



## PROJECT IMPLEMENTATION PLAN

Ref. No. 20-IN-05-GE-CBD-C-MN02-PP2000026-001

<b>PIP Issue Date</b>	08 September 2020
<b>Project Code</b>	20-IN-05-GE-CBD-C-MN02
<b>Title</b>	Certification Body Development Program: Development Project for the Mongolian Productivity Organization (MPO) as an APO Certification Body
<b>Reference</b>	Project Notification 20-IN-05-GE-CBD-C dated 1 April 2020
<b>Timing and Duration</b>	October 2020 – March 2021 (6 months)
<b>Venue</b>	Mongolia
<b>Implementing Organization(s)</b>	MPO and the APO Secretariat

## 1. Objectives

This is a development program to assist the Mongolian Productivity Organization (MPO) in complying with the requirements for a Certification Body (CB) operating the APO certification scheme. The program includes training and consultancy services for establishing the structure, documentation, and procedures according to the APO requirements for a CB.

## 2. Background

The mission of the MPO is to instill a productivity and quality culture nationwide. The MPO aims to strengthen its capacity as a national institution and promote the productivity movement through public-sector organizations as well as cooperation with private industry leaders. Its main activities include promoting productivity at national, sectoral, and enterprise level; providing training and consultancy on productivity improvement; and assessing enterprise productivity performance.

The MPO has the human and financial resources to operate as a CB and has been developing productivity specialists and issuing its own certificates upon the completion of specialist courses. So far, over 760 productivity specialists on basic productivity tools, 137 on advanced productivity tools, and 137 in joint programs have been certified. The training programs were created by referring to the Development of Productivity Practitioners (DPP) courses organized by the APO. However, the MPO would like to become a CB in order for its certificates to be recognized and to improve the reputation of its training courses.

This development project will assist the MPO in complying with the requirements to become an APO-accredited CB by establishing a certification management system, rules, procedures, and processes. It will ensure that the MPO complies with the APO requirements for acting as a CB for productivity specialists.

## 3. Scope and Methodology

### Scope

- a. APO-AB 1003 APO General Requirements for Certification Bodies: Certification of Persons Scheme;
- b. ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons; and
- c. APO-PS 101 Requirements for 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 MPO to operate as an APO CB. An APO resource person(s) will conduct the following:

- a. One-day assessment of the capability of the MPO to provide individual certification and recommending a structure to operate the APO certification scheme;
- b. One-day awareness training on ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons and APO-AB 1003 APO General Requirements for Certification Bodies: Certification of Persons Scheme;
- c. One-day awareness training on the APO-PS 101 Requirements for Productivity Specialists; and
- d. Two-day consultancy on preparing the documentation required for the MPO to operate as an APO CB.

## **Phase 2**

After the training and consultancy in phase 1, the MPO will conduct a pilot project to certify the first batch of productivity specialists in compliance with the APO-PS 101 Requirements for Productivity Specialists. A minimum of five persons will undergo the process and obtain certification under the program. The second phase of the project will focus on enhancing the capability of the MPO to implement the APO certification scheme. In this phase, the APO resource person(s) will provide the following assistance to the MPO:

Five-day consultancy on conducting assessment of candidates applying for the APO-PS 101 Requirements for Productivity Specialists.

## **Phase 3**

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

- a. Two-day internal audit training on the certification process and documentation; and
- b. Two-day consultancy on accreditation assessment preparation.

## **Phase 4**

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

The development project will end with phase 4, and subject to the assessment report, the MPO may be accredited as an APO-CB.

If there are nonconformities and the assessment team recommends corrective actions, the APO Secretariat will engage a resource person(s) for an additional three-day consultancy service to guide the MPO in resolving the nonconformities.

On completion of the project, a ceremony recognizing the MPO as APO-accredited CB will be organized to promote the program nationwide.

## **4. Roles and Responsibilities**

### **MPO**

The MPO 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 MPO.

### **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 4.

## **5. Financial Arrangements**

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

- a. All costs and expenses related to the resource person(s) assigned to conduct consultancy and training for the MPO.
- 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 MPO 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 reimbursement under item b.

**To be met by the MPO**

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

A handwritten signature in black ink, appearing to read 'Dr. AKP Mochtan', with a long, sweeping flourish extending to the right.

Dr. AKP Mochtan  
Secretary-General