



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

24 March 2016

- 1. Project Code** 15-IN-99-SPP-DMP-C-SLK
- 2. Title** Development of Demonstration Companies—Energy Efficiency Program, Sri Lanka
- 3. Reference** Project Notification 15-IN-99-SPP-DMP-C dated 10 September 2015
- 4. Timing and Duration** March to July 2016
Details of the implementation schedule will be worked out separately.
- 5. Implementing Organization** National Productivity Secretariat (NPS), Sri Lanka
- 6. Objectives**

Under the APO Development of Demonstration Companies project, the NPS is expected to:

- a. Showcase how a company can successfully design and implement energy efficiency and conservation (EE&C) improvement initiatives with the commitment and active participation of all stakeholders;
- b. Demonstrate visibly and tangibly how EE&C improvement initiatives lead to outstanding results for the company; and
- c. Disseminate the results of the model company to inspire other enterprises, workers, and all stakeholders to promote EE&C more vigorously in their workplaces.

7. Background

Under a special cash grant from the Ministry of Economy, Trade and Industry of Japan, the APO has been undertaking need assessment in Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka. Among them, Sri Lanka selected the following company for the adoption of EE&C.

Wijeya Newspapers

Wijeya Newspapers (WNL), established in 1979, is the leading newspaper group in Sri Lanka with the highest annual turnover. WNL prints newspapers, magazines, and weekly periodicals. With successful growth over two decades, the company views its future with confidence. It installed a state-of-the-art four-color web-offset printing press in 2008 in Hokandara using computer-to-plate technology with ecologically safe chemicals. The factory and premises are environmentally friendly, with a soundproofed press room. The factory recycles its treated effluent water for gardening. It also uses natural light for the entire 61,500-m² factory floor during daytime operations.

WNL uses huge machines and equipment including the web-offset printer, bundling and packing machines, compressed air distributors, chilled-water circulation system, air-conditioning system, and pumping and lighting system in its operations, and therefore its energy consumption is high. The company is very concerned about EE&C and management practices.

An energy management team was created to identify conservation measures that could be undertaken. The team established an energy management system but recognizes that there is room for improvement in the production system, and it remains a challenge to sustain the system. The top management is committed to introducing new systems and concepts, and therefore the potential for energy conservation in WNL is great. The company has a high-caliber technical team and experienced employees, which are additional advantages in sustaining energy conservation efforts.

8. Methodology

The APO will assign an expert(s) and he/she will visit WNL at least once from March to July 2016, with other visits afterward in 2016 for observations, analyses, and recommendations. The actual timing will be determined after consultations among the APO, NPS, demonstration company, and expert(s). In the intervals between expert visits, he/she can communicate with those concerned at WNL via e-mail, Skype, telephone, etc. for necessary advice. The program and itinerary for the first visit are as follows, although they may change depending on need.

Day 1	Local workshop/seminar for dissemination purposes Coordination meeting with the APO, NPS, expert(s), and demonstration company
Day 2	Dissemination of knowledge on EE&C: thermal and electricity
Day 3	Visit to WNL
Day 4	Visit to WNL
Day 5	Summary and review of company visits and preparation of the subsequent visit schedule

9. Roles and Responsibilities

APO

- a. Assign an expert(s) for the implementation of the project;

- b. Coordinate communication among the expert(s), NPS, and demonstration company to ensure smooth implementation of the project; and
- c. Advise the NPS and demonstration company on planning and organizing follow-up activities such as developing promotional materials and/or organizing dissemination workshops or seminars for local participants so that they can learn directly from the demonstration company's experiences.

NPS

- a. Appoint a coordinator from the NPS who will serve as the focal point for communication and coordinate the overall schedule for implementation of the project;
- b. Provide, in addition to a coordinator, the necessary number of technical experts from the NPS to work as counterparts to the expert(s) to be assigned by the APO, if necessary;
- c. Monitor closely the process of implementation, particularly the key performance areas;
- d. Coordinate and supervise the company in the production of a video/DVD on the demonstration company's experience;
- e. Assist and supervise the demonstration company in preparing an interim report and comprehensive final report for submission to the APO;
- f. Organize a dissemination workshop prior to and upon completion of the project to enable local people be aware of and learn about the start of the demonstration project as well as the activities of the APO;
- g. Compile the overall activities of the project in a practical, easy-to-follow manual/guidelines so that similar exercises can be replicated by other enterprises in the country; and
- h. Prepare a final report, stressing analyses of the impact of the demonstration project and its contribution to the consulting capacity of the NPS as well as suggestions/recommendations for replication utilizing local talent, local networks, and local resources.

Demonstration Company

- a. Accept and facilitate consultancy services conducted by the experts assigned by the APO and NPS team of experts;
- b. Designate a responsible official (preferably top-management level) and the necessary team members to work closely with the APO and NPS team of experts;
- c. Arrange all logistical requirements relating to the project (e.g., local transportation, discussion rooms, etc.) for the APO and NPS team of experts;
- d. Video recording from the start of activities to produce a video/DVD upon completion of the project in association and consultation with the NPS;

- e. Announce, publicize, and prominently display the APO's presence and involvement in the demonstration company throughout the duration of the project;
- f. Share the experiences of the company with local parties interested in learning about the Development of Demonstration Companies project;
- g. Present the experiences in a dissemination workshop to be organized upon completion of the project; and
- h. Prepare a comprehensive final report for submission to the APO explaining the initiatives taken during the project and their technical details along with overall analyses of the benefits and impact on the EE&C and competitiveness of the demonstration company upon completion of the project.

10. Financial Arrangements

APO

- a. All assignment costs of the APO expert(s), i.e., honorarium, airfare, daily subsistence allowance, and overseas travel insurance;
- b. Total of USD10,000 as the local implementation costs including: production of a practical manual and a video/DVD for replication of the experience (to be prepared by the NPS) and holding a dissemination workshop(s)/seminar(s) for the local public (to be arranged by the NPS), for which 50% of the total cost will be advanced to cover the expenses soon after the Project Implementation Plan is issued, if necessary; and
- c. The remaining 50% will be paid after receiving the video/DVD, training manual, and final project report with the submission of necessary supporting documents under the applicable APO rules and regulations for the disbursement of project expenses.

The disbursement of expenses will be made at the appropriate times corresponding to the specific activities undertaken and following submission of the necessary supporting documents under the applicable APO rules and regulations for disbursement of project expenses.

If the project has not been completed by July 2016, as explained in section 10. Scope and Methodology of the Project Notification dated 10 September 2015, the implementation and payment will be carried over to the next period supported by a new Project Notification and Project Implementation Plan for 2016–2017.

NPS

- a. Expenses relating to the assignment of a coordinator and NPS expert(s) involved in this project.

Demonstration Company

- a. Expenses for logistical arrangements related to the implementation of the project, including the local travel costs of the APO expert(s), as well as for NPS experts when

required due to the distance and/or location of the demonstration company from the NPS office/branch office;

- b. Costs associated with the purchase and installation of equipment and/or fixtures relating to the implementation of the project, if any; and
- c. All other expenses for the implementation of the project not covered by the APO and/or NPS.

11. Final Project Outputs

The Development of Demonstration Companies project will be completed with the submission of the following:

- a. Final reports prepared by the NPS and demonstration company;
- b. Practical manual for replication (in video/DVD and/or printed hard copy) prepared by the NPS; and
- c. A video/DVD of the demonstration company experience to be prepared by the demonstration company.

The APO will issue a certificate of completion and present it to the demonstration company upon completion of the project.



Mari Amano
Secretary-General