



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN ADDENDUM

9 September 2013

1. **Project Code:** 13-RP-16-GE-DON-C-01
2. **Project Title:** Workshop on Development of Model Projects for Green Productivity
3. **Venue:** Taipei, Republic of China
4. **Addendum No.** 1
5. **Reference:**
  - 1) Project Notification for 13-RP-16-GE-DON-C dated 18 April 2013.
  - 2) Project Implementation Plan for 13-RP-16-GE-DON-C-01 dated 5 August 2013.
6. **Details:** Please find changes to the Project Implementation Plan as given below.

Change in item No.3 in Project Implementation Plan "Duration":

4-8 November 2013 (rescheduled) instead of 30 September to 4 October 2013 in Taipei, Republic of China.

Change in item No.8 in Project Implementation Plan "Closing Date for Nominations":

30 September 2013 (rescheduled) instead of 6 September 2013.

Change in item No.14 in Project Implementation Plan "Actions by Member Countries":

For selection purpose, member countries are requested to submit appropriate nominations (preferably at least two for consideration) by 30 September 2013 (rescheduled) instead of 6 September 2013.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 18 April 2013 and Project Implementation Plan dated 5 August 2013 pertaining to this Workshop remains valid. Other terms and conditions remain the same.

Ryuichiro Yamazaki  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

5 August 2013

1. **Project Code:** 13-RP-16-GE-DON-C-01
2. **Project Title:** Workshop on Development of Model Projects for Green Productivity
3. **Reference:** APO Project Notification 13-RP-16-GE-DON-C dated 18 April 2013 for the Development of the Center of Excellence
4. **Duration:** 30 September–4 October 2013 (five days)
5. **Venue:** Taipei, Republic of China
6. **Implementing Organization:** China Productivity Center (CPC)
7. **Number of Overseas Participants:** Up to 18 qualified participants from all member countries
8. **Closing Date for Nominations:** 6 September 2013
9. **Objectives:**
  - i) To support member countries in the implementation of selected Green Productivity (GP) models on resource recycling, green energy, green factories, and eco-agri innovation; and
  - ii) To introduce various tools and techniques for the four GP models.

### **10. Background:**

The 55th session of the GBM in Tokyo in May 2013 approved the establishment of the APO Center of Excellence on Green Productivity (COE on GP) in Taipei. The COE on GP, operated under the auspices of the CPC, will support the APO in the promotion and implementation of projects in key areas under the GP banner. The COE on GP will implement projects and related activities based on the two-year plan submitted by the CPC.

The Workshop on Development of Model Projects for Green Productivity will serve as a venue for orienting the participants and updating their knowledge and skills in the four selected GP models of resource recycling, green energy, green factories, and eco-agri innovation.

Resource recycling is an important approach to address pollution from solid waste and achieve a waste-free future. The goal is to treat waste as a resource by transforming it into part of sustainable systems to bring value to businesses, institutions, and communities, enhancing the environment and quality of life. Special focus will be on recycling plastic and

electronic waste.

Green energy refers to any sort of energy that is produced with less negative impact on the environment. Solar, wind, geothermal, and hydro energy are commonly cited examples of green energy sources. The primary goal of developing green sources of energy is to generate power while minimizing both waste and pollution to reduce the impact of energy production and use on the environment. With intensive research, new green energy sources are emerging and will be discussed in the workshop.

Green factory and green building initiatives are pursued by companies operating manufacturing plants to reduce the environmental impact of operations, including emission reductions, improved energy efficiency, and recycling manufacturing by-products. Some of the basic principles and processes implemented in global companies will be studied.

Increased agricultural production is critical in the long run since more than half of the population will be living in cities and urban areas and rural farming areas will contract due to conversion to other uses. Eco-agri innovations, meaning innovations with sustainability measures to address impacts on the environment and biodiversity, hold huge potential to help overcome future challenges in achieving food security with environmentally sound, socially accepted technologies. Established models of eco-agri innovations will be assessed in this workshop.

#### **11. Scope and Methodology:**

The workshop will cover four major topics:

- 1) Resource recycling
- 2) Green energy
- 3) Green factories
- 4) Eco-agri innovation

The workshop will have plenary and four thematic sessions. It will involve presentations by resource persons, onsite studies, group workshops, and preparation of individual plans of action.

#### **12. Qualifications of Participants:**

The participants are expected to possess the following qualifications:

- a) Age: Preferably between 30 and 50 years.
- b) Education: University degree or equivalent qualification from a recognized institution.
- c) Present Position: Officials and managers of companies whose business operations are in any of the four areas of resource recycling, green energy, green factory, and eco-agri innovation.
- d) Experience: At least two years of experience in the subject area in at least one of the four focus areas of the workshop i.e., resource recycling, green energy, green factories, or eco-agri innovation.
- e) Language Proficiency: All proceedings of the workshop are conducted in English, and participants will be required to make oral presentations and written assignments. They should be proficient in both spoken and written English. *Those who are not proficient in English need not apply.*

- f) Health: Physically and mentally fit to attend an intensive training course 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).
- g) Attendance: Participants must attend all five days of the workshop to qualify for the certificate of attendance.
- h) After the Project: All participants must prepare action plans for implementation in their workplaces and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the workshop.

### 13. Financial Arrangements:

#### a) To be borne by the APO

- i) All assignment costs of overseas resource persons.
- ii) Round-trip economy-class international airfare for overseas participants between nearest international airport from the place of work and Taipei, Republic of China, by the most direct route. As far as practicable, all participants should purchase discounted tickets. Please note that the arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is available on the APO website and from APO Liaison Officers in member countries. Neither the APO nor the implementing organization(s) 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) To be borne by the host country (Republic of China)

- i) Per diem allowances and hotel accommodation for up to six days for all overseas participants;
- ii) Assignment costs for local resource persons; and
- iii) All other local implementation costs.

#### c) To be borne by participants or participating countries

- i) All participants should be fully insured against accident and illness (including hospitalization) for the principal sum of USD10,000.00 for the entire duration of the project and travel. All participants must submit to the APO a copy of the comprehensive travel insurance certificate valid in the Republic of China before participation. The cost of such insurance will be borne by the participant or participating 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. ***Neither the APO nor the implementing organizations will be responsible for any eventuality arising from accident or illness.***

- ii) Any expenses incurred by participants for stopovers on the way to and from the project venue or for extra stay at the project venue before and/or after the official project period due to early arrival or late departure, or any other reason.
- iii) All expenses related to visa fees and airport taxes.

#### **14. Actions by Member Countries:**

##### Nominations

- a) Each member country is requested to nominate two or more candidates for selection in the order of preference. Please ensure that candidates nominated meet the qualifications specified above and it should be indicated which of the four focus areas of this workshop are they interested in attending:
  - 1) Resource recycling
  - 2) Green energy
  - 3) Green factories
  - 4) Eco-agri innovation
- b) Member countries are also requested to inform the Secretariat as soon as possible if they do not wish to participate in the workshop, so that vacancies thus created can be allocated to other member countries.
- c) Nominations, accompanied by the candidate's biodata on the APO standard form in duplicate along with a passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should reach the Secretariat **no later than 6 September 2013**. The biodata form is available on the APO website (<http://www.apo-tokyo.org/project/participants.html>). If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the candidate's name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic form.
- d) 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 enumerated 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.
- e) Accepted participants should be advised not to bring family members or engage in any private business activity during the entire duration of the project. Further, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal.

##### Others

- f) The most qualified participant(s) from each member country will be chosen and notified through the APO Liaison Officer/NPO. Should some candidates fail to qualify or be unable to participate after selection, or should 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.
- g) Each selected candidate is required to arrive at the venue in Taipei one day before the start of the official project. Also, all candidates are expected to return home upon completion of the official project because they are visiting the host country for the

specific purpose of attending this APO workshop.

**15. Preproject Preparation:**

All selected participants are expected to undertake advance reading on the subject of this workshop.



Ryuichiro Yamazaki  
Secretary-General