



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

7 August 2013

1. **Project Code** 13-IN-92-GE-DON-C
2. **Title** Institutional Strengthening of NPOs through the Development of Productivity Practitioners
3. **Timing and Duration** 2 September–13 September 2013
4. **Venue** Bekasi (Metro Jakarta), West Java, Indonesia
5. **Implementing Organization**
Directorate of Productivity and Entrepreneurship
Directorate General of Training and Productivity
Development, Ministry of Manpower and Transmigration
Republic of Indonesia

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6. **Number of Local Participants** Up to 30 local participants who are trainers, consultants, and promoters of productivity and quality improvement programs from Productivity Development Regional Offices and Vocational Training Centres, Ministry of Manpower and Transmigration. NPO staff will comprise more than one-half of the total participants.
7. **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 capacity of NPOs needs to be continuously upgraded. Based on the DON need assessment survey, in-country programs specifically for the capacity building of NPOs were initiated. Through 20 programs since 2008, more than 550 professionals have been 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 to create multiplier effects.

Based on the positive feedback received and expressions of interest from other NPOs, this program is being continued. The program will explore effective linkages with relevant multicountry projects and cater to the needs of NPOs.

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 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 Directorate of Productivity and Entrepreneurship, the NPO of the Republic of Indonesia, 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 NPO Indonesia has proposed a training course on Development of Productivity Practitioners: Basic Program (DPP: Basic).

8. Type of Project

An 11-day training course will be held for NPO staff and others from its productivity network.

9. Objective

This is an entry-level course designed to equip productivity practitioners with fundamental productivity concepts, principles, approaches, and tools. At the end of the course, participants are expected to be able to:

- a) Identify, use, and explain basic productivity approaches and tools;
- b) Adopt an integrated productivity framework for diagnosing productivity problems and developing and implementing solutions; and
- c) Provide training, consulting, and promotional services to NPO clients.

10. Project Schedule

The project schedule will be determined by the APO Secretariat and NPO Indonesia in consultation with APO experts.

11. Implementation

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

12. Roles & Responsibilities

The roles and responsibilities of the NPO Indonesia and APO are:

a) NPO Indonesia

- 1) Organize an 11-day training course to create a critical mass of productivity and quality practitioners.
- 2) Assign a program manager and local coordinator(s) to organize the course (e.g., meeting room, participants' administration, training materials, site visit, and logistics).
- 3) Provide budget not covered by the APO.
- 4) Prominently display the APO name and logo on the banner and place the APO flag on the dais during the program.
- 5) Submit a comprehensive report to the APO.

b) APO

- 1) Assign international experts.
- 2) Assist the NPO Indonesia in finalizing the course content in consultation with the resource speakers.
- 3) Provide administrative and financial support as detailed in the Project Notification.

13. Financial Arrangements

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

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

Tentative budget

No.	Item	Amount (USD)
1	Meeting package	9,100.00
2	Training material sets	600.00
3	Transportation costs for site visits	300.00
	Total	USD10,000.00

The APO will pay implementation costs of up to USD10,000.00 toward the 11-day training course, and NPO Indonesia 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 NPO Indonesia, if necessary and as requested by the NPO Indonesia.

The NPO Indonesia 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 NPO Indonesia submits the summary report.

14. Final Project Output

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

- a) 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 NPO Indonesia. The report is to be submitted one month after the completion of the project.
- b) Submit a publication, e.g., newsletter, or website article, written in English or the local language.

- c) Disseminate the knowledge and experience gained to the public and private sectors through publications, consulting, and training services.

Ryuichiro Yamazaki

Ryuichiro Yamazaki
Secretary-General

cc: APO Liaison Officer for the Republic of Indonesia,

13-IN-92-GE-DON-C

Institutional Strengthening of NPOs through the Development of Productivity Practitioners
2 September–13 September 2013, Bekasi (Metro Jakarta), West Java, Indonesia

Tentative Daily Schedule

Date	Subject
2 September (Mon.)	Opening Program Module I: Productivity Concepts and Implementation Strategies Roles of Productivity Practitioners
	Understanding Productivity Concepts
3 September (Tue.)	Module II: Basic Productivity and Quality Tools and Techniques 5S
4 September (Wed.)	Quality Control Circles (QCCs)
5 September (Thu.)	Suggestion Schemes
	Labor-Management Cooperation
6 September (Fri.)	Practical Industrial Engineering
7 September (Sat.)	Site Visit/Observational Tour
8 September (Sun.)	Free
9 September (Mon.)	Module III-1: Competencies as a Productivity Practitioner Developing Competencies in Consulting
10 September (Tue.)	Module III-2: Competencies as a Productivity Practitioner Developing Competencies in Training
11 September (Wed.)	Presentation Skills Workshop
12 September (Thu.)	Module III-3: Competencies as a Productivity Practitioner Developing Competencies in Productivity Promotion
	Action Plan Preparation Workshop
13 September (Fri.)	Action Plan Presentation Closing Session