



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

11 March 2015

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| 1. Project Code | 15-IN-14-GE-WSP-A |
| 2. Title | Workshop on Productivity Promotion Practices and Strategies for NPOs |
| 3. Timing and Duration | 25–28 August 2015 (four days) |
| 4. Venue | Singapore |
| 5. Implementing Organization | SPRING Singapore 1 Fusionopolis Walk, #01-02 South Tower, Singapore 138628 Phone: 65-6279-3690 Fax: 65-6659-064 Website: www.spring.gov.sg e-Mail: William_LIM@spring.gov.sg |
| 6. Number of Overseas Participants | Up to 18 qualified participants (see 12. Qualifications of Candidates) |
| 7. Number of Local Participants | Up to six qualified participants |
| 8. Closing Date for Nominations | 26 June 2015 |

9. Objective

To provide a platform for sharing knowledge, best practices, and successful models of productivity promotion strategies and examine key factors to develop successful productivity promotion tools and communication channels.

10. Background

This workshop demonstrates APO's continued support to build capacities of NPOs to enhance their productivity initiatives and ensure stakeholder satisfaction.

A higher economic growth rate and fair distribution of the benefits of growth are necessary for improving standards of living. Savings, investments, diversification, technology, hard work, and appropriate attitudes and perceptions are important and play a significant role in a country's overall performance. In a highly competitive, globalized environment with limited resource endowments, all factors are secondary to productivity. For sustained prosperity, productivity is the key. Steady improvement in productivity at the individual, organizational, national, and international levels is vital.

NPOs in each member country need to be strengthened to lead national productivity initiatives. NPOs are in various stages of development, influenced by the resources sustaining their operations. However, national productivity promotion is a common task of NPOs. Some have a wide scope of operations and activities in productivity promotion, while others have

very limited areas of focus. NPOs can learn how to develop productivity promotion strategies from each other and transform them into activities and promotion tools to reach target groups. In the economic climate today, it is more than ever necessary for NPOs to upgrade their abilities to use the available tools and techniques to promote and lead productivity efforts.

11. Scope and Methodology

Scope:

Productivity promotion strategy development, promotion tool design, communication channels, and budget management.

Methodology:

Presentations by experts, best practice presentations by participants, case studies, discussions, field visits, and action plan preparation.

The tentative program of the workshop is given below:

| Date/Time | Activity |
|----------------------|--|
| Mon., 24 August 2015 | Arrival of participants in Singapore |
| Tues., 25 August | Opening session, workshop overview, resource speakers' presentations |
| Wed., 26 August | Presentations on best practices of productivity promotion strategies by participants |
| Thurs., 27 August | Best practice visit to SPRING and group discussions on designing strategies, promotion tools, and communication channels |
| Fri., 28 August | Group presentations, summing-up session, and closing ceremony |
| Sat., 29 August 2015 | Departure of participants |

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

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| Present Position | Senior managers/executives from NPOs or senior officers of NPOs in charge of promotion activities or promotion tool development. |
| Experience | At least 10 years of experience in the position described above. |
| Education | University degree or equivalent qualification from a recognized university/institution. |
| Language | All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted. |
| Health | Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and |

group activities and strenuous fieldwork. It is therefore recommended that member countries not nominate candidates likely to suffer from physical and mental stress.

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| Age | Candidates who fit the above profile are typically between 40 and 55 years of age. |
| APO Certificate | Participants are required to attend the entire program to receive the APO certificate of attendance. |

13. Financial Arrangements

To be borne by participants or participating countries

- a. Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host 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, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organizations will be responsible for any eventuality arising from accident or illness.
- b. All expenses related to visa fees and airport taxes.
- c. 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 because of early arrival or late departure, for example, due to either limited available flights or any other reason

To be borne by the host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to five days at the rate to be specified later.
- b. All local implementation costs.

To be borne by the APO

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Singapore. As far as practicable, all participants should purchase discount tickets. Please note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants. It is also available on the APO website and from APO Liaison Officers in member countries.

14. Actions by Member Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 12 above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and

submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.

- c. Please note that nomination of a candidate does not necessarily guarantee that he/she 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 enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website (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. The nomination documents should be sent to the Industry Department, APO Secretariat (e-mail: ind@apo-tokyo.org, fax: 81-3-5840-5324).
- e. The 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 self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- f. Necessary documents are to be submitted electronically. 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 APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat 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.
- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be instructed 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.

1. NPOs should inform participants that they must attend all four days of the project to qualify for the certificate of attendance.

15. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

16. Project Preparation

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Country Papers" to be provided later.

17. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the workshop.

18. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

19. 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 website (www.apo-tokyo.org).



Mari Amano
Secretary-General