



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

21 February 2013

1. **Project Code:** 13-IN-24-GE-WSP-A
2. **Project Title:** Workshop on Effects of Advances in ICT on Total Factor Productivity: Analyzing Productivity Gains and Future Trends
3. **Duration:** 3–6 September 2013 (four days)
4. **Venue:** Seoul, Republic of Korea
5. **Implementing Organization:**
Korea Productivity Center
Address: 57-1 Sajik-ro, Jongno-gu
Seoul 110-751, ROK
Telephone: (82) 2-724-1180
Facsimile: (82) 2-737-9140
6. **Number of Overseas Participants:** Up to 18 qualified participants
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 5 July 2013

All nominations along with the **completed biodata** form and medical certificate of the nominees should reach the APO Secretariat by the above date. Selection of participants will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if they decide not to nominate anyone for the project.

9. **Objective:** To exchange information on the current status of information and communication technology (ICT) policies, advances, and future trends in ICT investments; assess their overall impact on productivity enhancement; identify barriers to more effective use of ICT for productivity; and suggest measures to overcome the barriers.

10. Background

Innovation and creativity inevitably involve change, and change involves systems and processes. Systems and processes are facilitated by information, and ICT strengthens information management. Manufacturers and service providers are looking for ICT partners who understand their needs and can offer solutions that fit those needs. Conversely, ICT companies are looking to expand their customer base into the manufacturing and service sectors.

In a modern world which is becoming very dependent on ICT applications, the effective deployment of ICT can help organizations and businesses increase their productivity and competitiveness by improving systems and processes. Advances in ICT have given rise to multimedia and online phenomena that hold great promise for productivity promotion and enhancement, information dissemination, distance education, and other applications. ICT can boost productivity in all sectors of the economy in different ways. The ICT sector has been growing rapidly since the early 1990s, and recent advances, especially in software, have made the sector a hotbed of innovation and technological progress. The Internet, interactive platforms/websites, IT technologies, smart phones, etc. have direct/indirect impacts on productivity in the industry and service sectors. The proposed workshop will discuss the effects of ICT on productivity and analyze current ICT policies of APO members, likely future trends in ICT development, and their relationship to productivity.

11. Tentative Scope and Methodology

Scope

- ICT-related policies and development programs
- ICT applications to increase productivity
- ICT-led innovation
- Latest ICT and techniques
- ICT impact on productivity
- Understanding ICT for continuous innovation and higher total factor productivity

Methodology

ICT expert presentations, group discussions, country presentations on ICT development and how it has impacted productivity, and observational site visits.

12. Requirements of Candidates

- (a) Age: Preferably between 35 and 55 years.
- (b) Education: Preferably a university degree or equivalent qualification.
- (c) Present Position: ICT experts/professionals, productivity practitioners with suitable IT backgrounds, NPO staff, ICT policymakers, and representatives of industries interested in ICT applications.
- (d) Experience: Preferably five to 10 years of experience in a related field.

- (e) Language: Proficiency in written and spoken English is essential.
Proficiency
- (f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.
- (g) Post project: All participants are obligated to prepare action plans and share the plans with their respective NPOs. APO will also request participants to submit progress reports six months after completion of the workshop.

13. Financial Arrangements

(a) To be borne by the APO

- (i) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Seoul, Republic of Korea. As far as practicable, all participants should purchase discount tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" dated 7 July 2006, which will be sent to the selected participants and is available from APO Liaison Officers in member countries.
- (ii) All assignment costs of overseas resource persons.

(b) To be borne by the host country—Republic of Korea

- (i) Hotel accommodations and appropriate per diem allowances to cover meals and incidental expenses for up to 18 overseas participants for up to five days; and
- (ii) Other local implementation costs including honoraria of local resource persons.

(c) To be borne by participants or participating countries

- (i) Participants must be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance must be valid in the countries to be visited. If a participant is unable to arrange for insurance coverage in the host country at the start of the project, he/she must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization will 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 as well as for extra stay at the project venue before and/or after the official project period on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.

- (iii) Any expenses related to visa fees and airport taxes.

14. Actions by Participating Countries

- (a) Each member country is requested to nominate two or more candidates for selection. Please ensure that candidates nominated meet the qualifications specified above.
- (b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.
- (c) Please note that nomination does not necessarily guarantee that a candidate will be selected. Selection is at the discretion of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent. Sometimes candidates are not selected because they are overqualified.
- (d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
 - (i) Two copies of the candidate's biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from www.apo-tokyo.org. We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer.
 - (ii) APO Medical and Insurance Declaration/Certification Form. 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 for this particular project 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.
- (e) Member countries are encouraged to submit the necessary documents electronically as mentioned in (d)-(i). In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.
- (f) Member countries are requested to abide by the nomination deadline specified in Section 8 on the first page. The APO may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.

- (g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.
- (h) Member countries are requested to inform candidates that, once selected, they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of their reason for withdrawal.
- (i) Each selected candidate is required to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO workshop.

15. Preparation of Country Papers

Each selected candidate is requested to prepare a country paper following the guidelines to be provided later.

16. Guide for Participants

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO homepage (http://www.apo-tokyo.org/05part_guide.htm).



Ryuichiro Yamazaki
Secretary-General