

IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECT ON DEVELOPMENT OF GREEN PRODUCTIVITY (GP) GUIDEBOOKS

1. Methodology

- a. Submission of proposals: The APO Secretariat will identify partner research institutions and/or professionals in the sustainability field and invite proposals. Interested research institutions and/or professionals should submit their proposals to the APO Secretariat by the deadline.
- b. Consultative meeting: To finalize the plan for development of the GP Guidebooks, a meeting between the selected research institutions and/or professionals, and the APO Secretariat will be held virtually, tentatively in September–October 2025. The indicative agenda items include the proposed outline and structure of the guidebooks and timeline for their development.
- c. Implementation: The selected research institutions and/or professionals will collect and analyze information and data and compile the GP Guidebooks. The final report will be submitted to the APO Secretariat by the end of June 2026, with an interim report by mid-December 2025.
- d. Dissemination of final output in APO members: To increase the visibility of the final output, create more public engagement, and impact public policymaking, effective dissemination activities in participating APO members may be carried out either in the face-to-face or online modality, when necessary, as part of project implementation. The final output is also expected to be used as material for other APO GP-related projects.

2. Tasks of the Selected Research Institution(s) and/or professional(s)

- a. Assist and work with the APO Secretariat in developing the methodologies, tools, and content to be featured in the GP Guidebooks.
- b. Construct the core GP syllabus in consultation with the APO Secretariat.
- c. Prepare and submit an interim report and a final report to the APO Secretariat within the agreed time frame.
- d. Participate in consultations with GP Advisory (GPA) Council members facilitated by the APO Secretariat to align the GP Guidebooks with the broader GP 2.0 Ecosystem as well as international standards and frameworks.
- e. Provide support in promoting the GP Guidebooks among APO members, either in the face-to-face or online mode, when necessary upon completion of the report.

3. Qualifications of Research Institution(s) and/or professional(s)

The APO Secretariat will select an appropriate research institution(s) and/or professional(s) with the following qualifications:

- a. Extensive, specialized expertise in sustainability, environmental standards, and SME support as demonstrated through publications and international research.
- b. Proven capacity to collect and analyze sectoral data related to GP 2.0 and productivity across multiple APO member economies, including conducting cross-country comparisons and contextualizing findings in relation to global best practices.
- c. Experience in providing policy advisory services to governments or international organizations on sustainability and productivity-related issues.
- d. Excellent English writing skills.
- e. Strong commitment to undertaking and completing the project within the given time frame.

4. Actions by Participating APO Members

- a. Promote the GP Guidebooks among relevant local institutions/think tanks interested in undertaking the study, in accordance with the Request for Proposals to be available on the APO website.
- b. Make the necessary arrangements and assist in undertaking local dissemination activities of the final output, in either the face-to-face or online modality, as determined by the APO Secretariat in consultation with the GPA Council, within APO members, including inviting local stakeholders as participants in promotional activities.

5. Financial Arrangements

To be met by the APO

- a. Honorarium for the research institution(s) and/or professional(s) to be paid upon completion and acceptance by the APO of the final report.
- b. Costs relating to the face-to-face or online dissemination activities of the final output, which include but are not limited to the expenses of the research institution(s) and/or professional(s), and APO Secretariat staff, as well as a portion of the local implementation costs such as printing, logistics, and meeting room packages in APO members.

To be met by research institution(s) and/or professional(s)

- a. All implementation costs incurred by the research institution(s) and/or professional(s) when conducting the study.