



**ITU Centres of Excellence Network for Arab Region
Centre International des Technologies de l'Environnement de Tunis
(CITET)**

**Face-to-Face Training on
“Environmental Management System (EMS) according to ISO 14001 Standard”
Tunis - Tunisia, 23-26 September 2019**

COURSE OUTLINE

COURSE DESCRIPTION

Title	Environmental Management System according to ISO 14001 standard
Objectives	<ul style="list-style-type: none">- To have an overview on the history and purpose of environmental management standards.- To understand the requirements of ISO 14001 (2015) and how to implement them.- To know the process and the practical mechanisms for setting up an environmental management system according to the ISO 14001 standard.- To understand the links between the different elements of the standard.- To understand the use of information and communication technologies (ICT) in the implementation of the environmental management system.
Dates	23 - 26 September 2019
Duration	4 days
Registration deadline	10 September 2019
Training fees	USD 400
Course code	19WS24267ARB-A

LEARNING OUTCOMES

The course aims to provide participants with the following knowledge and know-how:

- A profound knowledge of the environmental management issues and the evolution of ISO 14001.
- A complete understanding of all the ISO 14001 requirements.
- The ability to interpret ISO 14001 requirements as well as their implementation techniques and tools.
- The ability to use main ICT tools to implement and manage an environmental management system ISO 14001.

TARGET POPULATION

Staff of companies, consultants, engineers, technicians, managers and anyone who wishes to deepen their knowledge on environmental management.

TUTORS/INSTRUCTORS

NAME OF TUTOR(S)/INSTRUCTOR(S)	CONTACT DETAILS
Mr. Wassim Mansour	Mail: w.mansour@e-smarttec.com Mobile: (+216) 98 351 065

EVALUATION

There will be a pre-assessment test to evaluate the prior knowledge of the participants (30 Minutes test).

There will be daily short quizzes (10 minutes – 10 questions) at the end of each day to measure the progress of knowledge acquisition.

There will be a final test (MCQ of 50 different questions – 1 hour).

A final report will be drawn up stressing out the progress of knowledge acquisition for each participant.

TRAINING SCHEDULE AND CONTENTS / AGENDA

Date for 1st day	Time	Topics/Activities
23/09/2019	9:00 – 10:30	The benefits of environmental management An overview of the history of environmental management Issues and objectives of environmental management at the national level The series of ISO 14000 standards (ISO 14004, ISO 14005, ...)
	10:30 – 11:00	Coffee break
	11:00 – 12:00	Guidelines for the application of ISO 14001: ISO 14004 (2016) The certification process Introduction to ISO 14001 Group activity: Structure of ISO 14001 according to the PDCA cycle
	12:00-13:00	What's new in ISO 14001 Group activity: Terms and Definitions Group activity: Environmental issues determination
	13:00 – 14:00	Lunch break
	14:00 – 15:30	Context of the organization <ul style="list-style-type: none"> • Analysis of the context • Scope of the EMS • Interested parties. The key elements of the system.
	15:30 – 16:00	Coffee break
	16:00 – 17:00	5) Leadership and participation <ul style="list-style-type: none"> • The key role of management • Environmental policy • Responsibilities. Group activity: Environmental Policy and Strategic Directions
	17:00 – 18:00	6) Planning <ul style="list-style-type: none"> • Identification of environmental aspects • Risks / opportunities • Regulatory requirements • Planning actions to address risks and opportunities • Action planning to ensure regulatory compliance
24/09/2019	9:00 – 10:30	6) Planning <ul style="list-style-type: none"> • Identification of environmental aspects • Risks / opportunities • Regulatory requirements • Planning actions to address risks and opportunities • Action planning to ensure regulatory compliance

		<ul style="list-style-type: none"> • From policy to objectives • Actions to achieve the objectives • Action monitoring, evaluation of effectiveness.
	10:30 – 11:00	Coffee break
	11:00 – 12:00	Practical examples: <ul style="list-style-type: none"> • Criteria for environmental aspects assessment • Environmental Analysis Sheet
	12:00-13:00	Group Activities: <ul style="list-style-type: none"> • Identification of environmental aspects • Environmental impact assessment • Planning actions to control environmental risks and impacts • Assessment of other risks / opportunities at the EMS
	13:00 – 14:00	Lunch break
	14:00 – 15:30	7) Support <ul style="list-style-type: none"> • Resources • Competence • Awareness • Communication • Documented information.
	15:30 – 16:00	Coffee break
	16:00 – 17:00	Group Activities: <ul style="list-style-type: none"> • Communication plan • Documented information
Date for 3rd day	Time	Topics/Activities
25/09/2019	9:00 – 10:30	Group activity: Planning of training and awareness actions following environmental analysis
	10:30 – 11:00	Coffee break
	11:00 – 12:00	8) Operational control <ul style="list-style-type: none"> • Planning and operational control. • Control of environmental aspects • Change management • Outsourcing. • Purchases of goods and services. • Management of subcontractors • Management of emergency situations.
	12:00-13:00	Group activity: Subcontractor Management Process

	13:00 – 14:00	Lunch break
	14:00 – 15:30	9) Performance evaluation <ul style="list-style-type: none"> • Establishment of the monitoring plan. • Internal environmental audit.
	15:30 – 16:00	Coffee break
	16:00 – 17:00	9) Performance evaluation <ul style="list-style-type: none"> • Assessment of regulatory compliance. • Management review
Date for 4th day	Time	Topics/Activities
26/09/2019	9:00 – 10:30	10) Improvement <ul style="list-style-type: none"> • Incidents and nonconformities • Corrections and corrective actions • Continuous improvement
	10:30 – 11:00	Coffee break
	11:00 – 12:00	Group activities: <ul style="list-style-type: none"> • Internal Audit Programs • Handling environmental incidents • Monitoring and consolidating actions for continuous improvement
	12:00-13:00	Main IT tools EMS implementation
	13:00 – 14:00	Lunch break
	14:00 – 15:30	Electronic document management IT tools for internal communication as part of an environmental management system Group Activity: Links between the different clauses of ISO 14001
	15:30 – 16:00	Coffee break
	16:00 – 17:00	Final test
		17:00 – 17:30

METHODOLOGY

- The training will be mainly presented in the form of group workshops and exercises.
- There will be also interactive instructor-led presentations.
- Practical situations, real examples and case studies will be presented and discussed.
- An electronic support of the training content will be distributed by e-mailing.
- Daily assessments will be made to monitor progress.
- Daily pre-start refresher quizzes with competition between groups
- Mind mapping.

COURSE COORDINATION

<p><u>TRAINING COORDINATOR</u></p> <p>Mr. Jawhar Abdelkrim CITET Tel: +216 71 206 766 Mobile: +216 20 489 942 Fax: +216 71 206 642 Email: financement@citnet.nat.tn formation@citnet.nat.tn</p>	<p><u>ITU COORDINATOR</u></p> <p>Eng. Mustafa Al Mahdi Programme Administrator Arab Regional Office-ITU Tel: +202 35371777 Mobile: +201141177573 Fax: +202 35371888 Email: mustafa-ahmed.al-mahdi@itu.int</p>
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REGISTRATION AND PAYMENT

ITU Academy portal account

Registration and payment should be made online at the ITU Academy portal.

To be able to register for the course you MUST first create an account in the ITU Academy portal at the following address:

<https://academy.itu.int/index.php/user/register>

Training registration

When you have an existing account or created a new account, you can register for the course online at the following link: <https://academy.itu.int/index.php/training-courses/full-catalogue/environmental-management-system-according-iso-50001-standard>

You can also register by finding your desired course in our training catalogue <https://academy.itu.int/index.php/training-courses/full-catalogue>

Payment

1. On-line payment

A training fee of USD 400 per participant is applied for this training. Payments should be made via the online system using the link mentioned above for training registration at <https://academy.itu.int/index.php/training-courses/full-catalogue/environmental-management-system-according-iso-50001-standard>

2. Payment by bank transfer

Where it is not possible to make payment via the online system, select the option for offline payment to generate an invoice using the same link as above. Download the invoice to make a bank transfer to the ITU bank account shown below. Then send the proof of payment/copy of bank transfer slip and the invoice copy to Hcbmail@itu.int and copy the course coordinator. All bank transaction fees must be borne by the payer.

Failure to submit the above documents may result in the applicant not being registered for the training.

3. Group payment

Institutional Contacts are users that represent an organization. Any student can request to be an institutional contact or to belong to any existing organization.

To do this, head to your profile page by clicking on the **“My account”** button in the user menu. At the bottom of this page you should see two buttons:

- a. If you want to **become an institutional contact**, click on the **“Apply to be an Institutional Contact”** button. This will redirect you to a small form that will ask for the organization name. After you fill the name of the organization you want to represent, click on **“continue”** and a request will be created. An ITU Academy manager will manually review this request and accept or deny it accordingly.
- b. If you want to **belong to an existing organization**, click on the **“Request to belong to an Institutional Contact”** button. This will redirect you to a small form that will ask you to select the organization you want to join from an organization list. After you select the correct organization, click on **“continue”**, a request will then be created. The Institutional Contact that represents that organization will manually accept or deny your request to join the organization.

ITU BANK ACCOUNT DETAILS:

Name and Address of Bank:	UBS Switzerland AG Case postale 2600 CH 1211 Geneva 2 Switzerland
Beneficiary:	Union Internationale des Télécommunications
Account number:	240-C8108252.2 (USD)
Swift:	UBSWCHZH80A
IBAN	CH54 0024 0240 C810 8252 2
Amount:	USD 400
Payment Reference:	CoE-ARB 24267 -WBS No. P.40592.1.08

4. Other method of payment

If due to national regulations, there are restrictions that do not allow the payment to be made using options 1 & 2 above, please contact the ITU Coordinator for further assistance.