

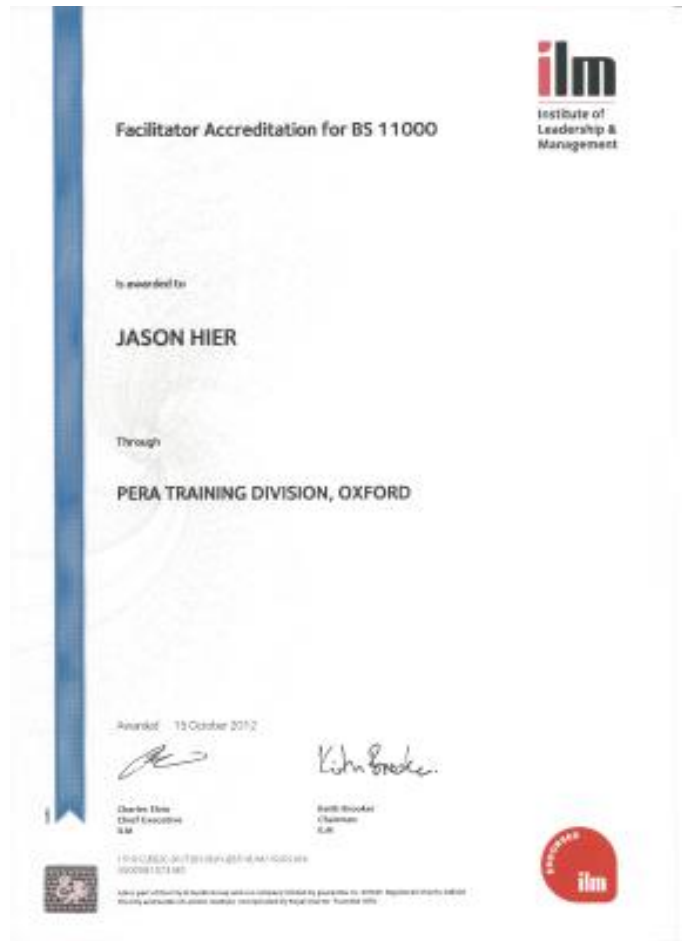
2020

ISO 44001 Gap Analysis 1 Day Workshop

ISO 44001 Gap Analysis Workshop Agenda and Associated Costs

Before you start putting ISO 44001 to work in your business and with your chosen partners, complete a 1 Day Gap Analysis Workshop to identify what you have in place already. You will have an opportunity to complete an initial gap analysis using our online, highly visual and collaborative ISO 44001 Collaboration-as-a-Service (CaaS) platform so you get the maximum benefit and output from the workshop.





I look forward to collaborating with you and putting ISO 44001 collaborative business relationship framework specification to work in your business and with your chosen partners.

Sincerely

Jason Hier



The workshop has three parts and is described below:

1. Pre workshop
2. Workshop
3. Post workshop

Pre Workshop Activities

There are 94 specific Clauses within the ISO 44001 Gap analysis that need to be reviewed. This means that on average 5 minutes can be spent on each clause to complete the gap analysis within an 8 hour workshop. However, this is not realistic and restricts the necessary interaction on certain clauses as well as not being very exciting. To facilitate a more dynamic and productive workshop there are some pre workshop activities we will complete together, online.

The ISO 44001 Gap Analysis will be shared with you online before the workshop so you can start to familiarise yourselves with the clauses and start to Add Comments and links to processes, procedures and systems you already have and could be utilised, to comply with the clause. Remember, ISO 44001 is a framework specification, and the main objective is to utilise what you have in place already and minimise the amount of extra documentation, procedures and systems to be created and completed unnecessarily.

Each of you will be asked to Vote “Like” or “Dislike” on each of the clauses before the workshop. Note: You will be shown how to do this online via a video.

- **Like** – this means you think you have a process, procedure and or system (ISO 9001) in place with people who are trained and capable of completing it, which addresses the requirements of the ISO 44001 clause.
- **Dislike** – this means that you think there is no process, procedure and or system in place and or have no people with the necessary collaboration capability and experience to address the requirements of the specific clause

The aim here is to look at these clauses and “**quickly**” make a decision and add a comment as to why you voted “Like” or “Dislike”. For example in Clause 3.1 it identifies the need for a Senior Executive Responsible for collaborative business relationships. This may exist already and is documented in an existing procedure and has people in place. In this case you would vote “Like”, make a comment and reference the procedure so we have evidence of compliance.

Before the one day workshop, each of these clauses will be moved (by myself) into either Compliant (Like Vote) or the Non Compliant (Dislike Vote) sections of the compliance grid. This will save a lot of time and will allow us to review each clause with Your information and feedback already in place so we can collectively discuss, review, update as necessary and agree what the next steps are.

The objective will be twofold:

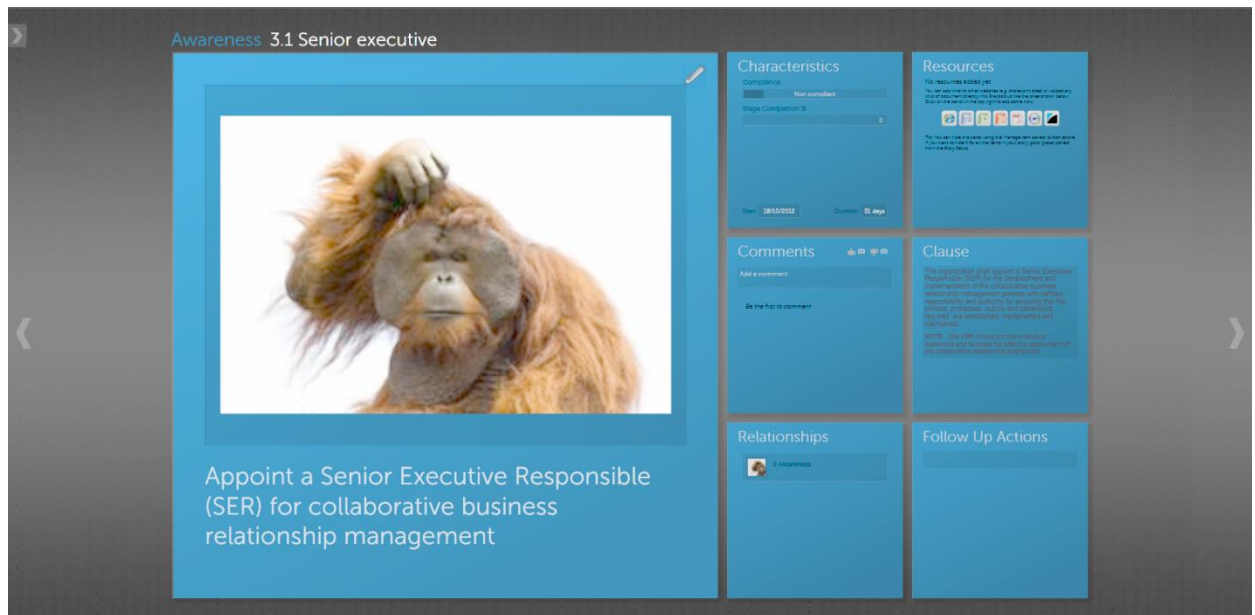
1. Complete the Gap Analysis
2. Co-create an ISO 44001 Action Plan – Visual Collaboration Roadmap

Workshop Activities

Using your completed ISO 44001 compliance grid, we will review each of the stages and specific clauses in the following way:

1. Review the voting of each clause in each stage
2. Review the clause and confirm that we are in agreement with its “as is” compliance status by:
 - a. Referring to the comments
 - b. Reviewing the documents, processes, procedures and or people that have been identified and provided as evidence
 - c. Confirm and agree the compliance status
 - d. If it is non compliant decide if it is “minor” and update the clause as required
 - e. Capture additional comments where necessary
 - f. Record follow up actions in the clause – use the specific panel in the Clause
 - g. Assign a person/function responsible
 - h. Agree a start time and estimate how long to complete if non compliant
3. Follow Up Actions – at the end of each review the follow up actions will be captured and recorded in the panel marked “Follow Up Action”.

Each Clause has multiple panels which are shown below and will be used and updated during and after the workshop.



The following page outlines the timing of the one day workshop.

The workshop format is broken down by stage with an estimated time based on the number of clauses that need to be reviewed.

9:00 Introductions – An overview of ISO 44001 Gap Analysis Workshop and the initial compliance status based on the voting

9:30 Stage 1 Awareness (14 Clauses) – What do you have in place currently that shows what areas you need to focus on and align with your business strategy to verify collaborative working is appropriate for you

10: 15 Coffee Break

10:30 Stage 2 Knowledge (26 Clauses) – What collaborative working is in place and right for you, what specific strategies and risk management exist and can be used to deliver the agreed outcomes

11:45 Stage 3 Internal assessment (11 Clauses) – working collaboratively means you need to understand your weaknesses and strengths from an organisation and people perspective. Determine what current HR Learning and development procedures and systems are used to understand the “soft issues” and establish your collaboration profile and what your ideal partner would look like.

12:15 Stage 4 Partner selection (9 Clauses) – what processes are in place to help you to identify potential collaborative partners, understand their collaborative profile, what is the selection process, establishing common objectives and the type of negotiation strategy used to select a partner

12:45 Lunch

1:15 – Stage 5 Working together (28 Clauses) – what are the joint ways of working, organisational structure and people competency, roles and responsibilities, joint risk management, communication, knowledge plan and

process improvement review that currently are in place within the ISO 9001 QMS.

3:00 - Stage 6 Value creation (8 Clauses) – what tools and groups are used to develop a joint value creation process using “innovation groups”, to identify areas for improvement. Are there definitions of value in place and processes to learn from experience and generate innovative ideas?

3:30 Tea Break

3:45 Stage 7 Staying together (10 Clauses) – What do you currently use to jointly measure and monitor, provide management support for value creation, innovation, managing behaviours and trust including issue resolution and maintaining a joint exit strategy.

4:30 Stage 8 Exit strategy (8 Clauses) – Is there established boundaries, processes for monitoring changes and establishing triggers that initiate the end of a relationship. How is business continuity maintained with an effective transition during the exit leaving the “door open” for future opportunities

5:00 Gap Analysis Follow Up Action- Review the ISO 44001 Action Plan and agree the post workshop activities, including prioritisation and person responsible.

5:15 After Action Review – Review workshop, what worked well before and during the workshop and what could be improved.

5:30 Finish

Post Workshop Activities

A post workshop review will be completed online or if possible at your offices/facility. This will take 5 to 10 days after the workshop

1. Review follow up actions and agree any updates
2. Prioritise each clause online against importance with regards to gaining certification and difficulty to complete. Assign person accountable for follow up actions
3. Update Timeline as shown below – please note the dates shown below are just an example.



Figure 1: R-CaaS Collaboration Roadmap/ISO

ISO 44001 Gap Analysis 1 Day Workshop

Costs

The cost for a One Day ISO 44001 Gap Analysis Workshop to be conducted at your organisation facility/site or remotely online is £400 per participant excluding VAT and expenses.

A minimum of 3 people.

This includes course templates and an online ISO 44001 Gap Analysis template for you to use during and after the workshop. Further ISO 44001 templates and support can be provided upon request for an additional cost.

If a separate venue is required this can be arranged and charged separately.

Expenses

Expenses will be charged at cost and will typically include travel, hotel and subsistence where appropriate.

Terms and Conditions

Please find attached Roelto terms and conditions of sale.

Workshop Confirmation

If you would like to confirm your workshop, please complete the following table below and either email or FAX back. Thank you.

Date of Workshop:	
Number of Workshop Participants	
Your Details	Name: Email: Contact Number: Address:
Workshop Location	
Internet available (Yes or No)	
Purchase Number	
Approval Signature	

Contact Details:

Jason Hier

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F: +44 (0) 208 8181 4748

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Commercial Terms (Version 001)

This Proposal has been prepared on the basis of and is subject to the Commercial Terms below:

Commercial in Confidence

This proposal has been issued in confidence and remains the intellectual property of Roelto. Nothing contained within this proposal either grants or purports to grant a licence to any party entitling them to reproduce, copy, extract, or communicate in any form whatsoever, the content, ideas, formats, proposals, calculations or the like, to any third party.

Validity

This proposal is valid until **ENTER DATE**, then, once accepted, will remain valid subject to completion by **ENTER DATE**

Purchase Order & Terms Acceptance

These terms are deemed to override any contrary terms and conditions contained in the Client Purchase Order except where specifically negotiated and agreed in writing by an authorised Roelto Ltd signatory prior to the signing of the agreement.

The work will only be commenced after receipt and written acceptance by Roelto of a valid Purchase Order or authorised written instruction from the client received by email, post or fax, confirming acceptance by the client of these terms. Any agreed amendments to these terms must be specifically referred to on the Client Purchase Order.

Taxes Excluded

The fees exclude VAT, other taxes and statutory duties, which may apply.

Treatment of Expenses

The fees exclude all expenses (e.g.: for travel, accommodation, meals, courier charges and any other relevant costs and per diem allowances) associated with the project. All such expenses will be invoiced to the Client at the cost incurred by Roelto.

Invoicing Pattern

The fees will be invoiced in the following way:
Reimbursable fees will be invoiced monthly in accordance with the actual time incurred; or
Fixed fees will be invoiced in stages.
The expenses will be invoiced monthly as actually incurred
WaaS subscription monthly or annual depending on subscription
sharpcloud subscription monthly or annual depending on subscription

Payment Period & Details

Payment will be due within 14 days of the date of the Roelto invoice by direct interbank transfer to Roelto's bank account, the details of which are as follows:
Barclays Bank PLC
Ealing Broadway Branch
Ealing
LONDON
W5
Payment is in Pounds Sterling: Sort Code: 20 – 27 – 48
Account name: Roelto Ltd
Account number: 03042073

Roelto will charge interest on all amounts overdue at the rate stated upon the invoice. Without prejudices to such right to charge Interest Roelto, may suspend or terminate the Services by issuing formal notice to the Client advising of breach. Roelto shall not be obliged to recommence the works and or services until sums due are received.

Liability Limitation

Roelto's liability is strictly limited to the value of the fees paid. In no circumstances shall Roelto accept liability whether based upon contract strict liability, tort (including negligence) or otherwise, for any damages for economic loss including loss of profits direct or indirect or for any, indirect, incidental, consequential or special damage of any nature whatsoever, including loss of use, loss of revenue, lost profit and loss of business opportunity or liquidated or unliquidated losses.

Jurisdiction

This Proposal, and any subsequent agreement, which may arise, will be construed in accordance with and be governed by the law of England and Wales and be subject to the jurisdiction of the English Courts.

Full Scope and Continuity of Work

This Proposal is based upon the full scope of work being carried out in one continuous uninterrupted assignment. Any fee breakdown shown is for invoice guidance purposes only and Roelto will not undertake any individual sections of the work for any unit prices, which may be indicated.

Additional Charges

Roelto reserves the right to make a charge for:
a) Any preparation or interim work already carried out, in the event of cancellation by the client after placing the order.
b) Works and materials not described in the Proposal.
c) Abortive visits to and unproductive waiting time on site for Roelto personnel where created by circumstances beyond our control.

Translation Exclusion

All work will be undertaken in the English language. Any translation of documents, or interpretation during meetings, which may be required, will be specifically agreed in writing beforehand with the Client and be a reimbursable expense in accordance with the Treatment of Expenses clause above.

Copy Limit

1 hard copy of any deliverable document produced by Roelto for this project will be issued to the Client as standard. Any additional hard copies requested by the Client will be subject to an additional cost to be mutually agreed and this will be a reimbursable expense in accordance with the Treatment of Expenses clause above.

Personnel

It is agreed that the Client will not approach Roelto personnel or make an offer of employment or recommend to any other party within 2 (two) years of this agreement finishing. Should this clause be breached, the Client agrees to pay Roelto 1 (one) year's recoverable fee.

Copyright

All deliverable documents produced by Roelto during this project will remain the sole property of Roelto until paid for by the Client in full. Copyright will remain vested in Roelto.

Health and Safety

The Client must take all precautions, which as a minimum must be in line with current legislation, to secure the health, safety and welfare of all personnel (including contractors) whilst on the Client's site. Roelto reserves the right to withdraw personnel from the Client's site should the health, safety and welfare of any personnel on site not be met

Assignment and Third Party Rights Exclusion

This proposal and any subsequent agreement which may arise cannot be assigned nor transferred to any other party and nothing within this proposal and any subsequent agreement which may arise will confer or purport to confer on any third party any benefit or the right to enforce any term contained therein.

SharpCloud

Roelto is a SharpCloud Business Partner and authorised reseller of SharpCloud. All WaaS and sharpcloud subscriptions are subject to the SharpCloud terms and conditions
<http://www.sharpcloud.com/terms.html>

WaaS – Workshop as a Service

Subscriptions are either monthly or annual. If subscribed on a monthly subscription, the number of facilitation and hours will be on pro rata basis. If additional hours are required these can be purchased separately. A monthly account of hours used and remaining will be provided. Unused hours at the end of a subscription period will not be rolled over. This does not include one off workshops which will be paid as per the specific workshop proposal.