



## PROJECT NOTIFICATION

9 January 2019

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| <b>1. Project Code</b>   | 19-IN-70-GE-RES-A                                       |
| <b>2. Title</b>  | APO Accreditation and Certification Development Program |
| <b>3. Timing and Duration</b>  | Throughout the year                                     |
| <b>4. Venue</b>  | APO Secretariat   |
| <b>5. Implementing Organization</b>  | APO Secretariat   |
| <b>6. Objectives</b>   |   |
| a. To conduct the APO Certification Body accreditation process in member countries, including onsite and offsite assessment;                       |   |
| b. To provide assistance to NPOs or affiliated organizations in complying with the APO standards and requirements as APO certification bodies; and |   |
| c. To develop certification schemes including the content, certification requirements, and assessment methods.                                     |   |

### 7. Background

Wider global recognition is imperative for the APO in its quest to be the leading international organization on productivity enhancement. Even though the organization has been recognized in member countries and beyond, there is a need to increase its visibility to enhance its reputation and presence. Worldwide recognition will also pave the way for potential expansion of the membership, increase global demand for its services, strengthen its institutional capacity, and enhance stakeholders' confidence.

An accreditation and certification program was identified as one activity that could raise the APO's visibility and authority as a leading productivity organization. A program that includes recognition of national productivity organizations (NPOs) or their affiliates as APO-accredited certification bodies will build APO brand awareness, strengthen its leadership in the area of productivity, and boost the value of its services. This new initiative will also expand the APO's role in developing the capacity of NPOs from a mere training provider to becoming a future-oriented productivity-related specialist accreditation body.

The inaugural meeting of the APO Accreditation Body (APO-AB) Council in 2018 marked its official establishment within the Secretariat. The council comprises Heads of NPOs and representatives of ministries and government agencies, academia, professional associations, and accreditation schemes and will play the major role in setting the vision, mission, and

direction of the APO-AB. The council is also responsible for providing advice on finalizing the general requirements, procedures, and documentation in line with international standards.

To ensure that APO accreditation and certification programs are effectively implemented and adhere to the requirements of international standards, the APO Secretariat will undertake several initiatives recommended by the council. They include the development of NPOs/affiliated organizations to become certification bodies, the creation of new certification schemes by technical working groups (TWGs), and assessment activities for accreditation.

## **8. Scope and Methodology**

### **8.1 Certification Body Development Program**

The Certification Body Development Program (CBDP) aims to assist NPOs or affiliated organizations in complying with the requirements for APO certification bodies. The CBDP will involve consultancy services to develop a certification management system as well as training of trainers and internal auditors. The selection of NPOs/affiliated organizations will be based on consultations between the APO-AB Secretariat and NPOs.

The Secretariat will prepare specific Project Implementation Plans (PIPs) for this program. The PIPs will contain detailed descriptions, methodologies, and financial responsibility for the activities to be undertaken. NPOs can indicate their interest in participating in the CBDP after the PIPs are issued.

### **8.2 Development of APO Accreditation and Certification Schemes**

TWGs will be assigned to develop the standard operating procedures, certification schemes, requirements for certification, and necessary documentation. Each TWG will be chaired by an individual nominated by the APO-AB Council and consist of a maximum of five technical experts selected after consultation with the TWG chair.

For 2019, the TWGs will work on the following areas:

- Development of the APO-AB Standard Operating Procedures
- Development of the Productivity Specialists Certification Scheme
- Development of the Public-sector Specialists Certification Scheme
- Development of the Green Productivity Specialists Certification Scheme
- Development of Strategic Foresight Specialist Certification Scheme
- Development of Future Readiness Award Program

The Secretariat will prepare specific PIPs for each development program with detailed descriptions, methodologies, and financial responsibility for the activities to be undertaken.

### **8.3 Assessment Program for APO Certification Bodies**

The assessment of certification bodies is an important part of the accreditation process and will be conducted once the CBDP is completed to determine whether an organization complies with the requirements. The team of assessors will be assigned to conduct a two-stage assessment, i.e., an adequacy assessment and document review and then a compliance assessment including a visit to the certification body.

The assessment team will prepare a report to the APO-AB Council for the decision on accreditation. Each successful organization will be certified as an APO Certification Body for a four-year period.

#### **8.4 APO-AB Council Meetings**

The APO-AB Council will meet once yearly to discuss the development of certification bodies under the CBDP, certification schemes, and other matters related to the accreditation program. The council will also decide whether to grant, extend, renew, or suspend the accreditation of certification bodies.

The venue and timing will be decided through consultations with the APO-AB Chair and council members.

### **9. Implementation Procedures**

The APO-AB Secretariat will be the focal point of activities under the Accreditation and Certification Program. The Secretariat will inform member countries of specific activities through separate communications, highlighting the status of development of the APO Accreditation and Certification Program. The APO-AB Secretariat will also be responsible for organizing the APO-AB Council meetings, TWG meetings, and CBDP as well as facilitating the assessment process for accreditation.

### **10. Financial Arrangements**

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

- a. All assignment costs of APO-AB Council members to attend council meetings;
- b. All assignments costs of experts as to conduct activities under the CBDP;
- c. All assignment costs of experts serving as TWG members;
- d. All assignment costs of experts to conduct assessments of certification bodies; and
- e. Implementation costs for conducting TWG coordination and APO-AB Council meetings.

#### **To be borne by the host country or NPOs**

Part of local implementation costs, if any.



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