



PROJECT IMPLEMENTATION PLAN

Ref. No.:21-SN-05-GE-CBD-C-IR02-PP2100005-002

Date of Issue	21 October 2021
Project Code	21-SN-05-GE-CBD-C-IR02
Title	Development of the National Productivity Organization of the Islamic Republic of Iran as an APO Certification Body
Timing and Duration	October 2021–February 2022 (five months)
Hosting Country(ies)	Islamic Republic of Iran
Modality	Digital In-country
Implementing Organization(s)	National Productivity Organization of the Islamic Republic of Iran, Malaysia Productivity Corporation, and APO Secretariat
Participating Country(ies)	Islamic Republic of Iran
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Qualifications of Participants	Not Applicable
Nomination of Participants	Not Applicable
Closing Date for Nominations	Not Applicable

1. Objectives

- a. Assist the National Productivity Organization of the Islamic Republic of Iran (NPO of IR Iran) to fulfill requirements as a certification body (CB) under the APO certification scheme.
- b. Provide training and consultancy services to the NPO of IR Iran to establish the structure, documentation, and procedures required as a CB.

2. Background

Under its mandate as the leading body for spearheading productivity promotion in the country, the NPO of IR Iran is committed to planning, policymaking, steering, and monitoring and evaluating productivity in all economically active units and production sites in the country. The mission of the NPO of IR Iran includes developing strategic plans to improve productivity in various economic sectors, supervising the performance of executive bodies in performing tasks assigned to them by law and in the field of productivity growth and promotion, and making plans to develop cultural enablers for productivity improvement. Major thrust areas of the NPO of IR Iran are human capital development, productivity awareness, national excellence, consultancy and research, and innovation and value addition.

In leading nationwide productivity enhancement activities, the NPO of IR Iran strives to act as an authority in recognizing productivity professionals who perform as consultants, trainers, and researchers. Conferring recognition through a certification program will enhance the trust and confidence of clients and stakeholders in the standards and capabilities of those professionals. The NPO of IR Iran is therefore preparing to become an APO CB, augmenting the credibility and recognition of certified productivity professionals across all industries and sectors in the country.

Among the National Productivity Organizations (NPOs) of APO member countries, the Malaysia Productivity Corporation (MPC) is one of the pioneers in establishing the CB management system based on the requirements of the APO Accreditation Body (AB). The MPC-CB was established recently as a self-governing entity under the MPC and is responsible for all Productivity Specialist certification activities. The MPC-CB has been successfully accredited by the APO-AB as a CB of Productivity Specialists.

This project will facilitate the development of the NPO of IR Iran as an APO CB through technical cooperation from and guidance by the MPC and MPC-CB team to enable the NPO of IR Iran to meet the requirements as APO-accredited CB on Productivity Specialists.

3. Modality of implementation

- a. The sessions will be conducted virtually by using videoconference applications designated by the APO Secretariat.
- b. The designated team of the MPC and the NPO of IR Iran will participate in the sessions by using their own devices, applications, and Internet connections.

4. Scope and Methodology

Scope

- a. APO-AB 1003 APO General Requirements for Certification Bodies: Certification of Persons Scheme.
- b. APO-PS 101 Requirements for Productivity Specialists.

Methodology

The CB development process will comprise the following four phases.

Phase 1

The first phase will focus on developing the capacity of the NPO of IR Iran to operate as an APO CB. The designated MPC resource persons will conduct the following:

- One-day assessment of the capability of the NPO of IR Iran to provide individual certification and recommend a structure to operate the APO certification scheme
- One-day awareness training on APO-AB 1003 APO General Requirements for Certification Bodies: Certification of Persons Scheme
- One-day awareness training on the APO-PS 101 Requirements for Productivity Specialists
- Two-day consultancy on preparing the documentation required for the NPO of IR Iran to operate as an APO CB

After completing these training and consultancy sessions provided in phase 1, the NPO of IR Iran will be required to conduct a pilot project to certify the first batch of productivity specialists in compliance with the APO-PS 101 Requirements for Productivity Specialists. A minimum of five persons will undergo the process and obtain certification under this pilot project.

Phase 2

The second phase of the project will focus on enhancing the capability of the NPO of IR Iran to implement the APO certification schemes. In this phase, MPC resource persons will provide five-day consultancy sessions to the NPO of IR Iran, with the focus on assessing candidates applying for the APO-PS 101 Requirements for Productivity Specialists.

Phase 3

The third phase will strengthen the management system of the NPO of IR Iran in operating the APO certification schemes. MPC resource persons will conduct the following training and consultancy services:

- Two-day internal audit training on the certification process and documentation
- Two-day consultancy on accreditation assessment preparation

Phase 4

In the fourth and final phase, an Assessment Team will conduct a two-day evaluation to determine whether the NPO of IR Iran fulfills all the requirements for an APO CB, including documentation of the quality system, examination records, and certification process.

If there are nonconformities, and the Assessment Team recommends corrective actions, the MPC will assign resource persons for an additional three-day consultancy service to guide the NPO of IR Iran in resolving the nonconformities.

If the Assessment Team finds that all requirements are fulfilled, the NPO of IR Iran will be ready to be accredited as an APO CB.

A ceremony recognizing the NPO of IR Iran as APO-accredited CB will be organized on the completion of the project to promote the program nationwide.

5. Roles and Responsibilities

NPO of IR Iran

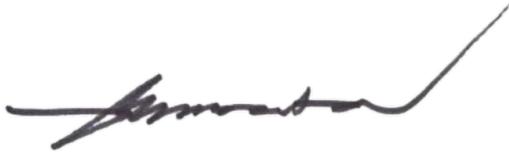
The NPO of IR Iran should assign a certification secretariat, committee, or team to work with the MPC assigned resource persons. The secretariat, committee, or team will be responsible for coordinating the entire project and serving as the focal point between the MPC and resource persons.

MPC

The MPC will designate the team of resources person to develop the program plans in close consultation with the NPO of IR Iran and APO Secretariat, and to provide consultancy and training.

APO Secretariat

The APO Secretariat will provide support to the MPC and NPO of IR Iran in terms of facilitation, documentation, and arranging the virtual connection.

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

Dr. AKP Mochtan
Secretary-General