

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

PROJECT NOTIFICATION ADDENDUM

19 October 2012

1. **Project Code:** 12-RP-27-GE-STM-B
2. **Title:** Study Meeting on Ecocities
3. **Addendum No.:** 1
4. **Reference:** Project Notification dated 6 August 2012
5. **Details:** Change in Item No. 13 "Financial Arrangement"

5-1. Changes in Item No. 13 "Financial Arrangements"

(a) To be borne by the APO

- (iii) **The cost of hotel accommodations (including tax and service charges) per diem allowance and other local implementation costs for three overseas participants from Republic of China, Republic of Korea and Singapore for up to five (5) days.**

(b) To be borne by the host country—Japan

- (i) **The cost of hotel accommodations and a per diem allowance for 15 overseas participants for up to five (5) days, except for those from Republic of China, Republic of Korea and Singapore.**

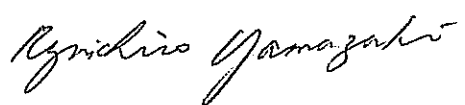
(c) To be borne by participants/participating countries

- (i) **Participants must be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization and death) for:**

- **accidental death and dismemberment up to 4,000,000 yen,**
- **medical expenses for accident up to 4,000,000 yen, and**
- **medical expenses for illness up to 4,000,000 yen**

for the entire duration of the project. 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 from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

Other terms and conditions as specified in the Project Notification dated 6 August 2012 remain unchanged.

A handwritten signature in black ink, reading "Ryuichiro Yamazaki". The signature is written in a cursive style with a prominent loop at the end of the last name.

Ryuichiro Yamazaki
Secretary-General

Asian Productivity Organization

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PROJECT NOTIFICATION

6 August 2012

1. **Project Code:** 12-RP-27-GE-STM-B
2. **Title:** Study Meeting on Ecocities
3. **Duration & Timing:** 4–7 December 2012 (four days)
4. **Venue:** Tokyo, Japan
5. **Implementing Organizations:**

Japan Productivity Center (JPC)
International Cooperation Department
Address: 1-1, Shibuya 3-chome, Shibuya-ku
Tokyo 150-8307, Japan
Phone: 81-3-3409-1135/6
Fax: 81-3-3409-5880
e-Mail: apo-liaison@jpc-net.jp
6. **Number of Overseas Participants:** Up to 18 qualified overseas participants from the following targeted member countries: Republic of China, India, Indonesia, IR Iran, Republic of Korea, Malaysia, Philippines, Singapore, Thailand, and Vietnam. Other member countries that have strong interest in the subject may be considered.
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 28 September 2012
9. **Objectives:**
 - To examine the latest trends and status of ecocities/sustainable cities in APO member countries;
 - To identify best practices in policy and other interventions for the development of ecocities/sustainable cities as well as future cities based on experience from advanced countries; and
 - To explore potential research topics related to ecocities/sustainable cities.
10. **Background:**

In line with 1992 Earth Summit, the APO introduced Green Productivity (GP) recognizing that both economic development and environmental protection would be key strategies for sustainable development. Twenty years after the 1992 Earth Summit, Rio+20 or the United Nations Conference on Sustainable Development held 20–22 June 2012 highlighted “sustainable cities”

as one of seven key priority areas together with jobs, energy, food security and sustainable agriculture, water, the oceans, and disaster readiness.

In Asia, mass urbanization is occurring, and natural resource depletion is especially serious. Governments have addressed sustainable development as top priority issues as countries struggle to achieve economic growth while reducing the negative impacts on the environment. Under such circumstances, the development of ecocities/sustainable cities as a design for sustainable urban planning is needed and has been gaining more attention.

This study meeting will examine the potential for ecocity/sustainable city development in the APO membership by investigating recent trends and achievements, best policy interventions to encourage the formation of ecocities, and determine topics for further research that could help make such cities a reality in the broader Asia-Pacific region.

11. Scope and Methodology:

Scope:

The tentative topics to be covered in this meeting include integrated urbanism; smart cities/communities; eco-products and eco-services; best practices of future cities; and holistic approaches to urban planning for the development of ecocities/sustainable cities.

Methodology:

Resource paper and country paper presentations, site visits, and group discussions.

12. Qualification of Candidates:

The participants are expected to possess the following qualifications:

- (a) Age: Preferably between 35 and 55 years.
- (b) Education: University degree or equivalent qualification from a recognized institution.
- (c) Present Position: Senior government officials, NPO senior managers and senior consultants, business leaders, and professors and researchers involved in the subject.
- (d) Experience: At least five years of experience in a related field.
- (e) Language Proficiency: All proceedings of the study meeting are conducted in English, and participants are frequently required to make oral and written presentations. They should be proficient in both spoken and written English. Those who are not proficient in English need not apply.
- (f) Health: Physically and mentally fit to attend the study meeting requiring participants to complete field visits and group activities (it is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental strain).
- (g) Attendance: Participants must attend all five days of the study meeting to qualify for the certificate of attendance.

13. Financial Arrangements:

- (a) To be borne by the APO

- (i) All assignment costs of overseas resource persons; and
 - (ii) Round-trip economy-class international airfare for overseas participants between the nearest international airport from the place of work and Tokyo by the most direct route. As far as practicable, all participants are strongly encouraged to purchase discounted tickets (following IATA PEX or other applicable discount fares). *It is noted that neither the APO nor the host organization will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever.*
- (b) To be borne by the host country (Japan)
- (i) Per diem allowances and hotel accommodations for up to 18 overseas participants for up to five days;
 - (ii) Assignment costs for local resource persons; and
 - (iii) Other local implementation costs.
- (c) To be borne by participants/participating countries
- (i) 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. All participants must submit to the APO a copy of the comprehensive travel insurance certificate valid in Japan before participation. The cost of such insurance will be borne by the participant or participating 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. *The APO Secretariat or the implementing organizations will not be responsible for any eventuality arising from accident or illness.*
 - (ii) Any expenses incurred by participants for stopovers on the way to and from Tokyo or for any extra stay in Japan before and/or after the official project period due to early arrival, late departure, or any other reason whatsoever.
 - (iii) Any expenses related to visa fees and airport taxes.

14. Actions by Member Countries:

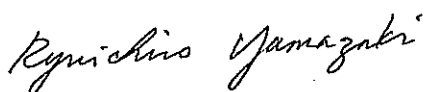
Nomination of candidates

- (i) Member countries are requested to nominate up to two candidates in accordance with item 12 above. The key criterion for selection is whether their qualifications and work experience match the nature of the project. Nonselection of candidates is not a reflection on their competence.
- (ii) Please note that selection is at the discretion of the Screening Committee. 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.
- (iii) Member countries are also requested to inform the Secretariat as soon as possible if they do not wish to participate in the meeting, so that vacancies thus created can be allocated to other member countries.

- (iv) Nominations, accompanied by the candidate's biodata on the APO standard form in duplicate along with a passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should reach the Secretariat **no later than 28 September 2012**. The biodata form is available on the APO website. Downloading information is also available from <http://www.apo-tokyo.org/project/participants.html>. If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the candidate's name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic form.
- (v) 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 the health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.
- (vi) Further, if any selected candidates become unable to take part, the NPOs concerned are requested to inform the APO and the Implementing Organization **promptly** of their reason for withdrawal. Member countries and selected candidates are reminded that last-minute withdrawals and no-shows result in unnecessary expense and waste resources and therefore must be avoided.
- (vii) Accepted participants should be advised not to bring family members or engage in any private business activity during the entire duration of the project. Further, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal.

15. Preparation of country papers

Participants officially accepted by the APO are required to prepare country papers for which the guidelines will be forwarded separately.



Ryuichiro Yamazaki
Secretary-General