



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

21 November 2014

1. **Project Code** 14-RP-12-GE-DON-C
2. **Title** Development of the Center of Excellence
3. **Project Activity** Workshop on Policy Development for Green Productivity Promotion
4. **Timing and Duration** 10–13 March 2015 (four days)
5. **Venue** Taipei, Republic of China
6. **Implementing Organization**
China Productivity Center (CPC)
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New Taipei City 221, Republic of China
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e-Mail: 1391@cpc.org.tw
7. **Number of Overseas Participants** Up to 18 qualified participants from all member countries (see 12. Qualifications of Participants)
8. **Number of Local Participants** Up to six qualified participants
9. **Closing Date for Nominations** 26 January 2015
10. **Objectives**
 - a. To identify areas in the selected GP models of resource recycling, green energy, green factories, and eco-agri innovation where suitable policies can be promoted and adopted; and
 - b. To share achievements of existing public policies and programs to promote best GP practices for resource recycling, green energy, green factories, and eco-agri innovation of the COE on GP.

11. Background

The APO launched its GP Program in 1994, in line with the 1992 Earth Summit recommendations that both economic development and environmental protection would be key strategies for sustainable development. A lot of GP knowledge and best practices have been transferred through the program and taken root in APO member countries. However, two decades after GP was launched, GP-related projects have been dwindling due to many factors including limited public support in terms of policies and programs. Therefore issues such as environmental pollution and degradation, desertification, deforestation, climate

change, and others remain. This trend highlights the importance of intensifying the promotion of GP, especially in policymaking and public programs.

The APO has created a dedicated facility to refocus attention on GP through the establishment of its Center of Excellence (COE) on GP. One of the key objectives of the COE on GP is to encourage more adoption of GP practices in member countries, especially in the four selected GP models of resource recycling, green energy, green factories, and eco-agri innovation. Specifically, the COE on GP is playing an important role in building up the capacities of local stakeholders to ensure sustainable approaches to reducing the environmental impact of operations and enhancing the quality of life.

In 2013, research was carried out to assess the adoption of GP practices in member countries in the agriculture, industry, and service sectors, identify emerging areas where GP required extra support, and make recommendations on actions/initiatives the APO and specifically the COE on GP should pursue to advance the adoption of GP practices. One of the recommendations was for the APO to encourage stakeholders, especially policymakers, to give full support to the productivity movement in terms of policy and public programs on GP.

This project therefore aims to gather policymakers and decision makers to address environment-related challenges and lay the foundation for greener economies in the APO region beginning with legislation. The workshop will also include the sharing of best practices and experience of COE on GP in the selected GP areas of resource recycling, green energy, green factories, and the eco-agri innovation.

12. Scope and Methodology

The workshop will cover four major topics considered priority areas under the COE on GP: resource recycling; green energy; green factories; and eco-agri innovation. Public policies and programs supporting these areas will be the main scope. The workshop will have plenary and four thematic sessions involving presentations by resource persons and participants, onsite studies, group discussions, and preparation of individual plans of action.

Date/Time	Activity
Mon., 9 March 2015	Arrival of participants in Taipei
Tues., 10 March	Opening session Presentation of resource papers
Wed., 11 March	Presentation of resource papers Presentation of country papers
Thurs., 12 March	Field visits to relevant farms, companies, or organizations
Fri., 13 March	Presentation of workshop group discussion output Program evaluation by participants, resource persons, and implementing organization Summing-up session Closing session
Sat., 14 March	Departure of participants

13. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position	Policymakers (either from national or local levels) and/or public officials/decision makers of government agencies in charge of any of the four areas of resource recycling, green energy, green factories, and eco-agri innovation.
Experience	At least five years of experience in the subject area in at least one of the four focus areas of the workshop.
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 the above profile are typically between 35 and 50 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

14. Financial Arrangements

To be borne by participants or participating countries

- a. Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 for the entire duration of the project and travel, and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organizations 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 host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to five days at the rate to be specified later.
- b. Transportation costs for hotel and airport transfers at the venue.
- c. All administration costs of staff.

To be borne by the APO

- a. All assignment costs of overseas 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 Taipei. 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. It is also available on the APO website and from APO Liaison Officers in member countries.

15. 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 Research and Planning Department, APO Secretariat (e-mail: rp@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 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 workshop.
- l. NPOs should inform participants that they must attend all four days of the project to qualify for the certificate of attendance.

16. 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.

17. Project Preparation

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the attached "Guidelines for the Preparation of Country Papers."

18. Postproject Action

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 workshop.

19. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be

reported to the APO director concerned.

20. 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).

A handwritten signature in black ink, appearing to read 'MA', is positioned above the name Mari Amano.

Mari Amano
Secretary-General

Workshop on Policy Development for Green Productivity Promotion
(10–13 March 2015, Taipei, Republic of China)

Guidelines for Country Paper

The participants in this workshop are expected to prepare country papers and presentation material following the objectives, scope, and suggested outline below. The purpose of this preparation is to identify and explain existing public policies and programs in selected GP models such as resource recycling, green energy, green factories, and eco-agri innovation so that areas for improvements in terms suitable policymaking can be identified.

Suggested Outline of Country Papers

1. Public policies that promote GP with the focus on resource recycling, green/renewable energy, green factories, and agri-eco innovation;
2. National plans, programs, and projects including achievements and best GP practices focusing on resource recycling, green/renewable energy, green factories, and agri-eco innovation; and
3. Key issues and challenges encountered in promoting and implementing GP-related public policies.

Each participant should prepare a PowerPoint file for presentation of the country paper. A soft copy of the country paper and PowerPoint file should reach the APO (kmaruyama@apo-tokyo.org) and the CPC (2697@cpc.org.tw) no later than 1 March 2015. All participants are expected to make a presentation and should focus only on the main points. Due to limited time, each participant will only be given 20 minutes including Q&A session. It is recommended that participants organize their presentation based on the topical outline above. Those who are not able to submit the paper and PowerPoint file by the deadline must bring along 25 printed copies of their paper and PowerPoint material as there is no facility for reproduction of papers at the venue. They should also bring the soft copy and submit it to the Secretariat on the day of registration.