



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

9 June 2016

- 1. Project Code** 16-RP-04-GE-CON-A
- 2. Title** International Conference on Innovations and Applications of New Technologies to Improve Productivity
- 3. Timing and Duration** 12–14 October 2016 (three days)
- 4. Venue** Colombo, Sri Lanka
- 5. Implementing Organization** National Productivity Secretariat  
Sri Lanka  
  
Address: 10th floor, Sethsiripaya Second Stage  
Battaramulla, Sri Lanka  
Phone: 94-11-2186031  
Fax: 94-11-2186025  
e-Mail: nposl@nps.lk
- 6. Number of Overseas Participants** Up to 36 qualified participants from APO member countries
- 7. Number of Local Participants** Up to 18 qualified participants
- 8. Closing Date for Nominations** 10 September 2016

### 9. Objectives

To share new knowledge of and best practices in innovations and the applications of cutting-edge technologies to increase the productivity of various industries and to identify a common agenda for action to promote innovation and improve the performance of APO members in the Global Innovations Rankings.

### 10. Background

Innovation has become a buzzword in this age of globalization and the rapidly changing socioeconomic and political environment. It is considered indispensable at the firm, industry, and country levels to improve productivity and remain competitive. At the organizational level, innovation may be linked to positive changes in efficiency, productivity, quality of services, and competitiveness. It is also gauged in terms of more effective products, processes, services, technologies, or business models. But innovation is not only about designing a new product or service to sell; it can also focus on existing business processes and practices to improve efficiency, find new customers, cut down on waste, and increase profits. Several factors, internal or external, can drive innovation in an organization. Internal drivers include companies' goals for improved quality, the creation of new markets, extension of the product range, reduced labor costs, improved production processes, reduced material use, lower environmental impact, decreased energy consumption, etc. External drivers may

include changes in industry structure, market structure, local and global demographics, human perception, competition, etc.

At the country level, innovation is generally considered to be the result of a process that brings together various novel ideas in ways that have an impact on society and contribute to more sustainable development. It is considered one of the important determinants of improved competitiveness and economic performance of a country or economy. Governments have strived to develop environments that will foster innovation by funding R&D to develop new technologies and products, supporting regulatory reform, and establishing innovation systems and clusters.

Innovation may be applied in many areas and to various human activities. All organizations can innovate, and hence it is important to have a clear understanding of innovation, the various models, and best practices across industries.

## **11. Scope and Methodology**

The three-day conference will consist of plenary thematic sessions with experts' presentations, country case models, panel discussion sessions, and site visits.

The tentative themes for the different sessions are:

- Session 1. Concept of and approaches to innovation
- Session 2. Innovation systems and clusters
- Session 3. Technological innovations and product innovations
- Session 4. Innovation models in the manufacturing sector
- Session 5. Innovation models in the service sector
- Session 6. Eco-innovation models
- Session 7. Measuring and benchmarking innovation performance
- Session 8. Creating a climate conducive to innovation at country and company levels

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Tues., 11 October 2016	Arrival of participants in Sri Lanka
Wed., 12 October 2016	Conference
Thu., 13 October 2016	Conference
Fri., 14 October 2016	Conference and site visits
Sat., 15 October 2016	Departure of participants

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Policymakers and senior government officials, CEOs of private companies, industry association leaders, NPO heads and consultants, and academics.
Experience	At least five 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 not nominate 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 (Sri Lanka)**

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to four days at the rate to be specified later.
- b. All assignment cost of local resource persons.
- c. All local implementation costs.

#### **To be borne by the APO**

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to four days at the rate to be specified later.
- b. All assignment costs of overseas resource persons.

- c. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Sri Lanka. 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 at least three or more candidates in the order of preference, preferably coming from the public and private sectors, NGOs, and academia. 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 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](http://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](mailto:rp@apo-tokyo.org), fax: 81-3-5840-5324).
- e. 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 conference.
- l. NPOs should inform participants that they must attend all three 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. 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](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General