



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION ADDENDUM

25 November 2016

1. **Project Code** 17-IN-22-GE-WSP-A
2. **Project Title** Workshop on Material Flow Cost Accounting
3. **Timing and Duration** 21–24 March 2017 (four days)
4. **Venue** Dhaka, Bangladesh
5. **Addendum No.** 1
6. **Reference** APO Project Notification 17-IN-22-GE-WSP-A dated 18 November 2016
7. **Details** Change in project implementation timing

### 7-1 Change in Section 3. Timing

The project implementation timing has been changed from 21–24 March 2017 to **27–30 March 2017**.

Other terms and conditions specified in the Project Notification dated 18 November 2016 remain unchanged.

Santhi Kanoktanaporn  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

18 November 2016

1. **Project Code** 17-IN-22-GE-WSP-A
2. **Title** Workshop on Material Flow Cost Accounting
3. **Timing and Duration** 21–24 March 2017 (four days)
4. **Venue** Dhaka, Bangladesh
5. **Implementing Organization** National Productivity Organisation (NPO)  
Ministry of Industries  
Address: Shilpa Bhaban (1st Floor) 91, Motijheel  
Commercial Area, Dhaka-1000, Bangladesh  
Telephone: 880-2-9562883  
Fax: 880-2-9563553  
e-Mail: npobangla@yahoo.com
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** 6 February 2017
9. **Objectives**
  - a. To familiarize participants with the methodologies of material flow cost accounting (MFCA), the concept of the circular economy, and good practices of MFCA implementation;
  - b. To provide a platform for company executives, environmental management professionals, and MFCA practitioners to exchange experiences and knowledge on waste management and the application of MFCA; and
  - c. To raise awareness of Green Productivity, the circular economy, and sustainable development.

## 10. Background

MFCA is a management tool focusing on the optimization of resources utilized in the operational flow. It examines the use of materials and energy as well as the waste produced, proposes the treatment of waste as resources, and therefore contributes to reductions in emissions and nonproducts, more efficient utilization of resources, and improved productivity. It was first developed in Germany in the late 1990s and was later adopted widely by Japanese companies. With its international standard, ISO 14051, which complements the ISO 14000 family of environmental management system standards, MFCA has helped numerous SMEs to reduce waste and costs and thus increase profits and overall productivity. It has also been recognized and promoted by other international bodies, such as Asia-Pacific Economic Cooperation, as a powerful technique to address issues of productivity enhancement as well as environmental protection.

The APO has organized numerous projects related to MFCA, including four demonstration company projects on MFCA in Thailand, Mongolia, India, and Pakistan; workshops and training courses in Japan, the ROC, and Indonesia; e-learning courses; an international conference in IR Iran; and publication of a training manual on ISO 14051. This workshop will focus on the applicability of MFCA in SMEs, the latest status of the standard, and how it links to the circular economy that contributes to more sustainable industrial development. The participants are expected to be able to apply MFCA techniques in their organizations and thus raise their productivity.

## 11. Scope and Methodology

### Scope

Concept of the circular economy and MFCA, MFCA methodology and steps of implementation, ISO 14051, and good practices of MFCA techniques.

### Methodology

Lectures, case studies, site visit(s), discussions, and group work.

The tentative program of the workshop is outlined below:

<b>Date/Time</b>	<b>Activity</b>
Mon., 20 March 2017	Arrival of participants in Dhaka
Tues., 21 March 2017	Opening session, workshop overview, presentations by resource persons, sharing of practices by participants
Wed., 22 March 2017	Presentations by resource persons, sharing of practices by participants
Thurs., 23 March 2017	Presentations by resource persons, discussions, preparation for suggestions on MFCA implementation
Fri., 24 March 2017	Discussions, individual suggestions on MFCA implementation, and closing session
Sat., 25 March 2017	Departure of participants

## 12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	SME executives; managers of manufacturing, production flow, and/or waste management; environmental management professionals; and MFCA practitioners.
Experience	At least five years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make active contributions during the workshop. 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 workshop requiring participants to complete a number of individual and group activities, be involved in discussions, and attend site visits. 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 50 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 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 workshop 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 five days at the rate to be specified later.
- b. Transportation costs for hotel and airport transfers at the venue.
- c. All 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 Dhaka. 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. 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 five 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](http://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 workshop.
- l. NPOs should inform participants that they must attend all five 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. Project Preparation**

The participants are required to prepare a 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**

All participants are required to prepare action plans during the workshop and share the plans with their NPOs. The APO may request participants to submit progress reports six months after completion of the workshop.

## **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](http://www.apo-tokyo.org)).



Santhi Kanoktanapom  
Secretary-General