

**SEMINAR FOR  
ISO 14001 ENVIRONMENTAL MANAGEMENT  
SYSTEMS: APPLICATION AND AUDIT**

**NEWSLETTER**

---

---

- 1. Name:** ISO 14001 Environmental Management Systems: Application and Audit.
- 2. Background:** The seminar will focus on introducing port professionals to the application and auditing of the ISO 14001 Environmental Management System Standard with a focus on issues related to a port environment.
- 3. Objectives:**
  - a) To assist Caribbean member destinations in building capacity in the development of ISO Standards for the operation and management of Ports.
  - b) To provide a foundation of the principles of an EMS.
  - c) To give access to key industry professionals on current best practices in environmental management.
  - d) To develop skills as an Internal Auditor for Environmental Management Systems.
  - e) To provide a forum for member countries to build relationships and partnerships thereby enhancing the potential for sharing experiences in port operations and environmental management.
- 4. Organizers:** Barbados Port Inc., and the Inter-American Committee on Ports (CIP) of the Organization of American States (OAS). The main facilitators will be Pathfinder Environmental Systems, specialists in auditing, consulting and training.
- 5. Dates, city, and venue:** The seminar will take place from *Tuesday December 2<sup>nd</sup> to Thursday December 4<sup>th</sup> 2008*, in Barbados at the Hilton Barbados Hotel (Needham's Point, St. Michael, Barbados, Telephone: (246) 426-0200, Fax: (246) 434-5770, E-mail: [info.barbados@hilton.com](mailto:info.barbados@hilton.com)).

**6. Language:** English.

**7. Participants and fellowships:** Up to 20 participants from the OAS Caribbean countries. Participants shall be senior and middle managers of port companies, government officials responsible for ports, and/or senior staff of companies and organizations of port communities from Caribbean countries. Participants must also have two years of experience in the port sector. OAS/CIP will provide fellowships (12), consisting of airfare and lodging for a participant per participating country. Barbados Ports Inc., will select the local participants (up to 8) and the OAS/CIP will select the 12 fellows (and other participants with own financing from abroad, if that is the case).

**8. Foreign participants:** (a) *With fellowships:* The CIP will provide up to 12 fellowships for foreign participants, which includes airfare and lodging. To apply for the fellowship, applicants must comply with the following requirements:

- i. Be a citizen from one of the OAS English Caribbean countries.
- ii. Being between the ages of 25 to 45.
- iii. Have a university degree preferably related to administration, economy, engineering, law or a 5 years working equivalency.
- iv. Letter of presentation by the port authority/port administration of your country.
- v. Two (2) years of experience in the port sector and at least one (1) year in an area associated with port operations and environmental management.
- vi. Working Knowledge of spreadsheets (Excel).
- vii. Copy of your current passport or ID.
- viii. Completion of the attached registration form.
- ix. A brief resume.

(b) *Covering their own expenses (registration fee, airfare and lodging):* There are positions for foreign participants that comply with all requirements for the fellowships (see above).

**9. Preliminary Program:**

Tuesday December 2, 2008

08:00 - 08:45

Registration of participants

- 09:00 – 09:30      Opening Session
- Welcome and encouragement
  - Presentation: "Service Quality Initiatives in Barbados" – Kim Tudor
- 09:45 – 12:30      Morning Session: Foundation of an EMS
- Overview of the ISO 14001:2004 EMS Standard
  - The Plan-Do-Check-Act Cycle
  - The Planning Element – aspects and legal issues
  - Workshop 1: Identifying Environmental Aspects and their Significance in the Port setting
  - Feedback on Workshop 1
- 12:30 – 13:45      Lunch
- 14:00 – 17:30      Afternoon Session: Application of an EMS
- The Planning Element – policy and objectives
  - Workshop 2: Policy and objectives assessment
  - The Doing Element – operational control and Emergency Response Plans (ERPs)
  - Workshop 3: Define operational controls and ERPs for identified significant aspects
  - Feedback on Workshop 3
  - Summary and Closing of Day 1

Wednesday December 3, 2008

- 09:00 - 12:30      Morning Session: Performance of an EMS
- Review of Day 1 main learning points
  - Case Study: "Port Waste Management Plans - The case of the Port of Bridgetown" – Sharon Layne
  - The Doing Element – roles, training, communication and documentation
  - The Checking Element – monitoring conformance, records and internal audits

- The Acting Element – management review
- 12:30 – 13:45      Lunch
- 14:00 – 17:30      Afternoon Session: The EMS Internal Audit process
- Planning and Preparing for the Internal Audit
  - Workshop 4: Developing the Audit Plan and Checklist
  - Feedback on Workshop 4
  - Requirements of Internal Auditor
  - Workshop 5: Conducting the Audit (role play)
  - Feedback on Workshop 5
  - Summary and Closing of Day 2

Thursday December 4, 2008

- 09:00 – 12:30      Morning Session: The EMS Internal Audit process
- Review of Day 2 main learning points
  - Case Study: “Pine Hill Dairy ISO Experience” – Heather Farrell-Clarke.
  - Audit Statements of nonconformance
  - Workshop 6: Developing and presenting Statements of Nonconformity
  - Feedback on Workshop 6
  - Reporting and follow-up
  - The Registration Process
- 12:30 – 13:45      Lunch
- 14:00 – 17:00      Afternoon Session:
- Workshop 7: Complete a desk audit of a documented EMS from “Typical Caribbean Port”
  - Feedback on Workshop 7
- 17:00 – 17:30      Closing Session
- Course Evaluations

- Distribution of Internal Auditor Certificates

All foreign applicants must send the required documentation to the Secretariat of the CIP, by Fax: 1 (202) 458-3517, or e-mail: [cip@oas.org](mailto:cip@oas.org), ***the deadline for receiving applications is November 7, 2008.***

- 10. Hotel:** Participants covering their expenses are recommended to stay in the hotel where the seminar is located.

<p>Hilton Barbados Hotel (seminar location) Needhams Point, St Michael, Barbados Tel: (246) 426-0200 Fax: (246) 434-5770  E-mail: <a href="mailto:info.barbados@hilton.com">info.barbados@hilton.com</a>  Website: <a href="http://www.hiltoncaribbean.com/barbados">www.hiltoncaribbean.com/barbados</a></p>	<p>USD \$ 195 Plus Tax (17.5%)</p>	<p>USD \$ 195 Plus Tax (17.5%)</p>
---	--	--

Please make reservations directly with the hotel by filling out the attached hotel reservation form and sending it to the indicated recipient. In all cases, it is appreciated if you could send a copy to the National Coordinator, Barbados Port Inc, Mr. Kenneth Atherley, Tel: (246) 430-5812 / Fax: (246) 429-5348. E-mail: [katherley@barbadosport.com](mailto:katherley@barbadosport.com)

- 11. Communications:** International telephone and facsimile services will be available at the user's expense at the hotel.
- 12. Arrival into the country:** Every foreigner has to carry their own passport at the time of the arrival to Barbados.
- 13. Currency:** Barbadian dollar (BBD).
- 14. Airport:** Grantley Adams International Airport (GAIA).
- 15. Customs:** Customs must be cleared by each participant on arrival.

**16. Temperature:** The temperature in the month of December is between 25° and 32° C (80° and 89 F°).

**17. Attire:** For the work sessions and protocol receptions business casual is advised.

**18. Electricity:** Electrical current is 220 volts and 110 volts.

**19. Local Time:** In December, it is one hour less than in Washington, D.C., United States of America.

**20. Coordinators:**

**Kenneth Atherley**

Divisional Manager  
Barbados Port Inc.

University Row, Princess Alice Highway, Bridgetown, Barbados

Telephone: (246) 430-5812 / 430-4700 / 246 230 6185

Fax: (246) 429-5348

E-mail: [katherley@barbadosport.com](mailto:katherley@barbadosport.com)

[katherley@fastmail.fm](mailto:katherley@fastmail.fm)

**Carlos M. Gallegos**

Executive Secretary  
OAS/CIP Secretariat

1889 F St NW, Office: 695, Washington, DC, United States

Telephone: (202) 458-3871 / Fax: (202) 458-3517

E-mail: [cgallegos@oas.org](mailto:cgallegos@oas.org)

**October 14,2008**

**SEMINAR FOR  
ISO 14001 ENVIRONMENTAL MANAGEMENT  
SYSTEMS: APPLICATION AND AUDIT**



**Registration form**

**(To be filled out by all foreign participants)**

Country: \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Companion(s): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Send to the Secretariat of the CIP/OAS: Fax (1-202) 458-3517 or by e-mail:  
[cip@oas.org](mailto:cip@oas.org)

**SEMINAR FOR  
ISO 14001 ENVIRONMENTAL MANAGEMENT  
SYSTEMS: APPLICATION AND AUDIT**



**Hotel reservation sheet and flight information**

**(To be filled out by all foreign participants covering their own expenses)**

**PERSONAL INFORMATION**

<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>		<b>Country:</b>	
<b>Telephone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			
<b>Credit Card:</b>			
<b>No.:</b>		<b>Expiration Date:</b>	
<b>Name of the Credit Card Holder:</b>			

**HOTEL**

<b>Hotel</b>	<b>Type of Room</b>		<b>Arrival Date</b>	<b>Departure Date</b>
Hilton Barbados Hotel				

**FLIGHTS**

<b>Arrival Date</b>	<b>Airline</b>	<b>Flight Number</b>	<b>Departing From</b>	<b>Destination</b>
<b>Departure Date</b>	<b>Airline</b>	<b>Flight Number</b>	<b>Departing From</b>	<b>Destination</b>

Please complete this form and send it via email: [info.barbados@hilton.com](mailto:info.barbados@hilton.com) or fax: (246) 434-5770 to the Hilton Barbados Hotel. Additionally, send a copy to the National Coordinator, Barbados Port Inc., Mr. Kenneth Atherley, Tel: (246) 430-5812 / 430-4700 / Fax: (246) 429-5348, E-mail: [katherley@barbadosport.com](mailto:katherley@barbadosport.com)