



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION ADDENDUM

20 November 2015

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| 1. Project Code | 15-IN-98-GE/SPP-TRC-A |
| 2. Title | Training Course on Energy Conservation |
| 3. Timing and Duration | 15–26 February 2016 (12 days) |
| 4. Venue | Japan |
| 5. Addendum No. | 1 |
| 6. Reference | APO Project Notification 15-IN-98-GE/SPP-TRC-A dated 13 October 2015 |

7. Details

7-1 Change in Item 6. Number of Overseas Participants

The number of overseas participants has been changed to **Up to 38 qualified participants.**

7-2 Change in Item 12. Financial Arrangements

To be borne by the APO from the special cash grant from the Japanese Ministry of Economy, Trade and Industry

c. Per diem allowances for up to **25 overseas participants** from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka for up to 13 days at the rate to be specified later.

d. Hotel accommodation for up to **25 overseas participants** from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka for up to 13 days at the rate to be specified later.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 13 October 2015 pertaining to this training course remain valid.

Mari Amano
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

13 October 2015

1. **Project Code** 15-IN-98-GE/SPP-TRC-A
2. **Title** Training Course on Energy Conservation
3. **Timing and Duration** 15–26 February 2016 (12 days)
4. **Venue** Japan
5. **Implementing Organizations** APO Secretariat
6. **Number of Overseas Participants** Up to 33 qualified participants
7. **Closing Date for Nominations** 25 December 2015
8. **Objectives**

To address the issues of energy conservation in the industry and service sectors by supporting the capacity building of human resources who can lead energy conservation initiatives in Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka. Participants from other member countries are also invited.

9. Background

Rapid industrialization in Asian economies has been a strong driving force in raising productivity in the region. On the other hand, however, it has shown negative effects on the environment such as global warming, climate change, energy price fluctuations, etc. It is crucial to promote energy conservation in the region to enable smarter, more efficient use of energy. The promotion of energy conservation will also help in the transition from carbon-intensive to environment-friendly, sustainable living patterns. Since Japan has substantial experience in and technologies useful for energy conservation, it would be beneficial to transfer its advanced knowledge to the targeted APO member countries. This project is funded by a special cash grant from the Ministry of Economy, Trade and Industry of Japan.

10. Scope and Methodology

The training course will consist of interactive sessions on theme presentations, sharing of country experiences, onsite training, and group discussions. The tentative topics to be covered are:

- a. General concepts and overview of energy efficiency and conservation and energy management systems;
- b. Establishment of total energy management systems;
- c. The latest technologies for and knowledge of energy management;
- d. Measures and viewpoints to improve energy efficiency and conservation; and
- e. The latest technologies for and knowledge of energy efficiency and conservation.

11. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	NPO staff, officials of relevant government agencies, managers of private firms responsible for energy management, and consultants and professionals working in the fields of energy management/energy efficiency/auditing.
Experience	At least three 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	Preferably between 35 and 50 years.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

12. Financial Arrangements

To be borne by the APO from the special cash grant from the Japanese Ministry of Economy, Trade and Industry

- a. All assignment costs for 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 Tokyo for participants from nonprofit organizations and SMEs from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka. 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 and is available on the APO website and from APO Liaison Officers in member countries.

- c. Per diem allowances for up to 20 overseas participants from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka for up to 13 days at the rate to be specified later.
- d. Hotel accommodations for up to 20 overseas participants from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka for up to 13 days at the rate to be specified later.
- e. All other local implementation costs.

To be borne by the APO from the APO general fund

- a. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Tokyo for participants from Cambodia, Fiji, and Lao PDR and participants from SMEs and nonprofit organizations from other APO member countries except Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka. 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 and is available on the APO website and from APO Liaison Officers in member countries.
- b. Per diem allowances for up to 13 overseas participants other than those from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka for up to 13 days at the rate to be specified later.
- c. Hotel accommodations for up to 13 overseas participants other than those from Bangladesh, Mongolia, Nepal, Pakistan, and Sri Lanka for up to 13 days at the rate to be specified later.

To be borne by participants or participating countries

For participants from profit-making organizations except SMEs and 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.
- b. Participating country expenses of USD50 per participant, payable to the APO in convertible currency.

For all participants

- a. Participants should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization) for:
 - accidental death and dismemberment up to ¥4,000,000

- medical expenses for accident up to ¥4,000,000
- medical expenses for illness up to ¥4,000,000

for the entire duration of the project and travel. 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 out of 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.

13. Actions by Member Countries

- a. Each participating country is requested to nominate 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). 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 Energy Efficiency Program, APO Secretariat (e-mail: horiguchi@apo-tokyo.org; and mnojima@apo-tokyo.org; and 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 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.
- l. NPOs should inform participants that they must attend all 12 days 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 short report on the current status and issues and impediments of implementation of energy efficiency and conservation in their countries for sharing and discussion during the course.

16. 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.

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).



Mari Amano
Secretary-General