



ASIAN PRODUCTIVITY ORGANIZATION

Ref. No.: 12-IN-92-GE-DON-C

10 December 2012

Development Academy of the Philippines
Philippines

Project Implementation Plan

12-IN-92-GE-DON-C: Institutional Strengthening of NPOs through the Development of Productivity and Quality Practitioners/Specialists (Advanced Course)

DON Implementation for the Philippines

1. BACKGROUND:

NPOs are the key stakeholders in the productivity movement in APO member countries and are expected to nurture, strengthen, and spearhead this movement for the foreseeable future. Therefore, the ongoing need for the capacity building of NPOs cannot be overemphasized. Based on the DON need assessment survey, in-country programs specifically for the capacity building of NPOs were initiated. Through 17 programs since 2008, more than 500 professionals were trained in basic and/or advanced productivity tools and techniques. These practitioners are now expected to apply their acquired skills and knowledge in advisory and training services for multiplier effects.

Based on the positive feedback received and expressions of interest from NPOs, this program is being continued. In 2012–2013, the program will explore effective linkages with relevant multi-country projects such as the Development of Productivity Practitioners: Basic and Advanced.

NPOs are urged to exercise care in choosing subject areas for in-country training programs, because they should essentially upgrade the skills of NPO professional staff in current areas of work or help them acquire new skills to apply in the near future. To ensure this, NPOs are required to prepare medium-to-long-term plans for staff utilization in productivity promotion-related activities and for their training needs.

The Development Academy of the Philippines (DAP), the NPO of the Philippines, has expressed interest in organizing an in-country capacity-building program to develop a pool of productivity and quality practitioners and specialists who can use the tools and techniques of productivity improvement along with other stakeholders. The DAP has proposed an advanced course under an umbrella program on developing the expertise of its technical and senior staff. Aligned with the current efforts of the DAP, the capacity-building program will focus on improving public-sector service delivery, while catering to the needs of the DAP.

2. TYPE OF PROJECT:

A 10-day training course will be held for the DAP, associated consultants, and other practitioners engaged in the promotion of productivity and working as trainers, consultants, technical staff, managers, and local experts on productivity.

3. OBJECTIVE:

This training course aims to deepen the understanding and improve the competencies of participants through provisions of technical knowledge and application of productivity and quality tools and techniques. Participants are expected to develop and implement action plans to enhance and improve public service delivery.

4. NUMBER OF PARTICIPANTS:

The course will train up to 25 participants who are senior technical staff and officers of the DAP and selected participants from associated institutions (at least 70% from the DAP).

Priority will be given to those who attended DPP: Basic and/or have been involved in at least two productivity and quality improvement projects.

5. TIMING OF PROJECT & VENUE:

4–9 February 2013 in Tagaytay City and 11–14 February 2013 in Pasing City, Metro Manila, the Philippines.

6. PROJECT SCHEDULE:

The tentative program is given in Appendix 1. The finalized program of the training course will be determined by the APO Secretariat, hereafter referred to as the APO, and DAP in consultation with APO experts.

7. IMPLEMENTATION:

This project is to be implemented in close collaboration with the APO.

8. ROLES & RESPONSIBILITIES:

The roles and responsibilities of the DAP and APO are:

DAP

- Organize a 10-day training course to create a critical mass of productivity and quality practitioners.
- Assign a program manager and local coordinator(s) to organize the course (e.g., meeting room, participants' administration, training materials, site visit, and logistics).
- Provide budget not covered by the APO.
- Prominently display the APO name and logo on the banner and place the APO flag on the dais during the program.

- Submit a comprehensive report to the APO.

APO

- Assign international resource speakers.
- Assist the DAP in finalizing the course content in consultation with the resource speakers.
- Provide administrative and financial support as detailed in the Project Notification.

9. FINANCIAL ARRANGEMENTS:

The APO will bear cost of the assignment of international resource speakers and provide financial support to meet the following costs:

- 1) Meeting package including meeting room with training facilities and necessary stationery, materials, and documentation;
- 2) Preparing and compiling training material sets for all participants; and
- 3) Hiring equipment and transportation costs for site visits, if any.

Tentative budget

No.	Item	Amount (USD)
1	Meeting package	6,800.00
2	Training material sets	1,300.00
3	Transportation costs for site visits	900.00
Total		USD10,000.00

The APO will pay implementation costs of up to USD10,000.00 toward the 10-day training course, and the DAP will cover any other local implementation costs not covered by the APO.

The APO will make a bank transfer of 50% of the estimated cost as its financial support to the DAP, if necessary and as requested by the DAP.

The DAP will make the agreed expenditures and settle the entire account by providing all necessary bills and receipts to the APO after completion of the course. The final payment will be made based on the actual expenditure after the DAP submits the summary report.

10. FINAL PROJECT OUTPUT:

The project is expected to create a pool of productivity practitioners in the Philippines who can act as trainers/consultants and promote productivity in their respective fields. Upon completion of the project, the DAP will undertake the following:

- Submit a comprehensive report on the training course following the format to be provided by the APO detailing how the project was carried out in the country, explaining its benefits and advantages to local industries with numerical data, and describing technical guidance and consultancy that can be offered by the DAP. **The report is to be submitted one month after the completion of the project.**

- Submit a publication, e.g., newsletter, brochure, or bulletin, written in English or the local language.
- Disseminate the knowledge and experience gained to the public and private sectors through publications, consulting, and training services.



Ryuichiro Yamazaki
Secretary-General

cc: APO Liaison Officer for the Philippines, Development Academy of the Philippines

Tentative Daily Schedule**Institutional Strengthening of National Productivity Organizations (NPOs) through the Development of Productivity Practitioners (Advanced Course)**

Timing: 4–9 February and 11–14 February 2013 (10 Days)

Date	Subject
4 February (Mon.)	Opening Ceremony Precourse Test Module 1: Introduction to the Asian Productivity Movement Module 2: Introduction to Total Quality Management
5 February (Tues.)	Module 3: Knowledge Management for Innovation in the Public Sector
6 February (Wed.)	Module 4: Lean Management and Total Productive Maintenance
7 February (Thurs.)	Module 4: Lean Management and Total Productive Maintenance (cont.)
8 February (Fri.)	Module 5: Productivity Measurement
9 February (Sat.)	Module 6: Performance Management in the Public Sector
11 February (Mon.)	Module 7: Techniques and Tools in Analyzing Counterproductive Policy to Improve Regulatory Review and Institute Reform in the Public Sector Module 8: Developing Competencies in Management Consulting
12 February (Tues.)	Module 8: Developing Competencies in Management Consulting (cont.) Industry Visit
13 February (Wed.)	Group Exercise and Action Plan Development
14 February (Thurs.)	Case and Action Plan Presentation Postcourse Test Course Integration and Examination Closing Ceremony