



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

17 December 2013

1. **Project Code** 13-RP-09-GE-WSP-B
2. **Title** Workshop on Development of Courses for Productivity Practitioners in Institutes of Technology
3. **Timing and Duration** 13–16 May 2014 (four days)
4. **Venue** Taipei, Republic of China
5. **Implementing Organization** China Productivity Center
2nd Floor, No. 79, Section 1, Hsin-Tai-Wu Road
Hsichih 221 Taipei Hsien, Republic of China
Phone: 886-2-2698-2989
Fax: 886-2-2698-2976
e-Mail: 1391@cpc.org.tw
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Fiji, India, Indonesia, IR Iran, Lao PDR, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, and Vietnam. Other member countries with special 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** 26 February 2014
9. **Objectives**
 - a. To assess opportunities for cooperation between the APO, NPOs, and institutes of technology in developing and offering productivity courses at national and local levels; and
 - b. To identify relevant productivity tools and techniques that institutes of technology can incorporate in their training programs.

10. Background

The APO has been conducting the Development of Productivity Practitioners (DPP): Basic and Advanced levels to establish a pool of productivity practitioners and consultants in member countries. The DPP: Basic Course was started in 1994, while the DPP: Advanced Course was started in 2001. The former has graduated 400 participants, while the latter has

had 240 participants. Most graduates of these courses were from NPOs and expected to conduct in-country training and consultancy. However, the graduates from these two courses are too few to cope with the growing, diverse demands of various industries/sectors for technical support and training in the use of productivity tools and techniques. The manpower and resources of some NPOs may also be too limited to enable DPP graduates to conduct training on a national scale. Thus, in most countries, the promotion and adoption of productivity concepts, tools, and techniques remain inadequate.

To supplement and expand the efforts of APO and NPOs to meet the growing demand for productivity practitioners, there is a need to increase the number of local institutions providing training on productivity. These institutions should complement the training programs of the APO and NPOs and focus on specific areas. For this purpose, institutes of technology and other specialized training institutions may be encouraged and engaged by the APO and NPOs to offer productivity and quality improvement courses.

This workshop is designed to bring together selected NPO consultants and administrators of institutes of technology to explore the potential for developing a network of training institutes in each country to conduct specific productivity courses that could be embedded in their current and future training programs.

11. Scope and Methodology

The tentative topics to be covered are:

- a. National policies, strategies, and programs for improving productivity in different sectors;
- b. Current programs and emerging roles of technology institutes in conducting courses on productivity;
- c. Assessment of existing productivity courses and training programs of selected institutes of technology; and
- d. Development of a framework of cooperation under which the APO–NPOs–institutes of technology can develop and offer national/local courses on productivity for specific sectors.

The workshop will consist of lectures by experts, presentations by participants, interactive sessions, and group workshop.

The tentative program of the workshop is given below:

Date/Time	Activity
Mon., 12 May 2014	Arrival of participants in the ROC
Tues., 13 May	Opening session Presentation of resource papers
Wed., 14 May	Presentation of country papers Presentation of country papers
Thurs., 15 May	Group discussion Field visit to an institute of technology
Fri., 16 May	Presentation of group discussions Comments/inputs from resource persons

Sat., 17 May

Program evaluation by participants, resource
persons, and implementing organization
Closing session
Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Senior consultants of NPOs and CEOs/administrators or faculty of national institutes of technology and other specialized training institutions that offer productivity and quality improvement courses and training programs.
Experience	At least five years of experience in conducting training and consultancy and/or developing training courses in institutes of technology, specialized training institutions, or NPOs.
Education	University degree or equivalent qualification from a recognized institution.
Language	All presentations and lectures 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. Those who are not proficient in English need not apply.
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	Preferably between 35 and 55 years.
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 Taipei. 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. Nonselection 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

13-RP-09-GE-WSP-B:

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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 explain how the curriculum and training programs on productivity are developed, taught, assessed, and updated by institutes of technology or specialized training institutions. The country papers serve as valuable resources for instructors, administrators, curriculum specialists, and others who design programs for their institutes and centers.

Proposed Outline of Country Papers

1. Provide an overview of national policies, strategies, and programs for improving productivity in different sectors in the country.
2. Describe current training and capacity development programs of the NPO, institutes of technology, and other organizations in the country to promote productivity consciousness in various sectors and expand the number of productivity practitioners. Highlight key issues and challenges encountered.
3. Describe any form of cooperation between NPOs and institutes of technology in your country in the development and teaching of courses related to productivity.

The country paper 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 (jelvinia@apo-tokyo.org) and the China Productivity Center (2697@cpc.org.tw) no later than 10 April 2014. All participants are expected to make a PowerPoint presentation of 30 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.