

Asian Productivity Organization

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PROJECT NOTIFICATION

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1. **Project Code:** 07-IN-35-GE-WSP-A
2. **Project Title:** Practicum Workshop on Green Productivity
3. **Timing:** 26 February–23 March 2007
4. **Venue:** Kuala Lumpur, Malaysia
5. **Implementing Organizations:**

National Productivity Corporation, Malaysia (NPC)
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Malaysia
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Public Service Department Malaysia
Main Campus Bukit Kiara
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Phone: 60-3-2084 7777
Fax: 60-3-2095 4300
Email: jailaniyunus@intanbk.intan.my
rajashamir@intanbk.intan.my
6. **Number of Participants:** Up to 18 qualified participants (see 11. Qualifications of Candidates).
7. **Number of Local Participants:** Up to six
8. **Closing Date for Nominations:** 26 January 2007
9. **Objectives:**
 1. To develop Green Productivity (GP) lead trainers/consultants; and
 2. To provide practical hands-on experience to all participants.
10. **Background:**

The APO has been promoting the GP concept in the Asia-Pacific region for more than a decade. For this purpose, it has developed a number of GP trainers' training programs, which include a one-day forum for the CEO and executive-management level, a two-day workshop for the upper- and middle-management levels, and a five-day workshop for middle managers and technical personnel. The first forum aims at introducing GP awareness to upper-level management in organizations. The second workshop is designed to introduce the importance

of GP and how to implement it to upper and middle management. The third workshop aims to teach middle managers and practical staff how to implement GP in their organizations through case study exercises.

Practical tools and techniques from the productivity, environmental, and engineering fields will be introduced to the participants by experienced resource persons for further real-life application, which cannot be covered adequately through a case study-based training program. Therefore this four-week practicum-oriented workshop on GP is being organized for those who want to implement GP in their organizations as well as to develop lead GP experts/trainers within an organization (especially NPOs) that is engaged in promoting GP at the national level. These trained GP experts can then become lead GP trainers within a country and/or set up a GP consultancy cell within an NPO.

The APO implemented the first pilot practicum workshop on GP in Vietnam in 2001. It was attended by 25 participants from 15 member countries. Since 2002, the APO, in collaboration with the NPC, Malaysia, and INTAN, Malaysia, has organized the second through sixth practicum workshops on GP. Malaysia will again be host to the seventh workshop.

The practicum workshop usually attracts participants from different multidisciplinary backgrounds. Past participants have mastered the skills of GP techniques, technologies, and management systems, and more importantly, had hands-on experience in applying GP during the project period. Participants are required to select one area (industry, service, agriculture, or community) and follow it throughout the project by applying GP in the selected sector. At the end of the training, participants in the past have indicated that they had acquired the necessary skills to undertake GP work confidently in consultancy or actual GP application.

11. Scope and Methodology

9.1 Scope

The course will cover some GP concepts and principles in ecology, management, engineering, economics, productivity, and quality management suitable for a multidisciplinary group of participants.

Module 1: Introduction to the APO and GP

- Introduction to the APO;
- APO GP projects; and
- Introduction to GP.

Module 2: Sustainable Development and GP

- Trends in environmental concerns and policies;
- Global environmental issues;
- Sustainable development;
- Trade and environmental issues;
- Paradigm shift in environmental and productivity management; and
- Linking productivity and environmental issues.

Module 3: GP Methodology

- Approach to GP;
- Objectives of GP;
- Application of GP in various sectors;
- Overview of GP methodology;
- Six steps and 13 tasks
 - o Step 1: Getting started,
 - o Step 2: Planning,
 - o Step 3: Generation and evaluation of GP options,

- Step 4: Application of GP options,
- Step 5: Monitoring and review, and
- Step 6: Sustaining GP;
- Tools and techniques of GP

Tools

Brainstorming,
 Flowcharts,
 Process flow diagrams,
 Plant layout,
 Eco-mapping,
 Material balance,
 Energy balance,
 Cause-effect analysis,
 Ishikawa diagram,
 Cost-benefit analysis,
 Pareto chart, and
 Benchmarking;

Techniques

Organization of GP techniques,
 Improved operating practices,
 Waste stream segregation,
 Good housekeeping,
 Preventive maintenance,
 Resource conservation,
 Pollution control, and
 Life cycle assessment;

- Appropriate technologies for GP; and
- Principles, values, and norms of GP.

Module 4: GP in Practice and Practicum

- Case study of a mushroom canning factory (using video and participants' training manual); and
- Practicum and attachment:
 - Application of GP in the industrial sector
 - Case study of an industry with video and write-up,
 - Application of GP in the agriculture sector
 - Case study of farm sector with video and write-up,
 - Application of GP in the service sector
 - Case study of a service-oriented organization with video and write-up, and
 - Application of GP to the community
 - Case study with video and write-up.

9.2 Methodology

The program module will consist of classroom lectures as well as actual fieldwork in a selected factory, agricultural farm/project, service enterprise, and community project. This module will closely follow the methodology covered in Module 3 in greater detail through a hands-on approach. This module will involve the following activities:

- Site visits to factory/agricultural project/service enterprise/community project for data collection, observation/discussion, problem identification, cause analysis, and assessment of GP options;
- Classroom and group discussion (with experts);
- Report preparation and presentation; and
- Evaluation.

12. Scope and Methodology Qualifications of Candidates

Considering the advanced nature of the practicum workshop, preference will be given to those who have completed previous APO GP-related workshops.

Personnel from the following sectors will be the target groups:

- ∞ Industrial sector;
- ∞ Agriculture sector/community;
- ∞ Service sector (consultants/trainers);
- ∞ Tertiary education sector (universities and institutions); and
- ∞ NGOs.

The target groups are professionals in the public, private, academic, or NGO sectors interested in implementing the GP concept and practices in their own organizations. NPOs are encouraged to nominate qualified candidates from their organizations and to build their capacity to promote and implement GP in the future. Preference will be given to nominations from within NPOs, consultants assisting NPOs, academia, and those who are interested in practicing GP.

In view of the APO's focus on SMEs, preference will be given to professionals who have practical backgrounds in productivity/quality improvement, local community development, environmental engineering, production process design, etc. and environmental experts working on cleaner production, residual waste treatment, and environmental management systems.

- (a) Age : Preferably between 28 and 45 years.
- (b) Education : University degree or equivalent qualification from a recognized institution.
- (c) Present Position: Productivity practitioners from NPOs, consultant teams, and trainers/consultancy firms for SMEs who wish to acquire a working knowledge of the GP concept and practices.
- (d) Experience : At least five years of public or private experience in the fields of quality, productivity, or environmental engineering. Preference will be given to those who have completed APO GP-related workshops.
- (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.
- (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 industrial/agricultural work (it is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental strain).

(The NPOs are therefore requested to nominate two or three candidates in the order of preference. Should there be a lack of nominations from NPOs, the APO will consider the second nominations.)

- (g) Attendance: Participants must complete the four-week practicum workshop to qualify for the certificate.

13. Financial Arrangements

- (a) *To be borne by the APO*
- i. For all overseas participants: Round-trip economy-class international airfare between the nearest international airport from the place of work and Kuala Lumpur, Malaysia, by the most direct route. As far as practicable, all participants are strongly encouraged to purchase and use discount tickets (Please note that any arrangements for the purchase of air tickets should be in accordance with the “Guide on Purchases of Air Tickets for APO Project Participants” on page 16 of the “APO Guide for Participants,” which will be sent to the selected participants and is available on the APO Web site at <http://www.apo-tokyo.org> and from the respective 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 whatsoever.
 - ii. All deputation costs of overseas resource persons to conduct the program.
 - iii. Some local implementation costs beyond those expended by the local host organizations.
- (b) *To be provided by the implementing organization—INTAN, Malaysia*
- i. Accommodation and meals for 18 overseas participants during the official period of the workshop; and
 - ii. Transportation costs.
- (c) *To be provided by the implementing organizations—NPC/INTAN, Malaysia*
- i. Resource persons to conduct the program beyond those deputized by the APO; and
 - ii. All local implementation costs in Malaysia.
- (d) *To be borne by the participants or participating countries*

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 whatsoever.

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 nominated meet the qualifications specified above.
- (b) Kindly 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 experiences. Nonselection therefore does not mean that the candidates concerned are not competent enough. 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:
 - i) *Two copies of the candidate's biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO Web site. Downloading information is also available from 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.*
 - ii) *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 recognized 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 very much appreciated, member countries are requested to mail the originals of the documents to the APO as well. They are needed for making clear and 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 us 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 26 January 2007***. 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) Each selected candidate is required to arrive at the venue one day before the start of the official program. Also, all candidates are expected to return home upon completion of the official program because they are visiting the host country for the specific purpose of attending this APO program.

15. Predeparture Preparation

Each selected candidate is required to prepare a country paper following the guidelines to be provided later.

16. Other Conditions

Other conditions for participation are given in the APO "Guide for Participants" which can be accessed on the APO Web site and is available from the APO Liaison Officers/NPOs in member countries.

(signed)
Shigeo Takenaka
Secretary-General