



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

18 April 2017

- 1. Project Code** 17-RP-34-GE-CON-B
- 2. Title** International Forum on Productivity
- 3. Timing and Duration** 12–14 September 2017 (three days)
- 4. Venue** Kuala Lumpur, Malaysia
- 5. Implementing Organization** Malaysia Productivity Corporation (MPC)  
Address: P.O. Box 64, Off Jalan Sultan, Lorong Produktiviti  
46904, Petaling Jaya, Selangor, Malaysia  
Phone: 60-3-7951-2314  
Fax: 60-3-7958-1697  
e-Mail: Marketing@mpc.gov.my
- 6. Number of Overseas Participants** Up to 36 qualified participants
- 7. Number of Local Participants** Up to 10 qualified participants
- 8. Closing Date for Nominations** 19 July 2017

### 9. Objectives

This forum will bring together stakeholders with global perspectives to share experiences, address policy challenges to productivity growth, and discuss the implementation of productivity-enhancing policies. Specifically, the forum will serve as a platform to:

- a. Review the trends in and the future of global sustainable productivity;
- b. Analyze sources of productivity growth in a knowledge- and technology-driven economy;
- c. Understand the role of public institutions and policies in enhancing productivity; and
- d. Discuss best practices and frontier-research findings on productivity.

### 10. Background

Productivity growth drives long-term living standards, and boosting economic growth in the future will increasingly depend upon improvements in multifactor productivity. However, productivity has slowed in many developed countries, raising concerns about prospects for the future which could seriously affect the pace of economic growth in developing economies including Asia. To address the ongoing pessimistic view of continued slow growth, the OECD

report on the *Future of Productivity* identifies three policy areas that appear to be of key importance to sustaining productivity growth: 1) foster innovation at the global level and facilitate the diffusion of new technologies to firms at national levels; 2) create a market environment where the most productive firms are allowed to thrive, thereby facilitating the more widespread penetration of available technologies; and 3) reduce resource misallocations, particularly skill mismatches. Achieving sustainable productivity therefore increasingly depends on the development of knowledge, innovations, and scientific and technological advances coupled with public policies that lead to social, economic, and environmental improvements in the long run.

For the APO, raising sustainable productivity is a fundamental challenge for its member countries to go forward amid the challenges faced within and outside the region. More than ever, productivity remains the main driver of future growth and prosperity. Against this backdrop, the APO is organizing this forum to generate recommendations on how to strengthen the governance of institutions devoted to enhancing sustainable productivity and improving the design and implementation of productivity policies while taking into account specific national contexts. The forum will also foster international cooperation between public bodies responsible for promoting sustainable productivity-enhancing policies and serve as a platform for participants to exchange information and data, discuss best practices and advances in the knowledge- and technology-driven economy through research findings, and undertake practical discussions on positioning productivity growth at the global level.

## **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 discussions.

The tentative themes for the different sessions are:

Session 1: The role of public policy in stimulating productivity growth;  
 Session 2: The links between trade, global value chains, and productivity;  
 Session 3: Enhancing sustainable productivity in a globalized world;  
 Session 4: Regulatory reforms for productivity growth; and  
 Session 5: Workforce for the future.

The tentative program of the conference is given below:

<b>Date/Time</b>	<b>Activity</b>
Mon., 11 September 2017	Arrival of participants in Kuala Lumpur
Tues., 12 September	Opening session, expert presentations, and panel discussions
Wed., 13 September	Expert presentations and panel discussions (cont.)
Thurs., 14 September	Group discussion and closing session
Fri., 15 September	Departure of participants

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Policymakers, senior officials from national development planning agency, CEOs of large- and medium-sized companies, researchers from academic organizations and research institutes, and senior officials/consultants from NPOs involved in setting national development policies including productivity targets.
Experience	At least five years of experience in the subject area.
Education	University degree from a recognized university/institution or equivalent qualification/experience.
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. 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 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 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 on account 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 letter of acceptance has been issued by the APO.

**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 Kuala Lumpur. 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.
- c. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to four days at the rate to be specified later.

**14. Actions by Participating 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 documents listed below. 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 web site ([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 conference.
- l. NPOs should inform participants that they must attend all three days of the project to qualify for the certificate of attendance.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal of a participant as provided for under item 13 d.

#### **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, their slots may be filled by alternates 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)).



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