



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

21 February 2013

1. **Project Code:** 13-IN-22-GE-TRC-B/C
2. **Project Title:** Training of Trainers in Material Flow Cost Accounting
3. **Duration:** 30 September–4 October 2013 (five days)
4. **Venue:** Taipei, Republic of China
5. **Implementing Organizations:**
  - China Productivity Center (CPC)  
Address: 2nd Fl., No. 79, Section 1 Hsin-Tai-Wu Road  
Hsichih 221, Taipei Hsien, ROC  
Telephone: (886) 2-2698-5886  
Facsimile: (886) 2-2698-2976  
Website: [www.cpc.org.tw](http://www.cpc.org.tw)
  - Taiwan Environmental Management Association (TEMA)  
Address: 6F.-1, No.48, Baoqiao Rd., Xindian Dist.  
New Taipei City 231, ROC  
Telephone: (886) 2-2912-2910  
Facsimile: (886) 2-2914-6494  
Website: [www.ema.org.tw](http://www.ema.org.tw)
6. **Number of Overseas Participants:**

Up to 18 qualified participants from India, Indonesia, IR Iran, Japan, Republic of Korea, Malaysia, Mongolia, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam. Other member countries with special interest in the subject are also encouraged to apply.
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 26 July 2013

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 participants will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if they decide not to nominate anyone for the project.

- 9. Objectives:** To develop trainers in material flow cost accounting (MFCA) so that they can introduce it to SMEs and develop training resources for organizing national-level training in MFCA.

## **10. Background**

MFCA is a management tool that promotes the efficient use of materials more effectively, contributing to reductions in waste, emissions, and nonproducts. MFCA increases the transparency of material flow, which is a key to successful problem solving and improvement resulting in costs reduction and increased productivity. This is in line with the Green Productivity (GP) concept and can be implemented in organizations and factories.

To standardize MFCA practices, a working group of the ISO Technical Committee ISO/TC 207, Environmental Management, developed ISO 14051, which complements the ISO 14000 family of environmental management system standards, including life cycle assessment (ISO 14040, ISO 14044) and environmental performance evaluation (ISO 14031). The standard was published in the second half of 2011. This training course will cover the concept of MFCA, the latest status of the standard, cases of successful implementation of MFCA, and examine its applicability in the workplaces of participants and SMEs. As this is an important new topic, there is a need to develop trainers in MFCA to increase its adoption rate.

After completion of this training course, two to three national programs will be organized based on the interest and suitability of participating countries. Therefore, all APO member countries that are interested in organizing national programs are requested to identify in advance local partners interested in promoting and implementing MFCA.

## **11. Scope and Methodology**

### Scope

- Principles of GP and MFCA;
- ISO 14051
- MFCA methodology and steps for implementation
- Best practices and case studies, of MFCA, with group exercises; and
- Development of a training/guidance manual on MFCA

### Methodology

Expert presentations, group work, individual exercises and presentations, case studies on the MFCA concept and methodology, observational site visits, and evaluation test.

Note: National training programs will be organized in two to three participating countries. Project Implementation Plan (PIP) will be issued in consultation with the NPOs concerned.

## **12. Requirements of Candidates**

- (a) Age: Preferably between 35 and 45 years.
- (b) Education: Preferably university degree or higher qualification.

- (c) Present Position: Environment and GP trainers, senior managers and trainers from industries, senior consultants engaged in MFCA.
- (d) Experience: At least five years of experience in a related field.
- (e) Language Proficiency: Proficiency in written and spoken English is essential.
- (f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.
- (g) Post project: National programs will be organized after this course and participants from respective countries will be engaged in national programs. All participants are obligated to prepare action plans for promotion of MFCA and share the plans with their respective NPOs. APO will also request participants to submit progress reports six months after completion of the training course.

### **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 Taipei, Republic of China, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal and for participants from nonprofit organizations and SMEs from other member countries. 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 the 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—Republic of China**

(i) The cost of hotel accommodations and per diem allowances for overseas participants for up to six days.

(ii) Other local implementing costs.

#### **(c) To be borne by participants or participating countries**

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

- (1) Round-trip international airfare between the member country and Taipei; and
- (2) Participating Country Expenses at US\$50.00 per participant, payable to the APO in convertible currency.

(ii) For all participants:

(1) 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.

(2) 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.

(3) Any expenses related to visa fees and airport taxes.

#### **14. Actions by Participating Countries**

(a) Each member country is requested to nominate two or more qualified candidates in accordance with Section 12 above. Please ensure that candidates nominated meet the qualifications specified above.

(b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.

(c) Please note that nomination does not necessarily guarantee that a candidate 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. Sometimes candidates are not selected because they are overqualified.

(d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:

(i) 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. Downloading information is also available from [www.apo-tokyo.org](http://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.

(ii) 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 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) Member countries are encouraged to submit the necessary documents electronically as mentioned in (d)-(i). 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 send the originals of the documents to the APO 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 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.

(i) Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and implementing organization **promptly** of their reason for withdrawal. Member countries and selected candidates are reminded that last-minute withdrawals and no-shows result in unnecessary expense and waste resources and therefore must be avoided.

(j) Each selected candidate is required 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.

## 15. 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 homepage ([http://www.apo-tokyo.org/05part\\_guide.htm](http://www.apo-tokyo.org/05part_guide.htm)).



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Secretary-General