



PROJECT NOTIFICATION

8 November 2018

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| 1. Project Code | 19-IN-51-GE-WSP-A |
| 2. Title | Workshop on Accountable Governance for Productivity Growth and Competitiveness |
| 3. Timing and Duration | 21–25 April 2019 (five days) |
| 4. Venue | Dhaka, Bangladesh |
| 5. Implementing Organization | National Productivity Organisation
Ministry of Industries
Shipla Bhaban (1st Floor) 91, Motijheel Commercial Area
Dhaka-1000
Tel: 880-2-9587501, 880-2-01720-107032
Fax: 880-2-9563553
e-Mail: npobangla@yahoo.com |
| 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 | 15 February 2019 |

9. Objectives

This workshop will review the importance and implications of accountable governance for the productivity growth and competitiveness of member countries; explore key issues, quality policy formulation, and implementation in strengthening accountable governance; and assess governance capacities and government performance including their impact on productivity growth and competitiveness.

10. Background

One of the key requirements for accelerating the productivity growth of any nation is to create an environment that allows enterprises to improve productivity and remain competitive, especially at the international level. This is where the issue of governance plays an important role, particularly in setting appropriate institutions, policies, rules and regulations, etc. to ensure the efficiency and competitiveness of the economy as a whole. According to a World Bank report, better governance will lead to greater competitiveness, which indicates the ability of the nation to maintain high rates of economic growth and productivity. This is summed up by the World Economic Forum Global Competitiveness Report definition, in which competitiveness is the set of institutions, policies, and factors which determines the level of productivity of a country. While competitiveness does not automatically relate to productivity, both are important determinants of overall economic progress to improve the

national standard of living. In recent years, different frameworks have been developed to organize the complex competitiveness drivers such as the distinction among macroeconomic factors (quality of institutions, macroeconomic policies) that set the broader context in which firms operate, microeconomic factors (business environment quality, clusters, firm sophistication, etc.) that have a more direct impact on firm productivity, and endowments that affect how the macro- and microeconomic factors can be shaped by policies and good governance mechanisms.

Addressing the above issues through the Public-sector Program under its Transformation Initiative, the APO will focus on areas relevant to the challenges faced by governments of the future in executing productivity-enhancing strategies. This workshop aims to explore accountable governance as one of the drivers of increased productivity and competitiveness through policy formulation and implementation. It will also provide an opportunity to share best practices in assessing governance capacities and the performance of governments.

11. Scope and Methodology

The tentative topics to be covered are:

- a. Defining Accountable Governance including Issues and Challenges;
- b. Linking Accountable Governance with Productivity and Competitiveness;
- c. Global Competitiveness Framework: Institutions, Governance, and Efficiency;
- d. Assessing Competitiveness and Productivity: The Role of Accountable Governance;
- e. Implications of Digital Technology for Governance, Productivity, and Competitiveness; and
- f. The Future of Accountable Governance, Competitiveness, and National Productivity.

The workshop will consist of lectures, group discussion sessions, sharing of experience among participants through country paper presentations, and site visits.

The tentative program of the workshop is given below:

Date/Time	Activity
Saturday, 20 April 2019	Arrival of participants in Dhaka
Sunday, 21 April	Opening session Presentation of resource papers <ul style="list-style-type: none"> - Defining Accountable Governance including Issues and Challenges - Linking Accountable Governance with Productivity and Competitiveness
Monday, 22 April	Presentation of resource papers <ul style="list-style-type: none"> - Global Competitiveness Framework: Institutions, Governance, and Efficiency - Assessing Competitiveness and Productivity: The Role of Accountable Governance Presentation of country papers

Tuesday, 23 April	Site visits <ul style="list-style-type: none"> - To learn about and observe good/accountable governance in public-sector organizations including contributions to and impact on productivity and competitiveness
Wednesday, 24 April	Presentation of resource papers <ul style="list-style-type: none"> - Implications of Digital Technology for Accountable Governance, Productivity, and Competitiveness - The Future of Accountable Governance, Competitiveness, and National Productivity - Group workshop/exercise
Thursday, 25 April	Presentation of group workshop output and individual action plans Program evaluation by participants, resource persons, and implementing organization Summing-up session Closing session
Friday, 26 April 2019	Departure of participants

12. 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, or consultants on the public sector 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 meet the qualifications above are generally 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 Dhaka, Bangladesh.

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 participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 13-a)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
Hotel accommodation in Dhaka	No	Yes	No
Per diem allowance in Dhaka	No	Yes	No
Transportation costs to and from hotel and airport in Dhaka	No	Yes	No
Insurance coverage in Bangladesh (refer to paragraph 13-b)	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	Yes	No	No

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance			
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

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, 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 withdrawal or no show of a participant.

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

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.



Dr. Santhi Kanoktanaporn
Secretary-General

19-IN-51-GE-WSP-A:

Workshop on Accountable Governance for Productivity Growth and Competitiveness
21-25 April 2019, Dhaka, Bangladesh

Guidelines for Preparation of Country Papers

The participants in this workshop are expected to prepare and present country papers keeping in mind the objectives, scope, and proposed outline below. The purpose is to share information on the current approaches to accountable governance by reviewing accountability measures and how government affects productivity growth and competitiveness at the national level. The country papers serve as valuable information for understanding the importance of good governance in general within the context of productivity and competitiveness.

Proposed Outline of Country Papers

1. Provide a brief description of accountable governance approaches/procedures in your country, including evaluations of government performance in promoting national productivity and competitiveness.
2. Cite an example of a specific regulation or policy intervention in adhering to accountable governance and discuss its impact/results on productivity and/or competitiveness.
3. Briefly discuss future plans of your government to improve the overall governance system to address national productivity and competitiveness concerns, if any.

The country papers should be printed, single-spaced, on standard A4-sized paper and be between 3 and 5 pages in length, excluding tables/figures. Each participant should prepare a PowerPoint file for presentation of the country paper. A soft copy of the country paper and PowerPoint file should reach the APO (jelvinia@apo-tokyo.org) and National Productivity Organization of Bangladesh (npobangla@yahoo.com) **no later than 12 April 2019**. Participants are expected to make a PowerPoint presentation of 20 minutes including a Q&A session. The presentations should focus only on the main points of the country paper. It is strongly recommended that participants organize their presentations based on the topical outline above.