



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

29 May 2014

1. **Project Code** 14-IN-46-GE-SMN-B
2. **Title** Study Mission to a Nonmember Country on Smart Grids for Communities
3. **Timing and Duration** 13–17 October 2014 (five days)
4. **Venue** Hawaii, USA
5. **Supporting Organizations**

Department of Business, Economic Development & Tourism  
State of Hawaii,  
No. 1 Capitol District Building  
250 S. Hotel Street  
Honolulu, Hawaii 96813  
Phone: 808-586-2355

County of Maui  
Office of Economic Development  
2200 Main Street, Wailuku,  
Maui, Hawaii

Hawaii Natural Energy Institute  
University of Hawaii  
1680 East-West, Honolulu, Hawaii

Maui Economic Development Board, Inc.  
1305 North Holopono Street, Suite 1  
Kihei, Hawaii 96753

New Energy and Industrial Technology Development  
Organization (NEDO)  
MUZA Kawasaki Central Tower 1310 Omiya-cho, Saiwai-ku,  
Kawasaki, Kanagawa 212-8554 Japan
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Republic of China, Cambodia, India, Indonesia, IR Iran, Japan, Republic of Korea, Malaysia, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam. Other interested member countries can also apply.

**7. Closing Date for Nominations** **15 August 2014**

Note: Nominations should include officials from both the Ministry of Energy/Power and electricity utility company. Depending upon suitability, efforts will be made by the APO to select two participants from each country representing the ministry and utility company as far as possible.

**8. Objectives**

The mission aims to examine the latest trends in the use of smart grids and the technological challenges faced in making innovations to enhance their productivity and competitiveness. By observing the actual operation of smart grids, the participants will understand the possible benefits of and practical approaches to introducing them in their countries and organizations.

**9. Background**

A smart grid is an electricity network that intelligently integrates the actions of generators, consumers, and those that do both to deliver sustainable, economical, secure electricity supplies. The USA is a leader in modernizing electric grids and uses international standards to ensure the broadest market for smart grid suppliers. By helping companies export their smart grid products, technologies, and services, innovation and job creation have occurred in a green high-tech market of growing importance. This mission will provide participants in high-level positions in government or large-scale corporations involved in smart grid use an opportunity to observe current trends, challenges, and technology in the field in the USA so that they can refine national strategies for green innovation and job creation through the introduction of smart grids.

The APO has been actively organizing capacity-building projects on energy efficiency, energy management, renewable energy, and eco-cities. This study mission will expose participants to the latest community-based smart grid technologies and associated renewable energy applications. The mission will be implemented with support from the Ministry of Energy, State of Hawaii, and NEDO, Japan, which have set up a community-based smart grid facility in Hawaii.

**10. Scope and Methodology**

The tentative modules to be covered are:

- a. Renewable energy applications;
- b. Smart grid system configuration;
- c. Stable supply of power to communities through smart grids; and
- d. Smart grid systems and technologies.

The study mission will consist of lectures and presentations by experts in the smart grid and renewable energy sector, visits to smart grid facilities in operation, discussions with smart grid developers, group discussions among participants from various countries, and closing session.

The tentative program of the course is given below:

<b>Date/Time</b>	<b>Activity</b>
Sun., 12 October 2014	Arrival of participants in Hawaii (Honolulu)

Mon., 13 October	<p>Morning session (at hotel)  Opening of mission  Introduction of participants  Expert presentation</p> <p>Afternoon session  Visit to the Ministry of Energy  Presentation on smart grid-related developments in Hawaii and role of government and discussion  Presentation on smart grid facilities in operation in Hawaii</p> <p>APO welcome reception</p>
Tues., 14 October	<p>Visit to smart grid facility #1 (Oahu, Hawaii)  Discussion</p>
Wed., 15 October	<p>Visit to smart grid facility #2 (Maui, Hawaii)  Discussion</p>
Thur., 16 October	<p>Morning session  Expert presentations on smart grid technologies and benefits to communities</p> <p>Afternoon session  Visit to an advanced renewable energy facility (Maui, Hawaii)</p>
Fri., 17 October	<p>Expert presentation on the future of smart grids  Group discussion and session (Maui, Hawaii)</p>
Sat., 18 October 2014	<p>Departure of participants (Honolulu)</p>

## 11. Qualifications of Candidates

Present Position	Senior-level officials in energy/power ministries and managers from electricity utility companies only.
Experience	At least five to 10 years of experience in a related field.
Education	Preferably 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.

## **12. Financial Arrangements**

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

- a. Round-trip international airfare between the member country and Honolulu, Hawaii;
- b. 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.
- c. 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.
- d. All expenses related to visa fees and airport taxes.
- e. 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 APO**

- a. Appropriate hotel accommodation and per diem allowances for all participants for up to six days in Hawaii.
- b. Other local expenses related to the study mission.
- c. All assignment costs of resource persons.

## **13. 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 11 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](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. 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. Member countries are encouraged to submit the necessary documents electronically as mentioned above. 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 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 project.
- l. NPOs should inform participants that they must attend whole duration of the project to qualify for the certificate of attendance.

#### **14. 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.

**15. Project Preparation**

The participants are required to prepare a status paper on smart grids and renewable energy prior to departure for the project venue.

**16. Postproject Actions**

The APO will also request participants to submit feedback reports on follow-up actions taken six months after completion of the mission.

**17. Evaluation of Participants**

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

**18. 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