



PROJECT NOTIFICATION

7 January 2019

1. **Project Code** 19-IN-32-GE-TRC-A
2. **Title** Training of Trainers and Consultants in Green Productivity
3. **Timing and Duration** 10 June–21 June 2019 (12 days)
4. **Venue** Taipei, Republic of China
5. **Implementing Organization** China Productivity Center (CPC)
Address: 2F, No. 79, Sec. 1, Xintai 5th Rd., Xizhi Dist.
New Taipei City 221, Republic of China
Phone: 886-2-2698-2989 #1220
Fax: 886-2-2698-2976
e-Mail: 1220@cpc.tw; 2854@cpc.org.tw
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** 10 April 2019
9. **Objectives**
 - a. To train participants in the methodology for enhancing productivity and environmental performance at the organizational level using Green Productivity (GP) tools and techniques;
 - b. To enhance the ability of participants to act as GP trainers, consultants, and promoters; and
 - c. To provide participants with knowledge of the standards and requirements for APO Certified GP Specialists.

10. Background

GP was developed by the APO and has been promoted for almost two decades as a strategy that leads to gains profitability through improvements in productivity and environmental performance. This strategy was a response to the needs of member countries to increase productivity through environmentally sound manufacturing practices and businesses, thereby catering to customer requirements for more eco-friendly products while ensuring a healthy, safe environment. Various programs have been implemented to assist member countries in implementing GP, including demonstration projects, the Eco-products International Fairs, conferences, and training courses. Among those efforts, the training of trainers in GP has

been considered the mainstay since 2001. It builds the capacity of practitioners in member countries to promote GP at the sectoral and national levels. To ensure that it meets the expectations of stakeholders and remains relevant in the current business environment, the course contents have undergone a series of refinements. Recent modules focus on enhancing the skills, knowledge, and capability of participants to become specialists in GP and include emerging tools and techniques for productivity enhancement supported by advanced technology such as smart production control, data analytics, and predictive modeling solutions.

In association with the APO Center of Excellence (COE) on GP, the APO will continue to organize this course in the ROC, which is aggressively promoting the circular economy and green energy concepts. Taking the training course is one of the requirements under the APO certification program for GP specialists, after which participants must undertake GP projects and submit reports on them within six months after completing the course before certification. The entire process is guided by the resource persons.

NPOs are strongly requested to nominate professionals who are already competent productivity practitioners and committed to completing all certification requirements. Failure to complete those requirements may affect their selection for participation in other future APO projects.

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 and case studies;
- c. In-plant practice and presentation of project reports;
- d. Group and individual assessment; and
- e. Preparation for certification.

The course will consist of classroom lectures and fieldwork.

The tentative program of the training course is given below:

Date/Time	Activity
Sun., 9 June 2019	Arrival of participants in Taipei
Mon., 10 June	Opening session, course overview, presentation on GP programs in the ROC, and individual reports by participants on productivity improvement activities
Tues., 11 June	GP tools and techniques
Wed., 12 June	GP tools and techniques
Thurs., 13 June	GP case studies
Fri., 14 June	Preparation for GP practicum
Sat., 15 June	Preparation for GP practicum
Sun., 16 June	Free day
Mon., 17 June	GP onsite assessment
Tues., 18 June	Data analysis and project report preparation
Wed., 19 June	Data analysis and project report preparation (cont'd.)

Thurs., 20 June	Project report presentation
Fri., 21 June	Individual examination/course summary/evaluation and closing
Sat., 22 June	Departure from Taipei

Important note: To qualify for certification as APO GP specialists, all participants are required to submit project reports to the APO Secretariat within six months after course completion. Successful candidates will become APO-certified GP specialists for a term of three years.

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, consulting firms, and enterprises associated with NPOs; and professionals from ministries, government agencies, or academic institutions responsible for promoting GP and sustainable development.
Experience	At least three years of experience in the position described above.
Education	University degree 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 project 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 project 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 project.

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)	USD50 per	No	No

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
(refer to paragraph 13b)	participant		
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 (fixed rate)	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 and submit the GP project plan and PowerPoint presentation prior to departure for the project venue. In preparing the documents, they are expected to follow the guidelines to be provided later together with the Project Circular.

17. Postproject Actions

Please refer to the requirements explained in the last paragraph under item 11. Scope and Methodology.

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.



Dr. Santhi Kanoktanaporn
Secretary-General