Regional Virtual Vocational Training Program on Waste Management

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SWAP Project

THEMATIC COURSE 1: PROJECT MANAGEMENT PRINCIPLES

About the Course

This training program aims to:

- Resource participants to understand good project design and management; and
- Use tools and learning outcomes to design and implement their own projects in a work environment.

Learning outcomes of this course

At the end of the course, the trainees will walk away with:

- Understanding the concept, principles, benefits, practical applications, including lessons and challenges, of project management, and
- Tools and approaches to assist in the design and implementation of project management.

Module 1. Project Management principles

1.1 Project Management definition

Section 1.1 explains basic knowledge related to project management.

- Introducing the essential knowledge of project management
- The development of and need for sustainable project management including and considering Indigenous traditions

1.2 Project Lifecycle

Section 1.2 provides an overview of the project lifecycle.

- Introducing the concepts of the project lifecycle
- Four key phases of the project management lifecycle: initiation, planning, execution, and close-out

1.3 Project Management Knowledge Areas

Section 1.3 provides an overview of the project management knowledge areas.

- Introducing project management knowledge areas

Module 2. Human Resource Management

2.1 Human Resource planning: project roles, responsibilities, relationships

Section 2.1 breakdowns the fundamentals of human resource management.

- Introducing human resource planning: project roles, responsibilities, relationships

2.2 Recruitment

Section 2.2 explains basic knowledge related to recruitment.

- Brief description of recruitment
- Recruitment procedures
- Recruitment workflow

2.3 Development: building individual and group skills

Section 2.3 explores how effective your individual and group skills are.

- Developing individual and teamwork skills
- Operating effectively in a teamwork environment.

2.4 Management: tracking performances, motivating, resolving conflicts, etc.

Section 2.4 explores how to execute tasks, control progress (and resources), and resolve problems or conflicts.

- Management: tracking performances, motivating, resolving conflicts, etc.
- Use scope, resources, risks and major tasks to track project performances, motivate, resolve conflicts.

Module 3. Develop Monitoring & Evaluation Plan

3.1 Develop project logic framework

Section 3.1 provides the basis for planning and implementing monitoring and evaluation at project level.

- Defining the Scope
- Develop an Outcomes Hierarchy
- Identify Objectively Verifiable Indicators
- Articulate and Document Assumptions
- Further Critique the Project Logic

- Identify the Risks Associated with the Assumptions
- Create a document that describes the project vision, scope, objectives, timeframes and risks.
- Set up the outcomes hierarchy.
- Identify objectively verifiable indicators that conform with internal standards and processes.
- Define clear assumptions about how change is expected to happen in the particular situation for a project.
- Project logic provides the basis for planning and implementing, monitoring, and evaluating projects.
- Understanding the context, operating environment, and systems in which the project will operate is critical when it comes to designing and assessing the relevance of strategies and activities, anticipating operational problems, and finally assessing a project's contribution to change.

3.2 Develop SMART objectives

Section 3.2 provides the basis guild for developing SMART Objectives.

- To make a objective Specific
- To make a objective Measurable
- To make a objective Achievable
- To make a objective Realistic
- To make a objective Time bound

3.3 Track project development and implementation

Section 3.3 provides the basis guild for project development and implementation.

- Project implementation and management
- Project planning, design and development
- Networking, partnerships and collaboration
- Project and financial management support and reporting
- Reporting and capacity building

Module 4. Project Budget

4.1 Cost planning

Section 4.1 guides the layout of the cost planning.

- The setting of an agreed budget, and management of actual and forecast costs against that budget
- Understanding where costs fall in the schedule to manage demand for resources.

4.2 Cost estimating

Section 4.2 estimates project costs and provide a database of costs against activities and work

packages that be used to inform future projects.

- Minimising cost where possible
- Revealing areas of cost overspend

4.3 Budget tracking and control

Section 4.3 outlines the expected income, expenses, and profit for project.

- Budget tracking and control

Module 5. Risk Management

5.1 Risk identification

Section 5.1 risk identification at the briefing stage.

- Identify the risks factors and
- Identify critical success factors

5.2 Risk assessment

Section 5.2 provides a complete guide to the risk assessment process.

- Brief introduction of risk assessment
- Five risk assessment steps
- Preparing for your risk assessment
- Creating a risk assessment chart.

5.3 Risk respond planning

Section 5.3 provides a complete guide to risk respond planning. This process ensures that identified risks are properly addressed, and the effectiveness of response planning will directly determine whether risk increases or decreases for the project.

- Inputs to Risk Response Planning
- Tools and Techniques for Risk Response Planning
- Outputs from Risk Response Development
- Strategy on selecting the best risk response from several options.

5.4 Risk tracking and control

Section 5.4 concerns monitoring, an important process in most organisations. It is critical for the effectiveness of risk management and control assurance.

- Strategies on monitor and control risk,
- Executing a contingency or fallback plan, and
- Taking corrective action to handle the risk appropriately.

Module 6. Project Governance

6.1 Stakeholders

Section 6.1 requires stakeholder engagement throughout the project life cycle and the preparation and implementation of a Stakeholder Engagement Plan (SEP).

- Understand stakeholder mapping
- Determine stakeholder responsibilities
- Learn how to apply to a project

6.2 Steering Committee

Section 6.2 provides strategic leadership and governance oversight of the project. The makes key policy decisions, guiding the participating countries and responsible Parties in the execution of the project, and ensuring in the effective oversight through receiving regular reports and reviewing the results of project evaluations that take place periodically.

- The purpose of the Joint Regional Project Steering Committee (JRPSC)
- Identify members in JRPSC
- Accountability and governance in JRPSC

THEMATIC COURSE 3: FINANCING OPTIONS FOR WASTE MANAGEMENT

About the Course

The Training program aims to:

- Strengthen the participants' capability to contribute to the improvement of waste management in their respective countries in the long-term;
- Enhance the participants' understanding of the concept, principles, requirements, approaches and practical applications of sustainable financing mechanisms to the long-term management of wastes in the Pacific; and
- Develop skills on planning and implementing a sustainable financing mechanism based on specific factors and considerations.

Learning outcomes of this course

At the end of the course, the trainees will walk away with:

- Understanding the concept, principles, benefits, practical applications, including lessons and challenges, of sustainable financing mechanisms,
- Tools and approaches to assist in the design and implementation of sustainable financing mechanisms, and
- A personal action plan to contribute to pursuing a selected sustainable financing mechanism in your country.

Module 1: Introduction to financing issues in the waste sector

1.1 Overview of waste material flow in the Pacific

1.2 Financial impact of waste management

a. Financial costs
b. Environmental costs
c. Concept of waste circularity

1.3 Economic context of sustainable financing

a. Concept of sustainable financing
b. Benefits and challenges of sustainable financing in a business environment

1.4 Financing in the context of waste management

a. Funding requirements for best practice waste management
b. Current status of funding for waste management in the Pacific
   - Sources of funding
   - Funding requirement for each stage of material flow
c. Requirements for the application of financing mechanisms

d. Introduction to types of sustainable financing (prepaid bag, levy, CDS, ARFD, EPR, waste credits, waste banks, Tourist Departure Tax, Product Stewardship)

Module 2: Financing Options for Waste management

2.1 Introduction to the 21-step pathway to sustainable financing mechanisms

2.2 Introduction to the development of an action plan
a. Planning for a financing mechanism
    -   Need for political support
    -   Data and information requirements
    -   Waste items to be included
    -   Stakeholder engagement
    -   Institutional arrangements
    -   Funding requirement including seeding for legacy wastes
b. Designing a financing mechanism
    -   Data collection
    -   Scheme governance and institutional arrangement
    -   Undertaking a feasibility study
    -   Stakeholder engagement in the design
    -   Calculating potential revenues from the system
c. Operating a sustainable financing mechanism
    -   Site requirements
    -   Operational requirements (infrastructure and staff)
    -   Operational arrangements
d. Monitoring and evaluation
    -   Developing an M&E framework for sustainable financing

Module 3: Existing application of financing mechanisms in the waste sector

3.1 CDS

a. Introduction to CDS
b. Pacific case studies
c. Requirements
d. Benefits, challenge
e. How to implement

3.2 ARFD

a. Introduction to ARFD
b. Pacific case studies
c. Requirements
d. Benefits, challenge

e. How to implement

3.3 EPR

a. Introduction to EPR
b. Pacific case studies
c. Requirements
d. Benefits, challenge
e. How to implement

3.4 Prepaid bag

a. Introduction to Prepaid bag
b. Pacific case studies
c. Requirements
d. Benefits, challenge
e. How to implement

3.5 Levy

a. Introduction to Levy
b. Pacific case studies
c. Requirements
d. Benefits, challenge
e. How to implement

3.6 Other financing options (waste bank, waste credits, Tourist Departure Tax, Product Stewardship, etc.)

a. Introduction to other financing options
b. Pacific case studies
c. Requirements
a. Benefits, challenge
b. How to implement

3.7 Choosing the best financing options to meet the country's needs

THEMATIC COURSE 3: USED OIL MANAGEMENT

About the Course

The course aims to provide a comprehensive understanding:

- of used oil issues and the need for its management in order to meet the SDGs;
- oil spill monitoring and treatment options, such as reuse and recycling of used oil;
- components of the National Management Plan for used oil management will also be discussed, which will assist you in designing and implementing a sustainable management plan in the Pacific context using tools to guide the process.

Learning outcomes of this course

- Understand the used oil issues and the significance of its management.
- Describe the various types and properties of used oils.
- Identify key issues concerning used oil contaminants.
- Determine the potential environmental effects of used oil spills.
- Compare and evaluate different management options for used oil
- Develop a plan for the management of used oil.

Module 1. Used oil basics

1.1. Used oil definition
1.2. Sources and types of used oil
1.3. Used oil characteristics
1.4. Used oil issues

Module 2. Used oil and the environment

2.1. Fate of used oil in the environment

2.2. Bioaccumulation and toxicity of used oil
2.3. Environmental impacts of used oil
2.4. Risks to human health

Module 3. Used oil monitoring and analysis

3.1. Oil spill monitoring
3.2. Sampling of used oil
3.3. Used oil properties and test methods

Module 4. Used oil management options

4.1. Used oil quantity assessment and monitoring tools
4.2. Used oil management overview
4.3. Waste management hierarchy
4.4. Treatment categories
4.5. Recycling and reuse of used oil

Module 5. National Management Plans

5.1. Overview of common legislative regulations and best practice minimum standards
5.2. Used oil management collection systems (and best practice transport practices)
5.3. Used oil management storage facilities
5.4. Used oil analyses and the treatment techniques according to the used oil composition
5.5. Health & Safety and environmental protection measures for managing used oil

THEMATIC COURSE 4: DISASTER WASTE MANAGEMENT

About the Course

The course is intended to provide comprehensive knowledge:

- on the disaster waste management concept and practical applications, and benefits of improving disaster waste management with consideration on the unique conditions of the Pacific Region.
- on the disaster management cycle, disaster waste streams, and best practice of disaster waste management adopted by some countries in the Pacific and elsewhere.

Learning outcomes of this course

At the end of the course, the trainees will walk away with:

- Identify areas of improvement and enhancing waste management activities in countries to support national goals for disaster risk reduction;
- Identify partnership/ areas of collaboration between governments, industry, and communities to improve the management of disaster waste to reduce the impact on human health and the environment;
- Understanding the concept, principles, benefits, practical applications, including lessons and challenges, of disaster waste management and how it relates to Disaster Risk Reduction;
- Tools and approaches to assist in the design and implementation of disaster waste management; and
- An understanding of the standard methodology for estimating disaster waste and the capacity to use Kobo Toolbox for this purpose.

Module 1: Introduction to the disaster risk reduction

1.1 Course introduction with 'meet and greet'
1.2 Introduction to disaster risk management
1.3 Disaster management cycle
1.4 How does Disaster Waste fit into the Disaster Management Cycle and DRR work

Module 2: Types of waste generated from disasters and impacts

2.1 Types of waste generated from disasters
   a. Hazardous waste
   b. Solid Waste
   c. Recycling potential
2.2 Disaster waste impacts
   a. Health impacts of disaster waste
   b. Environmental impacts of disaster waste
   c. Social impacts of disaster waste

Module 3: National Disaster Waste Management Plans

3.1 Waste management activities in each stage of the disaster management cycle
3.2 Key agencies and responsibilities
3.3 Timeline for activation of activities in each stage
3.4 Disaster waste temporary storage sites
3.5 Management and disposal option for each waste stream

Module 4: Standard methodology for estimation and Kobo ToolBox

4.1 Standard methodology for disaster waste assessment
4.2 Estimating and recording
4.3 Using Kobo Toolbox for gathering data and information