



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION ADDENDUM

12 July 2017

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| 1. Project Code | 17-IN-50-GE-CON-A |
| 2. Title | International Conference on Public-sector Productivity |
| 3. Timing and Duration | 10–12 October 2017 (three days) |
| 4. Venue | Manila, the Philippines |
| 5. Addendum No. | 1 |
| 6. Reference | APO Project Notification 17-IN-50-GE-CON-A dated 2 June 2017 |
| 7. Details | Change in project venue |

7-1 Change in Section 4. Venue

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

Other terms and conditions specified in the Project Notification dated 2 June 2017 remain unchanged.

Santhi Kanoktanaporn
Secretary-General



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PROJECT NOTIFICATION

2 June 2017

1. **Project Code** 17-IN-50-GE-CON-A
2. **Title** International Conference on Public-sector Productivity
3. **Timing and Duration** 10–12 October 2017 (three days)
4. **Venue** Manila, the Philippines
5. **Implementing Organization** Development Academy of the Philippines
Address: DAP Building, San Miguel Avenue, Ortigas Center
Pasig City, Metro Manila, Philippines
Phone: (63-2)631-2143
Fax: (63-2)631-2138
e-Mail: csayco88@gmail.com; apolu@dap.edu.ph;
apolugrantees@yahoo.com.ph
6. **Number of Overseas Participants** Up to 36 qualified participants
7. **Number of Local Participants** Up to six qualified participants
(or to be determined later on upon coordination with the implementing organization)
8. **Closing Date for Nominations** 31 August 2017
9. **Objectives**
 - a. To redefine the role of government including the related concept of public-sector productivity in the age of greater competition among nations;
 - b. To discuss the macro and micro trends shaping the future of government together with their implications for public-sector productivity and note lessons learned;
 - c. To explore new workable tools and techniques to raise productivity in the public sector including reliance on IT and emerging technologies as a way to identify and solve problems;
 - d. To comprehend the interrelation between productivity management and innovations in the complex setting of public-sector organizations;
 - e. To share knowledge on efficient leadership in innovative, productive public-sector organizations in the 21st century;

- f. To examine the latest developments and innovations related to public-sector productivity in the region; and
- g. To identify future challenges hindering the improvement of public-sector productivity among member countries and beyond and seek ways to resolve them.

10. Background

The working mandate for governments to do more for less is partly motivated by resource constraints and rising demand and expectations from citizens. However, it does not seem adequate to accommodate complex issues such as economic inequality, youth unemployment, and population aging. Yet, the challenges to deliver better outcomes and better experiences for citizens at a sustainable cost have been accompanied by the rapid dissemination of new technologies and tools. Public-sector organizations have never experienced such unprecedented challenges and opportunities. Raising productivity within the public sector matters more now than ever, particularly due to the expected rise in service delivery costs and decrease in public revenues.

Efforts to raise productivity in public-sector organizations must have a forward-looking element to ensure their sustainability. The concept of sustainable public-sector productivity where government institutions have the capability to make productivity improvement strategies resilient against the uncertainties of the future not only fit current conditions but also inherently accommodate new developments. Due to their roles as active managers of people's affairs within society, it is time for public organizations to embrace productivity concepts to make their operations more relevant. In most cases, the government sector is expected to be at the forefront in anticipating or leading initiatives to shape the future, especially in this era of unprecedented rates of change and unparalleled uncertainty.

Improving productivity in the public sector may benefit governments with resource savings in the form of productivity gains, which can then be reinvested to achieve greater efficiency in delivering services. To take advantage of productivity gains, public-sector organizations need comprehensive strategies, including better ways to measure those gains, priority areas for improvement which are expected to provide significant leverage to overall productivity efforts, and the identification of role models from which to learn best practices such as how to achieve maximum advantage from the diffusion of innovation.

The APO Public-sector Productivity Framework formulated in 2012 is a comprehensive strategy to achieve productivity gains. This conference is a part of a series of regular APO projects for the public sector. It will focus on different areas relevant to the challenges faced by governments in executing productivity improvement strategies. Professionals at the mid-to senior-management levels, officials and policymakers from central and local government organizations including state-owned enterprises, heads of NPOs, public-sector productivity experts, and public-service providers are among the targeted audience.

11. Scope and Methodology

Scope

- a. Government of the future and the future of government;
- b. Redefinition of public-sector productivity;
- c. Innovations in public service delivery through technologies;

- d. New ideas, tools, and techniques in managing productivity and innovation within public-sector organizations;
- e. Effective leadership for productivity in a rapidly changing environment;
- f. Barriers to productivity improvement;
- g. Identification of future challenges hindering public-sector productivity enhancement; and
- h. Latest innovations to increase productivity within government organizations.

Methodology

Keynote speeches, expert presentations, and panel discussions.

The tentative program of the conference is given below:

Date/Time	Activity
Mon., 9 October 2017	Arrival of participants in Manila
Tues., 10 October 2017	Keynote speeches and presentation sessions
Wed., 11 October 2017	Presentation sessions
Thurs., 12 October 2017	Panel discussions and closing session
Fri., 13 October 2017	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Public-sector professionals, government officials including those from state-owned enterprises, policymakers from central and local government organizations, public-sector productivity experts, public-service providers, or NPO heads.
Experience	At least 10 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 conference. 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 conference series requiring participants to be involved in discussions. 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 35 and 55 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 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 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 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 conference 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.
- d. Any cancellation charges for airfare and hotel arising from withdrawals after letters of acceptance have been issued by the APO.

To be borne by the host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants and up to six local 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 of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Manila, the Philippines. 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 and from APO Liaison Officers in member countries.
- c. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to four days at the rate to be specified later.

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 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 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 conference 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 to qualify for the certificate of attendance.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal of participants as provided under item 13.d.

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 this conference 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. Evaluation of Participants

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

17. 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).



Santhi Kanoktanaporn
Secretary-General