



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION ADDENDUM

19 November 2014

1. **Project Code** 14-IN-09-GE-CON-A
2. **Project Title** Conference on Expanding Business Excellence in the Asia-Pacific
3. **Timing and Duration** 2–4 September 2014 (three days)
4. **Venue** Pakistan
5. **Addendum No.** 1
6. **Reference** APO Project Notification 14-IN-09-GE-CON-A dated 22 April 2014
7. **Details** Changes in Project Notification Items
No. 3. “Timing and Duration”
No. 8. “Closing Date for Nominations”

7-1 Timing and Duration

The Timing and Duration of the Conference changes from 2–4 September 2014 to **31 March–2 April 2015**.

7-2 Closing Date for Nominations

Closing Date for Nominations will change from 4 July 2014 to **6 February 2015**.

Other terms and conditions as specified in the Project Notification dated 22 April 2014 remain unchanged.

Mari Amano
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

22 April 2014

1. **Project Code** 14-IN-09-GE-CON-A
2. **Title** Conference on Expanding Business Excellence in the Asia-Pacific
3. **Timing and Duration** 2–4 September 2014 (three days)
4. **Venue** Islamabad, Pakistan
5. **Implementing Organization** National Productivity Organization
2nd Floor Software Technology Park Building
Constitution Avenue, F-5/1
Islamabad, Pakistan
Phone: +92-51-2823304/5
Fax: +92-51-2823309
e-Mail: ceo@npo.gov.pk
6. **Number of Overseas Participants** Up to 18 participants
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 4 July 2014
9. **Objectives**
 - a. To expand awareness of business excellence (BE) and promote the adoption of the BE framework standards and integration into core business strategies in the public and private sectors;
 - b. To share and exchange information on and experience in best practices in BE adoption in the public and private sectors; and
 - c. To draft action plans for promoting BE in participants' organizations.

10. Background

National quality award systems began with a commitment to create a BE norm among local

enterprises. Such systems are effective in promoting BE practices through the adoption and integration of accepted quality assurance systems. Examination of quality award schemes has shown the importance of top and senior managers in integrating the concept of BE into the business activities of their organizations.

The BE framework is a dynamic tool for managing organizations to improve competitiveness and productivity. Using the BE framework, organizations can identify strengths and opportunities and then align management systems and processes to create an environment for sustainable, continuous improvement.

Building upon a workshop conducted in 2013, this conference will bring together representatives from industries in the Asia-Pacific to create a common regional perspective on adopting BE.

11. Scope and Methodology

Scope

The conference will cover the following topics:

- a. Introduction of the overall BE framework (concepts, tools, and methodologies);
- b. Best examples of key BE strategies; and
- c. Group discussions.

Methodology

Lectures by BE experts, presentations, and discussions among participants.

The tentative program of the conference is given below:

Date/Time	Activity
Mon., 1 Sept. 2014	Arrival of participants
Tues., 2 Sept. 2014	Opening session
Wed., 3 Sept. 2014	Presentations on the BE framework by global experts Presentations on best practices of BE (case studies) in large enterprises/SMEs, public-sector organizations, the service sector, etc.
Thurs., 4 Sept. 2014	Group discussions of action plans on how to start adopting and implementing BE Closing ceremony
Fri., 5 Sept. 2014	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Top and senior executives from enterprises in the public and private sectors or BE directors from NPOs and other relevant organizations.
Experience	Substantial work experience in relevant areas.
Education	Bachelor's degree from a university or equivalent qualification as a minimum requirement, and preferably a graduate degree.
Language	Proficiency in written and spoken English is essential.
Health	Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.
Age	Candidates who fit the above profile are typically between 35 and 55 years.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by participants or participating countries

a. Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 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 organizations will be responsible for any eventuality arising from accident or illness.

b. All expenses related to visa fees and airport taxes.

c. Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period because of early arrival or late departure, for example, due to either limited available flights or any other reason.

To be borne by the host country

a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to four days at the rate to be specified later.

b. All local implementation costs.

To be borne by the APO

- a. All assignment costs for overseas resource speakers.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Islamabad. As far as practicable, all participants should purchase discount tickets. Please 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. It is also available on the APO website at <http://www.apo-tokyo.org> and from APO Liaison Officers in member countries.

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 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 Industry Department, APO Secretariat (e-mail: ind@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 send the originals of the documents to the APO Secretariat by postal mail 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 will 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.
- f. 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.

g. 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.

h. 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.

i. 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.

j. NPOs should inform participants that they must attend all three days of the project to qualify for the certificate of attendance.

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. 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).



Mari Amano
Secretary-General