

# Asian Productivity Organization

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## Project Notification Addendum

10 June 2011

1. **Project Code** 11-IN-22-GE-WSP-B
2. **Title** Workshop on Material Flow Cost Accounting
3. **Addendum No.** 1
4. **Reference** 11-IN-22-GE-WSP-B: Project Notification dated 17 May 2011
5. **Changes** Change in Item No. 4. "Venue"

The specified venue of Tokyo, Japan, in the Project Notification dated 17 May 2011 has been changed to the following:

4. **Venue:** Tokyo and Osaka, Japan

Other terms and conditions remain the same.

A handwritten signature in cursive script, reading 'Ryuichiro Yamazaki'.

Ryuichiro Yamazaki  
Secretary-General

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## PROJECT NOTIFICATION

17 May 2011

1. **Project Code:** 11-IN-22-GE-WSP-B
2. **Project Title:** **Workshop on Material Flow Cost Accounting**
3. **Duration:** 12–16 September 2011 (five days)
4. **Venue:** Tokyo, Japan
5. **Implementing Organization:** Japan Productivity Center (JPC)  
Address: 1-1 Shibuya 3-chome, Shibuya-ku  
Tokyo 150-8307  
Telephone: (81) 3-3409-1135  
Facsimile: (81) 3-3409-5880
6. **Number of Overseas Participants:**  
Up to 18 qualified participants from India, Indonesia, Islamic Republic of Iran, Japan, Republic of Korea, Malaysia, Mongolia, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam. Other member countries with special interest in the subject are also encouraged to apply.
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** **22 July 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 decide not to nominate anyone for the project.
9. **Objectives:**
  - 1) To provide participants with an opportunity to understand the concept of material flow cost accounting (MFCA);
  - 2) To study successful examples of the introduction of MFCA;
  - 3) To deliberate on the impact of MFCA; and
  - 4) To discuss the applicability of MFCA and prepare action plans for introducing it.

## 10. Background

MFCA, developed in Germany in the late 1990s and since adopted widely in Japan, focuses on tracing waste, emissions, and nonproducts and can help boost an organization's economic and environmental performance. It is one of the major tools of environmental management accounting (EMA). EMA is a set of procedures used within corporations and other organizations for linking environmental considerations with economic objectives. Today, organizations cannot ignore the environmental aspects of their activities. Consequently, they seek management tools to link concern for the environment with economic considerations.

MFCA is a management tool that promotes the efficient use of materials more effectively, contributing to reductions in waste, emissions, and nonproducts. MFCA increases the transparency of material flow, which is a key to successful problem-solving and improvement. By solving problems, organizations can increase their resource productivity and reduce costs at the same time. This is in line with the Green Productivity (GP) concept and can be used to implement GP in organizations and factories.

To standardize MFCA practices, a working group of the ISO Technical Committee ISO/TC 207, Environmental Management, has been working on the development of ISO14051, which will complement the ISO14000 family of environmental management system standards, including life cycle assessment (ISO14040, ISO14044) and environmental performance evaluation (ISO14031). The standard is expected to be published in the second half of 2011.

This workshop will study the concept of MFCA, the latest status of the standard, and successful implementation of MFCA and examine its applicability in the workplaces of participants.

## 11. Scope and Methodology

### Scope

- Concept of MFCA and GP;
- Latest status of ISO14051;
- Examples of MFCA in Asian countries; and
- Introduction and application of MFCA.

### Methodology

Classroom lectures, group discussions and group work, country paper presentations, and field visits.

## 12. Requirements of Candidates

- (a) Age: Preferably between 35 and 45 years.
- (b) Education: Preferably university degree or higher qualification.
- (c) Present Position: Professionals in the public and private sectors interested in introducing MFCA. NPOs are encouraged to nominate qualified candidates from their organizations involved in environmental management to build their capacity to promote GP including MFCA.

- (d) Experience: At least five years of experience in environmental, production, and/or quality management; and/or implementation of GP.
- (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 participants' place of work and Tokyo, Japan, for participants. As far as practicable, all participants are strongly encouraged to purchase and use discounted tickets (Please note that any arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" on page 16 of the *APO Guide for Participants*, which is available on the APO website at <http://www.apo-tokyo.org> and from APO Liaison Officers in member countries.) Please note that no additional per diem allowances will be provided due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever.
- (ii) The cost of hotel accommodations (including tax and service charges) and a per diem allowance for three overseas participants for up to six days.
- (iii) All assignment costs of overseas resource persons.

#### **(b) To be borne by the host country—Japan**

- (i) The cost of hotel accommodations and a per diem allowance for 15 overseas participants for up to six days.
- (ii) Other local implementing costs in Japan.

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

- (i) Participants must be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization and death) for:
  - accidental death and dismemberment up to 4,000,000 yen,
  - medical expenses for accident up to 4,000,000 yen, and
  - medical expenses for illness up to 4,000,000 yen
 for the entire duration of the project. The APO will secure this insurance on behalf of the participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself 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 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 on account of early arrival, late departure, or rerouting of air tickets, 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 two or more qualified candidates in accordance with Section 12 above. Please ensure that candidates nominated meet the qualifications specified above.
- (b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.
- (c) Please note that nomination does not necessarily guarantee that a candidate 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. Sometimes candidates are not selected because they are overqualified.
- (d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
  - (i) 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. Downloading information is also available from [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.
  - (ii) 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 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) Member countries are encouraged to submit the necessary documents electronically as mentioned in (d)-(i). 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 send the originals of the documents to the APO 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 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.

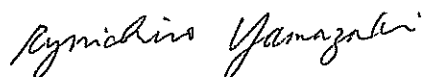
- (h) Member countries are requested to inform candidates that, once selected, they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- (j) Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and implementing organization **promptly** of their reason for withdrawal. Member countries and selected candidates are reminded that last-minute withdrawals and no-shows result in unnecessary expense and waste resources and therefore must be avoided.
- (i) Each selected candidate is required 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.

#### **15. Preparation of Country Papers**

Country paper submission is required for this project, on which more information will be provided later. Each selected candidate must undergo an expert review and take a final exam at the end of the course. Details will be provided when participants arrive in Tokyo.

#### **16. 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 homepage ([http://www.apo-tokyo.org/05part\\_guide.htm](http://www.apo-tokyo.org/05part_guide.htm)).



Ryuichiro Yamazaki  
Secretary-General