

NATIONAL PRODUCTIVITY COUNCIL
Utpadakata Bhavan, 5-6 Institutional Area,
Lodi Road, new Delhi-110003
No. 31507/04
Date: 31/03/2004

Sub:- 04-EV-GE-WSP-12-A: Workshop on Green Productivity for Medical Waste Management (12-16 July 2004, Bangkok, Thailand)

Dear Sir,

Enclosed please find a copy of the project notification relating to the above-referred APO programme. The names of suitable officers for participation may kindly be forwarded in triplicate on the Performa enclosed in respect of each candidate so as to reach us latest by **30th April 2004**. The nominations received after the last date will not be considered. **Prospective candidates are strongly advised to submit the advance copies of their nominations in the prescribed format, to take care of the administrative delays and avoid the risk of rejection of nominations on account of late receipt.**

APO would meet round trip economy class international airfare by the most direct route from the international airport nearest to the participant's place of work. Hotel charges at the venue of the programme will be met by the implementing organization.

Though NPC is encouraging advance nominations to speed up the process, it is the responsibility of the candidates to complete all the official formalities required by their organization/department before proceeding abroad. The nomination form may be accompanied by a draft of Rs. 500/- (NON-REFUNDABLE) drawn in favour of National Productivity Council, New Delhi (Rs. 250/- for SSI units, trade unions and NGO's) for each participant. In the absence of application fee and three copies of bio-data, the nominations will not be considered. In case of selection by APO, NPC will charge Rs. 5,000/- (Rs. 2,500/- for SSI Units, Trade Unions and NGO's) per participants as handling charges towards services rendered to the participants. **You may also kindly note that APO Medical Insurance, Country Paper and Photographs are not required at this stage.**

Thanking you,

Yours faithfully,

(K V R RAJU)
Dy. Director
for Director General

ASIAN PRODUCTIVITY ORGANIZATION

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(Environment Department)

PROJECT NOTIFICATION

27 February 2004

1. Project Code: 04-EV-GE-WSP-12-A
2. Project Title: Workshop on Green Productivity for Medical
Waste Management
3. Duration & Timing: 12-16 July, 2004 (5 days)
4. Venue: Bangkok, Thailand
5. Implementing Foundation for Thailand Productivity Institute (FTPI)
Organization: 12th –15th Floor, Yakult Building
1025 Pahonyothin Road, Phatathai
Bangkok 10400, Thailand
Tel: (662) 619 5500
Fax; (662) 619 8099/619 8100
URL: <http://www.ftpi.or.th>
6. Number of Upto 18 qualified participants (see 11. Qualifications of
participants : participants)
7. Closing Date for 30 April, 2004
Nominations:
8. Objectives:
 1. To provide professionals with an understanding of the
concepts, practices and methodology of Green Productivity
(GP)
 2. To apply the GP concept, principles, and practices to the
sound environmental management of hospitals for
productivity enhancement; and

3. To deliberate on the GP tools and techniques (from the productivity and environmental regimes) that are relevant for applying the GP methodology to hospitals.

9. Background:

Hospitals and healthcare facilities are a basic necessity for any society. While, on one hand, hospitals are the centers for the enhancement of human health and well being, they also have a substantial impact on the environment. The day-to-day operations of hospitals inherently result in a heavy consumption of resources such as water and energy (electricity, heat, steam, etc.) to provide the necessary services.

Further, the waste generated from hospitals consists of infectious, hazardous, and radioactive waste in addition to the normal domestic waste. Hospital waste management is thus a major challenge and an issue of growing concern for governments and policymakers in many countries in the APO region.

Apart from the environmental aspects and impacts of hospital management, as service providing establishments (including emergency services), hospitals present a great potential for productivity improvement.

The APO has been promoting the GP concept in the Asian and Pacific region for the last few years. GP combines environmental protection with quality, cost-effectiveness, and technological innovation to bring about systematic productivity enhancement, which results in a crucial competitive advantage for any organization. As such, GP is believed to be the most appropriate strategy for the management of hospitals in general and medical waste in particular, leading to a continual improvement in the quality of services and productivity as well as environmental management.

This workshop will focus its discussion on the means and measures for the application of the GP concept, practices, and methodology in hospitals, with special emphasis on medical waste management. The relevant and commonly used GP tools and techniques form direct regimes, i.e., productivity, environment, project planning, and management (such as kaizen, 5S, super5S, QCC, TQM, JIT, recycling, reuse, EMS, LCA, etc.), in the context of the hospitals will be discussed.

10. Scope and Methodology:

10.1 Scope

The workshop will cover an explanation of the GP concept and practices and the GP assessment methodology (including its inherent tools and techniques), which is a method of improving productivity and reducing the environmental impact of an organization's operations, especially in the context of hospitals.

10.2 Methodology

Classroom lecturers, group discussions and group work, country paper presentations, and field visits.

11. Qualifications of candidates:

Target groups are professionals working in hospital management or related fields. They may have an academic background in engineering, science, or related subjects. They may come from hospitals, health organizations, government agencies, NPOs, consulting organizations, R&D organizations, etc., or be environmental experts working on cleaner production, residual waste treatment and environmental management systems, or qualified professional working on TQM, ISO 9000, etc. NPOs are encouraged to nominate qualified candidates from their organizations in order to build their capacity to promote GP.

- (a) Age : Preferably between 28 and 45 years.
- (b) Education : University degree or equivalent qualification from a recognized institution.
- (c) Present Position : Professionals involved in productivity improvement, quality, and/or environmental management or other related fields. They may come from hospitals and related association, government agencies, NPOs, R&D organizations, environmental NGOs, and consultancy forms that wish to acquire a working knowledge of GP practices for application in hospitals or medical waste management.
- (d) Experience : At least five years of experience in the above-mentioned fields.
- (e) Language Proficiency: Classroom lecturers and discussions are conducted in English, and participants are frequently required to make oral and written presentations Those who are not proficient in English should not apply.
- (f) Health : Physically and mentally fit to attend an intensive five-day program requiring participants to complete a number of individual and group activities (it is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental strain.)

12. Financial Arrangements

- (a) *To be borne by the APO*

- i. Round-trip economy-class international airfare for all overseas participants between the nearest international airport from the place of work and Bangkok, Thailand, by the most direct route. As far as practicable, all participants are strongly encouraged to purchase and use discounted tickets. *(Please note that any arrangements for the purchase of air tickets should be in accordance with the “APO Guide on Purchase of Air Tickets for APO Project Participants” dated 1 January, 2003, a copy of which is available 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. Resources persons to conduct the program.

(b) To be provided by the implementing organization – Thailand Productivity Institute

- i. Hotel accommodation and appropriate per diem allowances to cover meals and incidental expenses of 18 participants during the official period of the workshop.
- ii. Local implementation costs in Thailand
- iii. Resources persons beyond those deputed by the APO

(c) To be borne by 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.
- iii. 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.

13. Actions by Member Countries

- (a) Each member country is requested to nominate three or more candidates for selection. 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 bio-data on the new APO bio-data form together with passport-sized photograph. The new bio-data form was introduced from 1 July 2002 and can be downloaded from www.apo-tokyo.org. We encourage submitting the bio-data 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 bio-data 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' bio-data 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), there is no need to send the original by postal mail. If a digital photograph of a nominee is not attached to the electronic bio-data 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 30 April 2004. 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 e they are not o 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) All selected candidates are required to arrive in Bangkok, Thailand, one day before the start of the official program. Also, they 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.

14. Pre-departure Preparation

Each selected candidates or a group of candidates from a member country is required to prepare a country paper following the guidelines to be provided later.

15. Other Conditions

Other conditions for participation are given in the APO “Guide for Participants” which is available on the APO Web site and form the APO Liaison Officers/NPOs in member countries.

Takashi Tajima
Secretary-General

10. Present Job duties
(Limit to 3 major duties)

11. Title of present position

12. Special Skill and
Specialization

13. Publication

14. Travel abroad

(a) Country Duration Year Purpose

(b) Whether you have already
gone abroad under any NPC
Programme, If so please specify

15. Any other relevant information

Signature of Applicant

CERTIFICATE FROM EMPLOYER

No.

Date-----

We have gone through the terms and conditions of the APO Project No.-----
And shall abide by these terms in case nominee is finally selected for the project.

Signature of the sponsoring Authority

NATIONAL PRODUCTIVITY COUNCIL

NAME OF THE PROJECT

Particulars of person recommended for participation

- 1) a) Name of Organization
making recommendations
 - b) Whether the organization
profit making or non- profit making
 - 2) Name
 - 3) Address: Office
(Tel./fax no.)
- Permanent Home Address
- 4) a) Age/Date of Birth
 - b) Place of Birth
 - c) Whether belongs to Scheduled Caste/
Scheduled Tribe/Minority Interest/
Backward Area, if so, please specify
 - 5) Educational Attainments
(Indicate percentage of marks obtained)
 - 6) Membership of as professional body
 - 7) Are you a member of any Local Productivity

Council (LPC). If so, give details.

8) Practical Training

9) Employment
(Detailed particulars)