

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

27 October 2011

1. **Project Code:** 12-IN-90-GE-FRM-A
2. **Title:** Top Management Forum on Corporate Strategies for Driving Sustainability in the Asia-Pacific
3. **Duration and Timing:** 13–15 February 2012 (3 days)
4. **Venue:** Kyoto, Japan
5. **Implementing Organization:** Japan Productivity Center
6. **Number of Overseas Participants:** Up to 36 participants
7. **Number of Local Participants:** Up to 12 participants
8. **Closing Date for Nominations:** 19 December 2011
9. **Objectives:**
 - (a) To study the significant features of environmental management practices utilized by leading enterprises in Japan and the Asia-Pacific for sustainable productivity improvement and fulfilling their corporate social responsibility (CSR);
 - (b) To understand how the leadership of top executives can encourage a culture of environmental and social responsibility within their organization to achieve sustainable productivity enhancement; and
 - (c) To discuss how APO member countries can drive environmentally and socially responsible management practices in their industries utilizing national frameworks such as their national productivity organizations (NPOs).

10. **Background:**

The first Top Management Forum was launched in 1985 as a special project principally targeting the top managers of business corporations. In light of the rapidly changing business environment and increased global competition in the Asia-Pacific region, the significance of the Top Management Forum as a platform to discuss emerging management topics has been recognized among APO member countries. The forum aims to share information on state-of-the-art corporate management practices adopted and promoted by leading Japanese enterprises and prominent companies from other APO member countries.

In a rapidly developing global economy, enterprises are forced to review and renew their management strategies constantly to create and/or sustain organizational value and knowledge. In recent times, diverse challenges faced by enterprises have also raised a need to examine organizational capacities to maintain sustainability in the face of environmental concerns, and more enterprises are adopting not only management tools for sustaining quality and safety but also strategies to minimize the impact of environmental concerns on the overall activities of the organization.

The 28th Top Management Forum will look at features of various management strategies for enhancing CSR to understand the roles of top management in encouraging a culture of environmental awareness and sustainable productivity enhancement. It will also discuss how each APO member country can achieve improvements in environmentally and socially responsible management practices in the local setting, specific needs, and the role(s) to be played by NPOs as part of the overall national strategy for productivity enhancement.

11. Scope and Methodology:

Scope:

- (a) Current environmental management and CSR strategies adopted by leading enterprises in Japan and the Asia-Pacific for enhancing social sustainability;
- (b) Facets of CSR in addressing various challenges such as the environment, labor, and disaster recovery;
- (c) Successful business models for promoting social and environmental sustainability; and
- (d) Global management strategies for CSR and roles of NPOs.

Methodology:

Presentations, field visit(s), and discussions among participants

12. Requirements for Candidates:

- (a) Age: Preferably between 35 and 55 years.
- (b) Education: Bachelor's degree from a university or equivalent qualification as a minimum requirement, and preferably a graduate degree.
- (c) Present Position: Top managers of business corporations; high-ranking officials in charge of policymaking on environmental management strategies in public/private enterprises, and NPO heads/executives officers involved in developing environmental management strategies.
- (d) Experience: Substantial work experience in relevant areas.
- (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 met by the APO

- i) Round-trip economy-class international airfare for participants between the nearest international airport from the place of work and Osaka, Japan, by the most direct route. As far as practicable, all participants should purchase discount tickets (following IATA PEX or other applicable discount fares). Neither the APO nor the host organization will be responsible for paying any additional per diem allowances due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever. For the detailed conditions of air ticket purchase and reimbursement, please refer to the "Guide on Purchases on Air Tickets for APO Project Participants," which will be sent to selected participants and is also available on the APO website and from APO Liaison Officers.
- ii) Hotel accommodations and per diem allowances for overseas participants at the rate to be prescribed later for four days for up to six overseas participants.
- iii) Assignment costs for up to two overseas resource speaker(s) such as honoraria, daily subsistence allowances, airfare, and miscellaneous expenses.
- iv) Part of local implementation costs.

(b) To be met by the host country—Japan

- i) Hotel accommodations and per diem allowances for overseas participants at the rate to be prescribed later for four days for up to 30 overseas participants.
- ii) Other local implementation costs.

(c) To be met by participants or participating countries

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

for the 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 its completion. Each participant is requested to pay the premium, which will be deducted from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

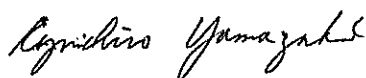
- (ii) Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period on account of early arrival, late departure or rerouting of air tickets, for example, due to either limited available flights or any other reason whatsoever.
- (iii) Any expenses related to visa fees and airport taxes.

14. Actions by Member Countries:

- (a) Member countries are requested to nominate qualified candidates in accordance with Item 12 above. To maintain the high quality of this forum, nominations that fail to meet the qualifications specified will not be considered.
- (b) Member countries are also requested to inform the Secretariat as soon as possible if they do not wish to participate in the forum, so that vacancies thus created can be allocated to other member countries.
- (c) Nominations, accompanied by the candidate's biodata on the APO standard form in duplicate along with a passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should reach the Secretariat by the nomination deadline specified in Section 8 on the first page. The biodata form is available on the APO website. Downloading information is also available from www.apo-tokyo.org. If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the candidate's name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic 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 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) Accepted participants should be advised **NOT to bring family members or engage in any private business activity during the entire duration of the project.**
- (f) Further, if any selected candidates become unable to take part, the NPOs concerned are requested to inform the APO and the 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.
- (g) 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 project.

15. Other Conditions

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 website at http://www.apo-tokyo.org/05part_guide.htm.



Ryuichiro Yamazaki
Secretary-General