



## PROJECT NOTIFICATION

Ref. No.:21-SN-01-GE-OSM-C-PN2100030-001

<b>Date of Issue</b>	29 April 2021
<b>Project Code</b>	21-SN-01-GE-OSM-C
<b>Title</b>	Individual-country Observational Study Missions
<b>Timing and Duration</b>	April–December 2021 (nine months)
<b>Hosting Country(ies)</b>	Member Countries
<b>Modality</b>	Virtual and/or face-to-face
<b>Implementing Organization(s)</b>	National Productivity Organizations (NPOs) and APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	Up to 15 for a virtual program or six for a face-to-face program
<b>Local Participants</b>	Not Applicable
<b>Closing Date for Applications</b>	Open to requests by member countries all year long. The APO Secretariat will require a lead time of two months for arrangements for an activity

## 1. Objectives

- a. Provide a platform for shared, collaborative learning among member countries in areas relevant to the needs of the sending country by tapping the unique strengths of the host country.
- b. Address the critical needs of member countries in undertaking nationwide initiatives or implementing productivity enhancement strategies and policies through hands-on learning and exchanges of best practices.

## 2. Background

The diverse, unique strengths of each APO member country offer the potential for collaborative efforts among them. The Individual-country Observational Study Mission (I-OSM) Program offered by the APO provides opportunities for member countries to tap each others' strengths with the aim of inspiring and guiding the development of strategies, policies, and action plans for new initiatives and/or evolving ideas that are critical for development.

The I-OSM Program allows senior government officials and policymakers of a member country to receive exposure to and engage in in-depth discussions on topics under their portfolios. The program facilitates learning of best practices through dialogues, presentations, and site visits, enabling the sending country to learn the key success factors in implementing new, nationwide initiatives effectively.

The I-OSM Program may also support delegations from the private sector comprising leaders of top businesses, labor unions, and chambers of commerce and industries. This group may examine and learn about the frameworks of effective, successful private-sector strategies and policies being implemented in other countries. The program also encourages delegations comprising leaders of SMEs, women entrepreneurs, and those working with people with different abilities. The recommended focus area for this group is inclusive productivity.

The combination of the above arrangements is expected to help address productivity issues at national, enterprise, and community levels through hands-on learning.

The I-OSM Program is open for applications all year, and the APO Secretariat will centralize the coordination and arrangements between sending and host countries.

## 3. Modality of Implementation

I-OSM activities will be conducted through the virtual and/or face-to-face modality, depending on the situation of the pandemic and the travel restrictions that may be applicable at the time of implementation.

### Virtual

I-OSM activities will be delivered virtually as long as the COVID-19 pandemic continues to prevail.

### Face-to-face

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

## 4. Scope and Methodology

### Scope

- a. Topics required by the sending country based on their national development needs. Where applicable, priority will be given to missions related to the APO Vision 2025, including centrality of productivity, sustained productivity growth, robust innovation ecosystems, inclusive engagement, and shared prosperity.
- b. Current productivity-related trends and issues in the industry, service, agriculture, and public sectors enabling member countries to be more productive and competitive.

## **Methodology**

- a. The duration of each activity will be approximately up to three days for virtual programs and five working days for face-to-face programs.
- b. Face-to-face I-OSMs will include a visit to another NPO/member country.

## **5. Requirements (Virtual Only)**

- 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 all sessions.

## **6. Composition of Missions**

- a. I-OSM delegates may comprise senior government officials and policymakers overseeing the industry, service, agriculture, and public sectors, or from other sectors with critical needs.
- b. The delegates may also comprise leaders of top businesses, labor unions, chambers of commerce and industry, SMEs, and women entrepreneurs, as well as those working with people with different abilities.
- c. For virtual I-OSMs, each member country may nominate up to 15 participants. For face-to-face I-OSMs, the APO will sponsor up to six participants. Additional self-financed participants may be considered subject to approval by the host country.
- d. A mission leader must be appointed, and the NPO concerned must notify the APO Secretariat in advance of the name and contact details of the mission leader to facilitate project implementation.

## **7. Financial Arrangements**

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

#### **Virtual**

- a. Honoraria for local resource persons assigned by the hosting NPO.
- b. Translation/interpretation costs, if required.

#### **Face-to-face**

- a. Honoraria for local resource persons assigned by the hosting NPO.
- b. Translation/interpretation costs, if required.
- c. Round-trip discounted economy-class international airfare by the most direct route between the international airport nearest to the place of work and venue(s). If the member of the delegation holds the rank of a minister/vice minister, APO Director/Alternate Director/NPO Head, the APO will provide discounted business-class airfare with all related taxes. All participants should take the same flight. Participants should travel only to the member country approved by the APO. Participants are not allowed to travel to destinations not covered in the approved project including stays at stopover sites even if it does not entail additional cost to the APO. In the case of downgrading from business-class to economy-class tickets for any reason, the APO will not cover any compensation or extra payment.
- d. Per diem allowances and standard single-room hotel accommodations for participants for up to

six days.

- e. Transportation expenses between the airport and the hotel and for site visits in the host country.

**To be met by the sending country (for face-to-face programs only)**

- a. Overseas travel insurance covering the country to be visited for the entire duration of the project and travel should be met by participants or sending country. It is necessary to secure a minimum of USD10,000.00 in comprehensive travel insurance coverage. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- b. In the case of a cancellation by the sending country after the issuance of the Letters of Acceptance (LA) to the participants, the concerned country is requested to meet all the costs associated with the cancellation.
- c. Additional per diem allowances and hotel accommodation due to early arrival and late departure.
- d. Participating country expenses (PCEs) will be charged if participants represent/are employees of a large company in the private sector.
- e. Any other expenses not met by the APO and host country.

**To be met by the host country**

**Virtual**

All local implementation costs not covered by the APO.

**Face-to-face**

- a. In case of a cancellation by the host country after the issuance of the LA to the participants, the concerned country is requested to meet all the costs associated with the cancellation.
- b. All other local implementation costs not covered by the APO.

**8. Application and Implementation Procedures**

**Schedule for Applications**

- a. Applications will be open all year. The APO Secretariat will require a two-month lead time for the arrangements when an application is approved. The selection of applications will be made based on the suitability, optimal utilization of the program by member countries, and budget availability.
- b. Member countries with the fewest applications accepted in the past will receive priority consideration. The APO Secretariat may also make counterproposals to the applicant countries to make the best arrangements.

**Actions by member countries (before and after I-OSM projects)**

**Before**

- a. Member countries wishing to apply for I-OSM projects are requested to fill in and submit the application form (Attachment 1) and separately attach biodata forms, which can be downloaded from the APO website (<http://www.apo-tokyo.org>). Applications should be submitted electronically. Member countries are requested not to apply for I-OSM projects in conjunction with other APO programs.
- b. For face-to-face programs, the NPO of the host country is expected to meet the expenses of per diem allowances, hotel accommodations, transportation costs between the airport and hotel, and transportation costs for site visits initially, which will be reimbursed later by the APO upon submission of invoices along with the supporting documents. This arrangement has been

made for smoother management of overseas payments by the APO, and NPOs are requested to cooperate in this. The invoice to the APO should be issued in the local currency, and the APO will reimburse the USD equivalent amount based on the APO exchange rate in the month of implementation.

- c. The sending country's NPO must appoint one of its staff members to act as the focal contact person with the APO and host country, who will be responsible for collecting necessary documents and information, making arrangements prior to mission commencement, and following up with mission members to receive the final report upon mission completion. The focal contact person from the sending country's NPO should brief mission members on the APO's rules, policies, and procedures of I-OSMs before submitting applications. All formal communication from the sending country should be through the NPO of the concerned country, not from individual mission members.
- d. If any selected mission is unable to be completed, the sending country must inform the APO Secretariat and the NPO of the host country promptly of the reason for the postponement/cancellation. Member countries are reminded that any last-minute postponement/cancellation is likely to result in the host country incurring unnecessary expenses as well as creating administrative and coordination issues and therefore must be avoided.
- e. The timing of the project and the program are to be strictly adhered to by all parties concerned. Under no circumstances, the sending country must postpone or cancel the mission without prior agreement in writing from the APO Secretariat.

**After**

The I-OSM implementation report by the sending country should be submitted to the APO Secretariat within one month of the completion of the project.



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Secretary-General