



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

21 August 2013

1. **Project Code** 13-IN-34-GE-TRC-A
2. **Title** Training of Trainers and Consultants in Green Productivity
3. **Duration and Timing** 11 November–6 December 2013
4. **Venue** Kuala Lumpur and Johor Bahru, Malaysia
5. **Implementing Organization** Malaysia Productivity Corporation (MPC)

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6. **Number of Overseas Participants** Up to 18 participants
7. **Number of Local Participants** Up to six participants
8. **Closing Date for Nominations** 11 October 2013
9. **Objectives**
 - a) To develop trainers, consultants, and practitioners in Green Productivity (GP) equipped with in-depth knowledge of and hands-on experience in strategic resource planning and management, tools, techniques, and technologies enabling them to design green growth strategies; and
 - b) To disseminate the knowledge as lead trainers and consultants.

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. It helps to increase profitability through improvements in productivity and environmental performance. The APO has been in the forefront in promoting this strategy in member countries for more than a decade 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.

To develop more trainers/practitioners in member countries for the sustainable development of GP in member countries, the APO has organized an annual training course since 2001. Training elements that emphasize practicality and in-depth knowledge have been devised to raise the competency level of each participant. The inclusion of emerging environment-related issues such as resource productivity, energy, waste management, and environmental management systems provides more ideas for participants to make progress as full-fledged GP trainers/practitioners. Additional tools, techniques, and technologies were also introduced to illustrate various approaches to achieve more concrete results in GP implementation. Participants will undergo intensive training and perform in-plant diagnosis activities in several local companies and organizations in Malaysia.

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 for in-plant diagnosis activities in selected organizations in Malaysia.

11. Scope and Methodology

a) Scope

The training course will focus on the application of GP at the strategic level (cluster of similar industries) and production level (individual company) and will be divided into three parts.

- 1) Part One, Week 1: At the end of week one, participants will have learned and be able to apply the six steps in GP at the production or factory level.
- 2) Part Two, Weeks 2 and 3: Application of GP strategies using the six steps in GP in an individual company and consider the application of GP at the cluster level. Participants will go through the six steps using a casework methodology. Part 2 will comprise step-by-step lectures, advice, and guidance by content specialists, observational site visits, and practical work in a real-life situation in participating companies. Participants will have the opportunity to apply GP and provide actual consultancy to the selected companies. This year the focus will be on the local council environmental issues (waste management, recycling activities, community well-being, etc). While the casework will focus on one company, participants will be guided in the application of GP strategies for a whole

sector or a cluster of industries. This will provide participants with the knowledge and practical skills to train company personnel to apply GP in local governments.

- 3) Part Three, Week 4: Preparation of training materials and consultancy reports to the selected companies. Participants will present their findings and report to the CEOs and staff of selected companies/local government officials. Past experience has shown that the selected companies have adopted the recommendations made by participants.

b) Methodology

The four-week training course will cover the following:

Module 1: Introduction to the APO and Application of GP at the Production Level

Module 2: Sustainable Development and Application of GP at Production and Strategic Levels

Module 3: Application of GP Methodology, Tools, Techniques, and Technologies

Module 4: GP in Practice

The course modules will consist of classroom lectures as well as actual fieldwork in selected participating organizations, including manufacturing units, service enterprises, and/or community projects. The fieldwork will closely follow the methodology covered in Modules 3 and 4 in greater detail through a hands-on approach. This will involve the following activities:

- Site visits to selected organizations for data collection, observation/discussion, problem identification, cause analysis, and assessment of GP options;
- Classroom and group discussions (with experts);
- Report preparation and presentations to stakeholders;
- Individual action plans for GP implementation; and
- Examination and evaluation.

The tentative program of the workshop is given below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Nov	12 Nov	13 Nov	14 Nov	15 Nov	16 Nov	17 Nov
Opening/Pre-Test	GP Lecture	Mushroom Case	GP Lecture	Case Presentations Summing Up/Briefing	FREE	Travel to KL
Travel to MPC Southern Region	GP Lecture	Mushroom Case	Mushroom Case	Participant Paper Presentations	FREE	Travel to KL
		Mushroom Case	Mushroom Case	Participant Paper Presentations		

18 Nov	19 Nov	20 Nov	21 Nov	22 Nov	23 Nov	24 Nov
Application of GP at Strategic Level	Application of GP at Production Level	Field Trip 1	Case Strategic /Production Workshop	Case Strategic /Production Workshop	FREE	FREE
Application of GP at Strategic Level	Application of GP at Production Level	Field Trip 1	Case Strategic/ Production Workshop	Case Strategic/ Production Workshop	FREE	FREE
Case Presentations (Case Writers)	Preparation for Field Trip 1	Outcome Discussion	Case Strategic/ Production Workshop	Preparation for Field Trips 2 and 3		
25 Nov	26 Nov	27 Nov	28 Nov	29 Nov	30 Nov	1 Dec
Consultancy Proposals	Set Objectives & Options Evaluation	Screening & Implement. Plan	Monitoring and Review	Material Balance & MFCA	Final Preparation of Report	FREE
Field Trip 2	Field Trip 3	Implementation	Proposal Presentation	Material Balance & MFCA	Final Preparation of Report	FREE
Outcome Discussion	Outcome Discussion	Preparation of GP Cons Rpt	Preparation of GP Cons Rpt	Preparation of GP Cons Rpt		
2 Dec	3 Dec	4 Dec	5 Dec	6 Dec	7 Dec	
Rehearsal	Presentation Organization 1	Presentation Organization 3	Proposal Evaluation and Debriefing	Action Planning, Evaluation & Closing	Departure	
Rehearsal	Presentation Organization 2	Presentation Organization 4	Course Test/ Post-Test			
Refinement			Closing Dinner			

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.

- a) Age Preferably between 30 and 45 years.
- b) Education University degree or equivalent qualification from a recognized institution.
- c) Present Position Productivity practitioners from NPOs, consultant firms, and trainers
- d) Experience At least five years of public or private experience in the fields of policy, planning/management, quality, productivity, or environmental engineering.
- e) Language Proficiency Classroom lectures and discussions are conducted in English, and participants are frequently required to make oral and written presentations in English. Those who are not proficient in English should not apply. NPOs must confirm that participants can speak and write English.
- f) Health Physically and mentally fit to attend an intensive four-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).
- g) Attendance Full-time attendance is compulsory. Participants must complete the four-week practicum workshop to qualify for the certificate of attendance.

13. Financial Arrangements

a) To be borne by the APO

- 1) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Kuala Lumpur, Malaysia, 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 are strongly encouraged to purchase and use discounted tickets. Please note that 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 and is available on the APO website 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.
- 2) All deputation costs of overseas resource persons or content experts who are familiar with the selected issues during the training course. They will provide the necessary knowledge and experience in the selected companies.

- 3) Costs of local resource persons for the development of case studies for the course.

b) To be provided by the MPC

- 1) Accommodation and per diem allowances for up to 18 overseas participants during the official period of the course;
- 2) Resource persons to conduct the program in addition to those assigned by the APO;
- 3) Conference package including training room, training kits, and daily meals; and
- 4) Other local implementation costs in Malaysia.

d) To be borne by participants or participating countries

- 1) For participants from profit-making organizations, except those from SMEs, and those from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal
 - i) Round-trip international airfare between the member country and Kuala Lumpur; and
 - ii) Participating Country Expenses at US\$100.00 per participant, payable to the APO in convertible currency.
- 2) For all participants
 - i) Travel Insurance: Participants should be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the countries visited. In case any participant is unable to insure him/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium him/herself, if necessary, from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
 - ii) 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.
 - iii) Any expenses related to visa fees and airport taxes.

14. Actions by Member Countries

- a) Each member country is requested to nominate two or more candidates for selection in the order of preference. Please ensure that candidates meet the qualifications specified above.
- b) Please note that when a candidate is nominated, it does not follow that he/she is considered selected. Selection is at the discretion of the Screening Committee. 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. Sometimes candidates are not selected because they are overqualified.

- c) 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 candidates' biodata on the APO biodata form together with 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.
 - 2) The APO Medical and Insurance Declaration/Certification Form.
- d) 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 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.
- e) For reasons of expediency or because of time constraints due to approaching nomination deadlines, member countries sometimes send their candidates' biodata forms and medical reports by fax to the APO. While this action is appreciated, member countries are requested to mail the originals of the documents to the APO as well. They are needed for making clear, clean copies for the host country, especially with regard to the candidates' photos. If the documents are submitted electronically as mentioned in (c) i), there is no need to send the original by postal mail. 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 specify the candidate's name and the project code on the reverse side of the photograph.
- f) Member countries are requested to abide by the nomination deadline of 11 October 2013. 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.
- g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.
- h) Member countries are requested to inform candidates, upon selection, that they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of this and their reasons for withdrawal.
- i) Member countries should inform each selected candidate that he/she is required to arrive at the venue one day before the start of the official project. Also, all candidates are expected to return home upon completion of the official project because they are visiting the host country for the specific purpose of attending this APO project.

15. Project Preparation

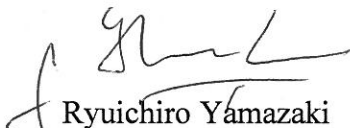
The selected participants will be required to give a presentation on the status of productivity improvement projects they have undertaken, which include training and consultancy. The presentations should include an overview of programs, role and responsibilities, activities, and primary areas of engagement (application of productivity tools and techniques). Each participant will be given up to 10 minutes for the presentation. The PowerPoint slides should reach the APO Secretariat and MPC by 1 November 2013.

16. 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.

17. 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