



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

6 July 2016

- 1. Project Code** 16-RP-24-GE-WSP-A
- 2. Title** Workshop on Policies Impacting National Productivity Growth in APO Member Countries
- 3. Timing and Duration** 16–18 November 2016 (three days)
- 4. Venue** Nadi, Fiji
- 5. Implementing Organization** National Training & Productivity Centre (NTPC)  
Fiji National University  
Address: 2/8 Queen Elizabeth Drive, Nasese  
Suva, Fiji  
Phone: 679-3311-004 / 3313-074 / 9990-748  
Fax: 679-3313-185  
e-Mail: [adntpc@fnu.ac.fj](mailto:adntpc@fnu.ac.fj)
- 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** 7 October 2016
- 9. Objectives**
  - a. To review the innovation policies for national productivity performance;
  - b. To share good practices in formulating and implementing innovation policies for productivity and competitiveness; and
  - c. To develop a framework to assess the impact of innovation policies on productivity growth.

### 10. Background

Government policies play critical roles in driving national productivity growth. Among the broad spectrum of policies interdependently affecting national productivity performance, innovation policies for productivity growth are receiving a surge of interest from many governments and worth being analyzed in depth. Rapid advances in technologies have reinforced the importance of innovation policies for national economic growth. Innovation is a central theme of many countries' growth strategies to achieve higher productivity performance regardless of development status. In advanced economies, innovation has proven to be an effective source of economic growth. In developing countries, especially those in danger of falling into the middle-income trap, the pursuit of innovation-induced productivity growth is expected to provide an appropriate answer. Therefore it is crucial to

ensure holistic approaches in the formulation, implementation, and evaluation of innovation policies.

A workshop organized by the APO will be a good opportunity for member countries to review, share good practices, and grasp new ideas on innovation policies to ensure that innovation ultimately contributes to productivity increases and functions as a long-term lever for national economic growth and competitiveness. The expected outputs of the workshop will be a framework for the analysis of innovation policies that effectively foster productivity growth in APO member countries and a set of recommendations from participants to their governments for promoting continuous innovation for greater productivity and competitiveness. Those outputs will also be inputs for the APO to refine its innovation framework and strategy to support member countries in scaling up innovation and competitiveness in the future.

## **11. Scope and Methodology**

### **Scope:**

- a. Formulation, implementation, and evaluation mechanism of innovation policies effectively enhancing productivity;
- b. Good practices of effective innovation policies for productivity and competitiveness (innovation systems policies, open innovation policies, etc.); and
- c. A framework for the analysis of innovation policies for productivity enhancement.

### **Methodology:**

The workshop will consist of presentations and case studies by resource persons, country paper presentations, knowledge-sharing sessions among participants; and site visits.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Tues., 15 November 2016	Arrival of participants in Nadi
Wed., 16 November 2016	Opening session Presentations by resource persons Country paper presentations
Thurs., 17 November 2016	Country paper presentations Presentations by resource persons Site visit
Fri., 18 November 2016	Group discussion Group presentations Comments from resource persons Closing session
Sat., 19 November 2016	Departure of participants

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Policymakers, government policy analysts, and government officials dealing with innovation policies and productivity.
------------------	---

Experience	At least seven years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All presentations and discussions during the workshop 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 do not nominate 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 USD10,000.00 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

four 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 Nadi. 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](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. 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.
- l. NPOs should inform participants that they must attend all three 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](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General