



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

15 March 2016

1. **Project Code** 15-RP-16-GE-DON-C-03
2. **Project Activity** Expert Meeting for Development of a Course Manual on Developing Productivity Specialists in Public-sector Productivity
3. **Project Reference** Project Notification 15-RP-16-GE-DON-C dated 22 June 2015
4. **Duration** August–November 2016 (four months)
Expert Meeting 2–4 August 2016 (three days)
5. **Venue** Pasig City, Manila, Philippines
6. **Implementing Organization**
Development Academy of the Philippines (DAP)
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7. **Number of Experts** Up to five experts and one chief expert
8. **Objectives**

The expert meeting aims to develop a manual for a training course program that will develop the competencies of productivity and quality practitioners who can assist productivity improvement efforts of public-sector organizations in APO member countries.

Specifically, the expert meeting will:

- a. Review the key competencies of productivity practitioners for the public sector;
- b. Develop a course syllabus and identify required topics for a training program to develop productivity specialists for public-sector organizations in APO member countries; and
- c. Develop a course manual and learning materials required for the implementation of the program.

9. Background

Productivity issues in the public sector have been identified as one of the top priorities by many APO member economies in recent years. In most countries, the public sector is the largest employer from the national down to the local unit level. It is also a major service provider that affects both the social well-being of the general public and the ability to do business. In this context, public-sector transformation in terms of relevance, approach, and performance through innovation and developing improved ways of doing things is vital. The APO believes that

changes and improvements in productivity in the sector can have significant economic implications at the national level.

Reflecting on the importance of public-sector productivity (PSP), the 57th Session of the Governing Body in Bangkok, Thailand, in April 2015 approved the establishment of the APO Center of Excellence (COE) on PSP within the DAP. The new COE on PSP is envisioned to advance productivity and innovation in public-sector organizations in the Asia-Pacific region through capability development, research, demonstration of novel solutions, and knowledge sharing.

In 2015, the COE on PSP organized a Workshop on Need Assessment of Member Countries in Improving Public-sector Productivity and Performance, and one of the recommendations of participants from member countries attending was to develop the capabilities of civil servants and officials in the public sector. This recommendation was included in revising the 2015–2016 plan for the COE on PSP, especially in its capability development program component that aims to create a critical mass of productivity and quality professionals who can assist the productivity improvement efforts of public-sector organizations in APO member countries. To help achieve this objective of the COE in line with the results of the need assessment, this expert meeting will therefore review the key competencies of productivity practitioners for the public sector, design a syllabus for a training program to develop productivity specialists for public-sector organizations, and eventually develop a manual for the implementation of the program.

10. Scope and Methodology

The meeting will consist of presentations and group discussions among experts.

The tentative program of the meeting is given below:

Date/Time	Activity
Mon., 1 August 2016	Arrival of experts in Manila
Tues., 2 August	Opening session Presentation on the Framework on PSP Briefing on the COE on PSP Group discussion 1: Sharing of information on competency requirements for PSP Presentation on the proposed course design
Wed., 3 August	Group discussion 2: Sharing of inputs to enhance course design Group discussion 3: Identification of appropriate modules/topics and learning materials
Thurs., 4 August	Continuation of group discussion 3 Identification of and agreement on work assignments for developing modules and learning materials
Fri., 5 August	Departure of experts

Following the meeting, a course manual on Developing Productivity Specialists in PSP will be developed by the experts on the designated topics.

11. Qualifications and Tasks of Experts

The experts for this project must possess the following background qualifications:

- a. Extensive knowledge of various tools, techniques, and theories that enhance public-sector performance and productivity;
- b. Extensive experience in developing courses and training programs related to public-sector performance and productivity;
- c. Excellent writing skills and have published articles, books, or reports concerning public-sector performance and productivity with special focus on courses from the academic viewpoint in English at the international level since the final course manual will be written in English; and
- d. Strong commitment to undertaking and completing the course manual within the given timeframe.

The tasks of the chief expert in developing this course manual will include:

- a. Attending the expert meeting to be held 2–4 August 2016, in Manila, the Philippines;
- b. Developing a proposal for the overall manual on Developing Productivity Specialists in PSP to be presented at the expert meeting;
- c. Assigning specific topics/modules to each expert for developing the course manual;
- d. Providing overall coordination and advisory services to experts in writing their assignments and designated topics/modules of the course manual;
- e. Reviewing the initial drafts of experts to ensure the consistency, quality, and format of the assigned topics/modules; and
- f. Preparing the integrated course manual based on the individual modules of experts and ensuring that the final course manual is completed and submitted to the APO Secretariat by the deadline of 30 November 2016.

The tasks of experts will include:

- a. Attending the expert meeting to be held 2–4 August 2016, in Manila, the Philippines;
- b. Writing the assigned topics/modules of the course manual following the guidelines agreed in the expert meeting; and
- c. Submitting the assigned topics/modules to the chief expert within the agreed timeframe.

12. Financial Arrangements

To be borne by the APO

- a. All participation costs of experts who will attend the meeting in Manila;
- b. Honorarium of experts for writing the course manual on Developing Productivity Specialists in PSP; and
- c. All local implementation costs.



Mari Amano
Secretary-General