**Annex 1: Training Program Topics**

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| **MODULE 1: Waste Management Techniques**  **Course Dates: 2nd – 13th February 2015 inclusive** |  | **MODULE 2: Landfill/Dumpsite Management**  **Course Dates: 6th – 17th July 2015 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 |  | 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 |
| **Submit completed forms by email to:** [**lusianar@sprep.org**](mailto:stanleye@sprep.org) **or** [**pulemalieh@sprep.org**](mailto:pulemalieh@sprep.org)  **by fax to +685 20231 by Friday 14th November 2014** |  | **Submit completed forms by email to:** [**lusianar@sprep.org**](mailto:stanleye@sprep.org) **or** [**pulemalieh@sprep.org**](mailto:pulemalieh@sprep.org) **by fax to +685 20231 by Friday 14th March 2015** |

**Annex 2 – Application Package**

**Contents:**

2A. Training Program Nomination Form

2B.Training Program Curriculum Vitae

**2A. Training Program Nomination Form**

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Nominee (Mr, Miss, or Ms): | | | | | | | |
| Tel No: | | Email: | | | | | |
| 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:  Name:  Title:  Signature:  Date: | | | | | | Official Stamp: | |

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

* **A photocopy of your passport identification page?**
* **Updated curriculum vitae (Annex 2B)?**
* **A Letter of Support from your employer?**

**2B. Nominee Curriculum Vitae**

**Submit completed forms by email to:** [**lusianar@sprep.org**](mailto:stanleye@sprep.org) **or** [**pulemalieh@sprep.org**](mailto:pulemalieh@sprep.org) **or by fax to +685 20231 by Friday 14th November 2014 (Module 1) and by Friday 14th March 2015 (Module 2)**

|  |  |
| --- | --- |
| 1. **Family Name:** | 1. **First Names:** |
| 1. **Date of Birth:** | 1. **Nationality:** |
| 1. **Tel No:** | 1. **Email:** |

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

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

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

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| --- | --- | --- | --- |
| **Name of Training** | **Organized by** | **Date of Training** | **Recognition Received (if any)** |
|  |  |  |  |
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1. **Language skills:** *Indicate abilities as “Basic”, “Good”, or “Mother tongue”*

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

1. **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:** |  |

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

|  |  |  |
| --- | --- | --- |
| **Name of Professional Body** | **Date of Membership** | **Membership Grade** |
|  |  |  |
|  |  |  |
|  |  |  |
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1. **Other skills:** *(e.g. Computer literacy, etc.)*
2. **Other relevant information** *(e.g. Publications)*