



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

4 April 2014

1. **Project Code** 13-IN-83-SPP-OSM-A
2. **Title** Multicountry Observational Study Mission on the 3Rs (Reduce, Reuse, and Recycle) under a special cash grant from the Government of Japan
3. **Timing and Duration** 7–11 July 2014 (five days)
4. **Venue** Tokyo, Japan
5. **Implementing Organization** Asian Productivity Organization (APO)
1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033
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6. **Number of overseas Participants** Up to 25 qualified participants
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 30 May 2014

9. Objectives

The main objectives of the observational study mission are observing 3R applications and best practices of waste management in Japan, and analyzing Japanese 3R success stories and 3R technologies.

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 during the previous projects in Japan, this observational study mission on the 3Rs will examine how the 3Rs can lead to increased resource efficiency and the creation of sustainable circular economy and sound material-cycle society.

At the end of the study mission, the participants are expected to prepare individual action plans based on what they learned during it. 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

- a. Overall framework of 3R implementation in Japan;
- b. Importance of the 3Rs as an environmental management tool;
- c. Construction and demolition waste management;
- d. e-Waste recycling;
- e. Food waste recycling;
- f. Waste-to-energy applications including gasification and incineration for recovery of energy;
- g. Best practices of 3R implementation in Japan;
- h. How to improve the value of waste management services: learning from Japan
- i. How to improve overall public health and conserve the living environment through waste management; and
- j. Increased competitiveness through effective implementation of the 3Rs, especially in the area of energy efficiency in Japan.

Methodology

Lectures, onsite observations, group discussions, and preparation and presentation of individual action plans.

The tentative program of this study mission is given below:

Date/Time	Activity
Mon., 7 July 2014	Opening session: APO orientation and introduction Keynote lecture: Current Situations and Future Prospects of 3R Implementation in Japan Presentation on Concerning the 3R Policy in Japan: Toward a Sustainable Society and the 3Rs as an Environmental Management Tool
Tues., 8 July	Presentation of national best practices of the 3Rs by participants Presentations on 3R Policy, Issues, and Challenges

Wed., 9 July	Video presentation on Mercury Waste Recycling Group discussion and Q&A Site visits to: a. C&D Waste Recycling Facilities b. E-waste Recycling Facility c. Food Waste Recycling Facility
Thurs., 10 July	Site visit to waste-to-energy facilities (waste gasification facility, incineration plant) Group discussion and preparation of action plans
Fri., 11 July	Group discussion and finalization of action plans and presentation by participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Senior waste management officials of local governments, cities, or municipalities, and waste management agencies (Note: this mission is meant only for senior city/municipal government officials who deal with waste management).
Experience	At least five to 10 years of experience in waste management
Education	University degree from a recognized university/institution or equivalent qualification/experience
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.
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 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

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.

- b. Any 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 or late departure, for example, due to either limited available flights or any other reason.

To be borne by the APO

- a. All assignment costs of 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 Tokyo. 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 participants for up to six days at the rate to be specified later.
- d. All local implementation costs.

14. Actions by Participating 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 documents listed below. 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 web site (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.
- 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 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 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 meet the nomination deadline specified 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.
- 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 study mission.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

15. Preparation of Country Papers

All participants are required to submit an individual country paper consisting of 3R best practices followed by their cities. Participants can also include national 3R policies and other similar initiatives for sharing with other participants.

16. 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).



Mari Amano
Secretary-General