



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

20 January 2015

1. **Project Code** 15-IN-05-GE-WSP-B
2. **Project Title** Workshop on Advanced Energy Technologies in the Manufacturing Sector
3. **Duration** 1–5 June 2015 (five days)
4. **Venue** Jakarta, Indonesia
5. **Implementing Organizations** Directorate of Productivity and Entrepreneurship (NPO Indonesia), Directorate General of Training and Productivity, Ministry of Manpower, Republic of Indonesia
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6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Republic of China, India, IR Iran, Japan, Republic of Korea, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. Other members with special interest in the subject area are encouraged to apply.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 13 April 2015

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 decide not to nominate anyone for the project.

9. Objectives

This workshop aims to observe and learn from the latest advanced energy technologies contributing to green growth in the region. The workshop will also examine how advanced energy technology can be transferred, deployed, and adapted in combination with the concept of Green Productivity (GP).

10. Background

Without adequate energy supplies, society cannot function and economic growth in the region cannot be achieved. At the same time, the energy situation in the region has been aggravated due to rising oil/natural gas prices in recent years, leading to rising costs of production, transport, etc.

The APO organized a multicountry observational study mission in 2014 on green energy technologies which identified the 10 most promising green energy technologies. The focus of the proposed workshop is on advanced energy technologies in the manufacturing sector which is key to the economic development of APO member economies.

To maintain high, sustainable growth in the region, APO member economies must manage energy security and find a different path from traditional high resource consumption for more energy-efficient, low-carbon economic growth. This workshop will observe advanced green energy technologies to improve energy management and energy efficiency and identify appropriate ways to transfer such technologies effectively.

11. Scope and Methodology

The tentative modules to be covered are:

- a. Advanced energy technologies;
- b. Concept and applications of advanced energy technology;
- c. Environmental and other requirements for technology transfer; and
- d. Successful adaptation of advanced energy technology.

The workshop will consist of interactive lectures, group discussion, observational site visits, and presentation of action plans.

The tentative program of the study mission is given below:

Date/Time	Activity
Sun., 31 May 2015	Arrival of participants in Jakarta
Mon., 1 June	Opening session Presentation of resource papers
Tues., 2 June	Presentation of resource papers Presentation of country papers
Wed., 3 June	Field visits to relevant companies or organizations Group exercise
Thurs., 4 June	Group exercise and group discussions
Fri., 5 June	Presentation of group discussion output Program evaluation by participants, resource persons, and implementing organization Summing-up session
Sat., 6 June	Closing session Departure of participants

12. Qualifications of Candidates

The participants are also expected to possess the following qualifications:

Present Position	Energy and industry professionals responsible for promoting energy management and the introduction and adoption of advanced energy technology for higher productivity.
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 50 years.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by participants or participating countries

- a. 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(s) will 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.

To be borne by the host country—Indonesia

- a. Expenses for hotel accommodations for 18 overseas participants for six days;
- b. Per diem allowances for all overseas participants for up to six days; and
- c. Other local implementation costs.

To be borne by the APO

- a. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Jakarta, Indonesia, for all participants. As far as practicable, all participants should purchase 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 Project Participants” dated 7 July 2006, which will be sent to selected participants and is available from APO Liaison Officers in member countries.

- b. All assignment costs of overseas resource persons.

14. 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 12 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 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 program.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

15. 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.

16. Project Preparation

The participants are required to prepare a country paper prior to departure for the project venue. In preparing the paper, "Guidelines for the Preparation of Country Papers" will be provided later.

17. Postproject Actions

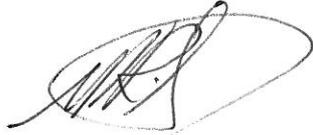
All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the program.

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).

A handwritten signature in black ink, appearing to be 'M. Amano', enclosed within a large, loopy oval stroke.

Mari Amano
Secretary-General