



PROJECT NOTIFICATION

15 February 2018

1. **Project Code** 18-IN-34-GE-TRC-A
2. **Title** Training of Trainers and Consultants in Green Productivity (Certified GP Specialists)
3. **Timing and Duration** 23 July–3 August 2018 (12 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** 18 May 2018

9. Objectives

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

10. Background

Since 1994, the APO has been promoting GP vigorously through various initiatives and platforms. They include the development of demonstration/model companies, capacity building, publications, and the Eco-products International Fairs. The establishment of the APO Center of Excellence (COE) on GP in the ROC marked another milestone with the designation of a member country to spearhead the movement within the region. Over the years, the ROC through the CPC has become the referral resource for other members in formulating GP-related programs and initiatives.

The training of trainers in GP is a core program for developing highly qualified practitioners in this area. Because GP is defined as a strategy for enhancing productivity and

environmental performance for overall socioeconomic development, GP specialists must acquire the skills, knowledge, and ability to apply appropriate productivity and environmental management tools, techniques, and technologies to reduce the environmental impact of an organization's activities, goods, and services and at the same time increase productivity and profitability. Meanwhile, in an era when the deployment of Industry 4.0 technologies has greatly affected organizational performance, studies show that it has also influenced environmental management policies. Areas such as quality management can now be monitored through smart production control, data analytics, and predictive modeling solutions, while advanced virtual technologies are being used in product and process engineering. Process defects resulting in excess energy consumption are also easier to detect more quickly through smart production control. Therefore, environmental problems can be addressed immediately, contributing to significant reductions in waste.

In view of these changes, it is vital to equip GP practitioners with new knowledge covering changes associated with the Fourth Industrial Revolution. Taking advantage of the advanced technology in the ROC and the role of the COE on GP, the APO is continuing efforts to develop more certified GP specialists in member countries. In order to qualify as APO-certified GP specialists, the selected participants are required to undergo the following stages:

Stage 1: Participants must complete the 12-day 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 faculty members 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.

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, to help future GP specialists gain up-to-date skills and knowledge to tackle environmental issues that are constantly changing and evolving.

11. Scope and Methodology

The tentative modules to be covered are:

- a. Overview of GP programs implemented by the COE on GP in the ROC;
- b. GP tools and techniques as well as case studies;
- c. In-plant practice and presentation of project reports; and
- d. Individual assessment and preparation for certification.

The course will consist of classroom lectures and fieldwork in manufacturing units, service enterprises, and/or community projects.

The tentative program of the training course is given below:

Date/Time	Activity
Sun., 22 July 2018	Arrival of participants in Taipei
Mon., 23 July	Opening session, course overview, presentation on GP programs in the ROC, and individual reports by participants on productivity improvement activities
Tues., 24 July	GP techniques and tools
Wed., 25 July	GP case studies
Thurs., 26 July	GP training and consulting skills
Fri., 27 July	Preparation for GP practicum
Sat., 28 July	Preparation for GP practicum
Sun., 29 July	Off-day
Mon., 30 July	GP onsite assessment
Tues., 31 July	Data analysis and project report preparation
Wed., 1 August	Data analysis and project report preparation (cont'd.)
Thurs., 2 August	Project report presentation
Fri., 3 August	Individual examination/course summary/evaluation and closing
Sat., 4 August	Departure from Taipei

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. Please note that priority will be given to those who successfully completed 17-IN-68-GE-DLN-B: e-Learning on Green Productivity or 17-IN-06-GE-DLN-A-04 Self-learning e-Course on Applying Green Productivity Based on ISO 14001 Standards.

Present Position	Productivity practitioners from NPOs and professionals of Ministries/government agencies responsible for promoting green productivity and sustainable development
Experience	At least three years of experience in the position described above.
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 12-day program requiring participants to complete a number of individual and group activities and strenuous fieldwork. 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.

Attendance Participants are required to attend the entire program.

13. 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, from organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

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 (updated on 28 November 2017)," 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. Participating Country Expenses (PCEs)

PCEs payable to the APO do not apply to organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

c. 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.

d. 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 13a for conditions)	Conditions apply	No	Conditions apply
Participating Country Expenses (PCEs) (refer to paragraph 13b)	USD50 per participant	No	No
Hotel accommodation in Taipei	No	Yes (7 days)	Yes (6 days)
Per diem allowance in Taipei	No	Yes (7 days)	Yes (6 days)
Transportation costs to and from hotel and airport in Taipei	No	Yes	No
Insurance coverage in the ROC (refer to paragraph 13c)	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

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 selection committee 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: tgoto@apo-tokyo.org, 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, 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 12 days of the project.
- 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.

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 short paper prior to departure for the project venue. In preparing the paper, they are expected to follow the “Guidelines for the Preparation of Country Papers” to be provided later.

17. Postproject Actions

Please refer to the requirements explained in the stage 3 paragraph under item 10. Background.

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).

20. Dress Code

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



Santhi Kanoktanaporn
Secretary-General

