



PROJECT NOTIFICATION

25 December 2017

1. **Project Code** 17-RP-36-GE-CON-A
2. **Title** APO Sustainable Productivity Summit
3. **Timing and Duration** 10 July 2018 (one day)
4. **Venue** Tokyo, Japan
5. **Implementing Organization** APO Secretariat
6. **Number of Participants** Up to 38 participants from APO member countries (two from each member countries, see 11. Qualifications of Participants)
7. **Closing Date for Nominations** 30 April 2018
8. **Objectives**
 - a. To understand the challenges, opportunities, and impact of emerging technologies on industries, productivity, and economies in general;
 - b. To deliberate with technology leaders and experts on future policy interventions needed to meet the challenges of the fast-changing digital world; and
 - c. To network with technology leaders and policymakers from APO member countries and share experiences in productivity improvement initiatives.

9. Background

Productivity is a key driver of economic growth, competitiveness, and improvement in the quality of life. The slowdown in productivity in recent years, especially in more developed countries, has created concerns about the long-term global economic outlook. Technologies are now combining new ways of improving business performance and productivity, offering benefits as well as challenges to which the public and private sectors must respond. Leaders in both the public and private sectors must acknowledge the transformation and implications of rapid technological change and need to modernize organizational strategies in the face of continual evolution, ensure that their organizations always look ahead, and use technologies to improve performance. They must also plan for a range of scenarios, abandon assumptions about where competition and risk could arise, and look beyond long-established models. All organizations therefore should be able to act fast, make informed decisions now, and fine-tune strategies or policies as necessary. It is critical for leaders to understand which technologies will alter their circumstances and prepare accordingly.

The APO Sustainable Productivity Summit will orient member countries on “the next big thing” and technologies shaping the future of productivity while creating maximum benefits for their economies. As a regional intergovernmental organization with the mission of contributing to the socioeconomic development of Asia and the Pacific through enhancing productivity, the APO is organizing this summit to address the theme Shaping the Impossible. The theme marks the beginning of a new era that will bring about radical changes in the production of goods and services, ways of doing business, and shifts in living standards and well-being. The expected overseas participants in the summit, who are APO Directors/Alternate Directors and NPO Heads of member countries, will have an opportunity to discuss with global technology leaders how they can “shape the impossible” proactively to achieve sustainable productivity. The summit will be followed by a two-day APO Strategic Planning Workshop where participants can discuss in greater detail the transformations needed to shape the future of APO member countries to sustain overall productivity gains in the region.

10. Scope and Methodology

The one-day summit meeting will consist of plenary keynote presentations on 1) Future Government, 2) Future Transportation, 3) Future Cashless Society, 4) Future Food, and 5) Future Smart Homes. The panel discussion will have the theme of: Shaping the Impossible toward Sustainable Productivity.

The tentative program of the summit meeting is given below:

| Date/Time | Activity |
|---------------------|---|
| Mon., 9 July 2018 | Arrival of participants in Tokyo (Narita or Haneda) |
| Tues., 10 July 2018 | <p data-bbox="727 1202 1115 1245">Summit opening and program</p> <ul style="list-style-type: none"> <li data-bbox="727 1245 1433 1458">- Presentation 1: Future Government Topics include: Government 2025: A peek into a future driven by exponential technology changes and the future of work; and Factors affecting the context in which governments operate and serve citizens in the future. <li data-bbox="727 1458 1433 1644">- Presentation 2: Future Transportation Topics include: Impact of emerging technologies such as the TransPod Hyperloop and other tube transport on the future of transportation in connecting and changing mobility. <li data-bbox="727 1644 1433 1899">- Presentation 3: Future Cashless Society Topics include: Key factors in the development of a cashless society: Roles of policies, businesses, consumers, institutions, and technologies; How the cashless system will influence people’s lives in the future; and Implications of cashless systems for APO member countries. <li data-bbox="727 1899 1433 2002">- Presentation 4: Future Food Topics include: Reaching the limits of conventional production; Getting more from less |

by increasing baseline efficiencies and capturing more value in the supply chain; Alternative options to conventional crops and practices; and Trends, opportunities, and challenges of future food.

Presentation 5: Future Smart Homes

Topics include: How future lifestyles will affect the smart homes and business models of tomorrow; What is a future smart home; and How technology will impact and change future smart homes.

- Panel Discussion: Shaping the Impossible toward Sustainable Productivity

Closing Session

Wed., 11 July–Thurs. 12 July 2018

APO Strategic Planning Workshop for Senior Planning Officers of NPOs

Fri., 13 July 2018

Departure of participants

11. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position

APO Directors/Alternate Directors and NPO Heads.

Attendance

Participants must attend all sessions of the one-day conference on 10 July 2018.

(Participants will also be required to attend the two-day Strategic Planning Workshop on 11-12 July 2018. The Project Notification for the Strategic Planning Workshop for Senior Planning Officers of NPOs: 18-RP-34-GE-SPW-A will be issued separately.)

12. Financial Arrangements

To be borne by participants or their countries

- a. Participants must be fully insured in Japan for the entire duration of the project, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization and death) for:

Accidental death and dismemberment up to JPY4,000,000,
Medical expenses for accident up to JPY4,000,000, and
Medical expenses for illness up to JPY4,000,000.

The APO will secure this insurance on behalf of 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 from the per diem allowances provided. The APO will not 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 APO

- a. All assignment costs of resource persons.
- b. The APO will bear the cost of round-trip international airfare for overseas participants between the international airport nearest to the participants' place of work and Tokyo.

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 attached "Guide on Purchase of Air Tickets for APO Project Participants."

- c. Hotel accommodation and per diem allowances at the rate to be prescribed later for up to two days.
- d. Local round-trip public transportation costs from Narita/Haneda Airport to the designated hotel.
- e. All local implementation costs including but not limited to meeting rooms, documentation, and other preparatory costs.

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 summit **no later than 30 April 2018**.
- 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 website. 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 candidate nominated for the summit 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. For member countries where nominations are required to be approved by higher government authorities and require a longer time, NPOs are urged to send the names of

nominees on or before the deadline, indicating that government approval will follow.

- e. If a selected participant becomes unable to attend, he/she should inform the Secretariat promptly and give the reason for withdrawal.
- f. Selected participants should not bring family members or engage in any private business activities during the entire duration of the project.
- g. Participants must attend the entire day of the project.

14. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least six 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.

15. 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).

16. Dress Code

Participants are requested to wear business attire for all sessions of this project.



Santhi Kanoktanaporn
Secretary-General

