



## **Sustainable Solid Waste Management in Azerbaijan (PECE-10)**

Phase 2 Final Report

Practical Action Consulting / Hayat NNGO  
July, 2008

## **Executive Summary**

This is the final report of Phase 2 of the Sustainable Waste Management in Azerbaijan project (PECE-10), run by Practical Action Consulting UK and Hayat NNGO, Azerbaijan. This phase involved a training session attended by eight Azeri participants: two Municipal and Community leaders from each of three rural towns, and two from Hayat itself. The training was run by Aqwadem Consulting, and took place in Turkey, a country bordering Azerbaijan, and with a similar language, and importantly with a functioning Solid Waste Management system. The first half of the training took place in Ankara, with sessions from SWM experts on topics including waste characterisation, transport and treatment techniques, management and legal issues. The second part of the training took the form of field visits in Bursa municipality, where the participants visited various facilities in the chain of waste management, from waste collection points in the city, to a waste sorting plant, to landfill sites.

The participants gave very positive feedback on the training, appreciating the amount of information conveyed and the topics covered, and citing particularly the opportunity to become acquainted with functioning SWM systems as very important.

There was also a clear feeling on the part of the participants that this training had given them the technical knowledge to know what was possible and appropriate in their own situations, in order to create and manage functioning SWM systems.

However, since there are currently no plans to continue this particular project, and with the hoped for follow-on funder BTC pulling out of funding work in the area, plans for future work in this sector in Azerbaijan are uncertain.

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## 1. Introduction

The project Sustainable Waste Management in Azerbaijan (PECE-10) aims to support Hayat, a national NGO in Azerbaijan, to develop and promote sustainable waste management activities in partnership with community leaders and local government. The first phase of the project was carried out in 2006, with two waste management experts from Practical Action Consulting conducting a visit to two towns (Yevlakh and Tovuz) in order to assess the waste management situation and present their recommendations. The report *Towards sustainable and integrated waste management in Azerbaijan* was produced and delivered to DEFRA/PECE in November 2006. As part of this, several key recommendations for future work were made.

In view of challenges faced by the Azeri partner and funding availability, a decision was taken in discussion in conjunction with DEFRA in April 2008 to focus Phase 2 on the undertaking of a training programme for six members of the towns' authorities and two staff members from Hayat (see Annex 6.1). The training programme took place in Ankara and Bursa in Turkey in May 2008, and was run by Aqwadem Consulting, a Turkish waste management consultancy firm.

This report contains an account of the training programme, written by Hayat NNGO, feedback from the participants including plans for further work, a final financial report on this Phase of the project and final conclusions on what has been achieved and way forward.

## 2. Training Report by Hayat NNGO

### 2.1. Project framework

The main purpose of the project stage was participation in the training programs on sustainable waste management, organized by Practical Action Consulting and Aqwadem Consulting in May. Six members from the communities of Ujar, Yevlakh and Tovuz regions and two workers from HAYAT took active part in the trainings. The main purpose was obtaining knowledge on sustainable waste management in Turkey and to implement the obtained experience in Azerbaijan for future. Hayat's mission was selection of participants, organizing relevant documents, negotiate with Turkey embassy and give information to the local authorities about the training program.

### 2.2. Activities undertaken

#### Day One

29.05.08

Project coordinator of Aqwadem Consulting Azhar Ali greeted training participants and opened the training. Training participants have been acquainted with the training program schedule. Azhar Ali continued the training by giving information about the types, nature, features of waste and its management and gave information about the waste topic terminologies. Generally, what is the waste? People gathered information about solid, liquid, and gas wastes.



Besides this, he gave vast information about domestic waste, dangerous and special wastes, their collection, conveying and rendering harmless.

He also noted that it is very important to render waste harmless, for example selection of proper area for waste, its composting and burning. The most interesting thing was the period of each waste for rotting. The participants were very interested in waste reduction. We got



information about the quality of waste for each person on some countries. The same day, Professor Ertruglu Erdin opened the speed on integrated solid waste management and gave special information on certain companies' role, producers, primary collection, the role of garbage collectors, secondary class warehouses. After lunch he trained on transport transit points, recycling and about last produces, drilling the waste into the ground, its primary content, all

these procedures and discussions were made with participants.

## Day Two

30.05.08

The second day of the training, AQWADEM Consulting organization director Ogun H. Cicek, greeted the participants and acquainted them with the daily program. He gave information about strengthening the organizing system and managing the municipality service. He said that local municipalities had great role in collection of solid waste, conveying and recycling them.



He also noted that local municipalities are main financial sources in implementing these works. All local municipalities joined in Turkey and created Municipality Unity (MU). MU controls collection of solid waste and its conveying, recycling, processing and rendering them harmless processes. The municipalities are also main assistance point in other spheres like education, science, health, etc.

After lunch break, Professor Ahmet Akyurek gave vast information about 30 year work experience among NGOs, government and municipalities. He spoke about the first NGO creating and its necessity. He noted that NGOs can be more prompt and operative than the governmental structures. They are in necessary places in necessary time. He also gave information about his own organization "Anadolu Kalkinma" NGO which works already 30 years in this sphere. First AKO acted in assisting medical, food, social aid to people who suffered damages from earthquake, drought and other natural disasters by the help of international organizations. Then organization worked in east countries and in Bosnia in order to help people who suffer war. At present AKO is an organization with wide financial opportunities. During the discussions, HAYAT organization project coordinator N. Guliyeva said that international organizations, foreign donors and companies had summarized their works and now are leaving Azerbaijan. That is why the projects for NGOs are getting decreased. She asked about the advices for creating future NGOs activities.



Professor A. Akyurek notified that at present many NGOs have problems. That is why NGOs have to cooperate with governmental structures. Professor A. Akyurek also notified that donor organizations and countries assisting financial support follow double aims. That is why it is important to be attentive and if useful to reject the offer. At the end A. Akyurek presented his own book "Devr-i Sivil Toplum ve Ben" about AKO's 30 year experience to all participants.

### Day Three

**31.05.08**

Azhar Ali acquainted us with the daily program. “Dokay” company head director Coshkun Yurteri gave information about legal aspects of Solid Waste management in example of Turkey, ecological estimation of Solid Waste management and economic aspects of Solid waste management. Professor C. Yurteri spoke about the scientific investigations conducted in Turkey on learning Solid Waste and informed us about its results.

**Table 1 Amount of Solid waste produced in Turkey**

Size of population centre	Solid waste (kg/person/day)
> 1 000 000	0.5 – 2.0
100 000 – 1 000 000	0.5 – 1.5
< 100 000	0.5 – 1.0
Tourists	1.0 – 2.0

**Table 2 Solid waste composition**

Type of waste	Percentage
Organic	65.45
Loam, stone, soil	22.48
Refined waste	12.07

**Table 3 Waste for recycling**

Type of waste	Percentage
Paper board	45.45
Metal	8.6
Glass	18.45
Plastic	19.30
Rubber	3.35

Textiles	4.85
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**Table 4 Sources of solid waste**

Main sources of solid waste
Domestic waste
Trading objects
Park, garden, market products
Street garbage
Construction debris, agricultural wastes
Industry
Medical waste
Soil

C. Yurteri then discussed the estimating of damages by constructing oil-gas pipelines and different kind of construction works. Taking into account that “Dokay” company is experienced in this sphere, its activities and works were presented, photos were demonstrated. After the training, we observed waste collection process in some regions of Ankara city. Ankara city waste collection and conveying company “Gintem” gave us this opportunity.



Then C. Yurteri talked about the estimating the influents of built-construction, oil-gas pipe line constructions to the environment and ways of preventing them in advance. He presented photos and materials of “Dokay” company, noting their specialized role in this sphere.

- Baku-Tbilisi- Ceyhan pipe line
- Samsun-Ceyhan gas line (Gasprom Rus)
- Planning of Ceyhan terminal
- Birsa HES (by gas) and other such kind of works

Dokay Company served in estimating the influence of waste to the environment. After finishing the training, the participants were mobilized to the appointed places by “Gintem” company workers to observe the collection process in some regions of Ankara city.

## **Day Four**

**31.05.08**

Azhar Ali acquainted us with the daily program.

1. Technology of preparing composts
2. Conducting the project successfully
3. Preparing project proposals

Azhar Ali gave introduction information about the composting (what is composting, how does it prepare, where is it used). He noted that the main significances of the composting are:

- To decrease the waste in waste grounds
- To give extra amplifier to the ground in the agriculture



Then they gave information about the ways of preparation the composting. The training participants were learned about the new equipment and technical methods by slide show. Azhar Ali noted the main conditions of the successful solid waste neutralization project as the second theme. They are:

- support from municipalities and other authorized organizations
- successful area selection
- successful financial planning
- scientific support
- professionalism of the workers and other factors

After this information, the trainer asked the participants to be divided into two groups. Each group should present its own project and the other side should criticize it. Then the project preparation and discussions should be conducted by the other side opponent. This game continued till the training program and as a result one of the groups prepared its own small project proposal. Note: this game was accepted by great interest and participants were very active in this training.

## **Day Five**

**01.06.08**

The training participants left for Bursa by bus at 10:00 o'clock. Head director of AQWADEM Company gave wide information to the participants about the history, culture and economy of the areas during the long way. At 17:00 o'clock participants arrived to Mudanya city, located in the Coast of Marmora Sea, near Bursa city and settled in "Montanya" hotel.



**Day Six**  
**02.06.08**

The participants began their first visit in Bursa with 1,8 million population by the Boyuksheher municipality. There the participants were accepted by the head of "Protection of Environment and its Control" Cengiz Akyol and were given information about the cleaning works in Bursa. C. Akyol informed that each year schoolchildren are taught a month of cleaning works. He noted that the participants were given relevant materials and CDs about that. Then the participants went to Bursa city, modern landfill site by the accommodation of office experts.

The photos from the landfill site added to the report. We would like to note that this landfill site was one of the modern sites in Turkey and in Europe. The waste enters to the site in assorted condition.



The second visit was to Damirtash area of covered old waste. The photos from this visit added to the report.



During the trainings, we got information about this site. The site was covered by ground and greens were planted in the hills. Only by methane gas pipes one can know that the area was once a landfill site. Then the participants reviewed the gas-electric turbines of 1-4 MW power. We learned that the station didn't work at present time. The main reason was gradually finishing the composting and diminishing of methane gas. The group visited the landfill areas and saw already closed gas turbines.

Then the group visited the nearby garbage assorting workhouse. There the works were being finished. We were informed that the workhouse didn't accept waste any more. They said that the works were given to the private sector and all were completed. The practical view of landfill sites strengthened the training information given in Ankara and Bursa.

**Day Seven**  
**03.06.08**

On the last training day, the participants visited Mudanya municipality before leaving the wonderful city with a lot of olive-trees settled in the Coast of Marmara Sea. The head of the municipality accepted the group sincerely and was very happy to learn that all participants were from Azerbaijan. He gave wide information about history of



Mudanya. Departing, he gave to each participant a book about Mudanya city. The participants returned to Ankara airport with great delight and satisfied.

In the airport Ogun H. Cicek and Azhar Ali wished successes to the participants and said goodbye.

**From all participants:** we saw pleasant attitude from the trainers and others during our visit to Turkey.

Separately, we would like to thank AQWADEM company workers Ogun H. Cicek and Azhar Ali. During our visit they showed us thorough care, friendship and assistance. We thank Practical Action Consulting workers, especially Ella Sprung and others for preparing such kind of wonderful program. We wish you all successes in future work. We hope that we will cooperate in future as well. All participants were given training certificates.

### 3. Training Feedback

The participants were each asked to answer three questions on the training:

1. **Information on what was covered in the workshop and lessons learnt**
2. **What was useful?**
3. **What plans are there to use what they have learnt in their towns?**

Responses from participants were as follows:

***Mammadov Amil- expert on environment /HAYAT NGO***

**Answer 1.** I strengthened my knowledge on solid waste management by trainings of leader scientists and experts of Turkey.

They are:

- SW structure (composition)
- Planning and conducting of SW
- Selection of area for waste covering
- Searching for financial assistance
- Legal support
- Support of interested sites
- Ecological assessment

Theoretical knowledge during the trainings:

- Collecting of SW (from houses and streets)
- Conveying, rendering them harmless (covering)
- Assorting the SW for processing
- Produce electric energy from methane gas (CO<sub>4</sub>)
- Cleaning of dirty water

All the theoretical knowledge was strengthened by the practical activities.

**Answer 2.** I plan to use all earned knowledge and practice in future trainings, activities and preparing project proposals.

**Answer 3.** I would like to implement SW collecting and rendering them harmless project as a continuation of past year projects in Yevlakh, Ujar and Tovuz regions.

***Fattahova Aytan Firdovsi/ Tovuz region group leader***

**Answer 1.** The most improved methods were used during the training. I learned the ways of protection the ecology and saving the environment from the dirty waters. Also I learned the ways following useful ways for protection human life from different dangerous things.

- Ways of collecting waste
- Conducting waste collection mechanism

- Waste assorting
- Creating labs for analyzing waste structure

**Answer 2.** During the trainings I saw the waste collection, conveying, it's assorting practically.

**Answer 3.** I wish to implement project on collecting waste and creating workhouses for their assorting in Tovuz region.

***Aslanov Ali Abuzar/ deputy of Tovuz city municipality and community member***

**Answer 1.** The training was very productive. During the trainings I learned experiences of Europe and Asia countries in this sphere by means of modern technical mechanism in seminars and debates.

During the trainings I learned the ways of protection of environment from dirty materials. I learned the following ways for protecting human health:

- Ways of waste collecting
- Organizing waste collecting mechanism
- Waste assorting
- Collecting medical waste to special container and conveying
- Analyzing waste structure and creating workhouse labs for this purpose
- Conducting conveying of special industry and dangerous waste, rendering them harmless and separately collect
- Organizing waste collection
- People enlighten

**Answer 2.** The useful information I obtained during the training were collecting and assorting the waste, covering the useless waste by special technology, restoration those areas for nature protection, examining waste structure and sent dangerous waters to the special labs, using the collected energy for electricity.

**Answer 3.** I would like create assorting point in Tovuz region, create general depot for Tovuz city and 5 nearby villages. Also the dirty and dangerous waters go to the river. I would like to cut the channel and stop them flow to the river. I would like to implement a project for enlightening the people and guarantee the rendering medical and dangerous waste harmless.

***Verdiyev Aflatun Hadi/ Yevlakh region community leader***

**Answer 1.** From trainings and practice, I learned the ways of conducting waste from house to waste areas. The waste should be collected, assorted, covered and the dirty waters should be cleaned by chemical ways. The chemical waste should be collected separately, cut and then covered.

**Answer 2.** First we should find donor organization and then start work by enlightening people. The people should understand that the waste must be assorted in houses and sent to special workhouses.

**Answer 3.** We would like to select proper are for waste covering and come to an agreement with the municipality. We should to all work as we saw in Turkey, buy the waste boxes, conduct waste collection and cooperate with the municipalities. Then we would like to manage old waste by new technology, cover old and dangerous wastes and plant greens.

***Gaziyev Elchin Nazim/ deputy of Yevlakh city municipality and community member***

**Answer 1.** From trainings and practice, I learned the ways of conducting waste from house to waste areas. The waste should be collected, assorted, covered and the dirty waters should be cleaned by chemical ways. The chemical waste should be collected separately, cut and then covered.

**Answer 2.** First we should find donor organization and then start work by enlightening people. The people should understand that the waste must be assorted in houses and sent to special workhouses.

**Answer 3.** We would like to select proper are for waste covering and come to an agreement with the municipality. We should to all work as we saw in Turkey, buy the waste boxes, conduct waste collection and cooperate with the municipalities. Then we would like to manage old waste by new technology, cover old and dangerous wastes and plant greens.

***Mirzaliyev Elmi Abdulazim/ Ujar region community leader***

**Answer 1.** We learned from trainings and practical visits that the waste should be carefully collected, assorted and then sent to workhouses. It was new to learn that it is possible to collect energy from methane gas. It is important to note that the medical waste should be collected separately. During the trainings we learn a lot by schedules, diagrams and draught

**Answer 2.** We plan to conduct various awareness programs at schools and conduct trainings.

**Answer 3.** We can implement projects on solid waste management by the help of donor organization. During the environmental awareness program we selected places for waste covering and dig trenches.

***Niyaz Xalilov / deputy of Ujar municipality and community member***

**Answer 1.** We learned from trainings and practical visits that the waste should be carefully collected, assorted and then sent to workhouses. It was new to learn that it is possible to

collect energy from methane gas. It is important to note that the medical waste should be collected separately. During the trainings we learn a lot by schedules, diagrams and draught.

**Answer2.** We can implement projects on solid waste management by the help of donor organization. During the environmental awareness program we selected places for waste covering and dig trenches. Connecting with that, we wrote an article to the region newspaper “New work”. Now waste collecting and conveying implements in the region more beneficially and according to the schedule.

**Answer 3.** Our municipality now prepares a proposal for donor organizations to conduct collection and conveying waste, digging trenches like was in Turkey. Our simple wells should be reconstructed and rebuilt in modern style; the new equipments should be bought. At present time we search for solving ways. The main factor for project implementation is finding donor organization.

#### ***Guliyeva Natella Ildirim/ HAYAT organization***

**Answer 1.** I strengthened my knowledges on solid waste management. I got acquainted with experience of Europe and Asia countries.

- Collecting of SW (from houses and streets)
- Conveying, rendering harmless (covering)
- Assorting the SW for processing
- Produce electric energy from methane gas (CO<sub>4</sub>)
- Cleaning of dirty water

**Answer 2.** I plan to use the earned experiences in future trainings and projects. I plan also to share the obtained experience with state structures.



**Answer 3.** I would like to implement SW collecting and rendering them harmless project as a continuation of past year projects in Yevlakh, Ujar and Tovuz regions.

## 4. Financial Report

			<b>Budget</b>	<b>Actual Costs</b>	<b>Variance</b>
<b>Practical Action Consulting UK costs</b>					
Mansoor Ali	3 days	£550	£1,650.00	£1,375.00	£275.00
Ella Sprung	10 days	£177	£1,770.00	£1,770.00	£0.00
Subtotal PAC UK costs			£3,420.00	£3,145.00	£275.00
<b>HAYAT Azerbaijan costs</b>					
Natella Guliyeva	35 days	£12	£420.00	£420.00	£0.00
Amil Mammadov	35 days	£12	£420.00	£420.00	£0.00
Vusal Rajabli	10 days	£18	£180.00	£180.00	£0.00
Subtotal HAYAT Azerbaijan costs			£1,020.00	£1,020.00	£0.00
<b>Travel to training</b>					
Travel to training	8 people	£400	£3,200.00	£3,468.85	-£268.85
Subtotal travel to training costs			£3,200.00	£3,468.85	-£268.85
<b>Training</b>					
Fees (inc overheads and VAT)			£4,126.00	£4,126.00	£0.00
Expenses (inc VAT)			£9,310.00	£9,310.00	£0.00
Subtotal training costs			£13,436.00	£13,436.00	£0.00
<b>TOTAL</b>			<b>£21,076.00</b>	<b>£21,069.85</b>	<b>£6.15</b>

## 5. Conclusions and Next Steps

Although challenges have been faced, particularly in terms of Hayat's pressures in Azerbaijan and the resulting co-funding, budget and implementation limitations, the partners are generally very happy with the outcome of this phase of the project. Eight Azeris from three Municipalities and from Hayat itself have had a once-in-a-lifetime opportunity to build their direct experience and knowledge of Sustainable Waste Management practices in a culture, environment and language similar to their own. Their report and responses in sections 2 and 3 above show the extent of their appreciation, learning and desire to reproduce what they have seen and heard. They have seen that it is possible to develop safer and cleaner working waste collection, processing and storage systems through joint civil society, private and public mechanisms in their region – and they have learned some of the tools required to do it. In an Azeri context, where all such systems have completely broken down since the fall of the USSR when only an all-powerful state was considered to have the capacity to deliver these services, it is difficult to overstate the importance of this exposure and learning. Furthermore linkages have been established with regional Waste Management Specialists in Turkey which may prove useful in future interventions, relationships have been developed and understanding shared with municipality, CBO and Hayat staff, and Hayat have regained their foothold in the environmental management and waste sector where there is an extremely important gap to be filled in Azerbaijan. As such the project can be considered to have had an important impact which will be felt well into the future as the trainees take forward their experiences in their work at local level (as they describe in section 3).

However, in general the future looks uncertain for Sustainable Waste Management implementation in Azerbaijan. This is due to the gradual withdrawal of financing for Environmental protection noted in the Hayat report, probably related to the diminishing attention in the West over the BTC pipeline impact which earlier forced significant private environmental investment in Azerbaijan, along with the continuing central governance challenges in the country. Hayat will continue to develop project proposals and work with Municipalities and CBOs, but financial investment will be necessary either from the donor, private or central government sectors if this is to continue and grow in a sector where there is still widespread lack of awareness, capacity and workable strategies in place.

The committed PECE budget to this project is now at an end and the project as such is considered closed. With BTC, the hoped for follow-on funder, apparently pulling out of future investment in these areas, it looks unlikely that a direct continuation of the project can be achieved. PAC is interested in continuing to support Hayat in developing these projects and a hard-won relationship has been re-forged, but without continuing support to the sector in Azerbaijan further collaboration on SWM is unlikely in the short run at least. PAC will stay in touch with Hayat and hope that future opportunities emerge if donor or Government priorities in Azerbaijan move in the right direction, but is unlikely to make significant investments in developing this from the UK side.

## 6. Annexes

### ***6.1. Final Outline of work approved to be completed under PECE-10 Project***

Wednesday, 10 April 2007

PAC Ref: PAC06016  
DEFRA Ref: PECE-10

*Ikako Eneso Kola*

DEFRA (Department for Environment, Food and Rural Affairs)  
Sustainable Development Division  
Area 1C  
Nobel House  
London SW1P 3JR  
Email: [ikako.eneso-kola@defra.gsi.gov.uk](mailto:ikako.eneso-kola@defra.gsi.gov.uk)

Dear Mr Eneso Kola,

#### **PECE Project**

#### ***Sustainable Waste Management, Azerbaijan*** **PECE - 10**

Please find below a revised project outline for Phase 2 of the Sustainable Waste Management, Azerbaijan project.

#### Project Outline, Sustainable Waste Management, Azerbaijan, Phase 2

**Objective** → *To build capacity within the towns of Yevlakh and Tovuz regarding Sustainable Solid Waste Management techniques by means of a training course in Turkey, a country where waste management techniques are better developed. For the participants to learn and gain confidence by seeing examples of where sustainable SWM techniques have been put into practice.*

The focus of Phase 2 of this project will be an 8-day training course on Sustainable Solid Waste Management, to be run in Ankara, Turkey, with field trips to Bursa, Turkey. The training course will be run by Aqwadem Consulting, Turkey. The detailed contents of the course will be agreed in discussions between Mansoor Ali (one of the Practical Action consultants involved in the first phase of this project) and Aqwadem Consulting.

The training course will be attended by eight participants, of whom three staff members from the municipalities / CSO of each of Yevlakh and Tovuz (the two towns studied in Phase 1), and two

members of Hayat, our partner organisation based in Baku, Azerbaijan. Hayat will produce a short report on the training content and agreed outcomes, and will also have the responsibility to initiate follow-on work in Azerbaijan.

Timeframe

The planned timeframe for Phase 2 of this project is as follows.

<b>Task (Phase 2)</b>	<b>Timeframe</b>
Training session in Turkey	26 <sup>th</sup> May – 2 <sup>nd</sup> June 2008
Training report including development of follow-on plans, Hayat	27 <sup>th</sup> June 2008

Outline budget

The planned budget is as follows.

<b>Activity</b>		<b>Budget</b>
Practical Action staff time		£ 3 420
Hayat staff time		£ 1 020
Training:	Trainers' fees and course development	£ 5 618
	Accommodation and subsistence	£ 6 463
	Local travel	£ 1 356
Transport Azerbaijan - Turkey		£ 3 200
<b>TOTAL PLANNED SPEND</b>		<b>£ 21 077</b>
<i>TOTAL AVAILABLE</i>		<i>£ 21 263</i>

I hope to hear from you soon with instructions to proceed. If you require any further information please contact me direct on 00 44 1926 634493 or by email at [Steven.Hunt@practicalaction.org.uk](mailto:Steven.Hunt@practicalaction.org.uk)

Yours Sincerely

Steven Hunt

## 6.2. Training Programme

**Training Programme May 27 – June 03 2008, Ankara, Turkey**

Following was the implemented programme of the training:

**Day 0 – arrival to Ankara, Tuesday May 27, 2008 Evening**

**Language of sessions: Turkish**

**Day – I, Wednesday 28 May 2008**

	Topic/Konu	Duration/ Saat	Instructor/Konuřmacı
1	Waste characterization, nature and type of wastes, composting and different technical terms and data required in SWM  Katı Atık Nedir? Katı Atıkların Sınıxlandırılması ve katı atık yönetiminde kullanılan bazı teknik terimler.	09:00 – 10:30 (1.5 hrs)	Azhar Ali
	Coffee Break/ Kahve Molası	15 minutes	
2	Introduction to Integrated Solid Waste Management  Entegre Katı Atık Yönetim Sisteme Girish	10:45 – 11:45 (1.0 hrs)	Prof. Ertruglu Erdin
3	Roles of different stake holders in the system: Producer, Primary Collection, Scavengers roles, Secondary Storage  Katı Atık Sisteminde dađışık Paydashların rolü: Üretici, ilk toplama, sokak toplayıcıları, ikinci ashama	11:45 – 13:15 (1.5 hrs)	Prof Ertruglu Erdin
	Lunch Break/ Öđle Yemeđi	1 hour	
4	Transport, Transfer Stations,	14:10 – 15:15	Prof. Ertruglu Erdin

	Recycling, Composting and Final Disposal  Atık Tashım, Aktarma İstasyonları, Geri Dönüşüm ve Nihai depolama	(1.0 hrs)	
5	Landfill technique, its basic design and operations  Nihai Bertaraf tesisi tekniđi, temel tasarımı ve İshletilmesi	15:15 – 16:15 (1.0 hrs)	Prof. Ertruglu Erdin
	<b>Total:</b>	<b>6.0 hrs</b>	
	Discussion for the day  Günün Konuların Tartışılması	16:15 – 17:00	

**Day – II, Thursday 29 May 2008**

	Topic/Konu	Duration/ Saat	Instructor/Konuřmacı
1	Organizational Strengthening and management of municipal Services  Belediyecilik Hizmetlerin Yönetimi ve kurumsal Guchlendirme	09:00 – 11:00 (2.0 hrs)	Ogun H. Cicek
	Coffee Break/ Kahve Molası	15 minutes	
2	Planning and Managing different stages in SWM System  Katı Atık Yönetim Sistemindeki Xarklı Ashamaların Planlaması ve Uygulaması	11:15 – 13:15 (2.0 hrs)	Sahım Tekeli Ögun Çiçek
	Lunch Break / Öđle Yemeđi	1.0 hour	
3	30 years' experiences of working between NGOs and Government.  STK ve yerel yönetimler arasındaki 30 senelik ishbirliđi	14:15 – 16:15 (2.0 hrs)	Prof. Ahmet Akyurek

	tecrübesi		
	<b>Total:</b>	<b>6.0 hrs</b>	
	Discussion for the day Günün Konuların Tartışılması	16:15 – 17:00	
	Visit to Waste Collection Points and to the Office and workshop of the Company collecting the waste.  Katı Atık Toplayan Şirketin atölyesine ve çöp toplama noktalarına gezi.	19:45 – 23:00	

**Day – III, Friday, 30 May 2008**

	Topic/Konu	Duration/ Saat	Instructor/Konuşmacı
1	Waste Management legal issues: Turkey case study  Katı Atık Yönetimi – Yasal Konular, Türkiye Örneği	09:00 – 10:30 (1.5 hrs)	Prof. Coskun Yurteri
	Coffee Break / Kahve Molası	15 minutes	
2	Introduction to European Directives on waste management  Avrupa Katı Atık Direktifler	10:45 – 12:00 (1.25 hrs)	Prof. Coskun Yurteri
	Lunch Break / Öğle Yemeği Friday Prayer / Cuma Namazı	1.5 hrs	
3	Environmental Impact Assessment  Chevre Etki Değerlendirmesi	13:30 – 14:45 (1.25 hrs)	Prof. Coskun Yurteri
	Coffee Break / Kahve Molası	15 minutes	
4	Economics of waste management  Katı Atık Yönetimi İktisadı Boyut	15:00 – 1600 (1.0 hrs)	Prof Coskun Yurteri

	<b>Total</b>	<b>5.0 hrs</b>	
	Discussion Günün Konuların Tartışılması	16:00 – 17:00	

**Day – IV, Saturday, 31 May 2008**

	Topic/Konu	Duration/ Saat	Instructor/Konuşmacı
1	Composting Techniques Kompost Teknikleri	09:00 – 10:00 (1.0 hr)	Azhar Ali
	Coffee Break / Kahve Molası	15 minutes	
2	Introduction to better Project Management  Etkin Proje Yönetimi	10:15 – 12:00 (1.75 hrs)	Azhar Ali
	Lunch Break / Öğle Yemeği	1.0 hrs	
3	Logical Frame Work for better Management  Daha iyi Proje Yönetimi için Mantıksal Chercheve	13:00 – 14:00 (2.0 hrs)	Azhar Ali
	Coffee Break / Kahve Molası	15 minutes	
4	Case study Training about LFW and projects  Mantıksal Chercheve hakkında Chalıştay	14:15 – 16:00 (1.75 hrs)	Azhar Ali
	<b>Total:</b>	<b>6.5 hrs</b>	
	Discussion Günün Konuların Tartışılması		
	City Tour Şehir Turu		

Total 24 hours + Discussion

**Nights stayed in Ankara- 5**

**Day V, Sunday 01 June 2008- Travel to Bursa. Departure from Ankara at 10:00 (7.5 hours travel)**

## **Sunday Night Stay in Mudanya Town of Bursa**

### **Day: VI, Monday June 02 2008**

Bursa Municipality Visit and debriefing about waste management issues.

Visit to Bursa Landfill Site

Visit to Rehabilitated Waste Dump Site and briefing by concerned engineer of the project.

Visit to Waste Sorting Plant

Visit to Waste to Energy Plant

Visit to Waste Collection points in a district of Bursa

Visit to the Private Company that manages the SWM in the city.

Bursa Belediyesine ziyaret ve katı atık yönetim konusunda fikir paylaşması

Bursa katı atık düzenli depolama alanına ziyaret

Reha bilete edilmiş çöp sahasının ziyaret edilmesi

Atık ayrıştırma merkezine ziyaret

Atık tan enerji üretim merkezine ziyaret etmek

Şehirdeki çöp toplama noktalarına ziyaret edilmesi

Şehirde çöp toplayan özel şirkete ziyaret etmek ve konu hakkında bilginin alınması

### **Day VII – June 03, 2008, Tuesday –**

**Visit to Mayor of Mudanya Town Mayor**

**Mudanya belediye başkana ziyaret**

**Travel Back to Ankara, Departure from Bursa at 11:00**

Ankara'ya geri dönüş

### **6.3. Terms of Reference for Hayat NNGO**

#### **Objectives**

The objectives of this phase of the project are as follows:

- Capacity building of members of the Yevlakh and Tovuz municipalities and CSO in terms of sustainable solid waste management strategies and policies.
- To increase the knowledge and capacity of Hayat NGO staff to support the Yevlakh and Tovuz municipality and CSO staff in their sustainable solid waste management projects.

#### **Scope of Work**

The main focus of this phase of the project is to organise a sustainable Solid Waste Management (SWM) training session, to take place in Turkey in May 2008. This will be attended by six members of Yevlakh and Tovuz municipalities and CSO and by two members of Hayat.

The role of Hayat is to facilitate the arrangements for the training in Azerbaijan and to work with the participants to ensure that the training is as productive as possible. The arrangements will include writing to the local authorities, selection of relevant staff, obtaining official permission, assisting with visa and assisting with travel. Upon completion of training, obtain the brief visit reports and submit to PAC.

#### **Task List**

The specific tasks, which Hayat is expected to do are as follows:

- To identify and contact six relevant people within the Yevlakh and Tovuz municipalities and CSO to attend the SWM training session.
- To liaise with PAC and Aqwadem Consulting to arrange dates and timings of the SWM training session.
- To arrange travel from Yevlakh / Tovuz to Ankara for the SWM training session participants.

- To attend the SWM training session in Turkey in May 2008 and to facilitate the attendance of the other participants.
- To follow up the SWM training session by obtaining feedback from the participants
- To facilitate / develop future activities in conjunction with Yevlakh and Tovuz municipality and CSO staff.

### Deliverables

- SWM training session attendees list with designations and contact details
- Transport (Azerbaijan – Ankara RTN) details and costing
- Follow-up report on the training session, verification of expenditures and further work that will be undertaken as a result

### Time scale

No.	Description of task	Completion Date
1	Liaise with PAC and Aqwadem Consulting to set dates for SWM training session	23 <sup>rd</sup> March 2008
2	Contact with the municipalities and identify and contact six relevant members of Yevlakh and Tovuz municipalities and CSO	6 <sup>th</sup> April 2008
3	Confirm attendees list, with designations and contact details	12 <sup>th</sup> April 2008
4	Arrange visas (if necessary) and transport to Ankara from Yevlakh / Tovuz / Bakü	19 <sup>th</sup> April 2008
5	Attend SWM training session	May 2008 – exact dates to be arranged
6	Follow up report on training to PAC	+ 2 weeks after end of training session
7	Plan / develop possible future activities with participants in training session and other relevant staff at Yevlakh / Tovuz municipalities and CSO and submit with the report	27 <sup>th</sup> June 2008

## **Staff**

Vusal Rajabli, Project Manager

- Liaises with PAC and Aqwadem Consulting on training dates and contents
- Co-ordinates Hayat's work and responsibilities
- Ensures work for which Hayat is responsible is completed on time

Natella Guliyeva, Project Manager

- Liaises with relevant members of Yevlakh and Tovuz municipalities and CSO
- Facilitates travel and logistic arrangements for participants to attend SWM training session
- Attends SWM training session
- Works with Yevlakh and Tovuz municipality/CSO staff to identify ways forward to improve SWM practices in their towns

Amil Mammadov, Environmental Officer

- Liaises with relevant members of Yevlakh and Tovuz municipalities and CSO
- Attends SWM training session
- Works with Yevlakh and Tovuz municipality/CSO staff to identify ways forward to improve SWM practices in their towns

## **6.4. Terms of Reference for Aqwadem Consulting**

### **Objectives**

The objectives of this phase of the project are as follows:

- Capacity building of members of the Yevlakh and Tovuz (Azerbaijan) local authorities in terms of sustainable solid waste management strategies and policies.
- To increase the knowledge and capacity of Hayat NGO (Azerbaijan) staff to support the Yevlakh and Tovuz local authority staff in their sustainable solid waste management projects.

### **Scope of Work**

The main focus of this phase of the project is to organise an 8-day sustainable Solid Waste Management (SWM) training session, to take place in Turkey in May 2008. This will be attended by six members of Yevlakh and Tovuz municipalities and CSO and by two members of Hayat.

The role of Aqwadem Consulting is to facilitate the arrangements for the training in Turkey, to run the training session in Ankara and site visits in Bursa and to work with the participants to ensure that the training is as productive as possible.

The training will consist of 4 days lectures based in Ankara, covering areas such as stakeholders, legal and regulatory frameworks, economics, and technical aspects of various techniques and 4 days of site visits in Bursa, visits to include a landfill site and a waste-to-energy facility.

The arrangements for the training will include all local costs (including accommodation and subsistence, travel when in Turkey, entrance fees).

### **Task List**

The specific tasks, which Aqwadem is expected to do are as follows:

- To liaise with PAC and Hayat NGO, Azerbaijan to arrange dates and timings of the SWM training session.

- To liaise with PAC on the content of the SWM training session.
- To arrange accommodation for the participants in Ankara and Bursa.
- To arrange all travel for the participants in Turkey.
- To run the SWM training session in Ankara and Bursa.

### **Deliverables**

- SWM training session final timetable
- Deliver training course

### **Timescale**

<b>No.</b>	<b>Description of task</b>	<b>Completion Date</b>
1	Liaise with PAC and Hayat NGO to set dates for SWM training session	4 <sup>th</sup> April 2008
2	Finalise content of SWM training session (in collaboration with PAC)	11 <sup>th</sup> April 2008
3	Confirm accommodation and travel arrangements with PAC	25 <sup>th</sup> April 2008
4	Run SWM training session	May 2008 – exact dates to be arranged