



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

24 April 2017

1. **Project Code** 17-IN-92-GE-DON-C-01
2. **Title** Training of Trainers on the Environmental Management System based on ISO 14000
3. **Timing and Duration** 9–13 October 2017
4. **Venue** Phnom Penh, Cambodia
5. **Implementing Organization** National Productivity Centre of Cambodia (NPCC)
Ministry of Industry and Handicraft
No. 45 Norodom Blvd., Phnom Penh
Cambodia
Phone: 855-17-610-992
Fax: 855-23-222243
e-Mail: cambodialiaisonnpcc@gmail.com;
khunrumyol@yahoo.com
6. **Number of Local Participants** 35 participants (from the NPCC, public and private sectors including SMEs)
7. **Background**

The NPCC has a role in raising the productivity, quality, and competitiveness levels of enterprises in Cambodia. One of the means is to provide consultancy and training services to assist enterprises in managing their operations better by adopting internationally recognized standard-based systems.

Through assistance provided by the APO, the NPCC has successfully implemented Demonstration Company Projects (DMPs) on the following international standards: The FAO's Codex Alimentarius Standard on Hazard Analysis & Critical Control Point (HACCP) System; ISO 22000 Food Safety Management System; and ISO 9001 Quality Management System.

After the successful DMPs, the enterprises involved are now certified in those international standards and act as showcases for other enterprises to emulate. Simultaneously, NPCC staff learned how to provide training and consultancy services in the standard-based management systems adopted in the demonstration companies.

One goal of the NPCC is for enterprises in Cambodia to embrace Green Productivity and implement environmental management in their operations. Moreover, the Ministry of Industry and Handicraft is now promoting a Climate Change Program in both industries and

SMEs in Cambodia. Aligned with this, the NPCC wants to extend its services on standard-based international management systems to cover environmental management systems (EMS). Hence, the most appropriate international standard would be ISO 14001.

Although the ISO 14001 standard on EMS was established in 1996, no SMEs in Cambodia have yet implemented it. The ISO 14001 standard was upgraded and revised in 2015 with improvements that allow easy integration with the ISO 22000 Food Safety Management System and ISO 9001 Quality Management System. Organizations that implement the ISO 14001 EMS achieve productive outcomes of improved resource efficiency, reduced waste, and lower costs.

Under its long-term strategy on providing consultancy and training services on standard-based management systems, the NPCC also hopes to increase the number of local individuals with knowledge of and expertise in the ISO 14001 EMS.

8. Type of Project

A five-day training course will be held for NPCC staff and others from the public and private sectors.

9. Objectives

The specific objectives of the proposed modular training and development program are:

- a. To introduce and create demand for ISO 14001 EMS implementation in Cambodia;
- b. To develop the capability of trainers/consultants, engineers, and production managers to adopt environmental management using practical approaches and hands-on workshops; and
- c. To help participants understand the principles and concepts of environmental management, approaches to EMS implementation, and practical consulting techniques in the implementation of the EMS.

10. Project Schedule

The project schedule is determined by the APO Secretariat and NPCC in consultation with APO experts (see Attachment I). Any adjustment of the agreed project schedule should be communicated and confirmed by the parties concerned.

11. Implementation

This project is to be implemented in close collaboration with the APO Secretariat.

12. Roles and Responsibilities

The roles and responsibilities of the NPCC and APO are:

NPCC

- a. Organize a five-day training course with the main objective of creating a critical mass of productivity and quality practitioners;

- b. Assign a program manager and local coordinator(s) to organize the course (e.g., meeting room, participants' administration, training materials, exams including collecting the scores and communicating them to the APO Secretariat, site visits, and logistics);
- c. Maintain the overall quality of the training program including ensuring the proper transfer of knowledge from the resource speakers to participants;
- d. Inform participants that they must attend the entire program to receive the APO certificate and collect attending participants' signatures every day;
- e. Provide budget not covered by the APO;
- f. Prominently display the APO name and logo on a banner in the training venue on the working days of the project;
- g. Submit a comprehensive report to the APO within one month after completion of the training course; and
- h. Distribute certificates to participants who attended the entire project.

APO

- a. Assign international resource speakers;
- b. Assist the NPCC in finalizing the course content in consultation with the resource speakers;
- c. Issue certificates based on the participants' attendance submitted by the NPCC; and
- d. Provide administrative and financial support as detailed in the Project Notification.

13. Financial Arrangements

The APO will bear the cost of assigning of international resource speakers and provide financial support to meet the following costs:

- a. Meeting package including meeting room with training facilities and necessary stationery, materials, and documentation based on the agreed details of the training course (the meeting package does not include the cost of accommodation and meals for participants);
- b. Preparing and compiling training material sets for all participants; and
- c. Transportation costs for site visits, if any.

Tentative budget

No.	Item	Amount (USD)
1	Meeting package	3,325.00
2	Training material sets	2,650.00
3	Transportation costs for site visit(s)	0.00
Total		USD5,975.00

The APO will pay implementation costs of up to USD6,500.00 toward the five-day training course, and the NPCC will cover any other local implementation costs not covered by the APO.

Upon request by the NPCC and after review, the APO will make a bank transfer of 50% of the estimated implementation costs (not more than USD2,987.00) as financial support to the NPCC at least 45 days prior to the project.

The NPCC will make the agreed expenditures and settle the entire account by providing all necessary proof of payment to the APO after completion of the program. The proof of payment, e.g., bills, payment records, and receipts issued by third parties, must be submitted together at one time, written in clear English, with English translations for all documents not originally written in English. The final payment will be made based on the actual expenditure after the NPCC submits the comprehensive report. In general, internal evidence, i.e., expenditure confirmation issued by the implementing organization, is not accepted as proof of payment and will not be reimbursed.

14. Final Project Output

The project is expected to create a pool of productivity trainers and practitioners in Cambodia who can act as trainers/consultants in their fields. Upon completion of the project, the NPCC will undertake the following:

- a. Submit a comprehensive report on the training course following the format attached (Attachment II) to this document detailing how the project was carried out, explaining its benefits and possible advantages to stakeholders with as much as information as possible, and describing productivity tool-related technical guidance and consultancy that can be offered by the NPCC. The report is to be submitted within one month of project completion and/or together with submitting the evidence for the financial settlement.
- b. Submit publications related to the project if any, e.g., newsletters or website articles written in English or the local language including local media coverage of the event.
- c. Disseminate the knowledge and experience gained on the subject to the public and private sectors through publications, consulting, and training services.
- d. Submit an assessment of the program within six months of project completion.
- e. Report any follow-up actions to the project.



Santhi Kanoktanaporn
Secretary-General

17-IN-92-GE-DON-C-01

**Training of Trainers on the Environmental Management System Based on ISO 14000:
9–13 October 2017, Phnom Penh, Cambodia**

Date	Day 1	Activity
9 Oct. 2017 (Monday)	09:00–10:00	Opening Ceremony APO Orientation and Related Activities
	10:00–10:20	Morning break
	10:20–12:30	Business and the Environment
	12:30–13:30	Lunch
	13:30–15:00	Environmental Management
	15:00–15:20	Afternoon break
	15:20–16:30	Reasons and Benefits for Implementing the ISO 14001 EMS Summary of Day 1
Date	Day 2	Activity
10 Oct. 2017 (Tuesday)	08:30–10:00	Summary of Day 1 Learning The ISO 14001:2015 Standard
	10:00–10:20	Morning break
	10:20–12:30	Overview of the Requirements of ISO14001:2015
	12:30–13:30	Lunch
	13:30–15:00	Group Exercise on the Requirements of ISO 14001:2015 Presentation and Debriefing on Group Exercise
	15:00–15:20	Afternoon break
	15:20–16:30	Model of the ISO14001EMS Short quiz
Date	Day 3	Activity
11 Oct. 2017 (Wednesday)	08:30–10:00	Summary of Day 2 Learning Context of the Organization
	10:00–10:20	Morning break
	10:20–12:30	Leadership and Planning for the EMS Group Exercise on Identification of Environmental Aspects (and Impacts) and Legal Requirements
	12:30–13:30	Lunch
	13:30–15:00	Presentation and Debriefing on Group Exercise
	15:00–15:20	Afternoon break
	15:20–16:30	Establishing Support for the EMS Summary of Day 3
Date	Day 4	Activity
12 Oct. 2017 (Thursday)	08:30–10:00	Summary of Day 3 Learning Establishing Operational Controls, and Emergency Preparedness and Response
	10:00–10:20	Morning break
	10:20–12:30	Group Exercise on Performance Evaluation and Improvement of the EMS Presentation and Debriefing on Group Exercise
	12:30–13:30	Lunch
	13:30–15:00	Documentation of the EMS
	15:00–15:20	Afternoon break
	15:20–16:30	Group Exercise on Documented Information Presentation and Debriefing on Group Exercise Short quiz
Date	Day 5	Activity
13 Oct. 2017 (Friday)	08:30–10:00	Summary of Day 4 Learning
		Audit Requirements of the EMS

	10:00–10:20	Morning break
	10:20–12:30	Initiating and Planning the EMS Audit
	12:30–13:30	Lunch
	13:30–15:00	Reporting of Audit Results
	15:00–15:20	Afternoon break
	15:20–16:30	Summary of the program Final Exam Closing Ceremony

17-IN-92-GE-DON-C-01

PROJECT REPORT FORMAT BY THE IMPLEMENTING NPO
Institutional Strengthening of National Productivity Organizations through the
Development of Productivity Practitioners

Guidelines

It is requested that the implementing NPO present a report on the implementation of the project to the APO Secretariat within one month of project completion.

The report should outline a factual summary of what was achieved during the project together with recommendations on steps to be taken by the APO and NPO to follow up with necessary actions. Another element of the report is an evaluation of the performance of the parties involved and recommendations on measures to be taken by the APO and NPO for improving similar activities in future.

Format

1. Background

- a. Reason for implementing the project
- b. Objectives
- c. Venue and timing

2. Summary of project implementation

- a. Program content, methodology, and mode of delivery
- b. Type and number of participants
- c. Names and designations of local experts, if any, indicating the roles played by them
- d. Participants' understanding, i.e., based on results before and after the quizzes/exam
- e. Description of site visits including how they facilitated the learning process
- f. Limitations in conducting the project
- g. Overall summary including effectiveness, room for improvement, linkage of the project to objectives, etc.

3. Evaluation

- a. Suitability of topics of the program selected, indicating the applicability of techniques taught to the local situation
- b. Duration allocated for the various topics
- c. Lead time for planning and preparing for the activities
- d. Assessment of the implementing NPO
- e. Performance of resource persons
- f. Involvement of those attending
- g. Training materials and equipment

h. Physical arrangements

4. Recommendations

5. Follow-up activities

- a. Steps to be taken by the APO and NPO to follow up the completed project and ensure multiplier effects including efforts to link the project and methods to overcome current challenges, indicating whether seminars, training courses, symposia, consulting services, or other activities would be beneficial
- b. The feasibility of developing case study materials resulting from the project including publications

6. Attachments

- a. Detailed schedule/itinerary
- b. Organizations and persons, with their official designations, visited
- c. Names and designations of participants
- d. Any other supporting material such as press and magazine clippings, photographs, etc.