



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION ADDENDUM

25 January 2017

- |                               |                                                                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Project Code</b>        | 16-RP-23-GE-CON-A                                                                                                                     |
| <b>2. Project Title</b>       | International Environmental and Economic Forum: Action for the Future and Moving toward a Virtuous Circle for Sustainable Development |
| <b>3. Timing and Duration</b> | 11–13 May 2017 (three days)                                                                                                           |
| <b>4. Venue</b>               | Ho Chi Minh City, Vietnam                                                                                                             |
| <b>5. Addendum No.</b>        | 1                                                                                                                                     |
| <b>6. Reference</b>           | APO Project Notification 16-RP-23-GE-CON-A dated 9 December 2016                                                                      |
| <b>7. Details</b>             | Change in Project Notification <b>Item 13. “Financial Arrangements”</b>                                                               |

### 7-1 Change in Item 13. “Financial Arrangements”

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

For **all** participants:

- a. 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 organizations 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.

- d. Any cancellation charges for airfare and hotel arising from withdrawals after letters of acceptance have been issued by the APO.

**To be borne by the host country**

- a. Per diem allowances and hotel accommodation for up to **18** overseas participants for up to four days at the rate to be specified later.
- b. Expenses for resource persons in addition to those assigned by the APO.
- c. Transportation expenses between the airport, hotel, and forum venue.
- d. Forum package including venue and kits.
- e. All other local implementation costs.

**To be borne by the APO**

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Ho Chi Minh City, Vietnam. 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 and from APO Liaison Officers in member countries.
- c. **Per diem allowances and hotel accommodation for up to 18 overseas participants not covered by the host country for up to four days at the rate to be specified later.**
- d. The APO may select more than 36 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 36 overseas participants attend, per diem allowances and hotel accommodation costs will be borne by the APO for up to **four** additional overseas participants at the rate to be prescribed for up to four days.

Other terms and conditions specified in the Project Notification dated 9 December 2016 remain unchanged.



Santhi Kanoktanaporn  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

9 December 2016

1. **Project Code** 16-RP-23-GE-CON-A
2. **Title** International Environmental and Economic Forum: Action for the Future and Moving toward a Virtuous Circle for Sustainable Development
3. **Timing and Duration** 11–13 May 2017 (three days)
4. **Venue** Ho Chi Minh City, Vietnam
5. **Implementing Organization** Vietnam National Productivity Institute (VNPI)  
Address: 8 Hoang Quoc Viet, Cau Giay, Hanoi  
Socialist Republic of Vietnam  
Phone: 84-4-37561501  
Fax: 84-4-37561502  
Website: <http://www.vnpi.vn>  
e-Mail: [vnpi@vnpi.vn](mailto:vnpi@vnpi.vn); [vnpi@outlook.com](mailto:vnpi@outlook.com); [nthien@vnpi.vn](mailto:nthien@vnpi.vn)
6. **Number of Overseas Participants** Up to 36 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Japan, Republic of Korea, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, and Thailand.
7. **Number of Local Participants** Up to 12 qualified participants
8. **Closing Date for Nominations** 13 March 2017
9. **Objectives**
  - a. To provide a platform for policymakers, executives, and researchers to exchange knowledge, policies, and practices relating to sustainable development and productivity enhancement;
  - b. To identify trends, challenges, and strategies for sustainable development, especially in the context of APO economies, such as sustainable industrialization, industrial transformation, the circular economy, climate change, smart and clean technologies, and the role of international cooperation;
  - c. To encourage collaboration among the private sector, government agencies, and nonprofit organizations in promoting and achieving sustainable socioeconomic growth; and

- d. To echo the theme of the APO Eco-products International Fair (EPIF) 2017 and explore possible avenues for sustainable development assisted by the latest technologies and services.

## **10. Background**

The APO has long been endeavoring to contribute to the sustainable development of its member countries through activities aligned with the Green Productivity Program to promote environment-friendly socioeconomic growth. Eyeing the specific needs as well as experiences and resources of its member countries, the APO organizes the EPIF as part of its pursuit of sustainable growth in the Asia-Pacific region, leveraging the channels of international trade, investment, and exchange of knowledge, experiences, and technologies.

This forum is to be held in parallel with the 11th EPIF in Ho Chi Minh City, focusing on the concept of the circular economy that reduces pollution and utilizes waste, the role of technology in shaping cleaner industrialization, and strategies in response to global climate change. It is expected to address the issues that APO member countries face in the transition of industrialization and explore solutions through understanding the latest trends, exchanging practices, and transferring know-how, which embodies the spirit of mutual cooperation among countries with different advantages and capabilities.

The APO has been organizing such international forums for more than a decade, with focuses on eco-life (in Thailand, 2016), urban living (in Singapore, 2013), and sustainable energy (in India, 2012), to name a few. This conference will emphasize the latest trends in the circular economy and the role of environmentally friendly products and technologies. By exploring strategies for waste recycling, pollution management, and mitigating climate change, the forum will address issues faced by many APO member countries in their processes of industrial transformation.

## **11. Scope and Methodology**

### **Scope**

Eco-solutions, pollution management, the circular economy, smart and clean technologies, and strategies for sustainable development.

### **Methodology**

Keynote speeches, panel discussions, and expert presentations.

The tentative program of the forum is as below:

<b>Date / Time</b>	<b>Activity</b>
Wed., 10 May 2017	Arrival of participants in Ho Chi Minh City
Thur., 11 May 2017	Registration, EPIF opening ceremony, conference opening, resource speakers' presentations, and discussions
Fri., 12 May 2017	Presentations and discussions
Sat., 13 May 2017	Site visit, closing session, and attendance at the EPIF
Sun., 14 May 2017	Departure of participants

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Policymakers, enterprise representatives, researchers, and professionals specialized in environmental management, pollution reduction, and waste management; or representatives from government agencies, companies, or nonprofit organizations interested in environmental technologies and solutions.
Experience	At least five years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized institution.
Language	All proceedings of the project are conducted in English and participants are frequently required to make active contributions to the forum. 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 forum requiring participants to be involved in discussions. It is therefore recommended that member countries refrain from nominating 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.

## **13. Financial Arrangements**

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

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

- a. Round-trip international airfare between the member country and Ho Chi Minh City; and
- b. Participating Country Expenses at US\$100.00 per participant, payable to the APO in convertible currency.

For all participants:

- a. 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 organizations 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.
- d. Any cancellation charges for airfare and hotel arising from withdrawals after letter of acceptance have been issued by APO.

**To be borne by the host country**

- a. Per diem allowances and hotel accommodation for up to 36 overseas participants for up to four days at the rate to be specified later.
- b. Expenses for resource persons in addition to those assigned by the APO.
- c. Transportation expenses between the airport, hotel, and forum venue.
- d. Forum package including venue and kits.
- e. All other local implementation costs.

**To be borne by the APO**

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Ho Chi Minh City, Vietnam, for participants from Bangladesh, 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. 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 and from APO Liaison Officers in member countries.
- c. The APO may select more than 36 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 36 overseas participants attend, per diem allowances and hotel accommodation costs will be borne by the APO for up to two additional overseas participants at the rate to be prescribed for up to four days.

**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 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. 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 forum.
- l. NPOs should inform participants that they must attend all three days of the forum 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. 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)).



Santhi Kanoktanaporn  
Secretary-General