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I. INTRODUCTION

The cleaner Production Regional Award is jointly promoted by the Central American Commission for Environment and Development (CCAD) and the Environmental Authorities of the Central American countries and Dominican Republic.

This Set of Instructions summarizes the necessary basis to participate in the Award, and was designed to provide the necessary instructions for the participation of the firms in the contest. The information presented here is further explained in the Award Regulations which can be accessed in the official website at: www.ccad.ws/premio/.

Also, these Instructions contain a general guide for the candidates to develop the participation report, which is the key element to contest. This guide aims at the homogenization of the data structure that each firm must submit and which will facilitate the work of the Regional Technical Evaluation Committee and the Jury at the time of assessing each project.

II. OBJECTIVES OF THE CP REGIONAL AWARD

a. General Objective

Stimulate the enterprises of the Central American Region and Dominican Republic to implement Cleaner Production practices as a tool to improve the environmental performance and increase competitiveness.

b. Specific Objective

Give public recognition to firms that innovatively and continuously commit themselves to improve their environmental performance through successful implementation of Cleaner Production practices, programs, and projects.

III. WHAT IS CP?

“CP is defined as the continuous application of preventive environmental strategies integrated to processes, products, and services in order to increase eco-efficiency and reduce risks to humans and to the environment” (UNEP).

CP calls for the modification of attitudes, development of a responsible environmental management, creation of adequate policies, and incorporation of technological options to prevent pollution at the source of origin.

Within the Environmental Management, the purpose of CP is the prevention and reduction of environmental impacts, encouraging and facilitating an increase in competitiveness and the environmental performance of enterprises.

IV. WHAT IS THE CP REGIONAL AWARD?

Is the recognition -across the whole region, given to firms that put forth efforts for a continuous improvement of their products, processes, and services, based on a preventive approach for a better environmental performance and increase competitiveness.

The winning firm receives a statuette and a diploma during a solemn public ceremony with the presence of regional authorities, as well as the dissemination of the name of the firm through regional communication strategies.

V. BENEFITS OF THE CP REGIONAL AWARD

The benefits received by the winning firms are:
Recognition by the society of the upstanding contributions to conservation and sustainable development by the CP measures that are being recognized and promoted through the Award.
Contribution to an improved position in the marketplace that





offers the opportunity to give additional preference to the product or service offered by the winning firm, when utilizing the prize as a competitive plus in publications, advertisement, etc.

Free dissemination of the name of the winning firm by the stakeholders of the contest, as a firm that is responsive to the needs of the environment and the society.

VI. HOW TO PARTICIPAT?

A representative of the interested firm should obtain the inscription form and these instructions in order to register the firm to participate in the contest. The documents are obtained at the National Technical Secretariat, or downloading them from the website of the contest at: www.ccad.ws/premio/.

The firms must submit the inscription form and the subscription report based on the instructions¹, not later than July 15, 2010 in the offices of the National Technical Secretariat (two hard copies and two electronic copies), which may also be sent through the website: www.ccad.ws/premio/.

VII. WHO MAY PARTICIPATE?

Central American firms from all the productive and services sectors, classified by size: small, medium, and large, may participate. These firms will have to:

1. Demonstrate that they have improved their environmental performance through a range of preventive strategies and were able to reduce negative environmental impacts while complying with current environmental legislation.
2. Present projects that have been developed during the previous three years.
3. In the case of multinational firms, be able to demonstrate that the CP project was fully developed in a country qualified for the award.

¹ Note: The application may be entered with the inscription form at the same time or later, provided that this is done within the stipulated period (deadline is July 15, 2010). It is recommended that the firms fill out the inscription form at the beginning of the period and later submit their inscription.

VIII. AWARD CATEGORIES

- **Materials:** Include all the projects focused on eco-design techniques, materials, and/or waste reduction, optimization of productive processes, recycling, and solid waste management, hazardous materials, and/or substance substitution or reduction, among other options applied to the input or output of processes, except water.
- **Water:** Includes projects focused on techniques for reduction of water consumption, water re-use and/or recycling, effluent reduction, and reduction of effluent pollution load.
- **Energy:** Includes all the projects focused on energy efficiency and renewable energy.
- **Management systems:** Firms that have environmental management systems in place and that show the incorporation of environmental performance policy and mechanisms in the process, thereby obtaining an effective and continuous improvement of the performance indicators regarding significant environmental issues.

IX. RELEVANT STAKEHOLDERS IN THE PROCESS

The relevant stakeholders of the awarding process are:

- **Candidates (C):** Any small, medium, or large-size goods or services provider located in the Central American area and Dominican Republic, that applies for the participation in the contest.
- **Evaluation Panel (EP):** Is the group holding maximum authority in the selection of the winning candidates, and which will be composed by:
 - The Ministry of Environment of the country presently holding the pro-tempore presidency;
 - One CSUCA (Central American University High Council) representative;
 - One FECAICA (Central American Federation of Industrial Chambers and Associations) representative;





- One representative from an international cooperation agency in the field of environment for the entire Central American region;
 - Two high level representatives from public or private sector institutions presently working on CP issues in the region; and
 - The Regional Technical Secretariat can nominate one member of the Evaluation Panel if necessary.
-
- Regional Technical Secretariat (RTS): Represented by the CCAD, which may be (but not necessary) under its leadership, with technical support from an agency or organization that performs the regional coordination of the contest.
 - National Technical Secretariat (NTS): Led by the Ministry of Environment of the country; may receive support from a technical organization with extensive experience in CP matters, such as technical and logistics issues.
 - Technical Assessment Committee (TAC): Composed by a group of six to ten professionals, previously selected by the National Technical Secretariat. This Group will conduct the technical assessment of the participating projects.

X. INSTRUCTIONS TO DEVELOP THE APPLICATION REPORT FOR THE CP AWARD

Firms interested in participating in the CP Regional Contest should submit an exhaustive report describing the approach, implementation, and results obtained in the application of CP in their operations.

This report should follow the guidelines regarding format, chapters and issues to expose in this document. The report should be clearly written, and tables, figures, photographs, and diagrams, among others, should be of prime quality.

It should be noted that during the assessment, the TAC will take into consideration the presentation of the documents in regard to format, sequence of the stages and issues, clarity of information, style, and quality of tables, graphs, photographs, and diagrams.

Annex 1 shows the format the firms must follow in the application report. Below is a description of the information that is expected to be contained in each part of the structure of the report:

A. Chapter 1: GENERAL INFORMATION ABOUT THE FIRM

Under this chapter, the company should present a general description of the business activity. The company report should also include data describing the firm, such as: commercial name and legal name of the company, country, economy niche where the company is situated (Sector), name of the project submitted, participation category, name of contact, number of employees, among other important facts. For the presentation of this data, the participating company should follow the format provided for the contest shown in Annex 1.

The reasons that led the company to implement CP efficient practices should also be explained in this part of the report.

B. Chapter 2: INFORMATION ON THE PROJECT

In the second chapter, the participating firms should indicate the complete title of the project and the category where the project should be assigned, briefly and clearly describing the means the company used to identify and conduct the planning of the CP efficient practices, including:

- **Management Commitment:** Describing the commitment of the company management with efficient CP practices, whether the firm internally follows any environmental policy, or whether the firm has any environmental component in place within the institutional framework.





- **Composition of the work team:** Information should be provided about having a CP work team in the company, as well as the procedure that was followed to select the work team, indicating names of people in the firm involved in the implementation, academic degree, position in the company, and years working in the company. Also, it may also be specified whether the person has been instructed on CP issues through formal training, discussions, among other specific activities facilitated by the firm before conducting the project. Indication should be given whether the firm received any technical assistance to develop the CP project.
- **Definition of the problem:** The problem that was analyzed and solved through implementation of the CP project will be described here, indicating how the working team identified the problem with possibilities to be corrected through preventive CP strategies. The methodology used to diagnose such problems and thus determine the priority levels employed should also be mentioned.
- **Criteria used to select the alternatives:** The criteria used to select CP alternatives should be explained in terms of economic, environmental, and technical benefits, as well as in terms of performance indicators, or any other alternative benchmarking tool that led to the final recommendations for the adoption of such practices.
- **Implemented options:** Here, the CP practices that compose the proposed project (buildings, technology, arrangements, calibrations, tests, measurements, operator capacity building, among others) are described.

C. Chapter 3: RESULTS ACHIEVED

In order to best assess the projects, information should be included about the situation before and after the implementation of the described CP project, in regard to water consumption, energy, materials, solid waste generation, or waste water, among other impact aspects in accordance to the area of intervention that the firm is proposing. Indication should be made regarding the starting year when data was first considered, date of implementation of the project, and what is the percentage of reduction after implementation. (See Annex 1: Form for the application report).

In this same chapter, and in order to know the profitability of the project, the company should indicate the period of recuperation of the overall investment made for the implementation of the project, economic savings, and percentage of savings over sales.

The existence of other qualitative or quantitative benefits associated to the development of the project, if any, must be indicated.

D. Chapter 4: CONTINUOUS IMPROVEMENT

In this chapter, the description of the following aspects is discussed:

Indicators Monitoring: The indicators set in place by the firm, such as: employees, measurement frequency, and decisions made by the firms, should be mentioned under this heading.

New options: In case that any new options exist, identified as a result of the monitoring, recommendation is made to discuss them under this heading, in order to document opportunities for continuous improvement.

Barriers: Barriers found during the implementation of CP efficient practices, as well as mechanisms identified to overcome these barriers, should be mentioned under this heading.





Lessons learned: Lessons learned during the implementation of the Project.

E. Chapter 5: OTHER IMPACTS TO THE PROJECT

Other impacts caused by the project, and if stakeholders outside of the firm were involved, will be discussed in this chapter: access to new markets, company image improvement, legal compliance improvement, involvement of other stakeholders, social impact (environmental education, support to charity organizations, increase in employment rate, others).

The firm should indicate if the development of the project has been taken as an example for the execution of other similar projects developed within the same company or by other actors, how the firm communicates the achievements or results, and whether the project produces social impact.

F. USE OF ANNEXES

Annexes containing supplementary information to support the contents of the stages previously described may be included.

It is important that the participants use a clear language to orientate and direct the Technical Assessment Committee (TAC) that later will conduct the inspection and assessment work.

XI. PARTICIPATION REQUIREMENTS

- All the participating companies, from either public or private sector that have implemented a CP project should provide data that proves its size as a function of the number of employees and the level of income.
- Should be able to demonstrate that are properly registered in the Public Register of the country and that are up to date with their employer responsibilities and taxes redemption.

- Businesses owned by a person in the Qualifying Jury will not be able to participate, save that such person renounces to his/her responsibility in this award and is officially substituted before the beginning of the awarding process.
- To be free of penalty for legislation non-compliance.

Based on the above requirements, the participating firms should submit the following documentation:

1. Registration Form, which may be submitted through the website previously indicated: www.ccad.ws/premio/.
2. Certification of fiscal and social security obligations compliance
 - Invoice or certification of Fiscal compliance issued by the corresponding authority.
 - Cancelled invoice, or payment certification of employer's payment of social security obligations issued by the corresponding authority.
3. Sworn statement of compliance and free of penalty for non-compliance of the environmental legislation (see participation instructions).
4. Application report issued by each participating firm (two each printed and digital copies).
5. Any support information that the company considers of importance such as laboratory reports, photographs, certifications, figures, and drawings that the company considers useful to demonstrate the environmental benefits derived from the CP implementation, based on the information submitted in the Registration Report.
6. Written statement indicating that formal submittal of the Registration Report has been made will be sent to the National Technical Secretariat.





XII. CLASSIFICATION OF FIRMS

Small enterprise: Any economic unit having up to 50 employees, with annual sales up to an equivalent of 4,762 minimum urban salaries, excluding firms that have annual sales below the equivalent to 476.2 minimum salaries with 10 or less employees.

Medium enterprise: Any economic unit having up to 100 employees, with annual sales up to an equivalent of 31,746 minimum urban salaries, excluding firms that have annual sales below the equivalent to 4,762 minimum salaries with 50 or less employees.

Large enterprise: Any economic unit having up to 101 employees, with annual sales higher than described in the previous category (Medium enterprise), excluding firms that have annual sales below the equivalent to 31,746 minimum salaries with 100 or less employees.

XIII. ASPECTS ASSESSED IN THE EVALUATION OF PROJECTS

The evaluation criteria for the projects submitted are classified according to the stages of the participation report. This allows to assess the firms not only under the scope of the implementation of a CP practice or technology, but also for the effective implementation of cleaner production as a management tool and for continuous improvement of its environmental performance.

In this regard, the general criteria to assess the stages of the report are the following:

I. Information on the Project	
	1.1 Management commitment
	1.2 Involvement of employees
	1.3 Environmental, technical, and economic basis to select a project as best CP solution.
	1.4 Level of innovation of the project.
II. Results Achieved (by category)	
	2.1 Reduction of Environmental Impacts caused by the relevant process.
	2.2 Economic profitability.
III. Results achieved (for Environmental Management Systems category)	
	3.1 Reduction of Environmental Impacts through the implementation of the environmental management system.
	3.2 Effective implementation of the elements that compose an Environmental Management System, taking ISO 14001 as reference.
	3.3 Economic profitability.
IV. Continuous Improvement	
	4.1 Monitoring and follow-up mechanisms of results.
	4.2 Identification of opportunities for continuous improvement.
V. Other Impacts of the Project	
	Additional benefits in terms of market, social, other.



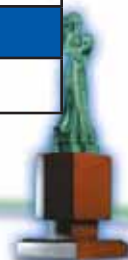


ANNEX 1: CANDIDATE INSCRIPTION FORM

Name of Project Submitted:
Date of Inscription:
Category:
<input type="checkbox"/> Water <input type="checkbox"/> Energy <input type="checkbox"/> Materials <input type="checkbox"/> Environmental Management System
Size of Participating firm:
<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large
Information on the Firm
Name/Legal Name:
Country, physical address to conduct a field visit:
Telephone/Fax:
Postal Code:
Electronic Mail:
Name of General Manager:
Name of Contact person:
Position of Contact:
Telephone :
Electronic Mail:
Activities
Economic branch:
Number of employees:
Percentage of professional and technical staff:
Market coverage of the firm: <input type="checkbox"/> National <input type="checkbox"/> International

ANNEX 2: FORMAT FOR INSCRIPTION REPORT

Chapter 1: GENERAL INFORMATION ABOUT THE FIRM	
Name (Legal Name) of the company:	
Economic branch (Sector):	
Country:	
City:	
Total number of employees:	
Years operating:	
Mission:	
Vision:	
Values:	
Certifications and prizes obtained:	
Sales:	
Production:	
Motivations for implementing CP:	
Chapter 2: INFORMATION ABOUT THE PROJECT	
Name of the project being presented:	
Category in which will participate:	
Management commitment:	
Composition of the work team:	
Definition of the problem:	
Criteria utilized to select alternatives:	
Implemented options:	
Chapter 3: RESULTS ACHIEVED	
Situation before CP	Situation after CP





Production:	Production:
Water consumption in m3:	Water consumption in m3:
Electric energy consumption (Kwh/year):	Electric energy consumption (Kwh/year):
Thermal energy consumption(Lts, Gal):	Thermal energy consumption(Lts, Gal):
Generation of solid, liquid waste (Kg, m3):	Generation of solid, liquid waste (Kg, m3):
Other benefits	Other benefits
Percentage of reduction	%
Water	
Electric energy:	
Thermal energy:	
Waste (kg, m3)	
Economic profitability	
Period for return of investment:	
Savings achieved USD \$:	
% of savings:	
Chapter 4: CONTINUOUS IMPROVEMENT	
Indicators used by the firm:	
New CP options to be implemented:	
Obstacles found:	
Lessons learned:	
Chapter 5: OTHER IMPACTS OF THE PROJECT	
Access to new markets:	
Other Impacts:	