



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

1 October 2014

1. **Project Code:** 13-IN-56-GE-TIA-B
2. **Project Title:** Development of a Network of Green Productivity Advisory Committees (GPACs)
3. **Project Activity:** Workshop on the Development of the International Green Productivity Advisory Committee (I-GPAC)
4. **Duration:** 11–12 December 2014 (two days)
5. **Venue:** Tokyo, Japan
6. **Implementing Organization**
Asian Productivity Organization (APO)
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7. **Number of Overseas Participants:** Up to 14 participants from the Republic of China, India, Malaysia, Singapore, Sri Lanka, Thailand, and Vietnam. However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
8. **Close Date for Nominations:** 31 October 2014
9. **Objectives:**
 - a. To enhance international collaboration among member countries in the area of GP;
 - b. To exchange information and updates on activities among member countries with established GPACs as a model for other member countries showing the nature, objectives, and benefits of organizing a GPAC; and
 - c. To enhance member countries' knowledge and understanding of recent green technology trends in the region.

10. Background:

Since the establishment of the GP Program in 1994, the APO has undertaken numerous related projects such as training courses, workshops, international conferences, and demonstration projects that were well received by its member economies. The GPAC was established in 2003 to accelerate GP activities in close cooperation with leading Japanese companies.

In a similar vein, the GPAC in the Republic of China (ROC) was organized in 2013 as the supervising unit for the APO Center of Excellence on Green Productivity project. The unique attribute of the GPAC in the ROC is that leaders from industry and academia are involved as well as government officials to act as advisers in fostering green industries and the green competitiveness of the ROC and beyond.

Given the valuable contributions and important role of GPACs in promoting environment-friendly products, technologies, and services among businesses, governments, and the general public in the two countries, the APO is holding a two-day workshop to enhance international collaboration among APO member countries, exchange information, and orient other member countries on GPAC organization. The workshop will provide an opportunity for all participants to understand the strategic directions and operations of the Japanese and ROC GPACs as well as recent green technology trends.

11. Qualification of Participants:

The workshop is for a set of participants who could eventually spearhead the development of national GPACs from the Republic of China, India, Malaysia, Singapore, Sri Lanka, Thailand, and Vietnam. One participant should come from the NPO and be in a position to coordinate the future national GPAC, and the other one should represent the national eco-business community and be committed to promoting the GP movement at the industry and national levels.

12. Financial Arrangements

To be borne by the APO

- a. Per diem allowances and hotel accommodation for overseas participants to attend the workshop in Tokyo;
- b. Round-trip economy-class international airfare for overseas participants between the nearest international airport from the place of work and Tokyo by the most direct route. As far as practicable, all participants should purchase discounted tickets. Please note that the arrangements for the purchase of air tickets should follow 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. Neither the APO nor the implementing organization(s) will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason.
- c. Local transportation costs from Narita/Haneda Airport to the designated hotel.
- d. All assignment costs of local/overseas resource persons.
- e. All local implementation costs including costs of meeting rooms, documentation, and other preparatory costs, if applicable.

To be borne by participants or participating countries:

- a. 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.

The insurance coverage should be valid for the entire duration of the project. The APO will secure this insurance on behalf of the participants 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. The APO will not be responsible for any eventuality arising from accident or illness.

- b. 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.
- c. Any expenses related to visa fees and airport taxes.
- f.

13. Actions by Member Countries

- a. Each member country is requested to nominate two candidates for selection. Please ensure that candidates nominated meet the qualifications specified above, representing both an NPO and eco-business community.
- b. Please note that 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 experience. Nonselection therefore does not mean that the candidates concerned are not competent enough.
- c. Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
 - 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. 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.
 - 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.

- d. Member countries are encouraged to submit the required documents electronically. 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 by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.
- e. Member countries are requested to abide by the *nomination deadline of 31 October 2014*.
- f. 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.
- g. All selected candidates are required to arrive in Singapore one day before the start of the official project. Also, they are expected to return home upon completion of the official project because they are visiting the host country for the specific purpose of attending this APO project.



Mari Amano
Secretary-General