



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

25 July 2013

1. **Project Code** 12-IN-108-SPP-OSM-B
2. **Title** Observational Study Mission on Photovoltaic and Solar Cell Technology
3. **Timing and Duration** 14-18 October 2013 (five days)
4. **Venue** Tokyo and Kitakyushu, Japan
5. **Implementing Organizations**
Asian Productivity Organization (APO)
Address: 1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033
Telephone: (81) 3-3830-0416
Facsimile: (81) 3-5840-5324
e-Mail: ind@apo-tokyo.org
6. **Number of Overseas Participants** Up to 20 qualified participants from Cambodia, Fiji, India, Indonesia, Lao PDR, Malaysia, Mongolia, Sri Lanka, Thailand and Vietnam.
7. **Closing Date for Nominations** 15 September 2013

8. Objectives

This observational study mission will examine the latest advances in applications of photovoltaic and solar cell technology. Participants are expected to observe the best practices and identify practical approaches to transfer and utilize appropriate examples of the technology in their countries.

9. Background

In Asia, energy demand has increased rapidly with dynamic economic growth. Solar energy offers a compelling alternative to fossil fuels. With solar technology solutions diversifying rapidly in terms of applications, increased efficiency, and reduced cost, solar energy will play a crucial role in the global energy mix in the medium to long term. Developed nations currently account for about 87% of installed capacity, the Asia-Pacific offers exponential growth opportunities for the industry. In rural and isolated areas, producing solar energy locally could be feasible, especially in equatorial regions. This observational study mission funded by the special cash grant of the Government of Japan is expected to include visits to the 2013 Eco-Technology Exhibition and Renewable Energy Advanced Technology Exhibition 2013 in Kitakyushu, Japan.

10. Scope and Methodology

Scope

- a) Japanese strategy for sustainable energy use through case studies of solar power;
- b) Activities of industries in developing and applying advanced photovoltaic and solar cell technology through case studies of solar power;
- c) Best practices in solar energy use technology through case studies of solar power;
- d) Applications of solar power sources;
- e) Roles of government and the private sector in the introduction of advanced technology such as photovoltaic power; and
- f) Meetings and interactions with Japanese counterparts and APO international/local resource persons.

Methodology

This study mission will consist of presentations, interactions with resource persons and representatives of Japanese agencies/organizations and industries, group discussions, site visits, and action plan preparation.

Tentative Program

13 October, Sunday

Arrival in Tokyo

Day1

14 October 2013, Monday

Opening and Lectures on
Welcome Remarks by the APO Secretary-General

Lectures on
Green Productivity, Green Growth and Sustainable Society by
Emeritus Professor Ryoichi Yamamoto, University of Tokyo

Policy on Promotion of Renewable Energy with Special Focus on
Photovoltaic and Solar Energy by New Energy and Industrial
Technology Development Organization (NEDO)

Overview of Renewable Energy and Status of Solar Energy
Adoption in Japan by Prof. Mayumi Matsumoto, Visiting Associate
Professor, University of Tokyo

Day 2

15 October 2013, Tuesday

Lectures on
Latest Trend of Photovoltaic and Solar Cell Technology including
Module Recycling in Japan by one of the Japanese makers

Application of Solar Energy (1) - Smart Community
Solar Energy in Smart Community from Asian Perspectives by
NEDO

Application of Solar Energy (2) - Rural Development
Solar Energy in rural community by GS Yuasa Corporation

Site visit
Ukishima Solar Power Plant (to be confirmed :tbc)

Move from Tokyo to Kita Kyushu

Day 3

16 October 2013, Wednesday Site visits

2013 Eco-Technology Exhibition and Renewable Energy
Advanced Technology Exhibition 2013

Kitakyushu Smart Community - Kokosuma Tour

Action Plan Preparation -1

Day 4

17 October 2013, Thursday Site visits

City Hall of Kitakyushu (tbc)

Townsmen Solar Power Station – Kitakyushu Style

Solar Power Module Plant (tbc)

Action Plan Preparation - 2

Farewell Network Reception (tbc)

Day 5

18 October 2013, Friday

Site visit

Hibikinada Solar Power Station by J-Power

Presentation of Action Plans / De-briefing Session

Evaluation and Closing

Move from Kitakyushu to Tokyo

19 October 2013, Saturday Departure from Japan

11. Qualifications of Candidates

- a) Age Preferably between 45 and 55 years.
- b) Education University degree or preferably higher qualification.
- c) Present Position Senior/high-ranking government officials in charge of introduction of photovoltaic and solar cell technology or top managers of associations responsible for promoting photovoltaic and solar cell technology. Due to the high technicality of the mission contents, the successful candidates must have the above qualifications.
- d) Experience At least eight years of experience in the related field.
- e) Language Proficiency Proficiency in written and spoken English is essential.

13. 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 documents listed below. A nomination lacking any of these documents may not be considered:
 - 1) 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).
 - 2) 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.
- e) Member countries are encouraged to submit the necessary documents electronically as mentioned above. 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.
- f) 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.
- g) 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.
- h) Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.

- i) 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.
- j) 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.
- k) 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.
- l) 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 workshop.

14. Project Preparation

The participants are expected to prepare the status paper on the photovoltaic and solar cell technology in their own countries and submit to the APO before the commencement of the project. The guidelines for the status paper will be provided to the participants in due course. The participants are expected to utilize the status paper as the basis for the preparation of detailed action plans during the mission and thus it is strongly recommended that they will prepare the quality status paper with solid technical information. The participants are also encouraged to bring the points to be clarified with the resource persons with regard to the adoption of solar cell generation in their countries.

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).



Ryuichiro Yamazaki
Secretary-General