institutional Responsibilities**

4.1. **Implementing Agencies (IA).** The IA shall develop a Consultation Plan for a particular PPP project using communication platforms described in Section 6 of these Guidelines or any other platforms, as may be deemed appropriate by the IA.

- 4.2. The IA shall also require their Transaction Advisors (TA), whether or not procured under the Project Development and Monitoring Facility (PDMF), to conduct stakeholder studies (i.e. willingness-to-pay survey), which will be an integral part of the overall consultation and engagement process.
- 4.3. The IA shall conduct public consultation and engagement prior to project approval as required under the Investment Coordination Committee (ICC) Guidelines and Procedures, prior to implementation as required under the LGC, and during implementation as may be required under existing laws, rules, and regulations.
- 4.4. The IA shall publish promptly the results of the consultation and engagement process.
- 4.5. **Public-Private Partnership Center (PPP Center).** The PPP Center shall (i) assist in the information dissemination of the conduct of public consultation by the IAs, and (ii) ensure the conduct of stakeholder studies by the TAs under the PDMF.

## 5. Consultation Plan

- 5.1. The Consultation Plan shall be developed by the IA at the beginning of the project development stage containing its consultation and engagement process with timelines. The preparation of the Consultation Plan shall include the following steps:
  - a. Define the objectives of the public consultation and engagement process;
  - b. Identify the stakeholders that are likely to be affected by the PPP project (i.e. employees, unions, community groups);
  - c. Define the timing and duration of the consultation and engagement, taking into consideration the stage or phase of the PPP project; and
  - d. Select and prepare the appropriate communication platforms.
- 5.2. Appendix A of these Guidelines provide a sample timetable for public consultation and engagement process for PPP projects.

## 6. Communication Platforms

The communication platforms to be employed by the IA shall include:

- 6.1. Publication (i.e. bulletin board, local newspaper) or Posting on the Website or Social Media Sites of the IA - IAs shall publish or post on its website or social

media sites preliminary information on the proposed project or concept paper including any updates thereof, to stimulate public interest, ideas, and perspectives.

- 6.2. Conduct of Dialogue, Organization of Community Forum or Focus Group Discussion – IAs shall organize and conduct meetings, dialogue, forum or discussion within groups, organizations or community who will be affected by the proposed PPP project. Major issues and concerns that remain unsettled will be raised by IA during the project's presentation to the approving bodies for information and guidance. The conduct of dialogue, forum or group discussion may also be done during the cooperation stage such as in the case of a PPP project that involves tariff adjustments
- 6.3. Participation during Regional Development Council, Provincial Development Council or Local Development Council Meetings - IAs shall take part in the RDC, PDC and LDC meetings to provide information and clarification on the proposed PPP project.
- 6.4. Other platforms as may be deemed appropriate by the IA.

## 7. Effectivity

- 7.1. These Guidelines shall take effect upon approval by the PPP Governing Board.

*I hereby certify that these guidelines were approved by the PPP Governing Board at its meeting held on June 21, 2016, and subsequently renamed<sup>1</sup> and renumbered<sup>2</sup> by virtue of PPP Governing Board Resolution No. 2018-03-07 which was approved on March 22, 2018.*



**FERDINAND A. PECSON** *if*  
Undersecretary and Executive Director  
Head, PPP Governing Board Secretariat

<sup>1</sup> Renamed to "Guidelines on Public Consultation and Engagement for PPP Projects";

<sup>2</sup> Deleted the phrase "Policy Circular No. 10-2016" in the title and renumbered with the corresponding PPPGB resolution number.

Appendix A

Sample Timetable for Public Consultation and Engagement for PPP Projects

| Stage             | Timeline         | Activities  |
|-------------------|------------------|---|
| Development Stage | Month 1          | Announcement of proposed PPP project by the IA through: (i) Posting on their website and / or social media sites; and (ii) Publication in local newspaper, community bulletin or board, as may be applicable. |
|                   |                  | Notification of the proposed public consultation meeting, forum or group discussion.  |
|                   | Month 2          | Holding of public consultation meeting, forum or group discussion in accordance with the Consultation Plan, or as may be necessary.   |
|                   | Month 3-7        | Deadline for stakeholders to submit comments.   |
|                   |                  | Review of stakeholder comments for consideration in the FS  |
| Approval Stage    | Month 8-11       | Holding of public consultation meeting, forum or group discussion in accordance with the Consultation Plan, or as may be necessary.   |
|                   |                  | Addressing of stakeholder concerns as may be appropriate.   |
| Competition Stage | Month 12-18      | Holding of public consultation meeting, forum or group discussion in accordance with the Consultation Plan, or as may be necessary.   |
|                   |                  | Providing stakeholders with information or updates on the PPP project.  |
| Cooperation Stage | Month 24 onwards | Maintaining regular communication with stakeholders on the progress of construction and operation of the PPP project.   |
|                   |                  | Holding of public consultation meeting, forum or group discussion in accordance with the Consultation Plan, or as may be necessary.   |