



PROJECT IMPLEMENTATION PLAN

PIP Issue Date	9 May 2019
PIP Revision 1 issue Date	17 July 2019
Project Code	19-IN-70-GE-RES-A-05
Title	APO Accreditation and Certification Development Program: Development of the Public-sector Productivity Specialist Certification Scheme
Reference	Project Notification 19-IN-70-GE-RES-A dated 9 January 2019
Timing and Duration	May–November 2019 1st Technical Working Group Review Meeting: 10–12 September 2019, Manila, Philippines
Venue	Member countries
Implementing Organization(s)	APO Secretariat

Change History of Project Implementation Plan: 19-IN-70-GE-RES-A-05

Revision	Date of Issue	Clause	Modifications
Revision 1	17 July 2019	Timing and Duration	Timing of the 1st Technical Working Group Review Meeting has been changed from 13–15 August 2019 to 10–12 September 2019.

1. Objectives

This is a development project to establish the APO Public-sector Productivity Specialist Certification Scheme, which includes a technical working group (TWG) to develop the standards, competency framework, and conformity assessment process.

2. Background

The APO Public-sector Productivity Program Framework was launched to address the growing need of member countries to improve the organizational performance and productivity of their public sectors. The main objective of the framework is to provide a common understanding among member countries of the key principles that are vital to raising public-sector productivity. The framework also serves as a reference for improving public-sector performance and the quality of public services. To ensure that public-sector productivity initiatives and programs are coordinated systematically in member countries, the APO established the Center of Excellence (COE) on Public-sector Productivity led by the Development Academy of the Philippines. The COE assists the APO in promoting and undertaking public-sector productivity-related activities in member countries. In addition to concentrating on projects to help members develop and strengthen public-sector productivity programs, the COE is also taking the lead in reviewing the Public-sector Productivity Program Framework and developing the capabilities and competencies of members in using productivity methods, tools, and techniques.

In 2016, the COE on Public-sector Productivity created a Course Manual on Developing Productivity Specialists in the Public Sector. It was envisioned that the manual would be utilized as a reference in conducting capacity-building initiatives to develop a large group of competent productivity specialists for the public sector in member countries.

In line with the establishment of the APO Accreditation Body (APO-AB), the APO is planning to develop a new certification scheme on public-sector productivity based on the course manual. The certification scheme will set the standards and requirements for individuals to be certified by the APO. The APO will act as the scheme owner, while NPOs or affiliated organizations will implement it as certification bodies.

3. Scope and Methodology

Scope

The TWG will discuss and develop the following:

- a. Scope of certification and job and task descriptions;
- b. Benefits of certification;
- c. Required competence, prerequisites, and code of conduct;
- d. Certification process requirements including the criteria for certification; and
- e. Recertification, assessment methods, and criteria for suspending certification.

Methodology

The APO-AB Council will assign one council member to lead the TWG in developing and finalizing the certification scheme documentation and to chair the coordination/review meeting.

A resource person will be assigned to assist the Secretariat in preparing the draft documentation. The draft documents will be presented at a Technical Review Meeting and form the basis for further deliberations and development of the scheme.

The Technical Review Meeting will discuss and receive more input on the draft documents.

The draft documents will be circulated to all member countries to obtain feedback.

If necessary, the Secretariat will convene a follow-up meeting to finalize the documentation.

4. Selection of TWG Members

TWG members must possess the following:

- a. Extensive knowledge, research experience, and professional contributions related to productivity enhancement in the public sector;
- b. Broad-based experience in and knowledge of quality management system applications and implementation in the public sector;
- c. Excellent English writing and presentation skills, as the discussions will be conducted and the final report written in English; and
- d. Strong commitment to undertaking and completing the project within the given time frame.

Upon consultation with the TWG chair, the Secretariat will appoint the other members. Member countries with special interest in this project may nominate expert candidates who meet the selection criteria upon consultation with the APO Secretariat.

5. Implementation Procedures

The APO-AB Secretariat will be the focal point of activities for the development of the Public-sector Productivity Specialist Certification Scheme. The Secretariat will inform member countries of specific activities through separate communications, highlighting the status of development of the scheme. The APO-AB Secretariat will also be responsible for organizing follow-up activities related to the certification scheme.

6. Financial Arrangements

To be met by the APO

- a. All assignment costs of experts serving as TWG members, including daily subsistence allowances, miscellaneous expenses, and round-trip international airfare by the most direct route between the international airport nearest to the experts' place of work and the site of the Technical Review Meeting; and
- b. Local implementation costs for the meeting package including meeting room rental and necessary equipment.

To be met by the host country or NPOs

Part of local implementation costs, if any.



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