



Facilitators' Manual in Artisanal and Small-Scale Gold Mining Training in the Philippines

TRAINING GUIDE

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ABOUT THE AUTHOR

The Artisanal Gold Council (AGC) is a Canada-based non-profit organization working to improve the lives, health, and environment of artisanal and small-scale gold mining (ASGM) communities across the developing world. Active in over 30 countries, AGC focuses on formalization, policy, responsible supply chains, public health, environmental protection, and human rights—rooted in years of direct engagement with mining communities.

This publication was developed by AGC Philippines through the planetGOLD Philippines Project, with Marco Zaplan serving as the Training Materials Development and Knowledge Management Consultant.

To learn more, visit www.artisanalgold.org

Table of Contents



Overview of planetGOLD Philippines	5
How to Use this Training Guide	7
Curriculum Map	10
Module 1: Legal Framework and Formalization	13
Session 1.1: Introduction to ASGM and its Legal Framework in the Philippines	15
Session 1.2: Formalization, permitting, and establishing a <i>Minahang Bayan</i>	19
Session 1.3: International Conventions related to ASGM	24
Module 2: Business Management, Investor Relations, and Leadership	28
Session 2.1 Leadership and organizational management	30
Session 2.2 Coop pre-registration process and requirements	33
Session 2.3 Financial planning, recording, reporting, and monitoring	37
Session 2.4 Investor relations and accessing finance	41
Session 2.5 Entrepreneurial Skills Training	45



Module 3: Occupational Health and Safety

49

Session 3.1. Health effects of mercury and cyanide	51
Session 3.2. Basic and mine occupational safety and health training	55
Session 3.3: Underground Mine Ventilation and Rock Support	59
Session 3.4: Mine Rescue Training for Small-Scale Miners	63

Module 4: Environmental and Tailings Storage Facility Management

67

Module 5: Gender Mainstreaming and ASGM

71

Session 5.1 Gender Lens and Analysis in ASGM	73
Session 5.2 Organizational Development and Women's Leadership Training in ASGM	77

Overview of planetGOLD Philippines

The planetGOLD Philippines Project is a national initiative aimed at transforming the artisanal and small-scale gold mining (ASGM) sector into a safer, more responsible, and formalized industry. By addressing the environmental and social challenges associated with mercury use in ASGM, the project seeks to improve working conditions, promote formalization, and enhance the livelihoods of mining communities across the country.

Implemented by the United Nations Environment Programme (UNEP) and the United Nations Industrial Development Organization (UNIDO), in partnership with the Department of Environment and Natural Resources – Mines and Geosciences Bureau (DENR-MGB), and executed by the Artisanal Gold Council (AGC), the project is part of a broader global programme supported by the Global Environment Facility (GEF).

The project's core objective is to significantly reduce—and, where possible, eliminate—the use of mercury in ASGM operations, while simultaneously improving the economic resilience and social conditions of mining communities. In its pilot sites of Paracale, Camarines Norte, and Sagada,

Mountain Province, the project delivers targeted interventions that support the formalization of mining activities, facilitate access to finance and markets, promote the adoption of mercury-free technologies, improve supply chain transparency, and advance gender equality within the sector.

Capacity development is a central component of the project's strategy. Informed by a Training Needs Assessment (TNA) conducted in the two sites, the project developed and implemented a comprehensive training plan covering legal compliance, administrative systems, organizational development, and enterprise and business planning. These modules aim to equip small-scale miners with the knowledge and skills needed to operate legally, safely, and responsibly, in line with national policies and international best practices.

To institutionalize these efforts, the project formalized partnerships with two academic institutions—Camarines Norte State College (CNSC) and Mountain Province State University (MPSU)—through Memoranda of Understanding (MOUs). These collaborations serve as platforms for localized training delivery, knowledge exchange, and long-term support for ASGM communities. By leveraging local academic expertise, the project fosters continuity in learning and promotes the integration of responsible mining practices into broader community development efforts.

This Capacity Development Manual compiles the training modules, approaches, and strategies used by the planetGOLD Philippines Project. It is intended as a resource for government partners, educators, and ASGM stakeholders committed to sustaining and scaling responsible small-scale mining across the country. Through shared commitment and collaboration, the project envisions a professionalized, inclusive, and environmentally sound ASGM sector that contributes meaningfully to both local and national development. ■



How to Use this Training Guide



This training guide is designed to support facilitators, trainers, and program implementers in delivering structured, practical, and context-specific learning experiences on ASGM in the Philippines. It combines a modular curriculum framework with detailed session toolkits to ensure consistency, adaptability, and effectiveness in training delivery.

Structure of the Guide

The guide is organized into five thematic modules, each addressing a key area of ASGM practice and policy:

1. Legal Framework and Formalization
2. Business Management, Investor Relations, and Leadership
3. Occupational Health and Safety
4. Environmental and Tailings Storage Facility Management
5. Gender Mainstreaming and ASGM

Each module includes a description, learning objectives, and a module overview. Additionally, each module contains multiple sessions, which may include further sub-topics or activities depending on the complexity of the subject matter.

Session Toolkits

Each session toolkit is a standalone resource that can be used independently or as part of a full module. Trainers are encouraged to:

- Adapt content to local contexts and participant needs.
- Use participatory methods such as group discussions, simulations, and case studies.
- Incorporate local language and examples to enhance understanding.
- Document outputs using the provided forms and templates.

Each session includes the following section:

- Target Audience - A list of potential participants of the session
- Session Description – A brief overview of the session’s purpose and relevance.
- Learning Objectives – What participants should know or be able to do by the end of the session.
- Key Messages – Core takeaways that reinforce the session’s goals.
- Content Outline – A breakdown of topics and flow of discussion or activities.
- Assessment and Outputs – Tools to evaluate learning and capture participant contributions.
- Agenda – Suggested time allocations and methods for each segment.
- Activity Guides – Step-by-step instructions for hands-on exercises or group work.
- Handouts and Materials – Supporting documents such as slide decks, forms, and checklists.
- Trainer Notes – Tips for localization, facilitation, and inclusivity.

Curriculum Map

A curriculum map is included to provide a high-level overview of the entire training program. It outlines the sequence of modules and sessions, learning objectives, methods, and estimated durations. This helps trainers plan, track progress, and align delivery with program goals.

Who Should Use This Guide?

This guide is intended for:

- Government agencies (e.g., MGB, LGUs)
- ASGM cooperatives and associations
- NGOs and development partners
- Trainers and facilitators working in mining communities



Curriculum Map



The curriculum map provides a structured overview of the entire Training Program. It outlines the five core modules and details the individual sessions and their summary learning objectives. It is designed to help users of this training guide to understand the overall flow and logic of the training program.

Session Title	Summary Learning Objective
Module 1: Legal Framework and Formalization	
1.1 Introduction to ASGM and Legal Framework in the Philippines	Understand ASGM context and legal foundations
1.2 Formalization, permitting, and establishing a Minahang Bayan	Explain permitting steps and compliance requirements
1.3 International Conventions related to ASGM	Discuss global standards and implications

Session Title	Summary Learning Objective
Module 2: Business Management, Investor Relations, and Leadership	
2.1 Business Planning and Strategy	Develop basic business plans
2.2 Investor Relations and Financial Literacy	Understand financing and investor engagement
2.3 Leadership and Governance	Strengthen leadership and organizational management skills
2.4 Investor relations and accessing finance	Prepare financial plans and build investor readiness
2.5 Entrepreneurial Skills Training	Apply business tools for sustainable enterprise development

Module 3: Occupational Health and Safety	
3.1 Health effects of mercury and cyanide	Develop basic business plans
3.2 Basic and mine occupational safety and health training	Understand financing and investor engagement
3.3 Underground mine ventilation and rock support	Strengthen leadership and organizational management skills
3.4 Mine rescue training for small-scale miners	Prepare financial plans and build investor readiness



Session Title	Summary Learning Objective
Module 4: Environmental and Tailings Storage Facility Management	
4.1 Environmental laws and tailing storage facility handling and management training	Comply with environmental laws and manage TSFs safely

Module 5: Gender Mainstreaming and ASGM	
5.1 Gender lens and analysis tools in ASGM	Apply gender analysis to ASGM settings
5.2 Organization development and women's leadership training	Promote inclusive leadership and organizational capacity



Module 1: Legal Framework and Formalization



Module Description

This module introduces participants to the legal and institutional framework governing ASGM sector in the Philippines. It covers the salient features of national laws, such as RA 7076 and RA 7942, as well as relevant administrative orders and local permitting processes imposed by local government units (LGUs). Participants will also explore international standards and conventions like the Minamata Convention and OECD Due Diligence Guidelines and how they relate to national policies and compliance requirements. The session concludes with a practical walkthrough of the formalization process, focusing on the steps needed to establish and sustain a Minahang Bayan.

Training Objectives

Terminal Objective:

At the end of this module, participants will be able to navigate the legal, institutional, and procedural landscape of ASGM in the Philippines and guide mining communities through the formalization process.

Learning Objectives:

By the end of this module, the participants should be able to:

1. Identify the laws, policies, and institutions governing ASGM in the Philippines.
2. Explain the procedural steps required to formalize an ASGM operation and obtain a Minahang Bayan permit.
3. Discuss the implications of international conventions (e.g., Minamata Convention, OECD Due Diligence) on ASGM formalization and compliance requirements.

Sessions Overview

Session Title	Summary Objective	Duration
1.1 Introduction to ASGM and Legal Framework in the Philippines	Understand the socio-economic role of ASGM and key laws governing the sector	3.25 hours
1.2 Formalization, Permitting, and Establishing a Minahang Bayan	Navigate formalization steps and permitting processes for legal ASGM operations	3 days
1.3 International Conventions on ASGM	Apply global standards (e.g., OECD, Minamata, CRAFT) to responsible ASGM practices	1 day

Session 1.1: Introduction to ASGM and its Legal Framework in the Philippines

Target Audience

- Local government officials (barangay, municipal and provincial)
- Members of the Provincial/City Mining Regulatory Board (P/CMRB)
- ASGM cooperative leaders and community organizers
- Civil society organizations working in mining communities

Session Description

This session introduces participants to the ASGM sector in the Philippines. It provides an overview of the sector's socio-economic contributions, operational characteristics, and the challenges it faces. The session also outlines the national legal framework that governs ASGM, setting the stage for deeper discussions on formalization, permitting, and responsible mining practices in subsequent sessions.

Key Messages

- ASGM is a vital livelihood source for hundreds of thousands of Filipinos but operates largely informally.
- The sector is governed by a complex legal framework that includes RA 7076, RA 7942, and DAO 2022-03.
- Understanding the structure and evolution of ASGM laws is essential for supporting formalization and sustainable development.
- The Minahang Bayan mechanism is the primary legal pathway for formalizing ASGM operations.

Session Objectives

By the end of this session, participants will be able to:

- Define ASGM and describe its socio-economic role in the Philippines.
- Identify the key laws and policies governing ASGM.
- Explain the concept and purpose of a Minahang Bayan.
- Recognize the institutional actors involved in ASGM governance.
- Reflect on the challenges and opportunities in formalizing ASGM operations.

Session Content Summary

- Definition and characteristics of ASGM
- Socio-economic contributions and geographic distribution
- Evolution of ASGM laws:
 - PD 581, PD 1899, RA 7076, RA 7942
 - DAO 2015-03 and DAO 2022-03
- Introduction to the Minahang Bayan concept
- Overview of institutional roles: MGB, LGUs, NCIP, EMB, BSP
- Challenges in formalization and environmental compliance

Assessment and Expected Outputs

- Pre- and Post-Test
- List of key ASGM challenges and opportunities (per group)

Proposed Agenda

Duration	Topic
15 mins	Welcome and Icebreaker
15 mins	Pre-Test
30 mins	What is ASGM? Scope, Scale, and Significance
30 mins	Lecture: Evolution of ASGM Laws in the Philippines
30 mins	Lecture: The Minahang Bayan Process
60 mins	Activity: ASGM Mapping of Challenges
30 mins	Group Reflection and Sharing
15 mins	Post-Test and Wrap-Up

Activity Guide

Activity: ASGM Mapping of Challenges

Objective:

To help participants visualize and articulate current legal and institutional challenges faced by ASGM stakeholders in the Philippines.

Steps:

1. Divide participants into small groups by sector (i.e., local government, regional office, mining association etc).
2. Present a scenario (e.g., a community applying for Minahang Bayan) and ask groups to identify key challenges that their sector or group face.
3. Provide writing materials.
4. Groups present their discussion and insights.
5. Facilitator summarizes key takeaways.

Trainer Notes

- Be prepared to explain the Minahang Bayan process in simple terms.
- Use local examples (e.g., Paracale, Sagada) to ground the discussion.
- Encourage participants to share their local experiences with ASGM.

Handouts and Materials

- PowerPoint Slides
- Pre- and Post-Test Forms
- Activity: Large paper or whiteboards, markers or sticky notes, scenario handouts



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module1

Session 1.2: Formalization, permitting, and establishing a Minahang Bayan

Target Audience

- MGB Regional and Central Office SSM focal persons
- Provincial/City Mining Regulatory Board (P/CMRB) members
- LGU technical staff (PGENRO, MEO, Planning, Legal)
- Representatives from NCIP, EMB, DOH, PCW, BSP
- ASGM cooperative leaders and community organizers

Session Description

This session provides a comprehensive overview of the formalization process for the ASGM sector in the Philippines, with a specific focus on the declaration of Minahang Bayan areas and the permitting procedures required by national and local government agencies. Participants will gain practical knowledge of the step-by-step processes, documentary requirements, and inter-agency coordination mechanisms necessary to support legal, safe, and sustainable small-scale mining.

Key Messages

- Formalization is a legal and institutional process grounded in RA 7076 and DAO 2022-03.
- The Minahang Bayan mechanism is the gateway to legal ASGM operations.
- Inter-agency coordination is essential to streamline permitting and reduce bottlenecks.
- Local governments play a critical role in zoning, permitting, and enforcement.
- Understanding the permitting flow empowers stakeholders to support responsible ASGM.

Session Objectives

By the end of this session, participants will be able to:

- Describe the procedures for declaring a Minahang Bayan and securing a Small-Scale Mining Contract (SSMC).
- Identify the roles and responsibilities of national and local agencies in the permitting and registration process.
- Analyze the challenges and bottlenecks in the permitting process and propose practical solutions.
- Apply knowledge of permitting flows to support ASGM communities in navigating the formalization process.

Session Content Summary

- Minahang Bayan Declaration Process
- Permitting and Licensing Procedures for Registration of Miners
- Environmental and Social Safeguards
- Inter-agency Coordination and Local Government Roles

Assessment and Expected Outputs

- Pre- and Post-Test
- Workshop Outputs: Legal framework mapping and scenario analysis
- Reflection: Group and participant insights on how permitting processes can be improved nationally and locally

Proposed Agenda

Day 1

Duration	Topic
30 mins	Presentation: Permitting Challenges in Project Sites
45 mins	DENR: SLUP / Forest Land Use Agreement
45 mins	EMB: ECC Application, Clean Air/Water Act
45 mins	BSP: Accreditation and Gold-Buying Process

Day 2

Duration	Topic
45 mins	SEC: Corporate Registration
45 mins	CDA: Cooperative Registration
45 mins	DTI: Business Name and Trademark
45 mins	DOLE: OSH, Child Labor, Workers' Associations
45 mins	NCIP: FPIC Process

Proposed Agenda

Day 3

Duration	Topic
45 mins	MEO: Zoning, Permits, Land Use
45 mins	PGENRO: Revenue, Ordinances, SLUP
45 mins	DOH: Health Impact Assessment
45 mins	PCW: Gender and Development in SSM
60 mins	ASGM Legal Framework Mapping Challenge
45 mins	Plenary Discussion: Issues and Recommendations

Activity Guide

Activity: ASGM Legal Framework Mapping Challenge

Objective:

To help participants visualize and understand the legal and institutional landscape of ASGM permitting in the Philippines.

Steps:

1. Divide participants into sectors (i.e., miners, CSOs) or agencies (i.e., LGU, MGB)
2. Provide each group with a set of cards representing:
 - Laws (RA 7076, DAO 2022-03, EO 138)
 - Agencies (MGB, EMB, NCIP, LGUs, BSP)
 - Permits (ECC, FPIC, SSMC, MPL, SLUP)

3. Ask groups to:
 - Map the permitting flow for a Minahang Bayan application
 - Identify agency roles, required documents, and timelines
 - Highlight bottlenecks and propose solutions
4. Present a case scenario (e.g., a cooperative applying for a Minahang Bayan in an ancestral domain).
5. Groups present their maps and insights.
6. Facilitator summarizes key takeaways.

Trainer Notes

- Use real-world examples to illustrate bottlenecks and coordination issues.
- Encourage participants to share their local experiences and challenges

Handouts and Materials

- Pre- and Post-Test Forms
- PowerPoint Slides
- Activity: Printed cards or tiles (laws, agencies, permits), large paper or whiteboards, markers or sticky notes, and scenario handouts



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module1

Session 1.3: International Conventions related to ASGM

Target Audience

- ASGM cooperative leaders and miners
- Environmental officers of ASGM operators
- MGB and DENR regional staff
- LGU officials involved in mining governance
- Local civil society organizations and NGOs working on mining
- BSP gold-buying station staff

Session Description

This session introduces participants to international conventions and standards that shape responsible practices in ASGM. It focuses on the principles of due diligence in mineral supply chains and the tools used to assess and mitigate risks in ASGM operations. Participants will explore the OECD Due Diligence Guidance, the CRAFT Code, and the planetGOLD Criteria, and understand how these frameworks support formalization, environmental protection, and access to ethical markets.

Key Messages

- Due diligence is a continuous process that helps identify and mitigate risks in mineral supply chains.
- The OECD Due Diligence Guidance is the global standard for responsible sourcing of minerals.
- The CRAFT Code provides a practical roadmap for ASGM actors to meet international expectations.
- The planetGOLD Criteria are aligned with the Minamata Convention and promote mercury-free, socially responsible mining.

- Implementing these frameworks enhances market access, investor confidence, miners' health, and community well-being.

Session Objectives

By the end of this session, participants will be able to:

- Understand the principles and benefits of due diligence in mineral supply chains.
- Explain the relevance and structure of the OECD Due Diligence Guidance and planetGOLD Criteria.
- Apply the CRAFT Code in assessing and mitigating operational risks in ASGM.
- Recognize how international standards support formalization and responsible sourcing.

Session Content Summary

- Minamata Convention on Mercury
- Benefits of Due Diligence
- OECD Due Diligence Guidance
- CRAFT Code
- planetGOLD Criteria

Assessment and Expected Outputs

- Pre-Test and Post-Test
- Group Output: Risk mitigation plan based on a sample ASGM scenario
- Participant reflections on how international standards can be applied locally

Proposed Agenda

Duration	Topic
10 mins	Introductory Speeches & Participant Introductions
10 mins	Pre-Test
30 mins	Introduction to Due Diligence & OECD Guidelines
30 mins	ASGM and Due Diligence in the National Context
10 mins	Break
60 mins	CRAFT Code and planetGOLD Criteria
30 mins	CRAFT Implementation
60 mins	Breakout Session: Risk Mitigation Planning (per group)
3-0 mins	Plenary Discussion: Group Presentations
10 mins	Post-Test

Activity Guide

Activity: Risk Mitigation Planning Using the CRAFT Code

Objective:

To help participants apply the CRAFT Code to identify and address risks in ASGM operations.

Steps:

1. Divide participants into small groups.
2. Provide each group with a fictional ASGM site profile.
3. Ask groups to:
 - Identify potential risks (e.g., child labor, mercury use, lack of permits)
 - Classify risks using CRAFT modules (e.g., immediate disengagement, mitigation, improvement)
 - Propose a short-term and long-term mitigation plan
4. Groups present their plans in plenary.
5. Facilitator provides feedback and links to real-world implementation.

Trainer Notes

- Use real-world examples from the Philippines and other countries to illustrate risk scenarios.
- Encourage participants to think about how these tools can be adapted to their local context

Handouts and Materials

- Pre- and Post-Test Forms
- PowerPoint Slides
- Activity: Materials Needed: CRAFT Code summary handout, risk scenario handouts, risk mitigation planning template, and markers, flipcharts, or whiteboards



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module1



Module 2: Business Management, Investor Relations, and Leadership

Module Description

This module strengthens the capacity of miners and cooperative leaders to run ASGM operations as sustainable businesses. Participants will learn entrepreneurial skills, basic cooperative registration procedures, and how to prepare and manage financial records. The training also introduces tools for financial planning and reporting, and explores strategies for engaging with financial institutions and potential investors. Emphasis is placed on transparency, accountability, and sound decision-making for both individual miners and mining cooperatives.

Training Objectives

Terminal Objective:

By the end of the module, participants will be able to apply financial, managerial, and entrepreneurial tools to support the sustainability and growth of ASGM enterprises.

Learning Objectives:

By the end of this module, the participants should be able to:

1. Identify business opportunities and key components of a business plan related to ASGM operations
2. Apply basic financial tools to record income, expenses, and monitor financial performance.
3. Develop a simple business plan and cooperative pre-registration strategy for an ASGM operation
4. Evaluate funding options and investor engagement strategies appropriate for small-scale mining enterprises.

Sessions Overview

Session Title	Summary Objective	Duration
2.1 Leadership and Organizational Management	Strengthen leadership and teamwork skills for managing ASGM associations	5 hours
2.2 Coop Pre-registration Process and Requirements	Understand cooperative formation and CDA requirements tailored to ASGM	3 hours
2.3 Financial Planning, Recording, Reporting, and Monitoring	Apply basic financial literacy, budgeting, and compliance skills	6 hours
2.4 Investor Relations and Accessing Finance	Prepare for investor engagement and develop internal investment policies	4.5 hours
2.5 Entrepreneurial Skills Training	Develop sustainable enterprise ideas and business plans linked to ASGM	6.75 hours

Session 2.1 Leadership and organizational management

Target Audience

- Officers of ASGM associations
- Barangay and community leaders
- Women’s organizations

Session Description

This session aims to develop the participants’ leadership competencies and organizational management skills, culminating in practical team-building exercises. It equips ASGM association officers and community members with the attitudes, tools, and techniques needed to lead their groups, manage resources, and foster cohesive teams in their local ASGM contact.

Key Messages

- Leadership matters. Effective leaders set direction, inspire trust, and drive organizational goals.
- Organizational management ensures sustainability. Clear structures and processes optimize resources.
- Self-awareness underpins leadership. Knowing one’s strength and values builds authenticity and resilience.
- Teamwork amplifies impact. Structured team-building fosters unity, communication, and shared ownership.

Session Objectives

By the end of this session, participants will be able to:

1. Articulate the distinctions between leadership and management roles in ASGM associations.
2. Identify key leadership traits and styles through interactive exercises.
3. Outline core organizational management functions—planning, organizing, staffing, control—and apply them to their association context.
4. Design and execute team-building activities that strengthen group cohesion and communication.

Session Content Outline

1. Effective Leadership (styles, traits, concerns)
2. Leadership in a VUCA World (antidotes & self-awareness)
3. Organizational Management Fundamentals (functions, purpose)
4. Concepts & Strategies of Team Building
5. Team Building Workshops & SWOT Analysis

Assessment and Expected Outputs

- Pre/Post-Tests
- Group Outputs: Position-and-Responsibility Mapping, VUCA Self-Reflection Sheet, Organizational SWOT Analysis, and Team-Building Action Plan (activity debrief)

Proposed Agenda

Duration	Topic
45 mins	Effective Leadership
45 mins	Leadership in a VUCA World
15 mins	Open Forum
45 mins	Organizational Management Fundamentals
45 mins	Team Building Concepts & Strategies
60 mins	SWOT Analysis & Team Action Plan Workshop
30 mins	Sharing of Workshop Insights

Activity Guide

Activity: SWOT Analysis & Team Action Plan Workshop

Objective:

Analyze association strengths and weaknesses to inform team-building strategies.

Steps:

1. In groups of 5–6, list your organization’s Strengths, Weaknesses, Opportunities, and Threats on the SWOT worksheet.
2. Prioritize the top two items in each category.
3. Design one team-building activity or process improvement to leverage strengths and address weaknesses.
4. Present your plan (5 min per group).

Handouts and Materials

- Pre- and Post-Test Forms
- PowerPoint Slides
- Activity: SWOT Worksheets, markers, flipcharts, or whiteboards



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module2

Session 2.2. Coop pre-registration process and requirements

Target Audience

- ASGM cooperative officers, treasurers, bookkeepers
- Key decision-makers of ASGM cooperatives and small mining associations
- Other organization leaders responsible for financial management

Session Description

This session introduces participants to the nature, values, principles, and legal requirements for registering a cooperative. Grounded in CDA guidelines (CDA OC No. 2016-01) and the Philippine Cooperative Code (RA 9520), it equips participants with the knowledge to decide on cooperative organization and to complete the pre-registration requirements tailored for ASGM communities.

Key Messages

1. A cooperative is a democratic, member-owned social enterprise distinct from other business forms.
2. Legal basis: RA 9520 Article 10 mandates PRS; CDA OC No. 2016-01 prescribes its conduct.
3. Registration requirements include Articles of Cooperation, economic survey, by-laws, share capital, and surety bonds.

Session Objectives

By the end of this session, participants will be able to:

1. Differentiate PRS from PMES and state their legal mandates.
2. Describe the definition, values, and principles of cooperatives.
3. List and explain the documentary requirements for registering a primary cooperative.
4. Outline the step-by-step PRS process under CDA OC No. 2016-01

Session Content Outline

By the end of this session, participants will be able to:

1. PRS Overview – Purpose, legal basis, PRS vs. PMES
2. Cooperative Fundamentals – Definition, values, principles
3. Registration Requirements – Articles of Cooperation, economic survey, by-laws, share capital, bonds
4. PRS Process Flow – Scheduling, seminar conduct, documentation, CDA submission

Assessment and Expected Outputs

1. Pre/Post-Test
2. Group Exercise Output: Filled sample PRS checklist with required documents and timelines

Proposed Agenda

Duration	Topic
30 mins	PRS Overview: Legal Basis & Definitions
30 mins	Cooperative Fundamentals
30 mins	Registration Requirements
30 mins	PRS Process Flow
60 mins	Group Exercise: PRS Checklist
30 mins	Sharing of Workshop Insights

Activity Guide

Activity: Completing the PRS Checklist

Objective:

Apply session content to identify and sequence all pre-registration documents.

Steps:

1. Form groups of 4–5
2. Distribute the sample PRS Checklist Worksheet
3. Using PRS slides and handouts, list each required document, estimated preparation time, and responsible person.
4. Confirm sequence aligns with CDA's 60-day approval timeline.
5. Present your checklist in plenary (5 minutes per group).

Trainer Notes

- Use local examples and local language for legal terms to ensure comprehension. Allow extra time for filling worksheets if participants are new to legal forms.

Handouts and Materials

- Pre/Post-Test Forms
- PowerPoint Slides
- Activity: Sample Checklist Worksheet, pens, and paper



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module2

Session 2.3. Financial planning, recording, reporting, and monitoring

Target Audience

- ASGM cooperative officers, treasurers, bookkeepers
- Key decision-makers of ASGM cooperatives and small mining associations
- Other organization leaders responsible for financial management

Session Description

This session aims to equip participants with foundational skills in financial literacy, budgeting, bookkeeping, reportorial compliance, and financial statement preparation. It combines lectures, hands-on exercises, and case simulations to foster accurate and timely financial management practices suited to local ASGM contexts.

Key Messages

1. Sound personal and cooperative financial planning underpins sustainability and member trust.
2. A well-structured budget guides resource allocation and performance evaluation.
3. Accurate bookkeeping is essential for compliance and informed decision-making.
4. Timely reportorial submissions safeguard the cooperative's legal standing.
5. Clear financial statements communicate performance to members and regulators.

Session Objectives

By the end of this session, participants will be able to:

1. Define financial literacy, freedom, and key concepts (income, saving, investing, budgeting)
2. Construct and analyze a master budget, including zero-based budgeting techniques
3. Complete core bookkeeping steps: journalizing, posting, and trial balance preparation
4. Prepare basic financial statements (position, income, cash flows) for cooperative review.

Session Content Outline

1. Personal Finance & Financial Literacy
2. Budgeting & Master Budget Preparation
3. Reportorial Requirements & Compliance
4. Simple Bookkeeping – Accounting Cycle
5. Preparation of Financial Statements

Assessment and Expected Outputs

- Pre/Post-Test
- Group outputs: Budget Simulation, completed journal entries, ledger postings, and trial balance, filled out form demonstrating knowledge of documentary filings, sample Statement of Financial Position and Income Statement.

Proposed Agenda

Duration	Topic
45 mins	Personal Finance & Financial Literacy
60 mins	Budgeting & Master Budget Preparation
60 mins	Reportorial Requirements & Compliance
90 mins	Simple Bookkeeping – Accounting Cycle
90 mins	Preparation of Financial Statements
60 mins	Activity: Integrated Case Exercise
30 mins	Sharing of Workshop Insights

Activity Guide

Activity: Drafting Your Investment Policy

Objective:

Create an internal policy assigning roles and procedures for investor engagement.

Instructions:

1. In groups of 4–5, review your cooperative’s current bylaws and financial documents.
2. Identify at least three amendments or new policies needed (e.g., loan application lead, investor database owner).
3. Use the Policy Template to assign responsibilities, timelines, and document checklists.
4. Present your draft policy (5 minutes per group).

Trainer Notes

- Localize examples to ASGM cooperative scenarios.
- Build in quick comprehension checks (thumbs-up/down) every 30 minutes.
- Allow extended group work time for participants unfamiliar with spreadsheets.

Handouts and Materials

- Pre/Post-Test Forms
- PowerPoint Slides
- Activity: Budget Template & Worksheets, Journal and Ledger Templates, Reportorial Requirements Checklist, Financial Statement Templates



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module2

Session 2.4 Investor relations and accessing finance

Target Audience

- ASGM cooperative officers, treasurers, bookkeepers
- Key decision-makers of ASGM cooperatives and small mining associations
- Other organization leaders responsible for financial management

Session Description

This session equips ASGM organizations with the knowledge and tools to engage financial institutions, develop robust business plans, and establish internal policies that attract and sustain investor relationships. Participants will learn about loan products, application requirements, financial projections, and best practices for investor lifecycle management.

Key Messages

1. Articulate your project's financing needs—working capital, equipment purchase, expansion—to match bank and non-bank requirements.
2. Documentation Matters. Complete KYC, financial statements, business registration, and collateral documents to meet the 5 C's of credit (Character, Capacity, Capital, Condition, Collateral).
3. Robust Business Plans Win Investors: Use the nine-element business plan format to present objectives, market analysis, technical and financial projections, and ROI metrics.
4. Investor Lifecycle Is Continuous: From identifying internal policies to pitching, compliance, and ongoing communication, maintain trust through transparency and responsiveness.
5. Internal Policies Facilitate Funding. Establish clear board roles, investment needs assessment, pitch protocols, and compliance checklists to streamline financing.

Session Objectives

By the end of this session, participants will be able to:

1. Identify the types of financial institutions and loan products relevant to ASGM.
2. List and explain key loan requirements—including KYC, financial statements, and collateral—for banks and non-banks.
3. Map the investor lifecycle from internal policy review to investor engagement and relationship management.
4. Draft internal investment policies that assign roles and procedures for accessing finance.

Session Content Outline

1. Financial Institutions & Loan Basics – Banks vs. non-banks; loan purposes and assessment criteria
2. Loan Application Requirements – KYC, CIF, IDs, business registration, financials, collateral
3. Investor Lifecycle & Relationship Management
4. Drafting Internal Policies – Role assignment, pitch database, compliance procedures

Assessment and Expected Outputs

- Pre/Post-Tests: 10-item written quizzes to measure knowledge improvement.
- Group Outputs: Business Plan Outline (draft covering project description, market, technical, and financial aspects), Policy Audit Report (identified gaps and proposed amendments), and Internal Policy Draft (roles, procedures, and document checklists for investor engagement)

Proposed Agenda

Duration	Topic
45 mins	Financial Institutions & Loan Basics
45 mins	Loan Application Requirements
60 mins	Activity 1: Auditing and Drafting Internal Policies
45 mins	Investor Lifecycle & Relationship Management
60 mins	Activity 2: Business Plan Making
30 mins	Sharing of Workshop Insights

Activity Guide

Activity: Budget Simulation

Objective:

Develop a comprehensive budget reflecting ASGM cooperative operations.

Instructions:

1. Form teams of 4–5 participants.
2. Using the provided budget template, forecast revenues (gold sales) and expenses (operational, capital) for the next quarter.
3. Apply zero-based budgeting to justify each line item.
4. Present your budget summary and rationale in plenary (5 minutes per group).

Session 2.5 Entrepreneurial Skills Training

Handouts and Materials

- Pre/Post-Test Forms
- PowerPoint Slides
- Activity: Policy template, pens, and paper



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module2

Target Audience

- ASGM cooperative officers, treasurers, bookkeepers
- Key decision-makers of ASGM cooperatives and small mining associations
- Other organization leaders responsible for financial management

Session Description

This session equips participants with the mindset, tools, and structured approach needed to turn mining-related livelihoods into sustainable micro-enterprises. It covers entrepreneurial attitudes, opportunity recognition, business mapping, marketing strategies, production planning, and business plan development with hands-on coaching and peer feedback.

Key Messages

1. Entrepreneurship is learnable. With the right mindset and methods, anyone can start and grow a business.
2. Mindset drives success. Mastering self-ambition and opportunity focus lays the foundation for entrepreneurial action.
3. Know your market: Effective marketing—segmentation, positioning, and low-cost promotion—transforms products into sales.
4. Plan Your Production. A clear production plan ensures that raw materials, processes, and personnel align to meet demand efficiently.
5. Document Your Vision. A concise business plan with executive summary, marketing, production, management, and financial sections is key to accessing support and guiding growth.

Session Objectives

By the end of this session, participants will be able to:

1. Identify business opportunities through structured “business mapping” activities.
2. Apply basic marketing strategies—product knowledge, segmentation, and promotion—to their ASGM-related products .
3. Develop a simple production plan detailing processes, materials, personnel, and scheduling.
4. Draft an outline of a nine-element business plan covering project brief, executive summary, and core plan components

Session Content Outline

1. Entrepreneurial Mindset
2. Business Mapping & Opportunity
3. Marketing Essentials
4. Production Planning
5. Business Plan Components

Assessment and Expected Outputs

- Pre/Post-Test
- Group Outputs: Business Mapping Worksheet, Production Plan Outline, Business Plan Draft Outline

Proposed Agenda

Duration	Topic
60 mins	Entrepreneurial Mindset
75 mins	Business Mapping & Idea Generation
75 mins	Marketing Essentials
75 mins	Production Planning
90 mins	Activity: Business Plan Making
30 mins	Sharing of Workshop Insights

Activity Guide

Activity: Business Plan Making

Objective:

Empower participants to draft a concise, actionable business plan using structured tools and peer feedback.

Steps:

1. In groups of 4–5, discuss the current economic activities and growth goals of your cooperative.
2. Use the Business Plan Template to complete the following sections:
 - Executive Summary
 - Description of Products/Services
 - Market Analysis



- Operations and Management
 - Financial Projections
3. Integrate insights from earlier topics (e.g., business mapping, marketing, production planning).
 4. Present your draft business plan highlights to the group (5 minutes per group).

Trainer Notes

- Maintain a supportive, non-judgmental atmosphere.
- Build in frequent stretch breaks and energizers.

Handouts and Materials

- Pre/Post-Test Form
- Presentation slides
- Activity: Business Plan Outline Template – Nine-element structure



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module2

Module 3: Occupational Health and Safety



Module Description

Focused on protecting the health and lives of ASGM workers, this module addresses the physical and chemical risks associated with small-scale mining, especially those linked to mercury exposure. It provides participants with knowledge and skills in hazard identification, use of personal protective equipment (PPE), and emergency response protocols. Practical components include basic mine rescue drills and the creation of site-specific safety checklists. The module supports MGB's commitment to promoting safe, dignified work in the sector.

Training Objectives

Terminal Objective:

Upon completion of this module, participants will be able to implement effective health and safety practices to reduce risk and improve working conditions in ASGM.

Learning Objectives:

By the end of this module, the participants should be able to:

1. Describe common occupational hazards in ASGM, particularly those related to mercury exposure.
2. Demonstrate proper use of personal protective equipment (PPE) and emergency procedures in mining operations.
3. Construct a basic mine safety and rescue protocol tailored to small-scale gold mining environments.

Sessions Overview

Session Title	Summary Objective	Duration
3.1 Health Effects of Mercury and Cyanide	Identify chemical hazards and apply preventive measures in ASGM	3.5 hours
3.2 Basic and Mine Occupational Safety and Health Training	Implement safety protocols using hazard ID and risk control strategies	5 days
3.3 Underground Mine Ventilation and Rock Support	Plan ventilation and rock support systems to enhance underground safety	4 hours
3.4 Mine Rescue Training for ASGM	Execute rescue protocols and first aid in emergency simulations	1 day

Session 3.1. Health effects of mercury and cyanide

Target Audience

- ASGM practitioners (miners, site supervisors)
- Community health workers
- Government/NGO trainers involved in health and safety programs

Session Description

This session explores the chemical properties, exposure pathways, and acute and chronic health impacts of mercury and cyanide in small-scale gold mining. In this session, participants learn to recognize signs of poisoning, understand vulnerable populations, and apply guidelines to reduce risks in ASGM settings.

Key Messages

1. Mercury and cyanide are highly toxic: even small exposures can have serious, long-term health effects.
2. Acute exposures (high dose) may be rapidly fatal; chronic low-dose exposures lead to neurological, renal, respiratory, and endocrine disorders.
3. Children, pregnant women, and the elderly are especially vulnerable to these toxins.
4. Recognizing early symptoms and following exposure limits (WHO & Philippine standards) are critical for prevention.

Session Objectives

By the end of this session, participants will be able to:

1. Identify the chemical forms and common ASGM uses of mercury and cyanide.
2. Describe primary exposure pathways and susceptible groups for each toxin.
3. Differentiate acute vs. chronic health effects of mercury and cyanide, citing clinical presentations.
4. Interpret WHO and Philippine guideline values for water, air, and food to assess risk.
5. Recommend practical measures to minimize exposures in ASGM operations.

Session Content Outline

1. Importance of chemical safety in ASGM
2. Overview of Mercury & Cyanide – Forms, ASGM applications
3. Exposure Pathways & At-Risk Populations – Inhalation, ingestion, skin contact
4. Health Effects of Mercury – Acute (metal fume fever, pulmonary edema) and chronic (tremors, erethism, kidney failure)
5. Health Effects of Cyanide – Low/high acute and chronic exposure syndromes (neuropathy, goiter, seizures)
6. Guideline Values & Prevention – WHO tolerable intakes and Philippine standards
7. Case Study Activity – Analyze a mock ASGM exposure scenario

Assessment and Expected Outputs

- Pre/Post-Test
- Group Output: Case Study Report

Proposed Agenda

Duration	Topic
30 mins	Overview of Mercury & Cyanide
30 mins	Exposure Pathways & At-Risk Groups
30 mins	Health Effects of Mercury
30 mins	Health Effects of Cyanide
30 mins	Guideline Values & Prevention Measures
60 mins	Activity: ASGM Exposure Scenario Analysis
30 mins	Sharing of Workshop Insights

Activity Guide

Activity: ASGM Exposure Scenario Analysis

Objective:

Apply session concepts to identify hazards and propose controls.

Steps:

1. In groups of 4–5, review the provided ASGM case scenario detailing a mercury and cyanide incident.
2. Identify exposure routes, symptoms exhibited by “miners,” and at-risk individuals.
3. Use guideline values to assess severity and draft three practical risk-reduction measures.
4. Present findings in plenary (5 minutes per group).

Trainer Notes

- Use local language terms for symptoms (e.g., “panginginig” for tremors).
- Pace content with periodic checks for understanding—invite examples from participants’ experiences.
- Supplement slides with illustrative posters or pictograms.

Handouts and Materials

- PowerPoint Slides
- Pre/Post-Test Forms
- Activity: Case Scenario Worksheet, pens, and paper



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module3

Session 3.2. Basic and mine occupational safety and health training

Target Audience

- ASGM site supervisors, miners
- Safety officers
- Community health workers
- Government/NGO trainers involved in health and safety programs

Session Description

This comprehensive session introduces participants to the fundamentals of occupational safety and health in small-scale gold mining. This session follows the “Zero Accident Program” framework covering eight modules to build practical skills for preventing injuries and illnesses in Philippine ASGM contexts.

Key Messages

1. Identify & Control Hazards. Proactive HAZID and HIRARC save lives.
2. Organize & Monitor. 5S work-stations and regular environmental checks prevent chronic and acute harm.
3. Respond & Investigate. Thorough accident investigations and fire drills drive continuous improvement.
4. Legal Compliance. Understanding MOSH laws and reportorial duties under DAO 2000-98 and related issuances is mandatory.
5. Practical Application. Hands-on drills and plant visits translate theory into safer ASGM practices.

Session Objectives

By the end of this session, participants will be able to:

1. Use HAZIDCON and HIRARC methods to rank mining hazards and propose controls.
2. Apply Seiri-Shitsuke to reduce trip and machinery risks.
3. Measure and interpret air quality, noise, vibration, and chemical exposure in ASGM sites.
4. Facilitate incident investigations and execute fire-safety protocols using PASS and evacuation drills.
5. Identify key provisions of PD 463, DAO 2000-98, DAO 2010-21, RA 11058, and related circulars.
6. Apply machine guarding principles, LOTOTO, and safe electrical work practices to mining equipment.

Session Content Outline

1. Introduction to OSH & Philippine MOSH Laws
2. Occupational Safety (HAZIDCON & HIRARC)
3. Work-Station Organization (5S)
4. Work Environment Monitoring
5. Occupational Health (Industrial Hygiene & Chemical Hazards)
6. Accident Investigation & Reporting
7. Fire Safety & Emergency Response
8. Machine & Equipment Safety (Guarding & LOTOTO)
9. Safe Utilization of Electricity
10. Integrated Drill: Live plant-site simulation (Orange Clean Stone case)

Assessment and Expected Outputs

- Pre/Post-Tests
- Group Deliverables: simulation safety improvement plan

Proposed Agenda

Duration	Topic
30 mins	ZAP Introduction
60 mins	Philippine MOSH Laws & OSH Framework
180 mins	Hazard ID (HAZIDCON), Risk Assessment & HIRARC
60 mins	Work-Station 5S
60 mins	Work Environment Monitoring
90 mins	Industrial Hygiene & Chemical Hazards
60 mins	Accident Investigation & Reporting
60 mins	Fire Safety & Emergency Response
60 mins	Machine & Equipment Safety (Guarding & LOTOTO)
60 mins	Safe Utilization of Electricity
120 mins	Integrated Drill: Orange Clean Stone Mining Plant Simulation
30 mins	Sharing of Workshop Insights

Activity Guide

Activity: ORANGE Clean Stone Mine Simulation

Objective:

Integrate safety modules by conducting a scaled rescue and safety response in a mock mine.

Instructions:

1. Split into multi-disciplinary teams.
2. Rotate through stations: hazard ID, environmental sampling, machine guard check, first-aid triage, fire response.
3. Complete station checklists and record findings.
4. Reconvene to draft a site-wide safety improvement plan.

Trainer Notes

- Alternate English, Filipino, and the local language to ensure clarity of technical terms.
- Use visual aids and live demonstrations for low-literacy participants.
- Maintain a brisk pace on Days 1–3; allow more workshop time on Days 4–5 for application.

Handouts and Materials

- PowerPoint Slides
- Pre/Post-Test Forms
- Activities: HAZIDCON & HIRARC Guides – Worksheets and risk matrix, 5S & WEM Toolkits – Checklists and data sheets, Accident Investigation Template – Report form, Fire Safety Guide – PASS technique & equipment list, Machine Guarding Manual – Guard types & LOTOTO steps, Integrated Drill Materials – Orange Clean Stone case



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module3

Session 3.3: Underground Mine Ventilation and Rock Support

Target Audience

- ASGM site supervisors, miners
- Safety officers
- Community health workers
- Government/NGO trainers involved in health and safety programs

Session Description

This session provides participants with a practical understanding of how to design and maintain effective ventilation systems and select appropriate rock support methods. Emphasis is placed on balancing air quality and airflow control with ground stability to ensure miner health and safety.

Key Messages

1. Proper ventilation combines quality control (removing contaminants) and quantity control (managing airflow) to maintain a safe underground atmosphere .
2. Two main ventilation approaches—natural and mechanical—offer distinct advantages and limitations in small-scale settings .
3. Active ground support (timber, steel sets, shotcrete) increases rock strength, while passive support (rock bolts, pillars) prevents collapse without altering rock mass properties .
4. Selection of support type must consider rock condition, water presence, and resource constraints typical of ASGM .
5. Integrating ventilation and ground support planning enhances overall mine safety and productivity.

Session Objectives

By the end of this session, participants will be able to:

- Identify and describe the principles of mine ventilation quality and quantity control.
- Differentiate between natural and mechanical ventilation systems and select appropriate methods for ASGM sites.
- Explain active and passive rock support types and their applications in underground workings.
- Demonstrate basic installation steps for rock bolts and timber sets through guided practice.
- Develop a simple integrated ventilation and ground support plan for a hypothetical ASGM tunnel.

Session Content Outline

1. Ventilation Principles (Quality vs. Quantity Control)
2. Ventilation Types (Natural vs. Mechanical)
3. ASGM Ventilation Case Study (ISRI Sangilo Setup)
4. Group Activity: Drafting a Ventilation Plan

Assessment and Expected Outputs

- Pre/Post-Test: Short quiz on key concepts (5 items).
- Group Deliverables: Annotated ventilation airflow sketch for a sample mine.

Proposed Agenda

Duration	Topic
45 mins	Ground Support in Underground Mining
45 mins	Introduction to Rock Structures
45 mins	ASGM Ventilation Case Study on ISRI
60 mins	Group Activity: Drafting a Ventilation Plan
30 mins	Plenary Discussion & Q&A
30 mins	Sharing of Workshop Insights

Activity Guide

Ventilation Mapping Exercise

Objective:

Enable participants to apply ventilation design concepts by sketching airflow routes in a sample ASGM tunnel.

Steps:

1. Divide into small groups of 4–5.
2. Each group receives a simplified tunnel layout.
3. Identify intake and exhaust points.
4. Draw airflow direction arrows and note potential contamination zones.
5. Present your ventilation sketch and rationale to the plenary (5 minutes each).

Trainer Notes

- Pacing: Allow extra time for hands-on demos; check understanding with frequent recap questions.
- Emphasize visuals, live demonstrations, and peer explanations rather than lengthy text.

Handouts and Materials

- PowerPoint Slides
- Pre- and Post-Test Forms
- Activity Worksheets – Ventilation mapping & support selection templates



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module3



Session 3.4: Mine Rescue Training for Small-Scale Miners

Target Audience

- ASGM site supervisors, miners
- Safety officers
- Community health workers
- Government/NGO trainers involved in health and safety programs

Session Description

This session equips small-scale gold miners with the essential knowledge, practical skills, and teamwork techniques needed to respond effectively to underground emergencies. It covers mine gases and ventilation, basic life support, rescue equipment use, working at heights, and real-world simulation exercises.

Key Messages

1. Understanding mine atmosphere hazards is critical for preventing accidents.
2. Proper ventilation and gas monitoring save lives underground.
3. Basic life support skills empower miners to stabilize injured colleagues.
4. Effective rescue equipment handling and teamwork are core to safe operations.
5. Continuous drills and evaluations build confidence and readiness.

Session Objectives

By the end of this session, participants will be able to:

- Identify and explain common underground mine hazards (gases, collapse risks).
- Describe principles of mine ventilation and its role in rescue scenarios.
- Demonstrate basic life support and first aid techniques.
- Operate essential mine rescue tools and equipment safely.
- Coordinate and communicate effectively during simulated emergency responses

Session Content Outline

1. Introduction to Mine Rescue Training – Scope, importance, moral imperative
2. Mine Gases and Hazard Identification – Types, detection, controls
3. Mine Ventilation Fundamentals – Airflow principles, fan use, maintenance
4. Introduction to Basic Life Support / First Aid – Theory and protocols
5. Basic Life Support Practical Training – Hands-on CPR, wound care
6. Working at Heights – MDRRMO guidelines for elevated rescues
7. Demonstrations & Simulation Exercises – Full-scale rescue drills

Assessment and Expected Outputs

- Pre- and Post-Tests: 15-item written quiz to measure knowledge improvement
- Group output: Simulation Performance

Proposed Agenda

Duration	Topic
90 mins	Introduction to Mine Rescue Training
120 mins	Mine Gases and Hazard Identification
90 mins	Mine Ventilation Fundamentals
90 mins	Introduction to Basic Life Support / First Aid
120 mins	Basic Life Support Practical Training
180 mins	Working at Heights
120 mins	Demonstrations & Simulation Exercises (Rescue Drills)
30 mins	Sharing of Workshop Insights

Activity Guide

Activity: Underground Rescue Simulation Exercise

Objective:

Apply learned rescue techniques in a controlled drill.

Steps:

1. Form teams of 4–5 participants.
2. Each team locates simulated “victims” in the demonstration tunnel.
3. Perform gas monitoring, deploy ventilation fans, administer first aid, and evacuate “victims.”
4. Rotate roles so everyone practices each task.
5. After the drill, complete the Simulation Performance Checklist.



Module 4: Environmental and Tailings Storage Facility Management

Module Description

This module familiarizes participants with the legal requirements and best practices for Tailings Storage Facility (TSF) handling in Philippine ASGM. Grounded in DAO 99-32 and related regulations, it covers facility siting, design parameters, effluent standards, monitoring protocols, and permit obligations—enabling trainers to guide ASGM operators toward compliant, safe, and sustainable tailings management.

Training Objectives

Terminal Objective:

At the end of this module, participants will be able to manage tailings and environmental impacts of mining in accordance with national regulations and good practice.

Learning Objectives:

By the end of this module, the participants should be able to:

1. Identify key provisions of DAO 99-32, DAO 2016-08, and DAO 2013-22.
2. Explain TSF design requirements (liners, decant structures, stability criteria).
3. Demonstrate proper water-sampling procedures and data recording.
4. Assess a sample TSF scenario for compliance gaps and recommend corrective measures.

Trainer Notes

- Localize examples and speak in the local language for clarity.
- Build in short “stretch” breaks after each 90-minute block.

Handouts and Materials

- Presentation slides
- Pre-Test and Post-Test Forms
- Activity: Simulation Performance Checklists



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module3

Target Audience

- ASGM association leaders
 - Environmental officers
 - Civil society organizations involved in TSF oversight
-

Key Messages

1. DAO 99-32 governs mine wastes and mill tailings management, mandating erosion control, liners, and stable embankments.
2. Effluent discharge from TSFs must meet Clean Water Act (DAO 2016-08) standards for pH, TSS, cyanide, and metals.
3. TSFs must register as Treatment, Storage, and Disposal (TSD) facilities under DAO 2013-22, with periodic permit renewals.
4. Regular monitoring protocols—including sampling frequency and parameters—are critical to detect non-compliance early.

Module Content Outline

1. Legal Framework
2. TSF Design & Operation
3. Monitoring Protocols
4. Permit Preparation & Renewal
5. Group Exercise: Compliance Review

Assessment and Expected Outputs

1. Pre- and Post-Tests
2. Group Output: Filled compliance checklist with identified gaps

Proposed Agenda

Duration	Topic
30 mins	Legal Framework
30 mins	TSF Design & Operation
30 mins	Monitoring Protocols
30 mins	Permit Preparation & Renewal
60 mins	Activity: Compliance Review
30 mins	Sharing of Workshop Insights

Activity Guide

Activity: TSF Compliance Review

Objective:

Practice applying regulatory standards to real-world data

Instructions:

1. Form groups of 4–5.
2. Distribute a hypothetical TSF data sheet.
3. Using the compliance checklist, identify non-conformities with DAO 99-32 and DAO 2016-08.
4. Propose at least two corrective actions for the top three gaps.
5. Prepare a 5-minute group summary.



Trainer Notes

- Emphasize local examples from participants' areas.
- Use visuals from the slides and probing questions to link regulations to participants' work.

Handouts and Materials

- Presentation slides
- Pre-Test and Post-Test Forms
- Activity: Scenario and compliance Checklist Worksheet



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module4



Module 5: Gender Mainstreaming and ASGM

Module Description

This module promotes inclusive and equitable participation in the ASGM sector by integrating gender perspectives into mining operations, organizational development, and community decision-making. It introduces gender analysis tools, GAD (Gender and Development) planning, and leadership development strategies tailored for ASGM cooperatives and associations. Through real-life case studies, participatory exercises, and self-assessment tools, participants will explore how to promote women's leadership and reduce gender-based disparities.

Training Objectives

Terminal Objective:

After completing this module, participants will be able to integrate gender equality principles into ASGM operations and promote inclusive participation and leadership in their organizations and communities.

Learning Objectives:

By the end of this module, the participants should be able to:

1. Identify gender-based challenges and inequalities in ASGM communities.
2. Use gender analysis tools to assess roles, needs, and gaps in ASGM.
3. Develop strategies for promoting women’s leadership and participation in ASGM organizations.
4. Propose gender-responsive actions to improve working conditions and reduce risks for women in ASGM.

Sessions Overview

Session Title	Summary Objective	Duration
5.1 Gender Lens and Analysis in ASGM	Identify gender barriers and develop equity strategies via analysis tools	3 hours
5.2 Organizational Development and Women’s Leadership Training	Build women’s leadership capacity and improve inclusive management	7.5 hours

Session 5.1 Gender Lens and Analysis in ASGM

Target Audience

- Women miners
- ASGM organization leaders
- LGU and barangay officials (i.e., GAD focal persons)
- CSOs/NGOs working in mining communities.

Session Description

This session introduces a gender lens to examine the specific roles, challenges, and contributions of women in ASGM. The session supports participants in identifying gender barriers, analyzing policy gaps, and developing gender-responsive strategies through a problem tree and theory of change exercise.

Key Messages

- Women in ASGM are present and active, but often unrecognized in formal systems.
- Gender roles shape how work, risks, and decision-making are distributed.
- ASGM policies frequently overlook the lived experiences of women.
- Inclusive and responsive strategies must be built with women’s participation.

Session Objectives

By the end of the session, participants will be able to:

1. Describe the common roles and challenges of women in ASGM.
2. Understand how ASGM policies and practices affect women’s livelihoods.
3. Examine opportunities for women’s participation and leadership in ASGM.
4. Co-develop problem trees and theories of change for advancing gender equity in ASGM.

Assessment and Expected Outputs

- PowerPoint slides
- Pre- and post-session quiz (3–5 items)
- Group outputs: Problem tree and theory of change diagrams on women’s participation

Proposed Agenda

Duration	Topic
60 mins	Gendered Realities in ASGM
45 mins	Problem Tree on Gender Barriers
45 mins	Theory of Change: Women in ASGM
30 mins	Group Sharing

Activity Guide

Activity: Analyzing Gender Barriers and Building Change Strategies in ASGM

Objective:

Enable participants to identify gender-specific challenges in ASGM and co-create actionable pathways for change using a problem tree and theory of change framework.

Steps:

1. Divide participants into small, mixed groups (4–6 people), aiming for gender and role diversity.
2. Part 1: Build a Gender Problem Tree (30–40 mins)
 - a. Prompt: “What barriers do women face in your ASGM community?”
 - i. On a large sheet or flipchart, draw a tree:
 1. Roots: Root causes (e.g., norms, lack of access to land or credit).
 2. Trunk: Core problem (e.g., underrepresentation in decision-making).
 3. Branches: Visible outcomes (e.g., income disparity, exclusion from programs).
3. Part 2: Transform into a Theory of Change (40–45 mins)
 - a. Start with the problem tree’s trunk as the “current situation.”
 - i. Prompt: “What would success look like if this gender barrier were addressed?”
 1. Impact: Envisioned future (e.g., equitable participation, gender-sensitive ASGM policies).
 2. Outcomes: Needed shifts (e.g., women in leadership, inclusive policies).
 3. Activities/Strategies: Actions to enable change (e.g., training, local gender audits, advocacy).
 4. Use arrows or flowcharts to map connections from root causes to long-term change.
4. Each group presents their integrated diagram (5 mins each).

Trainer Notes

- Encourage examples from participant’s own communities and experiences.
- Ensure both men and women in the group contribute to gender analysis.
- Use participatory, non-intimidating language; simplify technical terms.

Handouts and Materials

- Pre- and Post-Test Forms
- Presentations slides
- Activity: Problem Tree Template, Theory of Change Worksheet, pens, and paper



Link to Handouts and Materials:

https://bit.ly/ASGM-PH_Facilitators-Manual_Module5



Session 5.2 Organizational Development and Women’s Leadership Training in ASGM

Target Audience

- Women miners
- ASGM organization leaders
- LGU and barangay officials (i.e., GAD focal persons)
- CSOs/NGOs working in mining communities.

Session Description

This session equips women in ASGM communities with practical skills in organizational management, leadership, and negotiation. It enhances women’s roles in managing mining organizations and promotes gender-responsive practices.

Key Messages

- Women are vital to the sustainability and inclusivity of ASGM organizations.
- Leadership is a skill that can be developed—and women bring unique strengths to it.
- Gender-responsive organizational management contributes to safer, more equitable mining operations.
- Effective negotiation and work-life balance support women’s leadership in demanding environments.

Session Objectives

By the end of the session, participants will be able to:

1. Identify organizational roles and responsibilities using their association's bylaws.
2. Apply basic principles of office procedures and administrative management.
3. Assess their personal leadership and negotiation styles using validated tools.
4. Demonstrate improved confidence and strategy in leadership and negotiation scenarios.
5. Reflect on their work-life balance and how it affects their performance and well-being as leaders.

Session Content Outline

1. Organizational roles, structures, and procedures in ASGM
2. Developing leadership and negotiation skills
3. Self-assessments: leadership, style, negotiation, and balance
4. Simulation exercises and case-based scenarios
5. Confidence building and reflection for inclusive leadership

Assessment and Expected Outputs

1. Pre- and post-tests
2. Individual outputs: Structured self-assessments (leadership, style, negotiation, balance)
3. Group outputs: organizational charts and admin flowcharts

Proposed Agenda

Duration	Topic
60 mins	Organizational Structure and Management
30 mins	Drawing the Org Structure
60 mins	Activity 1: "Let's Do It! Watch Us Grow"
90 mins	Case Study: "What to Do Next?"
90 mins	Activity 2: Leadership Skills Assessment
90 mins	Activity 3: Discover Your Leadership Style
60 mins	Activity 4: Negotiation Style & Strategy
60 mins	Confidence-Building Workshop
30 mins	Activity 5: Balanced Wheel of Life
30 mins	Group Sharing

Trainer Notes

- Encourage local examples and ensure safe, supportive spaces for women to reflect and share lived experiences.
- Use the planetGOLD Gender Mapping Study findings to reinforce content.

Handouts and Materials

- PowerPoint slides
- Pre- and Post-Test Forms
- Activities: Organizational Layout Template, Constitution and Bylaws Sample, Admin Process Scenarios – Simulation cases for permit processing and conflict resolution, Leadership Self-Assessment Tool, Goleman Leadership Styles Questionnaire – Scoring sheet with interpretation guide, Balanced Wheel Template



Link to Handouts and Materials:

https://bit.ly/ASGM-PH-Facilitators-Manual_Module5

Modules Easy Access

TIP: Cover nearby QR Codes when you scan

MODULE 1



https://bit.ly/ASGM-PH-Facilitators-Manual_Module1

MODULE 2



https://bit.ly/ASGM-PH-Facilitators-Manual_Module2

MODULE 3



https://bit.ly/ASGM-PH-Facilitators-Manual_Module3

MODULE 4



https://bit.ly/ASGM-PH-Facilitators-Manual_Module4

MODULE 5



https://bit.ly/ASGM-PH-Facilitators-Manual_Module5

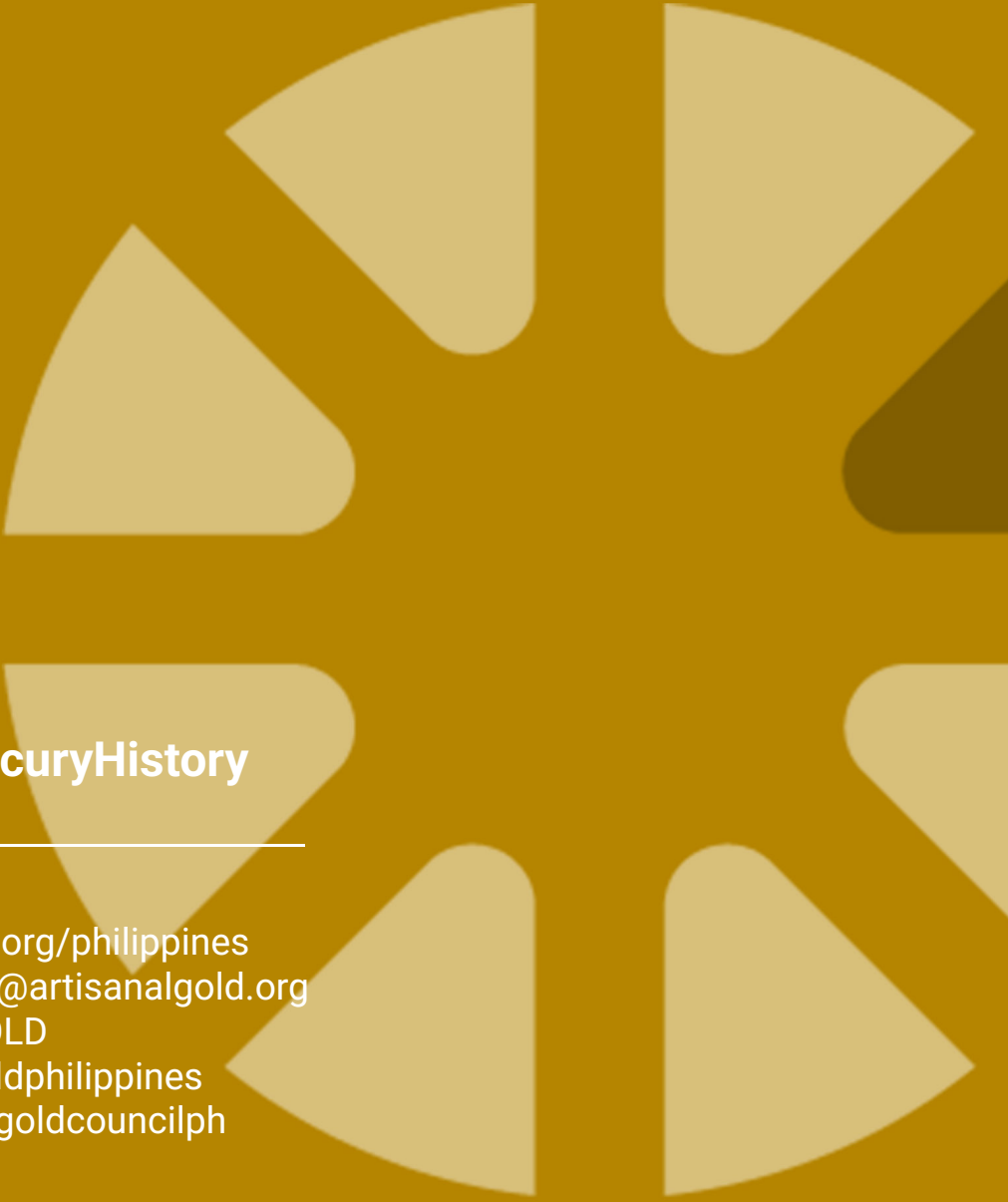
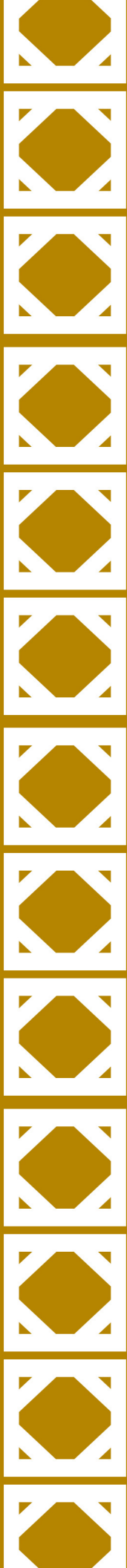


ABOUT THE PROJECT

The **planetGOLD Philippines Project** is a six-year initiative funded by the Global Environment Facility (GEF) and implemented by the United Nations Environment Programme (UNEP) and the United Nations Industrial Development Organization (UNIDO), in partnership with the Department of Environment and Natural Resources – Mines and Geosciences Bureau (DENR-MGB), and executed by the Artisanal Gold Council (AGC).

The project is designed to address key issues linked to the continued mercury use in the artisanal and small-scale gold mining (ASGM) sector and to provide sustainable development opportunities for the communities involved. The project applies a supply chain approach from the miners to refiners through its four (4) components: (1) formalization, (2) finance and market access, (3) technology transfer, and (4) knowledge management.





#MakeMercuryHistory

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