



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

9 September 2013

1. **Project Code:** 13-RP-18-GE-WSP-A
2. **Title:** Workshop on NPOs' Best Practices in Productivity Promotion
3. **Duration & Timing:** Four days, 4–7 March 2014
4. **Venue:** Jeju, Republic of Korea
5. **Implementing Organization:**
Korea Productivity Center
57-1 Sajik-ro, Jongno-gu
Seoul 110-751, Republic of Korea
Phone: (82-2) 724-1180/4
Fax: (82-2) 737-9140
Website: <http://www.kpc.or.kr>
6. **Number of Overseas Participants:** Up to 18 qualified overseas participants from APO member countries
7. **Number of Local Participants:** Up to six
8. **Closing Date for Nominations:** 10 January 2014
9. **Objectives:**
 - a) To share knowledge, best practices, and successful models in promoting productivity among NPOs;
 - b) To identify strategic areas and key factors essential for the successful promotion of productivity knowledge, tools, and techniques; and
 - c) To develop a framework for monitoring and measuring successful implementation of productivity projects.
10. **Background:**

Over the past years, NPOs in APO member countries have been actively involved in national productivity movements aimed at expanding the overall competitiveness of their countries in an era of rapid globalization. The various productivity activities undertaken through training, workshops, conferences, e-learning courses, and observational study missions, among others, all contributed to the many success stories of SMEs and certain industries. While this success

is accompanied by many challenges and problems, there are many worthwhile experiences to be learned and shared to understand how each NPO accomplished its objectives and continued to advocate productivity. Because NPOs in each member country are in various stages of development, the sustainability of operations is strongly influenced by the available resources.

Some NPOs have wider latitudes in their scope of operations, while others have very limited areas of focus. The level of expertise and knowledge of best management practices are also constraining factors. Thus, the extent and quality of services delivered by each NPO in the promotion of productivity vary. Through this workshop, NPOs can help each other in identifying key strategic areas for cooperation, knowledge sharing, and strengthening of networks of productivity practitioners in member countries. This activity will also provide a venue for NPOs to exhibit the best practices in productivity promotion, identify areas of success, and develop a common framework that defines and measures a successful project.

11. Provisional Methodology:

Scope

- a) Organizing effective productivity promotion activities: Issues and challenges;
- b) Innovative ideas for improving revenues of NPOs;
- c) Establishing and managing consultancy business by NPOs;
- d) Strategies for sustaining the support and cooperation of APO alumni;
- e) Effective models of marketing and promoting APO and NPO programs;
- f) Result-based monitoring and evaluation of APO projects; and
- g) Enhancing knowledge management in the APO–NPO circle.

Methodology

The workshop will consist of resource paper and country report presentations, group workshop, and visits to NPO projects in the host country.

12. Qualifications of Participants:

This workshop is designed mainly for NPO heads and/or APO liaison officers or senior NPO consultants. Nominations of candidates other than those specified will not be accepted.

13. Financial Arrangements:

- a) To be borne by the APO
 - i) All assignment costs of overseas resource persons.
 - ii) Round-trip economy-class international airfare for overseas participants between the nearest international airport from the place of work and Jeju by the most direct route. As far as practicable, all participants are strongly encouraged to purchase and use discounted tickets (following IATA PEX or other applicable discount fares). ***It is noted that the APO will not be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason.***
- b) To be borne by participants/participating countries

- i) All participants should be fully insured against accident and illness (including hospitalization) for the principal sum of US\$10,000 for the entire duration of the project and travel, and must submit to the APO before participation a copy of the comprehensive travel insurance certificate valid in the Republic of Korea. The cost of such insurance will be borne by the participant or participating 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. The APO Secretariat will not be responsible for any eventuality arising from accident or illness.
 - ii) Any expenses incurred for stopovers on the way to and from Jeju or for any extra stay in the Republic of Korea before and/or after the official project period due to early arrival, late departure, or any other reason must be borne by the participants themselves.
 - iii) Any expenses relating to visa fees and airport taxes.
- c) To be borne by the host country (Republic of Korea)
- i) Per diem allowances and hotel accommodation for up to 18 overseas participants for up to five days.
 - ii) All local implementation costs.

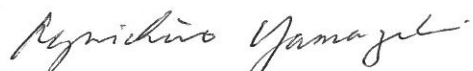
14. Actions by Member Countries:

- a) Member countries are requested to notify the Secretariat of the names and other details of the individuals who are nominated to attend the workshop no later than 10 January 2014.
- b) Nominations, along with a recent passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should be submitted in duplicate on the standard APO biodata form. The form is available on the APO website (www.apo-tokyo.org). If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat. NPOs are encouraged to submit their nominations in electronic form.
- c) Every NPO head/liasion officer/senior NPO consultant nominated for the workshop must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form along with his/her biodata. Please note that self-declaration is sufficient for those without any of the health conditions or illnesses enumerated 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.
- d) NPO heads/liasion officers/senior NPO consultants selected and traveling to Jeju for the workshop should be informed not bring family members or engage in any private business activity during the entire duration of the project. Furthermore, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal.

15. Country Reports:

All participants are required to prepare a country report related to national productivity promotion activities prior to departure for the project venue for presentation during the

workshop. In preparing the country report, they are expected to follow the “Guidelines for Preparation of Country Report” to be provided later.

A handwritten signature in cursive script, reading "Ryuichiro Yamazaki".

Ryuichiro Yamazaki
Secretary-General