

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

Project Notification Addendum

2 September 2009

1. **Project Code** 09-IN-34-GE-TRC-B
2. **Title** **e-Learning Course on GP and the Environmental Management System (ISO14001)**
(via the Global Development Learning Network of the World Bank platform)
3. **Addendum No.** 2
4. **Reference** 09-IN-34-GE-TRC-B: Project Notification dated 14 April 2009 and Project Notification Addendum 1 dated 26 May 2009
5. **Details**

The participation of IR Iran will be changed from Phase 2 (10–13 August 2009) to Phase 3 (14–17 September 2009).

Venues: Phase 1: Lao PDR, Nepal, Pakistan, and Sri Lanka
Phase 2: Bangladesh, Fiji, Indonesia, Malaysia, and Mongolia
Phase 3: Cambodia, India, IR Iran, Philippines, and Vietnam

Other terms and conditions remain the same.

A handwritten signature in black ink, appearing to read 'Shigeo Takenaka', is written over a horizontal line.

Shigeo Takenaka
Secretary-General

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

PROJECT NOTIFICATION

14 April 2009

1. **Project Code:** 09-IN-34-GE-TRC-B
2. **Project Title:** **e-Learning Course on GP and the Environmental Management System (ISO14001)**
(via the Global Development Learning Network of the World Bank platform)
3. **Duration:** Phase 1: 29 June–2 July 2009
Phase 2: 10–13 August 2009
Phase 3: 14–17 September 2009
4. **Venues:** Phase 1: IR Iran, Lao PDR, Nepal, Pakistan, and Sri Lanka
Phase 2: Bangladesh, Fiji, Indonesia, Malaysia, and Mongolia
Phase 3: Cambodia, India, Philippines, and Vietnam
5. **Implementing Organizations:** APO Secretariat and the following NPOs:

Phase 1:
 - 1) IR Iran: National Iranian Productivity Center, Tehran
 - 2) Lao PDR: Small and Medium Enterprise Promotion and Development Office, Vientiane
 - 3) Nepal: National Productivity and Economic Development Centre, Kathmandu
 - 4) Pakistan: National Productivity Organization, Islamabad
 - 5) Sri Lanka: National Productivity Secretariat, Colombo
Phase 2:
 - 6) Bangladesh: National Productivity Organisation, Dhaka
 - 7) Fiji: Training & Productivity Authority of Fiji, Nasinu

- 8) Indonesia: Directorate of Productivity
Directorate General of Training and
Productivity Development, Ministry of
Manpower and Transmigration, Jakarta
- 9) Malaysia: Malaysian Productivity Corporation,
Petaling Jaya, Selangor
- 10) Mongolia: National Productivity and Development Center,
Ulaanbaatar
- Phase 3:
- 11) Cambodia: National Productivity Center of Cambodia
Phnom Penh
- 12) India: National Productivity Council, New Delhi
- 13) Philippines: Development Academy of the Philippines
Metro Manila
- 14) Vietnam: Vietnam Productivity Centre, Hanoi

6. Number of Participants: Up to 20 from each participating country

7. Closing Date for Nominations:
Phase 1: 1 June 2009
Phase 2: 13 July 2009
Phase 3: 17 August 2009

8. Objectives:

To train participants through the e-learning platform on Green Productivity (GP) concepts and Environmental Management System (EMS): ISO14001 standards, requirements, and applications and prepare them to become the practitioners and auditors to enhance productivity and environmental performance in member countries.

9. Background:

The establishment of the EMS: ISO14001 was the result of worldwide focus on the environment, encouraging a cleaner, safer, healthier world. It allows organizations to make environmental efforts using internationally accepted criteria and becomes part of the overall management system that addresses the impact of its activities, products, and services on the environment. It also helps organizations to indentify and take control of the environmental impacts that they generate and functions as a tool to improve both management and environmental performance. Improved relationships with suppliers and customers can result from the consistent management and reduced environmental impacts of organizations. The EMS can also help to increase profitability through improvements in productivity and

environmental performance.

As part of the APO's mission to promote sustainable development through GP approaches and methodology, this training course aims to explain the linkages between GP applications and ISO14001 certification. As GP emphasizes practical environmental protection activities, certification will add value to organizations since it covers other important aspects including policy, identification of environmental impacts and aspects, legal requirements, generation of objectives and targets, preparation of management plans and activities, monitoring of system performance, auditing, continuous review of the management system, and improvement. Thus, this training course will enable participants to develop a reliable, practical EMS for their organizations.

This course is offered using the World Bank's Global Development Learning Network (GDLN) platform. The APO and Tokyo Development Learning Center have worked together over the last few years to organize a number of projects utilizing the GDLN. Using the same platform, various distance-learning programs have been successfully organized for various member countries with access to the necessary IT facilities. The present course will cover 14 member countries and will be implemented in three phases.

10. Modality of Implementation:

The project will be implemented at GDLN centers in participating countries. A list of the centers will be provided separately. The main faculty comprising three resource speakers will deliver presentations from their home country. In each phase of the course, there will be four or five country groups of up to 20 participants each. Each of the country groups will be moderated by a country project coordinator in each GDLN center. The presentations of resource speakers will be interactive, involving exercises and case studies while allowing participants to raise questions. Each group of participants in each country will make presentations on a project plan for implementing ISO14000. For individual assessment, participants will take an examination on the final day of the course. Participants who achieve excellent results will have an opportunity to attend a follow-up certification course in consultation with NPOs.

11. Scope and Methodology:

Scope

Introduction to the APO and GP;
Integration of GP and ISO14001;
Interpretation of the requirements of the ISO14001 standard;
Implementation of ISO14001;
Environmental auditing; and
ISO14001 certification

Methodology

Online lectures, online discussions, online presentations of case studies, group discussions, observational site visits and examination.

12. Participants:

- (a) Age Preferably between 25 and 40 years.
- (b) Education University degree or equivalent qualification from a recognized institute.
- (c) Present Position Potential auditors in ISO14001, trainers/consultants, senior/mid-level managerial and technical personnel from industry in the environmental field familiar with EMS, NPO consultants, and those interested in ISO14001.
- (d) Experience At least three years of experience in a related field.
- (e) Language Proficiency Proficiency in written and spoken English is essential.

13. Financial Arrangements:

(a) To be borne by the APO

- i) All deputation costs for resource speakers to prepare presentation materials and deliver presentations.
- ii) Rental and other charges of the GDLN centers in Tokyo and other participating countries.
- iii) Honorarium for a local project coordinator in each of the participating countries and transportation costs for field visits, if necessary.

(b) To be borne by participating countries

- i) All other local implementation costs

14. Actions by participating member countries:

Each participating country is requested to nominate up to 20 participants. Please send the full name, designation, and contact address using the APO e-learning course attendance/registration sheet. Please ensure that candidates nominated meet the qualifications specified above and adhere to the submission deadline given on the first page of this document. Following the completion of the course, the APO will issue certificates of completion to the participants based upon proof of full attendance to be submitted by each country.

A local project coordinator with basic knowledge of GP and EMS, preferably a certified auditor of ISO14001, should be nominated by the NPO to coordinate and facilitate course activities at the local level including group discussions, site visits, and the examination. (Please send the biodata form at least one month before the course.) The group discussions will include experience sharing, views of participants on ISO14001, observational site visits, individual country presentations, and reflection/review of e-learning sessions.

Local project coordinators will also make all necessary arrangements with the local Development Learning Center.

(Signed)
Shigeo Takenaka
Secretary-General

MZ:ng