



## PROJECT NOTIFICATION

Ref. No.: 21-RC-01-GE-CBD-A-PN2100027-001

<b>Date of Issue</b>	29 April 2021
<b>Project Code</b>	21-RC-01-GE-CBD-A
<b>Title</b>	Management of the APO Accreditation and Certification Program
<b>Timing and Duration</b>	April–December 2021 (nine months)
<b>Hosting Country(ies)</b>	APO Secretariat
<b>Modality</b>	Virtual and/or face-to-face
<b>Implementing Organization(s)</b>	APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	Not Applicable
<b>Local Participants</b>	Not Applicable
<b>Qualifications of Participants</b>	Not Applicable
<b>Nomination of Participants</b>	Not Applicable
<b>Closing Date for Nominations</b>	Not Applicable

## 1. Objectives

- a. Ensure the integrity of the APO accreditation schemes by reviewing the setup, scope, resources, and procedures, and benchmarking them against those of comparable accreditation bodies in the region.
- b. Review and update the APO requirements for accrediting certification bodies (CBs) covering the content, certification requirements, and assessment methods.
- c. Review the progress of NPOs that have been accredited; take stock of their accreditation experience, particularly the constraints and challenges faced; and monitor the impact made following their accreditation as CBs.
- d. Develop strategic and action plans for the 2021–2025 period to ensure that the accreditation programs are aligned and contribute to the goals and key result areas of the APO Vision 2025.

## 2. Background

This program aims at ensuring that the accreditation and certification programs undertaken by the APO adhere to international accreditation body standards, while remaining attuned to the needs of NPOs aspiring to be CBs and recognizing the national accreditation prerequisites and conditions that prevail in each member country.

The APO Accreditation Body (APO-AB) comprises a council, technical working group(s) (TWG or TWGs), assessment teams, and the APO Secretariat. The council members are experienced accreditation experts recruited from national accreditation bodies, industries, professional associations, and academia. They are joined by select NPO Heads to form a diverse, broad-based council. For the TWGs and assessment teams, the members comprise technical experts on various subject matters.

The work by the APO-AB Council and TWGs in 2020 included updating the APO accreditation standard operating procedures (SOPs), requirements of CBs, accreditation process, and development of NPOs as CBs. The SOPs are a key document containing the rules of procedure and quality manual to ensure that APO-AB operations comply with ISO/IEC 17011:2017 Conformity Assessment–Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies.

The work on the SOPs, requirements of CBs, and certification schemes is continuing. Fine-tuning and revisions are required to address newly emerging issues such as impartiality. This issue is critical to ensure the integrity and credibility of the certification schemes operated by NPOs acting as APO-certified CBs. Six NPOs are currently undergoing development to become CBs. To support NPOs in this process, the APO-AB assigns resource persons to mentor NPO staff working to become APO-certified productivity specialists, Green Productivity specialists, and public-sector specialists.

The APO-AB will also devise the strategic direction and action plans for the next five years. The targets include encouraging as many NPOs as possible to become CBs and exploring the prospects for the APO-AB to accredit productivity institutions outside the APO region, such as Africa. The strategic and action plans will also ensure that APO-AB activities and outputs complement and contribute to the overall goals of the APO Vision 2025.

## 3. Modality of Implementation

Activities will be conducted through the virtual and/or face-to-face modality, depending on the situation of the pandemic and travel restrictions that may be in effect at the time of implementation.

### Virtual

APO-AB activities will be conducted virtually as long as the COVID-19 pandemic continues to prevail.

### Face-to-face

APO-AB activities will be carried out in face-to-face modality when COVID-19 restrictions are no longer imposed.

## **4. Scope and Methodology**

### **Scope**

#### **4.1 Review of APO Accreditation and Certification Schemes**

TWGs will be assigned to review the SOPs, certification schemes, requirements for certification, and necessary documentation. Each TWG will be chaired by an individual endorsed by the APO-AB Council and consist of a maximum of five technical experts.

In 2021, TWGs will focus on the following areas:

- Review of the General Requirements of Certification Bodies.
- Review of the Productivity Specialists Certification Scheme.
- Review of the Green Productivity Specialists Certification Scheme.

The APO Secretariat will prepare specific Project Implementation Plans (PIPs) for each activity with detailed descriptions, methodologies, and financial arrangements.

#### **4.2 Support for Certification Course Participants**

Resource persons will be assigned to mentor NPO staff members in preparing their final assignments required as part of APO certification courses.

### **Methodology**

- a. For activity 4.1, the APO Secretariat will organize a virtual or face-to-face meeting(s) and disseminate the final documents to member countries.
- b. For activity 4.2, the APO Secretariat will assign resource persons to coach the participants in completing their project plans. The participants will submit the reports to the APO Secretariat as part of the certification process.

## **5. Financial Arrangements**

### **To be met by the APO**

- a. All assignment costs of resource persons serving as TWG members.
- b. All implementation costs for conducting TWG coordination meetings.
- c. All assignment costs of resource persons for providing guidance and coaching for APO Certified Productivity Practitioners, Green Productivity Specialists, and Public-sector Productivity Specialists.

### **To be met by the host country or NPOs**

Part of local implementation costs, where required.

## **6. Actions by Member Countries**

Nominate resource persons who may be appointed as TWG members.

## **7. Actions by the APO Secretariat**

- a. Invite NPOs to nominate resource persons to serve as members of TWGs.
- b. Assign resource persons to TWGs and organize the meeting(s).
- c. Assign resource persons to provide guidance and coaching to participants in APO multicountry certification courses.

- d. Issue certificates to participants in APO multicountry certification courses upon completing all requirements for certification.

A handwritten signature in black ink, appearing to read 'Mochtan', with a long, sweeping flourish extending upwards and to the right.

Dr. AKP Mochtan  
Secretary-General