



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

24 June 2014

- 1. Project Code** 12-IN-111-SPP-CON-A
- 2. Title** Asia Environment and Economic Forum
- 3. Timing and Duration** 10–12 December 2014 (three days)
- 4. Venue** Tokyo, Japan
- 5. Implementing Organization**
Asian Productivity Organization (APO)
Address: 1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
Telephone: (81) 3-3830-0416
Fax: (81) 3-5840-5324
- 6. Number of Overseas Participants** Up to 36 qualified participants from APO member economies
- 7. Number of Local Participants** Up to 10 participants
- 8. Closing Date for Nominations** 30 September 2014
- 9. Objectives**

This project will provide a platform to share examples of green policy and business from Japan and establish potential collaborations among APO delegates and local participants. The forum will also examine examples of Green Productivity (GP) efforts and their impact in the region.

10. Background

The APO has been promoting GP since 1994 to raise productivity while enhancing environmental protection in manufacturing, agriculture, the service sector, and communities. The Rio+20 conference in June 2012 highlighted areas for future efforts to move toward a greener economy for sustainable development.

This forum will address green technology and business to accelerate green growth in the region. The program will cover environmental and economic achievements from major GP activities and initiatives by member governments. It will be an important platform to promote the GP concept among members. The program will be held in conjunction with the Japan Eco-products 2014 Exhibition in Tokyo, which inspired the APO Eco-products International Fairs since 2004.

11. Scope and Methodology

Scope

Successful examples of eco-practices, -technologies, -services, and -businesses.

Methodology

Presentations, group discussions, and site visits.

The tentative program is given below:

Date/Time	Activity
Tue., 9 December 2014	Arrival of participants
Wed., 10 December	Opening of the forum Presentations by speakers
Thu., 11 December	Visit to site(s) and Japan Eco-products Exhibition
Fri., 12 December	Group discussions Wrap-up of the program Closing session
Sat., 13 December	Departure of participants

12. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position	High-ranking government officials in charge of green policies, top managers of business enterprises, or representatives of associations and academia responsible for promoting green technology, green business, and eco-products/services.
Experience	At least three to five years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit above profile are typically between 35 and 55 years of age.

APO Certificate Participants are required to attend the entire program to receive the APO certificate of attendance

13. Financial Arrangements

To be borne by participants or participating countries

- a. 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 yenfor 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.
- b. All expenses related to visa fees and airport taxes.
- c. 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 because of early arrival or late departure, for example, due to either limited available flights or any other reason.

To be borne by the APO

- a. All assignment costs of resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Tokyo for overseas participants. As far as practicable, all overseas participants should purchase discount tickets. Please note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants. It is also available on the APO website and from APO Liaison Officers in member countries.
- c. The actual cost of domestic round-trip transportation to project sites for local participants.
- d. The cost of hotel accommodations (including tax and service charges) and per diem allowances for up to four days at the rate to be specified later for all participants.
- e. All other local implementation costs.

14. Actions by Member Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 12 above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she 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 enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: 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 (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. The nomination documents should be sent to the Industry Department, APO Secretariat (e-mail: ind@apo-tokyo.org, fax: 81-3-5840-5324).
- e. The 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 self-declaration is sufficient for candidates without any of health conditions or illnesses listed 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.
- f. Necessary documents are to be submitted electronically. 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 mail the originals of the documents to the APO Secretariat 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 give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat 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. For member countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.

- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be informed 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 forum.
- l. NPOs should inform participants that they must attend all three days of the project to qualify for the certificate of attendance.

15. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if 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.

16. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

17. 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 website (www.apo-tokyo.org).



Mari Amano
Secretary-General