



PROJECT NOTIFICATION

Ref. No.: 20-IN-22-GE-TRC-A-478

| | |
|-------------------------------------|---|
| Date of Issue | 30 September 2020 |
| Project Code | 20-IN-22-GE-TRC-A |
| Title | Training of Trainers on Basic Automation through Simulation of Factory Operations |
| Timing and Duration | 25–27 November 2020 (three days) |
| Hosting Country | Republic of China |
| Modality | Digital Multicountry (DMC) |
| Implementing Organization(s) | China Productivity Center (CPC) and the APO Secretariat |
| Participating Countries | All Member Countries |
| Overseas Participants | 19 |
| Local Participants | 12 |
| Closing Date for Nominations | 1 November 2020 |

Notes: This PN supersedes the PN issued on 6 February 2020 and PNR issued on 1 April 2020.

1. Objectives

- a. To familiarize participants with trends in and knowledge of automation and digitization of factory operations;
- b. To develop an understanding of priorities for upgrading factories or facilities through case studies; and
- c. To identify suitable, applicable technologies that can assist SMEs in initiating digital transformation for productivity improvement and business resilience.

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 practical knowledge for facilitators of industrial upgrading to develop an understanding of the digitization of factories and manufacturing operations as well as 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 on 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. Modality of Implementation

- a. This training course will be conducted online using videoconference applications.
- b. The resource speakers and participants will participate the course virtually using their own devices, applications, and Internet connections.
- c. The duration of each day’s session will be up to three hours.
- d. The APO Secretariat will inform the resource speakers and participants of the applicable videoconference application and link to the virtual sessions.
- e. The videoconference link will be provided exclusively to resource speakers and participants in this training course and should not be shared.

4. Scope and Methodology

The training course will consist of interactive lectures, case studies, and discussions. The tentative program is given below:

| Date/Time | Activity |
|------------------------|--|
| Wednesday, 25 November | Presentations: <ul style="list-style-type: none">• The concept of digital transformation and productivity improvement• Automated and digitized factories: Core elements and suitable technologies |
| Thursday, 26 November | Presentations: <ul style="list-style-type: none">• Case studies of digital upgrading in SMEs• Practical strategies for initiating digitization and technology deployment |
| Friday, 27 November | Presentations: <ul style="list-style-type: none">• Case studies of smart factories• Management in a smart factory |

5. Qualifications of Candidates

| | |
|--------------------------|--|
| 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. |
| Work Experience | Three years of experience or more in the position described above. |
| Education | University degree or equivalent qualification from a recognized university or similar tertiary institution. |
| Computer Literacy | Familiarity and competency in connecting to virtual meetings, including independently undertaking troubleshooting in the event of poor or lost connections. |
| Language | Proficiency in English, both written and spoken. Participants will be required to make presentations and engage in discussions. |

6. Requirements

- a. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.
- b. Access to Internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.
- c. Follow the instructions of the moderators/presenters in asking questions, joining discussions, and answering questions.
- d. Participate in the entire course.

7. Financial Arrangements

- a. The APO will meet the assignment costs for international resource persons.
- b. The host country will meet the assignment costs of local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.

8. Actions by Member Countries

- a. Each participating country will nominate three or more candidates in order of preference.
- b. Self-nominations will not be accepted.
- c. All nominations must be endorsed by an APO Director or Alternate Director and submitted by a Liaison Officer or designated officer.
- d. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System (DMS)/Fleekdrive by the NPO. The biodata form is available on the APO website.
- e. Late nominations will not be accepted. When a nomination requires the approval of higher authorities and requires a longer time, the member country concerned should send the name(s) of the nominee(s) before or by the deadline, indicating that approval will follow.
- f. If a selected participant becomes unable to participate, the NPO concerned should inform the APO Secretariat and the host country promptly.

9. 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 three weeks 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, platform, and link of the virtual meeting, as well as the schedule for technical coordination when applicable, two weeks prior to commencement of the course.

10. Dress Code

Participants are required to wear appropriate business attire during the course.



Dr. AKP Mochtan
Secretary-General