

Asian Productivity Organization

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PROJECT NOTIFICATION

24 August 2011

1. **Project Code:** 11-RP-27-GE-STM-B
2. **Title:** Study Meeting on Knowledge Management Clusters for SMEs in Asia
3. **Duration and Timing:** 13–16 December 2011 (four days)
4. **Venue:** Taipei, Republic of China
5. **Implementing Organization:**
China Productivity Center
2F, No. 79, Sec. 1, Xintai 5th Rd., Xizhi Dist., New Taipei City 221, Republic of China
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6. **Number of Overseas Participants:** Up to 18 qualified overseas participants from the following targeted member countries: Bangladesh, Cambodia, India, IR Iran, Japan, Malaysia, Nepal, Philippines, Singapore, Sri Lanka, and Thailand. Other members with strong interest in this subject may also be considered.
7. **Number of Local Participants:** Up to six local participants
8. **Closing Date for Nominations:** 30 September 2011
9. **Objectives:**
To identify trends and development in knowledge management (KM) clusters and their role in enhancing the productivity of SMEs.
10. **Background:**
Knowledge Management (KM) under the context of clustering SMEs has become powerful tools to enhance the productivity of SMEs. Throughout history, organizations have grouped together in various forms such as societies, associations, and networks. From the viewpoint of the knowledge economy, “KM cluster” is applied to a group that has come together to create new ways of delivering services and products. Through KM clusters, SMEs are able to compete against large corporations. KM clusters contribute not only to enhancing productivity but also to stimulating regional markets. This study meeting will examine how

KM clusters contribute to SMEs' businesses and make recommendations for APO member countries.

11. Scope and Methodology:

Scope:

- New trends in KM clusters
- Business opportunities in the context of KM clusters for SMEs
- Challenges and opportunities in the KM cluster approach

Methodology:

Presentations, group discussions, case studies, and field visit(s).

12. Qualifications of Participants:

SME owners, business leaders, senior managers of NPOs, or senior researchers from academia or research institutes.

13. Financial Arrangements:

a) To be borne by the APO

- i) All assignment costs of international resource persons.
- ii) Round-trip economy-class international airfare for overseas participants between the nearest international airport from the place of work and Taipei by the most direct route. As far as practicable, all participants should purchase discounted tickets (following IATA PEX or other applicable discount fares). **Please note that neither the APO nor the host organization will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever.**

b) To be borne by the host country (Republic of China)

- i) Per diem allowances and hotel accommodation for up to 18 overseas participants in Taipei at the rate to be prescribed later for up to five days.
- ii) Assignment costs for local resource persons.
- iii) All local implementation costs.

c) To be borne by participants or participating countries

- i) All participants should be fully insured against accident and illness (including hospitalization) for the principal sum of US\$10,000 for the entire duration of the project and travel and must submit to the APO before participation a copy of the comprehensive travel insurance certificate valid in the Republic of China. The cost of such insurance will be borne by the participant or participating country. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself. **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 or for extra stay at the project venue before and/or after the official project period due to early arrival, late departure, or any other reason whatsoever.

iii) Any expenses related to visa fees and airport taxes.

14. Actions by Member Countries:

a) Nomination of candidates

- i) Member countries are requested to nominate up to two candidates in accordance with Item 12 above. The key criterion for selection is whether their qualifications and work experience match the nature of the project. Nonselection of candidates is not a reflection on their competence.
- ii) Member countries are also requested to inform the Secretariat as soon as possible if they do not wish to participate in the meeting, so that vacancies thus created can be allocated to other member countries.
- iii) 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 30 September 2011***. The biodata form is available on the APO website. Downloading information is also available from 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.
- iv) 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.
- v) 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.
- vi) Member countries are requested to abide by the ***nomination deadline of 30 September 2011***. 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.
- vii) All selected candidates are required to arrive in Taipei one day before the start of the official project. Also, they are expected to return home upon completion of the official project because they are visiting the host country for the specific purpose of attending this APO project.

b) Preparation of country presentations

Participants officially accepted by the APO are required to prepare country presentations. The guidelines for the presentations will be forwarded to the selected participants.


Ryuichiro Yamazaki
Secretary-General