



## PROJECT IMPLEMENTATION PLAN

<b>PIP Issue Date</b>	1 November 2019
<b>Project Code</b>	19-IN-05-GE-CBD-C-03
<b>Title</b>	Certification Body Development Program: Development Project for the Directorate of Productivity Development (NPO of Indonesia) as an APO Certification Body
<b>Reference</b>	Project Notification 19-IN-05-GE-CBD-C dated 4 July 2019
<b>Timing and Duration</b>	November 2019–April 2020 (six months)
<b>Venue</b>	Indonesia
<b>Implementing Organization(s)</b>	APO Secretariat and Directorate of Productivity Development (NPO of Indonesia)

## **1. Objectives**

This is a development program to assist the Directorate of Productivity Development, the NPO of Indonesia, in complying with the requirements for a certification body (CB) operating the APO certification scheme. The program includes training and consultancy services to the Directorate of Productivity Development for establishing the structure, documentation, and procedures according to the APO requirements for a CB.

## **2. Background**

The Directorate of Productivity Development, Ministry of Manpower of the Republic of Indonesia, is designated as the NPO. It is responsible for formulating policy, compiling standards, and providing technical guidance on management, institutional development, and human resources development. With the vision of being a driver of community productivity improvement for economic growth, strengthening competitiveness, and creating employment, the NPO undertakes various activities including promoting a productivity work culture, ethics, and principles for SMEs; offering incentives and awards to encourage excellent organizations; and promoting cooperation among government institutions, the business sector, and educational institutions as well as among NPO branches in the provinces. Similar to other NPOs in member countries, the NPO of Indonesia is also involved in training and consultancy in productivity and quality management systems.

Recently, the NPO has collaborated with Indonesian National Qualification Framework and Indonesia Professional Certification Authority (BSNP) to develop a certification program in productivity-related areas. The program involves stakeholders from academia, business, and community and public organizations. The certification program will be one of the key elements under the new human resources development agenda for 2020–2024. It is expected that certification will enhance the credibility and competency of professionals and raise the visibility of the NPO as the leading productivity organization.

This development project will assist the NPO in complying with the requirements for an APO-accredited CB including the management system, rules, procedures, and certification process. It will ensure that the NPO of Indonesia will be able to become an APO CB of Green Productivity (GP) specialists.

## **3. Scope and Methodology**

### **Scope**

- 3-1. ISO: IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons;
- 3-2. APO-AB COP 001/2019 APO General Requirements for Certification Bodies: Certification of Persons Scheme; and
- 3-3. APO-GPS 201 Certification Scheme and Competency Standard for Green Productivity Specialists.

### **Methodology**

The development project will be divided into the following phases.

#### **Phase 1**

The first phase of the project will focus on developing the capacity of the NPO to operate as an APO CB. An APO resource person(s) will conduct the following:

- 1) One-day assessment of the capability of the NPO in providing individual certification and recommending a structure to operate the APO certification scheme;
- 2) One-day awareness training on ISO: IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons and APO-AB COP 001/2019 APO General Requirements for Certification Bodies: Certification of Persons Scheme;
- 3) One-day awareness training on the APO 201 Certification Scheme and Competency Standard for Green Productivity Specialists; and



- 4) Two-day consultancy on preparing documentation required for the NPO to operate as an APO CB.

#### **Phase 2**

After the training and consultancy in phase 1, the NPO will conduct a pilot project to certify the first batch of GP specialists in compliance with the APO-GPS 201 Certification Scheme and Competency Standard for Green Productivity Specialists. A minimum of 10 persons will complete the process and obtain certification. The second phase of the project will focus on enhancing the capability of the NPO to implement the APO certification scheme. In this phase, the APO resource person(s) will provide the following assistance to the NPO:

- Five-day consultancy on conducting assessment of candidates applying for the APO-GPS 201 Certification Scheme and Competency Standard for Green Productivity Specialists.

#### **Phase 3**

The third phase will strengthen the management system of the NPO in operating the certification scheme. The APO resource person(s) will conduct the following training and consultancy services:

- 1) Two-day internal audit training on the certification process and documentation; and
- 2) Three-day consultancy on accreditation assessment preparation.

#### **Phase 4**

In the final phase, the APO Accreditation Body assessment team will conduct a two-day assessment to determine whether the NPO is in compliance with the requirements for an APO CB, including the documented quality system, record examination, and certification process.

#### **Phase 5**

Subject to the report by the assessment team, the development project may end with phase 4 or continue. This will depend on the number of nonconformities and corrective actions to be taken by the NPO and recommendations by the assessment team.

If the project continues, the APO resource person(s) will provide an additional three-day consultancy service to guide the NPO in resolving nonconformities.

It is expected that the NPO will be accredited by the APO Accreditation Body as an APO CB at the end of this development project. A ceremony recognizing the NPO Indonesia as APO-accredited CB will be organized to promote the program nationwide.

### **4. Roles and Responsibilities**

#### **NPO of Indonesia**

The NPO should assign a certification secretariat, committee, or team to work with the APO-assigned resource person(s). 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 person(s).

#### **APO Secretariat**

The main responsibility of the APO Secretariat is to assign the resource person(s) to develop the program plan in close consultation with the NPO.

#### **Resource Person(s)**

The role of the resource person(s) is to provide consultancy and training in the areas specified in phases 1, 2, 3, and 5.

### **5. Financial Arrangements**

#### **To be met by the APO**

- a. All costs and expenses including airfare, honorarium, and daily subsistence allowance for the resource person(s) assigned to conduct consultancy and training for the NPO of Indonesia.

- b. Partial local implementation costs for organizing meetings/training/workshops during project implementation covering the meeting package including meeting room with training facilities and requisite stationery, material, and documentation (meals and translation/interpretation fees are not included in the meeting package).

The APO will meet a maximum of USD5,000.00 for the above costs in item b. The NPO of Indonesia will settle the entire account by providing all necessary bills and receipts issued by third parties to the APO after completion of the entire project. The final applicable payment will be based on the actual expenditure and the completion of the CB development project.

In the case of project withdrawal before completion, the APO will not be responsible for any reimbursements under item b.

**To be met by the NPO of Indonesia**

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



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Secretary-General