



## PROJECT IMPLEMENTATION PLAN

Ref. No.:21-SN-05-GE-CBD-C-TR01-PP2100004-003

<b>Date of Issue</b>	13 September 2021
<b>Project Code</b>	21-SN-05-GE-CBD-C-TR01
<b>Title</b>	Development of the Turkish Management Sciences Institute (TUSSIDE) as an APO Certification Body
<b>Timing and Duration</b>	September 2021–December 2021 (four months)
<b>Hosting Country(ies)</b>	Turkey
<b>Modality</b>	Digital In-country
<b>Implementing Organization(s)</b>	Directorate General for Strategic Research and Productivity, Ministry of Industry and Technology (NPO Turkey), TUSSIDE, and APO Secretariat
<b>Participating Country(ies)</b>	Turkey
<b>Overseas Participants</b>	Not Applicable
<b>Local Participants</b>	Not Applicable
<b>Qualifications of Participants</b>	Not Applicable
<b>Nomination of Participants</b>	Not Applicable
<b>Closing Date for Nominations</b>	Not Applicable

## **1. Objectives**

- a. Assist the NPO Turkey in promoting productivity enhancement through a certification program.
- b. Guide TUSSIDE in fulfilling the requirements of a certification body (CB) under the APO certification scheme.
- c. Provide training and consultancy services to TUSSIDE to establish the structure, documentation, and procedures required as a CB.

## **2. Background**

The NPO Turkey has been promoting productivity in various facets of the economy by providing policymaking and services to stakeholders. Its major thrust areas are productivity awareness, Industry 4.0 transformation, productivity measurement, strategy development, Green Productivity, and research. To ensure effective implementation, it requires qualified productivity practitioners to act as consultants, trainers, and promoters to serve clients and stakeholders. Hence, it is necessary for the NPO Turkey to develop these professionals, equipping them with the required knowledge, skills, and ability. As the newest member, assistance by the APO will help expedite the development process. The CB development program, in particular, provides advantages for producing competent productivity professionals in Turkey.

TUSSIDE is a partner of the NPO Turkey and it stands ready to be developed as the national CB. TUSSIDE was established in 1980 as one of 15 R&D institutes under the Scientific and Technological Research Council of Turkey. TUSSIDE provides training, project management consulting, research, and publications in management sciences. TUSSIDE has completed over 500 large-scale projects for domestic and international clients in the public and private sectors. Thus, TUSSIDE has acquired a considerable degree of experience in designing, delivering, and assessing training and consultancy services in various sectors of the economy.

In collaboration with the NPO Turkey, TUSSIDE aspires to initiate certification programs under the umbrella of the APO Accreditation Body (APO-AB) framework and become a CB on productivity-related certification. This initiative will support the NPO Turkey in achieving its objectives and enhance the credibility, competency, and value of certified professionals.

This project will assist TUSSIDE in fulfilling the requirements to become an APO-accredited CB by establishing a certification management system, rules, procedures, and processes. It will guide and prepare TUSSIDE to comply with the APO requirements for acting as a CB of productivity specialists.

## **3. Modality of implementation**

- a. The sessions will be conducted virtually by using videoconference applications designated by the APO Secretariat.
- b. The resource persons, NPO Turkey, and TUSSIDE will participate in the sessions by using their own devices, applications, and internet connections.

## **4. Scope and Methodology**

### **Scope**

- a. APO-AB 1003 General Requirements for Certification Bodies: Certification of Persons Scheme.
- b. ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons.
- c. 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 TUSSIDE to operate as an APO CB. The designated APO resource persons will conduct the following:

- a. One-day assessment of the capability of TUSSIDE to provide individual certification and recommend a structure to operate the APO certification scheme.
- b. One-day awareness training on ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons and APO-AB 1003 APO General Requirements for Certification Bodies: Certification of Persons Scheme.
- c. One-day awareness training on the APO-PS 101 Requirements for Productivity Specialists.
- d. Two-day consultancy on preparing the documentation required for TUSSIDE to operate as an APO CB.

After completing these training and consultancy sessions provided in phase 1, TUSSIDE 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 TUSSIDE to implement the APO certification schemes. In this phase, APO resource persons will provide five-day consultancy sessions to TUSSIDE, with the focus on conducting an assessment of candidates applying for the APO-PS 101 Requirements for Productivity Specialists.

## **Phase 3**

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

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

## **Phase 4**

In the fourth and final phase, an APO-AB Assessment Team will conduct a two-day evaluation to determine whether TUSSIDE 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 APO Secretariat will assign resource persons for an additional three-day consultancy service to guide TUSSIDE in resolving the nonconformities.

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

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

## **5. Roles and Responsibilities**

### **NPO**

The NPO Turkey will act as the liaison between the APO Secretariat and TUSSIDE.

### **TUSSIDE**

TUSSIDE should assign a certification secretariat, committee, or team to work with the APO-assigned resource persons. The secretariat, committee, or team will be responsible for coordinating the entire project and serving as the focal point between the APO Secretariat and resource persons.

**APO Secretariat**

The APO Secretariat will assign the resource persons to develop the program plans in close consultation with TUSSIDE.

**Resource Person(s)**

The resource persons will provide consultancy and training in the areas specified in phases 1, 2, 3, and 4.

**6. Financial Arrangements****To be met by the APO**

- a. Honoraria for resource persons assigned to conduct the virtual consultancy and training sessions for TUSSIDE.
- b. Partial local implementation costs for organizing meetings/training/workshops during project implementation covering meeting package including a meeting room with training facilities and the requisite stationery, material, and documentation, where applicable. Meals and translation/interpretation fees will not be included in the meeting package.
- c. The APO will meet a maximum of USD5,000.00 for the above costs in item b. The NPO Turkey and TUSSIDE will settle the entire account by providing all necessary bills and receipts issued by third parties to the APO after the completion of the entire project. The final applicable payment will be based on the actual expenditure and the completion of the CB development project.
- d. In the case of project withdrawal before completion, the APO will not be responsible for any reimbursement under item b.

**To be met by the NPO and TUSSIDE**

- a. Expenses for coordination, implementation, and documentation during the CB development project.
- b. Partial local implementation costs for organizing meetings/training/workshops during the CB development project.



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