

# Asian Productivity Organization

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## PROJECT NOTIFICATION ADDENDUM

27 October 2010

1. **Project Code:** 11-RP-07-GE-FRM-A
2. **Title:** Top Management Forum on Asian Dynamism of Global Management
3. **Addendum No.:** 1
4. **Reference:** Project Notification dated 14 October 2010
5. **Details:** Changes in the Project Notification Item No. 3 "Duration and Timing", and Item No. 8 "Closing Date for Nominations"

### Item No. 3 "Duration and Timing":

The schedule of the Top Management Forum 2011 is changed from 14-16 March 2011 to **14-16 February 2011 (Three days)**.

### Item No. 8. "Closing Date for Nominations":

The closing date for Nominations will be changed from 10 November 2010 to **25 November 2010**.

Other terms and conditions as specified in the Project Notification dated 14 October 2010 remain unchanged.

A handwritten signature in cursive script that reads 'Ryuichiro Yamazaki'.

Ryuichiro Yamazaki  
Secretary-General

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## PROJECT NOTIFICATION

14 October 2010

1. **Project Code:** 11-RP-07-GE-FRM-A
2. **Title:** Top Management Forum on Asian Dynamism and Global Management
3. **Duration and Timing:** Three days, 14–16 March 2011
4. **Venue:** Kyoto, Japan
5. **Implementing Organization:** Japan Productivity Center (JPC)
6. **Number of Overseas Participants:** Up to 36 participants
7. **Number of Local Participants:** Up to 12 participants
8. **Closing Date for Nominations:** 10 November 2010
9. **Objectives:**
  - (a) To understand the current status of bilateral/regional economic cooperation in Asia, e.g., free trade agreements/economic partnership agreements, as the background to global business management;
  - (b) To study strategic practices for creating knowledge and dynamism in global management, including the best practices in Japan and other APO member countries; and
  - (c) To discuss how APO member countries can improve their strategies for global management and create knowledge in their own settings.

### 10. **Background:**

The first Top Management Forum was launched in 1985 as a special project principally targeting the top managers of business corporations. In light of the rapidly changing business environment and increased global competition in the Asia-Pacific region, the significance of the Top Management Forum as a platform to discuss emerging management topics has been recognized among APO member countries. The forum aims to share information on state-of-the-art corporate management practices adopted and promoted by leading Japanese enterprises and prominent companies from other APO member countries. Synergistic effects are expected during mutual discussions of the best management examples and practices.

In the development of the global economy, enterprises are forced to change management strategies drastically, including the value creation process, knowledge creation system, or even corporate philosophy and organizational culture. Previously, knowledge and value created in specific countries were transferred to other countries without modification. Now, however, knowledge and value may be created in various nations or regions and adapted elsewhere based on local conditions and acceptance of cultural diversity. Enterprises therefore need to identify their core competence and corporate culture, determine what they value most, and modify their management systems to suit the global context.

The 27th Top Management Forum will study the features of Asian dynamism and knowledge creation in the context of global management, attempt to predict future management trends, and identify the characteristics of successful top executives.

### **11. Scope and Methodology:**

#### **Scope**

- (a) Current status of bilateral/regional economic cooperation in Asia, i.e., free trade agreements/economic partnership agreements;
- (b) Best practices of global management and knowledge creation in Japan and other APO member countries, including how enterprises modify systems for effective global management, such as corporate management policies, strategies, value-creating processes, leadership, etc.; and
- (c) Mutual discussion of global management and Asian dynamism among participants.

### **12. Requirements for Candidates:**

- (a) Age: Preferably between 35 and 55 years.
- (b) Education: Bachelor's degree from a university or equivalent qualification as a minimum requirement, and preferably graduate degree.
- (c) Present Position: Top executives of business corporations; high-ranking officials in charge of corporate management strategies in public or private enterprises, and NPO heads/executives involved in developing global corporate strategies.
- (d) Experience: Substantial work experience in relevant areas.
- (e) Language: Proficiency in written and spoken English is essential.  
Proficiency
- (f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.

### **13. Financial Arrangements:**

- (a) To be met by the APO
  - i) Round-trip economy-class international airfare for participants between the nearest international airport from the place of work and Osaka, Japan, by the most direct route. All participants are strongly encouraged to purchase and use discount tickets (following IATA PEX or other applicable discount fares). Neither the APO

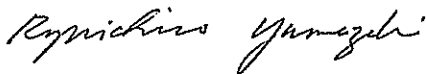
nor the host organization will be responsible for paying any additional per diem allowances due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever. For the detailed conditions of air ticket purchase and reimbursement, please refer to the "Guide on Purchases on Air Tickets for APO Project Participants," which will be sent to selected participants and is also available on the APO website and from APO Liaison Officers.

- ii) Hotel accommodations and per diem allowances for overseas participants at the rate to be prescribed later for four days for up to six overseas participants.
  - iii) Deputation costs of up to two overseas resource speaker(s) such as honoraria, daily subsistence allowances, airfare, and miscellaneous expenses.
  - iv) Part of local implementation costs.
- (b) To be met by the host country—Japan
- i) Hotel accommodations and per diem allowances for overseas participants at the rate to be prescribed later for four days for up to 30 overseas participants.
  - ii) Other local implementation costs.
- (c) To be met by participants or participating countries
- (i) All participants should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against:  
accidental death and dismemberment for up to ¥4,000,000,  
medical expenses for accident (including hospitalization) for up to ¥4,000,000,  
and medical expenses for illness (including hospitalization) for up to ¥4,000,000  
for the entire duration of the project. The APO will secure this insurance on behalf of the participants in the host country from the day before project commencement until the day after its completion. Each participant is requested to pay the premium, which will be deducted from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
  - (ii) 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, late departure or rerouting of air tickets, for example, due to either limited available flights or any other reason whatsoever.
  - (iii) Any expenses related to visa fees and airport taxes.

#### **14. Actions by Member Countries:**

- (a) Member countries are requested to nominate qualified candidates in accordance with Item 12 above. To maintain the high quality of this forum, nominations that fail to meet the qualifications specified will not be considered.

- (b) Member countries are also requested to inform the Secretariat as soon as possible if they do not wish to participate in the forum, so that vacancies thus created can be allocated to other member countries.
- (c) Nominations, accompanied by the candidate's biodata on the APO standard form in duplicate along with a passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should reach the Secretariat **no later than 10 November 2010**. The biodata form is available on the APO website. Downloading information is also available from [www.apo-tokyo.org](http://www.apo-tokyo.org). If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the candidate's name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic form.
- (d) 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 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) Accepted participants should be advised **NOT to bring family members or engage in any private business activity during the entire duration of the project**. Further, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal.
- (f) Further, if any selected candidates become unable to take part, the NPOs concerned are requested to inform the APO and the implementing organization promptly of their reason for withdrawal. Member countries and selected candidates are reminded that last-minute withdrawals and no-shows result in unnecessary expense and waste resources and therefore must be avoided.



Ryuichiro Yamazaki  
Secretary-General