

Asian Productivity Organization

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PROJECT NOTIFICATION

29 June 2011

1. **Project Code:** 11-IN-104-GE-CON-A
2. **Project Title:** APO International Conference on Green Technology
3. **Duration:** 6-10 September 2011 (five days)
4. **Venue:** Kuala Lumpur, Malaysia
5. **Implementing Organizations:**
 - Malaysia Productivity Corporation (MPC)
Address: P.O. Box 64, Jalan Sultan 46904
Petaling Jaya, Selangor, Malaysia
Phone: 60-3-7951-2557
Fax: 60-3-7958-1697
e-Mail: khidzir@mpc.gov.my
 - Green Purchasing Network of Malaysia (GPNM)
Address: 23-1, Jalan PJU 1/3B, Sunway Mas Commercial
Centre, 47310 Petaling Jaya, Selangor, Malaysia
Phone: 60-3-7880 1007
Fax: 60-3-7880 1003/7880 7206
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:** 5 August 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 kindly 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 five-day conference aims to promote sustainable development and combat the adverse impacts of climate change through dissemination and adoption of eco-products and green technologies in member countries. The conference will also provide participants with an opportunity to observe and study effective mechanisms to promote eco-business and marketing strategies for eco-products at the national level. The specific objectives are to:

- Create awareness of the importance of green technology, eco-products, and eco-services for green growth of the region;
- Provide a forum for dissemination of R&D findings and applications of green technology;
- Generate market demand for green technology and eco-products through the promotion of green purchasing and green procurement; and
- Develop the concept of a regional platform for the promotion of green technology and eco-products.

10. Background

The concept of sustainable development based on environmentally friendly products, technologies, and services has become a central issue in many developing and developed countries to mitigate climate change impacts. The APO has been promoting eco-products and green technologies in the Asia-Pacific by organizing the Eco-products International Fairs (EPIFs) and conferences since 2004. After the first EPIF in Malaysia, this initiative has become a movement with a series of similar events organized in member countries.

In 2010, Malaysia held another mega exhibition, the International Greentech & Eco-products Exhibition & Conference Malaysia 2010 (IGEM 2010) to promote eco-products and green technologies for green growth and sustainable development. The APO organized an international conference in conjunction with IGEM 2010 to provide a platform for professionals involved in eco-product development and promotion to discuss idea, progress, and achievements as well as best practices. In association with the IGEM 2011 in Malaysia, the APO will organize a second International Conference on Green Technology as a parallel event.

11. Tentative Scope and Methodology

Tentative Scope

This project is organized in conjunction with IGEM 2011. It will discuss how to create organic linkages among the existing initiatives to promote eco-products in the region and to boost national and regional competitiveness and create a sustainable society.

Tentative Methodology

Observation of the exhibition, keynote presentations, expert presentations, and group discussions.

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: First preference will be given to the senior representatives of past EPIF organizers and senior representatives of organizers of relevant programs in the region. Top and senior managers from private enterprises that participated in past EPIFs and are involved in eco-product development may also attend.
- d) Experience: At least five years of experience in promoting eco-product/technology policies and strategies in the field of green energy, green buildings, green townships, eco-finance, eco-labels, carbon footprint labels, green purchasing, solid waste management, transportation, and public procurement.
- 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 Kuala Lumpur, Malaysia, 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) All assignment costs of APO overseas resource persons.

b) To be borne by the host country—Malaysia

i) Hotel accommodations and per diem allowances for up to 18 overseas participants for up to six days.

ii) All other local implementation costs, including local resource persons deputed by MPC

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. A non-selection 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 Web site. 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 reports by fax to the APO. 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.

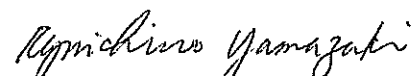
g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.

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).


Ryuichiro Yamazaki
Secretary-General