



## PROJECT NOTIFICATION

29 September 2017

1. **Project Code** 17-RP-37-SPP-CON-B
2. **Title** Forum on Women's Labor Force Participation and Productivity Enhancement
3. **Timing and Duration** 5–7 February 2018 (three days)
4. **Venue** Tokyo, Japan
5. **Implementing Organization**  
APO Secretariat  
Address: 1-24-1 Hongo, Bunkyo-ku  
Tokyo 113-0033, Japan  
Phone: 81-3-3830-0415  
Fax: 81-3-5840-5324  
e-Mail: [rp@apo-tokyo.org](mailto:rp@apo-tokyo.org)  
Website: <http://www.apo-tokyo.org>
6. **Number of Overseas Participants** Up to 22 qualified participants from Bangladesh, Cambodia, Republic of China, India, Indonesia, IR Iran, Lao PDR, Malaysia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to 10 qualified participants
8. **Closing Date for Nominations** 20 December 2017
9. **Objectives**
  - a. To share government policies and best practices to promote female labor force participation (FLFP) in productive economic activities, eliminate gender disparity and unconscious bias, and promote gender equality in the workplace;
  - b. To discuss the roles of the public and private sectors in implementing government policies to promote FLFP; and
  - c. To showcase the role of business federations in Japan in advocating government policies for FLFP among private-sector enterprises.

## 10. Background

The topic of enhancing FLFP in productive economic activities for productivity growth is still very high on the international agenda, such as under the 17 UN Sustainable Development Goals that countries committed to achieving by 2030 or under the G7 Ise-Shima Leaders' Declaration in 2016. This stems from the fact that the rate of untapped productive potential of women is almost double the rate for men. The underutilized or unutilized human capital potential will lower a country's competitiveness if this issue remains unaddressed. It could also have severe repercussions on future economic growth and stability. In some Asian countries where the aging population coupled with declining birth rates poses grim prospects for labor shortages, the need to bring women to the labor force is greater than ever before. In addition, in other Asian countries, prevailing cultural and policy biases against equal work opportunities for women prevent them from finding gainful employment. There is a need to sensitize policymakers, government officials, and industry leaders to the importance of adopting more inclusive policies and programs to unleash the potential of women and enable them to participate and contribute in various capacities to society.

The APO has long endeavored to promote the participation of women in the labor force. Most recently, in 2017, an observational study mission was organized for public officers, academics, and private-sector leaders in Asia to learn about the best practices to encourage FLFP in Japan. As a continuation of previous efforts, a forum in Japan to disseminate the best practices of government policies for FLFP enhancement and showcase successes in cascading policies to company level is being organized. A common agenda to strengthen women's participation in the formal labor force and therefore translate full FLFP into more business opportunities for the private sector, stronger communities for society, and more sustainable GDP growth for countries is expected at the end of the forum.

## 11. Scope and Methodology

### Scope

- a. Global trends in FLFP;
- b. Challenges and issues faced by female workers;
- c. Empowerment of women and gender equality in the workplace;
- d. Female entrepreneurship; and
- e. Correlation between FLFP and productivity enhancement.

### Methodology

Resource paper presentations, panel discussions, group discussions, and action plan preparation.

The tentative program of the study mission is given below:

<u>Date/Time</u>	<u>Activity</u>
Sun., 4 February 2018	Arrival of participants in Japan
Mon., 5 February 2018	Opening session: APO orientation and introduction Keynote address Resource speaker presentations
Tue., 6 February 2018	Best practices and successes story presentations by participants Resource speaker presentations

Wed., 7 February 2018	Panel discussions Preparation of action plans and presentations by participants Closing session
Thu., 8 February 2018	Departure of participants from Japan

## 12. Qualifications of Candidates

Present Position	Government officers, officers from business associations, industry leaders, and academics involved in promoting and or implementing programs for women.
Experience	At least five years of experience in the subject area.
Education	Preferably 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 do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 35 and 55 years of age.
Attendance	Participants are required to attend the entire program.

## 13. Financial Arrangements

### *To be borne by participants or participating 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
  - 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 economy-class 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 "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is also available on the APO website and from APO Liaison Officers in member countries.

- c. Hotel accommodation and per diem allowances at the rate to be prescribed later for up to four 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.

**14. Actions by Member Countries**

- a. Each participating country is requested to nominate three or more candidates to attend this mission no later than 20 December 2017. 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 selection committee 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](http://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 & Planning Department, APO Secretariat (e-mail: [rp@apo-tokyo.org](mailto: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 send the originals of the documents to the APO Secretariat by postal mail 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 candidate is required 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 study mission.
- l. NPOs should inform participants that they must attend whole duration of the project.

#### **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**

Participants in this forum are required to prepare a short paper on the subject of this forum prior to departure for the project venue. The Secretariat will provide more details on the paper after the completion of participant selection.

#### **17. 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](http://www.apo-tokyo.org)).



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