PROJECT IMPLEMENTATION PLAN

PIP Issue Date	10 May 2019
Project Code	18-RP-33-GE-DON-C-03
Title	International Forum on Smart Manufacturing and Launching Ceremony for the APO Center of Excellence on Smart Manufacturing (COE on SM)
Reference	APO Project Notification for 18-RP-33-GE-DON-C dated 23 May 2018
Timing and Duration	6–8 August 2019 (three days)
Venue	Taichung, Republic of China
Implementing Organization(s)	China Productivity Center 2nd Floor, No. 79, Section 1 Xintai 5th Road, Xizhi District New Taipei City 221, Republic of China Phone: 886-2-2698-2989 Fax: 886-2-2698-2976
Maximum Number of Overseas Participants	18
Maximum Number of Local Participants	Six
Target Country(ies)	All APO member countries
Closing Date for Nominations	17 June 2019

1. Objectives

To provide a platform for discussing and sharing views on smart manufacturing (SM) and its implications for the future productivity of industries in member economies; enhance understanding among various stakeholders of the challenges, opportunities, and required actions for industries to benefit from the Fourth Industrial Revolution; and present initiatives related to the adoption of SM as a strategy to improve productivity.

2. Background

The APO is dedicated to remaining relevant and responsive to the fast-changing international environment that inevitably entails challenges such as rapid urbanization and aging societies. In addition, the organization also strives to serve its member countries. Therefore, following the founding of the Center of Excellence (COE) on Business Excellence in Singapore, COE on Green Productivity in the ROC, and COE on Public-sector Productivity in the Philippines, the APO has actively engaged in issues relating to smart industry, agriculture, and public governance. Member countries are encouraged to hold events and forums related to Industry 4.0 and SM in order to familiarize themselves with the quintessential role that digital technology and its applications play in productivity improvement. In 2017, the APO founded the COE on Information Technology for Industry 4.0 in India.

Industry 4.0, an ongoing revolution driven by state-of-the-art technologies, has fundamentally changed the future of production systems. This current trend of smart automation integrates the Internet of Things (IoT), smart robots, big data, and lean management to create systems enabling SM and smart service. However, SMEs are often not in a position for rapid expansion. Many hurdles, including resource scarcity, big data hardware and software shortages, steep learning curves, and weakness identification must be overcome before the benefits of Industry 4.0 can be taken full advantage of. Asian-Pacific countries need to combine regional resources to solidify their positions in global supply chains and move up industrial value ladders in order to remain competitive and confront the upcoming challenges in the era of Industry 4.0.

This forum will bring together government and industry leaders, scholars, and experts from various countries to share their views on the challenges and future opportunities resulting from the Fourth Industrial Revolution, transformation of businesses, and directions of productivity and economic growth for the Asia-Pacific region in the future.

3. Scope and Methodology

The tentative topics to be covered are:

a. Constructing a Future Factory with SM;

b. Measures to Increase Productivity with the IoT;

c. SM Driven by Smart Machinery;

d. Data-driven SM: How Data Determine Factory Operations;

e. Using I-bench 4.0 Maturity Evaluation to Promote SM;

f. Carrying out Digital Evolution through Integration of IT Systems and Operating Technology;

g. Robots, Their Applications, and the IoT Business Strategy; and

h. Industry Cluster Supply Chain Digital Streams and Artificial Intelligence Applications.

The tentative program of this project is given below:

Date/Time	Activity
Monday, 5 August 2019	Arrival of participants in Taichung, ROC
Tuesday, 6 August	Opening session Introduction to the COE on SM Keynote speech Presentations by resource persons
Wednesday, 7 August	Presentations by resource persons
Thursday, 8 August	Field visit(s) Group discussions and presentations

	Closing session
Friday, 9 August	Departure of participants

4. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Senior government policymakers, industry leaders, CEOs of private companies, consultants, scholars, and academics.
Experience	At least two years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 30 and 55 years of age.
Attendance	Participants are required to attend the entire program.

5. Requirement (applicable those who attends the International Forum)

All participants are required to prepare and submit action plans to the APO and to share them with their NPOs within 10 working days after attending the project. The participants are also required to submit postproject follow-up reports six months after project completion to document the achievement of outcome(s) of the project. The NPOs will monitor the follow-up actions and report submission by participants.

The Guidelines for Postproject Activity Guidelines are given in Attachment 1.

5-1. Repeat Participants (who attended previous APO projects and are applying for another)

a. In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.

b. Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

5-2. All Participants

a. In the Candidate's Biodata form, candidates are required to list their expectations from the project and planned postproject actions/activities. This is a tentative list, which participants are free to revise or replace after attending the project (as in item b below).

b. All participants are required to develop and submit final follow-up action plans within 10 working days of project completion, in the format to be provided by the APO Secretariat later.

c. All participants are required to submit reports on the follow-up actions taken within six months (or a period specified for a particular project) of project completion.

d. The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

6. Financial Arrangements

6-1. Airfare

The APO will meet the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Taichung, ROC.

Participants should note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is also available on the APO website and from APO Liaison Officers in member countries.

6-2. Insurance Coverage

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

6-3. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 5-1)	No	No	Yes
Hotel accommodation in Taichung	No	Yes	No
Per diem allowance in Taichung	No	Yes	No
Transportation to and from hotel and airport in Taichung	No	Yes	No
Insurance coverage in the ROC (refer to paragraph 6-2)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation	NA	Yes	No

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
c. Preparatory costs			

7. Actions by Member Countries

a. Each participating country is requested to nominate one or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under the section Qualifications of Candidates above.

b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.

c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the selection committee of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.

d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website (www.apo-tokyo.org). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the department in charge of this project.

e. The APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.

f. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.

g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.

h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.

i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.

j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.

k. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO forum.

l. NPOs should inform participants that they must attend the entire program of the project.

m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no-show of a participant.

8. Actions by the APO Secretariat

a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.

b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

9. Guide for Participants

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO website (www.apo-tokyo.org).

Dr. Santhi Kanoktanaporn
Secretary-General

POSTPROJECT ACTIVITY GUIDELINES

The follow-up actions by participants after project attendance determine the extent of multiplier effects (outcomes) of APO projects in member countries. The APO has therefore established an interdepartmental Participant Selection Committee to ensure selection of the most appropriate candidates. A key consideration is whether individuals are in a position, have the ability, and are willing to undertake follow-up actions after project attendance.

Each participant is required to undertake follow-up actions after attending an APO project based on his/her learning from it and report on those activities to the NPO of his/her country and the APO Secretariat, following the guidelines below:

Examples of Follow-up Activities
The examples below are suggestions and are not meant to limit participants' choices of follow-up actions:

a. An official report on project attendance to participants' organizations, or NPOs, or both;
b. Newspaper/magazine articles based on learning from the project;
c. Application of knowledge, skills, techniques, or technologies for improving job performance and/or organizational capacity;
d. Delivering a presentation or lecture on the project topic;
e. Conducting a workshop/seminar/conference/forum on the project topic;
f. Improving training/teaching/extension materials related to the project topic; and
g. Sharing project findings with colleagues, professional groups, or others.