



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

3 March 2015

1. **Project Code** 15-RP-14-GE-LOM-A
2. **Title** Strategic Planning Workshop for APO Liaison Officers
3. **Duration and Timing** 1–3 July 2015 (three days)
4. **Venue** Tokyo, Japan
5. **Implementing Organization**
APO Secretariat
Leaf Square Hongo Building 2F
1-24-1 Hongo, Bunkyo-ku
Tokyo 113-0033, Japan
Phone: 81-3-3830-0411
Fax: 81-3-5840-5322
e-Mail: rp@apo-tokyo.org
Website: www.apo-tokyo.org
6. **Number of Participants** Up to 19 participants
7. **Closing Date for Nominations** 8 May 2015
8. **Objectives**
 - a. To review and discuss with LOs the APO's directions and activities such as roadmap development and project plans for 2017–2018;
 - b. To review and discuss issues and ideas for improvement of the implementation of both multicountry and individual-country projects; and
 - c. To brief liaison officers (LOs) on other key APO initiatives.
9. **Background**

The Secretariat is undertaking 2017–2018 project planning based on the APO mission, vision, and strategic directions. If the APO roadmap is approved by the Governing Body Meeting in April 2015, it will also become the basis for project planning. A survey questionnaire will be sent to member countries before this Strategic Planning Workshop to ensure that the project list fully reflects the needs of member economies. This Strategic Planning Workshop for LOs will strengthen coordination between NPOs and the Secretariat in planning and implementing

APO projects to achieve the organizational vision and mission as well as to assist member countries in enhancing their productivity movements.

10. Scope and Methodology

The workshop will consist of presentations and discussions. The tentative topics to be covered are:

- a. Review of APO roadmap development;
- b. Review of project planning for 2017–2018;
- c. Discussion of issues and ideas for improved project implementation; and
- d. Review of other initiatives e.g. video conference e-learning.

11. Participants

This workshop is meant only for APO LOs and/or Senior Project Coordinators in NPOs who are in charge of coordinating APO activities in the country. Nominations of candidates other than those specified will not be accepted.

12. Financial Arrangements

To be borne by the APO

- a. Hotel accommodation and per diem allowances at the rate to be prescribed later for up to four days.
- b. Round-trip economy-class international airfare between the nearest international airport from the place of work and Tokyo by the most direct route. As far as practicable, all participants are strongly encouraged to purchase discounted tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should follow the “Guide on Purchase of Air Tickets for APO Project Participants (Appendix I).” The APO will not be responsible for paying any additional per diem allowances due to early arrival, delayed departure, rerouting of tickets, or any other reason.
- c. Local transportation costs from Narita/Haneda Airport to the designated hotel.
- d. All other local implementation costs.

To be borne by LOs or their countries

- a. All LOs/Senior NPO coordinators attending the workshop should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against:

Accidental death and dismemberment for up to ¥4,000,000;
Medical expenses for accident (including hospitalization) for up to ¥4,000,000; and
Medical expenses for illness (including hospitalization) for up to ¥4,000,000.

The insurance coverage should be valid for the entire duration of the project. The APO will secure this insurance on behalf of the participants from the day before project commencement until the day after its completion. Each participant is requested to pay the premium, which will be deducted from the per diem allowances provided. The APO will not be responsible for any eventuality arising from accident or illness.

- b. Any expenses incurred for stopovers on the way to and from the LOs' offices and Tokyo; or for extra stay at the venue before and/or after the official workshop period due to early arrival, late departure, or any other reason.
- c. Any expenses related to visa fees and airport taxes.

13. Actions by Member Countries:

- a. Member countries are requested to notify the Secretariat of the names and other details of the individuals who are nominated to attend the LOs' Strategic Planning Workshop no later than 15 May 2015. *Given the stricter procedures now in force for obtaining entry visas to Japan, all NPOs are advised to observe this deadline without fail.*
- b. Nominations, along with a recent passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should be submitted in duplicate on the standard APO biodata form. The form is available on the APO Web site. Downloading information is also available from www.apo-tokyo.org. If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic form.
- c. Every LO/Senior NPO Coordinator nominated for the workshop must complete and submit a copy of the APO Medical and Insurance Declaration/ Certification Form along with his/her biodata. Please note that self-declaration is sufficient for those without any of the health conditions or illnesses enumerated 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.
- d. LOs/Senior NPO Coordinators selected and traveling to Tokyo for the Strategic Planning Workshop should not bring family members or engage in any private business activity during the entire duration of the project. Furthermore, if they should become unable to attend, they are requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal.

14. Preproject Preparation:

LOs and Senior NPO Coordinators attending the workshop may be asked to submit materials related to the scope of the discussions, which will be communicated later if necessary.



Mari Amano
Secretary-General

GUIDE ON PURCHASE OF AIR TICKETS FOR APO PROJECT PARTICIPANTS

In principle, the APO will bear the cost of round-trip economy-class air tickets for the following categories of overseas participants: 1) all participants from nonprofit organizations; 2) all participants attending APO symposia, study meetings, and other projects as specified; 3) all participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal attending APO seminars, training courses, and multi-country study missions; and 4) all participants from SMEs from other APO member countries attending seminars, training courses, and multi-country study missions. The air tickets are for the most direct route between the international airport nearest to the participants' place of work and the international airport nearest to the venue of the project. Attempts should be made to purchase discounted tickets to reduce costs.

The APO Liaison Officers/NPOs are kindly requested to assist the participants or make necessary arrangements to purchase the required air tickets through the designated or bona fide travel agents in member countries. The APO will reimburse the actual airfare (excluding taxes) on the submission of payment receipts/invoices indicating the US dollar equivalent of the cost and copies of the air tickets (printouts of e-tickets).

For reimbursements by the APO, please note the following:

1. Ensure that the air tickets are:
 - ◆ for economy class,
 - ◆ by the most direct route,
 - ◆ enabling timely arrival (day before the commencement of the project) and departure (day after the project is over), and
 - ◆ at discounted rates.
2. The rates should not exceed those determined by the APO or other appropriate authorities.
3. If, for some reason, a discounted ticket is obtained for or by a participant to travel on a route other than the most direct route, the APO's reimbursement will be limited to the amount that would have been incurred if the direct route had been flown under similar conditions. Any additional expenses incurred due to flying by a different route will not be reimbursed by the APO.
4. Only actual airfares, including fuel surcharge and security surcharge, are reimbursable. Other charges such as consumption tax, travel tax, airport tax, visa fees, etc. will not be met by the APO. All these items should be clearly indicated in the receipts/invoices.
5. For each air ticket, please provide the following:
 - ◆ payment receipt/invoice from airline/travel agent for the amount paid/to be paid, preferably with US dollar equivalent; and
 - ◆ clear photocopy of the complete air ticket (printout of e-ticket) used by the participant.
 - ◆ This guide will take effect from 7 July 2006.