



PROJECT IMPLEMENTATION PLAN

15 November 2017

1. **Project Code** 16-RP-12-GE-DON-C-02
2. **Project Activity** Workshop on Developing Productivity Specialists in the Public Sector
3. **Project Reference** Project Notification 16-RP-12-GE-DON-C dated 22 June 2016
4. **Duration** 12–16 March 2018 (five days)
5. **Venue** Pasig City, Philippines
6. **Implementing Organization** Development Academy of the Philippines (DAP)
Address: DAP Bldg., San Miguel Ave.
Pasig City, Metro Manila, Philippines
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7. **Number of Overseas Participants** Up to 18 participants from Bangladesh, Cambodia, Republic of China, Indonesia, India, IR Iran, Japan, Republic of Korea, Malaysia, Mongolia, Pakistan, Singapore, Sri Lanka, Thailand, and Vietnam. However, other member countries with special interest in the subject are also encouraged to apply.
8. **Number of Local Participants** Up to six qualified participants
9. **Closing Date for Nominations** 2 February 2018

10. Objectives

This workshop aims to develop productivity specialists to enhance public-sector productivity using the Course Manual on Developing Productivity Specialists in the Public Sector developed as training material. Specifically, the workshop aims to:

- a. Equip participants in the knowledge and tools that will develop their competencies as productivity specialists in the public sector; and
- b. Assess the quality and relevance of different topics/units outlined as knowledge and tools in the Course Manual on Developing Productivity Specialists in the Public Sector developed by the Center of Excellence on Public-sector Productivity (COE on PSP).

11. Background

One of the major projects of the COE on PSP is the development of a Course Manual on Developing Productivity Specialists in the Public Sector which is aimed at equipping and

enhancing the abilities of public managers to improve the performance of their governments and individual public-sector organizations continuously. The main purpose of developing this manual is for the COE on PSP to use it when undertaking projects and contributing to APO initiatives on smart public sectors for the region.

Six experts, who were assigned to plan and develop this course manual, held a meeting in August 2016 in Manila to compile the manual and learning materials required to undertake training to build a pool of productivity specialists for public-sector organizations. They devised 11 modules outlined below. The experts also agreed and recommended to the APO that in order to confirm the quality and relevance of the different units contained in the modules, a pilot test would be helpful while equipping participants with knowledge and tools that will develop their competencies as productivity specialists in the public sector using the draft course manual developed. It is envisioned that this manual will serve as training material of the COE on PSP in developing productivity specialists in the public sector under the smart public-sector program of the APO.

12. Scope and Methodology

Scope

The workshop will cover the 11 modules in the course manual:

- The Role of the Public Sector, Global Trends in Improving Productivity, and the APO Framework;
- Tools for Improving Organizational Productivity;
- Citizen-centered Service;
- e-Government;
- Regulatory Reform;
- Performance Management;
- Measuring Public-sector Productivity;
- Leadership for Performance Improvement;
- Collaboration for Performance Improvement;
- Change Management; and
- Developing a Productivity Improvement Plan.

Methodology

Lectures, group discussions and exercises, and site visits to public-sector organizations.

Date/Time	Activity
Sun., 11 March 2018	Arrival of participants in Manila
Mon., 12 March	Opening session Presentation of resource papers
Tues., 13 March	Presentation of resource papers Group exercises/presentations
Wed., 14 March	Presentation of resource papers Group exercises/presentations Country reports/presentations
Thurs., 15 March	Presentation of resource papers Group exercises/presentations
Fri., 16 March	Presentation of group discussion outputs and action plans Program evaluation by participants, resource persons, and implementing organization
Sat., 17 March	Summing-up session, Closing session Departure of participants and resource persons

13. Qualifications of Candidates

Officials of public-sector organizations, local government officials, and NPO staff who are consultants on smart public sectors with at least two years of experience in this area.

14. 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 USD10,000.00 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 organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.
- b. All expenses related to visa fees and airport taxes.
- c. Any expenses incurred by participants for any reason, including but not limited to:
 - i. Stopovers on the way to and from the project venue;
 - ii. Extension of stay at the project venue before and/or after the official project period;
 - iii. Early arrival or late departure; or
 - iv. Flight cancellation.
- d. Any cancellation charges for airfare and hotel accommodations arising from participant withdrawals after letters of acceptance have been issued by the APO.

To be borne by the host country (Philippines)

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to six 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. The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Manila, the Philippines.

The APO will only reimburse discount air tickets for the most direct route. Participants should 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 and is also available on the APO website and from APO Liaison Officers in member countries.

Actions by Member 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 13 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 selection committee 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. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. 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 website (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. 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, 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 APO workshop.
- l. NPOs should inform participants that they must attend all five days of the project.

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, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

16. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

17. 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).



Santhi Kanoktanaporn
Secretary-General