



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

23 January 2014

1. **Project Code** 14-IN-57-GE-TRC-B
2. **Title** Training Course on Environmental Labels and Declarations (ISO 14021, 14024, and 14025)
3. **Duration and Timing** 27 April–1 May 2014 (5 days)
4. **Venue** Dhaka, Bangladesh
5. **Implementing Organization**
National Productivity Organisation, Ministry of Industries
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Commercial Area, Dhaka-1000, Bangladesh
Phone: 880-2-9562883/9587501
Fax: 880-2-9563553/9585623
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6. **Number of Overseas Participants** Up to 18 participants from Cambodia, Fiji, Indonesia, IR Iran, Lao PDR, Mongolia, Nepal, Pakistan, Philippines, 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 participants
8. **Closing Date for Nominations** 14 March 2014

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

- a. To understand the basic concept, philosophy, and principles of environmental labels and declarations;
- b. To learn the basic characteristics of ISO 14021 (Type II), ISO 14024 (Type I), and ISO 14025 (Type III); and

- c. To formulate strategic action plans and roadmaps for promoting national eco-labeling schemes.

10. Background

Continuing environmental concerns have given consumers deeper awareness of green products and services. Enterprises also realize that growing environmental concerns among the public are an opportunity to create new market niches such as “eco-friendly,” “recyclable,” and “natural.” However, without proper guiding standards and screening by an independent third party, consumers cannot be certain that a labeled product or service is truly environmentally friendly.

The ISO standardized the principles and characteristics of three voluntary environmental label and declarations: ISO 14021 (Type II environmental labeling); ISO 14024 (Type I environmental labeling); and ISO 14025 (Type III environmental declarations). Through its initiatives like the APO Eco-products Database (<http://apo-ecoproducts.com/>), the APO recognizes that a limited number of eco-products and eco-services are from areas where national eco-labeling schemes are developing or just beginning to be known.

Given this background, the APO conducted an e-learning course on environmental labels and declarations in October 2013. As there was widespread demand from APO members to conduct a follow-up face-to-face project to strengthen capacity development in the region, this training course will assist participants to understand the basic concept of environmental labels and declarations. It will help develop or strengthen national eco-labeling schemes aligned with the ISO standards. The training course will provide opportunities to share experiences from member economies with mature eco-labeling schemes.

11. Scope and Methodology

The tentative modules to be covered are:

- a. Basic knowledge of environmental labels and declarations;
- b. Characteristics and principles of ISO 14021 (Type II), ISO14024 (Type I), and ISO 14025 (Type III); and
- c. Case studies of success factors in developing and managing eco-labeling schemes.

The tentative program of the workshop is given below:

Date/Time	Activity
Sat., 26 April 2014	Arrival of participants in Dhaka
Sun., 27 April 2014	Opening session, course overview, and concept and principles of environmental labels and declarations
Mon., 28 April 2014	Case studies of success factors in launching and developing eco-labeling schemes
Tue., 29 April 2014	Site visit
Wed., 30 April 2014	Key lessons learned from the site visit, group discussions and presentations of action plans
Thu., 1 May 2014	Summing-up session, examination, and closing ceremony
Fri., 2 May 2014	Departure of participants from Dhaka

12. Qualifications of Participants

Age	Preferably between 30 and 45 years.
Education	University graduate or equivalent qualification from a recognized university/institution.
Present Position	Professionals from the government, NPOs, and related organizations interested in or involved in developing and managing national eco-labeling schemes; or managers from private enterprises involved in eco-products and -services.
Experience	At least two years of experience in a related field.
Language Proficiency	Proficiency in written and spoken English is essential. Classroom lectures and discussions are conducted in English, and it is therefore of the utmost importance for participants to have a good command of English to participate in discussions and present class assignments. Those who are not proficient in English should not apply.
Health	Physically and mentally fit to attend an intensive program.

Note: Priority will be given to those who enrolled in and outstandingly completed the APO's previous e-learning course on Environmental Labels and Declarations (ISO 14021, 14024, and 14025) in consultation with NPOs.

13. Financial Arrangements

To be borne by participants or participating countries

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

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

For all participants:

- a. All participants should be fully insured against accident and illness (including hospitalization) for the principal sum of US\$10,000 for the entire duration of the project and travel and must submit to the APO before participation a copy of the comprehensive travel insurance certificate valid in Dhaka. The cost of such insurance will be borne by the participants or participating countries. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is unable to insure him/herself as stipulated above, he/she should secure this insurance in the host country at the commencement

of the project and pay the premium him/herself. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

- b. Any expenses incurred by participants for stopovers on the way to and from the project venue and also for extra stay at the project venue before and/or after the official project period due to early arrival, late departure, or any other reason.
- c. Any expenses related to visa fees and airport taxes.

To be borne by the host country

- a. Hotel accommodations for up to 18 overseas participants for six days;
- b. Per diem allowances for all overseas participants for six days;
- c. Assignment costs for local resource persons; and
- d. All other local implementation costs.

To be borne by the APO

- a. All assignment costs for overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Dhaka, Bangladesh, for participants from 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 (following IATA PEX or other applicable discount fares). Please note that 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 and 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.

14. Actions by Member Countries

- a. Each member country is requested to nominate three or more candidates for selection. Please ensure that candidates nominated meet the qualifications specified.
- 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. Nominations lacking any of these documents may not be considered:

Two copies of the candidate's biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO website (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.

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. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of the reasons for their withdrawal.
- i. Each selected candidate should be instructed 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. Postproject Actions

All participants are required to prepare action plans during the training course. The APO will request participants to submit progress reports six months after completion of the course.

16. Guide for Participants

Other conditions for participation are stated 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).



Mari Amano
Secretary-General