



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

8 September 2015

1. **Project Code** 15-RP-16-GE-DON-C-02
2. **Project Activity** Workshop on Need Assessment of Member Countries in Improving Public-sector Productivity and Performance
3. **Project Reference** Project Notification 15-RP-16-GE-DON-C dated 22 June 2015
4. **Duration** 8–10 December 2015 (three days)
5. **Venue** Tagaytay City, Philippines
6. **Implementing Organization**
Development Academy of the Philippines (DAP)
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Pasig City, Metro Manila, Philippines
Phone: (63-2) 631-2143
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7. **Number of Overseas Participants** Up to 12 participants from Bangladesh, Indonesia, IR Iran, Japan, Republic of Korea, Malaysia, Pakistan, Singapore, and Sri Lanka. However, other member countries with special interest in the subject are also encouraged to apply.
8. **Closing Date for Nominations** 23 October 2015

9. Objective

This workshop aims to undertake a need assessment in member countries in the area of public-sector productivity and performance so that appropriate interventions can be made and resources provided to develop and implement suitable programs and projects by both the APO and the Center of Excellence on Public-sector Productivity (COE on PSP).

10. Background

Productivity issues in the public sector have been identified as one of the top priorities by many APO member economies in recent years. To address the challenges involved, the APO has been enhancing its PSP work through various initiatives such as adapting basic productivity tools and techniques for the sector and strengthening performance management

systems to drive innovation. The APO has also developed a PSP framework that guides NPOs and public-sector organizations in member economies in adopting coordinated approaches to promote innovation and productivity increases.

Reflecting its importance, the 57th Session of the Governing Body in Bangkok, Thailand, in April 2015 approved the establishment of the APO COE on PSP within the DAP. The COE on PSP has identified four pillars, PSP Knowledge Center, PSP Capability Development Program, PSP Innovation Library, and PSP Research Program, in which plans, priorities, and activities are aligned, especially in facilitating learning and sharing knowledge and best practices related to the public sector. To facilitate the achievement of its goal, the COE on PSP is organizing a workshop to look into the needs of member countries, assess existing situations, and devise proposals that will improve the performance of the public sector. The workshop will also identify appropriate interventions and resources to develop and implement suitable programs and projects for both the APO and COE on PSP. The need assessment will also provide sufficient information for the development of effective services that will ultimately improve the performance of the public sector, especially its productivity in the long term.

The workshop will cover key PSP topics such as leadership, human resources, citizen and customer focus, performance measurement, innovation, knowledge management, and measurement of productivity in public-sector organizations when assessing member countries' needs.

11. Scope and Methodology

The workshop will assess existing situations and identify how to improve the current performance of the public sector in member countries in terms of leadership, human resources, citizen and customer focus, performance measurement, innovation, knowledge management, and measurement of productivity. The workshop will feature presentations by resource persons and participants, group discussions, and output reporting.

Date/Time	Activity
Mon., 7 December 2015	Arrival of participants in Manila
Tues., 8 December	Opening session Presentation of resource papers Presentation of country reports/needs
Wed., 9 December	Presentation of country reports/needs Group work/discussion
Thurs., 10 December	Presentation of workshop group discussion output Program evaluation by participants, resource persons, and implementing organization Summing-up session Closing session
Fri., 11 December	Departure of participants

12. Qualifications of Candidates

NPO staffs who are specialists in public-sector productivity and performance with at least two years of experience in this area.

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 organization 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 because of early arrival or late departure, for example, due to either limited available flights or any other reason.

To be borne by the COE on PSP

- a. Per diem allowances and hotel accommodation for up to 12 overseas participants for up to four 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 Manila. 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.

14. 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 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. 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 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, 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. Project Preparation

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the attached "Guidelines for the Preparation of Country Papers."

17. Evaluation of Participants

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

18. 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

15-RP-16-GE-DON-C-02

Workshop on Needs Assessment of Member Countries in Improving Public-sector Productivity and Performance

(8–10 December 2015, Tagaytay, Philippines)

Guidelines for Preparation of Country Papers

The participants in this workshop are expected to prepare and present country papers keeping in mind the objectives, scope, and proposed outlined below. The fundamental objective of country papers is to give an overall view of the needs and existing programs and public policies that promote public-sector productivity and performance.

Proposed Outline of Country Papers

1. Introduce current public policies that promote public-sector productivity and performance in your country.
2. Discuss existing programs or projects of your NPO that support public-sector productivity and performance including its achievements.
3. Identify some issues or problems that hinder the improvement of public-sector productivity and performance in implementing NPO programs or projects.
4. Identify immediate needs in terms of public policies and NPOs programs/projects that the COE on PSP could consider and eventually support via the formulation of projects using the APO platform.

The country papers should be printed out, single-spaced, on standard A4-sized paper and be between 5 and 8 pages in length, excluding tables/figures. Each participant should prepare a PowerPoint file for presentation of the country paper. A soft copy of the country paper and PowerPoint file should reach the APO (jelvinia@apo-tokyo.org; AOhara@apo-tokyo.org) and the DAP (apolu@dap.edu.ph; ablanr@dap.edu.ph) no later than 27 November 2015. All participants are expected to make a PowerPoint presentation of no more than 30 minutes including a Q&A session. The presentations should focus only on the main points of the country paper. It is suggested that participants organize their presentation based on the topical outline above.