



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

10 March 2017

1. **Project Code** 17-RP-04-GE-CON-A
2. **Title** International Conference on Policies for Productivity Growth
3. **Timing and Duration** 9–11 August 2017 (three days)
4. **Venue** Colombo, Sri Lanka
5. **Implementing Organization**  
National Productivity Secretariat  
Address: 10th floor, Sethsiripaya Second Stage  
Battaramulla, Sri Lanka  
Phone: 94-11-2186031  
Fax: 94-11-2186025  
e-Mail: nposl@nps.lk
6. **Number of Overseas Participants** Up to 36 qualified participants from APO member countries
7. **Number of Local Participants** Up to 12 qualified participants
8. **Closing Date for Nominations** 15 June 2017
9. **Objectives**
  - a. To review and share best practices of the existing national policies for productivity and sustainable development in various thematic areas; and
  - b. To identify a common agenda to create a conducive environment for productivity enhancement and to achieve the UN Sustainable Development Goals (SDGs).

### 10. Background

Government policies and programs play a pivotal role in driving national productivity growth. Over time, the concept of productivity has become more comprehensive, focusing on achieving sustainable development including economic, social, and environmental parameters. Accordingly, government policies and programs must be well formulated and appropriately implemented to ensure that the efforts ultimately contribute to productivity increases and function as a long-term lever to achieve the SDGs. Various APO member governments are in the process of reviewing and reforming their policies, mainstreaming the 17 goals and 169 targets of the SDGs into various policies with the hope of accelerating national productivity performance while achieving the SDGs. As the issue of productivity cuts across sectors, policies need to take an integral but balanced approach considering national development planning, key national actors who can be fundamental to advancing the productivity agenda, and important economic sectors.

Given the above context, this three-day conference is being organized to address the role of policy in enhancing national productivity and achieving the SDGs. It will provide an opportunity to discuss and deliberate on recent initiatives and actions taken by member countries in five different thematic areas of national development plans: review of national productivity agendas; ICT-based smart governance; science, technology, and innovation (STI); green economic growth; and competitive, innovative SME development. Speakers will share key effective policies and programs that have resulted in higher national productivity around the world. The conference delegates are expected to share their country experiences and good practices in productivity-enhancing policy formulation and implementation mechanisms. Joint recommendations on how to create a conducive environment for productivity enhancement and to achieve the SDGs will be made at the end of the conference.

## 11. Scope and Methodology

The three-day conference will consist of plenary thematic sessions with expert presentations, country case models, panel discussion sessions, and group discussion.

The tentative themes for the different sessions are:

- Session 1. Mainstreaming productivity enhancement and sustainable, inclusive socioeconomic development at national level: Review of national development agendas
- Session 2. ICT-based smart governance policies for productivity enhancement
- Session 3. STI policies to spur productivity performance
- Session 4. Green economies: Aligning green growth agendas with productivity-based economic policies for achieving the SDGs
- Session 5. Initiatives and schemes for competitive, innovative SME development and creating a productive workforce

The tentative program of the conference is given below:

<b>Date/Time</b>	<b>Activity</b>
Tues., 8 August 2017	Arrival of participants in Colombo
Wed., 9 August 2017	Opening session Plenary session 1 Plenary session 2
Thurs., 10 August 2017	Plenary session 3 Plenary session 4
Fri., 11 August 2017	Plenary session 5 Panel discussions Conference recommendations Closing session
Sat., 12 August 2017	Departure of participants

## 12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

**Present Position** Policymakers and senior government officials from relevant ministries and agencies involved in setting national productivity policies and industry leaders.

**Experience** At least 10 years of experience in a related field.

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.
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.
- d. Any cancellation charges for airfare and hotel arising from withdrawals after letters of acceptance have been issued by the APO.

#### **To be borne by the host country (Sri Lanka)**

- 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 assignment cost of local resource persons.
- c. All local implementation costs.

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

- 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 assignment costs of overseas resource persons.
- c. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Colombo, Sri Lanka. 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 at least three or more candidates in the order of preference, preferably coming from the public and private sectors, NGOs, and academia. 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. 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 conference.
- 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. 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)).



Santhi Kanoktanaporn  
Secretary-General