



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

25 September 2014

1. **Project Code** 13-RP-16-GE-DON-C
2. **Project Title** Development of the Center of Excellence
3. **Project Activity** Assignment of experts to NPOs to assist in upgrading GP capabilities
4. **Duration** October 2014 to March 2015
5. **Venue** Member countries
6. **Objectives**
 - a) To identify member countries' needs in developing and strengthening their GP in the areas of resource recycling, green energy, green factories, green buildings, agro-innovation and other priority areas identified by member countries;
 - b) To provide support to NPOs and other relevant organizations in member countries through the COE on GP.

7. **Background**

The APO has long been implementing numerous projects and supporting initiatives in member countries that promote the adoption of Green Productivity (GP) as an approach to achieve sustainable development. In this regard, GP has been serving as a key strategy to achieve not only productivity increase but also positive contributions to the environment. In the 55th session of the GBM in Tokyo in May 2013, the body approved the establishment of the APO Center of Excellence on GP (COE on GP) in the Republic of China. As the COE on GP operates under the auspices of the CPC, it supports the APO in the promotion and implementation of projects in key areas under the GP banner.

Last 2013, one of the major accomplishments of the COE on GP was the conduct of a Workshop on Development of Model Projects for Green Productivity which provided an opportunity to the participants coming from member countries in enhancing their knowledge and understanding in the four selected GP models of resource recycling, green energy, green factories, and agro-innovation and learned about various actual good cases and relevant techniques. One of the recommendations made by the participants in that workshop was to invite international experts on the four GP models at their country level to share their knowledge through seminars and lectures for the local stakeholders and to provide consultancy services to industries and concerned agencies that will enrich their knowledge, understanding and application of relevant GP tools, techniques and methods.

In response to such demands coming from member countries, the COE on GP extends its technical supports and services especially in the GP thematic areas on resource recycling, green energy, green factories, and agro-innovation to member countries in need. The scheme therefore is aimed supporting member countries on strengthening their overall GP initiatives

and programs and their capacity as well.

8. Scope

The GP thematic areas identified under COE on GP that are to be covered under this project are the following:

- 1) Resource recycling
- 2) Green energy
- 3) Green factories
- 4) Eco-agri innovation

However, member countries with specific subject of interest under GP other than these areas may also be considered for review in respect to the objectives and current priorities of the COE on GP.

9. Implementation Procedures

Application for experts by member countries

- (i) Member countries wishing to avail the services of an overseas expert under the COE on GP projects are requested to fill up the application form (Attachment 1) and submit it to the NPO for endorsement to the APO Secretariat.
- (ii) Priorities will be given to member countries that have not requested to the APO before for the application of experts.
- (iii) The objectives of the project/activity for which the services of an expert is requested and daily activities of the expert should be reflected in the application form.
- (iv) To facilitate the search and selection of the suitable expert, requesting organization may suggest specific individuals, otherwise the Secretariat will rely upon recommendation of the COE on GP. Sufficient lead time should be provided for the search and processing of the expert before implementation of the project.
- (v) The NPO/implementing organization must submit an evaluation report on the implementation of the project within one month of completion of the expert(s) services. The assigned expert(s) who provided the consultancy services should also submit a report within one month of the completion of his assignment.

10. Financial Arrangements

To be borne by the APO

- a) All assignment costs of overseas experts; and
- b) Costs relating to the dissemination of the results of COE activities, i.e., any publications, tools, and training materials developed; website resources; etc. if any.

To be borne by the member country

- a) All other local implementation costs.



Mari Amano
Secretary-General

Asian Productivity Organization

COE APPLICATION FORM

Requesting country: _____

Subject (project title): _____

Please clearly state the background, objective, and expected outcome upon applying for the expert(s).

1. General information

Background:
Objective:
Expected Outcome:

2. Request for expert(s)

1) Number of expert(s): _____

In principle, a request should be for one expert for a single application. In case of applying for more than one expert, please describe the reasons.

Reasons of requests for more than one expert:

2) Language (acceptable): _____

3) Interpreter available: Yes _____ No _____

4) Candidate expert(s) for the APO and COE to approach, if any:

Option 1	
Name	
Title	
Organization	
Contact address	
Tel & Fax numbers	
E-mail address	
Option 2	
Name	
Title	
Organization	
Contact address	
Tel & Fax numbers	
E-mail address	
Other details including required qualifications and experiences, if any:	

Remarks: If the CV of the suggested expert(s) is available, please attach a copy to this application form for effective coordination and preparation.

3. Proposed schedule of assignment

Dates	From		To	
Number of days				
Expert's working days				
Flexibility of the proposed schedule	<p>Fixed, hence not flexible</p> <p>Preferable, but not yet fixed</p> <p>Adjustable to suit expert's availability</p>			

Daily program and schedule

Please indicate detailed schedule of the entire service including non-working days from the arrival to departure of the venue. Please also provide day-to-day detailed activities of the program. You may also attach an itinerary or agenda.

<i>Date</i>	<i>Activity*</i>	<i>Venue (city)</i>

*Note: Activity should indicate specific topics of the presentations, consulting subjects, or detail coverage of the services. Applications lacking this information cannot be considered for selection.

4. Local counterparts

Please provide the contact details of the local counterpart.

Name	
Title	
Organization	
Contact address	
Tel & Fax numbers	
E-mail address	

Requested by: _____ Date: _____

Endorsed by: _____ Date: _____

APO Director/Alternate Director/
NPO Head/Liaison Officer

Attention:

This application should be submitted by the NPO. If the application is submitted by an organization or company other than an NPO, the APO must receive an endorsement of the application from the NPO Head or APO Liaison Officer. The application will neither be processed nor acknowledged until the APO receives such an endorsement.