



PROJECT NOTIFICATION ADDENDUM

19 November 2018

1. **Project Code** 18-RP-23-GE-OSM-B
2. **Project Title** Multicountry Observational Study Mission on Human Capital Development for the Future
3. **Timing** 28 July-1 August 2018 (five days)
4. **Venue** Islamic Republic of Iran
5. **Implementing** National Iranian Productivity Organization (NIPO)
6. **Addendum No.** 1
7. **Details** Changes in Project Notification Item No. 3 “Timing”

7-1 Change in Item No. 3 “Timing”

The timing of the project has been postponed until further notice.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 2 February 2018 pertaining to this project remain valid.

Dr. Santhi Kanoktanaporn
Secretary-General



PROJECT NOTIFICATION

20 February 2018

- 1. Project Code** 18-RP-23-GE-OSM-B
- 2. Title** Multicountry Observational Study Mission on Human Capital Development for the Future
- 3. Timing and Duration** 28 July–1 August 2018 (five days)
- 4. Venue** Tehran, Islamic Republic of Iran
- 5. Implementing Organization** National Iranian Productivity Organization (NIPO)
No. 16, Sepand St., Ostad Nejatollahi Ave.
Tehran, Islamic Republic of Iran
Phone: 98-21-888-99-175
Fax: 98-21-888-99-424
e-Mail: nipo@mporg.ir
- 6. Number of Overseas Participants** Up to 18 qualified participants from the Republic of China, India, Indonesia, Malaysia, 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 (see 12. Qualifications of Candidates)
- 7. Number of Local Participants** Up to six qualified participants (or to be determined later on upon agreement between the APO Secretariat and implementing organization)
- 8. Closing Date for Nominations** 28 May 2018

9. Objectives

The objectives of this multicountry study mission are to:

- a. Strengthen understanding of the ramifications of human capital on national economic development;
- b. Explore how human capital affects labor productivity and wages;
- c. Comprehend the dynamics and challenges of human capital creation in developing countries such as unskilled labor forces, skill mismatches, labor market inclusiveness, etc.;

- d. Discuss possible strategies to leverage the quality of human capital through labor reskilling;
- e. Study approaches to (re)invigorating the education sector to boost the contributions of human capital to economic development;
- f. Disseminate knowledge on the multitude interrelationships among demographic shrinkage, innovation, and economic growth;
- g. Identify possible institutional settings ensuring the readiness of human capital for the future; and
- h. Provide a platform for knowledge and experience sharing on human capital development-related efforts to prepare the labor force for the future.

10. Background

Human capital is a fundamental determinant of sustainable economic growth. In essence, it consists of educated workers who need to be continuously accumulated to sustain growth. The general consensus is that more education increases employment opportunities, earnings, and economic output. In other words, acquiring skills and ability through education will guarantee that there are always people able to transform raw materials into goods and services in more efficient ways. This also means that governments and households need to maintain investment in education. Optimal investment in the acquisition of skills and abilities will ensure benefits to the overall economy in the form of better standards of living. Furthermore, technological innovation, which is closely related to the likelihood of future prosperity, depends on the accumulation of human capital.

In developing economies including APO members, average years of schooling, as one proxy of human capital, remain significantly lower than in industrially advanced ones. It is estimated that it may take approximately 20 years for East and South Asia, Pacific nations, and Sub-Saharan Africa to catch up with industrialized world in human capital terms. However, East Asian countries that focused on reinvigorating their education sectors have enjoyed relatively rapid economic growth. They have also benefited from relatively young populations as a demographic bonus.

Rapid changes in labor market skill demand present additional challenges to developing economies in managing their human capital. Strategies such as reskilling, upskilling, and retraining the existing labor force are essential for the future. Socioeconomic resilience in the face of rapid technological change can be strengthened by putting in place future-ready education systems. Lifelong learning should therefore ideally be incorporated in education, labor, and social policies.

This study mission will highlight policies and institutional prerequisites to prepare human capital for the future. It will expose participants to human capital development policies to increase readiness to navigate current changes while preparing the workforce for the future. The approach will be interdisciplinary, with facilitators from different backgrounds and with varied experience and professional expertise.

11. Scope and Methodology

Scope

- a. Human capital development: micro to macro theoretical and policy backgrounds;
- b. Technological advances, demographic shrinkage, innovation, and economic growth;
- c. Labor market dynamics: skill mismatches, job destruction and creation, and inclusive labor markets;
- d. Ramifications of educational infrastructure and systems on economic growth;
- e. Upskilling, reskilling, retraining, and vocational education; and
- f. Policies and strategies for a future-ready labor force.

Methodology

Preparatory/predeparture work, expert presentations and lectures, case studies and/or exercises, policy-sharing sessions, policy proposals, presentations/discussions, and follow-up actions (postproject activities).

The tentative program of the study mission is given below:

Date/Time	Activity
Fri., 27 July 2018	Arrival of participants in Tehran
Sat., 28 July 2018	<ul style="list-style-type: none">- Program overview and expectation- Lectures on human capital accumulation and economic advancement- Participating country policy forum focusing on countries policy's practice and challenge
Sun., 29 July 2018	<ul style="list-style-type: none">- Lectures on technological advances, education policy, innovation and economic growth- Case studies and group discussion policies for labor market in the future
Mon., 30 July 2018	<ul style="list-style-type: none">- Lectures on skill mismatches, job destruction and creation and inclusive labor market- Case studies and group discussion/participating country policy forum on labor market inclusiveness
Tues., 31 July 2018	<ul style="list-style-type: none">- Lectures on educational infrastructure and system in relation to economic progress- Lectures on upskilling, reskilling and retraining- On-site discussions with policymaking institutions in the host country
Wed., 1 August 2018	<ul style="list-style-type: none">- Policy proposal development and discussion
Thurs., 2 August 2018	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Policymakers and/or policy administrators in the areas of labor, education, public health, demography, and other socioeconomic aspects of human capital development from relevant government agencies at the central and local levels; and mid- or high-level NPO officials managing labor productivity issues.
Experience	At least three 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 active contributions during the duration of the study mission. 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 study mission involving discussions and site visits. It is therefore recommended that member countries not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 30 and 50 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 Tehran, Islamic Republic of Iran from organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

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. Participating Country Expenses (PCEs)

PCEs payable to the APO do not apply to organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

c. 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.

d. 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 13-a for conditions)	No	No	Yes
Participating Country Expenses (PCEs) (refer to paragraph 13-b)	USD50 per participant	No	No
Hotel accommodation in Tehran	No	Yes	No
Per diem allowance in Tehran	No	Yes	No
Transportation costs to and from hotel and airport in Tehran	No	Yes	No
Insurance coverage in the Islamic Republic of Iran (refer to paragraph 13-c)	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

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

- 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 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 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, 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 study mission.
- l. NPOs should inform participants that they must attend all five 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

The participants are required to prepare a short paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Policy 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 study mission.

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