



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION ADDENDUM

1 September 2015

1. **Project Code** 15-IN-61-GE-TRC-B
2. **Project Title** e-Learning Course on Business Excellence for the Public Sector
3. **Addendum No.** 1
4. **Reference** 15-IN-61-GE-TRC-B: Project Notification dated 22 June 2015
5. **Details**

The participation of Pakistan will be changed from Session 1 (5–8 October 2015) to Session 2 (1–4 December 2015).

Venues:

- Session 1: 5–8 October 2015  
Bangladesh, India, IR Iran, Nepal, and Sri Lanka
- Session 2: 1–4 December 2015  
Cambodia, Fiji, Indonesia, Mongolia, Pakistan, Philippines and  
Vietnam

Other terms and conditions as specified in the Project Notification dated 22 June 2015 remain unchanged.

Mari Amano  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

22 June 2015

1. **Project Code** 15-IN-61-GE-TRC-B
2. **Title** e-Learning Course on Business Excellence for the Public Sector
3. **Timing and Duration**  
Session 1: 5–8 October 2015 (four days)  
Session 2: 1–4 December 2015 (four days)
4. **Venues**  
Session 1: Bangladesh, India, IR Iran, Nepal, Pakistan, and Sri Lanka  
Session 2: Cambodia, Fiji, Indonesia, Mongolia, Philippines, and Vietnam
5. **Implementing Organizations**  
APO Secretariat and the following NPOs:  
  
**Session 1**  
Bangladesh: National Productivity Organisation, Dhaka  
India: National Productivity Council, New Delhi  
IR Iran: National Iranian Productivity Organization, Tehran  
Nepal: National Productivity and Economic Development Centre, Kathmandu  
Pakistan: National Productivity Organization, Islamabad  
Sri Lanka: National Productivity Secretariat, Colombo  
  
**Session 2**  
Cambodia: National Productivity Centre of Cambodia, Phnom Penh  
Fiji: National Training & Productivity Centre, Fiji National University, Suva  
Indonesia: Ministry of Manpower and Transmigration, Jakarta  
Mongolia: Mongolian Productivity Organization, Ulaanbaatar  
Philippines: Development Academy of the Philippines, Manila  
Vietnam: Vietnam National Productivity Institute, Hanoi
6. **Number of Participants** At least 20 qualified participants from each participating country.
7. **Closing Date for Nominations**  
Session 1: 4 September 2015  
Session 2: 30 October 2015

*\*To maximize project benefit, the local venue may change depending on the level of interest, participant type, and suitability of the location as advised by the NPO.*

## 8. Objectives

- a. To promote the business excellence (BE) concept and assessment tools among public-sector organizations;
- b. To form national strategies for BE; and
- c. To share best practices of BE strategy in public-sector organizations.

## 9. Background

The public sector is the main actor in policymaking and implementation, which directly forms and deeply influences a society's socioeconomic institutions and is pivotal in raising the people's quality of life and welfare. The pursuit of a better-performing public sector is thus crucial to the overall socioeconomic development of APO member countries. This e-learning course aims to help public-sector agencies to adopt the BE framework and assessment tools and strengthen their current capabilities in pursuit of improved productivity.

The APO started activities promoting public-sector innovation from 2009 and developed its public-sector productivity framework and broad action plan in 2012. This e-learning course is in line with the medium-term action plan of the framework to provide virtual exchanges and training in best practices and innovation techniques. The project intends to support public-sector agencies by introducing simple self-assessment tools such as improvement reports and action plans.

## 10. Modality of Implementation

This project will be conducted using the APO's own videoconferencing platform and the participants will take the course at the videoconferencing centers assigned by each country. Each resource speaker will deliver presentations from his/her home country or the nearest member country participating in this course. These presentations will be interactive, involving exercises and case studies while allowing participants to raise questions. In each session of the course, there will be six country groups of 20–25 participants each. Each country group will be moderated by a country project coordinator in each venue.

## 11. Scope and Methodology

Scope:

- a. BE framework;
- b. Methodology for applying BE techniques to public-sector organizations;
- c. Case studies of leading BE organizations; and
- d. Drafting action plans for implementing BE in the public sector.

Methodology:

Online lectures, online group discussions, online presentations of case studies, site visit(s), and examination.

<b>Date</b>	<b>Activity</b>
Day 1	Opening session, introduction, lectures
Day 2	Lectures, presentations, and discussion
Day 3	Site visit
Day 4	Action plan presentations, examination, course evaluation

## 12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officials, academics, and NPO managers and consultants.  (At the end of the e-learning course, an examination will be conducted. NPOs are requested to nominate individuals who are interested in attending the entire course.)
Experience	At least five years of experience in a related field.
Education	University degree or equivalent qualification from a recognized 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.
Age	Candidates who fit the above profile are typically between 30 to 45 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

## 13. Financial Arrangements

### To be borne by the APO

- a. All assignment costs for resource persons to prepare presentation materials and deliver presentations.
- b. Rental and other charges of the videoconferencing centers in participating countries, resource persons' countries, and Japan.
- c. Honoraria for national coordinators designated by NPOs and transportation costs for field visits, if necessary.

### To be borne by participants or participating countries

- a. Any other local implementing costs not covered by the APO.

## 14. Actions by Participating Member Countries

- a. Each participating country is requested to nominate more than 20 participants and submit a list in the format to be provided by the Secretariat later. Please adhere to the nomination deadlines specified under section 7 above and ensure that candidates nominated meet the qualifications under section 12.

- b. Participating countries will each identify a project coordinator from within the NPO or other relevant organization with basic knowledge of BE or public administration to coordinate and facilitate course activities at the local level. The coordinators will moderate group discussions among the participants during the training course in consultation with the NPO and chief resource persons identified by the APO Secretariat. The group discussions will include experience sharing, views of participants on BE in the public sector, and review of e-learning sessions. Local project coordinators will also make all necessary arrangements with the local videoconferencing centers prior to the commencement of the training course to ensure that the facility is ready for the training sessions.



Mari Amano  
Secretary-General