

ENVIRONMENTAL MANAGEMENT SYSTEM MODEL FOR ENTREPRENEUR PROCESS

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Abstract:

Entrepreneurs of all kinds are increasingly concerned with achieving and demonstrating sound environmental performance by controlling the impacts of their activities, products and services on the environment, consistent with their business policy and objectives. The entrepreneur is directed towards the implementation of core competencies. It is of vital importance one can recognize new market opportunities and is able to adjust the organisation and all the resources for the realisation of these new opportunities. Entrepreneur process is complex therefore the entrepreneur has to improve the management as an organisational mechanism while creating a new product or offering new services. Because in the context of increasingly stringent legislation, the development of economic policies and other measures that foster protection, and increased concern expressed by interested parties about environmental matters and sustainable development. Such management, which is based on ever changing customer's requests, has to be efficient and respond promptly to market needs. Today's tough market competition requires a balanced management equally relating to entrepreneurship and administration. Environment management in e-office as a major tool in the implementation of support services in the entrepreneur process is adequately connected to the tasks of the entrepreneur in the entrepreneur process. It is very important that support services in document management are seen as an advantage and a new opportunity.

Key words: entrepreneur, business, environment management, organisation, e-office

1 Introduction

Little and medium-sized companies present majority of companies in EU. Owing to complexity of activity in conditions of free market economy the business is guided to excellence of products and to satisfaction of users. Permanently modifying demands regarding changing of enterprise practice, as consequence of market competitiveness dictate to entrepreneur complete solving of problems. Moreover it is very important to consider legislative frames of enterprise activity, particularly adapting of Slovene legislation to legislation of EU, that becomes all more extensive. The New Law about protection of environment of Republic of Slovenia places before entrepreneurs new demands and considerations of sustainable development.. Projects of introduction of contemporary manners of management into little and

middle-sized companies became urgent need because of challenges of free market economy. Different grips and organizational knowledge, systems of administration of quality, treatments with environment, process attitudes to users, project management, decentralizations, delegations, management with human sources, etc. request instead of one-sidedness complete and more points of view of business process. Again the complete system of administration of business enforces, which consider professional, more aspect knowledge as well as more aspect, professional, more extent treatment in making decisions. Environmental point of view of enterprise process is taking over important submission. Still particularly lately against accepting European legislation in Slovene enterprise practice. Against this permanently and incessantly modifying demand of users and normatively field of business demand lightning quick

responding and adapting.. Company ART-K made strategic development programme of “environmental bookkeeping“. At this is fundamental starting point descended from needs of business subjects and of role of little and middle-sized companies.

With intention the project e-office.info was realized, as tool to help at administration of support service of enterprise process. E-office in suitable manner connects with tasks of management of company with professional part of guidance of certain contractual support orders of business. It is a complete business information system that is based upon more aspects and expert creative cooperation of all to business engaged collaborators.

2 Features of business of entrepreneurs

Social science as management engages in behaviour of people and institutions. Individuals are leaned to work or act as assumptions dictate them. The most important at this is that the reality of natural science therefore physical environment and his legalities almost do not change (and if they do change it needs million of years and not decades) while such “natural legalities” do not exist in social environment. Social environment is subject to incessant changing. So we can say that in social science, as it is management the basic assumption is one of the most important thing. The changing of basic assumption is even more important [1].It goes for all business systems on one alone global market. Also the largest world companies, even the most successful among them, must because of the always more unpredictable changes on market and of quick development of science and technology accept principles of variable business and organization management if they want not to be eclipsed by companies that are prepared to do it [2]. Restraining of business enterprise process should be simple and simple because of possibility of adapting to market demands at the same time it is complex and complete. Enterprise process is complex and dynamic process which is complete and highly individualized that is why it is hard to understand it and still more heavily to restrain without complete system thinking [3]. Right because of complexity of activity in conditions of global market competition the business will be guided to excellence of products and satisfaction of users. Permanently modifying demand regarding changing of enterprise practice as consequence of market competition dictate to entrepreneur complete solving of problems. It is important how the knowledge will influence on the organizational development of business process. Knowledge, it's incessantly and

permanently updating in one of the main challenges of contemporary management It goes for learning management that with knowledge foresees possible changes and with changes creates learning companies.. Learning company means ability of creation, acquiring and transmission of knowledge as well as changing of knowledge on all levels, in learning company everybody is worker of knowledge. [4]. Management is namely responsible for creation, acquirement and transmission of knowledge, so that he could control business process and transform the organization into guidance of changes. Guide of changes sees in the changes opportunities. Guide of changes seeks for changes, he knows how to find out useful changes and he knows how he will make them efficient outside the organization as well as inside the organization. [1] . In centre of business enterprise process are placed people as owners and users of their knowledge, abilities and skills, they incessantly seek and recognize business opportunities As business opportunities change incessantly and exist only inside certain time frame it is necessary:

- That the entrepreneur recognizes them in time,
- Evaluates their potential for creating profit,
- Estimate the size of risks,
- Identifies and gathers necessary sources for their exploiting and
- Organises gathered sources so, that they are capable of exploiting business opportunity [1]

3 Legal aspects of managing with environment

European community works on basis of overstate European law, which is base of all contracts signed in Maastricht and Amsterdam 1988/99. European law includes all laws as executive documents, which have with time occurred in EU. There are twenty thousand separate legislative acts. Slovenia will have to place them into its own state legal order in whole. Also the protection of environment, whose bases were already in whole placed in Unified European Act. The starting point presents understanding that nature and environment are values which need to be protected. Protection of environment is component part of foreign, economic and social policy, based upon principle of prevention and „producer pays“.[2]Essentially on field of protection of human

rights is the right of residence in healthy environment and duty of protecting that environment for achievement of sustainable development.

Republic of Slovenia passed fundamental legal frame of administration with environment with law about protection of environment, This law is arranging protection of environment before burdening as fundamental condition for sustainable development and in this frame determines basic principles of protection of environment, measures of protection of environment, accompanying of condition of environment and of information about environment, economic and financial instruments of protection of environment, public services of protection of environment and other with protection of environment connected questions. Intention and aims of law are:

1) Intention of protection of environment is stimulation and guidance of such social development that is enabling long term conditions for human health, feeling and quality of his life and of preserving of biotic variety.

(2) Aims of protection of environment are especially:

1. prevention and reduction of burdening of environment,
2. preservation and improvement of quality of environment,
3. sustainable use of natural sources,
4. reduction of use of energy and larger use of renewable sources of energy ,
5. abolishment of consequences of burdening of environment, improvement of demolished natural balance and repeated restoring of its regeneration abilities,
6. increasing of substance efficiency of production and consumption and
7. abandonment and replacement of use of dangerous substances .

(3) For achievement of goals from former paragraph it is necessary to :

1. encourage production and consumption that contributes to the reduction of burdening of environment
2. encourage development and use of technologies that prevents, abolishes or reduces burdening of environment and
3. pay pollution and use of natural sources

4. Organizational aspects

Important organizational aspect of enterprise process determines legislator to producer of load by appointing a responsible person for environment protection. The law determines:

(1) Producer of load, which must gain environmental permission, must have at least one person in working or contractual relationship, who is responsible for performing tasks of protection of environment.

Entrepreneurs of all kinds are increasingly concerned with achieving and demonstrating sound environmental performance by controlling the impacts of their activities, products and services on the environment, consistent with their business policy and objectives. International Standards covering environmental management are intended to provide organizations with the elements of an effective environmental management system (EMS) that can be integrated with other management requirements and help organizations achieve environmental and economic goals [15].

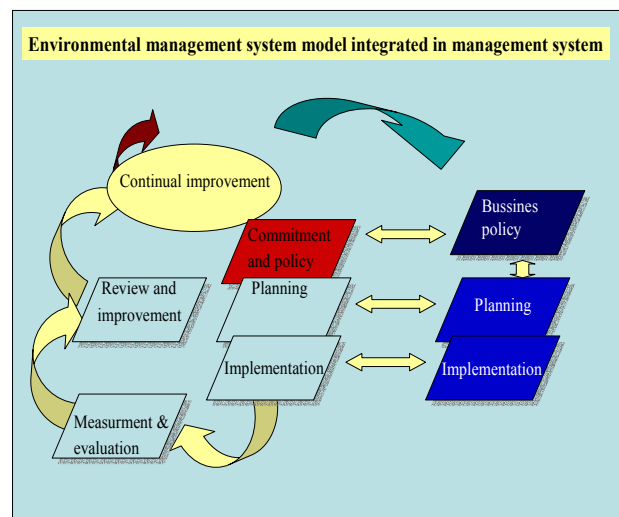


Figure 1: Environmental management system integrated with other management requirements

5. Restraining of documentation

In guidelines of standard ISO 14001:2004 [15] is given a demand that the management chooses documentation together with the necessary records, necessary for the establishment, execution and maintenance of environmental aspects of enterprise process and for support of efficient and successful activity of processes. Nature and extent of the documentation should satisfy contractual and legal demands, needs and expectation of users and other interested sides and must be suitable to the

organization and processes. Documentation can be in whichever shape or medium, acceptable to the needs of organization and to the processes. Definition is suitable as elementarily starting point of restraining of documentation in enterprise process. In continuation let the management ensure the documentation which satisfies the needs and expectation of interested sides and consider the following:

- Contractual demands (buyers documentation);
- Convenient demands of legislation for activity;
- Accepted international, national, regional, and industrial branch standards, when is demanded;
- Decisions of organization;
- Sources of outside information which are suitable for development of competency of organization
- Information about needs and expectations of interested sides,
- The environmental policy, objectives and targets,
- Description of the main elements of the environmental management system and their interaction, and reference to related documents,
- Documents including records, required by ISO 14001:2005,
- Documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects.

Making and usage as well as restraining must consider criteria as follow:

- Functionality,
- Kindness to user,
- Necessary sources,
- Momentary and future demand connected with restraining of knowledge,
- Comparison of systems of documentation with others,
- Mutual connection, which are used by users, suppliers and other interested sides,
- Accessibility,
- Legibility,
- Recognition,
- Maintenance,
- Traceability,
- Prevention of unintentional use, etc.

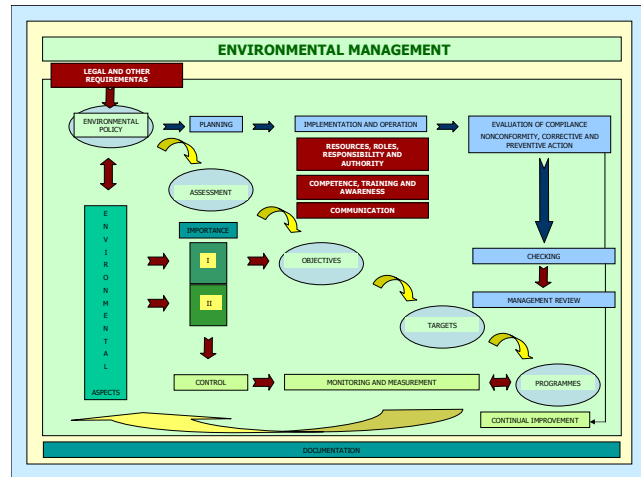


Figure 2: Environmental management system model for entrepreneur process

Extent of process documentation depends upon the type and extents of enterprise process. Every entrepreneur adapts the extent of necessary process documentation to pretentiousness and to extent of activity. Process documentation can be part of legislative documentation as is this instance in civil engineering on base of law about construction of buildings or is whatever adjusted to process and can be different from organization to organization. Traceability is important and connection between superior buyers and legislative documentation. In process documentation is also placed suppliers documentation when we have different instruction for handling and maintenance of machines and equipment etc Process documentation demands for recognition of process/procedure, entrance to process, inner documents of process and exits from process. Extent of documentation distinguishes from one to another organization because of:

- sizes of organization and type of activity,
- complexities of processes and of their mutual impacts,,
- competency of personnel, knowledge and qualification of employees

Documentation consists of inner and outside documents and data.

6. Approach to restraining of documentation of environment protection in e-office

Extent of restraining of environmental documentation descends from dynamic of needs of enterprise

processes. In case of e- office it goes for support service of restraining of environmental processes and of documentation in MSP. Support services of

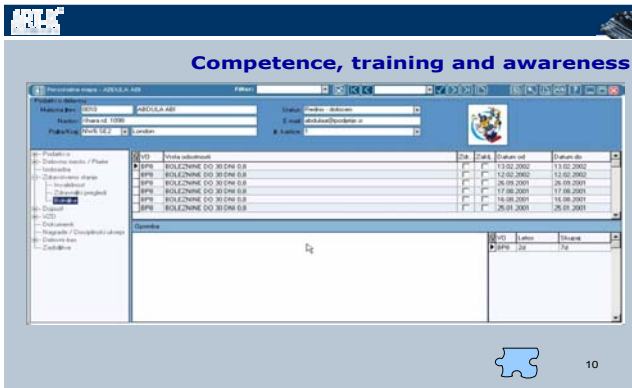


Figure 3: Documents and data

documentation in MSP. Support services of restraining of environmental aspects in enterprise process and environmental documentation must be correctly formed and suit the needs of MSP, they must also be made qualitatively and professionally .9/ Enterprise consultants present fundamental source of support services. It goes for placing goals in business, enterprise process, recognition of processes and its environmental aspects and impacts for its implementation, organization and guidance of work, that is supervised between realization and restrained to be able to trace the goal that was determined. Analysis of activity of company and environmental aspects introduce fundamental starting point for planning of control and restraining and of influence, extent and type of existent legislative and process documentation and of records. Making of strategic project plan represents the next step which includes all processes and its arranging according to logical turn with regards to priorities which are determined for needs of client. Execution of steps start according to plan with the fact that the total controlling which supervises and guides the execution of realization . It is important to choose measures, methods and control points. Inside of this it is necessary to determine contents as: financial aspect, content-process aspect, personnel aspect, time aspect, quality aspect, etc. New discoveries in field of organization of normative business guide business systems to project and/or process realization of business processes, product, information, communicating etc. In crowd of most different tools for improvement of business, successfulness and efficiencies, reductions of costs, the project management becomes only one of grips that

enables decentralized, independent work and includes inner as well as outside sources for efficient reacting to competitive challenges of market It is a new building and delegation of responsibilities suitable to degree of growth. At this the entrepreneur has on availability different tools. One from possible is rent of enterprise support services. At execution of restraining of documentation it is necessary to recognize entry system for instance:

Entry system:

- Business systems, small and middle sized companies (MSP)
- Public sector (Formulation of regulative demands)

Central system:

- Activities of client

Exit market system:

- Business system, small and middle sized companies
- Non profit and profit organizations –users
- Public sector
- International and other clients

Document Management System enables intelligent treatment with business documentation. Project steps of construction of DMS follow::

1. Workrooms for recognizing of demands and needs of organization / analysis of condition
2. Creating of model DMS for needs of users
3. Introduction of model to enterprise practice
4. Judgement of successfulness and efficiency of model DMS
5. Upgrade and development DMS

At introduction take part all employees, including the management.

7. Restraining of environment documentation in e – office

Support environment is important for development of enterprise processes as it enables efficient use of sources especially on administrative field of management and guidance as well as of ensuring integrity of enterprise processes. Slovenia takes part in multiyear programme for little middle sized companies in EU. One of priority goals is simplification and improvement of administrative and legal business environment. That is why execution of support services that are performed by enterprise consultants, accountants, jurists, tax advisers and others make sense. Complete restraining of legislative environment on one place is important because all functional fields of enterprise activity are mutually connected. At this is key meaning simple access and use of efficient

information support. It does not go only for consultancy but also for active performance of legal administrative obligations, as demanded by Slovene legislation in sense of expert worker, procurators, responsible person, etc. Support services in appropriate way connect with the tasks of entrepreneurs, with professional work of leading contractual determined normative tasks of business. European committee in cooperation with member states and enterprise support organization for some years work on field of enterprise support services. [3] Key factors:

- Simplification of business and business environment for entrepreneurs
- Relaxing of business potentials for execution of key competences
- Development of support services and solutions of problems of reduction to fragments
- External support services, steady European enterprise practice
- Development of IT as an efficiently tool of support services in frame of net of development MSP

It is efficient to control documentation only with informative technology. One of possibilities introduce software environment of programme PANTHEON 5.0. It is a complete business informative system. Partial information solutions mainly support legislative fields and do not offer a complete restraining of business processes. For that intention was developed a modular programme parcel PANTHEON 5.0 of company DATALAB, that with modular, between self connected solutions regarding the needs of a company, enables upgrade to complete solution of business information system. It goes for support to individual business functions from point of view of complete administration of quality of business, including with demands of legislative field. Modular building enables to client slowly systematically construction of business-information system according to priority needs or kinds of information levels. PANTHEON 5.0 DATALAB places between contemporary computer environments of such equipment.

5 Conclusion

Today's tough market competition requires a balanced management equally relating to entrepreneurship and administration. From the cognition, that the innovation brings better exploitation of all potentials, also on the domain of environment protection, it results the

measurement of responsible people with the administration of business systems. The whole treat of environment in the administration and leading of professional processes is inevitable condition for the preservation of natural balance in the environment. Punctual creativeness and direction are results of relationship managers have to the environment. Environment management in e-office as a major tool in the implementation of support services in the entrepreneur process is adequately connected to the tasks of the entrepreneur in the entrepreneur process. It is very important that support services in document management are seen as an advantage and a new opportunity.

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