



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

16 November 2015

1. **Project Code** 16-IN-33-GE-TRC-A
2. **Title** Training Course on Green Productivity
3. **Timing and Duration** 21–25 March 2016 (five days)
4. **Venue** Nadi, Fiji
5. **Implementing Organization**  
National Training & Productivity Centre (NTPC)  
Fiji National University  
Address: 2/8 Queen Elizabeth Drive, Nasese, Suva, Fiji  
Phone: 679-3311-004/3313-074/9993-080  
Fax: 679-3311-756  
e-Mail: dntpc@fnu.ac.fj
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** 19 February 2016
9. **Objectives**

To train participants in Green Productivity (GP), encompassing productivity enhancement and environmental protection.

### 10. Background

GP is a strategy for simultaneously enhancing productivity and environmental performance for overall socioeconomic development which leads to sustained improvement in the quality of human life. It is the combined application of appropriate productivity and environmental management tools, techniques, and technologies that reduce the environmental impact of an organization's activities, products, and services while enhancing profitability and competitive advantage.

Since 1994, the APO has been in the forefront in promoting this strategy in member countries through various modalities including conferences, exhibitions, workshops, seminars, and training courses. In addition to these efforts, the APO has published GP training manuals and handbooks to provide guidelines and references for potential trainers and practitioners.

This course will emphasize increasing the competency of each participant as a GP trainer/practitioner in resource management focusing on the strategic and production levels so that they will be able to disseminate the knowledge gained through training and consultancy.

The participants will undergo intensive training in the GP concept, methodology, tools, and practices. Using the GP techniques and tools, all participants will then apply this newly acquired knowledge to actual plants or buildings. This will be in a workshop format where participants will acquire the knowledge through activities in the classroom and selected organizations in Fiji.

## **11. Scope and Methodology**

### **Scope**

Overall framework of concept and implementation of GP, and application of material flow cost accounting (MFCA) to minimize resource use and waste.

### **Methodology**

Presentations by experts, exercises, discussions, exchanges of knowledge and experiences, individual presentations, and examination.

The tentative program of the training course is given below:

<b>Date/Time</b>	<b>Activity</b>
Sun., 20 March 2016	Arrival of participants in Fiji
Mon., 21 March	Opening session, course overview, and GP concept and methodology
Tues., 22 March	Tools and techniques for GP
Wed., 23 March	Relation between kaizen activity and GP
Thurs. 24 March	Presentation of individual reports by participants Observational site visits MFCA
Fri., 25 March	Presentation of action plans by participants Summing-up session, examination, program evaluation, and closing session
Sat. 26 March	Departure of participants

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

<b>Present Position</b>	Consultants/trainers of NPOs or similar institutions involved in consulting on productivity and quality improvement with a basic understanding of GP. Managers from organizations practicing GP are encouraged to apply in consultation with the NPO concerned.
<b>Experience</b>	At least five years of experience in consulting for productivity improvement.
<b>Education</b>	Preferably a university degree or higher qualification.
<b>Language</b>	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.
<b>Health</b>	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 35 and 50 years of age.

APO Certificate Participants are required to attend the entire training course 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, from APO member countries other than Bangladesh, Cambodia, Lao PDR, Mongolia, and Nepal:

- a. Round-trip international airfare between the member country and Fiji; and
- b. Participating Country Expenses at US\$50.00 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 US\$10,000.00 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.

#### **To be borne by the host country**

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to six days at the rate to be specified later.
- b. All 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 Fiji, for participants from Bangladesh, Cambodia, 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 discounted tickets. Please note that any

arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Project Participants" on page 16 of the APO Guide for Participants, which is available on the APO website at <http://www.apo-tokyo.org> and from APO Liaison Officers in member countries. Please note that no additional per diem allowances will be provided due to early arrival, delayed departure, rerouting of tickets, or any other reason.

#### **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. 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 training course.
- l. NPOs should inform participants that they must attend all 5 days of the project 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. Project Preparation**

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Country Papers" to be provided later.

#### **17. Postproject Actions**

All participants are required to take an examination at the end of the training course to assess the level of understanding and prepare action plans which will be shared with their NPOs. The APO will also request participants to submit progress reports on GP activity six months after completion of the project to present how the participant applied the knowledge, skills, and experience from the training to actual practice.

#### **18. Evaluation of Participants**

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

#### **19. Guide for Participants**

Other conditions for participation are given in the *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)).



Mari Amano  
Secretary-General