



# Memorandum

**REFERENCE NO.** 2019-10-41  
**TO** All Honorable Mayors  
**FROM** The LCP Executive Director  
**SUBJECT** Needs Assessment Survey on Air Quality and Local Climate Change Planning  
**DATE** 25 October 2019

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The League is inviting member cities to answer a quick survey developed by Clean Air Asia, the Institute for Global Environmental Strategies (IGES), and ICLEI-Local Governments for Sustainability-East Asia Secretariat (ICLEI-EAS) to help identify the needs of cities in incorporating air quality in local climate change plans.

This needs assessment survey is part of a project where the results will serve as inputs to the design of training materials that will integrate the planning process for both air pollution and climate mitigation.

Your technical staff may opt to complete the survey through the following options:

1. Accomplish the survey in the attached Word file and email to **precious.benjamin@cleanairasia.org**.
2. Print the attached PDF file, manually answer the survey, and send a scanned copy of the same to **precious.benjamin@cleanairasia.org**.
3. Visit <https://forms.gle/UKnhcdEETBfydfh17> to answer an online version of the survey.

Please submit your responses on or before 15 November 2019. We highly encourage your respective LGUs to take part in this undertaking as it will greatly contribute in streamlining the process for local climate change planning. Should you have any questions or concerns, you may reach out of Ms. Precious Benjamin, Clean Air Asia Environment Researcher, via the abovementioned email.

Thank you very much.

**Atty. Shereen Gail Yu-Pamintuan**  
LCP Executive Director