

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

The Chief Secretary  
Government of Kerala  
Secretariat  
Thiruvananthapuram – 695001  
Kerala

Sub:- 04-EV-GE-WSP-05-A: (Workshop on Green Productivity and Industrial Ecology  
21-25 June 2004, Manila, the Philippines)

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 **30<sup>th</sup> 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

(Environment Department)

### PROJECT NOTIFICATION

27 February 2004

1. Project Code: 04-EV-GE-WSP-05-A
2. Project Title: Workshop on Green Productivity and Industrial Ecology
3. Duration & Timing: 21-25 June, 2004 (5 days)
4. Venue: Manila, the Philippines
5. Implementing Organization: Development Academy of the Philippines  
San Miguel Avenue, Ortigas center, pasig City, Philippines  
Tel: 63-2-631-2137 / 2143  
Fax; 63-2-631-2123
6. Number of participants : Upto 18 qualified participants (see 11. Qualifications of participants)
7. Closing Date for Nominations: 30 April, 2004
8. Objectives: The workshop introduces the concept of industrial ecology (IE) and further aims to enable the participants to apply IE within Green Productivity (GP) practices. Specially, the workshop seeks to enable the participants to:
  - a. Understand the concept of IE
  - b. Understand the concept, importance and benefits of GP
  - c. Learn from the experiences in the region about the successful implementation and benefits of IE and

- d. Deliberate on the means and approaches for integrating IE in the context of GP.

## 9. Background:

IE is a systems approach drawing upon methods for analysis and synthesis from systems science. This systems approach focuses upon the interaction of industrial systems and the ecological systems (local to global) of which they are a part and seeks to redesign industrial activities to reduce the ecological impact of human activity to levels natural systems can sustain.

At present, more than 90% of all resources move quickly through production and consumption and into landfills or the environment. IE studies the flows of materials and energy through the economy, ranging from those of an industrial or public facility to the

(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 Manila, the Philippines, 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. Hotel accommodation for up to 18 international participants during the official period of the workshop
- iii. Resources persons to conduct the program.

(b) *To be provided by the implementing organization – Development academy of the Philippines*

- i. 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 Philippines
- 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 planet. It seeks strategies to increase the efficiency and reduce the impact of these flows and is primarily applied in the design and management if industrial estates.

IE further seeks transformation from a linear, wasteful economy to a closed-loop system of production and consumption. In such a system industrial, governmental, and consumer demands would be reused and recycled, at the highest values possible. IE thus seeks to integrate and balance environmental, business, and economic development interests.

The IE concept is very closely linked with the GP concept as both share similar objectives. Moreover, the GP methodology with its tools and techniques can provide an excellent framework for operationalizing IE projects at the micro level.

A number of interesting pilot projects related to IE and sustainable development have been implemented in the Philippines. This workshop will make use of those experiences and engage the participants in deliberations on issues related to IE and GP.

## 10. Scope and Methodology:

### 10.1 Scope

Principles of IE, GP concept and practices, GP methodology with its tools and techniques, successful cases of IE implementation in the region, and approaches for promoting IE and GP in the APO region.

## 10.2 Methodology

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

## 11. Qualifications of candidates:

Target groups are IE professionals in the public and private sectors interested in promoting the GP concepts and practices. Nominees should be in a position to ensure a multiplier effect in GP dissemination as a project function. Preference will be given to professional who have practical or policy backgrounds in productivity/IE. Nevertheless, those in other related professional fields such as productivity, environmental specialists, and systems engineers may be nominated

- (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, the environment or other related fields. They may be developers and /or operators of industrial estates, concerned government planners and policy makers, and officers or representatives of industrial estate associations, environmental NGOs, and consultancy firms wishing to acquire a working knowledge of GP and IE. Neither the APO or nor the implementing organization will be responsible for any eventually 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.

## 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](http://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. 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 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 15 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 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) All selected candidates are required to arrive in Manila, the Philippines, 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

### **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)
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