



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

11 April 2014

1. **Project Code** 13-IN-84-SPP-OSM-B
2. **Title** Observational Study Mission on Solar Energy
3. **Timing and Duration** 28 July–1 August 2014 (five days)
4. **Venue** Tokyo and Kagoshima, Japan
5. **Implementing Organization**  
Asian Productivity Organization (APO)  
Address: 1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033  
Telephone: (81) 3-3830-0416  
Facsimile: (81) 3-5840-5324  
e-Mail: [ind@apo-tokyo.org](mailto:ind@apo-tokyo.org)
6. **Number of Overseas Participants**  
Up to 20 qualified participants from Bangladesh, Cambodia, Fiji, India, Indonesia, Lao PDR, Malaysia, Mongolia, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam. Other member countries with special interest in this subject are also encouraged to apply.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 30 May 2014
9. **Objectives**

The APO conducted a similar observational study mission in Kitakyushu, Japan, in October 2013. Following the 2013 mission, the one in 2014 will offer a platform for participants and their APO counterparts to initiate institutional collaborations and business partnerships. The study mission will examine the latest advances in applications of solar energy. Participants are expected to observe the best practices and identify practical approaches to harmonize with their national policies and projects.

### 10. Background

Given the economic growth in Asia, energy consumption is rising dramatically, and renewable energy is becoming a significant industry. Given the public health impact of fossil fuels and fast-growing energy demand, solar energy is considered to play a crucial role in the global energy mix. Especially in rural and remote areas in Asia, solar power is considered one of the most suitable ways to produce energy efficiently and relatively inexpensively.

According to the latest report on the global market outlook from the European Photovoltaic Industry Association, global photovoltaic cumulative installed capacity is expected to more than double from 2012 to 2017 (i.e., from 102 mil KW to 288 mil KW) and Asia's share, of which Japan is currently responsible for one-third, is expected to increase from 20% to 35%. Japan utilizes some of the latest technologies and products in the field of solar energy.

Given this background, the observational study mission is expected to visit solar energy power plants and exhibition on renewable energy advanced technology in Japan. It will also provide a platform for Japanese firms, especially SMEs, to interact with APO participants for potential future business collaborations.

## **11. Scope and Methodology**

The tentative modules to be covered are:

- a. Japanese strategy for sustainable energy use through case studies of solar power;
- b. Activities of industries in developing and applying advanced photovoltaic and solar cell technology through case studies;
- c. Best practices in solar energy technology use through case studies;
- d. Applications of solar power sources;
- e. Roles of government and the private sector in the introduction of advanced technology such as photovoltaic power; and
- f. Meetings and interactions with Japanese counterparts and APO international/local resource persons.

This study mission will consist of presentations, interactions with resource persons and representatives of Japanese agencies/organizations and industries, group discussions, site visits, and action plan preparation.

The tentative program of the study mission is given below:

- 27 July 2014, Sunday
  - Arrival in Tokyo
- 28 July 2014, Monday (Day 1)
  - Opening ceremony and welcome remarks
  - Overview of the program
  - Presentation on Green Productivity and green growth
  - Presentation on Japanese policies on renewable energy and solar power
  - Presentation on industrial applications of solar energy power plants
- 29 July 2014, Tuesday (Day 2)
  - Presentation on application of solar energy in rural areas
  - Site visits to Japanese firms
  - Transfer to Kagoshima from Tokyo
- 30 July 2014, Wednesday (Day 3)
  - Site visits: Mega solar plant and Japanese SMEs

- 31 July 2014, Thursday (Day 4)
  - Transfer to Tokyo from Kagoshima
  - Visit PV Japan 2014 (expo); conference and business exchange
  - Farewell networking reception
- 1 August 2014, Friday (Day 5)
  - Group discussion and presentation of action plans
  - Wrap-up of the program
  - Closing ceremony and evaluation
- 2 August 2014, Saturday
  - Departure from Japan

## 12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Senior/high-ranking government officials in charge of introduction of photovoltaic and solar cell technology, top managers of associations responsible for promoting photovoltaic and solar cell technology, or business leaders from leading firms in the environmental field and solar energy industries.
Experience	At least eight years of experience in a related field.
Education	University degree or preferably higher qualification.
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 program 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	Preferably between 45 and 55 years.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

## 13. Financial Arrangements

### To be borne by the APO

- a. All assignment costs of overseas as well as local resource persons to conduct the program.

- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Tokyo 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 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. Please note that no additional per diem allowances will be provided due to early arrival, delayed departure, rerouting of tickets, or any other reason.
- c. The cost of hotel accommodations (including tax and service charges) and a per diem allowance for up to six days in Japan.
- d. Domestic transportation from Tokyo to Kagoshima and return airfare to Tokyo.
- e. Other local expenses related to the study mission in Japan.

**To be borne by participants or participating countries**

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

- a. Round-trip international airfare between the member country and Tokyo; and
- b. Participating Country Expenses at US\$50.00 per participant, payable to the APO in convertible currency.

All participants:

- a. 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.
- 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.

## 14. 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 (<http://www.apo-tokyo.org/project/participants.html>). 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 Industry Department, APO Secretariat (e-mail: [ind@apo-tokyo.org](mailto:ind@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 informed 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.
- l. NPOs should inform participants that they must attend all twenty-six days of the project to qualify for the certificate of attendance.

#### **15. 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.

#### **16. Project Preparation**

Country paper submission is not required for this project. However, the participants are expected to prepare detailed action plans during the mission and thus it is strongly recommended that they bring basic technical information and/or points to be clarified with the resource persons.

#### **17. Postproject Actions**

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 project.

#### **18. Evaluation of Participants**

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

#### **19. 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](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General