“SDM: Application and training for port employees”

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WORKSHOP (Training) MODULE DESCRIPTION

**EcoPorts Code:** WP2.1/WS/SDM

**Module Title:** SELF-ASSESSING ENVIRONMENTAL MANAGEMENT PRACTICES AND PERFORMANCE – Guidelines to Complete Self Diagnosis Method

**Tool or Methodology supported:** Self Diagnosis Method (SDM)

**University Responsible:** UPC

**Contributors:** Joaquim Casal, Rosa Mari Darbra and Andrea Ronza

**Target Audience:** Port Managers/Personnel responsible for environmental management and/or monitoring/ Administration officers.

**Duration of course (hours):** 4

**Number of participants:** 10 - 20

**AIMS OF THE MODULE:**

*(Aims define the broad purpose of the module)*

- To provide information about the SDM concept (its usefulness, advantages, usage, outputs and results, etc.)
- To train port Port Managers/Personnel in completing the SDM
- To locate SDM in the frame of EMIS (Environmental Management and Information System)
- To supply practical demonstrations of tool completion
LEARNING OUTCOMES OF THE MODULE:
(Learning outcomes are statements of what a typical participant is expected to know, understand and be able to do on completion of the course).

On completion of the workshop, the participants should be able to demonstrate

a. Knowledge of:
   - The main port environmental issues
   - The purpose of Self Diagnosis Method
   - The role of SDM in EMIS tool package
   - The function of SDM as the starting platform for the future introduction of other Environmental Management tools (PERS, EMS)
   - The structure of the tool
   - Practical suggestions on how to successfully complete SDM
   - The meaning of the outputs arising from the tool (SWOT and GAP analysis)
   - The documentation required to assess environmental management practices and performance

b. Basic knowledge of ISO 14001 standard structure (due to similar sequence of items in the standard and in SDM)

c. Acquaintances with ISO 14001 vocabulary

d. Awareness of:
   - SDM’s potential to point out port’s strengths, weaknesses, opportunities and threats in its environmental management as compared to a pan-European benchmark
   - Consciousness of SDM’s capability to indicate gaps between port’s current environmental management and most important international standards (EMAS and ISO 14001)

e. Transferable skills of:
   - Identification of the main environmental issues in own port
   - Executing the Self-Diagnosis Method in own port
   - Compiling an Environmental Management review
METHODS OF TRAINING AND LEARNING:
(include here a short summary of the training and learning methods used in the presentation of the module)

The module will consist of 4 hours. A first part will be dedicated to the role and structure of the SDM. There will follow a detailed explanation of the tool, step by step, including many practical hints on how to complete the different sections. Last, there will be an exercise – developed by groups of three people - to improve and test the knowledge provided. In any moment of the session it will be possible to ask questions on any doubt/aspect.

The presentation will be realized through the usage of slides, printed support material (among which the SDM booklet) and worksheets.

ASSESSMENT:
(Describe how the assessment will enable participants to demonstrate achievement of the learning outcomes)

The learning outcomes of the module will be assessed informally during the course through:

- interactivity of the teaching/learning process (asking questions to the audience, direct participation of the attendants during the course, etc.);

- a practical exercise, demonstrating the achievement of the level of knowledge required to complete the SDM;

- a final confirmation will be shown by the direct application of the new learned skills in completing the document.
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SYLLABUS CONTENT:

- The purpose of Self Diagnosis Method
- The role of SDM in EMIS tool package
- The function of SDM as the starting platform for the future introduction of other Environmental Management tools (PERS, EMS)
- Definitions and vocabulary (after ISO 14001)
- Structure of ISO 14001
- The tool explained step by step:
  a. Port Profile
  b. Environmental Management and Procedures
  c. Issue Specific Strategic Questions
  d. Strategic Issue Overview
- Practical suggestions how to fill in the SDM in an easy and effective way
- Treatment of the outputs (SWOT and GAP analysis) and feedback to the ports
- Practical exercise

READING LIST AND SUPPORT MATERIAL:

c. Self Diagnosis Method (SDM)
d. Exercise worksheets
e. Workshop slides and notes
f. Website: www.ecoports.com
ECOPORTS CATALOGUE ENTRY:

SELF-ASSESSING ENVIRONMENTAL MANAGEMENT PRACTICES AND PERFORMANCE. This module is aimed at preparing suitably Port Managers to carry out a Self Diagnosis of own Port’s Environmental Management, by filling in the SDM (Self Diagnosis Method), a tool specifically designed for ports in the frame of ECOPORTS project. It can be also useful for administration officers to get inside the main environmental issues of sea-ports.

The SDM allows ports to have a regular review done in an easy and effective way and is designed to provide a whole overview of the environmental management situation. From this increased awareness ports can begin the path to implement an Environmental Management System.