



PROJECT IMPLEMENTATION PLAN

18 April 2018

1. **Project Code** 18-RP-44-GE-DON-C-01
2. **Title** Strengthening the Programs of the Center of Excellence on Green Productivity (GP)
3. **Project Activity** Assignment of experts to assist the strengthening of GP capabilities in member countries
4. **Duration** April 2018 to March 2019
5. **Venue** Member countries
6. **Objectives**
 - a) To provide technical expertise to support undertakings in member countries through the COE on GP in the areas of resource recycling, green energy, green factories, green buildings, agro-innovation, and other priority areas; and
 - b) To identify member countries' emerging needs in GP-related areas.

7. Background

The APO has long endeavored to promote the adoption of GP as an approach to achieve economic prosperity along with sustainable development. In this regard, GP is a key strategy not only to achieve productivity increases but also to make positive contributions to environmental friendliness. In May 2013, the 55th APO Governing Body Meeting in Tokyo approved the establishment of the APO COE on GP in the ROC. Spearheaded by the CPC in conjunction with several government ministries, the center aimed to support the APO in promoting and implementing GP-related activities and publicize valuable examples of GP in the Asia-Pacific region.

During 2013–2015, one of the major accomplishments of the COE on GP was to facilitate learning and sharing of best practices of the ROC in the four selected GP models of resource recycling, green energy, green factories, and agro-innovation, which led to adoption in other member countries. International experts on the four GP models at national level were assigned to share their knowledge through seminars and lectures and to provide consultancy services to industries and concerned agencies. Several requests from member countries for technical expertise services to enrich their knowledge, understanding, and application of relevant GP tools, techniques, and methods were received. In response to such demands, continuous efforts to extend the technical support and services in the GP thematic areas from the COE on GP to member countries in need will be revived in 2018.

8. Scope

The GP thematic areas identified under the COE on GP to be covered under this project are:
a. Resource recycling;

- b. Green energy;
- c. Green factories; and
- d. Eco/agro-innovation.

However, requests by member countries on specific subjects of interest related to GP other than these areas may also be considered for review, taking into consideration the objectives and current priorities of the COE on GP.

9. Implementation Procedures

Applications for expert services by member countries

- a. Member countries wishing to utilize the services of an overseas expert under COE on GP projects should submit requests for specific assistance to the NPO for endorsement to the APO Secretariat (using the application form in the Annex).
- b. Priority will be given to member countries that have not previously requested expert services.
- c. The background, objectives, and expected outcomes of the activity for which the services of an expert are requested and daily activities of the expert should be reflected in the application form.
- d. The APO Secretariat will review the requests and forward them to the COE on GP if found acceptable.
- e. To facilitate the search for and selection of suitable experts, the requesting NPO may suggest specific individuals; otherwise the Secretariat will rely upon recommendations of the COE on GP. Sufficient lead time should be provided to identify and assign an expert before implementation of the project.
- f. The NPO/implementing organization receiving the expert services must submit an evaluation report on the implementation of the project within one month of completion of the expert(s) services. The assigned expert(s) who provide consultancy services should also submit a report within one month of the completion of his/her assignment.

10. Financial Arrangements

To be borne by the APO

- a) All assignment costs of overseas experts; and
- b) Costs relating to the dissemination of the results of COE activities, i.e., publications, tools, materials developed, etc. if any.

To be borne by experts or participating countries

All other local implementation costs including costs for meetings and local surface transportation during the assignment in the country.



Santhi Kanoktanaporn
Secretary-General

Asian Productivity Organization

APPLICATION FORM FOR COE EXPERT SERVICE ASSIGNMENT

Requesting country: _____

Subject (project title): _____

Please clearly state the background, objective, and expected outcomes when applying for the expert services.

1. General information

Background:
Objective:
Expected outcomes:

2. Request for expert(s)

1) Number of expert(s): _____

In principle, a request should be for one expert in a single application. If applying for more than one expert, please state the reasons.

Reasons for requesting more than one expert:

2) Language (acceptable): _____

3) Interpreter available: Yes No

4) Candidate expert(s) for the APO and COE to approach, if any:

Option 1	
Name	
Title	
Organization	
Contact address	
Tel & fax numbers	
Email address	
Option 2	
Name	
Title	
Organization	
Contact address	
Tel & fax numbers	
Email address	
Other details including required qualifications and experiences, if any:	

Remarks: If the CV of the suggested expert(s) is available, please attach a copy to this application form for effective coordination and preparation.

3. Proposed schedule of assignment

Dates	From		To	
Number of days				
Expert's working days				
Flexibility of the proposed schedule	Fixed, not flexible Preferences, but not yet fixed Adjustable to suit expert's availability			

Daily program and schedule

Please indicate the detailed schedule of the entire service including nonworking days from the expert's arrival to departure. Please also provide detailed daily activities of the project. You may also attach an itinerary or agenda.

Date	Activity*	Venue (city)

*Note: Activity should indicate specific topics of the presentations, consulting subjects, or detailed coverage of the services. Applications lacking this information cannot be considered for selection.

4. Local counterparts

Please provide the contact details of the local counterpart(s).

Name	
Title	
Organization	
Contact address	
Tel & fax numbers	
Email address	

Requested by: _____ Date: _____

Endorsed by: _____ Date: _____
APO Director/Alternate Director/
NPO Head/Liaison Officer

Note:

This application should be submitted by the NPO. If the application is submitted by an organization or company other than an NPO, the APO must receive an endorsement of the application from the NPO Head or APO Liaison Officer. The application will neither be processed nor acknowledged until the APO receives such an endorsement.