

# STANDARD OPERATING PROCEDURES

THEMATIC WORKING GROUPS  
NATIONAL ENVIRONMENTAL HEALTH ACTION PLAN  
MALAYSIA

SECRETARIAT NEHAP  
ENGINEERING SERVICES DIVISION,  
MINISTRY OF HEALTH MALAYSIA  
2013

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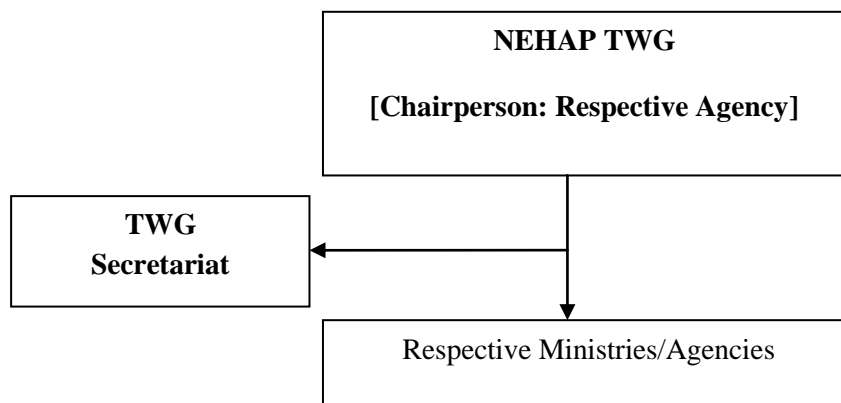
# THEMATIC WORKING GROUPS (TWGs) FOR NATIONAL ENVIRONMENTAL HEALTH ACTION PLAN (NEHAP) MALAYSIA

## 1.0 INTRODUCTION

This document sets out Standard Operating Procedure (SOP) for Thematic Working Groups (TWGs) within the NEHAP Malaysia context. The purpose of this Standard Operating Procedure is to guide the committee members in conducting their periodically meeting. The TWGs is required to act in accordance with its SOP and is ultimately accountable to its appointing authority for its governance in this respect.

## 2.0 STRUCTURE OF NEHAP THEMATIC WORKING GROUPS (TWGs)

The basic organizational structure of the TWGs is as follows:



Each TWG is chaired by the ministry/department/agency of authority or having high stakes with respect to the areas of concern. Each TWG is represented by Ministries/ Departments/Agencies relevant to the respective areas of concern.

### **3.0 ROLE OF THEMATIC WORKING GROUPS**

- 3.1 All members of TWGs shall ensure that they possess sound knowledge and expertise in their respective field to identify and address environmental health issues relevant to the area of concern of the TWG.
- 3.2 Identify emerging environmental issues that have impact on health with respect to the area of concern of the TWGs.
- 3.3 Identify environmental areas that require further research to verify their health impacts.
- 3.4 Prioritize environmental health issues that need to be addressed.
- 3.5 Establish and update plan of action according to priority for implementation.
- 3.6 Carry out the planned activities to address environmental health issues.
- 3.7 Monitor the progress of activities through regular meetings.
- 3.8 Report the progress of activities to the TC through returns and TC meetings.
- 3.9 Provide environmental health data for the respective area of concern.

### **4.0 THEMATIC WORKING GROUPS OPERATIONS**

#### **4.1 Chairperson**

The leading agencies for each TWG which has been appointed by SC shall convene and chair Thematic Working Groups (TWGs) meetings.

#### **4.2 Membership**

Proposed membership is as tabulated in **Appendix C**.

#### 4.3 **Quorum**

To be decided according to the commitment from the agencies involved and issues stipulated.

#### 4.4 **Proxies**

Proxies (excluding persons formally acting in positions that attract committee membership) are to be considered and approved by the chairperson prior to a meeting.

Proxies shall have voting rights at the attended meeting.

Proxies are also to provide relevant comments / feedback to the TWGs members they are representing.

#### 4.5 **Frequency**

Each TWG shall meet at least four times a year or be determined by the committee or chairperson. Unless otherwise agreed, meetings will be limited to four hours.

#### 4.6 **Venue**

To be determined by the Secretariat.

#### 4.7 **Responsibilities of the Secretariat**

4.7.1 The secretary to the meeting will be appointed by the Chairman of the TWGs.

4.7.2 The responsibilities of the Secretariat in relation to TWG meetings are as follows:

- i) Publishing the schedule of TWG meetings.
- ii) Preparing the agenda.
- iii) Distributing the agenda and papers.
- iv) Preparing the venue.
- v) Recording apologies for absence prior to the meeting.
- vi) Recording attendance by members, proxies, and representatives for the discussion of meetings.

- vii) Advising the meeting as necessary on compliance with standard operating procedures and, where appropriate.
- viii) Making a written record of the meeting.
- ix) Preparing the minutes of the meeting for review and approval at the following meeting. Full copies of the meeting minutes, including attachments, shall be provided to all TWG members.
- x) Maintaining a record of all meetings.

#### 4.8 Meeting Minutes

The secretariat from each of TWG leading agency is responsible for maintaining a record of all proceedings.

Full copies of the meeting minutes, including attachments, shall be provided to all TWGs members.

By agreement of TWGs members, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the meeting minutes of the next scheduled TWG meeting.

#### 4.9 Agenda

The Thematic Working Groups (TWGs) agenda, with attached meeting papers will be distributed at least fourteen working days prior to the next scheduled meeting.

The chairperson has the right to refuse to list an item on the formal agenda, but members may raise an item under “other business” if necessary and as time permits.

Agendas will generally be structured as follows:

- (i) Attendance (members present and absent with apologies).
- (ii) Acceptance of meeting minutes.
- (iii) Progress of TWGs activities.
- (iv) Any standing items and other business.
- (v) Next meeting (date, venue, etc).

#### 4.10 **General Statements**

- 4.10.1 All discussions during the meeting will be confidential in relation to disclosure of their contents; and
- 4.10.2 All members recognise that some matters need to be treated as unrestricted. In these instances, with the agreement of the committee, certain matters and associated materials may be deemed unrestricted and is to be released as agreed.

## APPENDIX C

### PROPOSED MEMBERSHIP FOR THE THEMATIC WORKING GROUPS FOR NATIONAL ENVIRONMENTAL HEALTH ACTION PLAN (NEHAP) MALAYSIA

| NO.  | AGENCY   | LEAD AGENCY  |  |   |
|--|--|--|--|---|
| <b>TWG – AIR QUALITY</b>   |  |  |  |   |
| 1.   | <p><b><u>Federal Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Ministry of Health</li> <li>• Ministry of Housing and Local Government</li> <li>• Ministry of Transport</li> <li>• Department of Environment</li> <li>• Department of Occupational Safety and Health</li> </ul> <p><b><u>Sabah State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Environment Protection Department</li> <li>• Department of Occupational Safety and Health, Sabah</li> </ul> <p><b><u>Sarawak State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Natural Resources and Environment Board of Sarawak</li> <li>• Dewan Bandaraya Kuching Utara</li> </ul>  | <p>Department of Environment</p>   |  |   |
| <b>TWG – WATER ,SANITATION and HYGIENE</b>   |  |  |  |   |
| 2.   | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b><u>Federal Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Ministry of Energy, Green Technology and Water</li> <li>• Ministry of Health</li> <li>• Ministry of Housing and Local Government</li> <li>• Ministry of Tourism</li> <li>• Ministry of Rural and Regional Development,</li> <li>• Ministry of Agriculture and Agro-Based Industry</li> <li>• Department of Environment</li> <li>• Department Irrigation and Drainage</li> <li>• Suruhanjaya Perkhidmatan Air Negara</li> <li>• Department of Sewerage Services</li> <li>• Forestry Department of Peninsular Malaysia</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b><u>Sabah State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Jabatan Air Negeri Sabah</li> <li>• Sabah Forestry Department</li> <li>• Jabatan Kerja Raya Negeri Sabah</li> </ul> <p><b><u>Sarawak State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Lembaga Air Kawasan Utara</li> <li>• Jabatan Kerja Raya Negeri Sarawak)</li> <li>• Sibul Water Board</li> <li>• Bintulu Development Authority</li> <li>• Kementerian Alam Sekitar dan Kesihatan Awam Sarawak</li> <li>• Sewerage Services Department of Sarawak</li> <li>• Sibul Municipal Council</li> <li>• Majlis Perbandaran Padawan, Kota Padawan, Kuching</li> <li>• Majlis Bandaraya Kuching Selatan</li> </ul> </td> </tr> </table> | <p><b><u>Federal Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Ministry of Energy, Green Technology and Water</li> <li>• Ministry of Health</li> <li>• Ministry of Housing and Local Government</li> <li>• Ministry of Tourism</li> <li>• Ministry of Rural and Regional Development,</li> <li>• Ministry of Agriculture and Agro-Based Industry</li> <li>• Department of Environment</li> <li>• Department Irrigation and Drainage</li> <li>• Suruhanjaya Perkhidmatan Air Negara</li> <li>• Department of Sewerage Services</li> <li>• Forestry Department of Peninsular Malaysia</li> </ul> | <p><b><u>Sabah State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Jabatan Air Negeri Sabah</li> <li>• Sabah Forestry Department</li> <li>• Jabatan Kerja Raya Negeri Sabah</li> </ul> <p><b><u>Sarawak State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Lembaga Air Kawasan Utara</li> <li>• Jabatan Kerja Raya Negeri Sarawak)</li> <li>• Sibul Water Board</li> <li>• Bintulu Development Authority</li> <li>• Kementerian Alam Sekitar dan Kesihatan Awam Sarawak</li> <li>• Sewerage Services Department of Sarawak</li> <li>• Sibul Municipal Council</li> <li>• Majlis Perbandaran Padawan, Kota Padawan, Kuching</li> <li>• Majlis Bandaraya Kuching Selatan</li> </ul> | <p>Ministry of Energy, Green Technology and Water</p> |
| <p><b><u>Federal Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Ministry of Energy, Green Technology and Water</li> <li>• Ministry of Health</li> <li>• Ministry of Housing and Local Government</li> <li>• Ministry of Tourism</li> <li>• Ministry of Rural and Regional Development,</li> <li>• Ministry of Agriculture and Agro-Based Industry</li> <li>• Department of Environment</li> <li>• Department Irrigation and Drainage</li> <li>• Suruhanjaya Perkhidmatan Air Negara</li> <li>• Department of Sewerage Services</li> <li>• Forestry Department of Peninsular Malaysia</li> </ul> | <p><b><u>Sabah State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Jabatan Air Negeri Sabah</li> <li>• Sabah Forestry Department</li> <li>• Jabatan Kerja Raya Negeri Sabah</li> </ul> <p><b><u>Sarawak State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Lembaga Air Kawasan Utara</li> <li>• Jabatan Kerja Raya Negeri Sarawak)</li> <li>• Sibul Water Board</li> <li>• Bintulu Development Authority</li> <li>• Kementerian Alam Sekitar dan Kesihatan Awam Sarawak</li> <li>• Sewerage Services Department of Sarawak</li> <li>• Sibul Municipal Council</li> <li>• Majlis Perbandaran Padawan, Kota Padawan, Kuching</li> <li>• Majlis Bandaraya Kuching Selatan</li> </ul>   |  |  |   |



| NO.   | AGENCY   |   | LEAD AGENCY                                   |
|---|--|---|---|
| <b>TWG – SOLID WASTE</b>                              |  |   |   |
| 3.  | <p><b><u>Federal Agencies</u></b></p> <ul style="list-style-type: none"> <li>• National Solid Waste Management Department</li> <li>• Perbadanan Pengurusan Sisa Pepejal dan Pembersihan Awam</li> <li>• Ministry of Health</li> <li>• Ministry of Housing and Local Government</li> <li>• Department of Environment</li> </ul> <p><b><u>Sabah State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Environment Protection Department</li> <li>• Department of Agriculture, Sabah</li> </ul> | <p><b><u>Sarawak State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Natural Resources and Environment Board of Sarawak</li> <li>• Bintulu Development Authority</li> <li>• Kementerian Alam Sekitar dan Kesihatan Awam Sarawak</li> <li>• Sibu Municipal Council Miri City Council</li> <li>• Majlis Perbandaran Padawan, Kota Padawan, Kuching</li> <li>• Majlis Bandaraya Kuching Selatan</li> </ul> | National Solid Waste Management Department    |
| <b>TWG – HAZARDOUS WASTE</b>                          |  |   |   |
| 4.  | <p><b><u>Federal Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Department of Environment</li> <li>• Ministry of Health</li> <li>• Ministry of Natural Resources and Environment</li> <li>• Department of Occupational Safety and Health</li> </ul>   | <p><b><u>Sabah State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Department of Occupational Safety and Health, Sabah</li> </ul> <p><b><u>Sarawak State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Natural Resources and Environment Board of Sarawak</li> </ul>  | Department of Environment                     |
| <b>TWG – TOXIC CHEMICALS AND HAZARDOUS SUBSTANCES</b> |  |   |   |
| 5.  | <p><b><u>Federal Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Ministry of Natural Resources and Environment</li> <li>• Ministry of Health</li> <li>• Ministry of Housing and Local Government</li> <li>• Department of Environment</li> <li>• Ministry of Agriculture and Agro-Based Industry</li> </ul> <p><b><u>Sabah State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture, Sabah</li> </ul>   | <p><b><u>Sarawak State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Kementerian Alam Sekitar dan Kesihatan Awam Sarawak</li> <li>• Dewan Bandaraya Kuching Utara</li> <li>• Department of Agriculture Sarawak</li> <li>• Sibu Municipal Council</li> <li>• Majlis Perbandaran Padawan, Kota Padawan, Kuching</li> <li>• Majlis Bandaraya Kuching Selatan</li> </ul>                                    | Ministry of Natural Resources and Environment |

| NO.  | AGENCY  | LEAD AGENCY   |
|--|---|---|
| <b>TWG – CLIMATE CHANGE, OZONE DEPLETION AND ECOSYSTEM CHANGE</b>                                |   |   |
| 6.   | <p><b><u>Federal Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Ministry of Natural Resources and Environment</li> <li>• Ministry of Energy, Green Technology and Water</li> <li>• Ministry of Health</li> <li>• Ministry of Housing and Local Government</li> <li>• Ministry of Agriculture and Agro-Based Industry</li> <li>• Department of Environment</li> <li>• Ministry of Science, Technology and Innovation</li> </ul> | <p><b><u>Sabah State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Environment Protection Department</li> </ul> <p><b><u>Sarawak State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Natural Resources and Environment Board of Sarawak</li> </ul>  |
| <b>TWG – CONTINGENCY PLANNING, PREPAREDNESS AND RESPONSE IN ENVIRONMENTAL HEALTH EMERGENCIES</b> |   |   |
| 7.   | <p><b><u>Federal Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Ministry of Health</li> <li>• Ministry of Natural Resources and Environment</li> <li>• Ministry of Housing and Local Government</li> <li>• Department of Environment</li> <li>• Department of Occupational Safety and Health</li> </ul>  | <p><b><u>Sabah State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture, Sabah</li> <li>• Department of Occupational Safety and Health, Sabah</li> </ul> <p><b><u>Sarawak State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Natural Resources and Environment Board of Sarawak</li> <li>• Dewan Bandaraya Kuching Utara</li> </ul> |
| <b>TWG – HEALTH IMPACT ASSESSMENT</b>  |   |   |
| 8.   | <p><b><u>Federal Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Ministry of Health</li> <li>• Ministry of Natural Resources and Environment</li> <li>• Ministry of Housing and Local Government</li> <li>• Department of Environment</li> <li>• Department of Occupational Safety and Health</li> </ul>  | <p><b><u>Sabah State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Department of Agriculture, Sabah</li> <li>• Department of Occupational Safety and Health, Sabah</li> </ul> <p><b><u>Sarawak State Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Natural Resources and Environment Board of Sarawak</li> <li>• Dewan Bandaraya Kuching Utara</li> </ul> |