



PROJECT IMPLEMENTATION PLAN

6 July 2018

1. **Project Code** 18-RP-44-GE-DON-C-02
2. **Title** Strengthening the Programs of the Center of Excellence on Green Productivity (GP)
3. **Project Activity** Forum on Green Productivity and the Future of Sustainable Development
4. **Timing and Duration** 18–20 September 2018 (three days)
5. **Venue** Taipei, Republic of China
6. **Implementing Organization**
China Productivity Center (CPC)
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Xintai 5th Road, Xizhi District
New Taipei City 221, Republic of China
Phone: 886-2-2698-2989
Fax: 886-2-2698-2976
e-Mail: 2844@cpc.org.tw
Website: www.cpc.org.tw
7. **Number of Overseas Participants** Up to nine qualified participants from India, Indonesia, Lao PDR, the Philippines, Thailand, and Vietnam
8. **Number of Local Participants** 30 participants
9. **Closing Date for Nominations** 18 August 2018
10. **Objectives**
 - a. To share key emerging trends in new clean technologies for the future;
 - b. To deliberate on the promotion of resource efficiency with the focus on resource recycling, green energy, green factories, and eco-agri innovation; and
 - c. To disseminate good practices in renewable energy, solar energy, and resource recycling.

11. Background

The APO Center of Excellence (COE) on GP spearheaded by the CPC supports the APO in promoting and implementing GP-related activities and publicizes valuable examples of GP in the Asia-Pacific region. COE on GP activities focus on resource recycling, green energy, green factories, and eco-innovation. Resource recycling is an important approach to address pollution from solid waste and achieve a waste-free future. Green energy refers to any type of

energy that is produced with less negative impact on the environment. Solar, wind, geothermal, and hydro energy are commonly cited examples of green energy sources. Green factory and green building initiatives are pursued by companies operating manufacturing plants to reduce the environmental impact of their activities, including emission reductions, improved energy efficiency, and recycling manufacturing by-products. Eco-agri innovations, meaning innovations with sustainability measures to address impacts on the environment and biodiversity, hold huge potential to help overcome future challenges in achieving food security with environmentally sound, socially accepted technologies. The ultimate goal of focusing on these four areas is to treat waste as a resource by transforming it into part of sustainable systems to bring value to businesses, institutions, and communities; enhance the environment and quality of life; and generate power while minimizing both waste and pollution to reduce the impact of energy production and use on the environment. As part of the plan to strengthen COE on GP, a three-day seminar bringing together experts on these themes is being organized. The future trends in resource management for sustainability, renewable and solar energy, resource conservation and minimization of waste, clean technology, etc. will be the focus of the seminar.

12. Scope and Methodology

Scope

- a. Future trends in resource management for sustainability;
- b. Resource, agricultural, and forestry waste recycling;
- c. Green energy: renewable energy, mini-grid applications of solar energy, and wind, geothermal, and hydro energy;
- d. Challenges, prospects, and future techniques for resource recovery from wastewater;
- e. Eco-agri innovations; and
- f. Clean technology.

Methodology

The seminar will consist of presentations and case studies by resource persons, country paper presentations, knowledge-sharing sessions, and site visits.

The tentative program of the workshop is given below:

Date/Time	Activity
Mon., 17 September	Arrival of participants in Taipei
Tues., 18 September	Opening session Presentation: Future Opportunities and Challenges of Island Electrification with Renewable Energy Presentation: Solar Energy Mini-grid Application Opportunities in Rural Areas Presentation: Achievements of the APO COE on GP Presentation: Experience Sharing on GP Country paper presentations
Wed., 19 September	Site visit to Hengs Technology Co., Ltd. Presentation: Agricultural and Forestry Waste Recycling and Biomass Application Opportunities Presentation: Environmental Challenges and Clean Technology Applications for the Future
Thurs., 20 September	Site visit to HT Green Technology Co. Presentation: Challenges and Prospects of Resource Recovery

from Wastewater
Site visit to Da Fon Environmental Technology Co., Ltd.
Presentation: Resource Management for Future Sustainability
Program evaluation
Closing session

Fri., 21 September Departure of participants and resource persons

13. Qualifications of Candidates

Participants are expected to possess the following qualifications:

Present Position	Officials and experts from relevant ministries, government agencies, and industries involved in GP.
Experience	At least five years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 35 and 55 years of age.
Attendance	Participants are required to attend the entire program.

14. Financial Arrangements

a. Airfare

The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Taipei, ROC.

The APO will only reimburse discount air tickets for the most direct route. Participants should 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 also available on the APO website and from APO Liaison Officers in member countries.

b. Insurance Coverage

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is

unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

c. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 14a)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
Hotel accommodation in Taipei	No	Yes	No
Per diem allowance in Taipei	No	Yes	No
Transportation costs to and from hotel and airport in Taipei	No	Yes	No
Insurance coverage in the ROC (refer to paragraph 14b)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No

15. Actions by Member Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 13 above.

- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she 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 enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. 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 a passport-sized photograph. The biodata form can be downloaded from the APO website (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. The nomination documents should be sent to the Research and Planning Department, APO Secretariat (e-mail: rp@apo-tokyo.org, fax: 81-3-5840-5324).
- e. The 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 self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- f. Necessary documents are to be submitted 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 to the APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat 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.
- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be instructed 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.

- l. NPOs should inform participants that they must attend all three days of the forum.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no-show of a participant.

16. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

17. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

18. 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 website (www.apo-tokyo.org).

19. Dress Code

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.



Dr. Santhi Kanoktanaporn
Secretary-General