



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

20 August 2014

- 1. Project Code** 14-RP-08-GE-WSP-B
- 2. Title** Workshop on the Impact of Changing Demographics on Productivity
- 3. Timing and Duration** 25–28 November 2014
- 4. Venue** Singapore
- 5. Implementing Organization** SPRING Singapore
1 Fusionopolis Walk
#01-02 South Tower, Solaris
Singapore 138628
Phone: 65-6279-3690
Fax: 65-6659-0645
E-mail: Rajeshpal_Singh@spring.gov.sg
- 6. Number of Overseas Participants** Up to 18 qualified participants from the Republic of China, Fiji, India, Indonesia, IR Iran, Japan, Republic of Korea, Malaysia, Mongolia, Philippines, Sri Lanka, Thailand, and Vietnam. Other member countries with strong interest in this project may nominate candidates upon consultation with the APO Secretariat.
- 7. Number of Local Participants** Up to six qualified participants
- 8. Closing Date for Nominations** 30 September 2014
- 9. Objectives**
 - a. To discuss key demographic trends and its patterns in APO economies;
 - b. To examine key demographic change issues and challenges facing productivity in member countries;
 - c. To share experience and practices in dealing with demographic change issues; and
 - d. To determine the support schemes needed to mitigate the impact of demographic change.

10. Background

Demographic change is among the most significant challenges facing societies, labor markets, and economies. In Asia, developing countries have begun to follow the population aging footprint of the advanced countries, while in most advanced countries the aging process is well underway. Demographic change and its related issues like managing aging workforce, labor migration and labor management in the context of urban-rural shrinkage complexity are posing numerous challenges to the productivity and sustainable development agenda. It is important for member countries to design and implement measures to reduce the negative effects of these demographic changes. Strategic solutions cannot be based on addressing one of these factors alone but need to take into account the interplay of these elements.

In 2009, an APO research project on “Aging Societies” and a study meeting on “Women and Retirees in the Workforce” were carried out. Through the research, an in-depth examination of labor market issues in relation to the aging workforce from both supply and demand sides in some countries was undertaken. A comprehensive understanding of public policies and their impact on the employment of aged labor and on the participation of women in the workforce were provided through the study meeting.

This workshop on a demographic change topic, after a five-year interval, will be a good opportunity to update understanding of a broader range of member countries, with different issues and patterns. During this workshop, member countries will discuss their demographic trends and related issues. It will be helpful for the APO to understand the trends and their impact on the future of APO member countries and their needs and thus determine the assistance needed and plan for the future.

11. Scope and Methodology

Scope

- a. Demographic trends and patterns;
- b. Key demographic change issues and their impact on productivity;
- c. Best practices and successes in dealing with demographic change; and
- d. Interventions needed to tackle demographic change issues.

Methodology

The workshop will be conducted with presentations and case studies from experts, knowledge-sharing sessions, and group discussion among representatives of member countries.

The tentative program of the workshop is given below:

Date/Time	Activity
Mon., 24 Nov. 2014	Arrival of participants in Singapore
Tue., 25 Nov. 2014	Opening session Topic 1: Demographic change in developing countries: new trends and patterns Resource persons’ presentations Country paper presentations
Wed., 26 Nov. 2014	International conference at the Asia Competitiveness Institute, Lee Kuan Yew School of Public Policy, NUS

Thu., 27 Nov. 2014	Topic 2: Demographic change in aged societies: issues, experience, and opportunities Resource persons' presentations Country paper presentations
Fri., 28 Nov. 2014	Group discussion and presentation on interventions needed to mitigate the impact of demographic change Closing session
Sat., 29 Nov. 2014	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Policymakers, senior ministerial officers with experience and knowledge in demographic change issues and productivity, and/or senior researchers from labor institutes or academic institutions.
Experience	At least seven years of experience in demographic change issues, productivity, and/or labor economics.
Education	University degree or equivalent qualification from a recognized institution.
Language	All presentations and discussions during the workshop are conducted in English, and participants will be frequently required to make oral and written presentations. They should be proficient in both oral and written English.
Health	Physically and mentally fit to attend an extensive workshop requiring participants to complete a number of individual and group activities. It is therefore recommended that member countries refrain from nominating 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 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.

- 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 project 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.

To be borne by the host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to five 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 Singapore. 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.

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. Non-selection therefore does not mean that the candidates concerned are not competent. 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 Research and Planning Department, APO Secretariat (e-mail: rp@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 four days of the project to qualify for the certificate of attendance.

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 attached "Guidelines for the Preparation of Country Papers."

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).



Mari Amano
Secretary-General

14-RP-08-GE-WSP-B:

Workshop on the Impact of Changing Demographics on Productivity, 25–28 November 2014, Singapore

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 basic aim of country papers is to get an overview of trends, issues, and experience in dealing with demographic change in each participating member country.

Proposed Outline of Country Papers

1. Provide an overview of demographic trends and key challenges facing productivity in the country.
2. Describe current policies toward labor policy readiness to cope with those demographic change challenges in the future.
3. Experience in dealing with labor force issues in the context of demographic changes such as managing an aging workforce, best practices in returning retirees to the workforce, and increasing participation of women in the labor force.
4. Describe any form of support/intervention needed from other countries or international organizations to cope with those challenges in order to promote productivity.

For participants from Fiji, India, Indonesia, IR Iran, Malaysia, Mongolia, the Philippines, Sri Lanka, Thailand, and Vietnam; the country papers are expected to cover items 1, 2, and 4 above.

For participants from the Republic of China, Japan, Republic of Korea, and Singapore; the country papers are expected to cover items 1, 3 and 4 above.

The country papers should be printed out, 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 (hngo@apo-tokyo.org and aoikawa@apo-tokyo.org) no later than 4 November 2014. All 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 suggested that participants organize their presentation based on the topical outline above.