



SPREP
Secretariat of the Pacific Regional
Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21929
F: +685 20231
W: www.sprep.org



The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

CIRCULAR

FILE: AP 6/4/6/3 **TO:** SPREP National Focal Points
DATE: 16 August 2013
CIRCULAR: 13/49

SUBJECT: Invitation to Nominate Trainees for Solid Waste Management Training in Suva, Fiji, 2014

The second year of a training programme on environmentally sound and practical waste management techniques and landfill/dumpsite management will be held at the Fiji National University (FNU) as part of the Agence Française De Développement (AFD) Regional Solid Waste Management Initiative implemented by SPREP.

The 2014 training programme will consist of two (2) train-the-trainer Modules covering waste management topics shown in Annex 1, with each Module to be delivered over a 2-week period. The first training course (Module 1) will be held from 3rd – 14th February 2014 inclusive, and the second course (Module 2) will be held from 7th – 18th July 2014 inclusive.

The Secretariat invites eligible Member countries to submit the details of up to three (3) nominees for training **Module 1** by completing the Application Package in Annex 2 by **Friday 18th October 2013**.

The Secretariat also invites eligible Member countries to submit the details of up to three (3) nominees for training **Module 2** only by completing the Application Package in Annex 2 by **Friday 14th March 2014**. A reminder will be circulated in January 2014.

Each eligible SPREP Member country's nominations will be evaluated against selection criteria by a five-member selection panel, and one (1) successful applicant for each training Module will be selected from each Member country for each training course. It is anticipated that successful applicants will be notified at the latest by 30th November 2013 for Module 1 and at the latest by 31st May 2014 for Module 2. All selected participants will be required to attend the duration of the training Module they have been selected for.

ELIGIBILITY GUIDELINES

Based on funding agency requirements, eligible Member countries are the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

Applicants must:

- a. be a citizen of, and residing in a Pacific Island Country listed above;
- b. possess minimum qualifications of a Bachelor Degree, or equivalent experience in related fields;
- c. ideally be working in their country of citizenship and in areas of waste management preceding the date of the proposed commencement of the training;
- d. have at least 5 years recently demonstrated experience in waste management including technical and financial reporting;
- e. be a waste management professional, who in the short to medium term, will be in a position to act as trainer on returning to his/her own countries; and

- f. have English as the working language of day-to-day business.

Applications are strongly encouraged from Environment Departments, Health Ministries, as well as NGOs, government corporations, and private companies. Private companies are encouraged to participate in the training modules, but they may be required to cover the cost of participation.

Applicants must be supported and certified by the applicant's organisation or institution through a 'Letter of Support' signed at a senior level, confirming that the trainee will:

- a. be released from work to travel between the home country and Fiji, and attend the full duration of the training that he/she is nominated to attend; and
- b. be provided with both time and resources to deliver a training program within six (6) months of returning to their home country, thereby demonstrating their commitment to the delivery of the training program in their own country.

All selected trainees will need to satisfy the Government of Fiji's visa requirements for entry into Fiji.

SUPPORT PROVIDED

All selected applicants will be sponsored to participate in the training. For each applicant, this sponsorship will include the provision of a return economy class flight between the country of nomination and Fiji (Suva), provision of suitable accommodation for the duration of the training, and a contribution towards meals and incidentals. The level of support is governed by donor requirements and will completely cover living expenses, but it is less than standard SPREP dsa rates. Full details are available on request.

Selected trainees may be eligible to receive funding support to implement a waste management project on returning home. A Project Concept Application Form (Annex 2D) is to be submitted with the nomination, which will be further developed during the Training module delivery into a full project proposal with the assistance of the AFD Technical Assistant.

HOW TO APPLY

Applications must be endorsed and must include the following:

- A photocopy of each nominee's passport identification page;
- One (1) Training Program Nomination Form for each nominee, endorsed by the employer (Annex 2A);
- One (1) Nominee Curriculum Vitae for each nominee (Annex 2B);
- Project Concept Application Form (Annex 2D) – one (1) form per nominee or one (1) form per country; and
- A letter of support from the nominee's employer (see paragraph 7 above).

The completed Application Package for Module 1 must be submitted to Mr. Stanley Ebelewicz (stanleye@sprep.org) or Mrs. Pulemalie Habiri (pulemalieh@sprep.org) either by email or by fax to +685 20231 by Friday 18th October 2013 and for Module 2 by Friday 14th March 2014.

This is a valuable opportunity for training in solid waste management that should not be missed. I therefore encourage eligible Member countries to participate by nominating candidates that meet the stipulated criteria. Please contact Mr. Ebelewicz if you require any further information.

Yours sincerely,



Kosi Latu
Acting Director General

Annex 1: Training Program Topics

MODULE 1: Waste Management Techniques Course Dates: 3rd – 14th February 2014 inclusive
<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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
<p>Submit completed forms by email to: stanleye@sprep.org or pulemalieh@sprep.org or by fax to +685 20231 by Friday 18th October 2013</p>

MODULE 2: Landfill/Dumpsite Management Course Dates: 7th – 18th July 2014 inclusive
<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • 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
<p>Submit completed forms by email to: stanleye@sprep.org or pulemalieh@sprep.org or by fax to +685 20231 by Friday 14th March 2014</p>

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

2A. Training Program Nomination Form

Submit completed forms by email to: stanleye@sprep.org or pulemalieh@sprep.org or by fax to +685 20231 by Friday 18th October 2013 (Module 1) and by Friday 14th March 2014 (Module 2)

Name of Nominee (Mr, Miss, or Ms):	
Tel No:	Email:
This nominee is nominated to attend (tick relevant box(es)): <input type="checkbox"/> Module 1 <input type="checkbox"/> 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? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> 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:
Name:	
Title:	
Signature:	
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 by email to: stanleye@sprep.org or pulemalieh@sprep.org or by fax to +685 20231 by Friday 18th October 2013 (Module 1) and by Friday 14th March 2014 (Module 2)

1. Family Name:	2. First Names:
3. Date of Birth:	4. Nationality:
5. Tel No:	6. Email:

7. Education *(complete table below)*:

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

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

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

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

Language	Reading Ability	Speaking Ability	Writing Ability
English			

10. 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:	

Dates:	
Location:	
Name of Employer:	
Position Held:	
Duties and Accomplishments:	

Dates:	
Location:	
Name of Employer:	
Position Held:	
Duties and Accomplishments:	

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

Name of Professional Body	Date of Membership	Membership Grade

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

13. **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 composting.
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 by email to: stanleye@sprep.org or pulemalieh@sprep.org or by fax to +685 20231 by Friday 18th October 2013 (Module 1) and by Friday 14th March 2014 (Module 2)

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

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)
<i>Staff Costs</i>		
<i>Equipment</i>		
<i>Materials</i>		
<i>Labour</i>		
<i>Other</i>		

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

<p>Project Concept Application endorsed by:</p> <p>Name:</p> <p>Title:</p> <p>Signature:</p> <p>Date:</p>	<p>Official Stamp:</p>
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