



PROJECT NOTIFICATION

5 November 2018

1. **Project Code** 19-IN-80-GE-WSP-B
2. **Title** Workshop on Developing Standards for Smart Cities
3. **Timing and Duration** 25–29 March 2019 (five days)
4. **Venue** Seoul, Republic of Korea
5. **Implementing Organization** Korea Productivity Center (KPC)
32, Saemunan-ro 5ga-gil, Jongno-gu, Seoul 110-751
Republic of Korea
Phone: 82-2-724-1180
Fax: 82-2-737-9140
e-Mail: thkang@kpc.or.kr
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, ROC, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam

However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 8 February 2019
9. **Objectives**
 - a. To learn about new trends in smart cities and enhance participants' understanding of urban and city development planning to enhance efficiency, productivity, and sustainability;
 - b. To exchange information on the experiences and challenges in developing smart cities (smart mobility, grids, houses/buildings, lighting, water management, ITC);
 - c. To identify the various models of future cities where advanced technologies, management systems, and collaborations among diverse stakeholders are well organized; and
 - d. To provide information on city planning and developing standards for smart cities.

10. Background

Urbanization is a growing trend, and it is forecast that two-thirds of the world population will be living in urban areas by 2050. Demand for services in urban areas is therefore increasing rapidly, and the capacity of local governments to manage this demand is a key challenge. With more people living together, smart systems and their integration are required, not only

to provide the services that people need but also to do so efficiently with minimum impact on the environment. Efficient technologies and ICT, including the Internet of Things, are a common denominator of smart cities, linking services, mobility, infrastructure, and energy.

A smart city approach promotes innovation and competitiveness in urban areas, as well as citizen engagement. It ensures that cities, as core engines of growth, meet the needs of present and future generations in economic, social, and environmental terms, while contributing to shared prosperity among social classes.

Smart city initiatives involve three components: ICT that generates and aggregates data; analytical tools to convert that data into usable information; and organizational structures that encourage collaboration, innovation, and the application of that information to solve public problems. As cities have become more complex systems to manage, smart city implementation and adoption therefore involve a paradigm shift.

This workshop will provide opportunities to learn about the overall concept, main factors, and features of smart city solutions. Best practices of successful smart cities, especially from the viewpoint of policy and administrative components and community engagement in smart development, will be presented. Participants will also discuss and draft standards for smart cities relevant to APO member countries.

11. Scope and Methodology

The tentative topics to be covered are:

- a. Overall concept, main factors, features, and solutions of smart cities;
- b. Trends in smart city development, requirements and essentials of smart city development, and actors involved in smart city initiatives;
- c. Best practices of successful smart cities from the viewpoints of policy and administrative components; and
- d. Developing international/national standards and promoting conformity assessment activities for smart cities.

The workshop will consist of resource speakers' presentations, workshop and group discussion, sharing of experience among participants through country paper presentations, and site visits.

The tentative program of the workshop is given below:

Date/Time	Activity
Sunday, 24 March 2019	Arrival of participants in Seoul, ROK
Monday, 25 March	Opening session Presentation of resource papers: Overall concept, main factors, features, and solutions of smart cities; Trends in smart city development, requirements and essentials of smart city development, and actors involved in smart city initiatives
Tuesday, 26 March	Presentation of resource papers: Best practices of successful smart cities from the viewpoints of policy and administrative components Presentation of country papers by participants
Wednesday, 27 March	Site visits: To learn about and observe applications of

	innovative technologies and strategic plans for developing smart cities
Thursday, 28 March	Group workshop/exercise to develop standards for smart cities Presentation of group workshop output
Friday, 29 March	Summing up, program evaluation, and closing session
Saturday, 30 March 2019	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officials at the national and/or local government levels responsible for the formulation of policies, plans, programs, and regulations related to urban and city planning including urban transport and infrastructure planning; and academics and consultants involved in providing consultancy to public bodies on smart cities.
Experience	At least five years of experience in the position described above.
Education	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 meet the qualifications above are generally between 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

13. Financial Arrangements

a. Airfare

The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Seoul, ROK.

The APO will only reimburse discount air tickets for the most direct route. Participants should 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 and is also available on the APO website and from APO Liaison Officers in member countries.

b. Insurance Coverage

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 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. 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 organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

c. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 13a)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
Hotel accommodation in Seoul	No	Yes	No
Per diem allowance in Seoul	No	Yes	No
Transportation costs to and from hotel and airport in Seoul	No	Yes	No
Insurance coverage in the ROK (refer to paragraph 13b)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No

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 selection committee 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). 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, 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, 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 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 workshop.
- l. NPOs should inform participants that they must attend all five days of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no show of a participant.

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

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the attached "Guidelines for the Preparation of Country Papers."

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 workshop.

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).

20. Dress Code

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.



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Secretary-General