



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION ADDENDUM

2 March 2015

1. **Project Code** 14-IN-22-GE-WSP-B
2. **Project Title** Workshop on Material Flow Cost Accounting (MFCA)
3. **Timing and Duration** 24–28 August 2015 (five days)
4. **Venue** Bali, Indonesia
5. **Addendum No.** 1
6. **Reference** APO Project Notification 14-IN-22-GE-WSP-B dated 20 February 2015
7. **Details** Change the venue in Project Notification Section

7-1 Change in Section No. 4. Venue

The Venue has been changed from Bali to **Jakarta**.

7-2 Change in Section No. 13. Financial Arrangements

Due to the change in the project venue, Items **To be borne by the APO** should read “Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants’ place of work and **Jakarta**...”

Other terms and conditions as specified in the Project Notification dated 20 February 2015 remain unchanged.

Mari Amano
Secretary-General



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20 February 2015

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2. **Title** Workshop on Material Flow Cost Accounting (MFCA)
3. **Duration and Timing** 24–28 August 2015 (five days)
4. **Venue** Bali, Indonesia
5. **Implementing Organization**
Directorate Productivity and Entrepreneurship, Directorate General of Training and Productivity, Ministry of Manpower and Transmigration
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6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Fiji, India, IR Iran, Japan, Republic of Korea, Lao PDR, Mongolia, Malaysia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. However, other member countries with special interest in the subject are also encouraged to apply.
7. **Number of Local Participants** Up to 6 qualified participants
8. **Closing Date for Nominations** 22 June 2015
9. **Objectives**

The proposed workshop aims to provide a platform for MFCA practitioners and facilitators to exchange information on applications of MFCA, share success stories and different approaches of MFCA implementation, and deliberate on future strategies to expand and disseminate this concept throughout the Asia-Pacific for sustainable development.

10. Background

MFCA is a management tool that promotes the efficient use of materials, contributing to reductions in waste, emissions, and nonproducts. MFCA increases the transparency of material flow, which is a key to successful problem solving and improvement. By solving

problems, organizations can increase their resource productivity and reduce costs at the same time. This is in line with the Green Productivity (GP) concept and can be used to implement GP in organizations and factories. The APO has been implementing several MFCA-based projects since 2010 including a workshop, e-learning courses, and demonstration projects to promote this concept. Based on the positive feedback received and demand for wider dissemination, this workshop has been proposed to develop future strategies.

11. Scope and Methodology

Scope

MFCA concept and methodology, its implementation, different approaches of MFCA, success stories.

Methodology

Expert presentations, networking session, group discussion, and question & answer sessions.

The workshop will consist of presentations, field visit(s), and discussions among participants.

The tentative program of the workshop is given below:

Date/Time	Activity
Sun., 23 August_2015	Arrival of participants at Denpasar
Mon., 24 August	Opening session Presentations by experts
Tues., 25 August	Presentations by experts Group discussions
Wed., 26 August	Presentations by experts Networking session and group discussions
Thurs., 27 August	Company site visit
Fri., 28 August	Wrap-up session Certificates and Evaluations
Sat., 29 August	Closing ceremony Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	MFCA practitioners and facilitators, environment and Green Productivity professionals, industry managers, and SME professionals.
Experience	Substantial work experience in relevant areas.
Education	Bachelor's degree from a university or equivalent qualification as a minimum requirement, and preferably a graduate degree.
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 entailing strenuous travel and several plant/field visits.
Age	Preferably between 35 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 participants or participating countries

- a. Participants must be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance must be valid in the countries to be visited. If a participant is unable to arrange for insurance coverage in the host country at the start of the project, he/she 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 on account of early arrival, late departure or rerouting of air tickets, for example, due to either limited available flights or any other reason whatsoever.

To be borne by the host country

- a. Hotel accommodations and per diem allowances for up to 18 overseas participants for six days at the rate to be prescribed later.
- b. All local implementation costs.

To be borne by the APO

- a. All assignment costs for overseas resource speaker(s).
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Denpasar, Bali, Indonesia. 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 at <http://www.apo-tokyo.org> and from APO Liaison Officers in member countries.

14. Actions by Member Countries

- a. Each participating country is requested to nominate two 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 (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, 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 program.
- l. NPOs should inform participants that they must attend all three 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

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 guideline for the preparation of country papers to be prescribed later.

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