

Asian Productivity Organization

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PROJECT NOTIFICATION

15 February 2012

1. **Project Code:** 12-IN-22-GE-OSM-A
2. **Project Title:** Multicountry Observational Study Mission on the 3Rs (Reduce, Reuse, and Recycle)
3. **Duration:** 24–27 July 2012 (four days)
4. **Venue:** Tokyo, Japan
5. **Implementing Organization:**
Japan Productivity Center (JPC)
Address: 1-1, Shibuya 3-chome, Shibuya-ku
Tokyo 150-8307, Japan
Telephone: (81) 3-3409-1135/1136
Facsimile: (81) 3-3409-5880
Website: <http://www.jpc-net.jp/eng/>
6. **Number of Overseas Participants:** Up to 18 qualified participants
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** **22 June 2012**
9. **Objectives:**
 - To observe 3R approaches, applications, and best practices in Japan.
 - To study and analyze Japanese business practices, management, and technology related to the 3Rs and highlight key success factors in 3R practice;
 - To identify obstacles in promoting and adopting the 3Rs; and
 - To explore effective ways of introducing the 3Rs to increase the competitiveness of businesses.

10. Background

The APO has been promoting Green Productivity (GP) in the region since 1994. GP helps to increase productivity and enhance environmental protection simultaneously in the manufacturing, agriculture, community, and service sectors. One major aspect of productivity and environmental improvement efforts under GP is resource conservation/minimization of waste through the 3Rs, i.e., reducing, reusing, and recycling. This concept of the 3Rs is being emphasized worldwide as an easy, effective way to protect our environment by minimizing resources and waste. The GP strategy helps in practicing the 3Rs in a structured, systematic way.

The APO has organized projects on the 3Rs since 2006. The first and second were held in Thailand where participants learned about the effective waste recycling system of the Waste Bank operated by a local waste management company. In 2008 and 2009, following widespread demand for 3R-related projects, the APO organized a seminar and workshop on the 3Rs, both held in Japan, which demonstrated the mechanisms of the 3Rs in advanced environmental and recycling technologies.

Based on continuing demand and recommendations made at the previous projects in Japan, this observational study mission on the 3Rs will also be held in Japan. Because the current global financial scenario underlines the importance of efficient, effective use of available resources, especially energy, this observational study mission will also examine how the 3Rs can lead to increased competitiveness of businesses through the aspect of energy efficiency.

At the end of study mission, the participants are expected to prepare individual action plans based on what they learned in this mission. The plans will be shared with NPOs and heads of participants' organizations. Participants will be requested to submit progress reports on action plan implementation six months after completion of the mission.

11. Scope and Methodology

Scope

- Overall framework of 3R implementation in Japan;
- Importance of the 3Rs as an environmental management tool;
- 3R-related ecobusiness models in Japan;
- Best practices of 3R implementation in Japan; and
- Increased competitiveness through effective implementation of the 3Rs, especially in the area of energy efficiency in Japan.

Methodology

Lectures, on-site observations, group discussions, and preparation and presentation of individual action plans.

12. Requirements of Candidates

- (a) Age: Preferably between 30 and 50 years.
- (b) Education: Preferably university degree or equivalent qualification.
- (c) Present Position: CEOs and senior managers of SMEs, consultants, and

environmental professionals practicing the 3Rs, or environmental managers from industries planning to practice the 3Rs. Candidates from the private sector will be given higher priority for selection because the study mission contents are more appropriate for them.

- (d) Experience: At least five years of managerial or consulting experience in an industrial environmental position, preferably in the private sector.
- (e) Language Proficiency: Proficiency in written and spoken English is essential.
- (f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.

13. Financial Arrangements

(a) To be borne by the APO

(i) 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, Japan, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal and for participants from nonprofit organizations and SMEs from other member countries. As far as practicable, all participants should purchase discounted tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" dated 7 July 2006, which will be sent to the selected participants and is available from APO Liaison Officers in member countries.

(ii) Hotel accommodations and appropriate per diem allowances for three overseas participants for up to five days.

(iii) All assignment costs of overseas resource persons.

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

(i) Hotel accommodations and appropriate per diem allowances for 15 overseas participants for up to five days.

(ii) Other local implementing costs in Japan.

(c) To be borne by participants or participating countries

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

- (1) Round-trip international airfare between the member country and Tokyo; and
- (2) Participating Country Expenses at US\$50.00 per participant, payable to the APO in convertible currency.

(ii) For all participants

(1) 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.

(2) 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 or late departure, for example, due to either limited available flights or any other reason whatsoever.

(3) Any expenses related to visa fees and airport taxes.

14. Actions by Participating Countries

(a) Each member country is requested to nominate two or more candidates for selection. Please ensure that candidates nominated meet the qualifications specified above.

(b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.

(c) Please note that nomination does not necessarily guarantee that a candidate 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. Sometimes candidates are not selected because they are overqualified.

(d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:

(i) Two copies of the candidate's biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from 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.

(ii) 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 for this particular project 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.

(e) Member countries are encouraged to submit the necessary documents electronically as mentioned in d)-i). 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 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 specify the candidate's name and the project code on the reverse side of the photograph.

(f) Member countries are requested to abide by the nomination deadline specified in Section 8 on the first page. The APO 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.

(g) NPOs should inform candidates that the program schedule will be tight and intensive due to the limited mission duration and there may be night session(s) depending on the program outline.

(h) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.

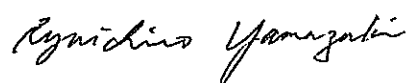
(i) NPOs should inform participants not to bring family members or to engage in any private business activities during the entire duration of the project.

(j) Further, if any selected candidate becomes unable to take part, the NPOs concerned are requested to inform the APO and the implementing organization **promptly** of the 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.

(k) Each selected candidate is required 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.

15. Guide for Participants

Other conditions for participation are given in the *APO Guide for Participants*, which is available from the APO Liaison Officers/NPOs in member countries and on the APO homepage (http://www.apo-tokyo.org/05part_guide.htm).



Ryuichiro Yamazaki
Secretary-General