



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

22 February 2016

1. **Project Code** 16-IN-14-GE-TRC-B
2. **Title** Training Course on Strengthening National Productivity Organizations (NPOs) for Productivity Promotion Practices and Strategies
3. **Timing and Duration** 6–9 September 2016 (four days)
4. **Venue** Seoul, Republic of Korea
5. **Implementing Organization** Korea Productivity Centre (KPC)
32, Saemunan-ro 5ga-gil, Jongno-gu
Seoul, Republic of Korea
Phone: 82-2-724-1180/4
Fax: 82-2-737-9140
Website: www.kpc.or.kr
e-Mail: phhan@kpc.or.kr; thkang@kpc.or.kr
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Fiji, India, Indonesia, IR Iran, Lao PDR, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka and Thailand.
However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
(See Section 12. Qualifications of Candidates)
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 7 June 2016

9. Objectives

The objectives of this project are to:

- a. Provide participants with the latest knowledge on and equip them with lessons taken from successful models of productivity promotion strategies;
- b. Disseminate know-how on developing successful productivity promotion tools and setting up effective communication channels;
- c. Familiarize participants with the identification of constraints and strategies to enhance productivity within their own national boundaries; and

- d. Provide a platform for productivity practitioners and policymakers to exchange knowledge, information, and experience.

10. Background

One of the recognized roles of the APO is institution builder. This role entails initiatives and actions to enhance the capacity of NPOs and other related institutions. These efforts must include elements of continuity and long-term dimensions to ensure that productivity enhancement is sustainable. The goal is to strengthen NPOs so they can provide high-quality productivity-related services to their stakeholders. Globalization has changed production modes and made those efforts more relevant than ever. It is now imperative for NPOs to adapt and take proactive measures to upgrade their capacity. Such flexibility will increase their credibility. The present training course is part of the APO's continuing support to build the capacities of NPOs to enhance their productivity initiatives and ensure stakeholder satisfaction.

Maintaining productivity is at the core of development. It must be institutionalized to achieve progress with existing resources. This is true particularly if it is understood that factors such as natural resources, technology, skill, etc. usually regarded important for development only have secondary influence on social progress. The primary factor to be examined carefully is how to utilize and combine all those factors in ways that uphold efficiency principles, which is the essence of productivity.

NPOs represent the institutionalization of productivity enhancement. They are in various stages of development, influenced by the resources sustaining their operations. However, no matter their stage of development, national productivity promotion is among the primary tasks of NPOs. Some have a wide scope of operations and activities in productivity promotion while others have very limited areas of focus. NPOs can learn how to develop productivity promotion strategies from each other and transform them into activities and promotion tools to reach target groups. This model of learning enables NPOs to upgrade their abilities to use available tools and techniques to promote and lead productivity efforts. This training course is therefore designed to upgrade the knowledge and skills of NPO executives and managers involved in designing programs and consultancy for different sectors using an integrated approach to enhance productivity. Special emphasis will be given to the elements of production management, such as quality, cost, and delivery systems.

11. Scope and Methodology

Scope

The tentative modules will include:

- a. Role of NPOs in productivity-related services;
- b. Productivity promotion strategy and development;
- c. Promotion tool design;
- d. Effective communication and networking;
- e. Consulting techniques in major management functions in the changing environment; and
- f. Resource and budget management.

Methodology

This training course will consist of interactive lectures by experts, exercises, case studies, and observational site visit.

The tentative program is detailed below:

Date/Time	Activity
Mon., 5 September 2016	Arrival of participants in Seoul
Tues., 6 September 2016	Opening session, training course introduction, and course module lecture (1)
Wed., 7 September 2016	Course module lecture (2) and workshop
Thurs., 8 September 2016	Observational visit
Fri., 9 September 2016	Action plan presentation, wrap-up, and closing session
Sat., 10 September 2016	Departure of participants from Seoul

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present position	Senior managers/executives from NPOs, senior officers of NPOs, NPO staff in charge of planning and designing productivity promotion activities or promotion tool development.
Experience	At least five years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
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 and strenuous fieldwork. It is therefore recommended that member countries not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates meeting the above qualifications are typically between 35 and 50 years of age.
APO certificate	Participants are required to attend the entire training course to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by participants or participating countries

- a. For participants from profit-making organizations except for SMEs, and from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.
 - i. Round-trip international airfare between the member country and Seoul.

- ii. Participating country expenses of USD50.00 per participant, payable to the APO in convertible currency.
- b. For all participants
- i. 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.
 - ii. All expenses related to visa fees and airport taxes.
 - iii. 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 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 Seoul. 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 enough. 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 Industry Department, APO Secretariat (e-Mail: ind@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 APO training course.
- l. NPOs should inform participants that they must attend all four 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 are 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 containing information on NPOs or on the status of productivity enhancement and promotion of their respective countries prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Country Papers" to be provided later.

17. Postproject Actions

All participants are required to prepare action plans during the training course and to share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the training course.

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