



PROJECT NOTIFICATION

PN Issue Date	17 February 2020
PN Revision 1 Issue Date	28 May 2020
Project Code	20-RP-02-GE-SPW-A
Title	Program/Project Planning Workshop (PPP)
Timing and Duration	4–6 August 2020 (three days)
Venue	Tokyo, Japan
Implementing Organization	APO Secretariat
Number of Participants	Up to 40 participants from APO member countries (two from each country, see 11. Qualifications of Participants)
Closing Date for Applications	19 June 2020

Change History of Project Notification: 20-RP-02-GE-SPW-A

Revision	Date of Issue	Clause	Modifications
Revision 1	28 May 2020	Timing and Duration	Timing has been changed from 30 June–2 July 2020 to 4–6 August 2020
		Number of Participants	40 instead of 38 (including Turkey)
		Closing Date for Applications	Closing date for nominations has been changed from 4 May 2020 to 19 June 2020
		3.Scope and Methodology	The tentative program has been revised in accordance with revised timing
		6.Actions by Member Countries	The closing date for applications has been changed from 4 May 2020 to 19 June 2020. Item b. is updated. Necessary documents such as biodata forms and Medical and Insurance Declaration/Certification Form should be submitted through DMS/Fleekdrive

1. Objectives

- a. To present and discuss the working draft of the APO Vision 2025 with the objective of realigning programs/projects in 2021, proposing programs/projects for 2022, and devising an overall plan to achieve the stated targets under the new vision;
- b. To discuss the plan for events to commemorate the APO's 60th anniversary and mark new initiatives of the Secretariat; and
- c. To assess member countries' specific needs and expectations, in particular those that support the achievement of the targets under the APO Vision 2025 currently being developed.

2. Background

The APO Vision 2025, which updates the soon-to-be-completed Roadmap to Achieve the APO Vision 2020, has recently been drafted in consultation with member countries. Although it is now at the stage of refinement including discussions with the member countries and feedback from the Governing Body (GB), specific actions must be taken to develop related programs and projects. The proposed new vision aims to contribute to the sustainable socioeconomic development of Asia and the Pacific through productivity enhancement. The three goals under Vision 2025 are: 1) sustaining productivity growth; 2) creating robust innovation ecosystems; and 3) working toward inclusive engagement and shared prosperity. In the context of innovation-led productivity enhancement to maximize prosperity gains, a new set of targets was generated under the proposed vision. This will require alignment of previously approved projects as well as recommendations for new ones to support the Vision 2025 goals.

The new vision will come into effect in the year marking the 60th anniversary of the APO's establishment. To commemorate the occasion, expand productivity networks, and enhance organizational brand recognition, a detailed plan is needed which must be aligned with NPOs' focus areas. This Program/Project Planning Workshop (PPP) will discuss that plan following the decisions of the April 2020 GB Meeting.

Following the usual practice during strategic planning events, the PPP will assess member countries' specific needs and expectations, especially those relevant to the new vision. In addition, the workshop will update participants on other recent Secretariat initiatives. The final output will be a proposed list of projects/programs for submission to the 61st Workshop Meeting of Heads of NPOs (WSM) for its approval. As participatory planning by the Secretariat and NPO representatives leads to more impactful projects, smoother working relationships between NPOs and the Secretariat and more effective management of APO projects are also planned outcomes of this PPP Workshop.

3. Scope and Methodology

Scope

- a. Update on the development of the APO Vision 2025;
- b. Realigning and refining programs/projects in the APO Program Plan 2021 under the new vision;
- c. Discussing plans for events to commemorate the APO's 60th anniversary; and
- d. Updates on recent Secretariat initiatives.

Methodology

The workshop will consist of presentations, consultative discussions, and a final consolidation session.

The tentative program of the PPP Workshop is given below:

Date/ Time	Activity
Monday, 3 August 2020	Arrival of participants in Tokyo
Day 1: Tuesday, 4 August 2020	
Morning	PPP Workshop opening session
	Session 1. Update on APO Vision 2025
	APO Vision 2025 Update
	Subsequent discussions will generate ideas on how to incorporate the new vision into

	programs/projects.
Afternoon	Session 2. Realignment of the APO Program Plan with Vision 2025
	Review of the APO Program Plan 2021 The approved Program Plan 2021 will be reviewed and refined to ensure that it fits the new vision and meets the needs and expectations of member countries. A revised list of projects proposed under the APO Program Plan 2020 will result from this consultative discussion session.
Day 2: Wednesday, 5 August 2020	
Session 3. Realignment of the APO Program Plan with Vision 2025 (cont'd.)	
Morning	Review of the APO Program Plan 2021 The approved Program Plan 2021 will be reviewed and refined to ensure that it fits the new vision and meets the needs and expectations of member countries. A revised list of projects proposed under the APO Program Plan 2020 will result from this consultative discussion session.
Session 4. Final Consolidation	
Afternoon	Final consolidation session on revised programs/projects for 2021 and proposed programs/projects for 2022 The next steps to refine the program plan will be discussed. The consolidated project list and proposed initiatives will be finalized.
Day 3: Thursday, 6 August 2020	
Session 4. Proposed Plan for Events to Commemorate the APO's 60th Anniversary	
Morning	Plan for Events to Commemorate the APO's 60th Anniversary This session will discuss proposals to be submitted to the 61st WSM for in-country events to commemorate the APO's 60th anniversary and other relevant initiatives.
Afternoon	Plan for Events to Commemorate the APO's 60th Anniversary (cont'd.)
	Concluding session The concluding session is critical in linking the PPP Workshop with the 61st WSM in October 2020. Follow-up actions will be discussed and agreed on.
	PPP Workshop closing session
Friday, 7 August 2020	Departure of participants from Tokyo

4. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position NPO Heads; APO Program Planning Department Heads/senior managers of NPOs/APO Liaison Officers responsible for leading development strategies for APO programs.

Attendance Participants must attend all sessions of the three-day workshop.

5. Financial Arrangements

5-1. Airfare

The APO will meet the cost of round-trip economy-class airfare between the international airport nearest to the participants' place of work and Tokyo, Japan.

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.

5-2. 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.

5-3. 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.

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph on Airfare for conditions)	No	No	Yes
Participating Country Expenses (PCEs) (refer to paragraph on PCEs)	NA	NA	NA
Hotel accommodation at the venue	No	No	Yes
Per diem allowance at the venue	No	No	Yes
Transportation costs to and from hotel and airport at the venue	No	No	Yes
Insurance coverage in the host country (refer to paragraph on Insurance Coverage)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	No	Yes
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	No	Yes
Notes (special conditions)			

6. Actions by Member Countries

- a. Member countries are requested to notify the Secretariat of the names and other details of the individuals who are nominated to attend the PPP Workshop **no later than 19 June 2019**.
- b. 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/Fleekdrive. 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.
- c. Every candidate nominated for the PPP Workshop must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form along with his/her biodata. Please note that self-declaration is sufficient for those 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 licensed physician on the reverse side of the medical form is required.
 - d. For member countries where nominations are required to be approved by higher government authorities and require a longer time, NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
 - e. If a selected participant becomes unable to attend, he/she should inform the Secretariat promptly and give the reason for withdrawal.
 - f. Selected participants should be informed not to bring family members or engage in any private business activities during the entire duration of the project.
 - g. Participants must attend all three days of the project.

7. Actions by the APO Secretariat

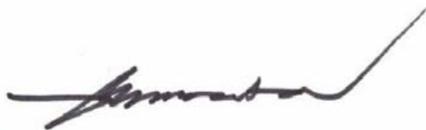
- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least five weeks prior to the start of the project.
- b. If some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

8. 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).

9. Dress Code

Participants are requested to wear business attire for all sessions of the PPP Workshop.



Dr. AKP Mochtan
Secretary-General