



TEST Training for Palestinian Companies
PALAST, Ramallah, Palestine
at Palestinian Red Crescent Society (PRCS) main building-Al-Bireh
31st January – 01st February 2017



PROGRAM

DAY 1

<i>Time</i>	<i>Agenda</i>	<i>Content / Outputs</i>	<i>Lecturer</i>
8:30	Registration		
9:00	Introduction	Welcome, goals and interactive character of the second two day plenary training	Imad Khatib, PALAST Vladimir Dobes, UNIDO
9:15	Sharing experience from implementation of steps 1.2 – 1.7 in all companies	Company specific presentation (max. 15 min.) followed by general discussion (max. 10') and option generation discussion (max 15'). Exchanging and collecting experience, discussing opportunities, barriers and way of their overcoming. Siniora Company, Al Qasrawi Company	Moderation by Ayman Sultan, PALAST Responsible Core Team member and TEST teams from companies
10:45	Break		
11:00	Sharing experience from implementation of steps 1.2 – 1.7 - continuation	Continuation of company specific presentations and discussion. Sinokrot Company, Al Hijaz Company, Al Jibrini Company	Ayman Sultan Responsible Core Team member and TEST teams
13:00	Lunch break		
14:00	Sharing experience from implementation of steps 1.2 – 1.7 – continuation	Continuation of company specific presentations and discussion. Haifa Company, Old City Company	Ayman Sultan Responsible Core Team member and TEST teams
15:30	Break		
15:45	Sharing experience from implementation of steps 1.2 – 1.7 - continuation	Continuation of company specific presentations and discussion. Al Nakheel Company, Pal Gardens Company, Al-Zaraoun Al Arab Company	Ayman Sultan Responsible Core Team member and TEST teams

End at 17:00

DAY 2

<i>Time</i>	<i>Agenda</i>	<i>Content / Outputs</i>	<i>Lecturer</i>
8:30	Registration		
9:00	Wrapping up experience from implementation of steps 1.2 – 1.7 in all companies.	Discussing approaches how to complete steps 1.2 – 1.7. Overview of barriers faced and their overcoming.	Vladimir Dobes
9:30	1.8 Feasibility analysis - how to evaluate option from technical, environmental and economic perspective	How to get an optimised set of solutions. Savings catalogue (project fiches of feasible measures). Importance of indicators and baselines. Presentation and exercise utilizing information from companies	Imad Khatib
9:45	1.9 Action Plan and financing investment needing measures	How to develop an Action Plan comprising set of feasible measures for improvement. Case study. New information on financial mechanisms for investment needing measures if any. Presentation. Discussing approach for each company. Expected barriers and their overcoming.	Imad Khatib Vladimir Dobes
10:00	1.10 Information system on RE – building on elements from previous steps	Setting up a comprehensive need driven information system on flows and RE within processes - based on priority flows/areas and established baselines (includes the monitoring plan for measuring RE in the company as part of the Action Plan). Presentation building on previous information (first training) and exercise. Drafting a scheme of information system for each company and planning next steps. Expected barriers and their overcoming.	Vladimir Dobes
10:30	Break		
10:45	Implementation of steps 1.8 – 1.10 in particular companies	Exercise using company specific data and situation and answering questions: How to complete feasibility study and develop Action Plan? How to prepare meeting on approval of Action Plan with company management? How to set up information system on resource efficiency for most important flows / focus areas / sources of losses?	Ayman Sultan Vladimir Dobes
12:15	2. Implementation of TEST action Plan.	How to implement Action Plan. Presentation and discussion on expected barriers and their overcoming.	Imad Khatib Vladimir Dobes

Time	Agenda	Content / Outputs	Lecturer
13:00	Lunch Break		
14:00	3. Monitoring and evaluation – use of information system on flows	How to measure performance of important flows and priority areas, including improvements arising from implementation of the Action Plan. Case study. Discussion.	Vladimir Dobes
14:30	4. Act and sustain	How to reflect the experience gained and integrate TEST into business strategies and operation. How to plan continuation. What to do to sustain TEST within a given enterprise. Presentation and discussion.	Vladimir Dobes
15:00	Break		
15:15	Planning next steps in companies	Understanding next steps and role of specific team members. Planning next steps in each company.	Ayman Sultan Vladimir Dobes
16:15	Concluding discussion	Clarification of questions. Evaluation and reflection. Summary of the training.	Imad Khatib Ayman Sultan Vladimir Dobes

End at 17:00