



PROJECT NOTIFICATION

PN Issue Date	31 January 2020
PN Revision 1 Issue Date	14 May 2020
Project Code	20-IN-32-GE-TRC-A
Title	Training of Trainers and Consultants in Green Productivity
Timing and Duration	14 – 25 September 2020
Venue	Taipei, Republic of China
Implementing Organization(s)	China Productivity Center
Maximum Number of Overseas Participants	19
Maximum Number of Local Participants	Six
Closing Date for Nominations	19 June 2020

Change History of Project Notification: 20-IN-32-GE-TRC-A

Revision	Date of Issue	Clause	Modifications
Revision 1	14 May 2020	Timing and Duration	Timing has been changed from 20–31 July 2020 to 14–25 September 2020
		Maximum Number of Overseas Participants	19 instead of 18 (including Turkey)
		Closing Date for Nominations	Closing date for nominations has been changed from 30 April 2020 to 19 June 2020
		3. Scope and Methodology	Program Schedule is revised in accordance with revised project timing.
		7. Actions by Member Countries	Item d. is updated. Necessary documents such as biodata forms and Medical and Insurance Declaration/Certification Form should be submitted through DMS/Fleekdrive

1. Objectives

- a. To train participants in the methodology for enhancing productivity and environmental performance at the organizational level using Green Productivity (GP) tools and techniques;
- b. To enhance the ability of participants to act as GP trainers, consultants, and promoters; and
- c. To provide participants with knowledge of the standards and requirements for APO Certified GP Specialists.

2. Background

Inspired by UN Rio Earth Summit in 1992, GP was formulated by the APO as a strategy to assist member countries in enhancing productivity and simultaneously reducing environmental impacts. For almost three decades, various programs have been implemented by the APO to promote GP through different modalities and platforms including demonstration projects, the Eco-products International Fairs (EPIFs), conferences, workshops, training courses, and publications. The concept has also been expanded to nonmembers such as in Africa and Latin America. In 2013, the APO Center of Excellence (COE) on GP was established in the ROC to provide support in promoting and implementing GP-related activities and publicize valuable examples of GP in the region. Supported by the China Productivity Center (CPC), various GP activities have been implemented covering the three major sectors of industry, agriculture, and services. The objectives are to enhance the competencies of GP assessors and consultants to create a critical mass of facilitators and practitioners of the GP approach in the region, develop a database of GP experts and consultants, and facilitate networking with various stakeholders.

The training of trainers and consultants in GP was identified as one activity to develop GP practitioners and experts in member countries. Since 2001, the course implementation and contents have been gradually improved to meet the expectations of stakeholders and remain relevant in the current business environment. The recent course modules focus on enhancing the skills, knowledge, and capability of participants to become specialists in GP and include emerging tools and techniques for productivity enhancement supported by advanced technology. With the ROC also designated as the APO COE on Smart Manufacturing, the Training of Trainers and Consultants in GP continues to be implemented in Taipei. In addition, the ROC is aggressively promoting the circular economy and green energy concepts in various sectors.

The Training of Trainers and Consultants in GP course is one of the requirements under the APO certification program for GP specialists, after which participants must undertake GP projects and submit reports on them within six months before certification. Therefore, NPOs are strongly requested to nominate professionals who are already competent productivity practitioners and committed to completing all certification requirements. Failure to complete those requirements may affect their selection for participation in other future APO projects

3. Scope and Methodology

The tentative modules to be covered are:

- a. Overview of GP programs implemented by the COE on GP in the ROC;
- b. GP tools and techniques and case studies;
- c. In-plant practice and presentation of project reports;
- d. Group and individual assessment; and
- e. Preparation for certification.

The course will consist of interactive lectures, discussions, sharing of best practices, case studies, fieldwork, group work, and individual assessment.

The tentative program of this course is given below:

Date/Time	Activity
Sunday, 13 September 2020	Arrival of participants in Taipei
Monday, 14 September	Opening session, course overview, presentation on GP programs in the ROC, and individual reports by participants on productivity

	improvement activities
Tuesday, 15 September	GP tools and techniques
Wednesday, 16 September	GP tools and techniques
Thursday, 17 September	GP case studies and observational site visits to environmentally smart technology companies
Friday, 18 September	Preparation for GP practicum
Saturday, 19 September	Preparation for GP practicum
Sunday, 20 September	Free day
Monday, 21 September	GP onsite assessment
Tuesday, 22 September	Data analysis and project report preparation
Wednesday, 23 September	Data analysis and project report preparation (cont'd.)
Thursday, 24 September	Project report presentation
Friday, 25 September	Individual examination/course summary/evaluation and closing
Saturday, 26 September	Departure of participants

4. Qualifications of Candidates

In view of the APO's focus on developing GP specialists, preference will be given to professionals who have practical backgrounds in productivity/quality improvement, local community development, environmental engineering, production process design, etc., and environmental experts working on resource efficiency, the 3Rs, and environmental management systems

Present Position	Productivity practitioners from NPOs, consulting firms, and enterprises associated with NPOs; and professionals from ministries, government agencies, or academic institutions responsible for promoting GP and sustainable development.
Experience	At least three years of experience in the positions 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 fit the above profile are typically between 30 and 45 years of age.
Attendance	Participants are required to attend the entire program.

5. Requirements

Participants are required to prepare and submit GP project plans and PowerPoint presentations prior to departure for the project venue. In preparing the documents, they are expected to follow the guidelines to be provided later together with the Project Circular.

To qualify for certification as APO GP specialists, all participants are required to submit project reports to the APO Secretariat within six months after course completion. Successful candidates will become APO-certified GP specialists for a term of three years.

5-1. Repeat Participants (who attended previous APO projects and are applying for another)

- a. In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.
- b. Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

5-2. All Participants

- a. In the Candidate's Biodata form, candidates are required to list their expectations from the project and planned postproject actions/activities. This is a tentative list, which participants are free to revise or replace after attending the project.
- b. All participants are required to develop and submit final follow-up action plans within 10 working days of project completion, in the format to be provided by the APO Secretariat later.
- c. All participants are required to submit reports on the follow-up actions taken within six months (or a period specified for a particular project) of project completion.
- d. The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

6. Financial Arrangements

6-1. Airfare

The APO will meet the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Taipei, ROC, from organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs*;

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

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.

6-2. Participating Country Expenses (PCEs)

PCEs payable to the APO do not apply to organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs*;

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

6-3. 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. 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.

6-4. 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 met by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph on Airfare for conditions)	Conditions apply	No	Conditions apply
Participating Country Expenses (PCEs) (refer to paragraph on PCEs)	USD50 per participant	No	No
Hotel accommodation at the venue	No	Yes (6 days)	Yes (7 days)
Per diem allowance at the venue	No	Yes (6 days)	Yes (7 days)
Transportation costs to and from hotel and airport at the venue	No	Yes	No
Insurance coverage in the host country (refer to paragraph on Insurance Coverage)	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
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No
Notes (special conditions): NA			

7. 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 the section Qualifications of Candidates 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:
 - i. The Biodata Form should be entered in the Document Management System (DMS)/Fleekdrive. The form can be downloaded from the APO website (www.apo-tokyo.org). The Biodata Form (Ver. 1.1) in the Excel (xlsx) format should be uploaded to the specific project folder in nominees' member country folders in DMS/Fleekdrive.
 - ii. The **APO Medical and Insurance Declaration/Certification Form** must be completed and submitted with candidates' biodata at the time of nomination through DMS/Fleekdrive. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. 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 project.
- j. NPOs should inform participants that they must attend the entire program of the project.
- k. 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.

8. 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.

9. Project Preparation

The participants are required to prepare a short paper prior to departure for the project venue. In preparing the paper, they are expected to follow the guidelines to be provided later together with Project Circular.

10. Postproject Actions

This is a preparatory course for GP Specialist Certification Program and it is mandatory for selected participants to submit the Project Report for Enhancing Green Productivity (PREP-GP) within six months after course completion. The guidelines will be given during the course.

11. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the


APO director concerned.

12. 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).

13. Dress Code

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

A handwritten signature in black ink, appearing to read 'Dr. AKP Mochtan', with a long, sweeping flourish extending upwards and to the right.

Dr. AKP Mochtan
Secretary-General