



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

22 June 2016

1. **Project Code** 16-IN-24-GE-SMN-B
2. **Title** Study Mission to a Nonmember Country on Cloud Computing Technology
3. **Timing and Duration** 28 November–2 December 2016 (five days)
4. **Venue** San Francisco, CA, USA
5. **Implementing Organization** APO Secretariat
6. **Number of Overseas Participants** Up to 19 qualified participants from the Republic of China, India, Indonesia, IR Iran, Japan, Republic of Korea, Malaysia, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam. However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Closing Date for Nominations** 26 September 2016
8. **Objectives**
 - a. To learn about the contribution of cloud computing to productivity enhancement and observe applications of cloud computing technologies to SME operations;
 - b. To explore the trends and applications of the Internet of Things and big data for SMEs;
 - c. To establish networks with experts and professionals in this field.

9. Background

Cloud computing is the practice of using a shared pool of computing resources hosted on the Internet, such as remote servers, networks, applications, storage, and services, to process, manage, and store data. With ubiquitous, on-demand access to these resources and data, end-users have easier access to a greater scale of services and information, and economies of scale can be achieved at lower cost.

Traditionally, many business solutions and techniques have been out of the reach of SMEs due to high capital barriers; however, with the emergence of cloud computing, SMEs can harness the power of the Internet, advanced servers, and programs and thus increase their operational efficiency, delivery performance, services, interactions with customers, and market research that contribute to the overall enhancement of their productivity.

The APO has been promoting innovation-led growth and assisting its member countries to explore advanced methods to increase productivity. It organized workshops in IR Iran and the ROK in 2013 and a study mission to the USA in 2015 to determine the implications of information and communications technologies (ICT) for productivity growth. This study mission will explore the applications of cloud computing and how they can strengthen the competitiveness of SMEs. The participants will also be updated on the latest trends and implications of the Internet of Things, big data, and the concept of industry 4.0.

10. Scope and Methodology

Scope:

Cloud computing and its application to/implications for SMEs; opportunities and limitations of cloud computing technology; experiences and practices of SMEs/entrepreneurs in utilizing cloud computing technology; and the latest trends in the Internet of Things, big data, and industry 4.0.

Methodology:

Interactive presentations, site visits, and group discussions.

The tentative program of the study mission is given below:

Date/Time	Activity
Sun., 27 November 2016	Arrival of participants in San Francisco
Mon., 28 November	Opening session Presentations of cloud computing technologies and their implications
Tues., 29 November	Study visits to cloud computing service providers
Wed., 30 November	Presentations on the latest trends in the Internet of Things, big data, and industry 4.0 Study visits to cloud computing research institutions
Thurs., 1 December	Study visits to SMEs adopting cloud computing technologies
Fri., 2 December	Study visits to SMEs adopting cloud computing technologies
Sat., 3 December	Summing-up and closing session Departure of participants

11. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	ICT professionals or SME executives with ICT backgrounds, policymakers overseeing ICT and SME strategies, and SME representatives who plan to or have adopted cloud computing technologies.
Experience	At least three 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 expected to engage in discussions and make 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.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

12. Financial Arrangements

To be borne by participants or participating countries

- a. International airfare between the international airport nearest to the participants' place of work and San Francisco, CA, USA.
- b. Any travel expenses related to travel insurance costs, passport, visa fees, and airport taxes.
- c. Participants' insurance premiums: All participants must 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.
- d. 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 on account of early arrival or late departure, for example, due to either limited available flights or any other reason.

To be borne by the APO

- a. Per diem allowances and hotel accommodation for up to 19 overseas participants for up to six days at the rate to be specified later.
- b. All assignment costs of resource persons.
- c. All local implementation costs.

13. 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 11 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 official project because he/she is visiting the host country for the specific purpose of attending this APO study mission.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

14. 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.

15. Postproject Actions

All participants are required to prepare action plans based on their learning from the study mission for follow-up and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the study mission.

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).



Mari Amano
Secretary-General