



PROJECT IMPLEMENTATION PLAN

PIP Issue Date	25 September 2019
Project Code	19-IN-70-GE-RES-A-06
Title	APO Accreditation and Certification Development Program: APO-AB Council Meeting
Reference	Project Notification 19-IN-70-GE-RES-A dated 9 January 2019
Timing and Duration	10–11 December 2019
Venue	Tokyo, Japan
Implementing Organization(s)	APO Secretariat

1. Objectives

The objective of the meeting is to discuss the following:

- a) Rules and procedures of the APO Accreditation Body (APO-AB);
- b) Requirements of APO Certification Bodies (CBs);
- c) Progress of APO certification schemes;
- d) Progress of CB development by NPOs;
- e) Development of the APO Future Readiness Award; and
- f) Any other matters related to the Accreditation and Certification Program.

2. Background

Accreditation was identified as one of the APO's business transformation initiatives to raise its visibility as a leading global productivity organization. It also aims to enhance the capability of NPOs by expanding their activities to include certification and subsequently increasing the number of certified productivity professionals in their countries. This new initiative can also be considered as a starting point for member countries to receive recognition for the standards and competency of productivity professionals among them. Therefore, the APO-AB was set up as an impartial entity within the Secretariat to provide recognition to organizations including NPOs as APO CBs.

To ensure alignment with international requirements for accreditation bodies, the APO-AB has an organizational structure that includes a council and technical working groups (TWGs). The council serves as the highest authority that sets the vision, mission, and direction of the APO-AB. It is composed of a council head and representatives of NPOs, government officials, national CBs, and industry. The inaugural meeting was held in Tokyo in 2018, presided over by the APO Secretary-General. A list of APO-AB Council members for 2019–2021 is given under section 3. As decided at the inaugural meeting, APO-AB activities are coordinated by the Office of Accreditation Body in the APO Secretariat.

In 2019, the APO-AB is focusing on the development of certification schemes, its internal rules and procedures, and general requirements for CBs to operate the certification schemes. A number of TWGs were set up to assist the Secretariat in developing documentation. Four certification schemes, the Productivity Specialists Certification Scheme (PS101), Certification Scheme and Competency Standard for Green Productivity Specialists (GPS201), Public-sector Productivity Specialists Certification Scheme (PSPS301), and Strategic Foresight Specialists (SFS401), have been developed and will later be operated by CBs accredited by the APO-AB. These schemes will guide NPOs or affiliated organizations in operating the certification program.

Therefore, the second council meeting will discuss the current progress, issues, challenges, and future directions of APO-AB accreditation activities. The council is also expected to provide recommendations to the Secretariat on improving the management of the APO-AB and hold in-depth discussions on the role of NPOs as CBs.

3. Council Members

The following is the list of APO-AB Council Members for 2019–2021.

1.	Dr. AKP Mochtan	Chair Secretary-General APO
2.	Mr. Mahlok Abdullah	Adviser Consultant Malaysia
3.	Dr. Isimeli Waibuta Tagicakiverata	Council Member Director National Training & Productivity Centre (NTPC) Fiji
4.	Mr. Kunjung Masehat	Council Member Chairman Indonesia Professional Certification Authority Indonesia
5.	Mr. Yuji Hamada	Council Member Director

		Business Support Division Small and Medium Enterprise Agency Ministry of Economy, Trade and Industry Japan
6.	Mr. Kimiaki Jin	Council Member Senior Assistant Director Private Sector Development Group Japan International Cooperation Agency (JICA) Japan
7.	Mr. Tadashi Noguchi	Council Member Executive Director Japan Small and Medium Enterprise Management Consultant Association (J-SMECA) Japan
8.	Prof. Tetsushi Sonobe	Council Member Vice President National Graduate Institute for Policy Studies (GRIPS) Japan
9.	Mr. Takeshi Fujita	Council Member Director, International Cooperation Global Management Center Japan Productivity Center Japan
10.	Dato' Mohd. Razali Hussain	Council Member Director General Malaysia Productivity Corporation Malaysia
11.	Mr. Abdul Ghaffar Khattak	Council Member CEO National Productivity Organization Pakistan
12.	Ms. Chew Mok Lee	Council Member Assistant Chief Executive Officer Infocomm and Media & Digitalization Enterprise Services & New Industries Enterprise Singapore Singapore
13.	Prof. Hester Klopper	Council Member Deputy Vice Chancellor Strategy and Internalization Stellenbosch University South Africa
14.	Ms. Punnee Angsusingha	Council Member President Foundation for Industrial Development Management System Certification Institute Thailand

4. Scope and Methodology

(a) Scope of Discussions

- i. Rules and procedures of the APO-AB;
- ii. Requirements of APO CBs;
- iii. Progress of APO certification schemes;
- iv. Progress of CB development by NPOs;
- v. Development of the APO Future Readiness Award; and
- vi. Any other matters related to the Accreditation and Certification Program.

(b) Methodology

- i. The APO Secretary-General will lead the meeting as the Chair of the AB Council.
- ii. The council members will provide suggestions and recommendations on the topics discussed in the meeting.

- iii. The Secretariat will prepare the proceedings and documentation.
- iv. The proceedings and revised documentation will be circulated to council members.

5. Financial Arrangements

To be borne by the APO

- a) All assignment costs of AB Council members to attend the meeting.
- b) All local implementation costs.



Dr. AKP Mochtan
Secretary-General