



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

11 November 2016

1. **Project Code** 16-RP-31-SPP-OSM-B
2. **Title** Multicountry Observational Study Mission on Industrial Human Resources Development for Women
3. **Timing and Duration** 3–7 April 2017 (five days)
4. **Venue** Tokyo, Japan
5. **Implementing Organization**  
APO Secretariat  
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Tokyo 113-0033, Japan  
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Website: <http://www.apo-tokyo.org>
6. **Number of Overseas Participants** Up to 22 qualified participants from Brunei, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Thailand, and Vietnam. However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Closing Date for Nominations** 10 February 2017
8. **Objectives**
  - a. To study the policies and support programs of the Japanese government to foster industrial human resources development by empowering women;
  - b. To understand the roles of the public and private sectors in promoting gender equality in the workplace;
  - c. To observe successful industries and businesses initiated and managed by women; and
  - d. To initiate networking to pursue mutually beneficial capacity-building programs for women.
9. **Background**

The most important determinant of a country's competitiveness is its human capital. Securing the quantity and quality of human resources to meet a country's industrial development is crucial. But for some countries in Asia, their rapidly aging populations coupled with declining birth rates pose the grim prospects of shrinking labor forces and labor shortages in the future. If

left unaddressed, this could have severe repercussions on the future growth and stability of their economies. One way of meeting the emerging needs of industries for labor is tapping the potential of women. However, in most Asian countries, prevailing cultural and policy biases against equal work opportunities for women prevent them from finding gainful employment. While emerging trends in modern production processes in various industries are increasingly becoming gender neutral, and hence could provide greater opportunities for women, policy development and implementation of programs for women's capacity building and empowerment are still lagging behind. There is a need to sensitize policymakers, government officials, and industry leaders in most Asian countries on the importance of adopting more inclusive policies and programs to unleash the potential of women and enable them to participate and contribute in various capacities to society.

Japan, with approximately 25% of its population more than 65 years of age, is leading the trend of aging societies in Asia. It is also a country where the government has recognized the important contributions that women can make to society. Thus, the government has introduced policies and measures to empower and encourage women's participation in all aspects of socioeconomic and political affairs. The private sector has also opened up more opportunities for women. The results of these efforts have been showing very positive gains and there are several cases in public-sector governance and private-sector businesses which could provide good models for other Asian countries. A five-day observational study mission to Japan will be a good chance to expose participants to various policies and programs of the Japanese government for industrial human resources development focusing on women. Private sector-led industries and community-based enterprises where women are actively involved in various capacities will also be showcased.

## **10. Scope and Methodology**

### **Scope**

- a. Industrial human resources development policy;
- b. Women's participation in the labor force;
- c. Empowerment of women and gender equality in the workplace; and
- d. Female entrepreneurship.

### **Methodology**

Observational site visits, resource paper presentations, and group discussions.

The tentative program of the study mission is given below:

<b>Date/Time</b>	<b>Activity</b>
Sun., 2 April 2017	Arrival of participants in Japan
Mon., 3 April 2017	Opening session: APO orientation and introduction Keynote address Resource paper presentations
Tues., 4 April 2017	Site visits in Kyoto prefecture
Wed., 5 April 2017	Site visits in Osaka prefecture
Thu., 6 April 2017	Site visit in Tokyo Group discussion and preparation of action plans

Fri., 7 April 2017	Site visit in Tokyo Finalization of action plans and presentations by participants Closing session
Sat., 8 April 2017	Departure of participants from Japan

## **11. Qualifications of Candidates**

Present Position	Officials of government and NGOs, industry leaders, and consultants and academics involved in promoting and or implementing programs for women.
Experience	At least 10 years of experience in a related field.
Education	Preferably 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 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.

## **12. Financial Arrangements**

### **To be borne by participants or participating countries**

- a. Participants must be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization and death) for:
  - accidental death and dismemberment up to JPY4,000,000,
  - medical expenses for accident up to JPY4,000,000, and
  - medical expenses for illness up to JPY4,000,000,

for the entire duration of the project. The APO will secure this insurance on behalf of the participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

- b. 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, late departure, or rerouting of air tickets, for example, due to either limited available flights or any other reason.
- c. Any expenses related to visa fees and airport taxes.

#### **To be borne by the APO**

- a. Round-trip economy-class international airfare for overseas participants between the nearest international airport from the participants' place of work and Tokyo by the most direct route. As far as practicable, all participants should purchase discounted tickets (following IATA PEX, ZONE PEX, or other applicable discount fares). It is noted that neither the APO nor the host organization will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason.
- b. The cost of hotel accommodations (including tax and service charges) and per diem allowance for all overseas participants for staying in Japan up to six days.
- c. The cost of hotel accommodations (including tax and service charges) and per diem allowance for local participants during site visits outside Tokyo.
- d. The cost of domestic round-trip transportation from Tokyo to the venues of the site visits for both overseas participants and local participants.
- e. All assignment costs of overseas as well as local resource persons to conduct the program.
- f. Other local expenses related to the study mission in Japan.

#### **13. Actions by Member Countries**

- a. Each participating country is requested to nominate three or more candidates to attend this mission no later than 10 February 2017. Please ensure that candidates nominated meet the qualifications specified under section 11 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 & 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 send the originals of the documents to the APO Secretariat by postal mail 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 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 study mission.
- l. NPOs should inform participants that they must attend whole duration of the project to qualify for the certificate of attendance.

#### **14. Actions by the APO Secretariat**

- a. Under normal circumstances, candidates who are selected will be informed of their

- 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.

#### **15. Project Preparation**

Participants in this study mission are required to prepare a short paper on the subject of this observational study mission prior to departure for the project venue. The Secretariat will provide more details on the paper after the completion of participant selection.

#### **16. Postproject Actions**

The APO will also request participants to submit feedback reports on follow-up actions taken six months after completion of the mission.

#### **17. Evaluation of Participants**

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

#### **18. 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)).



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