



## PROJECT IMPLEMENTATION PLAN

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| <b>PN Issue Date</b>                | 14 February 2019  |
| <b>Project Code</b>                 | 19-IN-70-GE-RES-A-01  |
| <b>Title</b>                        | APO Accreditation and Certification Development Program:<br>Development of the Productivity Specialist Certification Scheme |
| <b>Reference</b>                    | Project Notification 19-IN-70-GE-RES-A dated 9 January 2019   |
| <b>Timing and Duration</b>          | April–November 2019<br>1st TWG meeting: 23–25 April 2019, Kuala Lumpur, Malaysia  |
| <b>Venue</b>                        | Member countries  |
| <b>Implementing Organization(s)</b> | APO Secretariat   |

## **1. Objectives**

This is a development program to establish the APO Productivity Specialist Certification Scheme, which includes a technical working group (TWG) to develop the standard, competency framework, and conformity assessment process.

## **2. Background**

In 2015, the APO launched a pilot certification program by choosing the multicountry Development of Productivity Practitioners (DPP: Basic and Advanced) as prerequisite training courses. After completing the course, all participants are requested to implement their own projects and submit reports on them within six months. Successful candidates are recognized as APO Certified Productivity Practitioners (Basic or Advanced) valid for three years and their names are available on the APO website. A total of 17 participants, or 14% of all who attended the courses since 2015, have fulfilled all the requirements and were certified as productivity practitioners.

Recognizing the low enrollment rate in this program, the Secretariat decided to review the methodology and certification process. It found that using multicountry projects as prerequisite training courses did not produce a sufficient number of certified practitioners. It was also not feasible to develop a larger pool of certified trainers considering the nature of project implementation. Hence, the Secretariat is now planning to develop a more structured certification scheme to produce more APO-certified productivity experts in member countries.

In line with the establishment of the APO Accreditation Body (APO-AB), the Secretariat is revising the entire certification scheme for productivity practitioners. This will ensure that the scheme is aligned with international standards of practice and will enhance the APO's visibility as a leading international organization on productivity. The APO will serve as the scheme owner, while accredited NPOs will implement the scheme as certification bodies.

## **3. Scope and Methodology**

### **Scope**

The TWG will discuss and develop the following:

- a. Scope of certification and job and task descriptions;
- b. Required competence, prerequisites, and code of conduct;
- c. Certification process requirements including the criteria for certification;
- d. Recertification, assessment methods, and criteria for suspending certification; and
- e. Standards for the APO Productivity Specialist Certification Scheme.

### **Methodology**

The Secretariat will assign a council member of the APO-AB to lead the TWG of experts in developing and finalizing the certification scheme documentation and to chair the coordination/review meeting.

A resource person will be assigned to assist the Secretariat in preparing the draft documentation. The draft documents will be presented at a Technical Review Meeting and form the basis for further deliberations and development of the scheme.

The Technical Review Meeting will discuss and receive more input on the draft documents.

If necessary, the Secretariat will convene a follow-up meeting to finalize the documentation.

## **4. Selection of TWG Members**

TWG members must possess the following:

- a. Extensive knowledge, research experience, and professional contributions related to the development of productivity experts and specialists, and experience as a consultant with an industrial background would be an advantage;

- b. Excellent English writing and presentation skills, as the discussion and final report will be written in English; and
- c. Strong commitment to undertaking and completing the project within the given time frame.

Upon consultation with the TWG chair, the Secretariat will appoint the other members. Member countries with special interest in this project may nominate expert candidates who meet the selection criteria upon consultation with the APO Secretariat.

## **5. Implementation Procedures**

The APO-AB Secretariat will be the focal point of activities for the development of the Productivity Specialist Certification Scheme. The Secretariat will inform member countries of specific activities through separate communications, highlighting the status of development of the scheme. The APO-AB Secretariat will also be responsible for organizing follow-up activities related to the certification scheme.

## **6. Financial Arrangements**

### **To be borne by the APO**

- a. All assignment costs of experts serving as TWG members, including daily subsistence allowances, miscellaneous expenses, and round-trip international airfare by the most direct route between the international airport nearest to the experts' place of work and the site of the Technical Review Meeting; and
- b. Local implementation costs for the meeting package including meeting room rental and necessary equipment.

### **To be borne by the host country or NPOs**

Part of local implementation costs, if any.



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