



## PROJECT NOTIFICATION

<b>PN Issue Date</b>	14 February 2018
<b>Project Code</b>	19-RP-02-GE-SPW-A
<b>Title</b>	Strategic Planning Workshop for Senior Planning Officers of NPOs
<b>Timing and Duration</b>	9–11 July 2019 (three days)
<b>Venue</b>	Tokyo, Japan
<b>Implementing Organization(s)</b>	APO Secretariat
<b>Number of Participants</b>	Up to 38 participants from APO member countries (two from each member country, see 11. Qualifications of Participants)
<b>Closing Date for Nominations</b>	20 May 2019

## 1. Objectives

- a. To discuss, review, and refine proposed projects under the APO Program Plan 2020;
- b. To draft the preliminary list of proposed projects for 2021–2022; and
- c. To update delegates on the progress of the APO's key business transformations.

## 2. Background

Strategic planning is an organizational management activity to set priorities, focus resources, strengthen operations, and ensure that all stakeholders are working toward common goals. By undertaking strategic planning, organizations can establish agreement on intended results and then assess and adjust the directions and priorities in response to a hypervolatile environment. Since planning involves forecasting the future and deciding how to prepare for it, planners should be familiar with the techniques of scenario planning and future analysis. Furthermore, planners need to adopt future-thinking mindsets to anticipate the social, environmental, and economic impacts of proposed strategies, programs, and projects.

Following the approach of the previous Strategic Planning Workshop for Senior Planning Officers of NPOs (SPW), the third SPW organized in 2019 will commence the planning cycle for the 2021–2022 program. During the SPW, the delegates and Secretariat staff will engage in strategic planning sessions to set priorities, focus resources, strengthen operations, and ensure that all stakeholders are working toward the common goals in the strategic roadmap. This will ensure that project proposals submitted to the Workshop Meeting of Heads of NPOs (WSM) will be in line with the APO's vision and strategy and comprehensively address member countries' needs. By adopting future thinking, a systematic exploration of possible and desired futures in the program planning process, and a technology foresight approach, the proposed projects are expected to be future-fit and better meet the expectations of member countries. In addition, a snapshot of scenarios identified by the APO through the foresight framework will highlight some strategic options as the basis for new program planning.

The SPW will also update participants on other recent Secretariat initiatives to drive sustainable productivity in the region such as the APO key business transformations. Participatory project planning in collaboration between the Secretariat and NPO representatives will lead to more impactful APO projects. Smoother working relationships and partnerships among NPOs and the Secretariat, as well as more effective result management of APO projects, are some of the desired outcomes of this workshop.

## 3. Scope and Methodology

### Scope

- a. Reviewing and refining projects under the APO Program Plan 2020;
- b. Proposing a preliminary list of proposed projects for 2021–2022; and
- c. Updating delegates on the status and progress of the APO's key business transformations.

### Methodology

The workshop will consist of presentations, consultative discussions, APO scenario-planning session, and final consolidation session.

The tentative program of the SPW is given below:

Date/ Time		Activity
Monday, 8 July 2019		Arrival of participants in Tokyo
Day 1: Tuesday, 9 July 2019		
Morning	SPW Opening Session	
	Session 1. Introduction. APO Key Business Transformation Progress Updates	
	APO Key Business Transformation Progress Updates Delegates will be updated on the APO's key business transformations initiated in 2018 by the Secretariat. Their progress and insights on implementation will be shared and discussed.	

Afternoon	<b>Session 2. Review of the APO Program Plan 2020</b>
	<b>Review of the APO Program Plan 2020</b> Based on the inputs from the previous session, the Program Plan 2020 will be reviewed and refined to ensure that the plan meets the needs and expectations of member countries. The revised list of projects proposed under the APO Program Plan 2020 will be the result of this consultative discussion session.
<b>Day 2: Wednesday, 10 July 2019</b>	
<b>Session 3. Strategic Initiatives for Program Planning 2021–2022</b>	
Morning	<b>Needs and expectations of member countries for the 2021–2022 Program Plan</b> This session will allow member countries to report their needs and expectations and then propose preliminary initiatives that will enhance their collaborative partnerships with the APO Secretariat. This important session will help the Secretariat co-create future projects for greater benefits to member countries.
Afternoon	<b>Initiatives for proposed programs and projects for 2021–2022</b> Based on the needs and expectations identified as well as the strategic issues, opportunities, and options determined in the previous session, ideas and initiatives to align the 2021–2022 Program Plan with the APO Vision 2020 will be discussed.
<b>Day 3: Thursday, 11 July 2019</b>	
<b>Session 3. Strategic Initiatives for Program Planning 2021–2022 (cont'd.)</b>	
Morning	<b>Preliminary proposed programs and projects for 2021–2022</b> The 2021–2020 Program Plan and project proposals to be submitted to the 60th WSM in line with the vision to comprehensively address member countries' needs will be the topic of open-floor discussion.
Afternoon	<b>Final consolidation session of proposed programs and projects for 2021–2022</b> The next steps to refine the program plan will be the core topic of discussion in this session. The consolidated project list and proposed initiative will be finalized.
	<b>Concluding session</b> The concluding session is critical in linking the SPW with the 60th WSM in the ROC in October 2019. Follow-up actions will be explained to delegates.
	<b>SPW closing session</b>
<b>Friday, 12 July 2019</b>	
<b>Departure of participants from Tokyo</b>	

#### 4. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position	NPO Heads and APO Program Planning Department Heads/senior managers of NPOs responsible for leading development strategies for APO programs.
Attendance	Participants must attend all sessions of the three-day workshop on 9, 10, and 11 July 2019.

#### 5. Financial Arrangements

##### 5-1. Airfare

The APO will bear the cost of round-trip international airfare between the international airport

nearest to the participants' place of work and Tokyo, Japan.

Participants should 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 and is also available on the APO website and from APO Liaison Officers in member countries.

## 5-2. Insurance Coverage

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. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

## 5-3. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Round-trip international airfare (refer to paragraph on Airfare for conditions)	No	No	Yes
Participating Country Expenses (PCEs) (refer to paragraph on Participating Country Expenses (PCEs))	NA	NA	NA
Hotel accommodation at the Venue	No	No	Yes
Per diem allowance at the Venue	No	No	Yes
Transportation costs to and from hotel and airport at the Venue	No	No	Yes
Insurance coverage in the host country (refer to paragraph on Insurance Coverage)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	No	Yes
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	No	Yes
Notes (special conditions)			

## **6. Actions by Member Countries**

- a. Member countries are requested to notify the Secretariat of the names and other details of the individuals who are nominated to attend the SPW **no later than 20 May 2019**.
- b. Nominations, along with a recent passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should be submitted in duplicate on the standard APO biodata form. The form is available on the APO website. Downloading information is also available from [www.apo-tokyo.org](http://www.apo-tokyo.org). If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic form.
- c. Every candidate nominated for the SPW must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form along with his/her biodata. Please note that self-declaration is sufficient for those without any of the health conditions or illnesses enumerated 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.
- d. For member countries where nominations are required to be approved by higher government authorities and require a longer time, NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- e. If a selected participant becomes unable to attend, he/she should inform the Secretariat promptly and give the reason for withdrawal.
- f. Selected participants should be informed not to bring family members or engage in any private business activities during the entire duration of the project.
- g. Participants must attend all three days of the project.

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

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least six weeks prior to the start of the project.
- b. 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.

## **8. 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)).

## **9. Dress Code**

Participants are requested to wear business attire for all sessions of the SPW.



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Secretary-General

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