

Asian Productivity Organization

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PROJECT NOTIFICATION ADDENDUM

13 July 2011

1. **Project Code** 11-IN-07-GE-TRC-A
2. **Project Title** **e-Learning Course on Integrated Management Systems (ISO9001, ISO14001, and OHSAS18001)**
(based on the Global Development Learning Network of the World Bank platform)
3. **Addendum No.** 1
4. **Reference** 11-IN-07-GE-TRC-A e-Learning Course on Integrated Management Systems (ISO9001, ISO14001, and OHSAS18001) (based on the Global Development Learning Network of the World Bank platform) dated 25 April 2011
5. **Details** Changes in Item No. 4 “Venues” and Item No. 5 “Implementing Organizations”

Due to the withdrawal of Lao PDR from this project, the “Venues” and “Implementing Organizations” for Phase 2 are changed as follows:

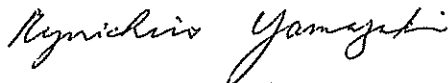
Venues: Phase 2: Cambodia, Indonesia, Mongolia, and Philippines

Implementing Organizations: APO Secretariat and the following NPOs:

Phase 2

- 7) Cambodia: National Productivity Centre, Phnom Penh
- 8) Indonesia: Directorate General of Training and Productivity Development, Ministry of Manpower and Transmigration, Jakarta
- 9) Mongolia: Mongolia Productivity Organization, Ulaanbaatar
- 10) Philippines: Productivity and Development Center, Development Academy of the Philippines, Metro Manila

Other terms and conditions specified in the Project Notification dated 25 April 2011 remain unchanged.



Ryuichiro Yamazaki
Secretary-General

Asian Productivity Organization

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PROJECT NOTIFICATION

25 April 2011

1. **Project Code:** 11-IN-07-GE-TRC-A
2. **Project Title:** **e-Learning Course on Integrated Management Systems (ISO9001, ISO14001, and OHSAS18001)**
(based on the Global Development Learning Network of the World Bank platform)
3. **Duration:** Phase 1: 4–7 July 2011
Phase 2: 22–25 August 2011
4. **Venues*:** Phase 1: Bangladesh, IR Iran, Malaysia, Nepal, Pakistan, and Sri Lanka
Phase 2: Cambodia, Indonesia, Lao PDR, Mongolia, and Philippines
5. **Implementing Organizations:** APO Secretariat and the following NPOs:

Phase 1
 - 1) Bangladesh: National Productivity Organisation, Dhaka
 - 2) IR Iran: National Iranian Productivity Organization, Tehran
 - 3) Malaysia: Malaysian Productivity Corporation, Petaling Jaya, Selangor
 - 4) Nepal: National Productivity and Economic Development Centre, Kathmandu
 - 5) Pakistan: National Productivity Organization, Regional Office, Lahore
 - 6) Sri Lanka: National Productivity Secretariat, Colombo
Phase 2
 - 7) Cambodia: National Productivity Centre, Phnom Penh
 - 8) Indonesia: Directorate General of Training and Productivity Development, Ministry of Manpower and Transmigration, Jakarta
 - 9) Lao PDR: Small and Medium Enterprises Promotion and Development Office, Vientiane
 - 10) Mongolia: Mongolia Productivity Organization, Ulaanbaatar
 - 11) Philippines: Productivity and Development Center, Development Academy of the Philippines, Metro Manila

**To maximize project benefit, the local venue may change depending on the level of interest, audience type, and suitability of location as advised by the NPO.*

6. **Number of Participants:** More than 20 and up to 25 from each participating country (a total of up to 275 participants)
7. **Closing Date for Nominations:** Phase 1: 17 June 2011
Phase 2: 5 August 2011
8. **Objective:** To enable participants to learn about integrated management systems (IMS) and understand how an IMS can be developed and implemented in an organization utilizing the Green Productivity (GP) approach.

9. Background:

The goal of setting up an IMS is to address the quality, health, environmental, and safety requirements of an organization more effectively by combining various existing management systems (ISO9001, ISO14001, and OHSAS18001) and practices in the organization into a single, integrated system. One of the benefits of developing an IMS is that the organization is then better equipped to monitor and reduce its impact on the environment, health, and safety. This approach will help to minimize incidents that have severe repercussions, reduce the cost of managing health and safety risks, decrease adverse environmental impacts, and improve finances by increasing overall productivity and quality.

This course is offered using the World Bank's Global Development Learning Network (GDLN) platform. The APO and the Tokyo Development Learning Center have worked together over the last few years to organize a number of projects utilizing the GDLN for distance-learning seminars for member countries with access to the necessary IT facilities. Based on past success, the same modality is proposed to train more participants from member countries in IMS in this two-phase course, covering 11 member countries.

10. Modality of Implementation:

The project will be implemented at the GDLN centers in each country. Each resource speaker will deliver presentations from his/her home country or the nearest member country participating in this course. These presentations will be interactive, involving exercises and case studies while allowing participants to ask questions. In each phase of the course, there will be five to six country groups of 20–25 participants each. Each country group will be moderated by a country project coordinator in each GDLN center. Each group of participants in each country will make presentations to share their experience in implementing IMS.

11. Scope and Methodology:

Scope:

- a) Overview of the GP concept and methodology;
- b) Quality management systems (ISO9001);
- c) Environmental management systems (ISO14001);
- d) Occupational health and safety management systems (OHSAS18001); and
- e) IMS using the GP approach.

Methodology:

Online lectures; online discussions; online presentations of concepts, methodologies, and case studies; etc.

12. Participants

- a) Age: Preferably between 30 and 45 years.
- b) Education: University degree or equivalent qualification from a recognized institution.
- c) Present Position: Environment/quality/safety management personnel, trainers or consultants, or senior/mid-level managerial and technical personnel from industry.
- d) Experience: At least five 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 assignment 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.

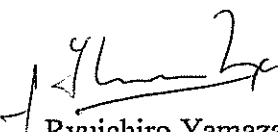
b) To be borne by participating countries

- i) All other local implementation costs.

14. Actions by participating member countries:

Each participating country is requested to nominate up to 25 and more than 20 participants and submit their biodata (the first page of the APO biodata form only). Please ensure that candidates nominated meet the qualifications specified above.

Participating countries will each identify a project coordinator from within the NPO or other relevant organization with basic knowledge of IMS to coordinate and facilitate course activities at the local level. The coordinators will arrange field visits and moderate group discussions among the participants during the training course in consultation with the NPO and chief resource persons identified by the APO. The group discussions will include experience sharing, views of participants on IMS, and a review of the e-learning sessions. Field visits will be arranged to service enterprises where IMS-related measures have been or are being put in place. Local project coordinators will also make all necessary arrangements with the local GDLN center.


Ryuichiro Yamazaki
Secretary-General