



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

21 August 2013

1. **Project Code** 13-IN-79-GE-TRC-B
2. **Project Title** Advanced Training Course for Green Productivity Practitioners
3. **Duration** 9–13 December 2013
4. **Venue** Tokyo, Japan
5. **Implementing Organization**  
Japan Productivity Center (JPC)  
Address: 1-1 Shibuya 3-chome, Shibuya-ku  
Tokyo 150-8307  
Telephone: (81) 3-3409-1135  
Facsimile: (81) 3-3409-5880
6. **Number of Overseas Participants**  
Up to 18 qualified participants from the Republic of China, Indonesia, India, IR Iran, Republic of Korea, Malaysia, Mongolia, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam. However, 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** 15 October 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. **Objective** To train Green Productivity (GP) practitioners in using the latest tools, methodologies, and techniques from advanced nations enabling them to solve environmental and productivity-related issues.

## 10. Background

GP is a strategy for enhancing productivity and environmental performance for overall socioeconomic development. It involves the application of appropriate productivity and environmental management tools, techniques, and technologies to reduce the environmental impact of an organization's activities, goods, and services. It helps to increase profitability through improvements in productivity and environmental performance. Since the APO developed the concept of GP in 1994 in recognition that both economic development and environmental protection were key strategies for sustainable development, numerous GP-related projects and initiatives have been implemented in the region.

As one of the world leaders in environmental business competitiveness, Japan has been promoting material flow cost accounting (MFCA) to promote the efficient use of materials, contributing to reductions in waste, emissions, and other products mainly through the APO's Member Country Support Program. In 2013, Japan anticipates further knowledge transfers to the region to enhance GP.

Practical tools, methodologies, and techniques will be introduced in this advanced training course, especially from the perspective of life cycle assessment. It is being organized for the first time by the APO with the collaboration of the Japan Productivity Center (JPC) to provide an opportunity for GP practitioners to learn new environmental tools as well as visit the Eco-Products 2013 exhibition and side events.

At the end of this advanced training course, the participants are expected to prepare action plans based on what they have learned and observed. The plans will be shared with NPOs, and participants will be requested to submit progress reports on action plan implementation six months after completion of the training course.

## 11. Scope and Methodology

### Scope

- Overview of GP for environmental management
- Various practical tools for environmental management
- MFCA
- Greening supply chains
- Case study presentations
- Visit to Eco-Products 2013

### Methodology

Lectures and discussions, site visit, conference, individual/group presentations, and exam.

The tentative program of the training is given below:

	AM	PM
8 Dec.	Arrival of participants	
9 Dec.	9:30–11:00 Orientation	13:00–14:00 Welcome Reception hosted by the APO and JPC
	11:00–12:30 Lecture Overview of GP and Effective Tools for	14:30–17:30 Lecture

	Environmental Management Lecturer: Dr. Suporn Koottatep, APO International Expert	Basics of MFCA Lecturer: Mr. Kazunori Kitagawa, Head of the Eco Management Center, JPC
10 Dec.	9:30–17:00 Lecture & Group Work Greening Supply Chains Lecturer: Mr. Kazunori Kitagawa, Head of the Eco Management Center, JPC	
11 Dec.	9:30–12:00 Lecture & Case Studies Best Practices of Environmental Reporting	13:00–17:00 Site visits to best practice companies in environmental management (large, SMEs, etc.)
12 Dec.	9:30–18:00 Visit the Eco Products 2013 Exhibition Attend International Conference, Visit Japanese Companies' Booths, Networking Reception	
13 Dec.	9:00–12:00 Exercise & Presentation Action Plans for Future Environmental Management in Participants' Countries Facilitator: Mr. Kazunori Kitagawa, Head of Eco Management Center, Japan Productivity Center	12:00–13:00 Exam and Evaluation
14 Dec.	Departure of participants	

## 12. Qualifications of Candidates

- a) Age Preferably between 35 and 50 years.
- b) Education Preferably university degree or higher qualification.
- c) Present Position GP practitioners from NPOs who previously attended the APO Training of Trainers Course on GP.
- d) Experience At least five years of experience in consulting and system development for productivity improvement.
- e) Language Proficiency Proficiency in written and spoken English is essential for this five-day intensive, interactive program. Those who are not proficient in English should not apply.
- f) Health Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.

## 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 participants' place of work and Tokyo, Japan, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal, and for participants from SMEs and nonprofit organizations from other APO member countries. As far as practicable, all participants should purchase discounted tickets. Please note that any arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Project Participants" on page 16 of the *APO Guide for Participants*, which is available on the APO website at <http://www.apo-tokyo.org> and from APO Liaison Officers in member countries. Please note that no additional per diem allowances will be provided due to early arrival, delayed departure, rerouting of tickets, or any other reason.
  - ii) The cost of hotel accommodations (including tax and service charges) and a per diem allowance for three overseas participants for up to six days.
  - iii) All assignment costs of overseas resource persons.
- b) To be borne by the host country—Japan**
- i) The cost of hotel accommodations and a per diem allowance for 15 overseas participants for up to six days.
  - ii) Other local implementing costs in Japan.
- 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 Tokyo; 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 in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization and death) for:
      - accidental death and dismemberment up to 4,000,000 yen,
      - medical expenses for accident up to 4,000,000 yen, and
      - medical expenses for illness up to 4,000,000 yen
 for the entire duration of the project. 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 from 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, late departure, or rerouting of air tickets, for example, due to either limited available flights or any other reason.

(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 ([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 licensed 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 mail 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 the 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)).



Ryuichiro Yamazaki  
Secretary-General