# Annex 1: Training Program Topics

**MODULE 1: Waste Management Techniques**

**Course Dates: 4th March – 15th March 2013 inclusive**

1. Definitions
2. Train-the-Trainer principles
3. Sources, types, and composition of solid wastes
4. Waste data collection (waste characterization studies, time & motion studies)
5. Health, environmental, and economic impacts of poor waste management
6. Overview of the integrated solid waste management approach
7. Policy and strategic approaches to integrated solid waste management
   - Producer responsibility – Duty of Care
   - Sustainable financing and resource mobilization
   - Legislation, regulation, control, and enforcement
   - Awareness (changing behaviours)
8. Human resource management
9. Preventative maintenance of equipment
10. Basic project management principles
11. Techniques to reduce amount of waste generated and disposed
    - Reduce
    - Reuse
    - Recycle Waste collection and transport
    - Disposal (basic elements, more details contained in Module 2)
12. Community based waste management
13. Awareness raising (composting, mulching, segregation, refusing, reusing, recycling)
14. Cleaner Production Techniques
15. Hazardous waste management
    - Requirements for Transboundary shipping of waste under Basel and Waigani
    - Hazard Communication Standard (coding of stock and labelling of chemicals)
    - Materials Safety Data Sheets
    - Medical waste management
    - Management of household hazardous wastes, waste oil, asbestos, batteries, etc.
    - Audit Protocol

**MODULE 2: Landfill/Dumpsite Management**

**Course Dates: 15th April – 26th April 2013 inclusive**

1. Definitions
2. Train-the-Trainer principles
3. Sources, types, and composition of solid wastes
4. Waste data collection (waste characterization studies, time & motion studies)
5. Health, environmental, and economic impacts of poor waste management
6. Overview of the integrated solid waste management approach
7. Policy and strategic approaches to integrated solid waste management
   - Producer responsibility – Duty of Care
   - Sustainable financing and resource mobilization
   - Legislation, regulation, control, and enforcement
   - Awareness (changing behaviours)
8. Human resource management
9. Preventative maintenance of equipment
10. Basic project management principles
11. Disposal methods (incineration, anaerobic landfill, semi-aerobic Fukuoka landfill, etc.)
12. Policy based selection criteria for choosing location of new waste management facilities
13. Landfill design and construction based on the semi-aerobic (Fukuoka) landfill method
14. Features of other landfill designs (in brief)
15. Landfill operation and maintenance (includes record keeping, water management, control of litter and other nuisances, landfill cell creation, and other daily procedures)
16. Leachate treatment and management
17. Environmental monitoring (groundwater, surface water, landfill gas) before, during and after operations
18. Dumpsite improvement techniques
19. Closure and aftercare of waste disposal sites
20. Case studies

# Annex 2 – Application Package

## Contents:

2A. Training Program Nomination Form

2B.Training Program Curriculum Vitae

2C. Project Application Guide for PICs

2D. Project Concept Application Form

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# 2A. Training Program Nomination Form

**Submit completed forms to: stanleye@sprep.org or by fax to +685 20231 by Friday 30th November 2012**

| |
|---|
| Name of Nominee (Mr, Miss, or Ms): |
| This nominee is nominated to attend (tick relevant box(es)): ☐ Module 1 ☐ Module 2 |
| Nationality: |
| Age: |
| Country of Residence: |
| Job Title: |
| **Brief** description of duties: |
| Name of Employer: |
| Qualifications (e.g. B.Sc. Environmental Science): |
| Awarding institution: |
| Year qualifications obtained: |
| Years of relevant work experience: |
| Who will you train on completing the course and when? |
| What is your English language skill level? ☐ Excellent ☐ Good ☐ Acceptable |
| Is English the language of your day-to-day work? (Yes or No): |
| Do you satisfy the Fiji Government's requirements to enter into Fiji? (Yes or No): |
| Nomination endorsed by: Official Stamp:<br><br>Name:<br><br>Title:<br><br>Signature:<br><br>Date: |

**Application Checklist:** Have you attached the following:

- ☐ A photocopy of your passport identification page?
- ☐ Updated curriculum vitae (Annex 2B)?
- ☐ A completed Project Concept Application Form (Annex 2D)?
- ☐ A Letter of Support from your employer?

# 2B. Nominee Curriculum Vitae

**Submit completed forms to: stanleye@sprep.org or by fax to +685 20231 by Friday 30th November 2012**

| | |
|---|---|
| **1. Family Name:** | **2. First Names:** |
| **3. Date of Birth:** | **4. Nationality:** |

5. **Education** *(complete table below):*

| Name of Institution | Date started | Date completed | Degree(s) or Diploma(s) obtained |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**6. On-the-job Training Related to Waste Management** (*complete table below)*:

| Name of Training | Organized by | Date of Training | Recognition Received (if any) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

7. **Language skills:** *Indicate abilities as "Basic", "Good", or "Mother tongue"*

| Language | Reading Ability | Speaking Ability | Writing Ability |
|---|---|---|---|
| English | | | |
| | | | |
| | | | |

**8. Professional experience** *(Complete table below beginning with current position):*

| | |
|---|---|
| **Dates:** | |
| **Location:** | |
| **Name of Employer:** | |
| **Position Held:** | |
| **Duties and Accomplishments:** | |

| | |
|---|---|
| **Dates:** | |
| **Location:** | |
| **Name of Employer:** | |
| **Position Held:** | |
| **Duties and Accomplishments:** | |

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|---|---|
| **Dates:** | |
| **Location:** | |
| **Name of Employer:** | |
| **Position Held:** | |
| **Duties and Accomplishments:** | |

| | |
|---|---|
| **Dates:** | |
| **Location:** | |
| **Name of Employer:** | |
| **Position Held:** | |
| **Duties and Accomplishments:** | |

9. **Membership of professional bodies** *(complete table below)*:

| Name of Professional Body | Date of Membership | Membership Grade |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

10. **Other skills:** *(e.g. Computer literacy, etc.)*

**11. Other relevant information** *(e.g. Publications)*

# 2C. Project Application Guide for PICs

## What is the AFD Regional Solid Waste Initiative?

It is a regional project financed by the French Development Agency (AFD) and implemented by SPREP. It aims to enhance the technical capacity of Pacific Islanders to manage waste through vocational training, and also to improve the management of waste oil (lubricants) in the Pacific islands region.

**A component of the vocational training includes providing support to selected trainees to develop and implement a project in their respective countries.**

## What projects are eligible?

Eligible projects are those that contribute to improving the management of solid and hazardous wastes in areas certified by the government to be a high priority. Projects addressing practical and tangible on-ground activities, with the exception of new landfills will be viewed favourably. In other words, a plastic bag reduction project would rank more highly than the development of a waste strategy.

## How much is available and for how long?

Eligible projects will be funded from a pool of funds totalling 50,000 Euros; therefore individual projects must not exceed 4,000 Euros (approximately US$ 5,000).

## What else will increase my chances of success?

The proposed project should:

1. Be consistent with priorities identified in national solid and hazardous waste management strategies and plans that have been endorsed by the Government.
2. Complement existing waste programs, projects, or activities, while demonstrating that the activity would not occur without assistance. For example, the activity could be to extend a green waste composting program by providing household compost bins.
3. Build on previous projects successfully implemented in the last 3 years.
4. Involve multiple stakeholders in active delivery, such as government departments, local government, the private sector, and Non-Governmental Organizations. Local government involvement is especially important as they are typically in charge of municipal waste collection but drastically underfunded and often excluded from donor projects.
5. Include community involvement and an education component. For example the community could be involved in a poster campaign on the benefits of composting, undertaken in partnership with a church or youth group as part of a wider activity providing equipment for composing.
6. Have high-level support from the Government. This may take the form of Cabinet, Ministerial, or Departmental endorsement.
7. Identify co-benefits with your nation's multilateral environment agreements (MEAs) relating to solid and hazardous waste management, such as the Stockholm, Basel, or Waigani Conventions.

## How do I apply?

First of all, you need to identify a project that fits with your Government's priorities, and then complete and submit the Application Form in Annex 2D as part of your application.

## Where can I get more information?

If you have any further questions please contact: Stanley Ebelewicz, AFD Technical Assistant at SPREP in Apia, Samoa at stanleye@sprep.org who is available to assist you in the application process.

# 2D. Project Concept Application Form

**Submit completed forms to: stanleye@sprep.org or by fax to +685 20231 by Friday 30th November 2012**

| |
|---|
| **Project Location** (Country, State/Province, Municipality/Town): |
| **Name of organization requesting the funding:** |
| **Project Manager** *(it is expected that this will be the person nominated to attend the training program)*: |
| **Project Name** *(Provide a short name for the project).* |
| **Project Goal**<br>*What is the problem you are hoping to fix?*<br><br>*How will your project address the issue?* |
| **Strategic Links**<br>*What is the priority of this issue in the National Solid Waste Management strategy or other government documents?* |
| **Project Description** *(Describe how the problem is to be addressed):* |
| **Current Projects** (*List of current ongoing projects related to your proposed project):* |

**Project Management Arrangements** *(Describe the implementing organisation/department/unit):*

**Partners and Stakeholders** *Who has agreed to participate in the project? (e.g. Local Government, other departments, NGOs, private sector companies)*

**Project Timeframe:**

**Project Budget Details** *(fill in the table below):*

| Line Item | Description/Details | Cost (include currency) |
|---|---|---|
| *Staff Costs* | | |
| *Equipment* | | |
| *Materials* | | |
| *Labour* | | |
| *Other* | | |

Please provide any other information you believe will assist with assessment of this application

| | |
|---|---|
| Project Concept Application endorsed by:<br><br>Name:<br><br>Title:<br><br>Signature:<br><br>Date: | Official Stamp: |