



APO Productivity Practitioners Certification Program

Project Report for Enhancement of Green Productivity (PREGP)

PPCP 1002: APO Green Productivity Specialists

Guidelines

1. Eligibility

Applicants are eligible to undertake Stages 2 and 3: Project Report for Enhancement of Green Productivity (PREGP) only after successfully completing Stage 1: Face-to-face Training of Trainers and Consultants in Green Productivity (ToT GP) either through a multicountry or national project.

Applicants are responsible for voluntarily undertaking the activities involved in Stages 2 and 3 to qualify as APO Certified GP Specialists. However, the APO will encourage NPOs to help applicants find organizations in which to implement their projects.

2. Introduction

The PREGP demonstrates practical applications and integration of knowledge and skills acquired in the ToT GP course. The PREGP is an essential component of the APO's Productivity Practitioners Certification Program and provides an opportunity for applicants to put into action the knowledge and information received through:

Stage 1: Participants must complete the three-week face-to-face course and pass the assessment covering class participation, group project assignment, and individual course final exam.

Stage 2: Successful participants who wish to apply for certification as GP specialists carry out GP projects in their countries within six months after completion of the training course. If more time is required, participants may contact the APO in writing for a possible extension of this deadline. APO resource persons will provide coaching to guide applicants in preparing the PREGP.

Stage 3: Applicants submit project reports to the APO Secretariat for review, and a registration-based certificate is issued to successful candidates. It is mandatory for the

participants to submit project reports after passing the ToT GP course. Successful applicants will become APO Certified GP Specialists for a term of three years.

3. Objectives

The PREGP demonstrates that applicants are able to:

- Utilize skills as GP trainers, GP consultants, or GP promoters;
- Develop and undertake projects on GP enhancement;
- Practice project management, teamwork, and time management; and
- Apply their learning in GP enhancement projects.

4. Timeline for PREGP Submission

Within six months of completion of the ToT GP course, depending on the type and number of projects.

5. Time Requirements

Those applying for certification are expected to spend a total of at least **360 hours** in total in **Stages 2 and 3 of the PREGP** as explained below. Applicants can conduct one or more GP enhancement projects totaling 360 hours.

In the reports, applicants must indicate the number of hours spent on each of the project(s). See Annex 2 for the submission format.

6. Approach and Methodology

The PREGP should focus on practical, effective ways of utilizing knowledge from Stage 1 (ToT GP course).

The PREGP covers three types of projects: type 1, GP consultancy; type 2, GP training; and type 3, GP promotion. Applicants can undertake one or more types as long as the number of hours spent totals at least 360.

Type 1: Productivity consultancy includes applying GP methodology in one or more organizations. GP-related options or techniques may be included in projects. Applicants may include consulting stages like determining the scope, formulating proposals, drafting contracts, making diagnoses and recommendations, obtaining approval, implementing GP measures, project management, project review and conclusion, and report writing.

Type 2: Productivity training involves carrying out need assessment, preparing action plans for training, preparing training material, and conducting training for groups of 10 or more in GP methodology and related GP techniques. The training conducted should generally cover three levels of the organization's hierarchy (top management or managers, supervisors, and workers).

Type 3: Productivity promotion includes but is not limited to the development of a GP methodology implementation agenda for an organization; preparation of a comprehensive GP promotion plan with goals, objectives, roles and responsibilities, timeline, and resources required at organizational level; and preparation of innovative dissemination materials based on GP themes.

Projects can be carried out in applicants' own organizations, other organizations, or the NPO. Generally, Stages 2 and 3 follow the steps below:

Step 1: Preparation includes conceptualization, determining the scope of the project, and preparing a proposal or contract defining the scope of work and/or an action plan for execution of the project. This stage also includes identification of issues and problems and justification for the project. Applicants must inform their NPOs and own organizations of their projects in writing.

Step 2: Implementation refers to the period of project implementation, monitoring, and evaluation of milestones and results. It is the responsibility of applicants to document the highlights and milestones of project implementation based on the scope of work or action plan. During the implementation period, it is important for applicants to maintain close coordination and communication with the stakeholders and project team to receive updates and resolve concerns.

Step 3: Report preparation includes compilation and documentation of the entire project including photos of the preparation and implementation stages and results. Depending on the quality and contents of the reports, the APO may utilize them as case studies in its workshops, programs, and/or publications.

Note: Applicants may report any constraints and limitations to explain the challenges faced and countermeasures taken. This feedback will be considered in the overall PREGP evaluation.

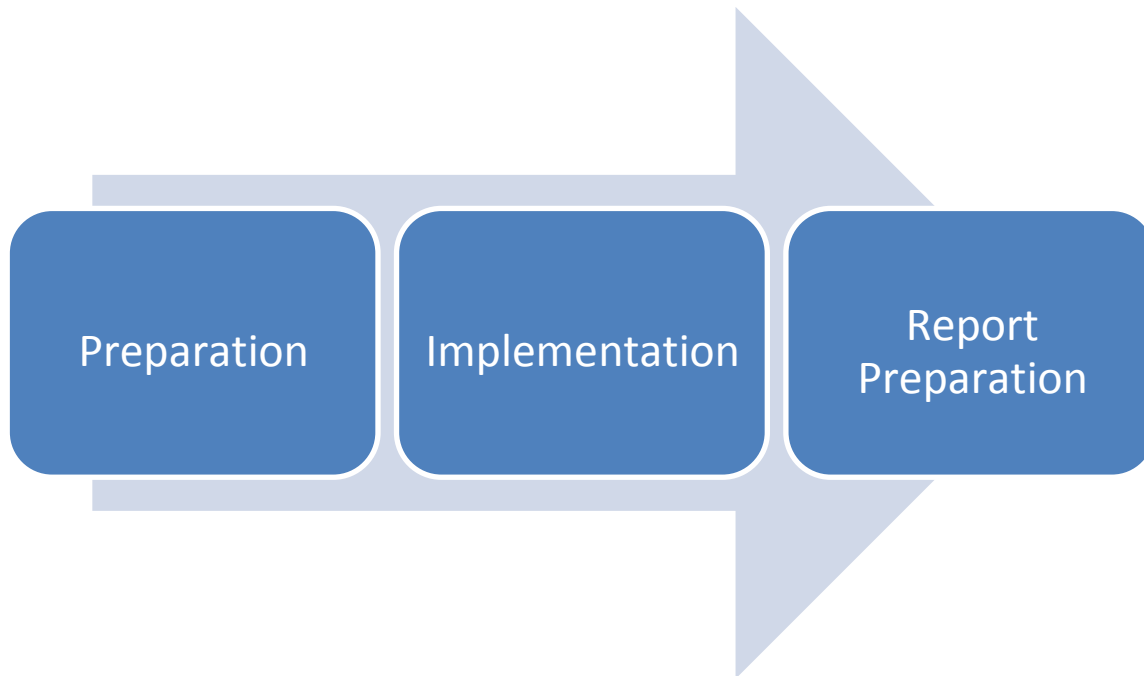


Figure 1. The PREGP (Stages 2 and 3) process

Chart 1. Three steps in the PREGP

Step 1: Preparation	Step 2: Implementation	Step 3: Report Preparation
<ul style="list-style-type: none"> • Identification of issues/problems • Objectives • Scope and timeline • Approach and methodology • Set up project team • Project planning • Written notification to APO Liaison Officer and supervisor/head of organization 	<ul style="list-style-type: none"> • Implementation plan • Identification of constraints in implementation, if any • Implementation • Documentation and record keeping • Monitoring and evaluation of milestones 	<ul style="list-style-type: none"> • Collation and compilation of project activities, data, and results • Compilation of photos, worksheets, and related statistics • Compilation and documentation of output/outcome or expected output/outcome • Submission of soft copy to the APO

7. Outputs/Submission Required

- Application for the APO Certified Green Productivity Specialist Program (attached format)
- Summary of GP projects and hours spent (part 5 of the above application)

The RPEGP should include all data, worksheets, photos, and other necessary documents utilized during the project. A soft copy of the project report should be sent to:

Md Zainuri Juri
Program Officer, Asian Productivity Organization
Email: mzainuri@apo-tokyo.org/tgoto@apo-tokyo.org

- Letter of endorsement from the NPO, applicant's organization, and organization in which the project was carried out (if applicable)

Suggested Report Format

Applicants must submit reports in the following format:

Font type and point size: Arial, 12-point

Spacing: double spaced

Margins: All 2.54 cm

Pagination: Ensure that every page is numbered and consistent with the table of contents.

Paper size: A4

The report must include but is not limited to:

- Project Title
- Acknowledgments
- Table of Contents
- Organizational Profile
- Objectives
- Scope of Project/Terms of Reference
- Project Outputs/Deliverables
- Project Plan/Project Milestones
- Findings on GP Issues

- Recommendations on GP Options
- Implementation Action Plans
- Implementation Steps
- Project Output/Outcome
- Lessons Learned from Project Implementation
- Sustainability Plan
- Conclusion
- Annexes
 - Endorsement letter/form from the NPO and applicant's organizations/project organization
 - Reference documents
 - Photo documentation of the project
 - Any other data/worksheets/statistics/dissemination material, etc.

8. PREGP Evaluation Process

The project reports are evaluated by an APO Certification Committee. The evaluation criteria primarily include clarity in understanding of GP methodology/tools/techniques; overall understanding of applicant; analysis of issues, approaches, and methodology; detailed process followed; and presentation of facts, figures, and overall results or intended results/outcomes.

Applicants will be informed of the evaluation results within 60 days of report submission.

Depending upon the quality of the project reports and decision of the Certification Committee, some applicants may be given additional time to improve, revise, and resubmit reports.

9. Overall Results

Based on the performance of participants in the face-to-face ToT GP course and PREGP evaluation, the APO will determine whether to issue certification and report the decision to each applicant.

ANNEX 1: SAMPLE FORMS

Final report endorsement form (from the NPO)

<p>To: The APO</p> <p>From: NPO (give name)</p> <p>Content:</p> <p>This is to endorse the PREGP prepared and submitted by(name, designation, organization, country)..... for evaluation by the APO as part of the application to become an APO Certified Green Productivity Specialist.</p> <p>Signed:</p> <p>APO Liaison Officer</p> <p>Date:</p>
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Final report endorsement form (from applicants' organizations or project organizations)

<p>To: The APO</p> <p>From: Participant's organization or organization where the project was conducted</p> <p>Content:</p> <p>This is to endorse the PREGP prepared and submitted by(name, designation, organization, country)..... for evaluation by the APO as part of the application to become an APO Certified Green Productivity Specialist.</p> <p>Signed:</p> <p>Supervisor of the applicant and/or head of the organization where the project was conducted.</p> <p>Date:</p>
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ANNEX 2: GP PRACTICE HOURS

GP PRACTICE HOURS						
Note: Applicants must have spent at least 360 hours on recognized GP projects within the previous 6 months.						
Client Company /Title of Assignment	Contact Person/ Telephone/Email	Duration of Assignment	Team Size	Hours Spent by Team	Applicant's Role in Assignment	Hours Spent by Applicant
Total Practice Hours						