



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

27 January 2016

1. **Project Code** 16-IN-34-GE-TRC-A
2. **Title** Training of Trainers and Consultants in Green Productivity
3. **Timing and Duration** 4–22 July 2016 (19 days)
4. **Venue** Taipei, Republic of China
5. **Implementing Organization** China Productivity Center (CPC)
Address: 2F, No. 79, Sec. 1, Xintai 5th Rd., Xizhi Dist.
New Taipei City 221, Republic of China
Phone: 886-2-2698-2989 #2844
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e-Mail: 2844@cpc.org.tw
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** 6 May 2016

9. Objectives

To develop trainers and practitioners in Green Productivity (GP) equipped with in-depth knowledge of and hands-on experience in the methodology, tools, and techniques enabling them to disseminate the knowledge as lead trainers. This course will focus on efficient, effective resource management, especially waste management, green energy, and green factories.

10. Background

GP is a strategy for enhancing productivity and environmental performance for overall socioeconomic development. It involves the application of appropriate productivity and environmental management tools, techniques, and technologies to reduce the environmental impact of an organization's activities, goods, and services.

To disseminate the know-how for practical applications of GP and develop more trainers/practitioners in member countries, the APO has been organizing this annual training course since 2001, emphasizing practicality and in-depth knowledge that enable the participants to conduct concrete diagnoses after the training. The inclusion of emerging environment-related issues, such as green energy, waste management, and environmental management systems, will also help the participants to gain up-to-date skills and knowledge to tackle environmental issues that are constantly changing and evolving.

All participants will be exposed to key problems, issues, and techniques relating to GP; they will also have the opportunity to apply this newly acquired knowledge to actual plants or companies.

11. Scope and Methodology

Scope:

GP concept, tools, and techniques; waste and energy problems; and practical work.

Methodology:

Classroom lectures and fieldwork in manufacturing units, service enterprises, and/or community projects.

The tentative program of the training course is as below:

Date/Time	Activity
3 July 2016	Arrival of participants in Taipei
4 July	Opening session, course overview, and models of the COE on GP
5–6 July	GP concept, fundamentals, and methodology
7–8 July	GP practices and experiences from the COE on GP
9 July	Individual reports by participants
11–12 July	GP tools and techniques
13–14 July	Case studies on GP and experiences from the COE on GP
15 July	Consulting skills and group exercise
16 July	Preparation for on-site GP assessment
18–20 July	Site visits and analyses
21 July	Preparation of reports
22 July	Presentations to companies and closing
23 July	Departure of participants

12. Qualifications of Candidates

Considering the intensive nature of this training course, preference will be given to those who are involved in resource use as consultants for companies/government agencies working in industry, service (consultants/trainers), tertiary education (universities and research institutions), and NGOs and trade associations.

NPOs are encouraged to nominate qualified candidates from their organizations to build their capacity to promote and implement GP in the future.

In view of the APO's focus on SMEs, preference will also be given to professionals who have practical backgrounds in policy and planning development, 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, consultancy firms, and trainers.
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Experience	At least five years of public or private experience in the fields of policy, planning/management, quality, productivity, or environmental engineering.
Education	University degree or equivalent qualification from a recognized 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 three-week program requiring participants to complete a number of individual and group activities and strenuous work. It is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental stress, especially homesickness, during participation in a long-term program such as this one.
Age	Candidates meeting the above qualifications are typically between 35 and 45 years of age.
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

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

- a. Round-trip international airfare between the member country and Taipei; and
- b. Participating Country Expenses at US\$100.00 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 14 days.
- b. Resource persons to conduct the program in addition to those assigned by the APO.
- c. Conference package including training room, training kits, and daily meals.
- d. All other 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 Taipei for participants from Bangladesh, Cambodia, Fiji, 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 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 up to 18 overseas participants for up to six days.

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). 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, fax: 81-3-5840-5324).

- 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 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 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 APO training course.
- l. NPOs should inform participants that they must attend all nineteen 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 selected participants will be required to give a presentation on the status of productivity improvement projects they have undertaken, which include training and consultancy. The presentations should include an overview of programs, role and responsibilities, activities, and primary areas of engagement (application of productivity tools and techniques). Each participant will be given up to 10 minutes for the presentation.

17. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the training course.

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 *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO website (www.apo-tokyo.org).



Mari Amano
Secretary-General