

Asian Productivity Organization

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PROJECT NOTIFICATION

29 June 2011

1. **Project Code:** 11-IN-14-GE-WSP-B
2. **Project Title:** Workshop on Green Supply Chains and Eco-design
3. **Duration:** 12–16 December 2011 (5 days)
4. **Venue:** Tokyo, Japan
5. **Implementing Organization:** Japan Productivity Center (JPC)
Address: 1-1 Shibuya 3-chome, Shibuya-ku
Tokyo 150-8307
Telephone: (81) 3-3409-1135
Facsimile: (81) 3-3409-5880
6. **Number of Overseas Participants:** Up to 18 qualified participants from the Republic of China, India, Indonesia, Republic of Korea, Malaysia, Philippines, Singapore, Thailand, and Vietnam. However, other member countries with special interest in the subject are also encouraged to apply.
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 5 October 2011

All nominations along with the **completed biodata** form and medical certificate of the nominees should reach the APO Secretariat by the above date. Selection of participants will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if they decide not to nominate anyone for the project.
9. **Objective:**
 - 1) To understand the current status of green supply chain management and eco-design in APO member countries;
 - 2) To understand the concept and fundamentals of eco-design, green supply chain management, and relevant techniques and tools;
 - 3) To deliberate on the effects of eco-design for enhancing green supply chains;

- 4) To identify measures to promote eco-design to ensure sustainable supply chain management in the region; and
- 5) To learn the best practice examples of greening supply chains and eco-designs by leading eco-friendly corporations/organizations in Japan.

10. Background

Over the last few decades, lifestyles and business operations in many parts of the world have depended on the exploitation of natural resources and inappropriate use of technology, resulting in a number of environmental challenges, including global warming. To tackle these challenges, greening supply chain management and promoting eco-friendly products/services have been viewed as increasingly important in many industries due to pressure from the government and environmentally conscious customers. In addition, the APO has emphasized greening supply chains and promoting eco-friendly products/services (eco-design products/services) under its Green Productivity (GP) Program since 1994 to contribute to establishing a low-carbon, sustainable society in the region.

In addition to those actively tackling the impacts of climate change, consumers, shareholders, and businesses are becoming more attuned to and involved in the environmentally friendly activities. With increasing customer awareness, regulatory norms, and limited natural resources, businesses need to make their supply chains greener by introducing processes that ensure sustainability throughout the product's lifecycle. In addition, the competitive advantage of moving toward eco-friendly products/services is recognized by many businesses, and this trend will continue in coming years.

The proposed workshop in Japan will facilitate discussions and experience sharing among participants and showcase Japan's best practices in green supply chain management and eco-design.

11. Scope and Methodology

Scope

- Identifying tangible and intangible benefits of moving toward green supply chains;
- Best practices of green supply chain management in APO member countries;
- The concept and mechanisms to promote green supply chain as well as eco-friendly products/services in member countries; and
- Latest eco-friendly products/services offered by pro-environment corporations in Japan.

Methodology

Classroom lectures, group discussions and group work, country paper presentations, and field visits.

12. Requirements of Candidates

- (a) Age: Preferably between 35 and 50 years.
- (b) Education: University degree in relevant fields or higher qualification.
- (c) Present Position: Company executives, supply chain managers, material managers, and professionals in the public and private sectors working in the fields of green supply chains and eco-design. NPOs are

encouraged to nominate qualified candidates from their organizations involved in environmental management and/or related fields to build their capacity to promote GP. Preference will be given to professionals who have practical or policy backgrounds in environmental management, especially in managing supply chains and designing eco-friendly products/services.

- (d) Experience: At least 5 to 10 years of experience in managing supply chains and/ or designing products and/or services.
- (e) Language: Proficiency in written and spoken English is essential.
Proficiency
- (f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.

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 participants' place of work and Tokyo, Japan, for participants. 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 website at <http://www.apo-tokyo.org> and from 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) The cost of hotel accommodations (including tax and service charges) and a per diem allowance for three overseas participants for up to 6 days.
- (iii) All deputation costs of overseas resource persons.

(b) To be borne by the host member country—Japan

- (i) The cost of hotel accommodations and a per diem allowance for 15 overseas participants for up to 6 days.
- (ii) Other local implementing costs in Japan.

(c) To be borne by participants or participating member countries

- (i) Participants must be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization and death) for:
 - accidental death and dismemberment up to 4,000,000 yen,
 - medical expenses for accident up to 4,000,000 yen, and

- medical expenses for illness up to 4,000,000 yen for the entire duration of the project. The APO will secure this insurance on behalf of the participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

- (ii) 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, late departure or rerouting of air tickets, for example, due to either limited available flights or any other reason whatsoever.
- (iii) Any expenses related to visa fees and airport taxes.

14. Actions by Participating Countries

- (a) Each APO country is requested to nominate two or more qualified candidates in accordance with Section 12 above. Please ensure that candidates nominated meet the qualifications specified above.
- (b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.
- (c) Please note that nomination does not necessarily guarantee that a candidate will be selected. Selection is at the discretion of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent. Sometimes candidates are not selected because they are overqualified.
- (d) 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 a passport-sized photograph. The biodata form can be downloaded from the APO website. 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) APO Medical and Insurance Declaration/Certification Form. 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 the 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) Member countries are encouraged to submit the necessary documents electronically as mentioned in (d)-(i). In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to

mail the originals of the documents to the APO as well. 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.

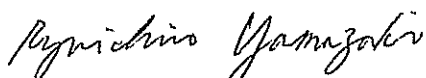
- (f) Member countries are requested to abide by the nomination deadline specified in Section 8 on the first page. The APO may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- (g) Under 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 that, once selected, they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- (i) Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and implementing organization **promptly** of their reason for withdrawal. Member countries and selected candidates are reminded that last-minute withdrawals and no-shows result in unnecessary expense and waste resources and therefore must be avoided.
- (j) Each selected candidate is required to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO workshop.

15. Preparation of Country Papers

Each selected candidate is requested to prepare a country paper following the guidelines to be provided later.

16. Guide for Participants

Other conditions for participation are given in the APO "Guide for Participants" which is available from APO Liaison Officers/NPOs in member countries and on the APO homepage (http://www.apo-tokyo.org/05part_guide.htm).


Ryuichiro Yamazaki
Secretary-General