



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION ADDENDUM

2 August 2017

- 1. Project Code** 17-IN-09-GE-DLN-A
- 2. Title** e-Learning Course on Management Innovation in SMEs
- 3. Addendum No.** 1
- 4. Reference** APO Project Notification 17-IN-09-GE-DLN-A dated 13 July 2017

5. Details

a) Item No. 4 “Venues” will change as follows:

Session 1: Bangladesh, India, IR Iran, Nepal, Pakistan, and Vietnam
Session 2: Cambodia, Fiji, Japan, Malaysia, Mongolia, Philippines, **Sri Lanka**, and Thailand

b) Item No. 5 “Implementing Organizations” will change as follows:

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
	Vietnam:	Vietnam National Productivity Institute, Hanoi
Session 2:	Cambodia:	National Productivity Centre of Cambodia, Phnom Penh
	Fiji:	National Training & Productivity Centre, Fiji National University, Suva
	Japan:	Japan Productivity Center, Tokyo
	Malaysia:	Malaysia Productivity Corporation, Kuala Lumpur
	Mongolia:	Mongolian Productivity Organization, Ulaanbaatar
	Philippines:	Development Academy of the Philippines, Manila
	Sri Lanka:	National Productivity Secretariat, Colombo
	Thailand:	Thailand Productivity Institute, Bangkok

Unless otherwise modified by the APO in writing, the other provisions of the Project Notification dated 13 July 2017 pertaining to this e-Learning Course will remain valid.

A handwritten signature in black ink, consisting of several overlapping, slanted strokes that form a stylized, somewhat abstract representation of the name.

Santi Kanoktanaporn
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

13 July 2017

1. **Project Code** 17-IN-09-GE-DLN-A
2. **Title** e-Learning Course on Management Innovation in SMEs
3. **Timing and Duration**
Session 1: 11–14 December 2017 (four days)
Session 2: 15–18 January 2018 (four days)
4. **Venues**
Session 1: Bangladesh, India, IR Iran, Nepal, Pakistan, Sri Lanka, and Vietnam
Session 2: Cambodia, Fiji, Japan, Malaysia, Mongolia, Philippines, and Thailand
5. **Implementing Organizations**
APO Secretariat and the following NPOs:

Session 1
Bangladesh: National Productivity Organization, 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
Vietnam: Vietnam National Productivity Institute, Hanoi

Session 2
Cambodia: National Productivity Centre of Cambodia, Phnom Penh
Fiji: National Training & Productivity Centre, Fiji National University, Suva
Japan: Japan Productivity Center, Tokyo
Malaysia: Malaysia Productivity Corporation, Petaling Jaya
Mongolia: Mongolian Productivity Organization, Ulaanbaatar
Philippines: Development Academy of the Philippines, Manila
Thailand: Thailand Productivity Institute, Bangkok
6. **Number of Participants** At least 20 enrollees from each participating country

(Note: To maximize project benefits, the local venue [city and/or videoconferencing center] may change depending on the level of interest, participant type, and suitability of the venue as advised by the NPO.)

assessment, participants will take an examination on the final day of the course.

11. Scope and Methodology

Scope

- a. Principles of management innovation for SMEs;
- b. Prerequisites for successful management innovation for SMEs;
- c. Encouraging and managing change for organizational breakthroughs;
- d. Successful models of managing innovation; and
- e. The role of management innovators.

Methodology

Interactive e-lectures, group discussions, site visit(s), presentations on site visit(s) and/or case studies, and final assessment exam.

The tentative program for the sessions is given below:

Day	Activity
Day 1	Opening session and presentations by resource speakers
Day 2	Presentations by resource speakers
Day 3	Site visit(s), group discussions
Day 4	Country presentations on site visit(s), summing-up session, course evaluation, and examination

12. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position	Staff and managers of SMEs including owner; NPO staff providing innovation consultancy for SMEs; policymakers or regulators involved in innovation policy for SMEs; or professionals with relevant backgrounds and experience.
Experience	At least two years of experience in the position described above.
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.
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 not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 30 to 50 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 participating countries

All local implementation costs not covered by the APO.

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 videoconference centers in participating countries.
- c. Honoraria for national coordinators designated by NPOs and transportation costs for site visits, if necessary.

14. Actions by Participating Member Countries

- a. Each participating country is requested to nominate at least 20 participants and submit a list in the format to be provided by the Secretariat later. The list of nominations from each participating country must be finalized and sent to the APO Secretariat one week before the course begins. Please ensure that candidates nominated meet the qualifications specified above.
- b. Each participating country will identify an appropriate local coordinator. The coordinator will moderate group discussions among the participants during the e-learning course in consultation with the NPO and chief resource persons assigned by the APO Secretariat. The group discussions will include experience sharing, views of participants on management innovation for SMEs, and review of e-learning sessions. The coordinator will also make all necessary arrangements with the local videoconferencing center prior to commencement of the e-learning course to ensure that the facility is ready for the sessions.



Santhi Kanoktanaporn
Secretary-General