



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

11 April 2013

1. **Project Code:** 13-IN-37-GE-TRC-B
2. **Project Title:** Training Course on Basic Productivity Tools for SMEs
3. **Duration:** 2–5 July 2013 (four days)
4. **Venue:** Seoul, Republic of Korea
5. **Implementing Organization:**  
Korea Productivity Center (KPC)  
Address: 57-1 Sajik-ro, Jongno-gu  
Seoul 110-751, Republic of Korea  
Telephone: (82) 2-724-1180  
Fax: (82) 2-737-9140
6. **Number of Overseas Participants:** Up to 18 qualified participants from Bangladesh, Cambodia, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. Other member countries with special interest in the subject are also encouraged to apply.
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 3 June 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 train participants from SMEs in basic productivity tools and techniques for productivity and quality improvement.
  - To examine and adopt the best practices of excellent SMEs in implementing various productivity tools and techniques.

## **10. Background**

SMEs are facing growing challenges from global competition and the needs of increasingly sophisticated customers. SMEs generally suffer from the lack of knowledge of basic productivity tools, weak technical capabilities, and limited access to external assistance. Needing to improve product or service quality, most organizations are applying various improvement tools and techniques to achieve growth as well as greater profit.

In APO member economies, growing SMEs play a vital role in the development of national economies, not only by providing new sources of employment and replacing declining traditional industries but are also known for their innovativeness, creativity, and international competitiveness. This training course focuses on practical, basic productivity tools for newly established SMEs that would like to utilize them to gain or sustain market competitiveness. This program complements the Development of Productivity Practitioners: Basic organized by the APO for the benefit of NPOs.

This training program will provide an opportunity for participants to learn basic improvement tools and techniques from the resource persons. At the same time, they will have the opportunity to observe actual applications of basic productivity and quality improvement tools and techniques, such as total quality maintenance (TQM), 5S, kaizen, total productive maintenance (TPM), and quality control circles (QCCs), etc.

At the end of this training course, participants are expected to prepare action plans based on what they learned. The plans will be shared with NPOs and heads of participants' organizations. Participants will be requested to submit progress reports on action plan implementation six months after completion of the course.

## **11. Tentative Scope and Methodology**

### Scope

- a) Basic concept and awareness of productivity in SMEs.
- b) Practical productivity improvement tools and techniques for SMEs (TQM, 5S, kaizen, TPM, QCCs).
- c) Best practices of successful SMEs utilizing these productivity tools and techniques.

### Methodology

Lectures by international and local resource speakers, case study presentations, field visits, group work, presentations by participants, and examination

## **12. Requirements of Candidates**

- a) Age: Preferably between 27 and 45 years.
- b) Education: Preferably university degree or equivalent qualification.
- c) Present Position: Executive/manager of SMEs.

Participants are expected to disseminate and practice the lessons learned from the training course.

- d) Experience: At least three 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 required to take an examination at the end of the course to assess the level of understanding. The APO will also request participants to submit feedback reports on follow-up actions taken six months after completion of the course.

### **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, ROK, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal and for participants from nonprofit organizations and SMEs from other member countries. 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) Expenses for hotel accommodations for 18 overseas participants for five days;
  - ii) Per diem allowances for all overseas participants for up to five days; and
  - iii) Other local implementation costs.
- c) To be borne by participants or participating countries
  - i) For participants from profit-making organizations, except for SMEs, from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal:
    - 1) Round-trip international airfare between the member country and Seoul; and
    - 2) Participating Country Expenses at US\$50.00 per participant, payable to the APO in convertible currency.
  - ii) For all participants:
    - 1) 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.

2) 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.

3) 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 candidates' 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](http://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 training course.

### **15. 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](http://www.apo-tokyo.org/05part_guide.htm)).



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Secretary-General