PROJECT IMPLEMENTATION PLAN

16 April 2013

1.	**Project Code:**	13-IN-06-GE-TRC-A
2.	**Project Title:**	Self-learning e-Course on Green Productivity and Integrated Management Systems (ISO 9001, ISO 14001, OHSAS 18001)
3.	**Reference:**	Project Notification 13-IN-06-GE-TRC-A dated 15 April 2013
4.	**Timing:**	8 May – 7 September 2013 (four months)
5.	**Implementing Organizations:**	APO Secretariat and National Productivity Organizations (NPOs)
6.	**Number of Participants:**	Minimum 20 from each participating country (Minimum 380 participants per course)
7.	**Self-Registration:**	Self-registration opens from 10:00 am Japan Standard Time on 8 May 2013 on the APO's e-learning web portal: http://www.apo-elearning.org/moodle19/

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 FAQs on the home page of the portal.

8.	**Objective:**	To enable participants to understand the basic principles and develop methodology for effective integration of quality management systems (ISO 9001), environmental management systems (ISO 14001), and occupational health and safety management systems (OHSAS 18001) following the Green Productivity (GP) approach and apply them in actual workplaces.

9. Background

The APO has been promoting the concept of GP since 1994, in line with the 1992 Earth Summit recommendations that both economic development and environmental protection were key strategies for sustainable development. The objective of the APO's GP Program is to enhance productivity and simultaneously reduce negative impacts on the environment. In doing so, the APO has leveraged other productivity methodologies, tools, and techniques

including quality and environmental management systems to work with GP, and thus enabled businesses and communities to reap the benefits of these concepts.

Many organizations today are interested in establishing management systems dedicated to quality, the environment, and/or occupational health and safety. They often consider establishing these management systems in an isolated manner and incrementally on a reactive basis due to external pressures, regulatory and market requirements, and top management priorities. Further, third-party certification processes for separate management systems are often costly and consume large amounts of staff time and effort. Finally, staff view management systems as a burden rather than a tool for organizational as well as personal growth.

All the above observations build a strong case for integrated management systems (IMS). The integrated approach is still not common and needs a well-planned campaign complete with guidance and case studies to increase its adoption. There is also insufficient awareness of how to use GP with an IMS to improve the triple bottom line of organizations.

The goal of an IMS is to address the quality, health, environmental, and safety requirements of an organization more effectively by combining various existing management systems (ISO 9001, ISO 14001, and OHSAS 18001) and practices into a single, integrated system. An IMS must have well-defined, unified goals and objectives/targets, a detailed implementation plan, and a program to measure performance involving third-party auditing to ensure environmental, quality, and occupational safety and health factors, which are an integral part of all decision making. Developing a sound, sustainable IMS will lead to resource conservation and improvement of overall quality, environmental, health, and safety performance.

One of the greatest benefits of developing an IMS is that the organization will then be better equipped to monitor and reduce its impact on the environment, health, and safety. This approach will help to minimize incidents that may 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 approach requires firm commitment on the part of top management and employees and effective communication between them and with stakeholders.

10.   Scope and Methodology

Scope

The course will focus on an overall understanding of basic principles and develop the methodology for effective integration of quality management systems (ISO 9001), environmental management systems (ISO 14001), and occupational health and safety management systems (OHSAS 18001) following the GP approach. It will cover the following modules:

Module 1: Green Productivity and Integrated Management Systems

Module 2: Policy for an Integrated Management System

Module 3: Planning for Integrated Management Systems and Quiz

Module 4: Implementation of Integrated Management Systems

Module 5: Monitoring and Management Review of Integrated Management Systems

Module 6: GP Tools to Facilitate Integrated Management Systems and Quiz

Module 7: Overview on Equivalence of Clauses

Module 8: Overcoming Barriers in the Context of Integrated Management Systems

Module 9: Certification of an Organization's IMS and Quiz

Module 10: Final Exam

Methodology

Self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO e-certificate.

11. Qualifications of Candidates

The target groups are environment/quality/health/safety management personnel, trainers or consultants, and senior/mid-level managerial and technical personnel from industry in the environmental field familiar with quality, environment, and health and safety management systems.

12. Eligibility for e-Certificate

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate. The certificates will be provided through NPOs after course completion on 7 September 2013.

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

Ryuichiro Yamazaki

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Secretary-General