



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

25 December 2015

- 1. Project Code** 16-RP-06-GE-WSP-B
- 2. Title** Workshop on Strengthening Institutions Offering Productivity Courses
- 3. Timing and Duration** 16–19 May 2016 (four days)
- 4. Venue** Jakarta, Indonesia
- 5. Implementing Organization**  
Directorate of Productivity (NPO Indonesia),  
Directorate General of Training and Productivity,  
Ministry of Manpower, Republic of Indonesia  
Jl. Jenderal Gatot Subroto Kav. 51, Floor VI-B  
Jakarta 12950, Indonesia  
Phone: 62-21-5255733  
Fax: 62-21-52963356  
e-Mail: npoindonesia@yahoo.co.id
- 6. Number of Overseas Participants** Up to 18 qualified participants from APO member countries
- 7. Number of Local Participants** Up to six qualified participants
- 8. Closing Date for Nominations** 4 April 2016
- 9. Objectives**
  - a. To examine productivity courses offered by institutions including their impact and contribution to expanding the pool of productivity practitioners at the national level;
  - b. To review the significance and relevance of productivity courses offered by institutions; and
  - c. To identify potential new courses on productivity that institutions could offer as part of continuing education and training programs.

### 10. Background

In an increasingly globalized economy, it is imperative to have a skilled workforce to compete in terms of productivity, quality, and innovation. This is where education and training play a crucial role, especially since they are clearly connected with economic performance. In addition to economic development and productivity growth, investment in human capital has positive effects on fostering entrepreneurial activity and technological

innovation through workers' enhanced ability to apply and adapt existing knowledge and processes to make new discoveries. Although education and training systems vary by country and their management practices reflect the conditions in which they operate, governments want all these institutions to respond quickly to advances and changes in markets.

Rapid changes in society lead to various methods of acquiring knowledge and skills in the educational setting which could be via short- or long-term courses, vocational or baccalaureate degrees, formal or informal approaches, etc. The same trend also applies to productivity courses offered by the same institutions in efforts to provide more learning opportunities to society at large. In line with the APO's efforts to strengthen the productivity movement in the region, which is one of the essentials in sustaining the socioeconomic development of member countries, this workshop is designed to bring together representatives of education-based and training institutions to discuss ways that will strengthen their operations and enhance/strengthen their curricula and training courses on productivity initiatives as well as explore possible collaborations among institutions that offer productivity education and training with NPOs to expand the pool of productivity practitioners in the region.

## **11. Scope and Methodology**

### **Scope:**

- a. Productivity initiatives and national policies/programs on enhancing productivity in educational settings;
- b. Designing and developing productivity courses and programs;
- c. How to assess the effectiveness of productivity courses and training programs of institutions; and
- d. New productivity tools and techniques.

### **Methodology:**

Lectures, country presentations, group discussions, and site visits to companies/organizations.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Sun., 15 May 2016	Arrival of participants in Jakarta
Mon., 16 May 2016	Opening session Presentations by resource persons
Tues., 17 May 2016	Presentations by resource persons Country paper presentations
Wed., 18 May 2016	Site visits
Thurs., 19 May 2016	Group discussion and group plan preparation Individual plan preparation Group discussion output and individual plan presentations
	Program evaluation and closing session
Fri., 20 May 2016	Departure of participants

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	CEOs/administrators or faculty of education-based and training institutions that offer productivity and quality improvement courses/programs including universities, national institutes of technology, technical/vocational schools, and companies.
Experience	At least two years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized institution.
Language	All presentations and discussions during the workshop are conducted in English, and participants will frequently be required to make oral and written presentations. They should be proficient in both oral and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive workshop requiring participants to complete a number of individual and group activities. It is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 35 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 organization 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 Jakarta. 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. 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](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. The nomination documents should be sent to the Research and Planning Department, APO Secretariat (e-mail: [rp@apo-tokyo.org](mailto:rp@apo-tokyo.org), fax: 81-3-5840-5324).
- e. 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, 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.
- l. 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 attached "Guidelines for the Preparation

of Country Papers.”

### **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](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General

16-RP-06-GE-WSP-B:

Workshop on Strengthening Institutions Offering Productivity Courses

(16–19 May 2016, Jakarta, Indonesia)

### **Guidelines for Preparation of Country Papers**

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The participants in this workshop are expected to prepare and present country papers keeping in mind the objectives, scope, and proposed outline below. The fundamental objective of country papers is to give an overall view of productivity courses and programs offered by national institutions.

### **Proposed Outline of Country Papers**

1. Discuss briefly national productivity initiatives and policies/programs on enhancing productivity in educational settings;
2. Present the design and development of productivity courses and programs of your institution;
3. Discuss the strengths, weaknesses, opportunities, and strengths (SWOT) of productivity courses and training programs of your institution; and
4. Identify new productivity tools and techniques that your institution intends or plans to implement/offer.

The country paper should be printed out, single-spaced, on standard A4-sized paper and be between 5 and 8 pages in length, excluding tables/figures. Each participant should prepare a PowerPoint file for presentation of the country paper. A soft copy of the country paper and PowerPoint file should reach the APO ([jelvinia@apo-tokyo.org](mailto:jelvinia@apo-tokyo.org); [rp@apo-tokyo.org](mailto:rp@apo-tokyo.org)) and the Directorate of Productivity (NPO Indonesia) ([npoindonesia@yahoo.co.id](mailto:npoindonesia@yahoo.co.id)) no later than 6 May 2016. All participants are expected to make a PowerPoint presentation of 15 minutes including a Q&A session. The presentations should focus only on the main points of the country paper. It is suggested that participants organize their presentations based on the topical outline above.