



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

24 April 2014

- 1. Project Code** 12-IN-110-SPP-OSM-B
- 2. Title** Observational Study Mission on Technology and Management of Water/Wastewater and Sewage Systems
- 3. Timing and Duration** 1–5 September 2014 (five days)
- 4. Venue** Tokyo and Kobe, Japan
- 5. Implementing Organization**  
Asian Productivity Organization (APO)  
Address: 1-24-1 Hongo, Bunkyo-ku  
Tokyo 113-0033  
Phone: (81) 3-3830-0416  
Fax: (81) 3-5840-5324
- 6. Number of Overseas Participants**  
Up to 20 qualified participants from Bangladesh, Cambodia, India, Indonesia, Lao PDR, Malaysia, Mongolia, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. Other member countries with special interest in this subject are also encouraged to apply.
- 7. Closing Date for Nominations** 4 July 2014

### 8. Objectives

This observational study mission will examine the latest technology for managing water/wastewater and sewage systems to enhance the expertise of participants responsible for managing such systems. The participants are expected to observe current best practices of water/wastewater treatment and sewage systems and identify possible options to transfer to their workplaces and countries.

### 9. Background

Water is essential for the development and health of ecosystems as well as all living creatures. For sustainable growth, it is essential to manage water resources and supplies properly. Given such circumstances, continuous development of cities and population increases are major challenges for planners and authorities, especially in developing countries, who are responsible

for the provision of safe water and sanitation. For example, there is wide variation in sewage systems in different regions, and some regions lack water/wastewater and sewage systems entirely.

This observational mission aims to support countries that require appropriate technology and water/wastewater and sewage management systems by providing opportunities to observe actual best practices. It will also provide a platform for Japanese firms, especially SMEs, to interact with APO participants for potential future business collaborations.

## 10. Scope and Methodology

The tentative modules to be covered are:

- a. Technology for water/wastewater and sewage systems and its applications;
- b. Technical requirements; and
- c. Successful examples of managing water/wastewater and sewage systems.

The workshop will consist of interactive lectures, group discussions, case studies, site visits, and preparation of recommendations.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Sun., 31 August 2014	Arrival of participants in Tokyo
Mon., 1 September	Opening session Overview of the program Presentation on Green Productivity and green growth Presentation on public-private partnerships for the management of water and sewage systems Presentation on industrial applications of wastewater in rural areas
Tues., 2 September	Site visit to Japanese SME Transfer to Kobe from Tokyo
Wed., 3 September	Visit to City Hall of Kobe Site visit to observe company water management systems Networking reception
Thurs., 4 September	Visit to International Industrial Fair 2014 Kobe; conference and business exchange Transfer to Tokyo from Kobe
Fri., 5 September	Group discussion of action plans Group presentation of action plans Wrap-up session
Sat., 6 September	Closing ceremony and evaluation Departure of participants

## 11. Requirements of Candidates

The participants are expected to possess the following qualifications:

Present Position: Senior/high-ranking government officials in charge of water/wastewater and sewage systems, top managers of associations responsible for promoting water/wastewater and sewage systems, or

	business leaders from leading firms in the water/wastewater and sewage industries.
Experience:	At least eight years of experience in environmental management in the government and/or relevant organizations, especially in water/wastewater and sewage systems.
Education:	University degree or preferably higher qualification.
Language:	Proficiency in written and spoken English is essential.
Health:	Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.
Age:	Candidates who fit above the profile are typically between 35 and 50 years.
APO Certificate:	Participants are required to attend the entire program to receive the APO certificate of attendance.

## **12. 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
 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, late departure or rerouting of air tickets, for example, due to either limited available flights or any other reason.

### **To be borne by the APO for international participants**

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 are strongly encouraged to 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.

### **To be borne by the APO for all participants**

- a. The cost of hotel accommodations (including tax and service charges) and a per diem allowance for the participants for up to six days in Japan.
- b. Other local expenses related to the observational study mission in Japan.

### **To be borne by the APO for experts**

All assignment costs of overseas as well as local resource persons to conduct the program.

## **13. 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 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)).
- 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 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 study mission.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

#### **14. Project Preparation**

Country paper submission is not required for this project. However, the participants are expected to prepare detailed action plans during the mission and thus it is strongly recommended that they bring basic technical information and/or points to be clarified with the resource persons.

#### **15. 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 project.

#### **16. 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](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General