

Asian Productivity Organization

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PROJECT NOTIFICATION

23 August 2012

1. **Project Code:** 12-IN-104-GE-WSP-B
2. **Project Title:** **Workshop/Expert Meeting on Green Public Procurement for Green Growth and Trade Competitiveness**
3. **Duration:** 10–12 October 2012 (3 days)
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
 - Green Purchasing Network of Malaysia (GPNM)
Address: 23-1, Jalan PJU 1/3B, Sunway Mas Commercial
Centre, 47310 Petaling Jaya, Selangor, Malaysia
Phone: 60-3-7880 1009
Fax: 60-3-7880 1000
6. **Number of Overseas Participants:** Up to 18 qualified participants from Republic of China, India, Indonesia, Japan, Republic of Korea, Malaysia, Philippines, Singapore, Thailand, and Vietnam. Other member countries with special interest in the subject are also encouraged to apply.
7. **Number of Local Participants:** Up to 6
8. **Closing Date for Nominations:** 10 September 2012

All nominations along with the **completed biodata** form and medical certificate of the nominees should reach the APO Secretariat by the above date. Selection of experts will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if they do not intend to participate so that the space allocation can be made available to other interested countries.

9. Objectives

This three-day workshop-cum-expert meeting will deliberate on how to achieve green growth in the region by adopting effective Green Productivity (GP) practices in business operations. It will provide innovative ideas to expedite green growth and develop a sustainable society in the region in general and point toward the possible future direction of the APO Eco-products International Fair (EPIF) in particular.

The workshop will also bring together regional experts working in the areas of green public procurement to discuss policies, strategies, challenges, and opportunities for the development of key indicators for the implementation of green public procurement and at the same time to develop a road map for GP. Experts will also be able to visit the 3rd International Greentech & Eco Products Exhibition & Conference Malaysia (IGEM 2012) which provides opportunities to observe effective mechanisms to promote eco-business and marketing strategies for eco-products at the national and international levels. The specific objectives are to:

- Create awareness of the importance of green technology, eco-products, and eco-services for green growth in the region.
- Develop a road map for the promotion and implementation of green public procurement in the region. This will include discussion on how strategic activities such as the EPIF, IGEM, and many other green events have helped policymakers adopt strategies relating to green purchasing, green public procurement, ecolabels, and eco-product databases. These integrated policies and modalities will help countries increase their trade and global competitiveness.
- Discuss and develop the concept of a regional platform for the promotion of green technology and eco-products.

10. Background

The concept of sustainable development based on environmentally friendly products, technologies, and services has become a central issue in many developing and developed countries to mitigate climate change impacts. The APO has been promoting eco-products and green technologies in the Asia-Pacific by organizing the EPIFs and conferences since 2004. After the first EPIF in Malaysia, this initiative has become a movement with a series of similar events organized in member countries.

In 2010, Malaysia held another mega exhibition, the IGEM, to promote eco-products and green technologies for green growth and sustainable development. The APO organized international conferences and workshops in conjunction with the IGEM 2010 and 2011 to provide a platform for professionals involved in eco-product development and promotion to discuss ideas, progress, and achievements as well as best practices.

In association with the IGEM 2012 in Malaysia, the APO intends to bring together experts and practitioners who are working in the area of green public procurement to discuss strategies and prepare a road map for the implementation of public green procurement for the enhancement of GP in the region.

11. Tentative Scope and Methodology

Tentative Scope

The project will focus on how to create organic linkages among the existing initiatives to promote eco-products and -services in the region and to boost national and regional competitiveness and create a sustainable society.

Main topics for discussion will be:

- public green procurement/sustainable public procurement;
- policies, strategies, and promotion of green public procurement through ecolabels and databases; and
- effective platforms for achieving GP such as the EPIF/IGEM.

Tentative Methodology

Keynote presentations, expert presentations, and group work to prepare recommendations and others, and visiting the IGEM.

12. Requirements of Candidates

- a) Age: Preferably between 35 and 55 years.
- b) Education: University degree or equivalent qualification from a recognized institution.
- c) Present Position: Preference will be given to experts, officials from ministries and government agencies, and developers involved in green public procurement; top and senior representatives of past EPIF organizers; and senior representatives of organizers of relevant programs in the region. Top and senior managers from private enterprises that participated in past EPIFs and are involved in eco-product development may also attend.
- d) Experience: At least a few years of experience in promoting green public procurement policies and strategies.
- e) Language: Proficiency in written and spoken English is essential.
Proficiency
- f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.
- g) Basis of Selection: Preference will be given to countries with or in the process of putting into place a green public procurement policy.

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 all participants. As far as practicable, all participants should purchase discount tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" dated 7 July 2006, which will be sent to selected participants and is available from APO Liaison Officers in member countries.
- (ii) All assignment costs of overseas resource persons.

(b) To be borne by the host country—Malaysia

- (i) Expenses for hotel accommodations for 18 overseas participants for four days;
- (ii) Per diem allowances for all overseas participants for up to four days; and
- (iii) Other local implementation costs, including local resource persons assigned by the MPC.

(c) To be borne by participants or participating countries

- (i) Participants must 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 must be valid in the countries to be visited. If a participant is unable to arrange for insurance coverage in the host country at the start of the project, he/she must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- (ii) 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.
- (iii) Any expenses related to visa fees and airport taxes.

14. Actions by Participating Countries

a) Each member country is requested to nominate three or more candidates for selection. Please ensure that candidates nominated 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) Candidate's biodata on the APO biodata form in duplicate, together with passport-sized photograph, which can be downloaded from the APO website. 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 the 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 very much appreciated, member countries are requested to send the originals of the documents to the APO Secretariat by postal mail 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 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 specified in Section 8 on the first page. 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 that, once selected, 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 their reason for withdrawal.

i) All selected candidates are required to arrive at the venue one day before the start of the official project. Also, they 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. Preparation of Individual Reports

Individual report submission is required for this project, on which more information will be provided later. The individual reports will serve as the preliminary data collection process and part of preparations for the development of recommendations.

16. Guide for Participants

Other conditions for participation are given in the *APO Guide for Participants*, which is available from the APO Liaison Officers/NPOs in member countries and on the APO homepage (http://www.apo-tokyo.org/05part_guide.htm).



Ryuichiro Yamazaki
Secretary-General