

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

PROJECT NOTIFICATION

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1. **Project Code:** 11-IN-46-GE-TRC-A
2. **Title:** Training of Trainers in Green Productivity
3. **Duration and Timing:** 28 March–22 April 2011
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
 - National Institute of Public Administration (INTAN)**
Public Service Department Malaysia
Main Campus Bukit Kiara
Jalan Bukit Kiara
50480 Kuala Lumpur
Phone: 60-3-2084 7777/60-3-2084 7270
Fax: 60-3-2095 4300
e-Mail: rozitta@intanbk.intan.my
6. **Number of Overseas Participants:** Up to 18 participants
7. **Number of Local Participants:** Up to six participants
8. **Closing Date for Nominations:** 25 February 2011
9. **Objective:**

To develop trainers and practitioners in Green Productivity (GP) equipped with in-depth knowledge of and hands-on experience in the methodology, tools, and techniques enabling them to disseminate the knowledge as lead trainers.

10. Background:

GP is a strategy for enhancing productivity and environmental performance for overall socioeconomic development. It involves the application of appropriate productivity and environmental management tools, techniques, and technologies to reduce the environmental impact of an organization's activities, goods, and services. It helps to increase profitability through improvements in productivity and environmental performance. The APO has been in the forefront in promoting this strategy in member countries for more than a decade through various modalities including conferences, exhibitions, workshops, seminars, and training courses. In addition to these efforts, the APO has published GP training manuals and handbooks to provide guidelines and references for potential trainers and practitioners.

To develop more practitioners for the sustainable development of GP in member countries, the APO has organized an annual training course since 2001 to focus on developing capable GP practitioners in member countries. Training elements that emphasize practicality and in-depth knowledge have been provided to raise the competency level of each participant. The inclusion of emerging environment-related issues such as energy auditing, the Clean Development Mechanism, and environmental management systems provide more ideas for participants to make progress as full-fledged GP practitioners. Additional tools and techniques were also introduced to illustrate various approaches to achieve more concrete results in GP implementation. In addition to this, the APO initiated an e-learning course on GP in 2009 to cover fundamental knowledge and its application in industries.

In 2011, the APO in collaboration with the MPC and INTAN will continue this annual training course. The course will emphasize increasing the competency of each participant to become a GP trainer/practitioner who will be able to disseminate the knowledge gained through training and consultancy. For this purpose, several course activities will be enhanced. The participants will undergo intensive training, a workshop, and in-plant diagnosis activities in several local companies and organizations in Malaysia.

11. Scope and Methodology:

(a) Scope

The training course will be divided into three parts.

- i) The first week will be mainly a series of lectures.
- ii) The second and third weeks will focus on observational site visits and practical work in a real-life situation in participating companies.
- iii) The fourth week will be mainly for group work and presentations.

The course will cover GP concepts and principles of ecology, management, engineering, economics, productivity, and quality management suitable for a multidisciplinary group of participants. The following are the course modules:

Module 1: Introduction to the APO and GP

Module 2: Sustainable Development and GP

Module 3: GP Methodology, Tools, and Techniques

Module 4: GP in Practice

(b) Methodology

The course modules will consist of classroom lectures as well as actual fieldwork in selected participating organizations, including manufacturing units, service enterprises, and/or community projects. The fieldwork will closely follow the methodology covered in Modules 3 and 4 in greater detail through a hands-on approach. This will involve the following activities:

- Site visits to selected organizations for data collection, observation/discussion, problem identification, cause analysis, and assessment of GP options;
- Classroom and group discussions (with experts);
- Report preparation and presentations to stakeholders;
- Individual action plans for GP implementation; and
- Examination and evaluation.

12. Qualifications of Candidates

Considering the intensive training course, preference will be given to those who have completed previous APO GP-related workshops, and personnel from the following sectors will be the target groups:

- Industry;
- Community development;
- Service (consultants/trainers);
- Tertiary education (universities and research institutions); and
- NGOs.

The target groups are professionals in the public, private, academic, or NGO sector interested in implementing the GP concept and practices. NPOs are encouraged to nominate qualified candidates from their organizations to build their capacity to promote and implement GP in the future.

In view of the APO's focus on SMEs, preference will also be given to professionals who have practical backgrounds in productivity/quality improvement, local community development, environmental engineering, production process design, etc. and environmental experts working on resource efficiency, the 3Rs, and environmental management systems.

- (a) Age: Preferably between 30 and 45 years.
- (b) Education: University degree or equivalent qualification from a recognized institution.
- (c) Present Position: Productivity practitioners from NPOs, consultant firms, and trainers for SMEs who wish to acquire a working knowledge of the GP concept and practices.
- (d) Experience: At least five years of public or private experience in the fields of quality, productivity, or environmental engineering. Preference will be given to those who have completed APO GP-related workshops.

- (e) Language Proficiency: Classroom lectures and discussions are conducted in English, and **participants are frequently required to make oral and written presentations in English.** Those who are not proficient in English should not apply.
- (f) Health: Physically and mentally fit enough to attend an intensive four-week program requiring participants to complete a number of individual and group activities and strenuous work (it is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental strain).
- (g) Attendance: Participants must complete the four-week practicum workshop to qualify for the certificate of attendance.

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, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal, and for participants from SMEs and nonprofit organizations from other APO member countries. 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 Participants," which will be sent to the selected participants and is available on the APO website 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) All deputation costs of overseas resource persons for the development of case studies for the course and to conduct the course.
- iii) Costs of local resource persons for the development of case studies for the course.

(b) To be provided by the implementing organization—INTAN, Malaysia

- i) Accommodation for up to 18 overseas participants during the official period of the course;
- ii) Conference package including training room, training kits, and daily meals; and
- iii) Local transportation costs.

(c) To be provided by the implementing organization—MPC, Malaysia

- i) Resource persons to conduct the program in addition to those deputed by the APO;

- ii) Per diem allowances for up to 18 overseas participants during the official period of the course; and
- iii) Other local implementation costs in Malaysia.

(d) To be borne by participants or participating countries

- i) For participants from profit-making organizations, except those from SMEs, and those from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, and Nepal
 - (1) Round-trip international airfare between the member country and Kuala Lumpur; and
 - (2) Participating Country Expenses at US\$100.00 per participant, payable to the APO in convertible currency.
- ii) For all participants
 - (1) 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.
 - (2) 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 or late departure, for example, due to either limited available flights or any other reason whatsoever.
 - (3) Any expenses related to visa fees and airport taxes.

14. Actions by Member Countries

- a) Each member country is requested to nominate two or more candidates for selection in the order of preference. Please ensure that candidates 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) Two copies of the candidates' biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from 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) 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 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 appreciated, member countries are requested to mail the originals of the documents to the APO 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 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 of 25 February 2011***. 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, upon selection, that 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 this and their reasons for withdrawal.
- i) Each selected candidate is required to arrive at the venue 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 project.

15. Preparatory work by participants

The selected participants will be required to give a presentation on the status of productivity improvement projects they have undertaken, which include training and consultancy. The presentations should include an overview of programs, role and responsibilities, activities, and primary areas of engagement (application of productivity tools and techniques). Each participant will be given up to 10 minutes for the presentation. The PowerPoint slides should reach the APO Secretariat and MPC, Malaysia, by **18 March 2011**.

16. Other Conditions

Other conditions for participation are given in the *APO Guide for Participants*, which can be accessed on the APO website and is available from APO Liaison Officers/NPOs in member countries.



Ryuichiro Yamazaki
Secretary-General