



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

9 December 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** 19–23 December 2015
4. **Venue** Tehran, IR Iran
5. **Implementing Organization** National Iranian Productivity Organization (NIPO)
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6. **Number of Local Participants** 50 NIPO staff and others from its productivity network and SMEs
7. **Background**

In the Islamic Republic of Iran, NIPO is responsible for productivity enhancement in all public and private economic, social, and cultural sectors encompassing fields of activity and factors of production such as labor, capital, energy, water, and soil through planning, policymaking, providing guidelines, monitoring, auditing, and assessment as well as setting standards and indicators (with special emphasis on Green Productivity) within the framework and under the mandate of upstream laws, policies, and documents.

Some of the main duties of NIPO are:

- a. Planning, policymaking, providing guidelines, monitoring, auditing, and assessment with the aim of productivity enhancement in all fields of activity and factors of production such as labor, capital, energy, water, and soil; and formulation of strategic plans directed toward productivity improvement in different economic sectors;
- b. Preparation and dissemination of guideline manuals related to productivity indicators, policies, and effective variables affecting productivity growth; and
- c. Preparation of the national comprehensive master plan for productivity and monitoring its implementation and performance.

NIPO is mandated to provide training to organizations so that they become efficient, productive, and competitive in domestic, national, regional, and global markets. Thus, in-country training programs are important for NIPO to:

- a. Increase the number of trained productivity practitioners at the least cost. It is always more expensive for the APO to train productivity practitioners than for NPOs. When in-country training is provided, the cost of trainees' accommodations is reduced considerably.
- b. Concentrate on issues of importance at the national level. The APO must consider issues of importance to all countries, while in-country training allows NPOs to pay more attention to the issues of importance in their own countries.
- c. Increase the number of trained practitioners according to the needs of the country. The APO must distribute practitioners equally, but in-house courses are provided according to the specific needs of an individual member country.

8. Type of Project

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

9. Objectives

- a. To obtain a better understanding of methods to link NIPO with active agents in the economy, particularly SMEs; and
- b. To improve the productivity of NIPO services.

10. Project Schedule

The project schedule will be determined by the APO Secretariat and NIPO in consultation with APO resource speakers.

11. Implementation

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

12. Roles and Responsibilities

The roles and responsibilities of NIPO and the APO are:

NIPO:

- a. Organize a five-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.

APO:

- a. Assign international resource speakers.
- b. Assist the NIPO 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. Hiring equipment and transportation costs for site visits, if any.

Tentative budget

No.	Item	Amount (USD)
1	Meeting package	11,016.00
2	Training material sets	5,246.00
3	Transportation costs for site visits	1,569.00
Total		USD17,831.00

The APO will pay implementation costs of up to USD10,000.00 toward the five-day training course, and the NIPO will cover any other local implementation costs not covered by the APO.

NIPO 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 payment will be made based on the actual expenditure after the NIPO submits the summary report.

14. Final Project Output

The overall course objectives is to prepare productivity practitioners to become trainers, consultants, and promoters of productivity and quality improvement programs. Thus, it is expected that at the end of the course, participants will be able to:

- a. Promote productivity among enterprises and industries;
- b. Prepare and deliver training programs on basic productivity tools and techniques;
- c. Conduct technical assistance or consultancy services on productivity in enterprises and industries; and
- d. Develop and implement action plans for the application of productivity techniques nationwide.



Mari Amano
Secretary-General

cc: APO Liaison Officer for IR Iran

14-IN-92-GE-DON-C

Institutional Strengthening of NPOs through the Development of Productivity Practitioners:

Day 1

- Productivity Strategies at: National Level, Industry Level, and Firm Level
- Understanding Productivity Trees
 - Types of Productivity and Their Measurement
 - Efficiency vs Effectiveness
 - Role of Productivity Practitioners in the Promotion of Efficiency and Effectiveness

Day 2

- Human Resources and Productivity
- Micro-level Approach to Productivity: Problem Solving through Quality Circles vs Industrial Engineering Techniques
- Integrated Management Systems and Productivity: Standards and Approaches
- Role of Productivity Practitioners in Developing Competencies and Promoting Productivity

Day 3

- Relation of Productivity to Organizational and National Competitiveness
- Understanding Total Factor Productivity
- Course Papers and Discussions

Day 4

- Lean Management Techniques
- Total Productive Maintenance
- Value Stream Mapping

Day 5

- Six Sigma
- Knowledge Management and Innovation
- Business Process Reengineering
- Role of Productivity Practitioners in Coordinating National Productivity Goals to Assist in Achieving Them