

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

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

16 August 2012

National Training & Productivity Centre
Fiji National University, Fiji

Project Implementation Plan

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

DON Implementation for Fiji

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 other NPOs, this program is being continued. In 2012, the program will explore effective linkages with relevant multicountry 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 National Training & Productivity Centre (NTPC), Fiji National University, the NPO of Fiji, has expressed interest in organizing an in-country capacity-building program to develop a pool of productivity practitioners and consultants who can use the tools and techniques of productivity improvement along with other stakeholders. The NTPC has proposed an advanced course as a follow-up to the Development of Productivity Practitioners: Basic program in 2009 so that the trainers who attended can undertake advanced productivity and quality diagnosis and consultancy for government and industries in Fiji. This in-country program will cater to the needs of the NTPC.

2. TYPE OF PROJECT:

A two-week training course will be held for the NTPC, 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:

The objective of the training course is to provide productivity and quality practitioners with firsthand exposure to the tools and techniques of productivity improvement with the focus on advanced productivity tools. The NTPC will be able to build a critical mass of practitioners in the country who can become agents for change among stakeholders.

4. NUMBER OF PARTICIPANTS:

The course will train 30 local consultants engaged in productivity and quality management training within the NTPC, the public and private sectors, and nongovernmental organizations (50% from the NTPC).

5. TIMING OF PROJECT & VENUE:

24 September–6 October 2012 (12 days) in Suva, Fiji.

6. PROJECT SCHEDULE:

The tentative program is attached as Appendix 1. The finalized program of the training course will be determined by the APO Secretariat and NTPC 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 NTPC and APO are:

NTPC

- Organize a two-week 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, participant administration, training materials, site visit(s), and logistics).
- Provide budget not covered by the APO.
- Prominently display the APO name and logo on the banner and also place the APO flag on the dais during the program.

APO

- Assign international resource speakers.
- Assist the NTPC in finalizing the course content in consultation with the resource speakers.
- Provide administrative and financial support as indicated 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	11,000.00
2	Training material sets	850.00
3	Transportation cost for site visits	600.00
	Total	USD12,450.00

The APO will pay implementation costs up to USD10,000.00 toward the two-week training course, and the NTPC will cover any other local implementation costs not covered by the APO.

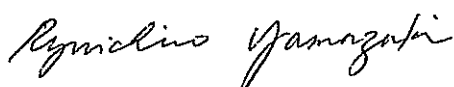
The APO will make a bank transfer of 50% of the estimated cost as its financial support to the NTPC, if necessary.

The NTPC 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 NTPC submits a summary report.

10. FINAL PROJECT OUTPUT:

The project is expected to create a pool of productivity practitioners in Fiji who can act as trainers/consultants and promote productivity in their fields. Upon completion of the project, the NTPC 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 the numerical data, and describing technical guidance and consultancy that can be offered by the NTPC. **The report is to be submitted within 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 Fiji, Ministry of Labour, Industrial Relations and Employment

< Tentative Program >

Institutional Strengthening of National Productivity Organizations (NPOs) through the Development of Productivity Practitioners (Advanced Course)

Timing: 24 September–6 October 2012 (12 days)

Date	Subject
24 Sept. (Mon.)	Opening Ceremony Module I: Productivity Concepts and Principles Module II: Productivity Strategy and Implementation Balanced Scorecard
25 Sept. (Tues.)	Performance Management Systems
26 Sept. (Wed.)	Module III: Productivity Tools and Techniques Benchmarking
27 Sept. (Thurs.)	Supply Chain Management
28 Sept. (Fri.)	Total Productive Maintenance (TPM)
29 Sept. (Sat.)	Total Productive Maintenance (TPM) (cont.) <i>Industry Visit (I)</i>
1 Oct. (Mon.)	Lean Management Systems
2 Oct. (Tues.)	Lean Management Systems (cont.)
3 Oct. (Wed.)	Productivity Measurement
4 Oct. (Thurs.)	Productivity Measurement (cont.) <i>Industry Visit (II)</i>
5 Oct. (Fri.)	Innovation
6 Oct. (Sat.)	Action Plan Presentation Course Integration and Examination Closing Ceremony