



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

10 March 2017

1. **Project Code** 17-IN-34-GE-TRC-A
2. **Title** Training of Trainers and Consultants in Green Productivity (APO-certified GP Specialists)
3. **Timing and Duration** 14 August–1 September 2017 (19 days)
4. **Venue** Taipei, Republic of China
5. **Implementing Organization** China Productivity Center (CPC)
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New Taipei City 221, Republic of China
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6. **Number of Overseas Participants** Up to 18 qualified participants
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 9 June 2017

9. Objectives

To develop and certify productivity practitioners specialized in Green Productivity (GP), this intensive three-week course aims to equip participants with in-depth knowledge and hands-on experience in the methodology, tools, and techniques enabling them to lead environment-related initiatives as APO-certified GP specialists.

10. Background

In response to the recommendations by NPOs to develop highly capable productivity practitioners and to provide clear linkages for their development path, the APO launched a certification program in 2015. The main objective is to develop future experts and specialists in the field of productivity improvement. To start with, the certification program selected the mainstays of APO training courses, Development of Productivity Practitioners: Basic and Advanced as the pilot project. Both courses are identified as entry level for NPO professionals to develop their skills in conducting training, consultation, and promotional activities for NPO clients and stakeholders. To expand the coverage of the certification program and to develop specialists in a specific productivity improvement area, the training

of certified GP specialists will be launched starting this year. Because the CPC is designated as the APO Center of Excellence on GP, it will act as the authorized training provider on GP for member countries.

In order to become APO-certified GP specialists, the selected participants are required to undergo the following stages:

Stage 1: Participants must complete the three-week face-to-face course and pass the assessment covering class participation, group project assignment, and individual examination

Stage 2: Successful participants are requested to carry out GP assignments in their countries within six months after the training course. APO resource persons will provide mentoring and coaching to guide participants in preparing the project reports.

Stage 3: Participants submit project reports to the APO Secretariat for review, and a registration-based certificate is issued to successful candidates. It is mandatory for the participants to submit project reports after participation in this course. The successful participants will become APO-certified GP specialists for a term of three years.

GP is a strategy for enhancing productivity and environmental performance for overall socioeconomic development. It involves the application of appropriate productivity and environmental management tools, techniques, and technologies to reduce the environmental impact of an organization's activities, goods, and services. Therefore, NPOs are strongly requested to nominate professionals who already have knowledge, skills, and experience as productivity practitioners to attend this course. This course will only focus on key GP problems, issues, and techniques, including emerging environment-related issues, such as green energy, waste management, and environmental management systems, which aims to help future GP specialists to gain up-to-date skills and knowledge to tackle environmental issues that are constantly changing and evolving.

11. Scope and Methodology

Scope

GP concept, tools, and techniques; waste and energy problems; practical work; and preparation of project reports for certification.

Methodology

Classroom lectures and fieldwork in manufacturing units, service enterprises, and/or community projects.

The tentative program of the training course is as below:

Date/Time	Activity
13 August 2017	Arrival of participants in Taipei
14 August	Opening session, course overview, and individual reports by participants on productivity improvement activities
15–17 August	GP concept, fundamentals, methodology, tools, and techniques
18 August	Case studies on GP
21 August	Consulting skills and preparation for onsite GP assessment
22–25 August	GP assessment (2.5 days onsite and 1.5 days data analysis)
28–30 August	Data analysis and report preparation

31 August	Presentations to companies/community projects and
1 September	Individual examination and action plan presentation
	Course summary/evaluation and closing
2 September	Departure of participants

12. Qualifications of Candidates

In view of the APO's focus on developing GP specialists, preference will be given to professionals who have practical backgrounds in productivity/quality improvement, local community development, environmental engineering, production process design, etc., and environmental experts working on resource efficiency, the 3Rs, and environmental management systems.

Present Position	Productivity practitioners from NPOs, consultancy firms, and trainers.
Experience	At least five years of public or private experience in the fields of training and consultancy in the area of policy, planning/management, quality, productivity, or environmental engineering.
Education	University degree or equivalent qualification from a recognized 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 three-week program requiring participants to complete a number of individual and group activities and strenuous field work. It is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental stress, especially homesickness, during participation in a long-term program such as this one.
Age	Candidates meeting the above qualifications are typically between 35 and 45 years of age.
APO certificate	Participants are required to attend the entire training course to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by participants or participating countries

For participants from profit-making organizations, except for SMEs, and those from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal,

- a. Round-trip international airfare between the member country and Taipei; and

- b. Participating Country Expenses at USD100.00 per participant, payable to the APO in convertible currency.

For all participants,

- a. 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 organizations will 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.
- d. Any cancellation charges for airfare and hotel arising from withdrawals after letters of acceptance have been issued by the APO.

To be borne by the host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to 13 days.
- b. Resource persons to conduct the program in addition to those assigned by the APO.
- c. Conference package including training room, training kits, and daily meals.
- d. All other local implementation costs.

To be borne by the APO

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Taipei for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal, and for participants from SMEs and nonprofit organizations from other APO member countries. As far as practicable, all participants should purchase discount 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. It is also available on the APO website and from APO Liaison Officers in member countries.

- c. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to seven days.
- d. The APO may select more than 18 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 18 overseas participants attend, per diem allowances and hotel accommodation costs will be borne by the APO for up to two additional overseas participants at the rate to be prescribed for up to 20 days.

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 training course.
- l. NPOs should inform participants that they must attend all 19 days of the project to qualify for the certificate of attendance.
- m. NPOs should assist the APO and or host country in collecting the amount corresponding to cancellation charges arising from withdrawal of a participant as provided for under item 13. to be borne by participants or participating countries.

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 selected participants will be required to give a presentation on the status of productivity improvement projects they have undertaken, which include training and consultancy. The presentations should include an overview of programs, role and responsibilities, activities, and primary areas of engagement (application of productivity tools and techniques). Each participant will be given up to 10 minutes for the presentation.

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 training course.

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).



Santhi Kanoktanaporn
Secretary-General

