



PROJECT NOTIFICATION

19 February 2018

1. **Project Code** 18-IN-90-GE-CON-A
2. **Title** Top Management Forum on Knowledge Management and Innovation for SMEs
3. **Timing and Duration** 18–20 July 2018 (three days)
4. **Venue** Nadi, Fiji
5. **Implementing Organization** National Training & Productivity Centre (NTPC)
Fiji National University

Training House Lot 1, Beaumont Road, Narere, Nasinu, Fiji
Phone: 679-3392-000/9984-668
Fax: 679-3340-184
e-Mail: dntpc@fnu.ac.fj
6. **Number of Overseas Participants** Up to 18 qualified participants
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 11 May 2018
9. **Objectives**
 - a. To provide the knowledge management (KM) and innovation practices to strengthen organizational competitiveness; and
 - b. To demonstrate advanced applications of the APO KM Framework, KM tools and techniques, and innovation efforts in SMEs in the era of Industry 4.0.

10. Background

SMEs are essential sources of entrepreneurship, employment, and innovation and they must emphasize the competitiveness of their products and services. KM and innovation contribute to enhancing the intangible capital of SMEs, which helps them to gain competitive advantage in their areas of expertise. Innovation through effective KM is rapidly becoming the most important asset of virtually all organizations, and SMEs are no exception. SME top managers need to manage knowledge for the same reasons as larger organizations: gaining a competitive advantage through their ability to manage and exploit knowledge.

KM is a discipline that enables individuals and teams of SMEs to capture, store, share, and apply

their knowledge collectively and systematically to enhance productivity. It can confer a competitive advantage through greater competency and synergy, more balanced decisions with fewer errors, increased creativity and innovation, broader collaboration and knowledge sharing, and easier links to expertise and understanding.

To examine ways to overcome the challenges faced by SMEs, and in line with the 2010 APO publication *Practical KM Guide for SME Owners*, this Top Management Forum will allow SME top managers to discuss and share knowledge on KM and innovation practices for adoption in their companies.

11. Scope and Methodology

Scope

Basic concepts and benefits of KM implementation for SMEs, the importance of KM and innovation in the era of Industry 4.0, the APO KM Framework and implementation approach, KM tools and techniques, and best practices in the application of KM and innovation by SMEs.

Methodology

The forum will consist of lectures by resource speakers, sharing of country experiences, site visits, and preparation of action plans.

The tentative program of the forum is given below:

Date/Time	Activity
Tues., 17 July 2018	Arrival of participants in Nadi, Fiji
Wed., 18 July 2018	Opening session Presentation of resource papers
Thurs., 19 July 2018	Presentation of resource papers and country papers Site visits
Fri., 20 July 2018	Presentation of resource papers, Individual action plan preparation, wrap-up, and closing ceremony
Sat., 21 July 2018	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Participants representing government agencies and NPOs, KM consultants involved in planning and implementing KM frameworks and innovation for SMEs.
Experience	Substantial work experience in relevant areas.
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 do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who meet the qualifications above are generally between 35 and 55 years of age.
Attendance	Participants are required to attend the entire program.

13. Financial Arrangements

a. Airfare

The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Nadi, Fiji.

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 (updated on 28 November 2017)," which will be sent to the selected participants and is also available on the APO website and from APO Liaison Officers in member countries.

b. Insurance Coverage

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 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, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

c. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 13a)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
Hotel accommodation in Nadi	No	Yes	No
Per diem allowance in Nadi	No	Yes	No
Transportation costs to and from hotel and airport in Nadi	No	Yes	No
Insurance coverage in Fiji (refer to paragraph 13b)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No

14. Actions by Member Countries

- 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.
- 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.
- 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). 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: +81-3-5840-5326).
- 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, 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 forum.
- l. NPOs should inform participants that they must attend all three days of the project.

- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no-show of a participant.

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 are required to prepare a paper 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 and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the forum.

18. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

19. 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).

20. Dress Code

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.



Santhi Kanoktanaporn
Secretary-General