



PROJECT NOTIFICATION

6 December 2017

1. **Project Code** 16-IN-78-GE/SPP-TRC-A
2. **Title** Training Course on Energy Efficiency and Conservation
3. **Timing and Duration** 22–25 May 2018 (four days)
4. **Venue** Japan
5. **Implementing Organization** APO Secretariat
6. **Number of Overseas Participants** Up to 33 qualified participants
7. **Closing Date for Nominations** 6 March 2018

8. Objectives

To address the issues of energy efficiency and conservation in the industry and service sectors by providing capacity-building opportunities for human resources who can lead energy efficiency and conservation initiatives in Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka. Participants from other member countries will also be invited.

9. Background

Rapid industrialization in Asian economies has been a strong driving force in raising productivity in the region. On the other hand, it has had negative effects on the environment such as contributing to global warming, climate change, energy price fluctuations, etc. It is crucial to promote energy conservation in the region to enable smarter, more efficient use of energy. The promotion of energy conservation will also help in the transition from carbon-intensive to environment-friendly, sustainable living patterns. Since Japan has substantial experience in and technologies useful for energy conservation, it would be beneficial to transfer its advanced knowledge to the targeted APO member countries. This project is funded by a special cash grant from the Ministry of Economy, Trade and Industry of Japan and is a follow-up to a similar project held in Japan in 2016.

10. Scope and Methodology

Scope

- a. To present the outcomes of projects on the Development of Demonstration Companies on Energy Efficiency and Conservation in selected countries and learn from the experience of other countries; and
- b. To provide participants with knowledge of energy conservation laws along with effective ways to promote energy conservation.

Methodology

Presentations by NPOs, demonstration companies, the Energy Conservation Center, Japan (ECCJ), and experts from the UN Environment Programme (UNEP); country paper presentations; and action plan preparation and presentation.

The tentative program of the training course is given below:

| Date/Time | Activity |
|-------------------|---|
| Mon., 21 May 2018 | Arrival of participants in Tokyo |
| Tues., 22 May | Opening session; presentations by NPOs, demonstration companies, and the ECCJ on the outcomes of the Development of Demonstration Companies on Energy Efficiency and Conservation; and group discussion |
| Wed., 23 May | Presentations by NPOs, demonstration companies, and the ECCJ on the outcomes of the Development of Demonstration Companies on Energy Efficiency and Conservation; and group discussion |
| Thurs., 24 May | Country paper presentations, presentation on energy conservation law by the ECCJ, collaborative session with the UNEP, and action plan preparation |
| Fri., 25 May | Action plan presentation and closing session |
| Sat., 26 May | Departure of participants |

11. Qualifications of Candidates

The participants are expected to possess the following qualifications:

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|------------------|---|
| Present Position | NPO staff, officials of relevant government agencies, managers of private firms responsible for energy management, and consultants and professionals working in the fields of energy management/energy efficiency/auditing. |
| Experience | At least three years of experience in the position described above. |
| Education | University degree or equivalent qualification from a recognized university/institution. |

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|-----------------|---|
| 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 | Preferably between 35 and 50 years. |
| APO Certificate | Participants are required to attend the entire program. |

12. Financial Arrangements

To be borne by the APO from the special cash grant from the Japanese Ministry of Economy, Trade and Industry

- a. All assignment costs for resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Tokyo for participants from nonprofit organizations and SMEs from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka. As far as practicable, all 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 and is available on the APO website and from APO Liaison Officers in member countries.
- c. Per diem allowances for up to 20 overseas participants from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka for up to five days at the rate to be specified later.
- d. Hotel accommodations for up to 20 overseas participants from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka for up to five days at the rate to be specified later.
- e. All other local implementation costs.

To be borne by the APO from the APO general fund

- a. 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 participants from Cambodia, Fiji, and Lao PDR and participants from SMEs and nonprofit organizations from other APO member countries except Bangladesh, Mongolia, Nepal, Pakistan and Sri Lanka. As far as practicable, all 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 and is available on the APO website and from APO Liaison Officers in member countries.

- b. Per diem allowances for up to 13 overseas participants other than from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka for up to five days at the rate to be specified later.
- c. Hotel accommodations for up to 13 overseas participants other than from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka for up to five days at the rate to be specified later.

To be borne by participants or participating countries

For participants from profit-making organizations except for SMEs and participants from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal:

- a. Round-trip international airfare between the member country and Tokyo.
- b. Participating country expenses of USD50 per participant, payable to the APO in convertible currency.

For all participants

- a. Participants should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization) for:
accidental death and dismemberment up to JPY4,000,000,
medical expenses for accident up to JPY4,000,000, and
medical expenses for illness up to JPY4,000,000

for the entire duration of the project and travel. 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 out of the per diem allowances provided. The APO will not be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any other unexpected events beyond human control such as those related to natural disasters.
- b. All expenses related to visa fees and airport taxes.
- c. Any expenses incurred by participants for any reason, including but not limited to:
Stopovers on the way to and from the project venue;
Extension of stay at the project venue before and/or after the official project period;
Early arrival or late departure; or
Flight cancellation.

13. Actions by Member Countries

- a. Each participating country is requested to nominate candidates in the order of preference.

Please ensure that candidates nominated meet the qualifications specified under section 11 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 Selection Committee 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: mchiba@apo-tokyo.org; and mnojima@apo-tokyo.org; and 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 instructed 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 training course.
- l. NPOs should inform participants that they must attend all four days of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no show of a participant.

14. 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.

15. Project Preparation

Participants from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka are required to prepare presentation materials on the outcome of the Development of Demonstration Companies on Energy Efficiency and Conservation for sharing and discussions during the course prior to departure for the project venue.

One participant from all countries attending this training course is required to prepare a short report on national energy conservation laws. In preparing the papers, participants are expected to follow the “Guidelines for the Preparation of Country Papers” to be provided later.

16. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the training course.

17. Evaluation of Participants

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

18. 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).



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Secretary-General