

# Asian Productivity Organization

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## PROJECT NOTIFICATION

29 October 2010

1. **Project Code:** 11-IN-102-GE-CON-B
2. **Project Title:** International Conference on Green Productivity for Sustainable Energy and Environment
3. **Duration:** 10–12 February 2011
4. **Venue:** New Delhi, India
5. **Implementing Organization:** National Productivity Council  
  
Address: Institutional Area, Lodi Road  
New Delhi 110003 India  
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e-Mail: is@npcindia.org
6. **Number of Overseas Participants:** Up to 36 qualified participants
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 4 January 2011  
  
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 do not intend to participate so that the space allocation can be made available to other interested countries.
9. **Objective:** This three-day conference aims to deliberate on relevant themes like eco-financing, technology transfer issues, market transformation experiences, transition to a low-carbon economy, and eco-product promotion.

## **10. Background**

Green Productivity (GP) is a strategy for enhancing productivity and environmental performance for sustainable socioeconomic development. The APO has been promoting GP since the late 1990s to achieve sustainable economic development while preserving the environment. Specifically, making energy use sustainable to achieve low-carbon growth has emerged as one of the priority areas in view of the global challenges of climate change.

It is necessary to evolve innovative ways to reduce the consumption of natural resources and develop solutions leading to the sustainability of energy use and protection of the global environment. This international conference will address issues, solutions, and future directions to achieve sustainable energy use and environmental conservation using the GP approach. The conference will feature international speakers who are experts in their specific areas and will incorporate exchanges of the most up-to-date information on topics such as eco-practices, eco-business, energy efficiency, the 3Rs, environmental sustainability, clean technologies, low-carbon growth, renewable energy applications, technology transfer, recent green initiatives, best practices, and the latest policy interventions to tackle climate change.

Organization of the conference in parallel with the seventh Eco-products International Fair (EPIF) further enhances its value, as the EPIF 2011 aims to exhibit eco-products, -services, -technologies, -materials, and -components from around the world including Japan, one of the most energy-efficient countries. The conference combined with the EPIF 2011 is an excellent opportunity for delegates to learn which eco-products, -services, and -technologies are already available on the market; enhance their understanding of sustainable initiatives aimed at consumers, suppliers, businesses, and society as a whole; and promote low-carbon growth among policymakers. It is also a platform for relevant stakeholders from member countries to become aware of the latest trends in trade, policy, and energy and environmental issues to ensure that businesses in their own countries remain environmentally competitive in international markets. Conference delegates will be able to collect firsthand information on eco-products, eco-innovation, and eco-practices that can strengthen the competitiveness of member countries despite the recent global financial crisis.

## **11. Tentative Scope and Methodology**

The conference will address relevant themes like eco-practices, eco-business, energy efficiency, the 3Rs, environmental sustainability, clean technologies, low-carbon growth, renewable energy applications, technology transfer, green initiatives, best practices, and policy interventions to tackle climate change.

This conference will be held in conjunction with the EPIF 2011 and include several plenary sessions with presentations from eminent experts and interactive deliberations.

## **12. Requirements of Candidates**

- a) Age: Preferably between 35 and 55 years.
- b) Education: University degree or equivalent qualification from a recognized institution.

- c) Present Position: Preference will be given to top and senior managers from private enterprises, policymakers, and senior government officials involved in the promotion and/or development of eco-products, -services, -technologies, -materials, and -components. Staff of relevant NGOs and public organizations involved in the promotion of sustainable energy and environment are also welcome. The candidates must have an appropriate professional background.
- d) Experience: At least five years of experience in promoting and/or developing eco-products, services, -technologies, -materials, and -components
- e) Language: Proficiency in written and spoken English is essential.  
Proficiency
- f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.

### 13. Financial Arrangements

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

i) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and New Delhi, India, by the most direct route. As far as practicable, all participants are strongly encouraged to purchase and use discounted tickets. Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" dated 7 July 2006, which will be sent to the selected participants and is available from APO Liaison Officers in member countries.

ii) Deputation costs of APO-assigned overseas resource persons.

#### b) To be borne by the host country—India

i) Accommodation and appropriate per diem allowances to cover meals and incidental expenses of overseas participants during the official period of the conference.

ii) Resource persons deputed by the NPO of India.

iii) All other local implementation costs.

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

i) Travel Insurance: Participants should be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the countries visited. In case any participant is unable to insure him/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium

him/herself, if necessary, from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

ii) Any expenses incurred by experts 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 or late departure, for example, due to either limited available flights or any other reason whatsoever.

iii) Any expenses related to visa fees and airport taxes.

#### **14. Actions by Participating Countries**

a) Each member country is requested to nominate three or more candidates for selection. Please ensure that candidates nominated meet the qualifications specified above.

b) Please note that when a candidate is nominated it does not follow that he/she is considered selected. Selection is at the discretion of the Screening Committee. 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.

c) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:

i) Candidate's biodata on the APO biodata form in duplicate together with passport-sized photograph, which can be downloaded from the APO website. 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.

ii) The APO Medical and Insurance Declaration/Certification 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 for this particular project 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 recognized physician on the reverse side of the medical form is required.

e) For reasons of expediency or because of time constraints due to approaching nomination deadlines, member countries sometimes send their candidates' biodata forms and medical forms by fax to the APO Secretariat. While this action is very much appreciated, member countries are requested to send the originals of the documents to the APO Secretariat by postal mail as well. They are needed for making clear, clean copies for the host country, especially with regard to the candidates' photos. If the documents are submitted electronically as mentioned in (c)-i), there is no need to send the original by postal mail. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.

f) Member countries are requested to abide by the nomination deadline specified in Section 8 on the first page. The APO 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.

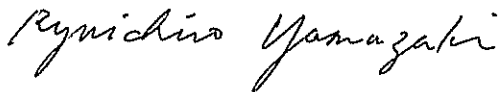
g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.

h) Member countries are requested to inform candidates that, once selected, they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of their reason for withdrawal.

i) All selected candidates are required to arrive at the venue one day before the start of the official project. Also, they 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 project.

#### **15. Guide for Participants**

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



Ryuichiro Yamazaki  
Secretary-General