



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

17 January 2017

1. **Project Code** 16-IN-60-SPP-TRC-B
2. **Title** Training Program on Productivity Improvement for the Supporting Industry
3. **Duration and Timing** January 2017 to December 2019
4. **Implementing Organization** APO Secretariat
5. **Target Countries** Bangladesh, Cambodia, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, the Philippines, Sri Lanka, Thailand, and Vietnam

6. Objectives

To provide capacity-building opportunities for employees of supporting industries by transferring productivity skills and management techniques and smart industry technology, such as the Internet of Things (IOT), the cloud, and additive manufacturing.

7. Background

Through cooperation with local enterprises, numerous Japanese companies have expanded their business into Asia and contributed to its economic growth. To maintain rapid economic growth, improved productivity in local supporting industries is particularly crucial. This program aims to promote improvement in local supporting industries and the quality of their human resources by providing opportunities to learn about and acquire productivity skills and management techniques developed and refined in Japan. This will allow more supporting industries to contribute to higher national productivity. This project is funded by a special cash grant from the Ministry of Economy, Trade and Industry of Japan (METI).

8. Scope and Methodology

Scope

Training for employees of supporting industries in the target countries by transferring productivity skills and management techniques and smart industry technology.

Methodology

- 1) Need Assessment
Conduct need assessment to understand the current needs of Japanese companies for this program.
- 2) Training Courses
 - a) Training courses based on Japanese companies' proposals
Training courses for participants will be conducted in the target countries, or Japan, or a third country; or experts will be dispatched to the target countries.
 - b) Training courses based on NPOs' proposals
Training courses for participants will be conducted through the assignment of experts. The main subject of the training courses proposed by NPOs will be productivity improvement by utilizing smart industry technology, such as IOT, the cloud, and additive manufacturing as well as by utilizing existing productivity skills and management techniques.
 - c) Training courses for NPO staff and/or government officials
Training courses will be held in Japan for NPO staff and/or government officials where they can receive information on Japanese productivity standards and skills as well as share and exchange ideas regarding the best practices of effective productivity improvement activities.
 - d) Self learning e-courses on productivity skills and management techniques for supporting industries

Details of training sessions under 2. b) and 2. c) will be explained in the Project Implementation Plan.

- 3) Promotion Activities
Conduct promotion activities to publicize the results of the program within and outside the implementing countries and disseminate the results of the program to other countries.
- 4) Other Activities
Other related activities may be conducted to achieve the objectives of this program after discussion and agreement with METI.

9. Target Companies and Qualifications of Candidates

The participants in this program should be employees of the following target companies:

- a) Local companies that are current suppliers and business partners of Japanese companies in the target countries;
- b) Local companies that are potential suppliers and business partners of Japanese companies in the target countries; and
- c) Japanese SMEs that have business bases in the target countries.

10. Financial Arrangements

Financial Arrangements for 8. 1), 2) a) and d), and 3)

To be borne by the APO

All implementation costs.

Financial Arrangements for 8. 2) b)

To be borne by the APO

- a. All assignment costs of experts.

To be borne by the member country

- a. All local implementation cost including costs for local surface transportation during the expert assignment in the country.

Financial Arrangements for 8. 2) c)

To be borne by the APO

- a. All assignment costs for 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 Tokyo for participants from the target countries. 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.
- c. Per diem allowances for participants at the rate to be specified later.
- d. Hotel accommodations for participants at the rate to be specified later.
- e. All other local implementation costs.

To be borne by participants or participating countries

For all participants

- a. Participants should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization) for:
 - accidental death and dismemberment up to JPY4,000,000
 - medical expenses for accident up to JPY4,000,000
 - medical expenses for illness up to JPY4,000,000for the entire duration of the project and travel. The APO will secure this insurance on behalf of the participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself out of the per diem allowances 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.
- d. In case of a cancellation by the requesting NPO after the issuance of the Letter of Acceptance to mission members, the concerned NPO is requested to bear all the costs associated with the cancellation.

11. Actions by Member Countries

Member countries are requested to assist and provide relevant information to the APO Secretariat when requested for coordinating the development of training program in respective countries.

The NPO is requested to send proposals for the training session described in 8. 2) b) by the deadline specified in the Project Implementation Plan.



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