

# राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)  
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,  
लोदी रोड, नई दिल्ली-110 003



NATIONAL PRODUCTIVITY COUNCIL

## NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

Utpadakta Bhavan, 5-6, Institutional Area,  
Lodi Road, New Delhi - 110 003

No. 31107/20

Dt.

Sub:20-IN-32-GE-TRC-A: Training of Trainers and Consultants in Green Productivity from 20-31 July, 2020, Taipei, Taiwan. (Visit <https://www.npcindia.gov.in/NPC/User/InternationalServices> for detailed Project Notification)

Dear Sir,

We invite your kind attention to NPC <https://www.npcindia.gov.in/NPC/User/InternationalServices> with regard to above Asian Productivity Organization (APO) project. The project notification and the APO bio data form are available on the above mentioned page and the same are also attached herewith. The duly filled in **single copy** of Performa enclosed of the suitable officers for participation as per the para (**Qualifications for Participants**) of the project notification may kindly be forwarded to reach us latest by **01<sup>st</sup> April 2020**. In this regard, the following points may be noted.

- **Financial Arrangement**

For SMEs and Nonprofit organizations, the APO will meet round trip economy class International airfare between the International airport nearest to the participant's place of work and Taipei, Taiwan.

The hotel accommodation, the per diem allowances and airport transfer of the participants at the venue will be met by the Host Country. However, the travel insurance, visa fees and airport travel are to be borne by the participant.

In case of withdrawal of participation from the said program, subsequent to selection, the cancellation charges towards hotel accommodation, airline ticket etc. will be borne by the participants/participants organization.

- **Fees and Charges**

An Application fees (NON-REFUNDABLE) of **Rs. 500/-+ 18% GST** for MSME Sector, Trade Unions and NGO's and **Rs. 1000/-+ 18% GST** for others is payable along with the nomination form, for each participant.

In case of selection by APO, NPC will charge **Rs. 3,000/-+ 18% GST** for MSME Sector, Trade Unions and NGO's **Rs. 12,000/-+ 18% GST** for profit making organizations and **Rs. 6,000/- + 18% GST** for others per participant is payable towards handling charges and membership fee for the APO Alumni Association of India (AAAI).

The requisite amount can be paid through a demand draft/cheque/ECS drawn in favour of National Productivity Council, New Delhi. In the absence of application fee, the nominations will not be considered. Kindly e-mail the details of the ECS/RTGS/NEFT payment made on [isg@npcindia.gov.in](mailto:isg@npcindia.gov.in). In this regard, the NPC's bank account details are attached herewith.

- **Nomination Procedure**

**All nominations should be routed through proper channel and as per the attached APO bio data form.** The nominations received after the last date will not be considered. It is the responsibility of the candidates to complete all the official formalities required by their organizations/department before proceeding abroad.

It is requested to send nominations by e-mail to [jittin.kapoor@npcindia.gov.in](mailto:jittin.kapoor@npcindia.gov.in), [isg@npcindia.gov.in](mailto:isg@npcindia.gov.in), [rk.rawat@npcindia.gov.in](mailto:rk.rawat@npcindia.gov.in) (application in prescribed excel format) and one hard copy by post along with the covering letter of the competent authority on company's letter head. All information pertaining to nominations will be treated as confidential and classified. The nominated officers may be invited as a faculty in programs on the relevant subject/s, organized by NPC.

We look forward to receiving of nominations from your esteemed organization.

Thanking you,

Yours faithfully,



(K.D. Bhardwaj)  
Director & Head (Int'l Serv.)  
for Director General  
e-mail: [isg@npcindia.gov.in](mailto:isg@npcindia.gov.in)



## PROJECT NOTIFICATION

<b>PN Issue Date</b>	31 January 2020
<b>Project Code</b>	20-IN-32-GE-TRC-A
<b>Title</b>	Training of Trainers and Consultants in Green Productivity
<b>Timing and Duration</b>	20–31 July 2020
<b>Venue</b>	Taipei, Republic of China
<b>Implementing Organization(s)</b>	China Productivity Center
<b>Maximum Number of Overseas Participants</b>	18
<b>Maximum Number of Local Participants</b>	6
<b>Closing Date for Nominations</b>	30 April 2020

## **1. Objectives**

- a. To train participants in the methodology for enhancing productivity and environmental performance at the organizational level using Green Productivity (GP) tools and techniques;
- b. To enhance the ability of participants to act as GP trainers, consultants, and promoters; and
- c. To provide participants with knowledge of the standards and requirements for APO Certified GP Specialists.

## **2. Background**

Inspired by UN Rio Earth Summit in 1992, Green Productivity (GP) has been formulated by APO as a strategy to assist member countries in enhancing productivity and simultaneously reducing the environmental impact. For almost three decades, various programs have been implemented by APO to promote GP through different modalities and platforms including demonstration projects, the Eco-products International Fairs (EPIF), conferences, workshop, training courses and publications. The concept has also been expanded to non-members such as in Africa and Latin America. In 2013, the APO Center of Excellence (COE) of GP has been established in Republic of China (ROC) to provide supports in promoting and implementing GP-related activities and publicizes valuable examples of GP in the region. Supported by the China Productivity Center (CPC), the NPOs of the country, various GP activities have been implemented covering the three major sectors, industry, agriculture and services. Among others, the objectives are to enhance the competencies of GP assessors and consultants to create a critical mass of facilitators and practitioners of the GP approach in the region, and to develop a database of GP experts and consultants and facilitate networking with various stakeholders.

The Training of Trainers and Consultant in GP has been identified as one of the activities to develop GP practitioners and experts in member country. Since 2001, the course implementation and contents have been gradually improvised to meet the expectations of stakeholders and remains relevant in the current business environment. The recent course modules focus on enhancing the skills, knowledge, and capability of participants to become specialists in GP and include emerging tools and techniques for productivity enhancement supported by advanced technology. With ROC is also designated as the APO-COE on Smart Manufacturing recently, it justifies the course to be continues implemented in the country. In addition, ROC is aggressively promoting the circular economy and green energy concepts in widely practice in various sectors.

Similar last year, the course is one of the requirements under the APO certification program for GP specialists, after which participants must undertake GP projects and submit reports on them within six months after completing the course before certification. Therefore, NPOs are strongly requested to nominate professionals who are already competent productivity practitioners and committed to completing all certification requirements. Failure to complete those requirements may affect their selection for participation in other future APO projects

## **3. Scope and Methodology**

The tentative modules to be covered are:

- a. Overview of GP programs implemented by the COE on GP in the ROC;
- b. GP tools and techniques and case studies;
- c. In-plant practice and presentation of project reports;
- d. Group and individual assessment; and
- e. Preparation for certification.

The course will consist of interactive lectures, discussions, sharing of best practices, case studies, fieldworks, groupwork and individual assessment.

The tentative program of this course is given below:

<b>Date/Time</b>	<b>Activity</b>
Sunday 19 July 2020	Arrival of participants in Taipei
Monday, 20 July	Opening session, course overview, presentation on GP programs in the ROC, and individual reports by participants on productivity improvement activities
Tuesday, 21 July	GP tools and techniques
Wednesday, 22 July	GP tools and techniques
Thursday, 23 July	GP case studies / Observational Site visits to Environmental Smart Technology Company
Friday, 24 July	Preparation for GP practicum
Saturday, 25 July	Preparation for GP practicum
Sunday, 26 July	Free day
Monday, 27 July	GP onsite assessment
Tuesday, 28 July	Data analysis and project report preparation
Wednesday, 29 July	Data analysis and project report preparation (cont'd.)
Thursday, 30 July	Project report presentation
Friday, 31 July	Individual examination/course summary/evaluation and closing
Saturday, 1 August	Departure from Taipei

#### **4. Qualifications of Candidates**

In view of the APO's focus on developing GP specialists, preference will be given to professionals who have practical backgrounds in productivity/quality improvement, local community development, environmental engineering, production process design, etc., and environmental experts working on resource efficiency, the 3Rs, and environmental management systems

Present Position	Productivity practitioners from NPOs, consulting firms, and enterprises associated with NPOs; and professionals from ministries, government agencies, or academic institutions responsible for promoting GP and sustainable development.
Experience	At least three years of experience in the positions described above.
Education	University degree or equivalent qualification from a recognized university/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	Candidates who fit the above profile are typically between 30 and 45 years of age.
Attendance	Participants are required to attend the entire program.

#### **5. Requirements**

Participants are required to prepare and submit the GP project plan and PowerPoint presentation prior to departure for the project venue. In preparing the documents, they are expected to follow the guidelines to be provided later together with the Project Circular.

To qualify for certification as APO GP specialists, all participants are required to submit project reports to the APO Secretariat within six months after course completion. Successful candidates will become APO-certified GP specialists for a term of three years.

#### **5-1. Repeat Participants (who attended previous APO projects and are applying for another)**

- a. In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.
- b. Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

#### **5-2. All Participants**

- a. In the Candidate's Biodata form, candidates are required to list their expectations from the project and planned postproject actions/activities. This is a tentative list, which participants are free to revise or replace after attending the project.
- b. All participants are required to develop and submit final follow-up action plans within 10 working days of project completion, in the format to be provided by the APO Secretariat later.
- c. All participants are required to submit reports on the follow-up actions taken within six months (or a period specified for a particular project) of project completion.
- d. The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

### **6. Financial Arrangements**

#### **6-1. Airfare**

The APO will meet the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Taipei, ROC, from organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs\*;

*\*As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

Participants should 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 and is also available on the APO website and from APO Liaison Officers in member countries.

#### **6-2. Participating Country Expenses (PCEs)**

PCEs payable to the APO do not apply to organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs\*;

*\*As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

#### **6-3. Insurance Coverage**

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. Neither the APO nor the implementing organization will be

responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

#### 6-4. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph on Airfare for conditions)	Conditions apply	No	Conditions apply
Participating Country Expenses (PCEs) (refer to paragraph on PCEs)	USD50 per participant	No	No
Hotel accommodation at the venue	No	Yes (6 days)	Yes (7 days)
Per diem allowance at the venue	No	Yes (6 days)	Yes (7 days)
Transportation costs to and from hotel and airport at the venue	No	Yes	No
Insurance coverage in the host country (refer to paragraph on Insurance Coverage)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No
Notes (special conditions): NA			

#### 7. Actions by Member Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under the section Qualifications of Candidates 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 selection committee 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](http://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 department in charge of this project.
- 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, 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 instructed 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 project.
- l. NPOs should inform participants that they must attend the entire program of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no-show of a participant.

## **8. 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.

## **9. Project Preparation**

The participants are required to prepare a short paper prior to departure for the project venue. In preparing the paper, they are expected to follow the guideline to be provided later together with Project

Circular.

#### **10. Postproject Actions**

This is a preparatory course for GP Specialist Certification Program and its mandatory for selected participants to submit the Project Report for Enhancing Green Productivity (PREP-GP) within six months after course completion. The guideline will be given during the course.

#### **11. Evaluation of Participants**

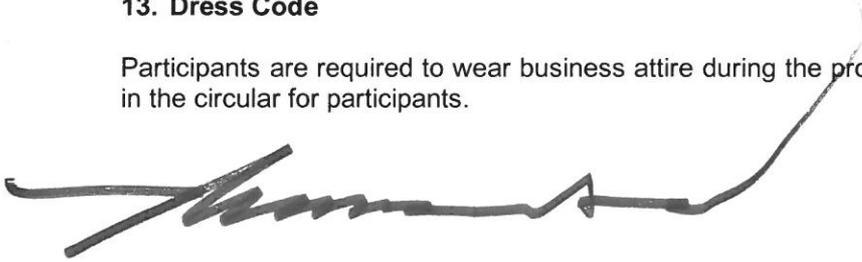
If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

#### **12. 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](http://www.apo-tokyo.org)).

#### **13. Dress Code**

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.

A large, stylized handwritten signature in black ink, appearing to read 'Dr. AKP Mochtan', is written across the page. The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. AKP Mochtan  
Secretary-General