



## PROJECT IMPLEMENTATION PLAN

30 March 2018

1. **Project Code** 17-IN-06-GE-DLN-A-12
2. **Title** Self-learning e-Course on Green Productivity and Integrated Management Systems
3. **Reference** Project Notification 17-IN-06-GE-DLN-A dated 22 December 2016
4. **Timing and Duration** 1 May–31 December 2018 (eight months)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Number of Participants** Minimum 400 participants
7. **Self-registration** Self-registration opens from 10:00 AM Japan Standard Time on 1 May 2018 on the eAPO web portal: <http://eAPO-tokyo.org>

Note: Participants can register directly from this portal on the APO website. Those who are already registered can access the course by using the assigned username and password. If you have forgotten your username and password, please refer to the help page on the home page of the portal.

### 8. Objectives

The main objective of the course is to familiarize participants with the principles of quality management, environmental management, and occupational health and safety, how they are reflected and examined in international standards, and how they can be incorporated into Green Productivity (GP) concepts to achieve sustainable productivity growth. Through this course, the participants are expected to:

- a. Understand the rationale behind GP, quality management systems, environmental management systems, and occupational health and safety standards;
- b. Understand Annex SL as a framework for ISO management systems and planning for and certification of management systems; and
- c. Identify strategies for implementing integrated management systems (IMS) to sustain productivity enhancement.

### 9. Background

The APO has been promoting the concept of GP since 1994, with the focus on enhancing productivity and simultaneously reducing negative impacts on the environment. GP leverages various productivity tools and techniques to address issues that organizations commonly face, such as quality, safety, and the environment, and thus helps them sustain their productivity growth. IMS similarly address the above issues but incorporate relevant international standards and systems, allowing organizations to make systematic improvements in those

areas. By combining IMS and GP concepts and tools, organizations can improve their product and service quality as well as occupational health and safety, while reducing environmental impacts, with clearly identified goals and plans, effective performance measurements, and auditing and recognition by third parties. It thus provides a systematic approach for all organizations to achieve sustainable productivity growth.

The APO has conducted various e-learning programs through its digital platform and in collaboration with NPOs, including videoconference-based courses, material-based courses, and courses with interactive contents. This e-learning course is a new pilot project with interactive content accessible from mobile devices. It aims to provide knowledge and share experience that can contribute to sustainable productivity growth without the constraints of time, physical arrangements, and geographic boundaries.

## **10. Scope and Methodology**

### **Scope**

The course will cover the following modules:

- Module 1: Introduction to GP and IMS
- Module 2: Annex SL
- Module 3: Quality Management (ISO 9001)
- Module 4: Environmental Management (ISO 14001)
- Module 5: Occupational Health and Safety (ISO 45001)
- Module 6: Implementation, Planning, and Certification
- Module 7: Final Assessment

### **Methodology**

Module study, intermittent quizzes for self-assessment, and a final examination to qualify for the APO e-certificate for eligible participants.

## **11. Qualifications of Candidates**

The target groups are management consultants, senior/mid-level managerial and technical personnel from industry, industrial association representatives, and policymakers promoting management excellence.

## **12. Eligibility for e-Certificate**

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate.

Note: Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.



Santhi Kanoktanaporn  
Secretary-General