PROJECT NOTIFICATION

PN Issue Date	19 April 2019
Project Code	19-RP-48-GE-CON-A
Title	International Conference on Public-sector Productivity
Timing and Duration	14–16 November 2019 (three days)
Venue	Tagaytay, Philippines
Implementing Organization(s)	Development Academy of the Philippines (DAP)
Number of Overseas Participants	Up to 36 qualified participants
Number of Local Participants	Up to 12 qualified participants
Closing Date for Nominations	2 September 2019

Change History of Project Notificaion: 19-RP-48-GE-CON-A

Revision	Date of Issue	Clause	Modifications
Revision 1	13 September 2019	Venue	Venue has been changed from Manila to Tagaytay at the request of the host country.

1. Objectives

a. To examine the concepts, applications, and results of innovation in the public sector including their implications for public-sector productivity and national competitiveness;
b. To discuss the latest innovations in digital transformation, the future of work, process improvement, and tools and technologies; and
c. To look into the critical challenges of achieving more innovative, transformative public sectors in the region now and in the future.

2. Background

Why should the public sector innovate? Governments need to reinvent themselves to meet higher expectations with scarce public resources. This is where innovation comes in. Studies indicate that innovation in internal processes, policy design and implementation, service delivery, and regulatory approaches of governments will be critical if they are to deliver services successfully while being prudent in spending budgets funded by their citizens in the most effective, efficient ways. An Ernst and Young report indicates that while innovation in the public sector is a broad concept that can mean a wide range of improvement concepts, it covers different aspects such as service innovation, process innovation, regulatory innovation, and policy innovation.

Specifically, service innovation is about developing new concepts or taking steps to improve existing services and making them easy to access, use, and understand in a cost-effective manner. On the other hand, process innovation has to do with rethinking the entire structure and bringing improvements to public service that will generate notable increases in productivity or drive down costs significantly. Regulatory innovation is another aspect that aims to balance social, economic, and environmental values, thereby achieving effectiveness while not creating unnecessary burdens on different stakeholders and citizens at large. Policy innovation is about identifying the needs of constituents and shortening the time required to develop, test, implement, and diffuse a policy. It covers a wide range of policies that have been introduced at different times, with diverse motivations, and under a variety of labels. Nevertheless, recent trends ranging from changing demographics, technological advances, new economic pressures, and environmental changes, among others, have been strong catalysts for governments to think differently about how regulations and policies are developed and services provided while exploiting new opportunities and finding new ways to solve today's complex problems.

To assist member governments in playing their important roles in productivity enhancement under the Public-sector Program of the APO Transformation Initiative and spearheaded by the APO Center of Excellence on Public-sector Productivity in the Philippines, this conference will bring together different stakeholders to examine closely the concepts, applications, and results of innovation in the public sector including their implications for productivity and competitiveness; discuss the latest innovations in digital transformation; the future of work; process improvement; and the latest tools and technologies that affect service delivery and citizens' satisfaction. It will also look into the critical challenges in developing more innovative, transformative public sectors in the region now and in the future.

3. Scope and Methodology

The tentative themes for the different conference sessions are:

Session 1: Defining innovation in the public sector and its approaches;
Session 2: Digital transformation, government decision making, and innovation;
Session 3: Implications of public-sector innovation for productivity and competitiveness;
Session 4: Innovation in serving citizens and businesses; and
Session 5: Creating an innovative culture and leadership style in the public sectors of the future.

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:

Date/Time	Activity
Wednesday, 13 November	Arrival of participants in Manila

2019	
Thursday, 14 November	Opening session Presentation of resource papers and panel discussion on: - Defining innovation in the public sector and its approaches - Digital transformation, government decision making, and innovation
Friday, 15 November	Presentation of resource papers and panel discussion on: - Implications of public-sector innovation for productivity and competitiveness - Innovation in serving citizens and businesses
Saturday, 16 November	Group discussion and panel discussion on: - Creating an innovative culture and leadership style in the public sectors of the future Closing program
Sunday, 17 November	Departure of participants

4. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officials including those from state-owned enterprises, policymakers from central and local government organizations, public-sector productivity experts/researchers, or senior officials/consultants from NPOs.
Experience	At least two 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 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

5. Requirements

All participants are required to prepare and submit action plans to the APO and to share them with their NPOs within 10 working days after attending the project. The participants are also required to submit postproject follow-up reports six months after project completion to document the achievement of outcome(s) of the project. The NPOs will monitor the follow-up actions and report submission by participants.

5-1. Repeat Participants (who attended previous APO projects)

a. In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.

b. Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

5-2. All Participants

a. In the Candidate's Biodata form, candidates are required to list their expectations from the project and planned postproject actions/activities. This is a tentative list, which participants are free to revise or replace after attending the project (as in item b below).

b. All participants are required to develop and submit final follow-up action plans within 10 working days of project completion in the format to be provided by the APO Secretariat later.

c. All participants are required to submit reports on the follow-up actions taken within six months (or a period specified for a particular project) of project completion.

d. The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

6. Financial Arrangements

6-1. Airfare

The APO will meet the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Manila, the Philippines.

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.

6-2. 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. 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.

6-3. 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 met by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph on Airfare for conditions)	No	No	Yes
Participating Country Expenses (PCEs) (refer to paragraph on PCEs)	NA	NA	NA
Hotel accommodation at the venue	No	Yes	Yes
Per diem allowance at the venue	No	Yes	Yes
Transportation costs to and from hotel and airport at the venue	No	Yes	Yes
Insurance coverage in the host country (refer to paragraph on Insurance Coverage)	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	Yes	No	No

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
b. Extension of stay c. Early arrival or late departure d. Flight cancellation			
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
Notes (special conditions):			

7. 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 4. Qualifications of Candidates 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 selection committee 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 department in charge of this project.

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, 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 project.

l. NPOs should inform participants that they must attend the entire program 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.

8. 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.

9. Project Preparation

The participants are required to prepare a short paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Country Papers" to be provided later.

10. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO also requests participants to submit progress reports six months after completion of the project. In addition, participants taking part in training-of-trainers courses must also submit a report summarizing a training project that they conducted following the action plans to the APO and NPOs within six months after project completion.

11. Evaluation of Participants

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

12. 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).

13. 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

POSTPROJECT ACTIVITY GUIDELINES

The follow-up actions by participants after project attendance determine the extent of multiplier effects (outcomes) of APO projects in member countries. The APO has therefore established an interdepartmental Participant Selection Committee to ensure selection of the most appropriate candidates. A key consideration is whether individuals are in a position, have the ability, and are willing to undertake follow-up actions after project attendance.

Each participant is required to undertake follow-up actions after attending an APO project based on his/her learning from it and report on those activities to the NPO of his/her country and the APO Secretariat, following the guidelines below:

Examples of Follow-up Activities
The examples below are suggestions and are not meant to limit participants' choices of follow-up actions:

a. An official report on project attendance to participants' organizations, or NPOs, or both;
b. Newspaper/magazine articles based on learning from the project;
c. Application of knowledge, skills, techniques, or technologies for improving job performance and/or organizational capacity;
d. Delivering a presentation or lecture on the project topic;
e. Conducting a workshop/seminar/conference/forum on the project topic;
f. Improving training/teaching/extension materials related to the project topic; and
g. Sharing project findings with colleagues, professional groups, or others.