

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

PROJECT NOTIFICATION

9 January 2009

1. **Project Code:** 09-IN-40-GE-TRC-A
2. **Title:** Training of Trainers in Green Productivity
3. **Duration and Timing:** **30 March–24 April 2009**
4. **Venue:** Kuala Lumpur, Malaysia
5. **Implementing Organization:** **Malaysia Productivity Corporation**
Address: P.O. Box 64, Jalan Sultan 46904
Petaling Jaya, Selangor, Malaysia
Phone: 60-3-79557266/60-3-79512314
Fax: 60-3-79578068
e-Mail: josffa@mpc.gov.my

National Institute of Public Administration
(INTAN)
Public Service Department Malaysia
Main Campus Bukit Kiara
Jalan Bukit Kiara
50480 Kuala Lumpur
Phone: 60-3-2084 7777
Fax: 60-3-2095 4300
e-Mail: jailaniyunus@intanbk.intan.my
ruzain@intanbk.intan.my
6. **Number of Overseas Participants:** Up to 18 participants
7. **Number of Local Participants:** Up to six participants
8. **Closing Date for Nominations:** **27 February 2009**
9. **Objective:**

To develop trainers and practitioners in Green Productivity (GP) equipped with in-depth knowledge of and hands-on experience in the methodology, tools, and techniques enabling them to disseminate the knowledge as lead trainers.

10. Background:

GP is a strategy for enhancing productivity and environmental performance for overall socioeconomic development. It involves the application of appropriate productivity and environmental management tools, techniques, and technologies to reduce the environmental impact of an organization's activities, goods, and services. It helps to increase profitability through improvements in productivity and environmental performance. The APO has been in the forefront in promoting this strategy in member countries for more than a decade through various modalities including conferences, exhibitions, workshops, seminars, and training courses. It also provides financial support for developing model GP companies in member countries. In addition to these efforts, the APO has published GP training manuals and handbooks to provide guidelines and references for potential trainers and practitioners.

To develop more practitioners for the sustainable development of GP in member countries, the APO has organized practicum workshops on GP since 2001. Over the years, the course module and methodology have been enhanced to meet the needs of various stakeholders. For example, more case studies have been developed in different industry sectors for participants to understand the flexibility of this strategy. The inclusion of emerging environment-related issues such as energy efficiency and the clean development mechanism provide ideas for participants to make progress in GP implementation. Additional tools and techniques were also introduced to equip participants with various approaches to achieve more concrete results. Under the guidance of resource persons, participants were exposed to GP diagnosis activities and application of tools and techniques in actual cases during in-plant practices.

This year, the APO in collaboration with the Malaysia Productivity Corporation (MPC) and National Institute of Public Administration, Malaysia (INTAN) will implement the ninth in the series of practicum workshops. The APO has renamed the project Training for Trainers in Green Productivity to focus on the capacity development of GP practitioners in NPOs and affiliated institutions. The course will emphasize increasing the competency of each participant to become a full-fledged GP practitioner who will be able to disseminate the knowledge gained through training and consultancy. For this purpose, the course activities will be enhanced to meet the needs of targeted participants. The course will also include a comprehensive examination at the end of the session to gauge level of learning and effectiveness of the course.

11. Scope and Methodology:

(a) Scope

The training course will be divided into three parts.

- i) The first week will be mainly a series of lectures.
- ii) The second and third weeks will focus on observational site visits and practical work in a real-life situation in participating companies.
- iii) The fourth week will be mainly for group work and presentations.

The course will cover GP concepts and principles of ecology, management, engineering, economics, productivity, and quality management suitable for a multidisciplinary group of participants. The following are the course modules:

Module 1: Introduction to the APO and GP
Module 2: Sustainable Development and GP
Module 3: GP Methodology, Tools, and Techniques
Module 4: GP in Practice

(b) Methodology

The course modules will consist of classroom lectures as well as actual fieldwork in selected participating organizations which include manufacturing units, service enterprises, and community projects. The fieldwork will closely follow the methodology covered in Modules 3 and 4 in greater detail through a hands-on approach. This will involve the following activities:

- Site visits to selected organizations for data collection, observation/discussion, problem identification, cause analysis, and assessment of GP options;
- Classroom and group discussion (with experts);
- Report preparation and presentations to stakeholders;
- Individual action plan on GP implementation; and
- Evaluation.

12. Qualifications of Candidates

Considering the advanced nature of the training course, preference will be given to those who have completed previous APO GP-related workshops and personnel from the following sectors will be the target groups:

- Industry;
- Agriculture/community;
- Service (consultants/trainers);
- Tertiary education (universities and research institutions); and
- NGOs.

The target groups are professionals in the public, private, academic, or NGO sectors interested in implementing the GP concept and practices in their own organizations. NPOs are encouraged to nominate qualified candidates from their organizations to build their capacity to promote and implement GP in the future. Preference will be given to nominations from within NPOs, consultants assisting NPOs, academia, and those who are interested in practicing GP.

In view of the APO's focus on SMEs, preference will also be given to professionals who have practical backgrounds in productivity/quality improvement, local community development, environmental engineering, production process design, etc. and environmental experts working on cleaner production, residual waste treatment, and environmental management systems.

- (a) Age : Preferably between 30 and 45 years.
- (b) Education : University degree or equivalent qualification from a recognized institution.

- (c) Present Position : Productivity practitioners from NPOs, consultant teams, and trainers/consultancy firms for SMEs who wish to acquire a working knowledge of the GP concept and practices.
- (d) Experience : At least five years of public or private experience in the fields of quality, productivity, or environmental engineering. Preference will be given to those who have completed APO GP-related workshops.
- (e) Language Proficiency : Classroom lectures and discussions are conducted in English, and **participants are frequently required to make oral and written presentations in English.** Those who are not proficient in English should not apply.
- (f) Health : Physically and mentally fit to attend an intensive four-week program requiring participants to complete a number of individual and group activities and strenuous industrial/agricultural work (it is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental strain).
- (NPOs are requested to nominate two or three candidates in the order of preference. Should there be a lack of nominations from NPOs, the APO will consider second nominations.)
- (g) Attendance: Participants must complete the four-week practicum workshop to qualify for the certificate of attendance.

13. Financial Arrangements

(a) To be borne by the APO

- i) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Kuala Lumpur, Malaysia, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal, and for participants from SMEs and nonprofit organizations from other APO member countries. As far as practicable, all participants are strongly encouraged to purchase and use discounted tickets. (Please note that any arrangements for the purchase of air tickets should be in accordance with the “Guide on Purchases of Air Tickets for APO Project Participants” on page 16 of the *APO Guide for Participants*, which is available on the APO Web site at <http://www.apo-tokyo.org> and from the APO Liaison Officers in member countries.) Please note that no additional per diem allowances will be provided due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever.
- ii) All deputation costs of overseas resource persons for the development of case studies for the course and to conduct the course.

(b) To be provided by the implementing organization—INTAN, Malaysia

- i) Accommodation for up to 18 overseas participants during the official period of the course;
- ii) Conference package which includes training room, training kits and daily meals; and
- iii) Local transportation costs.

(c) To be provided by the implementing organizations—MPC Malaysia

- i) Resource persons to conduct the program beyond those deputed by the APO;
- ii) Per diem allowances for up to 18 overseas participants during the official period of the course; and
- iii) All local implementation costs in Malaysia.

(d) To be borne by participants or participating countries

i) For participants from profit-making organizations, except those from SMEs, and those from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal

- (1) Round-trip international airfare between the member country and Kuala Lumpur; and
 - (2) Participating Country Expenses at US\$100.00 per participant, payable to the APO in convertible currency.
- ii) For all participants
- (1) Travel Insurance: Participants should be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the countries visited. In case any participant is unable to insure him/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium him/herself, if necessary, from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
 - (2) Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.
 - (3) Any expenses related to visa fees and airport taxes.

14. Actions by Member Countries

a) Each member country is requested to nominate two or more candidates for selection in the order of preference. Please ensure that candidates nominated meet the qualifications specified above.

b) Kindly note that when a candidate is nominated it does not follow that he/she is considered selected. Selection is at the discretion of the Screening Committee. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experiences. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified.

(c) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:

i) *Two copies of the candidate's biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO Web site. Downloading information is also available from www.apo-tokyo.org. We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer.*

ii) *The APO Medical and Insurance Declaration/Certification Form.*

(d) Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that for this particular project self-declaration is sufficient for candidates without any of health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.

(e) For reasons of expediency or because of time constraints due to approaching nomination deadlines, member countries sometimes send their candidates' biodata forms and medical reports by fax to the APO. While this action is very much appreciated, member countries are requested to mail the originals of the documents to the APO as well. They are needed for making clear, clean copies for the host country, especially with regard to the candidates' photos. If the documents are submitted electronically as mentioned in (c) i), there is no need to send the original by postal mail. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.

(f) Member countries are requested to abide by the ***nomination deadline of 1 March 2009***. The APO may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.

(g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.

(h) Member countries are requested to inform candidates, upon selection, that they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they should become unable to take part, the NPOs

concerned are requested to inform the APO and the host country promptly of this and their reasons for withdrawal.

(i) Each selected candidate is required to arrive at the venue one day before the start of the official program. Also, all candidates are expected to return home upon completion of the official program because they are visiting the host country for the specific purpose of attending this APO program.

15. Preparatory work by participants

The selected participants will be required to present the status of the productivity improvement projects they undertook, which include training and consultancy. The presentation should include an overview of programs and, role and responsibilities, activities and the primary areas of engagement (application of productivity tools and techniques). Each participant will be given up to 10 minutes for the presentation. The PowerPoint slides should reach the APO Secretariat and MPC by **20 March 2009**.

16. Other Conditions

Other conditions for participation are given in the *APO Guide for Participants*, which can be accessed on the APO Web site and is available from the APO Liaison Officers/NPOs in member countries.

(Signed)
Shigeo Takenaka
Secretary-General