



NWPC GUIDELINES NO. 01
Series of 2015

Guidelines in the Conduct of Public Consultations

In the interest of public service and in furtherance of Rule III of NWPC Guidelines No. 01, Series of 2007 (*Amended Rules of Procedure on Minimum Wage Fixing*), the guidelines on the conduct of public consultations is hereby issued as follows:

- I. **Objectives.** This Guidelines aims to ensure broad and active participation of social partners, stakeholders and other parties who stand to be affected by the issuance of a wage order and serve as guide in the orderly conduct of public consultation.
- II. **Coverage.** This Guidelines covers all regional/provincial/sectoral public consultations that will be conducted by the Regional Tripartite Wages and Productivity Boards (RTWPBs).

III. Procedures in the Conduct of Public Consultations

A. Notice

A notice of the conduct of public consultation, specifying the date, place, time and purpose shall be issued by the Board to concerned organizations, stakeholders and interest groups within ten (10) days before the date of actual public consultation. The said notice shall also be posted in the bulletin board or conspicuous place of the RTWPB and the Local Government Unit (LGU) and in the official NWPC/RTWPB website and social media accounts.

B. Actual Conduct of Public Consultation

1. The RTWPB Chairperson shall call the public consultation to order and instruct the Secretariat acknowledge the presence of the organizations, stakeholders, interest groups and other attendees.
2. The Chairperson shall make a preliminary statement of the purpose of the public consultation, e.g. as part of RTWPB's assessment of the socio-economic indicators in the region or as a requirement prior to the issuance of a wage order, and such other purpose for which the public consultation was called for.
3. The Chairperson shall have control and supervision of the consultation proceedings. Representatives of organizations, stakeholders, members of

interest groups and other participants shall be given ample time to express their views, opinions or comments on the subject matter of the public consultation. The Chairperson shall ensure a free flow of discussion.

4. The Chairperson or any other member of the Board shall refrain from giving personal views, opinions or comments but they could ask clarificatory questions..
5. After all interested parties have been given the opportunity to present their views, opinions or comments, the Chairperson shall conclude the public consultation by expressing appreciation to the participants and informing them that their views, opinions or comments will serve as valuable inputs to the purpose for which the public consultation was conducted. The Chairperson shall inform all interested parties that they can submit their respective position papers or written comments, if desired.

IV. Role of the RTWPB Secretariat

The RTWPB Secretariat shall ensure that:

- a. The notice of the conduct of public consultation shall have been widely disseminated to the organizations, stakeholders and interest groups and to secure their attendance confirmation. The Secretariat may, in the process, ask for preliminary comments relative to the subject of the consultation. These comments shall form part of the documentation of the public consultation.
- b. The venue and other administrative arrangements are in order and appropriate for the conduct of the public consultation;
- c. Document the public consultation for records purposes.

Manila, Philippines, 25 February 2015.


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