

# Asian Productivity Organization

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## PROJECT NOTIFICATION

7 February 2011

1. **Project Code:** 11-IN-13-GE-TRC-A
2. **Project Title:** **Training Course on Total Productive Maintenance Applications in SMEs**
3. **Duration:** 16–20 May 2011 (5 days)
4. **Venue:** Dhaka, Bangladesh
5. **Implementing Organization**  
**National Productivity Organization of Bangladesh**  
Address: Ministry of Industries,  
91, Motijheel Commercial Area  
Dhaka-1000, Bangladesh  
Telephone: (880-2) 9562883  
Facsimile: (880-2) 9563553 (Attn. NPO)  
e-Mail: liaisonbangla\_01@yahoo.com
6. **Number of Overseas Participants** Up to 18 qualified participants
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations:** 1 April 2011  

All nominations along with the **completed biodata** form and medical certificate of the nominees should reach the APO Secretariat by the above date. Selection of participants will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if no they do not intend to participate so that the space allocation can be made available to other interested countries.
9. **Objective:** To train more total productive maintenance (TPM) practitioners to assist SMEs in the adoption of TPM.

## **10. Background**

TPM is an approach to utilize machine and related manpower resources effectively and efficiently. It combines the practice of preventive maintenance with the concepts of total quality management and total employee involvement. It leads to management systems for equipment maintenance which optimize effectiveness, eliminate breakdowns, and promote autonomous operator maintenance through day-to-day activities. TPM has been recognized as an essential part of world-class manufacturing, especially machine-based manufacturing. This can help enterprises to achieve a competitive advantage in global markets in terms of cost, quality, and delivery.

The APO held a Training Course on TPM in 2008 where the participants were trained to become effective trainers in TPM and use various tools and strategies to undertake TPM in their corporations and organizations. That project was well received by participants and the APO recognized that TPM was an effective approach to strengthen SMEs in member countries. Currently, however, TPM is not widely utilized by SMEs due to a lack of knowledge, technical know-how, and management commitment.

This training course is organized for SMEs to train TPM practitioners as well as SME CEOs and managers to equip them with in-depth practical knowledge of TPM applications. The course will provide opportunities to observe and learn from actual examples of SMEs effectively utilizing TPM. After the course, participants are expected to promote and implement TPM applications among SMEs in their countries.

## **11. Tentative Scope and Methodology**

### **Scope**

- (a) TPM concept and approaches;
- (b) Steps in TPM implementation;
- (c) Case studies of TPM applications in SMEs; and
- (d) Action plan for TPM implementation.

### **Methodology**

Interactive lectures, individual and group exercises, observational site visits, and assessment test.

## **12. Qualifications of Candidates**

- (a) Age: Preferably between 30 and 45 years.
- (b) Education: Preferably university degree or equivalent qualification.
- (c) Present Position: TPM practitioners for SMEs from NPOs and other organizations, SME CEOs, production or maintenance managers from SMEs, and those involved in the maintenance of industrial plants.
- (d) Experience: At least five years of experience in one of the above areas.

- (e) Language Proficiency: Proficiency in written and spoken English is essential. Classroom lectures and discussions are conducted in English, and it is therefore of the utmost importance for participants to have a good command of English to participate in discussions and present class assignments. Those who are not proficient in English should not apply.
- (f) Health: Physically and mentally fit to attend an intensive program entailing multiple site visits.

### **13. Financial Arrangements**

#### **(a) To be borne by the APO**

- (i) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Dhaka, Bangladesh, for participants from Cambodia, Fiji, Lao PDR, Mongolia, and Nepal and for participants from nonprofit organizations and SMEs from other member countries. As far as practicable, all participants are strongly encouraged to purchase discounted tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" dated 7 July 2006, which will be sent to the selected participants and is available from APO Liaison Officers in member countries.
- (ii) All assignment costs of overseas resource persons.

#### **(b) To be borne by the host country—Bangladesh**

- (i) Hotel accommodations and appropriate per diem allowances for overseas participants for up to six days.
- (ii) Other local implementing costs in Bangladesh.

#### **(c) To be borne by participants or participating countries**

- (i) For participants from profit-making organizations, except for SMEs, from APO member countries other than Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.

- (1) Round-trip international airfare between the member country and Dhaka; and
- (2) Participating Country Expenses at US\$50 per participant, payable to the APO in convertible currency.

- (ii) For all participants

- (1) Participants must be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance must be valid in the

countries to be visited. If a participant is unable to arrange for insurance coverage in the host country at the start of the project, he/she must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

(2) Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.

(3) Any expenses related to visa fees and airport taxes.

#### **14. Actions by Participating Countries**

(a) Each member country is requested to nominate three or more candidates for selection. Please ensure that candidates nominated meet the qualifications specified.

(b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.

(c) Please note that nomination does not necessarily guarantee that a candidate will be selected. Selection is at the discretion of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Non selection therefore does not mean that the candidates concerned are not competent. Sometimes candidates are not selected because they are overqualified.

(d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:

(i) Two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from <http://www.apo-tokyo.org>. We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer.

(ii) APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that for this particular project self-declaration is sufficient for candidates 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 recognized physician on the reverse side of the medical form is required.

(e) Member countries are encouraged to submit the necessary documents electronically as mentioned in (d)-(i). In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a

nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.

(f) Member countries are requested to abide by the nomination deadline specified in Section 8 on the first page. The APO may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.

(g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.

(h) Member countries are requested to inform candidates that, once selected, they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of their reason for withdrawal.

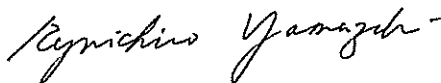
(i) Each selected candidate is required to arrive at the venue one day before the start of the official program. Also, he/she is expected to return home upon completion of the official program because he/she is visiting the host country for the specific purpose of attending this APO program.

## **15. Preparation of Status Reports**

Status report submission may be required for this project, and more information will be provided on those reports later.

## **16. 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 homepage ([http://www.apo-tokyo.org/05part\\_guide.htm](http://www.apo-tokyo.org/05part_guide.htm)).



Ryuichiro Yamazaki  
Secretary-General