

# Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F  
1-2-10, Hirakawa-cho, Chiyoda-ku  
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950  
E-mail: apo@apo-tokyo.org  
URL: www.apo-tokyo.org

## PROJECT NOTIFICATION

17 January 2011

1. **Project Code:** 11-RP-31-GE-RES-C
2. **Project Title:** Program Development Fund
3. **Duration:** Between one week and several months, depending on the type of project or activity
4. **Venue:** APO member countries
5. **Implementing Organizations:** This project will be implemented by the APO Secretariat in consultation with member countries.
6. **Objectives:**
  - i) To identify emerging trends, opportunities, and challenges with a direct bearing on the direction of the productivity movement including new productivity concepts, methodologies, tools, and techniques and to explore their usefulness and effectiveness for member countries; and
  - ii) To enhance the process of APO strategy development, program planning, and project formulation including generating inputs for the APO two-year plan and strategy for developing the institutional capacity of NPOs.
7. **Background:**

The Program Development Fund was created to support research and other activities aimed at strengthening the APO's think tank and regional advisory roles as well as the strategic planning function of the Secretariat.

The fund will expand the Secretariat's think tank role by enabling it to identify emerging concepts, ideas, and experiences affecting productivity, including the latest tools and strategies, in a proactive manner, allowing the APO to keep abreast of the latest productivity knowledge and applications globally. The fund will be used to tap the expertise available within as well as outside the region. The knowledge gained will enable the Secretariat to facilitate the transfer of the latest trends and developments in productivity know-how and technology to enhance the competitiveness of member countries.

## 8. Scope:

- a) Convene expert meetings and workshops to identify key areas of engagement, initiate the development of strategies or road maps in those key areas for the development of advanced member countries and NPOs, and guide APO program formulation and planning;
- b) Assign resource persons and Secretariat staff to attend surveys, conferences, seminars, workshops, forums, and meetings to be updated on the latest trends and developments in productivity concepts and practices; and
- c) Collaborate with reputable research institutions on productivity-related research and concepts.

## 9. Implementation Procedures:

The Research and Planning Department will administer the Program Development Fund. It will prepare specific Project Implementation Plans for the research collaborations, expert meetings, missions, and other initiatives to be undertaken in a given year in coordination and close consultation with member countries and their NPOs. To achieve greater synergy, the APO Secretariat may involve NPOs for the most effective results.

The APO Secretariat will inform member countries of the specific activities to be undertaken through separate communications, highlighting information on the topic, scope, date/duration, venue, and logistical arrangements.

For 2011, the Program Development Fund will be used to undertake the following activities:

- 1) Development of the APO's vision, goals, and strategies; and
- 2) Research on Energy Productivity and related fields.

The Research and Planning Department will prepare detailed descriptions and budgets for the activities to be included in the Project Implementation Plans.

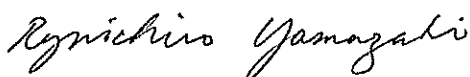
## 10. Financial Arrangements:

### To be borne by the APO

- i) All assignment costs of chief and national experts and NPO representatives; and
- ii) Local implementation costs including conference rooms, documentation, and other preparatory costs if applicable.

### To be borne by the host country or NPO

Part of the local implementation costs.



Ryuichiro Yamazaki  
Secretary-General