



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

5 August 2015

1. **Project Code** 13-IN-84-SPP-OSM-B-01
2. **Project Title** Multicountry Observational Study Mission on Solar and Renewable Energy
3. **Reference** APO Project Notification 13-IN-84-SPP-OSM-B dated 11 April 2014
4. **Timing and Duration** Five days, 23 to 27 November 2015
5. **Venue** Japan
6. **Implementing Organizations** APO Secretariat
7. **Number of Participants** Up to 15 qualified participants from Bangladesh, Cambodia, Indonesia, Mongolia, Pakistan, Singapore and Sri Lanka. However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
8. **Closing date for Nomination** 25 September 2015
9. **Objectives**

The APO conducted the Observational Study Mission to Kagoshima in July 2014. It created synergy between the participants and their counterparts in both public-sector organizations and private firms. Following the 2014 study mission, this study mission will further examine cutting-edge technologies and their possible adaptation not only for solar energy but also for other renewable energy such as wind power generation, geothermal energy in Japan. Participants are expected to consider the best mix of renewable energy in each country and identify practical approaches to harmonize with their national policies and projects.

10. Background

Due to the economic growth in Asia, energy consumption is rising dramatically and renewable energy is becoming a significant industry. Given the public health impact of fossil fuels and fast-growing energy demand, renewable energy will play a crucial role in the global energy mix.

Based on such recognition, an observational study mission is expected to visit an exhibition of advanced renewable energy technology in Japan. It will also provide a platform for Japanese firms to meet APO participants for future business collaborations.

11. Scope and Methodology

Scope:

Japanese strategy for sustainable energy; application of renewable energy; role of the research institute and the private sector; and interactions with Japanese counterparts and resource persons

Methodology:

Presentation, interactions with resource persons and representatives of Japanese research institutes, group discussions, site visits, and action plan preparation

<u>Date/Time</u>	<u>Activity</u>
Sun., 22 November 2015	Arrival of participants in Tokyo
Mon., 23 November	Opening ceremony Presentation by resource person Move to Koriyama city, Fukushima Prefecture
Tue., 24 November	Visit and lecture at Fukushima Renewable Energy Institute, Koriyama city, Fukushima Prefecture https://www.aist.go.jp/fukushima/en/
Wed., 25 November	Move to Tsukuba city, Ibaraki Prefecture Visit and lecture at Research Center for Photovoltaics, Tsukuba Science City, Ibaraki Prefecture (to be confirmed)
Thu., 26 November	Move to Kashiwa-no-ha City, Chiba Prefecture Visit to the Association of Plant Factory, Chiba University Visit to Kashiwa-no-ha Smart City Move to Tokyo
Fri., 27 November	a.m. Group discussion Closing ceremony p.m. Free
Sat., 28 November	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Senior/high-ranking government officials, head of associations responsible for promoting comprehensive energy policies/measures, and top management of leading business firms in energy management.
Experience	At least five years of relevant public- or private-sector experience in energy management.
Education	University degree or equivalent qualification from a recognized institution.
Language	All proceedings of the project are conducted in English, and

participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.

Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Preferably between 30 and 55 years.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by the APO

- a. All assignment costs of overseas as well as local resource person;
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Narita or Haneda Airport 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 should purchase discount tickets. Please note that the 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. It is also available on the APO website at <http://www.apo-tokyo.org> and from APO Liaison Officers in member countries. Neither the APO nor the implementing organization(s) will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason;
- c. Hotel accommodations and per diem allowances for up to six days at the rate to be specified later; and
- d. All local implementation costs.

To be borne by participants or participating countries

For participants from profit-making organizations, except SMEs from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal:

- a. Round-trip international airfare between the member country and Narita or Haneda Airport, Japan.
- b. Participating country expenses of US\$50 per participant, payable to the APO in convertible currency.

For all participants

- a. Participants should 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 for up to 4,000,000 yen, medical expenses for accident for up to 4,000,000 yen, and medical expenses for illness for up to 4,000,000 yen, for the entire duration of the project and travel. 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 out of the per diem allowances provided. The APO will not be responsible for any eventuality arising from accident or illness.

- b. All 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 because of early arrival or late departure, for example, due to either limited available flights or any other reason.

14. Actions by Member Countries

- a. Each participating country is requested to nominate two or three 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 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). 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).
- 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 informed 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 six days of the project to qualify for the certificate of attendance.

15. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. 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.

16. Project Preparation

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the attached "Guidelines for the Preparation of Country Papers."

17. 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 study mission.

18. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

19. 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).



Mari Amano
Secretary-General

Guidelines for Preparation of Country Papers

Each participant is required to submit a country paper. The paper should be typewritten, single-spaced, on standard A4-size bond paper, and be between 4 and 5 pages in length, excluding tables/figures. A copy of the paper should reach the APO Secretariat no later than 6 November 2015.

The country paper may be written in the personal capacity of participants but must be substantiated and should accurately reflect the current status of the usage of renewable energy in their countries. They must be supported by statistical data/information wherever appropriate.

Participants are also required to prepare a **summary of their country paper not exceeding 300 words**. It should contain only the salient points of the country paper. Participants will present the key points of their paper using PowerPoint. Some participants will be given 15 minutes for presentation.

The following topical outline is suggested as a guide in preparing the country paper.

TOPICAL OUTLINE

1. Please describe the current status of the usage of renewable energy such as solar energy, wind power generation, geothermal energy and biomass energy.
2. Please describe the existing issue to promote the usage of renewable energy in your country, if any. If there is none yet, please discuss the major issues and challenges in promoting/developing renewable energy.
3. Please discuss current initiatives, in terms of policy or programs of your government, to promote using of renewable energy.