



PROJECT NOTIFICATION ADDENDUM

26 June 2018

1. **Project Code** 18-RP-10-GE-WSP-B
2. **Title** Workshop on Science, Technology, and Innovation Policies and Productivity Enhancement
3. **Addendum No.** 1
4. **Reference** Project Notification 18-RP-10-GE-WSP-B dated 7 March 2018.
5. **Details** Changes in Timing of Program, Implementing Organization and Closing Date for Nominations in the Project Notification

5-1. Change in Section 3. Timing and Duration

The project timing has been changed from 7-10 August 2018 to **27-30 November 2018** (four days)

5-2. Change in Section 5. Implementing Organization

The implementing organization has been changed from Vietnam National Productivity Institute (VNPI) to Directorate for Standards, Metrology and Quality–STAMEQ which details is as follows:

Directorate for Standards, Metrology and Quality–STAMEQ
Address: No.8, Hoang Quoc Viet St., Cau Giay District
Hanoi, Vietnam
Tel: 84-24-3791-1630
Fax: 84-24-3791-1595
E-mail: htqt@tcvn.gov.vn
Website: <http://tcvn.gov.vn/?lang=en>

5-3. Change in Section 8. Closing Date for Nominations

The closing date has been changed from 25 June 2018 to **24 September 2018**.

5-4. Change in Section 11. Scope and Methodology (Date/Time)

Due to the change in project timing, the tentative program in Section 11 has been changed as bellow:

<u>Date/Time</u>	<u>Activity</u>
Mon., 26 November 2018	Arrival of participants in Hanoi
Tues., 27 November	Opening session Presentation 1: Key trends impacting STI Presentation 2: Industry 4.0 and Society 5.0 Presentation 3: Recent development in STIP formulation
Wed., 28 November	Presentation 4: Overview of STIP and its impact on productivity and competitiveness

Presentation 5: Good practices of effective innovation and R&D policies for productivity
Presentation 6: Regulatory Sandbox Mechanism to promote innovation and experimentation

Thurs., 29 November Presentation 7: Collaborative linkages among STI actors in APO member countries
Field visits to relevant organization

Fri., 30 November Group discussions
Presentation of group work outputs
Program evaluation
Closing session

Sat., 1 December Departure of participants and resource persons

Other terms and conditions specified in the Project Notification dated 7 March 2018 remain unchanged.



Dr. Santhi Kanoktanaporn
Secretary-General



PROJECT NOTIFICATION

7 March 2018

1. **Project Code** 18-RP-10-GE-WSP-B
2. **Title** Workshop on Science, Technology, and Innovation Policies and Productivity Enhancement
3. **Timing and Duration** 7–10 August 2018 (four days)
4. **Venue** Hanoi, Vietnam
5. **Implementing Organization**

Vietnam National Productivity Institute (VNPI)
Address: No. 8, Hoang Quoc Viet St.,
Cau Giay District
Hanoi, Vietnam
Phone: 84-24-37911630
Fax: 84-24-37911605
e-Mail: htqt@tcvn.gov.vn
vnpi@vnpi.vn
Website: <http://www.vnpi.vn>
6. **Number of Overseas Participants**

Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Pakistan, the Philippines, Singapore, Sri Lanka, and Thailand.

However, other member countries with particular interest in this project may nominate candidates upon consultation with the Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 25 June 2018
9. **Objectives**
 - a. To share the key trends impacting science, technology, and innovation (STI) and recent developments in STI policy (STIP);
 - b. To review good practices in formulating and implementing STIP for improved national productivity performance; and
 - c. To disseminate the findings of the analysis of collaborative linkages among STI actors in APO member countries.

10. Background

Emerging socioeconomic, environmental, technological, and political trends are influencing the development of societies and economies. They pose challenges to the direction and pace of STI activities as well as the status and efficacy of the STI system. Hence, fostering STI activities and enabling a thriving STI system to strengthen scientific and technological capabilities, absorb technical know-how, improve firm innovation, and increase national productivity levels must take those trends and developments into consideration.

In that context, the successful design, implementation, and monitoring of STIP are imperative. Effective STIP formulation can only be formulated based on a sound understanding of the capabilities of STI actors, their interactions, and the incentives and difficulties they face. STIP must also incorporate scientific advances, technological changes, and innovative value creation as important drivers of productivity and economic growth. Therefore, adopting forward-looking perspectives in STIP design and analysis to enable economies to be more responsive to those trends is crucial for governments.

As part of APO efforts to support informed STIP, a four-day workshop is being organized. The latest trends impacting STI and future STI systems, cross-country comparative analyses of STIP priorities, review of key strengths and weaknesses of STI systems, and new policy mechanisms to cope with STI advances will be the focus. Policy insights for efficient interventions to strengthen economies while encouraging stronger linkages among STI players will be shared in the workshop. Detailed discussions of the impact of STIP on productivity growth will help policymakers in APO member countries to draw valuable lessons, which in turn could contribute to success in their own short- and long-term STIP for productivity enhancement plans.

11. Scope and Methodology

Scope

- a. Key trends impacting STI;
- b. Recent development in STIP formulation;
- c. Industry 4.0 and Society 5.0;
- d. Regulatory sandbox mechanism to promote innovation and experimentation;
- e. Good practices of effective innovation and R&D policies for productivity;
- f. Formulation, implementation, and evaluation mechanisms of STIP for national productivity enhancement; and
- g. Collaborative linkages among STI actors in APO member countries.

Methodology

The workshop will consist of presentations and case studies by resource persons, country paper presentations, knowledge-sharing sessions, group discussions among participants, and site visits.

The tentative program of the workshop is given below:

Date/Time	Activity
Mon., 6 August 2018	Arrival of participants in Hanoi
Tues., 7 August	Opening session

	Presentation 1: Key trends impacting STI Presentation 2: Industry 4.0 and Society 5.0 Presentation 3: Recent development in STIP formulation
Wed., 8 August	Presentation 4: Overview of STIP and its impact on productivity and competitiveness Presentation 5: Good practices of effective innovation and R&D policies for productivity Presentation 6: Regulatory Sandbox Mechanism to promote innovation and experimentation
Thurs., 9 August	Presentation 7: Collaborative linkages among STI actors in APO member countries Field visits to relevant organization
Fri., 10 August	Group discussions Presentation of group work outputs Program evaluation Closing session
Sat., 11 August	Departure of participants and resource persons

12. Qualifications of Candidates

Participants are expected to possess the following qualifications:

Present Position	Policymakers and governmental officials in charge of STIP, innovation policy, and R&D policy.
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 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

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 Hanoi, Vietnam.

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.

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 Hanoi	No	Yes	No
Per diem allowance in Hanoi	No	Yes	No
Transportation costs to and from hotel and airport in Hanoi	No	Yes	No
Insurance coverage in Vietnam (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

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
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

- 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 Research and Planning Department, APO Secretariat (e-mail: rp@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 workshop.
- l. NPOs should inform participants that they must attend all four days.
- 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

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the attached "Guidelines for the Preparation of Country Papers."

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 workshop.

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

18-RP-10-GE-WSP-B:

Workshop on Science, Technology, and Innovation Policies and Productivity
Enhancement

7–10 August 2018, Hanoi, Vietnam

Guidelines for Preparation of Country Papers

The participants in this workshop are expected to prepare and present country papers keeping in mind the objectives, scope, and proposed outline below. The fundamental objective of country papers is to give an overall view of science, technology, and innovation policies (STIP) and their impact on national productivity growth and competitiveness in APO member countries.

Proposed Outline of Country Papers

1. Key trends impacting recent developments in STIP in your country;
2. Status of the collaborative linkages among STI actors such as networks, interactions, institutions, capabilities, policy environment, and enabling conditions; and
3. Key initiatives and mechanisms designed by the government to set policy that will enable new technological advances and innovation.

The country papers should be printed out, single-spaced, on standard A4-sized paper and be between 3 and 5 pages in length, excluding tables/figures. Each participant should prepare a PowerPoint file for presentation of the country paper. A soft copy of the country paper and PowerPoint file should reach the APO Secretariat (hngo@apo-tokyo.org, aohara@apo-tokyo.org), and VNPI (vnpi@vnpi.vn) **no later than 24 July 2018**. All participants are expected to make a PowerPoint presentation of 10 minutes including a Q&A session. The presentations should focus only on the main points of the country papers. It is suggested that participants organize their presentations based on the topical outline above.