



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

20 August 2015

1. **Project Code** 15-IN-92-GE-DON-C
2. **Title** Institutional Strengthening of NPOs through the Development of Productivity Practitioners
3. **Timing and Duration** 16–27 November 2015
4. **Venue** Suva, Fiji
5. **Implementing Organization**
National Training and Productivity Centre (NTPC)
Fiji National University
Hotel & Catering School Buildings
2/8 Queen Elizabeth Drive, Nasese, Suva, Fiji
Phone: 679-3311-004
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e-Mail: dntpc@fnu.ac.fj
6. **Number of Local Participants** 25 participants (NTPC, Government, Banks, SMEs)
7. **Background**

Founded in 1973 by an Act of the Parliament and merged with Fiji National University in 2010, the National Training and Productivity Centre (www.fnu.ac.fj) offers consulting, training, auditing, and evaluation services. The NTPC's service is known for quality, customization, flexibility, and timely delivery. The NTPC, as the National Productivity Organization of Fiji, is mandated to provide training to organizations so that they become efficient, productive, and competitive in domestic, national, regional, and global markets. The NTPC works in the national interest, develops human capital, facilitates productivity improvement, and assists organizations to raise productivity and excellence.

The NTPC conducts short courses in a diverse range of areas through its three Training Divisions: the Division of Business and Information Technology; Division of Executive Management and Hospitality Services; and Division of Technical Training. These courses cover topics ranging from IT, quality management, environmental management, occupational health and safety, business excellence, and accounting to customer service, hospitality, tourism, sales, marketing, fashion design, business communication, training of trainers, knowledge management, supervision, and management and executive leadership development. In the Division of Technical Training, the range is even wider, covering some 26 trades from trade testing, the Apprenticeship Training Scheme, electrical, electronics, automotive, construction, plumbing, and joinery, to marine and port industry development.

All training courses offered have been collaboratively developed with our industry partners and all our courses are additionally vetted and endorsed by the respective Industry Advisory

Committees (IACs), and are then submitted for further scrutiny by the University Senate and approved. This ensures that all the courses are well balanced between theory and practice, geared to impart skill-based training to all students and participants, and are relevant.

8. Type of Project

A 10-day training course will be held for staff and others from its productivity network.

9. Objectives

To provide participants from the NPO, academia, employers, and SMEs of Fiji with firsthand exposure to the tools and techniques essential for productivity improvement, thus creating a pool of productivity and quality facilitators and practitioners across the country.

10. Project Schedule

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

11. Implementation

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

12. Roles and Responsibilities

The roles and responsibilities of the NTPC and APO are:

NTPC:

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

APO:

- a. Assign international resource speakers.
- b. Assist the NTPC in finalizing the course content in consultation with the resource speakers.
- c. 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. Transportation costs for site visits, if any.

Tentative budget (1US\$=2.1336 @ APO rate, August 2015)

No.	Item	Amount (USD)
1	Meeting package	9,086.22
2	Training material sets	317.45
3	Transportation costs for site visits	470.30
	Total	USD9,873.97

The APO will pay implementation costs of up to USD10,000.00 toward the 10-day 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 USD5,000.00 or 50% of the estimated cost, whichever is less, as financial support to NTPC, if necessary and as requested, submitting the invoice with a breakdown of costs by the NTPC 1.5 months before the commencement of the project.

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 the summary report.

14. Final Project Output

Upon completion of this program, the participants will be equipped with knowledge of productivity, productivity measurement, and methods for measurement and will be able to compute basic productivity indicators and train others in productivity measurement. The participants will also be part of the NPO taskforce that will undertake annual research on productivity measurement. The final output will be a compilation of annual productivity data for Fiji, which eventually will translate into an annual national productivity report.



Mari Amano
Secretary-General

cc: APO Liaison Officer for Fiji

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Institutional Strengthening of NPOs through the Development of Productivity Practitioners:
16–27 November 2015, Suva, Fiji

Proposed Daily Schedule

Day	Date	Training Topics/ Activities	Experts (APO or Local)
1 (Mon)	16/11/15	Productivity Measurement and its Importance Discussion on Model and Methodology of productivity measurement, Data collection, Data analysis and Reporting. Understanding basic Productivity indicators and Statistics and computing this for firms, industry and at national level	APO
2 (Tue)	17/11/15	Productivity Measurement methodology and computations at firm, SME, sector, industry and national levels	APO
3 (Wed)	18/11/15	Computing, Interpreting and Analysis of Companies productivity ratios and findings Data Analysis	APO/NPO
4 (Thur)	19/11/15	Understanding Data and Analysis for improving productivity	APO
5 (Fri)	20/11/15	Understanding Total Factor Productivity	APO
Weekend*			
6 (Mon)	23/11/15	Computing Total Factor Productivity	APO
7 (Tue)	24/11/15	Other measurement methods that can be used in the productivity and understanding their limitations Training on Productivity report compilation	APO
8 (Wed)	25/11/15	Workshops to analyse the behaviour of different factors that contribute to increase in total factor productivity (TFP) Getting assistance on productivity measurements and reporting	APO
9 (Thur)	26/11/15		
10 (Fri)	27/11/15	TFP and economic growth and using data and productivity reports available elsewhere Validation of data, reports and promoting usage of the productivity indicators	APO