

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

PROJECT NOTIFICATION

5 October 2009

1. **Project Code:** 10-RP-05-GE-FRM-A
2. **Title:** Top Management Forum on Environmental Management for Sustainable Productivity Enhancement
3. **Duration and Timing:** Three days, 22–24 February 2010
4. **Venue:** Kyoto, Japan
5. **Implementing Organization:** Japan Productivity Center (JPC)
6. **Number of Overseas Participants:** Up to 36 participants
7. **Number of Local Participants:** Up to 12 participants
8. **Closing Date for Nominations:** 18 December 2009
9. **Objectives:**
 - a) To study the significant features of environmental management practices utilized by leading Japanese companies for sustainable productivity improvement and fulfilling their social responsibility to protect the global environment;
 - b) To understand how the leadership of top executives can encourage a culture of environmental awareness allowing an organization to achieve sustainable productivity enhancement; and
 - c) To discuss how APO member countries can improve environmental management strategies in their own settings.
10. **Background**

The first Top Management Forum was launched in 1985 as a special project principally targeting the top managers of business corporations. In light of the rapidly changing business environment and increased global competition in the Asia-Pacific region, the significance of the Top Management Forum as a platform to discuss emerging management topics has gained wide recognition among APO member countries. The forum aims to share information on state-of-the-art corporate management practices adopted and promoted by leading Japanese enterprises and prominent companies from other continents with managers from

other APO member countries. Synergistic learning effects occur during mutual discussions of the best management examples and practices.

To sustain long-term productivity growth, it is imperative that companies implement management strategies that help them achieve both productivity enhancement and environmental friendliness. In light of public pressure to tackle global warming, leading Japanese firms have gone beyond merely complying with social responsibility requirements to ensure environmentally friendly production processes. Now, many are adopting holistic management strategies to develop environmental brands. Such management initiatives by Japanese businesses also contribute to the dissemination of cutting-edge environmentally friendly production technologies and the 3Rs (reduce, reuse, recycle) to maximize resource efficiency. Furthermore, such initiatives help improve productivity and overall corporate performance.

Japan and other Asian countries are now considering “Green New Deal” measures that will allow environment- and energy-conscious businesses to serve as catalysts stimulating the economy and generating employment. The 26th Top Management Forum will discuss new developments in environmental management strategies and introduce new undertakings by Japanese companies that may suggest future environmental management strategies for enhancing competitiveness of business sector in APO member countries. The forum will also encourage discussions among participants to compare current environmental management strategies and business models adopted in different countries.

11. Scope and Methodology

Scope

- a) Current environmental management strategies adopted by leading Japanese companies;
- b) Promotion of environmental management practices in Japanese business (METI, Ministry of the Environment);
- c) Establishment of environmental brands in Japan; and
- d) Management strategies of leading eco-business companies.

Methodology

Presentations, field visit(s), and discussions among participants

12. Requirements for Candidates

- (a) Age: Preferably between 35 and 55 years.
- (b) Education: Bachelor's degree from a university or equivalent qualification as a minimum requirement, and preferably graduate degree.
- (c) Present Position: Top managers of business corporations; high-ranking officials in charge of policymaking on environmental management strategies in public/private enterprises; and NPO heads/executive officers involved in developing environmental management strategies.
- (d) Experience: Substantial work experience in relevant areas.

- (e) Language: Proficiency in written and spoken English is essential.
Proficiency
- (f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.

13. Financial Arrangements

a) To be met by the APO

- i) Round-trip economy-class international airfare for participants between the nearest international airport from the place of work and Osaka, Japan, by the most direct route. All participants are strongly encouraged to purchase and use discount tickets (following IATA PEX or other applicable discount fares). Neither the APO nor the host organization will be responsible for paying any additional per diem allowances due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever. For the detailed conditions of air ticket purchase and reimbursement, please refer to the "Guide on Purchases on Air Tickets for APO Project Participants," which will be sent to selected participants and is also available on the APO Web site and from APO Liaison Officers.
- ii) Hotel accommodations and per diem allowances for overseas participants at the rate to be prescribed later for four days for up to 10 overseas participants.
- iii) Deputation costs of up to two overseas resource speaker(s) such as honoraria, daily subsistence allowances, airfare, and miscellaneous expenses.
- iv) Part of local implementation costs.

b) To be met by the host country—Japan

- i) Hotel accommodations and per diem allowances for overseas participants at the rate to be prescribed later for four days for up to 30 overseas participants.
- ii) Other local implementation costs.

c) To be met by participants or participating countries

- (i) All participants should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against:
accidental death and dismemberment for up to ¥4,000,000,
medical expenses for accident (including hospitalization) for up to ¥4,000,000,
and medical expenses for illness (including hospitalization) for up to ¥4,000,000
for the entire duration of the project. 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 its completion. Each participant is requested to pay the premium, which will be deducted from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality 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, late departure or rerouting of air tickets, for example, due to either limited available flights or any other reason whatsoever.

(iii) Any expenses related to visa fees and airport taxes.

14. Actions by Member Countries

- a) Member countries are requested to nominate qualified candidates in accordance with Item 11 above. To maintain the high quality of this forum, nominations that fail to meet the qualifications specified will not be considered.
- b) Member countries are also requested to inform the Secretariat as soon as possible if they do not wish to participate in the forum, so that vacancies thus created can be allocated to other member countries.
- c) Nominations, accompanied by the candidate's biodata on the APO standard form in duplicate along with a passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should reach the Secretariat no later than 18 December 2009. The biodata form is available on the APO Web site. Downloading information is also available from www.apo-tokyo.org. If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the candidate's name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic form.
- d) 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 the 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) Accepted participants should be advised **not to bring family members or engage in any private business activity during the entire duration of the project**. Further, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal.
- f) Further, if any selected candidates become unable to take part, the NPOs concerned are requested to inform the APO and the Implementing Organization promptly of their reason for withdrawal. Member countries and selected candidates are reminded that last-minute withdrawals and no-shows result in unnecessary expense and waste resources and therefore must be avoided.



Shigeo Takenaka
Secretary-General