

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

PROJECT NOTIFICATION

12 April 2012

1. **Project Code:** 12-RP-28-GE-STM-B
2. **Title:** Study Meeting on Talent Management for Globalizing SMEs
3. **Duration & Timing:** Four days, 10–13 September 2012
4. **Venue:** Bangkok, Thailand
5. **Implementing Organization:**

Thailand Productivity Institute (FTPI)
Address: 12-15th Floor, Yakult Building
1025 Pahonyothin Road
Samsennai Phayathai
Bangkok 10400
Telephone: (66) 2-619-5500
Facsimile: (66) 2-619-8099
6. **Number of Overseas Participants:** Up to 11 qualified participants from the Republic of China, India, Indonesia, Japan, the Republic of Korea, Malaysia, Pakistan, the Philippines, and Singapore.
7. **Number of Local Participants:** Up to six local participants
8. **Closing Date for Nominations:** 29 June 2012
9. **Objectives:**
 - (1) To understand the significance of talent management in enhancing the productivity and sustainability of business enterprises;
 - (2) To study the best practices in talent management by global companies and identify those suitable for promotion and adoption in member economies; and
 - (3) To devise recommendations for developing talent management systems for enterprises in APO economies, particularly for SMEs, enabling them to be more competitive in the global economy.
10. **Background:**

As SMEs in Asia expands into global markets in search of growth opportunities, one of the greatest obstacles to success is a shortage of suitable talents. Competition for new recruits

and the retention of those employees are issues that successful companies must resolve. Corporations seeking to grow and globalize may flounder unless there is an experienced cadre of individuals who can lead growth. Among the key trends and challenges faced in the region are the changing approaches to management combining the modern practices of multinational companies and traditional local practices, the shortage of human resources, and the competition for the recruitment and retention of talent. These trends are directing the ways in which corporations organize themselves, in particular in transforming the role of the human resources function. It is therefore timely to organize this study meeting to understand the context of managing talent in Asia and overcome its challenges.

11. Scope and Methodology:

Scope:

- (1) Concept and principles of talent management;
- (2) Emerging issues and challenges in talent/human resource management in APO economies;
- (3) Best practices and case studies of talent management; and
- (4) Strategic talent management for globalizing SMEs.

Methodology:

Lectures, presentations, discussions, and/or site visit.

12. Qualifications of Participants:

The participants in this study meeting are expected to possess the following qualifications:

- (a) Age: Preferably between 35 and 60 years.
- (b) Education: University degree or above in business management and/or human resources management.
- (c) Present Position: Managing directors, human resources managers, and quality control managers in SMEs; and researchers, professors, or consultants conducting research and/or dealing with talent management or related human capital subjects.
- (d) Experience: Minimum five years of relevant work experience in the subject areas. Priority for selection will be given to candidates who can share actual experience in leading or planning innovative human capital development initiatives in their organizations.
- (e) Language: Proficiency in written and spoken English is essential.

13. Financial Arrangements:

(a) To be borne by the APO

- i) All assignment costs of overseas resource persons; and
- ii) Round-trip economy-class international airfare for overseas participants between the nearest international airport from the place of work and Bangkok by the most direct route. As far as practicable, all participants should purchase discounted tickets (following IATA PEX, ZONE PEX, or other applicable discount fares). *It is noted that neither the APO nor the host organization will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever.*

- (b) To be borne by the host country (Thailand)
 - i) Per diem allowances and hotel accommodations for 11 overseas participants for up to five days;
 - ii) Assignment costs for local resource persons; and
 - iii) Other local implementation costs.

- (c) To be borne by the participants or participating countries
 - i) All participants should be fully insured against accident and illness (including hospitalization) for the principal sum of US\$10,000 for the entire duration of the project and travel. All participants must submit to the APO a copy of the comprehensive travel insurance certificate valid in Thailand before participation. The cost of such insurance will be borne by the participant or participating country. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself. *The APO Secretariat or the implementing organization will not be responsible for any eventuality arising from accident or illness;*
 - ii) Any expenses incurred by participants for stopovers on the way to and from the project venue or for extra stay at the project venue before and/or after the official project period due to early arrival, late departure, or any other reason whatsoever; and
 - iii) Any expenses related to visa fees and airport taxes.

14. **Actions by Member Countries:**

- (a) Nomination of candidates
 - i) Member countries are requested to nominate up to two candidates in accordance with item 12 above. The key criterion for selection is whether their qualifications and work experience match the nature of the project. Nonselection of candidates is not a reflection on their competence.
 - ii) Member countries are also requested to inform the Secretariat as soon as possible if they do not wish to participate in the study meeting, so that vacancies thus created can be allocated to other member countries.
 - iii) Nominations, accompanied by the candidate's biodata on the APO standard form in duplicate along with a passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should reach the Secretariat **no later than 29 June 2012**. The biodata form is available on the APO website. Downloading information is also available from <http://www.apo-tokyo.org/project/participants.html>. If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the candidate's name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic form.
 - iv) Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of the health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.
 - v) Accepted participants should be advised not to bring family members or engage in any private business activity during the entire duration of the project. Further, they

should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal.

(b) Preparatory Assignments

Participants officially accepted for this project are required to complete preparatory assignments involving presentations of examples of human capital issues and innovative human capital development initiatives in their own organizations. Further details of the assignments will be provided later to those accepted. Participants are expected to submit their assignments by the deadline set prior to attending the study meeting.



Ryuichiro Yamazaki
Secretary-General