



PROJECT NOTIFICATION

Ref. No.: 21-SN-05-GE-CBD-C-PN2100023-001

Date of Issue	30 March 2021
Project Code	21-SN-05-GE-CBD-C
Title	Certification Body Development
Timing and Duration	March–December 2021 (10 months)
Hosting Country(ies)	Not Applicable
Modality	Virtual and face-to-face
Implementing Organization(s)	APO Secretariat
Participating Country(ies)	Selected Member Countries
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Closing Date for Applications	Applications will be accepted throughout the year. The Secretariat will require two months to consider an application.

1. Objectives

- a. Provide consultancy and training to NPOs or affiliated organizations for becoming APO certification bodies (CBs).
- b. Strengthen the management system and operational structure of NPOs as CBs by complying with the standards set by the APO.
- c. Expand the role of NPOs in certifying productivity specialists in member countries.

2. Background

The Certification Body Development (CBD) Program is the APO's initiative to expand the role of NPOs to become APO accredited CBs operating certification schemes. This initiative complements the other NPO-centric capacity-building programs, such as Technical Expert Services (TES), Bilateral Cooperation between NPOs (BCBN), and Development of NPOs (DON). While TES, BCBN, and DON enhance the competency of NPOs as training providers, the CBD Program builds their capabilities in developing APO-certified productivity specialists. By becoming CBs, NPOs produce proficient, reputable productivity professionals whose qualifications and credentials meet international standards, thereby enhancing the confidence of stakeholders and clients in NPOs' capabilities and standing.

The CBD Program guides NPOs in complying with the requirements and standards of practice set by the APO Accreditation Body (APO-AB). It provides consultancy and training by experienced resource persons on the scope of accreditation, certification process, competency of staff, and management structure. These activities are geared to prepare recipient NPOs to meet the prescribed requirements, readying them for a final assessment and confirmation as a CB by the APO-AB.

The CBD Program started in 2019. Currently, nine NPOs are in various stages of the development process to become CBs. The program is continuing to enable more NPOs to participate. The duration of CBD projects is up to six months, depending on analysis of the organizational structure and management system of each NPO. Interested NPOs are invited to submit applications by using the attached application form.

3. Modality of Implementation

CBD activities will be conducted through the face-to-face and/or virtual modality, depending on the situation of the pandemic and travel restrictions that may be in effect at the time of implementation.

Virtual

CBD activities will be delivered virtually as long as the COVID-19 pandemic continues to prevail.

Face-to-face

CBD activities will be carried out in the face-to-face modality when the COVID-19 situation permits.

4. Scope and Methodology

Scope

The scope of consultancy and training services is based on the following standards:

- a. APO-AB 1003:2020 APO 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 101:2019 Requirements for Productivity Specialists Certification Scheme.

Methodology

- a. Consultancy sessions to guide NPOs in complying with APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme; ISO/IEC 17024:2012

Conformity Assessment—General Requirements for Bodies Operating Certification of Persons; and APO-PS 101:2019 Requirements for Productivity Specialists Certification Scheme.

- b. Training sessions to enhance awareness of the CB management system and develop internal auditors, assessors, and examiners for the certification scheme.
- c. Assessment to confirm that CBs comply with the requirements set by the APO-AB.

5. Implementation Procedures

The implementation of CBD activities comprises three phases: application review; implementation; and assessment by the APO-AB. The flow is described below.

Phase 1: Application Review

- a. Reviewing the application by the APO Secretariat and consulting with applicant NPOs on the feasibility of the project. This process may take around two months.
- b. Issuing a Project Implementation Plan (PIP) after the application is accepted.
- c. Assigning a resource person(s) in consultation with applicant NPOs.

Phase 2: Implementation

- a. Conducting gap analysis against the APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme and APO-PS 101:2019 Requirements for Productivity Specialists Certification Scheme.
- b. Providing training on APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme; ISO/IEC 17024:2012 Conformity Assessment—General Requirements for Bodies Operating Certification of Persons; and APO-PS 101:2019 Requirements for Productivity Specialists Certification Scheme.
- c. Guiding NPOs in operating the APO-PS 101:2019 Requirements for Productivity Specialists Certification Scheme through training and consultancy sessions.
- d. Receiving progress reports from the assigned resource person(s) containing recommendations for accreditation for consideration by the APO-AB.

Phase 3: Assessment by the APO-AB

- a. Reviewing documentation/adequacy review, during which the assessors review documentation against the APO-AB requirements.
- b. Assessing compliance of the applicant CB by conducting virtual or face-to-face interviews, reviewing documentation, and observing the conformity assessment activities carried out by the candidate CB.

6. Financial Arrangements

To be met by the APO

- a. Expenses for the resource person(s) assigned to conduct consultancy, training, and assessment.
- b. Partial local implementation costs for organizing meetings/training/workshops during the CBD project (up to USD5,000). The budget details will be explained in the PIP.

To be met by NPOs

- a. Expenses for coordinating, implementing, and documenting during the CBD project.
- b. Partial local implementation costs for organizing meetings/training/workshops during the CBD project.

7. Actions by Member Countries

- a. Submit the application form in Attachment 1.
- b. Assign a certification team to work with the APO-assigned resource person(s). The team is responsible for coordinating the entire project and serving as the focal point between the APO Secretariat and resource person(s).

8. Actions by the APO Secretariat

- a. Review the application and consult with NPOs in preparing PIPs.
- b. Assign the resource person(s) to conduct training and consultancy in phase 2.
- c. Assign the resources person(s) to conduct assessment in phase 3.
- d. Coordinate and carry out consultation with NPOs involved and resource person(s).
- e. Monitor overall project implementation.
- f. Provide administrative and financial support.



Dr. AKP Mochtan
Secretary-General



**CERTIFICATION BODY DEVELOPMENT
APPLICATION FORM**

Requesting country: _____

Please explain the objectives and needs of the organization for participating in this development project. Please note that the descriptions of objectives and background will be examined carefully by the Secretariat to ensure project feasibility and alignment with the APO accreditation program.

1. General Information

a. Objectives <i>Please specify the main objectives of participating in this program.</i>	
b. Background <i>Explain the current situation related to professional certification in productivity-oriented areas in the country and justify the need for an APO accredited certification body to be established.</i>	
c. Organizational Profile	
Name:	
Address:	
Website:	
Name of Contact Person/Representative:*	
Position:	
Tel/Mobile:	Email:
*Person appointed to manage the certification body project in the organization. Please attach the current organizational chart.	

2. Certification Program

Is the organization currently conducting any certification program? If yes, please list the certification program(s) below.

No.	Certification	Scheme owner
	e.g., Certified Business Excellence Assessor	Name of organization/others

3. Certification by the International Organization for Standardization (ISO)

Does the organization currently hold any ISO certification? If yes, please list the certification designation below.

No.	ISO Certification	Year Certified
	e.g., ISO 9001:2015	2010

Note: Please state if the organization is certified by an organization other than the ISO.

Requested by: _____ Date: _____

Endorsed by: _____ Date: _____
 APO Director/Alternate Director/
 Liaison Officer

Important Note

This application must be submitted by an NPO. If the application is submitted by an organization other than an NPO, the APO must receive endorsement from the NPO of the country concerned. The application will not be processed or acknowledged until the APO Secretariat receives that endorsement.