



PROJECT NOTIFICATION

30 March 2018

1. **Project Code** 18-IN-73-GE-WSP-A
2. **Title** Workshop on Smart Industrial Applications in SMEs
3. **Timing and Duration** 20–24 August 2018 (five days)
4. **Venue** Taipei, Republic of China
5. **Implementing Organization** China Productivity Center (CPC)
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e-Mail: 2844@cpc.org.tw
6. **Number of Overseas Participants** Up to 18 qualified participants
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 29 June 2018
9. **Objectives**
 - a. To equip participants with knowledge of digitization, Industry 4.0, and related technologies and applications;
 - b. To identify suitable, applicable technologies that can assist SMEs to embark on the movement toward Industry 4.0; and
 - c. To exchange practices and experiences in assisting SME in applying smart technologies.

10. Background

Industry 4.0 is rapidly impacting APO member countries. It is characterized by applying technologies to deliver efficient, customized, analyzable outcomes based on the connectivity of all elements, processes, and stakeholders. Encouraging all sectors, especially SMEs, to embark on this movement is crucial for upgrading national strategies for productivity enhancement and reaping the full benefits of Industry 4.0.

Typically, SMEs are hesitant to undertake Industry 4.0 upgrading due to their limited capital, little access to advanced technologies, and insufficient knowledge of and strategies involved Industry 4.0. However, with a focus on initial steps such as basic digitization, data collection,

and connectivity of systems, starting the Industry 4.0 journey can be made simpler with commonly available tools and technologies. This workshop aims to provide an opportunity and reference for APO members to identify suitable applications that can assist SMEs to begin their first steps toward Industry 4.0.

The APO has been assisting its members in developing awareness, resilience, capabilities, and strategies for the new paradigm of industrialization. In 2017, it organized conferences on Industry 4.0 and new technologies in Cambodia and the ROC; provided technical expert services to IR Iran and Thailand; organized a bilateral policy study and benchmarking in the ROK and Malaysia; and launched its Center of Excellence on IT for Industry 4.0 in India to disseminate knowledge and applications to member countries. This workshop will continue those efforts to assist APO members to embark on the Industry 4.0 movement in a practical manner.

11. Scope and Methodology

The tentative modules to be covered include:

- a. Starting points for SMEs to move toward Industry 4.0;
- b. Analysis of costs and benefits of applying suitable technologies;
- c. Examples of applicable technologies for SMEs;
- d. Good practices of SMEs in applying digital technologies; and
- e. Strategies to support SMEs in the era of Industry 4.0.

The program will consist of interactive lectures, site visit, case studies, discussions, individual presentations, and formulation of action plans.

The tentative program of the workshop is provided below:

Date/Time	Activity
Sun., 19 August 2018	Arrival of participants in Taipei
Mon., 20 Aug. 2018	Opening session Presentation of resource papers: Understanding Industry 4.0; The implications of Industry 4.0 for SMEs; Starting points for SMEs
Tues., 21 Aug. 2018	Presentation of resource papers: Core elements of digitization; Examples of applicable technologies for SMEs; Cost and benefit analysis for technology application
Wed., 22 Aug. 2018	Presentation of resource papers: Good practices of SMEs in utilizing digital technologies Observational visits to SMEs
Thurs., 23 Aug. 2018	Presentation of resource papers: Next steps for SMEs in Industry 4.0 Group discussion and preparing individual action plans
Fri., 24 Aug. 2018	Presentation of group findings and individual action plans Program evaluation and closing session
Sat., 25 Aug. 2018	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officials and policy research officers involved in industrial policies, development strategies for the SME sector, and productivity improvement initiatives; senior representatives from industry associations; and senior NPO officials with practical consulting experience in industrial upgrading and modernization.
Experience	At least five years of experience in the position described above, preferably with practical experience in the manufacturing sector and reference materials for work related to industrial upgrading and Industry 4.0.
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 workshop 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 and 50 years of age.
Attendance	Participants are required to attend the entire program.

13. Financial Arrangements

a. Airfare

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

The APO will only reimburse discount air tickets for the most direct route. 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.

b. 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. 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, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

c. 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 member countries.

Cost item	Cost to be borne by		
	Participants or member countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 13a)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
Hotel accommodation in Taipei	No	Yes	No
Per diem allowance in Taipei	No	Yes	No
Transportation costs to and from hotel and airport in Taipei	No	Yes	No
Insurance coverage in the ROC (refer to paragraph 13b)	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 b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
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:	NA	Yes	No

Cost item	Cost to be borne by		
	Participants or member countries	Host country	APO
a. Meeting rooms			
b. Documentation			
c. Preparatory costs			

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 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 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 workshop.
- l. NPOs should inform participants that they must attend all five days of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from participant withdrawal, as provided for under item 13.

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. Project Preparation

The participants are required to prepare a 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.

17. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the workshop.

18. Evaluation of Participants

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

19. 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).

20. Dress Code

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.



Santhi Kanoktanaporn
Secretary-General

