# PROJECT NOTIFICATION

<table>
<thead>
<tr>
<th>PN Issue Date</th>
<th>6 February 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN Revision 1 Issue Date</td>
<td>1 April 2020</td>
</tr>
<tr>
<td>Project Code</td>
<td>20-IN-22-GE-TRC-A</td>
</tr>
<tr>
<td>Title</td>
<td>Training of Trainers on Basic Automation through Simulation of Factory Operations</td>
</tr>
<tr>
<td>Timing and Duration</td>
<td>24–28 August 2020 (five days)</td>
</tr>
<tr>
<td>Venue</td>
<td>Taipei, Republic of China</td>
</tr>
<tr>
<td>Implementing Organization(s)</td>
<td>China Productivity Center (CPC)</td>
</tr>
<tr>
<td>Maximum Number of Overseas Participants</td>
<td>18</td>
</tr>
<tr>
<td>Maximum Number of Local Participants</td>
<td>Six</td>
</tr>
<tr>
<td>Closing Date for Nominations</td>
<td>12 June 2020</td>
</tr>
</tbody>
</table>

## Change History of Project Notification: 20-IN-22-GE-TRC-A

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date of Issue</th>
<th>Clause</th>
<th>Modifications</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Closing Date for Nominations</td>
<td>Closing date for nominations has been changed from 20 April 2020 to 12 June 2020.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Scope and Methodology</td>
<td>Program Schedule is revised in accordance with revised project timing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Actions by Member Countries</td>
<td>Item d. is updated. Necessary documents such as biodata forms and Medical and Insurance Declaration/Certification Form should be submitted through DMS/Fleekdrive.</td>
</tr>
</tbody>
</table>
1. Objectives

a. To familiarize participants with trends in and knowledge of automation and digitization of factory operations;

b. To provide hands-on practice and experience on the shopfloor and develop an understanding of priorities for upgrading factories or facilities; and

c. To identify suitable, applicable technologies that can assist SMEs in initiating digital transformation for productivity improvement.

2. Background

Industrial transformation starts from the most fundamental agents in the economy: enterprises and factories. To respond to the opportunities and challenges brought about by the new wave of industrialization, companies, regardless of their size and sector, need to adjust their operations, management, and mindset to adopt more productive, efficient methods, involving digitization, connectivity, data collection and analysis, and artificial intelligence. However, according to a PwC survey in 2018, nearly two-thirds of global manufacturers have barely begun the digital journey. Digitization in SMEs is even more limited because of the lack of awareness, knowledge, and resources; for example, in 2017, only 18% of SMEs in the EU were considered highly digitized.

Prioritizing strategies for automation and digitization is the indispensable first step, especially for SMEs or manufacturers with limited resources for and access to technologies and updated knowledge. This training course aims to provide hands-on experience for facilitators of industrial upgrading to develop a thorough understanding of the digitization of factories and manufacturing operations as well as practical strategies for initiating digitization and deploying the necessary technologies and upgrades. Through observing good practices in SME “digital champions” and their applications of appropriate technologies, participants are expected to support digital upgrading and productivity enhancement in their countries.

Since 2017, the APO has conducted a series of activities to raise awareness of Industry 4.0, evaluate readiness for digitization, support the development of national strategies for industrial digital transformation, and provide technical support, including workshops and training courses in the ROC and India, study missions in Japan and the ROK, and research projects for strategies for Industry 4.0. The APO also directly supports digitization in member countries through demonstration company projects, like those in the automotive and health sectors in India and Thailand, respectively. The APO Center of Excellence (COE) on IT for Industry 4.0 in India and COE on Smart Manufacturing in the ROC were also established as hubs for additional assistance and technical exchanges. This training course will promote digitization in SMEs in member countries and their efforts to meet the UN Sustainable Development Goals (SDGs), specifically SDGs 8.2 and 8.3 (decent work and economic growth), 9.5 and 9.b (industry, innovation, and infrastructure), and 12.a (responsible consumption and production).

3. Scope and Methodology

The tentative modules to be covered are:

a. Digital upgrading, smart manufacturing, and Industry 4.0;
b. Concepts and technologies for digital transformation: digitization, connectivity, and data analysis;
c. Applications of sensors, the Internet of Things (IoT), and robotics for SMEs;
d. Examples of digitization in SMEs and smart factories; and
e. Strategies for initiation of digitization in the manufacturing sector.

The workshop will consist of interactive lectures, hands-on exercises, case studies, discussions, site visit(s), and strategy development.

The tentative program of this project is given below:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, 23 August 2020</td>
<td>Arrival of participants in Taipei</td>
</tr>
</tbody>
</table>
Monday, 24 August  
Opening session  
Presentation of resource papers  
- The concept of digital transformation and productivity improvement  
- Trends, practices, and technologies in SME digitization  

Tuesday, 25 August  
Presentation of resource papers  
- Automated and digitized factories: core elements and suitable technologies  
- Practical hands-on activities: Sensors and the IoT  

Wednesday, 26 August  
Site visit(s)  
Case studies of digitized factories  
Analyzing the strategies and practices of the enterprise(s) visited  

Thursday, 27 August  
Presentation of resource papers  
- Practical hands-on activities: Robotics  
Discussions on strategies for initiating digitization in SMEs  

Friday, 28 August  
Presentation of the results of discussion and action plans  
Closing session  

Saturday, 29 August  
Departure of participants  

4. Qualifications of Candidates  
The participants are expected to possess the following qualifications:  

Present Position  
Trainers or consultants specializing in production in the manufacturing sector and industrial digitization; executives and representatives of industrial associations; and researchers and policymakers with experience in production and digital upgrading.  

Experience  
At least three years of experience in the position 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 50 years of age.  

Attendance  
Participants are required to attend the entire program.  

5. Requirements  
The participants are required to undertake preparatory work such as writing country papers prior to departure for the project venue.  

All participants are required to prepare and submit action plans to the APO and to share them with their NPOs within 10 working days after attending the project. The participants are also required to submit postproject follow-up reports six months after project completion to document the achievement of outcome(s) of the project. The NPOs will monitor the follow-up actions and report submission by participants.  

The Guidelines for Project Preparatory Work will be provided in the project circular, and the Postproject Activity Guidelines are given in Attachment 1.
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 (as in item b below).
   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.
<table>
<thead>
<tr>
<th>Cost item</th>
<th>Participants or participating countries</th>
<th>Host country</th>
<th>APO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round-trip economy-class international airfare (refer to paragraph on Airfare for conditions)</td>
<td>Conditions apply</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Participating Country Expenses (PCEs) (refer to paragraph on PCEs)</td>
<td>USD50 per participant</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Hotel accommodation at the venue</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Per diem allowance at the venue</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Transportation costs to and from hotel and airport at the venue</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Insurance coverage in the host country (refer to paragraph on Insurance Coverage)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Any expenses related to visa fees and airport taxes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>All expenses incurred by participants for any reason including but not limited to:</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>a. Stopovers</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>b. Extension of stay</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>c. Early arrival or late departure</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>d. Flight cancellation</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Assignment costs of international resource persons</td>
<td>NA</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Assignment costs of local resource persons</td>
<td>NA</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>All local implementation costs including but not limited to:</td>
<td>NA</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>a. Meeting rooms</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>b. Documentation</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>c. Preparatory costs</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

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:

i. The **Biodata Form** should be entered in the Document Management System (DMS)/Fleekdrive. The form can be downloaded from the APO website (www.apo-tokyo.org). The Biodata Form (Ver. 1.1) in the Excel (xlsx) format should be uploaded to the specific project folder in nominees' member country folders in DMS/Fleekdrive.
ii. The **APO Medical and Insurance Declaration/Certification Form** must be completed and submitted with candidates’ biodata at the time of nomination through DMS/Fleetdrive. 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.

e. 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.

f. 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.

g. 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.

h. 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.

i. 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.

j. 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.

k. NPOs should inform participants that they must attend the entire program of the project.

l. 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 “Guidelines for the Preparation of Country Papers” to be provided later.

10. **Postproject Actions**

All participants are required to prepare action plans and share the plans with their NPOs. The APO also requests participants to submit progress reports six months after completion of the project. In addition, participants taking part in training-of-trainers courses must also submit a report summarizing a training project that they conducted following the action plans to the APO and NPOs within six months after project completion.
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).

13. Dress Code

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

Dr. AKP Mochtan
Secretary-General
POSTPROJECT ACTIVITY GUIDELINES

The follow-up actions by participants after project attendance determine the extent of multiplier effects (outcomes) of APO projects in member countries. The APO has therefore established an interdepartmental Participant Selection Committee to ensure selection of the most appropriate candidates. A key consideration is whether individuals are in a position, have the ability, and are willing to undertake follow-up actions after project attendance.

Each participant is required to undertake follow-up actions after attending an APO project based on his/her learning from it and report on those activities to the NPO of his/her country and the APO Secretariat, following the guidelines below:

Examples of Follow-up Activities
The examples below are suggestions and are not meant to limit participants’ choices of follow-up actions:

a. An official report on project attendance to participants’ organizations, or NPOs, or both;
b. Newspaper/magazine articles based on learning from the project;
c. Application of knowledge, skills, techniques, or technologies for improving job performance and/or organizational capacity;
d. Delivering a presentation or lecture on the project topic;
e. Conducting a workshop/seminar/forum on the project topic;
f. Improving training/teaching/extension materials related to the project topic; and
g. Sharing project findings with colleagues, professional groups, or others.