



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

17 June 2016

1. **Project Code** 16-RP-22-GE-TIA-B-01
2. **Project Title** Development of a Network of Green Productivity Advisory Committees (GPACs)
3. **Reference** Project Notification 16-RP-22-GE-TIA-B dated 24 November 2016
4. **Project Activity** Workshop on the Development of the International Green Productivity Advisory Committee (I-GPAC)
5. **Duration** 28–30 November 2016 (three days)
6. **Venue** Tokyo, Japan
7. **Implementing Organization** APO Secretariat
8. **Number of Overseas Participants** Up to 18 participants from the Republic of China, Fiji, India, Indonesia, IR Iran, Japan, the Republic of Korea, Malaysia, Mongolia, Pakistan, the Philippines, 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.
9. **Closing Date for Nominations** 22 September 2016
10. **Objectives**
 - a. To enhance international collaboration among member countries in the area of GP;
 - b. To exchange information and updates on new activities and initiatives among member countries with established GPACs as a model for other member countries;
 - c. To enhance member countries' knowledge and understanding of recent green technology trends in the region in the context of evolving international discussions and initiatives for promoting sustainable development; and
 - d. To promote national cooperation between NPOs and concerned government bodies in pursuit of expanded GP activities in member countries.

11. 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 first GPAC was established in 2003 to accelerate GP activities in close cooperation with leading Japanese companies.

The APO has been expanding GPAC activities internationally. The main objectives of this expansion are to promote the establishment of GPACs in other member countries and to facilitate their interactions to learn from each other and create synergistic effects of GP movements. Coinciding with the 9th EPIF held in Taipei, the GPAC in the ROC was established in 2013 as the first one outside Japan. After the meeting on Development of a Network of GPACs held in December 2014 in Tokyo, the GP Enhancement Committee was established in Sri Lanka, led by the National Productivity Secretariat in collaboration with consultants and private partners.

Given the potential contributions and important roles of I-GPACs as a network of GPACs to promote GP initiatives throughout the APO region and beyond, the APO is holding a three-day workshop to orient member economies on state-of-the-art knowledge of environment-friendly products, technologies, and services; innovations in green businesses; and evolving international discussions on sustainability issues. The workshop will also offer a venue to foster collaborative relationships among NPOs and concerned government agencies leading sustainability and environmental initiatives.

12. Scope and Methodology

Scope

- Knowledge sharing on activities and initiatives of I-GPACs;
- Networking communities for green growth and green industries;
- Innovations in green businesses; and
- International discussions on sustainable development and their impact on the APO region.

Methodology

Presentations, group discussions, and field visits.

The tentative program of the workshop is given below:

Date/Time	Activity
Sun., 27 November 2016	Arrival of participants in Japan
Mon., 28 November 2016	Opening session, workshop overview, resource persons' presentations
Tues., 29 November 2016	Resource persons' presentations and group discussions
Wed., 30 November 2016	Site visits, summing-up session, and closing ceremony
Thurs., 1 December 2016	Departure of participants

13. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Senior officials from NPOs and relevant ministries and government agencies engaged in green growth and environmental programs and
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	senior managers in private firms leading GP initiatives/businesses.
Experience	At least seven 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 not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 40 and 55 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

14. Financial Arrangements

To be borne by participants or participating countries

- a. All participants attending the workshop should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against:

Accidental death and dismemberment for up to JPY4,000,000;
 Medical expenses for accident (including hospitalization) for up to JPY4,000,000; and
 Medical expenses for illness (including hospitalization) for up to JPY4,000,000.

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. All expenses related to visa fees and airport taxes.
- c. 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 because of early arrival or late departure, for example, due to either limited available flights or any other reason.

To be borne by the APO

- a. All assignment costs of local/overseas resource persons.
- b. Round-trip economy-class international airfare between the nearest international airport from the place of work and Tokyo by the most direct route. As far as practicable, all participants are strongly encouraged to purchase discounted tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should follow the "Guide on Purchase of Air Tickets for APO Project Participants," which will be sent to the selected participants. It is also available on the APO website and from APO Liaison Officers in member countries. The APO will not be responsible for paying any additional per diem allowances due to early arrival, delayed departure, rerouting of tickets, or any other reason.
- c. Hotel accommodation and per diem allowances at the rate to be prescribed later for up to four days.
- d. Local transportation costs from Narita/Haneda Airport to the designated hotel.
- e. All local implementation costs including costs of meeting rooms, documentation, and other preparatory costs, if applicable.

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 Industry Department, APO Secretariat (e-mail: ind@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 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 project to qualify for the certificate of attendance.

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. Project Preparation

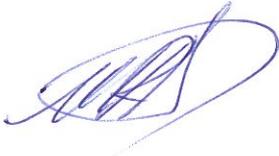
The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the guidelines to be provided by the APO.

18. Evaluation of Participants

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

19. 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).



Mari Amano
Secretary-General