

# Asian Productivity Organization

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## PROJECT NOTIFICATION

7 March 2011

1. **Project Code:** 11-IN-17-GE-SEM-B
2. **Project Title:** **Seminar on ISO26000: Development of Social Responsibility**
3. **Duration:** 8–12 August 2011
4. **Venue:** Taipei, Republic of China
5. **Implementing Organization:** **China Productivity Center (CPC)**  
Address: 2nd Fl., No. 79, Section 1 Hsin-Tai-Wu Road  
Hsichih 221, Taipei Hsien, ROC  
Telephone: (886) 2-2698-5886  
Facsimile: (886) 2-2698-2976  
Website: www.cpc.org.tw
6. **Number of Overseas Participants:** Up to 18 qualified participants from Bangladesh, Fiji, India, Indonesia, IR Iran, Malaysia, Mongolia, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. However, other member countries with special interest in the subject are also encouraged to apply.  
(Countries that participated in the e-learning course on ISO26000: Guidance on Social Responsibility in May, 2011)
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 10 June 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 do not intend to participate so that the place can be made available to other interested countries.

- 9. Objective** To explain the concepts and guidance of ISO26000 to set up monitoring systems related to social responsibility (SR).

**10. Background**

Sustainable business for organizations means not only providing products and services that satisfy the customer, and doing so without jeopardizing the environment, but also operating in a socially responsible manner. Pressure to do so comes from customers, consumers, governments, associations, and the public at large. Although there have been a number of high-level declarations of principle related to SR and there are many individual SR programs and initiatives, the challenge is how to put the principles into practice for effective, efficient SR activities when the understanding of what “social responsibility” means may vary from one program to another.

The ISO has developed an international standard providing guidelines on SR. This standard offers guidance on socially responsible behavior and possible actions; it does not contain requirements and therefore, in contrast to ISO management system standards, does not involve certification. This means that ISO26000 cannot be used as a basis for audits, conformity tests, or compliance statements. The guidance in ISO26000 is intended to be clear and understandable even to nonspecialists, objective, and applicable to all types of organization in both the public and private sectors in developed and developing countries.

The APO has held a series of projects on SR. In 2011, a two-phase e-learning course will be held to deliver basic training on ISO26000 for 12 member countries. High-performing participants from this course will be selected on a merit basis for this advanced seminar to acquire in-depth, comprehensive knowledge. It is expected that participants will then disseminate the knowledge and implement activities based on the ISO26000 guidelines.

**11. Scope and Methodology**

**Scope**

- (a) Best practices of corporate SR in Asia and Europe;
- (b) Principles and guidelines of ISO26000; and
- (c) Human rights, environmental, and community issues.

**Methodology**

Paper presentations, group discussions, and observational site visit(s).

**12. Requirements of Candidates**

- (a) Age: Preferably between 30 and 50 years.
- (b) Education: Preferably university degree or equivalent qualification.
- (c) Present Position: Selected participants who attended the e-learning course on ISO26000: Guidance on Social Responsibility and performed well.

- (d) Experience: At least five to 10 years of experience in a relevant field.
- (e) Language Proficiency: Proficiency in written and spoken English is essential.
- (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 participant's place of work and Taipei, ROC, for all participants from Bangladesh and Fiji and for participants from nonprofit organizations and SMEs from other APO member countries. As far as practicable, all participants are strongly encouraged to purchase and use discount tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is available on the APO website 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) All assignment costs of overseas resource persons.

#### **(b) To be borne by the host country—Republic of China**

- i) Hotel accommodations and appropriate per diem allowances for 18 overseas participants for up to six days.
- ii) Other local implementing costs.

#### **(c) To be borne by participants or participating countries**

- i) *For participants from profit-making organizations, except for SMEs, from APO member countries other than Bangladesh and Fiji.*
  - (1) Round-trip international airfare between the member country and Taipei, ROC.
  - (2) Participating Country Expenses at US\$50.00 per participant, payable to the APO in convertible currency.
- ii) *For all participants*
  - (1) Participants must 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 must be valid in the countries to be visited. If a participant is unable to arrange for insurance coverage in the host country at the start of the project, he/she must pay the premium himself/herself out of 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 Participating Countries**

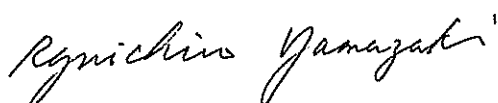
- (a) Each member country is requested to nominate two or more candidates for selection. Please ensure that candidates nominated meet the qualifications mentioned in item 12.
- (b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate 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 passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from [www.apo-tokyo.org](http://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 Secretariat 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. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of their reason for withdrawal.
- (i) 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 seminar.

## 15. 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](http://www.apo-tokyo.org/05part_guide.htm)).



Ryuichiro Yamazaki  
Secretary-General