



PROJECT IMPLEMENTATION PLAN

22 October 2018

1. **Project Code:** 18-IN-70-GE-RES-A-01
2. **Project Title:** Inaugural Meeting of the APO Accreditation Body Council
3. **Reference:** Project Notification 18-IN-70-GE-RES-A dated 23 January 2018
4. **Duration:** 27–28 November 2018 (two days)
5. **Venue:** Tokyo, Japan
6. **Implementing Organization:** APO Secretariat
7. **Participants:** APO Accreditation Body Council Members
8. **Meeting Objectives**

The inaugural meeting of the APO Accreditation Body Council aims to develop and set the vision, mission, and strategic direction of the accreditation body for the APO certification programs.
9. **Background**

One of the main goals of the APO Vision 2020 is to achieve recognition as the leading international organization on productivity enhancement. Even though APO services have been sought after by various international organizations over the years, there is a need for the APO to increase its visibility to enhance its global reputation. Global recognition could pave the way for sustaining the APO as an international institution through the recruitment of new members, increased global demand for its services, and enhancement of members' satisfaction level. The certification program has been identified as one of the activities that could raise the visibility of the APO. By recognizing the competence of individuals in different fields of productivity, their certification will build APO brand awareness, cultivate a community of experts, and strengthen leadership in specific areas.

Recognizing that the current certification program structure, methodology, and scope may not result in the desired outcomes, the Secretariat proposed the establishment of an accreditation body that will assess organizations that conduct APO certification courses. Through various schemes under the Development of NPOs Program and other relevant training courses to enhance the capacity of NPOs and partner organizations, it is assumed that most are now able to conduct APO certification courses. The APO will continue to support them by setting standard guidelines, developing program contents, and publishing training manuals. This will ensure that all certification courses conducted conform to APO quality standards.

The APO Secretariat will organize an inaugural meeting of the APO Accreditation Body Council. The council will serve as the highest authority of the body and be responsible for providing advice on the policies, guidelines, and strategies of accreditation and certification programs.

10. Council Members

The composition of the council includes the APO Secretary-General; representatives of selected NPOs; delegates from Japanese ministries; and academics and international technical experts. The members will be appointed to the Accreditation Body Council for the period of 2018–2020.

11. Scope and Methodology

(a) Scope of Discussions

- a) Role and responsibilities of the APO Accreditation Body;
- b) Development of policies and regulations relating to the operation of the APO Accreditation Body;
- c) Requirements for organizations/NPOs as APO certification bodies;
- d) Development of APO certification courses; and
- e) Selection of a Technical Committee for the development of APO certification courses.

(b) Methodology

- a) The APO Secretary-General will lead the meeting as the Chair of the Accreditation Body Council.
- b) The council members will provide suggestions and recommendations on the topics discussed in the meeting.
- c) The APO Secretariat will prepare the proceedings and documentation.
- d) The final document will become the APO Accreditation and Certification Standards and Requirements.

12. Financial Arrangements

To be borne by the APO

- a) All assignment costs of Accreditation Body Council Members to attend the inaugural meeting.
- b) All local implementation costs.



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