



PROJECT NOTIFICATION

Ref. No.: 20-IN-72-GE-WSP-A-PN2100093-001

Date of Issue	01 November 2021
Project Code	20-IN-72-GE-WSP-A
Title	Workshop on Requirements and Management System for APO Certification of Persons Scheme
Timing and Duration	7–9 December 2021 (three days)
Hosting Country(ies)	Vietnam
Modality	Digital Multicountry
Implementing Organization(s)	Vietnam National Productivity Institute and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	38
Local Participants	12
Qualifications of Participants	Professional staff of National Productivity Organizations (NPOs) or their affiliated organizations who have been appointed as internal assessors or management representatives responsible for managing certification activities
Nomination of Participants	All nominations must be submitted through NPOs of member countries
Closing Date for Nominations	25 November 2021

1. Objectives

- a. Impart knowledge of the requirements for certification body (CB) development under the APO Accreditation Body (APO-AB).
- b. Explain the management system required to operate the certification scheme and provide guidance on APO-AB assessment processes and procedures.
- c. Share knowledge and best practices from accredited CBs.

2. Background

The accreditation program is a strategic initiative of the APO to elevate the role of NPOs and their affiliates in member countries to meet the twin objectives of developing them as APO-accredited CBs to operate certification scheme for productivity specialists and strengthening cooperation among NPOs. The program builds the capabilities of organizations and prepares them to produce proficient, reputable productivity professionals whose qualifications and credentials meet international standards. The APO-AB ensures compliance with standards, examines competence, verifies accredited scopes, and monitors the effectiveness of quality management systems of accredited NPOs.

The NPOs qualified as APO CBs follow the APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme. Accredited CBs are expected to enhance their roles, expand business coverage, become self-sustainable, and share common interests. Despite diversity in their setups and levels of development, CBs should have the same standard operations, quality management, and capabilities. In the long term, member NPOs operating certification schemes will develop appropriate systems to mutually recognize productivity specialists certified by CBs in other APO member countries.

This workshop will guide NPOs and/or affiliated organizations to operate as APO CBs. It will enhance the knowledge and understanding of NPOs of the entire APO accreditation system, documentation needed, internal audit process, techniques to conduct conformity assessments, and how to operate the APO productivity specialist certification scheme.

3. Scope, Methodology, and Certificate of Attendance

The duration of each day's sessions will be around three hours, comprising presentations by experts, group discussions, and other relevant learning methods. The indicative topics of the presentations are:

Day 1:

- Overview of the APO Accreditation and Certification Program
- APO-AB 1003: General Requirements for Certification Bodies: Certification of Persons Scheme
- APO-AB 4001: Procedures for Accreditation of Certification Bodies

Day 2:

- Introduction and Scope of the APO Certification of Persons Scheme
- Case Study

Day 3:

- Assessment and Certification Process of APO CBs
- Best Practice Sharing by the Malaysia Productivity Corporation Certification Body and Vietnam Productivity Specialist Certification Body

The detailed program and list of speakers will be provided two weeks prior to the sessions with announcement of the names of the selected participants.

The participants are required to attend all sessions. This full participation is a prerequisite for receiving the APO certificate of attendance.

4. Financial Arrangements

- a. The APO will meet the assignment costs for overseas resource persons.
- b. The host country will meet the assignment costs of local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.

5. Implementation Procedures

Please refer to the implementation procedures for APO digital multicountry projects circulated with this document.

A handwritten signature in black ink, appearing to read 'Dr. AKP Mochtan', with a long, sweeping flourish extending to the right.

Dr. AKP Mochtan
Secretary-General