



PROJECT NOTIFICATION ADDENDUM

11 October 2018

1. **Project Code** 18-RP-48-GE-CON-A
2. **Title** International Conference on Public-sector Productivity
3. **Addendum No.** 2
4. **Reference** Project Notification dated 28 May 2018
Project Notification Addendum No.1 dated 6 July 2018
5. **Details** Changes the program venue

5-1. Change in Section 4. Venue

The project venue has been changed from Manila to **Tagaytay City**, Philippines

5-2. Change in Section 13-c. Cost Sharing

The venue of Hotel Accommodation and Per Diem Allowance in the list of cost sharing will be changed as follow:

| Cost item | Cost to be borne by | | |
|--|---|--------------|-----|
| | Participants or participating countries | Host country | APO |
| Hotel accommodation in Tagaytay | No | Yes | Yes |
| Per diem allowance in Tagaytay | No | Yes | Yes |

Other terms and conditions specified in the Project Notification dated 28 May 2018 and Project Notification Addendum No.1 dated 6 July 2018 remain unchanged.

Dr. Santhi Kanoktanaporn
Secretary-General



PROJECT NOTIFICATION ADDENDUM

6 July 2018

1. **Project Code** 18-RP-48-GE-CON-A
2. **Title** International Conference on Public-sector Productivity
3. **Addendum No.** 1
4. **Reference** Project Notification 18-RP-48-GE-CON-A dated 28 May 2018
5. **Details** Changes in Timing of Program 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 11-13 October 2018 to **22-24 November 2018** (three days)

5-2. Change in Section 8. Closing Date for Nominations

The closing date has been changed from 31 August 2018 to **15 September 2018**.

5-3. 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 below:

Date/Time

Activity

Wed., 21 November 2018 Arrival of participants in Manila, the Philippines

Thurs., 22 November Opening session

Keynote speech

Session 1: The Future of Governance

Presentation: The Government of the Future: Challenges of the Innovation Age and Disruptive Technologies

Presentation: e-Governance and Digital Government for Better Public-service Delivery

Presentation: Transforming the Public Sector through Digital Technology

Presentation: Future-oriented Thinking in Public-sector Organizations

Presentation: People-centered Approach in Public-service Delivery

Panel discussion

Fri., 23 November

Session 2: Embracing Innovation in the Public Sector

Presentation: Innovative Tools and New Technologies for Public-sector Productivity Enhancement

Presentation: Public-service Delivery Innovation in the Age of Digitalization and Digitization

Presentation: Leading Innovation for a Productive Public

Organization—Policy Implications in Delivering Public Services
Presentation: Embedding an Innovation Culture in Public-sector Organizations

Presentation: Performance Management through Big Data Analytics—Implications for Evidence-based Policymaking
Panel discussion

Sat., 24 November

Session 3: Public-sector Leadership

Presentation: Leadership and Performance Management Systems in Public-sector Organizations

Presentation: Public-sector Leadership for Innovative and Productive Public-sector Productivity Improvement

Presentation: Collaborative Governance and Leadership for Efficient Public Services

Presentation: Managing Performance through Emphasizing the Importance of Effective Leadership in the Public Sector

Panel discussion

Evaluation by participants

Closing session

Sun., 25 November

Departure of participants and resource persons

Other terms and conditions specified in the Project Notification dated 28 May 2018 remain unchanged.



Dr. Santhi Kanoktanaporn
Secretary-General



PROJECT NOTIFICATION

28 May 2018

1. **Project Code** 18-RP-48-GE-CON-A
2. **Title** International Conference on Public-sector Productivity
3. **Timing and Duration** 11–13 October 2018 (three days)
4. **Venue** Manila, the Philippines
5. **Implementing Organization**
Development Academy of the Philippines (DAP)
Address: DAP Bldg., San Miguel Ave., Ortigas Center
Pasig City, Philippines
Phone: 63-2-631-2157
Fax: 63-2-631-2123
e-Mail: apolu@dap.edu.ph
Website: www.dap.edu.ph
6. **Number of Overseas Participants** Up to 36 qualified participants from member countries
7. **Number of Local Participants** Up to 12 qualified participants
8. **Closing Date for Nominations** 31 August 2018
9. **Objectives**
 - a. To identify the trends impacting government of the future and the future of governance in APO member countries; and
 - b. To share knowledge and best practices on public-service delivery innovations and leadership for public-sector productivity enhancement.

10. Background

In APO member countries, the public sector assumes a crucial role. Its importance has been amplified, as many NPOs are mandated by their governments to improve productivity in the sector. Nowadays, due to the increasing demand for better result demonstration, transparency of operations, and stricter scrutiny of public expenses, raising efficiency and effectiveness within the finite resources of the public sector matters more than ever. Public-sector productivity enhancement will help governments save resources while filling their roles of driving economic performance and national competitiveness, achieving greater efficiency in delivering services, and increasing public satisfaction. Even though efforts have been made, public-sector productivity improvement to address the needs of citizens remains a concern. In addition, in an age of rapid changes, emerging disruptive technologies have significantly impacted the way the governments operate. They not only enable better service delivery more efficiently to citizens but also pose challenges in ensuring that the public sector remains agile

and responsive in coping with the unprecedented changes. In this context, public-sector reforms and government modernization to become more resilient should be the focus.

Against that background, a forward-looking perspective to foresee and be well prepared for the rapidly changing, highly uncertain future should be incorporated in the agenda of public-sector enhancement. Public-sector innovation emphasizing quality in public services through the application of innovative tools and new technology is crucial to promote productivity in the sector. Comprehensive strategies to prioritize areas for improvement while simplifying and increasing the efficiency of services to citizens should be the goals of public-sector organizations. The positive outcomes of these changes will depend greatly on leadership. Strengthening public-sector leadership to cope with changes as well as anticipate them and formulate plans to deal them is therefore crucial.

A three-day conference to deliberate on trends impacting future governance in APO member countries and on innovative public-service delivery leadership for productivity enhancement is thus timely. This conference is part of a series of APO projects for the public sector and will support member countries in dealing effectively with the challenges faced by governments in executing productivity improvement strategies. Different stakeholders will be brought together to share valuable experiences and achievements in various countries.

11. Scope and Methodology

Scope

- a. The future of governance;
- b. e-Governance and government of the future;
- c. Challenges for public-sector productivity enhancement in the future;
- d. Government modernization and reform;
- e. Innovative tools, techniques, and emerging technologies for public-sector productivity enhancement;
- f. Public-service delivery innovation in the age of digitalization and digitization; and
- g. Public-sector leadership for innovative, productive public-sector organizations.

Methodology

The three-day conference will consist of plenary thematic sessions with expert presentations, country case models, panel discussion sessions, and group discussions.

The tentative program of the conference is given below:

| <u>Date/Time</u> | <u>Activity</u> |
|-------------------------|--|
| Wed., 10 October 2018 | Arrival of participants in Manila, the Philippines |
| Thurs., 11 October | Opening session |
| | Keynote speech |
| | Session 1: The Future of Governance |
| | Presentation: The Government of the Future: Challenges of the Innovation Age and Disruptive Technologies |
| | Presentation: e-Governance and Digital Government for Better Public-service Delivery |
| | Presentation: Transforming the Public Sector through Digital Technology |

- Presentation: Future-oriented Thinking in Public-sector Organizations
- Presentation: People-centered Approach in Public-service Delivery
Panel discussion
- Fri., 12 October **Session 2: Embracing Innovation in the Public Sector**
Presentation: Innovative Tools and New Technologies for Public-sector Productivity Enhancement
- Presentation: Public-service Delivery Innovation in the Age of Digitalization and Digitization
- Presentation: Leading Innovation for a Productive Public Organization—Policy Implications in Delivering Public Services
- Presentation: Embedding an Innovation Culture in Public-sector Organizations
- Presentation: Performance Management through Big Data Analytics—Implications for Evidence-based Policymaking
Panel discussion
- Sat., 13 October **Session 3: Public-sector Leadership**
Presentation: Leadership and Performance Management Systems in Public-sector Organizations
- Presentation: Public-sector Leadership for Innovative and Productive Public-sector Productivity Improvement
- Presentation: Collaborative Governance and Leadership for Efficient Public Services
- Presentation: Managing Performance through Emphasizing the Importance of Effective Leadership in the Public Sector
Panel discussion
Evaluation by participants
Closing session
- Sun., 14 October Departure of participants and resource persons

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

- | | |
|------------------|--|
| Present Position | Policymakers from central and local government organizations, and senior government officials from relevant ministries and agencies involved in public-sector reform and productivity enhancement in the public sector. |
| 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 Manila, the Philippines.

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 Manila | No | Yes | Yes |
| Per diem allowance in Manila | No | Yes | Yes |
| Transportation costs to and from hotel and | No | Yes | Yes |

| Cost item | Cost to be borne by | | |
|--|---|--------------|-----|
| | Participants or participating countries | Host country | APO |
| airport in Manila | | | |
| Insurance coverage in the Philippines (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

- 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 conference.
- 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. 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 conference.

17. Evaluation of Participants

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

18. 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).

19. Dress Code

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



Dr. Santhi Kanoktanaporn
Secretary-General