

# Asian Productivity Organization

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Small and Medium Enterprise Promotion and  
Development Office (SMEPDO)  
Lao National Productivity Organization (LNPO)

## Project Implementation Plan

### 12-IN-92-GE-DON-C: Institutional Strengthening of NPOs through the Development of Productivity Practitioners:

#### DON Implementation for Lao PDR

#### 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 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 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 Small and Medium Enterprise Promotion and Development Office (SMEPDO), the NPO of Lao PDR, 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 and capacity building along with other stakeholders. SMEPDO has proposed all resource speakers from the Thailand Productivity Institute (FTPI), the NPO of Thailand, because there is no language barrier between Lao PDR and Thailand. This in-country program will cater to the needs of SMEPDO.

## **2. TYPE OF PROJECT:**

A two-week training course will be held for SMEPDO and 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 basic productivity tools and food safety. SMEPDO will be able to build a critical mass of practitioners in the country who could become agents for change among stakeholders.

## **4. NUMBER OF PARTICIPANTS:**

The course will train 21 local participants (50% from SMEPDO).

## **5. TIMING OF PROJECT & VENUE:**

17–28 September 2012 (10 days) at Heuang Cha Leun Hotel, Vientiane, Lao PDR

## **6. PROJECT SCHEDULE:**

A tentative program based on SMEPDO's proposal is given in Appendix 1. The program of the training course will be determined and finalized by the APO Secretariat, hereafter referred to as the APO, and SMEPDO 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 SMEPDO and the APO are:

### SMEPDO

- 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, and logistics).
- Provide the 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.

### APO

- Assign international resource speaker(s).
- Assist SMEPDO in finalizing the course content in consultation with the experts.
- Provide administrative and financial support as specified 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	9,100.00
2	Training material sets	700.00
3	Transportation cost for site visits	200.00
	<b>Total</b>	<b>10,000.00</b>

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

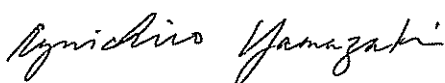
The APO will make a bank transfer of 50% of the estimated cost as financial support to SMEPDO, if necessary.

SMEPDO 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 SMEPDO submits the summary report.

## 10. FINAL PROJECT OUTPUT:

The project is expected to create pool of productivity practitioners in Lao PDR who can act as trainers/consultants and promote productivity in their respective fields. Upon completion of the project, SMEPDO 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 SMEPDO. **The report is to be submitted within one month after the completion of the project.**
- Develop training material and a training course for productivity and quality practitioners in Lao PDR.
- Disseminate the knowledge and experience gained to the public and private sectors through publications, consulting, and training services.



Ryuichiro Yamazaki  
Secretary-General

**Tentative Program****Institutional Strengthening of National Productivity Organizations (NPOs) through the  
Development of Productivity Practitioners****Timing: 17–28 September 2012 (10 days)**

<b>Date</b>	<b>Subject</b>	<b>Resource Person</b>
17 September 2012 (day 1)	<b>Opening Ceremony</b>  Overview of Training Course Program  Agricultural Trade Liberalization under the WTO  Assessment exam	SMEPDO  Ms. Chantalux Mongkol  Dr. Watcharas Leelawat
18 September (day 2)	<b>Module I. Productivity Concepts and Principles</b> 1. Productivity Concepts and Principles  <b>Module II. Waste and Loss Analysis</b> 2. Waste and Loss Analysis	Ms. Chantalux Mongkol  Mr. Nuttayakorn Sirowate
19 September (day 3)	<b>Module III. Productivity Measurement</b> 3. Productivity Measurement  <b>Module IV. Productivity Tools and Techniques</b> 4.1. 5S and Good Housekeeping Practices: - Concepts and benefits	Mr. Nuttayakorn Sirowate  Ms. Chantalux Mongkol
20 September (day 4)	4.1. 5S (continued): - Big cleaning day  4.1. 5S (continued): - Visual control systems to support 5S	Ms. Chantalux Mongkol  Mr. Nuttayakorn Sirowate
21 September (day 5)	4.1. 5S (continued) - 5S auditing techniques  4.1. 5S (continued): - 5S implementation management	Mr. Nuttayakorn Sirowate  Ms. Chantalux Mongkol

Date	Subject	Resource Person
24 September 2012 (day 6)	4.2. Good Manufacturing Practice (GMP) - Concept of food safety and general principles of food hygiene (Section 1-4)	Ms. Janna Sanguanroongvong
25 September (day 7)	4.2. GMP (continued): - Section 5-6  <i>Factory site visit (to be confirmed)</i>	Ms. Janna Sanguanroongvong
26 September (day 8)	4.2. GMP (continued): - Section 7-10	Ms. Janna Sanguanroongvong
27 September (day 9)	4.3. Kaizen/Continuous Improvement  4.4. Kaizen Suggestion Systems	Mr. Chetthapong Sintara
28 September (day 10)	<b>Module V. Productivity Strategy and Implementation</b> 5.1. Assignment of productivity facilitator and team formation 5.2. Productivity promotion in organizations  <b>Module VI. Project Implementation Plan</b> Workshop  Final exam Conclusion  Closing Ceremony	Ms. Chantalux Mongkol  Mr. Chetthapong Sintara  Ms. Chantalux Mongkol  SMEPDO