



PROJECT NOTIFICATION

PN Issue Date	16 May 2019
PN Revision 1 Issue Date	18 September 2019
Project Code	19-IN-35-GE-RES-C
Title	Development of the Strategic Foresight Certification Scheme
Timing and Duration	June–December 2019 Coordination Meeting: 11–13 November 2019 (three days)
Venue	APO Secretariat
Number of Overseas Experts	Up to six experts will be appointed by the APO as a Technical Working Group to develop the certification scheme Member countries with special interest in this project may nominate national expert candidates upon consultation with the APO Secretariat. The selection of experts will be based on the criteria outlined in section 4 below.
Closing Date for Nominations of National Experts	15 July 2019

Change History of Project Notification: 19-IN-35-GE-RES-C

Revision	Date of Issue	Clause	Modifications
Revision 1	18 September 2019	Timing and Duration	Timing of the Coordination meeting has been changed from 21–23 August to 11–13 November 2019.

1. Objectives

This is a development project to establish the APO Strategic Foresight Specialist Certification Scheme, which includes a technical working group (TWG) to develop the standards, competency framework, and conformity assessment process.

2. Background

Strategic foresight has been introduced by the APO in its efforts to help member countries sustain productivity growth and become future-ready. The future-oriented planning tool consists of a systematic method to identify strategic opportunities and potential threats that may occur in the long-term future. Using this approach, organizations are able to anticipate emerging trends, identify their driving forces, and develop plausible scenarios of how the contextual environment may change. Recognizing the importance of guiding member countries to prepare for the future, the APO has conducted a series of strategic foresight courses to promote understanding among NPOs and the public sector in general, develop pools of in-country trainers, and inculcate foresight thinking into development planning through the creation of national scenarios relevant to member countries' needs and challenges. The courses were attended by policymakers, heads and staff of NPOs, and strategic planning professionals from the public and private sectors. Based on the postimplementation project reports, there is a need for the APO to continue this initiative by providing more in-depth knowledge and skills for effective strategic foresight, ensuring that NPOs or related organizations will be able to assist their governments in developing national policy related to productivity.

However, the APO may not be able to continue with the same method. Factors such as limited resources and the different priorities of members and capacities of NPOs mean that the current project methodology involving assigning international resource persons or inviting national representatives to attend multicountry projects may not be feasible in the long term. Therefore, it is time to develop a new strategy catering to the specific needs of each member. A certification program was identified as one solution. By certifying professionals based on the standards and requirements set by the APO, more national trainers and consultants can be created. The roles of NPOs will also be enhanced by functioning as certification bodies.

In view of this and in line with the establishment of the APO Accreditation Body (APO-AB), the APO is planning to develop a new Strategic Foresight Specialist Certification Scheme. The APO will act as the scheme owner, while NPOs or affiliated organizations will implement it as certification bodies.

3. Scope and Methodology

Scope

The TWG will discuss and develop the following:

- Scope of certification and job and task descriptions;
- Benefits of certification;
- Required competence, prerequisites, and code of conduct;
- Certification process requirements including the criteria for certification; and
- Recertification, assessment methods, and criteria for suspending certification.

Methodology

The APO-AB Council will assign one council member to lead the TWG in developing the certification scheme and to chair the coordination/review meeting.

One expert will be assigned to assist the Secretariat in preparing the draft documentation. The draft documents will be presented at a Technical Review Meeting and form the basis for further deliberations and development of the scheme.

The Technical Review Meeting will discuss and receive more input on the draft documents.

The draft documents will be circulated to all member countries to obtain feedback.

If necessary, the Secretariat will convene a follow-up meeting to finalize the documentation.

4. Qualification and Selection of Experts as TWG Members

TWG members must possess the following:

- a. Extensive knowledge, research experience, and professional contributions related to strategic foresight;
- b. Broad-based experience and knowledge of the application of strategic foresight and scenario planning at organizational and national levels;
- c. Familiarity with certification procedures, particularly with professional certification schemes;
- d. Excellent English writing and presentation skills, as the discussions will be conducted and the final report written in English; and
- e. Strong commitment to undertaking and completing the project within the given time frame.

Upon consultation with the TWG chair, the Secretariat will appoint the members. Member countries with special interest in this project may nominate expert candidates who meet the selection criteria upon consultation with the APO Secretariat.

5. Implementation Procedures

The APO-AB Secretariat will be the focal point of activities for the development of the Public-sector Productivity Specialist Certification Scheme. The Secretariat will inform member countries of specific activities through separate communications, highlighting the status of development of the scheme. The Secretariat will also be responsible for organizing follow-up activities related to the certification scheme.

6. Financial Arrangements

To be met by the APO

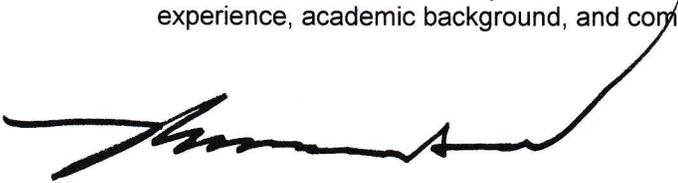
- a. All assignment costs of experts serving as TWG members, including daily subsistence allowances, miscellaneous expenses, and round-trip international airfare by the most direct route between the international airport nearest to the experts' place of work and the site of the Technical Review Meeting; and
- b. Local implementation costs for the meeting package including meeting room rental and necessary equipment.

To be met by the host country or NPOs

Part of local implementation costs, if any.

7. Actions by Member Countries

- a. As stated in section 4, member countries wishing to nominate national experts should submit the nominations by **15 July 2019**.
- b. Nominations should be accompanied by the candidates' biodata on the standard APO form in duplicate along with a passport-sized photograph. In addition to the standard APO form, nominees should also prepare a list of publications, research, and/or consulting projects they have undertaken in this field. A nomination lacking any of these documents will not be considered.
- c. The selection of national experts will be based strictly upon their professional qualifications and experience, academic background, and commitment to this project.



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Secretary-General