



PROJECT NOTIFICATION

Ref. No.:21-SN-04-GE-DMP-C-PN2100025-001

Date of Issue	29 April 2021
Project Code	21-SN-04-GE-DMP-C
Title	Development of Demonstration Companies
Timing and Duration	April–December 2021 (nine months)
Hosting Country(ies)	Not Applicable
Modality	Virtual and/or face-to-face
Implementing Organization(s)	National Productivity Organizations (NPOs) and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Closing Date for Applications	Two submission schedules: 1 June 2021 and 1 September 2021

1. Objectives

- a. Develop and establish model companies for the application of productivity tools, techniques, and methodologies to improve their performance and efficiency.
- b. Showcase gains and successes resulting from productivity improvement initiatives carried out at the company/organizational level in member countries.
- c. Strengthen productivity movements in member countries by increasing the critical mass of productivity practitioners and/or model companies.

2. Background

APO demonstration companies are showcases for practical applications of productivity concepts, tools, and techniques in all sectors. These demonstration companies convey success stories about the development and implementation of productivity improvement initiatives undertaken across member countries to enable other organizations to learn from and embark on similar improvements.

Demonstration company projects are also effective ways to produce productivity practitioners. Through hands-on learning with the assigned resource persons, the companies can gain knowledge of practical applications of productivity tools and techniques or methodologies and adopt them in daily operations. Demonstration projects are unique because they give opportunities for member countries to apply practical knowledge of productivity tools and techniques promoted by the APO through other activities such as workshops and training courses. Overall, demonstration companies serve as platforms for knowledge sharing, enabling productivity tools and techniques to reach a diverse and broader audience.

A case in point is a project in Thailand in 2019 which was a pilot study on digitizing a hospital's health information system. The digitized system helped reduce errors in diagnosis transcription, prescriptions, pharmacy dispensing, and patients' administrative records. It also introduced patient-centered hospital services, with shorter waiting times and lower administrative costs. Another example is the Energy Efficiency Program for Sri Lanka in 2017, which achieved a 15% improvement in energy performance indicators and reduced electricity usage for companies. For 2021, the targets for the demonstration company projects are promoting inclusive, innovation-led productivity to allow more segments of the economy and society to be included in national productivity drives.

Candidates for demonstration company projects are recommended by NPOs. The final selection will be made in consultation with resource persons and the APO Secretariat. The APO Secretariat will assign resource persons to the selected organizations to perform diagnostic studies, recommend action plans for productivity improvement, and help implement the plans. The results are documented for learning by others. Through this program, NPOs are expected to be able to develop the ability to manage their own demonstration/model projects.

3. Modality of Implementation

Demonstration company project 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 applicable at the time of implementation.

Virtual

Demonstration company project activities will be delivered virtually as long as the COVID-19 pandemic continues to prevail.

Face-to-face

Demonstration company project activities will be carried out in face-to-face modality if the COVID-19 situation permits.

4. Scope and Methodology

Scope

Establishment of demonstration companies/organizations for applications of productivity concepts,

tools, and techniques on topics related to the APO Vision 2025 such as sustained productivity growth, Green Productivity, robust innovation ecosystems, inclusive engagement, and shared prosperity for the industry, public, service, and agriculture sectors.

Methodology

This project will involve a tripartite arrangement comprising a demonstration organization or group of demonstration organizations, the NPO, and APO Secretariat.

Overseas resource person(s) designated by the APO Secretariat will be assigned according to the work plans to assist in the implementation of the project.

5. Implementation of Demonstration Company Projects

The implementation of a demonstration company project comprises four stages:

Stage 1: Application and Selection

- a. The NPO nominates a company (or a few candidate companies) and submits an application by following the guidelines provided in Attachment The demonstration company must be in a strong position to act as a model that exhibits leadership and influence on other organizations in similar fields with a high level of commitment from the management.
- b. The feasibility of the project from the financial aspect as well as from resource aspects must be considered carefully at the proposal submission stage. NPOs are reminded that cancellation of demonstration company project in the middle of the implementation phase must be avoided.
- c. Based on the selection criteria and assessments, the APO Secretariat approves a company/organization for a demonstration project.
- d. After the selection is finalized and the demonstration project is approved, the APO Secretariat designates overseas resource person(s) in consultation with the concerned NPO and issues a Project Implementation Plan (PIP) to the NPO, which includes a mutually agreed plan, financial arrangements, responsibilities of partners involved, and other details.

Stage 2: Planning (one month)

- a. The resource person(s) analyzes the challenges and opportunities related to productivity through a diagnostic survey at the demonstration company.
- b. The resource person(s) proposes an improvement plan to the relevant partners and obtains a consensus on a mutually agreeable action plan for the scheduled duration of the project.

Stage 3: Implementation (five months)

- a. The agreed-upon productivity improvement plan is implemented, which may include training, capacity building, modification of existing practices, development of new processes, and applications of new technologies, management tools, and productivity-improving methods.
- b. The resource person(s), NPO, and APO Secretariat communicate at various stages of implementation to review the diagnosis and progress and recommend ways to resolve problems or administrative bottlenecks faced during the project.

Stage 4: Evaluation and Dissemination (one month)

- a. The resource person(s), NPO, and APO Secretariat review and evaluate the results of the demonstration project to determine whether the objectives have been achieved.
- b. The NPO takes the lead in planning, preparing, and conducting dissemination activities, ensuring multiplier effects of the project in the country. The results and process of the demonstration project are disseminated through locally organized activities and materials derived from the project, such as the final report, training manual, promotional materials, and a demonstration video in a local language (if possible with an English version or English translation).

- c. The NPO in consultation with the demonstration company is expected to submit the project outputs and results for dissemination activities to the APO Secretariat before the completion of this stage.

6. Roles and Responsibilities

APO Secretariat

- a. Assign an overseas resource person(s) during specified periods of the demonstration project.
- b. Monitor the progress of the project implementation in consultation with the NPO and resource person(s).

NPO

- a. Assign a team in the NPO to be fully involved in the project and later to be trained as local experts.
- b. Guide and assist demonstration companies in planning, coordinating, implementing, monitoring, and documenting project activities in consultation with the resource person(s) and APO Secretariat.
- c. Conduct dissemination activities and prepare a prior action plan for dissemination and its implementation. The tentative dissemination plan should be submitted along with the application.
- d. Invite relevant industrial associations to observe the project to ensure multiplier effects and dissemination.

Demonstration Company

- a. Assign a team to work on the project in consultation with the NPO, resource person(s), and APO Secretariat.
- b. Provide all necessary inputs and information required for the project and extend all necessary local support to the resource person(s), NPO, and APO Secretariat.
- c. Implement all suggestions and recommendations of the resource person(s) based on feasibility and document the results and outcomes of the improvement plans.
- d. Present the activities and project results during dissemination activities for the benefit of other enterprises.

Resource Person(s)

- a. Perform consultancy and training in the areas specified in the productivity improvement plan.
- b. Monitor and evaluate the performance and progress of the productivity enhancement activities of the company.
- c. Assist the NPO in developing a training manual and multimedia dissemination materials on the demonstration project.

7. Financial Arrangements

To be met by the APO

- a. All assignment costs of overseas resource person(s).
- b. Partial expenses for dissemination-related activities (documentation, video production, dissemination workshop, dissemination material, etc.). The budget details will be explained in the PIP.

To be met by the NPO

- a. Expenses for coordinating and implementing the demonstration project.
- b. Partial expenses for dissemination activities (documentation, production of training manual and dissemination materials, dissemination activities, final report, etc.). The budget details will be explained in the PIP.

To be met by the Demonstration Company

- a. Purchase of equipment and physical alterations, if necessary.
- b. Expenses for logistic arrangements related to project implementation, including the local travel costs of the APO resource person(s) and expenses for interpretation.

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