



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION ADDENDUM

26 May 2017

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| 1. Project Code | 16-IN-22-GE-CON-A |
| 2. Title | International Conference on Material Flow Cost Accounting |
| 3. Timing and Duration | 12–14 December 2016 (three days) |
| 4. Venue | Tehran, Islamic Republic of Iran |
| 5. Addendum No. | 1 |
| 6. Reference | APO Project Notification 16-IN-22-GE-CON-A dated 27 May 2016 |
| 7. Details | Change in project implementation timing |

7-1 Change in Item No. 3. “Timing and Duration”

The project implementation timing has been changed from 12–14 December 2016 to **19–21 September 2017**.

Other terms and conditions specified in the Project Notification dated 27 May 2016 remain unchanged.

Santhi Kanoktanaporn
Secretary-General



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PROJECT NOTIFICATION

27 May 2016

1. **Project Code** 16-IN-22-GE-CON-A
2. **Title** International Conference on Material Flow Cost Accounting
3. **Timing and Duration** 12–14 December 2016 (three days)
4. **Venue** Tehran, Islamic Republic of Iran
5. **Implementing Organization** National Iranian Productivity Organization (NIPO)
Address: 3rd Floor, Building No. 3, Management and Planning Organization, Daneshsara St., Baharestan Sq., Tehran 1149943141
Islamic Republic of Iran
Phone: 98-21-3327-6508; 98-21-7765-5566
Fax: 98-21-77646271
e-Mail: nipo@mporg.ir
6. **Number of Overseas** Up to 36 qualified participants
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 16 September 2016

9. Objectives

To share the latest developments in and practices of material flow cost accounting (MFCA) and to enhance awareness of its effectiveness as tool for Green Productivity (GP).

10. Background

GP has been defined as a strategy for enhancing productivity and environmental performance for sustainable socioeconomic development. It consists of various applications of productivity tools, techniques, and technologies to reduce the environmental impact of an organization's activities, products, and services. The main objective is to ensure higher productivity and profitability with a lower impact on the environment. In other words, the GP concept stresses the optimization of production factors like manpower, machinery, and raw materials by reducing unnecessary waste and burdens that can affect the environment. As a result, it is expected that organizations will produce high-quality goods and services in greener, cleaner ways.

To ensure that member countries are able to practice GP effectively, the APO has offered various projects on related topics for more than two decades. Different tools and techniques have been introduced to provide more options for GP implementation. In 2010, the APO added MFCA as a new GP tool. Originally developed in Germany, MFCA has been proven to be an effective method for organizations to promote the efficient use of materials, contributing to reductions in waste, emissions, and nonproducts. It also increases the transparency of material flows, which is a key to successful problem solving and improvement. This allows organizations to increase their resource productivity and reduce costs at the same time, in line with the GP concept. Since 2010, several MFCA-based projects such as training of trainers, demonstration projects, e-learning courses, and workshops have been organized by the APO to promote its adoption.

This year, the APO will continue its efforts to promote MFCA among member countries. Based on the positive feedback received and demand for wider dissemination, this international conference will share the latest developments in MFCA and discuss future strategies for its application in member countries. After years of implementation, it is also timely for the beneficiaries of the MFCA-based programs such as demonstration companies and NPOs to share their success stories and the results of applying this tool.

11. Scope and Methodology

Scope

MFCA concept and methodology, its implementation in member countries and other regions, different approaches to MFCA, and success stories of practitioners.

Methodology

Expert presentations, panel discussion, workshop, and networking sessions.

The tentative program of the workshop is given below:

Date/Time	Activity
Sun., 11 December 2016	Arrival of participants in IR Iran
Mon., 12 December	Presentations by resource speakers
Tues., 13 December	Presentations by resource speakers and workshop
Wed., 14 December	Panel discussions and closing session
Thurs., 15 December 2016	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Professionals from the public and private sector including SMEs interested in MFCA, academicians, NPO staff engaged in promoting MFCA, environmental management accounting experts, MFCA practitioners, and environmental professionals.
Experience	At least five years of relevant public- or private-sector experience in productivity and environmental management.

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 project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 30 and 55 years of age.
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' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 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.

To be borne by the host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to four days at the rate to be specified later.
- b. All local implementation costs.

To be borne by the APO

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to four days at the rate to be specified later.
- b. The APO may select more than 36 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 36 overseas participants attend, per diem allowances and hotel accommodation costs will be borne by the APO for up to four additional overseas participants at the rate to be prescribed for up to four days.
- c. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Tehran. 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.
- d. 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 the 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 three 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. Evaluation of Participants

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

17. 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 read 'M. Amano', with a large, sweeping flourish at the end.

Mari Amano
Secretary-General