



## PROJECT NOTIFICATION

Reference No.: 655

<b>Date of Issue</b>	14 July 2025
<b>Project Code</b>	25-CP-46-GE-TRC-A
<b>Title</b>	Training Course on Smart Building Solutions for Sustainable Productivity Outcomes
<b>Timing</b>	10 November 2025–14 November 2025
<b>Hosting Country(ies)</b>	Republic of China
<b>Venue City(ies)</b>	Taipei
<b>Modality</b>	Face-to-face
<b>Implementing Organization(s)</b>	China Productivity Center
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	19
<b>Local Participants</b>	6
<b>Closing Date</b>	5 September 2025 ( <a href="#">FTPI Deadline: 29 August 2025</a> )
<b>Remarks</b>	Not Applicable

<b>Objectives</b>	Enhance understanding of solutions for smart building management; gain knowledge on methodology to quantitatively measure and verify energy efficiency gains; and cultivate the skills for evaluating the broader environmental and financial benefits of smart building solutions.
<b>Rationale</b>	The UNEP 2023 Global Status Report for Buildings and Construction highlights that buildings account for about one-third of global energy demand and contribute almost the same share of carbon emissions. Adopting smart solutions in managing the energy, equipment, and workforce of buildings has positive implications for overall productivity, well-being, and environmental performance.
<b>Background</b>	<p>Given the rapid rise in urbanization, with the United Nations Population Fund projecting that the global population living in cities will reach around 5 billion by 2030, and the expanding role of the service sector, the building sector continues to grow, leading to increased energy demand and carbon footprints. Hence, there is a need to reduce the environmental impact of buildings while maintaining the comfort of occupants, leading to more economic output from energy consumption.</p> <p>By employing advanced technologies such as sensors, automation, and data analytics, smart building systems can intelligently monitor and control energy consumption for heating, cooling, and lighting, among other factors. This not only minimizes waste but also contributes to more sustainable, eco-friendly operations, aligning with the core principles of Green Productivity (GP). This training course aligns with the APO's GP 2.0 endeavor and aims to expand the scope of GP to other economic sectors beyond manufacturing.</p>
<b>Topics</b>	Overview of smart buildings and key technologies; Smart building design, operation, and major protocols and standards; Data utilization for predictive maintenance, cybersecurity, and risk management; and Methodology to quantitatively measure and analyze energy efficiency gains.
<b>Outcome</b>	Equipped with practical knowledge and tools, organizations and member economies will be able to implement and scale smart building initiatives, accelerating the transition to low-carbon, energy-efficient infrastructure aligned with national and global sustainability targets.
<b>Qualifications</b>	Government officials, technical officers, project managers, and sustainability professionals involved in building design, energy systems, or digital transformation of facilities with a focus on environmental performance and productivity.

Please refer to the implementation procedures circulated with this document for further details.



Dr. Indra Pradana Singawinata  
Secretary-General

**IMPLEMENTATION PROCEDURES FOR APO FACE-TO-FACE PROJECTS  
(MULTICOUNTRY PROJECTS WITH LOCAL COSTS COVERED BY THE HOST  
NPO/IMPLEMENTING ORGANIZATION)**

**1. Modality of Implementation**

- a. The sessions will be conducted face-to-face.
- b. The duration of each day's sessions will be around eight hours.
- c. The detailed program and list of resource persons will be provided at least one month prior to the program with announcement of the names of the selected participants, followed by information on the logistic arrangements.
- d. Participants are required to attend all sessions. This full participation is a prerequisite for receiving the APO certificate of attendance.

**2. Financial Arrangements**

**i. To be met by the APO**

- a. All assignment costs of international resource persons.
- b. Airfare
  - Round-trip discounted economy-class international airfare by the most direct route between the international airport nearest to participants' place of work and project venue for the arrival date one day prior to project commencement and departure date one day after project completion.
  - The above does not apply to participants from large, profit-making organizations attending training courses or observational study missions, except for those from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.
  - Arrangements for air tickets for participants will be made by designated travel agents endorsed by NPOs.

**ii. To be met by participants**

- a. Airfare
  - Round-trip international airfare for participants from large, profit-making organizations attending training courses or observational study missions, except for those from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.
  - Any expenses incurred 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 because of early arrival or late departure, for example, due to either limited available flights or any other reason.
- b. Participating Country Expenses
  - The flat rate of USD200.00/person applies for participants from large, profit-making organizations attending training courses or observational study missions.
- c. Travel-related Expenses
  - Travel insurance with adequate coverage as may be required by the host country but not less than a minimum coverage value of USD10,000.00 to cover accident, illness,

hospitalization, death, and flight rescheduling/cancellation, if applicable.

d. **Cancellation Charges**

- Any cancellation charges for airfare and hotel accommodations arising from withdrawals after letters of acceptance have been issued by the APO.

iii. **To be met by the host NPO/implementing organization**

- Hotel accommodations and per diem allowances for international participants from one day prior to project commencement until the final day of the project.
- All assignment costs for local resource persons.
- Transportation expenses of participants between the airport and hotel designated for the project and site visits, if any.
- Meeting venue, including refreshments.
- All other local implementation costs.

**3. Actions by Participating Members**

- a. Each NPO should nominate three or more candidates in order of preference for observational study missions, training courses, and workshops, and five or more candidates for conferences. It is advisable for NPOs to nominate new eligible candidates based on the qualifications stated in the PN.
- b. With the objective of maximizing the benefits of APO multicountry projects by reaching more participants, NPOs are encouraged to nominate and prioritize new nominations. Priority in selection will be given to nominees attending APO multicountry projects for the first time. The Secretariat may not select candidates who have participated in projects within the last two years.
- c. All nominations must be endorsed by an APO Director or Alternate Director and submitted by a Liaison Officer (LO) or designated officer. Self-nominations will not be accepted.
- d. Nominations should be registered and endorsed by NPOs in the designated project management system before the closing date for nominations.
- e. If a selected participant becomes unable to participate, the NPO concerned should inform the APO Secretariat and host country promptly.

**4. Actions by the APO Secretariat**

- a. Selection of candidates will be at the discretion of the Participant Selection Committee of the APO Secretariat.
- b. Selection of candidates will be completed and announced at least one month prior to the start of the project.
- c. Slots that become available due to withdrawal of a selected candidate(s) or lack of nominations by a member country may be filled by alternates to be selected on a merit basis.
- d. The APO Secretariat will inform NPOs of the final program one month prior to commencement.

**5. Requirements of Participants**

i. **Predeparture**

- a. Passport

Please ensure the validity of the passport and its expiration date.

Please note that some countries require the passport to be valid for at least six months after entering the country before granting a visa or allowing entry. It is also important to ensure that a sufficient number of unused pages remains.

b. Visa

Please submit the APO Letter of Acceptance to the relevant authorities when applying for a visa.

Please ensure that the visa is specifically for the purpose of participating in the APO project, is valid for the entire duration of the project, and is not a tourist visa. Failure to obtain the correct visa may result in denial of entry. In that unfortunate event, either the individual or the individual's organization must bear the travel costs incurred.

c. Travel Arrangements

The arrangements for the purchase of air tickets will be made by NPOs. Air tickets will be for the most direct route between the international airport nearest to participants' place of work and the international airport nearest to the venue of the project.

Round-trip discounted economy-class air tickets will be arranged for international participants who are attending multicountry projects, as specified in 2.i.b.

**ii. Arrival at the Project Venue**

a. Timing of Arrival

Participants should arrive one day before the commencement of the project and depart one day after project completion. Early arrival or late departure is not permissible, unless due to unavoidable reasons such as flight availability. Consultation with the APO Secretariat is necessary for this.

b. Arrival at the Airport

Upon arrival at the international airport in the project venue, participants must follow all procedures set by the host. The APO Secretariat will give updates on those regulations in Project Circular Letters.

Transport from the airport to the project hotel may not be arranged by the host NPO/implementing organization. Please refer to the Project Circular Letter issued prior to project commencement.

If participants' luggage is lost or misplaced, it should be reported immediately to the airline concerned and the NPO/implementing organization.

c. Accommodations

The NPO of the host country will make hotel accommodation arrangements for international participants during the project. All are required to stay in the designated hotel(s) with other participants.

The NPO/implementing organization in the host country will meet the costs of hotel accommodations for international participants. Phone calls, consuming mini-bar items, and laundry and other services are not included.

d. Per Diem Allowances

The host NPO/implementing organization will provide per diem allowances for international participants. No other allowances (such as for books, clothing, or excess baggage) will be paid.

The per diem allowances are provided for the project period, starting from one day before commencement to the final day of the project. No additional allowances will be paid for early arrival or late departure.

### **iii. During the Project**

**The following rules apply to all participants selected to attend the project.**

- a. Participants must attend all sessions of the project. If participants are unable to attend any sessions due to health or an emergency, he or she must consult the APO Secretariat or NPO/implementing organization staff in advance or as soon as possible.
- b. Participants are not allowed to bring family members.
- c. Participants are not allowed to engage in any official or personal business during the project period.
- d. Participants are required to adhere to the instructions of the program officer, moderators, and presenters when joining question sessions, asking questions, answering questions, and submitting assignments or reports.
- e. Participants must follow all instructions, health protocols, and standard operating procedures (SOPs) of the host country/NPO/implementing organization.
- f. Participants should wear appropriate business attire during project sessions.