



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION ADDENDUM

26 September 2014

1. **Project Code:** 13-RP-40-SPP-OSM-B
2. **Title:** Multicountry Observational Study Mission on Future City Initiatives
3. **Duration and Timing** 17–21 November 2014 (five days)
4. **Venue** Tokyo, Yokohama, Kyoto, and Kitakyushu, Japan
5. **Addendum No.:** 1
6. **Reference:** Project Notification dated 30 May 2014
7. **Details:** Change in Item No. 6 “Number of Overseas Participants”
Change in Item No. 9 “Objectives”

7-1. Change in Item No. 6 “Number of Overseas Participants”

Up to 20 participants from the Republic of China, India, Indonesia, Republic of Korea, Malaysia, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam. Nominations from other member countries are also encouraged if they have qualified nominees. **Up to six participants from Myanmar may be acceptable.**

7-2. Change in Item No. 9 “Objectives”

This observational study mission will identify the best practices of “future cities” where advanced technologies, management systems, and collaboration among diverse stakeholders are well leveraged to achieve sustainable growth. Participants are expected not only to observe the best practices but to attend sessions by experts and facilitated discussions to identify practical approaches to synergize with their national policies and projects.

The other objective is to showcase the benefits of APO membership to strategically targeted countries such as the UAE and Turkey by inviting high-level officers from those countries. Representatives of those nonmember countries are eligible to observe the study mission at their own expense.

Other terms and conditions as specified in the Project Notification dated 30 May 2014 remain unchanged.

Mari Amano
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

30 May 2014

1. **Project Code** 13-RP-40-SPP-OSM-B
2. **Title** **Multicountry Observational Study Mission on Future City Initiatives**
3. **Duration and Timing** 17–21 November 2014 (five days)
4. **Venue** Tokyo, Yokohama, Kyoto, and Kitakyushu, Japan
5. **Implementing Organization**
Asian Productivity Organization (APO)
Address: 1-24-1 Hongo, Bunkyo-ku,
Tokyo 113-0033, Japan
Phone: 81-3-3830-0415
Fax: 81-3-5840-5324
e-mail: rp@apo-tokyo.org
Website: www.apo-tokyo.org
6. **Number of Overseas Participants** Up to 20 participants from the Republic of China, India, Indonesia, Republic of Korea, Malaysia, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam. Nominations from other member countries are also encouraged if they have qualified nominees.
7. **Number of Local Participants** Up to six participants
8. **Closing Date for Nominations** 31 July 2014

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 observational study mission will identify the best practices of “future cities” where advanced technologies, management systems, and collaboration among diverse stakeholders are well leveraged to achieve sustainable growth. Participants are expected not only to

observe the best practices but to attend sessions by experts and facilitated discussions to identify practical approaches to synergize with their national policies and projects.

The other objective is to showcase the benefits of APO membership to strategically targeted countries such as Myanmar, the UAE, and Turkey by inviting high-level officers from those countries. Representatives of nonmember countries are eligible to join the study mission at their own expense.

10. Background

The number of urban residents is growing by nearly 60 million every year globally. In the beginning of the 20th century, only two out of every 10 people lived in an urban area. One hundred years later, more than half of all people now live in an urban area for the first time in human history. In this context, wide-ranging discussion is occurring on subjects such as “sustainable cities,” “eco cities,” “mega cities,” and “smart cities,” all of which seek to identify ways to sustain economic growth in urban areas while decreasing environmental burdens and increasing the quality of life. The Asia-Pacific region is no exception; the urban population in Asia and the Pacific grew faster than in any other region, with its urban population reaching 45%.

Japan has been serving as one of the leading countries in this area through various initiatives by central/local governments, cutting-edge eco-friendly technologies of private companies, and close collaboration between the public and private sectors. This observational study mission is expected to visit several future cities with best practices in Japan, with the specific focus on SMEs with advanced technologies and business models that have significantly contributed to the creation of sustainable cities. It will also allow mission participants to network with those SMEs for future business collaborations.

11. Scope and Methodology

Scope

The tentative topics to be covered are:

- a. Overall concepts of future cities or sustainable cities;
- b. Key elements of future cities, e.g., local policies, stakeholder management and collaboration among them, key technologies, citizen participation, and key performance indicators and outcomes; and
- c. Best practices of future cities, including their history, activities, ecosystems, and outcomes.

Methodology

The workshop will involve international benchmarking methodology to screen for and identify the best practices of future city initiatives. The workshop will consist of the following activities:

- a. Country paper presentations;
- b. Expert lectures;
- c. Best practice city visits; and
- d. Interactive discussions.

The tentative program of the study mission is given below:

Date/Time	Activity
Sun 16 November 2014	Arrival of participants in Tokyo
Mon 17 November 2014	Opening session, course overview, concept and key elements of future city initiatives, move to Kitakyushu, welcome reception city initiatives, move to Kitakyushu, welcome reception
Tue 18 November 2014	Site visit to Kitakyushu
Wed 19 November 2014	Site visit in Kyotango
Thu 20 November 2014	Group discussion in Kyoto
Fri 21 November 2014	Site visit to Yokohama, facilitated workshop, closing ceremony
Sat 22 November 2014	Departure of participants from Yokohama

12. Qualifications of Participants

Present Position: Senior government officials, especially from ministries, agencies, or municipal organizations concerned with land/city/urban development; and heads of associations responsible for promoting eco/sustainable city initiatives or representatives of leading firms in this area.

This project is fully funded by the Japanese government, which is eager to deliver it to the above-mentioned targeted audience.

Experience: At least six years of experience in land/city/urban development, sustainable city development, or a related field.

Education: University graduate or equivalent qualification from a recognized institution.

Age: Candidates who fit the above profile are typically between 35 and 55 years.

Language Proficiency: Proficiency in written and spoken English is essential.

Health: Physically and mentally fit to attend an intensive program.

13. Financial Arrangements

To be borne by the APO for international participants

- a. Round-trip economy-class international airfare for overseas participants between the nearest international airport from the place of work and Tokyo by the most direct route. As far as practicable, all participants should purchase discounted tickets (following IATA PEX, ZONE PEX, or other applicable discount fares). *It is noted that neither the APO nor the host organization will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever.*

- b. The cost of hotel accommodations (including tax and service charges) and per diem allowance for all overseas participants for staying in Japan up to six days.
- c. The cost of domestic round-trip transportation from Tokyo to the venues of the site visits.
- d. Other local expenses related to the study mission in Japan.

To be borne by the APO for local participants (Japan)

- a. The cost of hotel accommodations (including tax and service charges) and a per diem allowance for participants up to six days where applicable.
- b. The cost of domestic round-trip transportation to project sites where applicable.
- c. Other local expenses related to this project in Japan.

To be borne by the APO for resource persons

All assignment costs of overseas as well as local resource persons to conduct the program.

To be borne by participants or participating countries

- a. Participants must be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization and death) for:
 - accidental death and dismemberment up to 4,000,000 yen,
 - medical expenses for accident up to 4,000,000 yen, and
 - medical expenses for illness up to 4,000,000 yen,
 for the entire duration of the project. The APO will secure this insurance on behalf of the participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself from the per diem allowances provided. Neither the APO nor the implementing organization 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, late departure, or rerouting of air tickets, for example, due to either limited available flights or any other reason.
- c. Any expenses related to visa fees and airport taxes.

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. 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 Research and Planning Department, APO Secretariat (e-mail: rp@apo-tokyo.org, fax: 81-3-5840-5324).
- e. 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 study mission.

1. NPOs should inform participants that they must attend all four 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. Postproject Actions

All participants are required to prepare action plans during the study mission. The APO will request participants to submit progress reports six months after completion of the mission.

17. Evaluation of Participants

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

18. Guide for Participants

Other conditions for participation are stated in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO homepage (http://www.apo-tokyo.org/05part_guide.htm).



Mari Amano
Secretary-General