



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

15 February 2016

1. **Project Code** 16-RP-10-GE-CON-A
2. **Title** Conference on Raising Productivity in Higher Education
3. **Timing and Duration** 29 August–1 September 2016 (four days)
4. **Venue** Jakarta, Indonesia
5. **Implementing Organization**
Directorate of Productivity (NPO Indonesia)
Directorate General of Training and Productivity
Ministry of Manpower, Republic of Indonesia
Jl. Jenderal Gatot Subroto Kav. 51, Floor VI-B
Jakarta 12950, Indonesia
Phone: 62-21-5255733
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e-Mail: npoindonesia@yahoo.co.id
6. **Number of Overseas Participants** Up to 36 qualified participants
7. **Number of Local Participants** Up to 10 qualified participants
8. **Closing Date for Nominations** 9 June 2016
9. **Objectives**

This conference will provide a platform for all stakeholders in the higher-education sector to learn and review the:

- a. Importance of and trends in productivity in higher education in the region;
- b. Relevant policies of countries with good higher education productivity and performance; and
- c. Best practices of higher education institutions in the region which have demonstrated consistent performance in terms of productivity.

10. Background

Higher educational institutions have recently been devoting considerable resources to understanding factors that impact their overall success. Productivity is one important area being looked into because of its potential benefits not only to institutions but to the economy as

a whole. Concepts such as productivity, efficiency, and accountability are central to discussions on the sustainability, cost, and quality of higher education. To assist higher educational institutions in understanding their own productivity levels, it is necessary to identify issues that hinder their competitiveness and requirements for improving their efficiency and effectiveness in the long term, especially in Asia where there are serious concerns about the quality of higher education. The proportion of students who are able to receive higher education and the quality of the services of educational institutions will determine the abilities of the future workforce. Productivity improvement is therefore a necessary strategy. This conference will serve as a platform for dialogue and exchange of knowledge on improving higher educational productivity. It will also be a follow-up to the APO 2013 workshop and related research in 2015 to expand the productivity drive by incorporating the higher educational sector in the Asia-Pacific region. The conference will bring together different stakeholders in the higher educational sector including public officials in charge of setting national policy directions in promoting the quality and productivity of education.

11. Scope and Methodology

The four-day conference will consist of plenary thematic sessions with expert presentations, country case models, panel discussion sessions, and site visits.

The tentative themes for the different sessions are:

- Session 1: Concepts of and approaches to measuring productivity in higher education
- Session 2: Innovations to improve productivity in higher education
- Session 3: Models of and approaches to improving productivity in higher education
- Session 4: Higher educational systems and their performance in APO member countries
- Session 5: Productivity impact of digital and distance-learning systems
- Session 6: Way forward: enhancing productivity in higher education

The tentative program of the conference is given below:

Date/Time	Activity
Sun., 28 August 2016	Arrival of participants in Jakarta
Mon., 29 August	Opening session, Expert presentations
Tues., 30 August	Expert presentations (contd.) Panel discussions
Wed., 31 August	Site visit
Thurs., 1 September	Action plan presentations and closing session
Fri., 2 September	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	CEOs, presidents/chancellors, and/or vice presidents/vice chancellors of colleges and universities and senior officials of governments involved in setting national policies related to higher education.
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Experience	At least five years of experience in the subject area.
Education	University degree from a recognized university/institution or equivalent qualification/experience.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 40 and 55 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by participants or participating countries

- a. Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host 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, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organizations will be responsible for any eventuality arising from accident or illness.
- b. All expenses related to visa fees and airport taxes.
- c. 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.

To be borne by the host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to five days at the rate to be specified later.

- b. All local implementation costs.

To be borne by the APO

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Jakarta. As far as practicable, all participants should purchase discount tickets. Please note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants. It is also available on the APO website and from APO Liaison Officers in member countries.
- c. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to five days at the rate to be specified later.

14. Actions by Participating Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 12 above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she 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. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered: 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 web site (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. The nomination documents should be sent to the Research and Planning Department, APO Secretariat (e-mail: rp@apo-tokyo.org, fax: 81-3-5840-5324).
- e. The 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 self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.

- f. Necessary documents are to be submitted electronically. 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 give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat 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.
- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this conference.
- l. NPOs should inform participants that they must attend all three days of the project to qualify for the certificate of attendance.

15. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, their slots may be filled by alternates on a merit basis.

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 website (www.apo-tokyo.org).



Mari Amano
Secretary-General