PROJECT NOTIFICATION ADDENDUM

24 April 2013

1.	**Project Code**	13-IN-25-GE-TRC-B
2.	**Project Title**	e-Learning Course on Knowledge Management for Public-sector Organizations (based on the Global Development Learning Network of the World Bank platform)
3.	**Addendum No.**	1
4.	**Reference**	13-IN-25-GE-TRC-B: Project Notification dated 29 March 2013

5.   **Details**

1)   The participation of Bangladesh will be changed from Session 2 (15-18 July 2013) to Session 1 (11-14 June 2013).
2)   The participation of Fiji will be changed from Session 3 (12-15 August 2013) to Session 2 (15-18 July 2013).
3)   The participation of IR Iran will be changed from Session 1 (11-14 June 2013) to Session 3 (12-15 August 2013).

Venues: Session 1:   11–14 June 2013
                                Bangladesh, Cambodia, Mongolia, Nepal and Pakistan
                Session 2:   15–18 July 2013
                                Fiji, India, Indonesia, Malaysia, and Thailand
                Session 3:   12–15 August 2013
                                IR Iran, Philippines, Sri Lanka, and Vietnam

Other terms and conditions as specified in the Project Notification dated 29 March 2013 remain unchanged.

Ryuichiro Yamazaki
Secretary-General

ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

29 March 2013

1.	**Project Code:**	13-IN-25-GE-TRC-B

2.	**Project Title:**	**e-Learning Course on Knowledge Management for Public-sector Organizations** (based on the Global Development Learning Network of the World Bank platform)

3.	**Duration:**	Session 1:	11–14 June 2013
		Session 2:	15–18 July 2013
		Session 3:	12–15 August 2013

4.	**Venues:**	Session 1:	Cambodia, IR Iran, Mongolia, Nepal, and Pakistan
		Session 2:	Bangladesh, Indonesia, India, Malaysia, and Thailand
		Session 3:	Fiji, Philippines, Vietnam, and Sri Lanka

5.	**Implementing Organizations:**	APO Secretariat and the following NPOs:

Session 1
1. Cambodia: National Productivity Centre of Cambodia, Phnom Penh
2. IR Iran: National Iranian Productivity Organization, Tehran
3. Mongolia: Mongolia Productivity Organization, Ulaanbaatar
4. Nepal: National Productivity and Economic Development Centre, Kathmandu
5. Pakistan: National Productivity Organization, Islamabad

Session 2
6. Bangladesh: National Productivity Organisation, Dhaka
7. India: National Productivity Council, New Delhi
8. Indonesia: Ministry of Manpower and Transmigration, Jakarta
9. Malaysia: Malaysian Productivity Corporation, Petaling Jaya, Selangor
10. Thailand: Thailand Productivity Institute, Bangkok

Session 3
11. Fiji: National Training & Productivity Centre, Fiji National University
12. Philippines: Development Academy of the Philippines, Manila
13. Vietnam: Vietnam Productivity Centre, Hanoi
14. Sri Lanka: National Productivity Secretariat, Colombo

To maximize project benefit, the local venue may change depending on the level of interest, participant type, and suitability of the location as advised by the NPO.

6. **Number of Participants:** More than 20 and up to 25 from each participating country.

7. **Closing Date for Nominations:**
   Session 1: 11 May 2013
   Session 2: 15 June 2013
   Session 3: 12 July 2013

8. **Objectives:**

a) To train participants from the public sector in the knowledge management (KM) methodology, framework, tools, and techniques and the APO KM framework.

b) To help participants become more aware that KM is a useful tool that increases public-sector productivity and illustrate how KM could be adopted in their organizations.

9. **Background:**

KM is a discipline that enables individuals, teams, organizations, and communities to capture, store, share, and apply their knowledge collectively and systematically to achieve specific objectives. It can deliver a competitive advantage through greater competency and synergy, more balanced decisions with fewer errors, more creativity and innovation, broader collaboration and knowledge sharing, and easier links to expertise and understanding.

In today's global economic climate, organizations are seeking to become more operationally efficient and more effective in achieving their objectives through increased productivity, higher quality, and more knowledge-driven work processes and practices. Citizens are demanding the highest possible value for public money, and all organizations, especially public-sector ones, are looking to reduce costs significantly without affecting service standards, improve decision making, and find innovative ways to develop and grow.

KM tools have increasingly been recognized by most governments as strategic resources within the public sector. Some of the common challenges that affect the public sector worldwide include enhancing efficiencies across all public agencies, improving accountability, making informed decisions, enhancing collaboration and strategic partnerships with stakeholders, capturing the knowledge of an aging workforce, and improving operational excellence. It is also noted that KM plays an important role in providing strategies and techniques to manage e-government content to make knowledge more usable and accessible.

Looking into these needs, the APO is organizing this e-learning course on KM tailored for the public sector via the World Bank Global Development Learning Network (GDLN) platform. The APO and the Tokyo Development Learning Center have worked together over the last few years to organize a number of projects utilizing the GDLN for distance-learning seminars for member countries with access to the necessary IT facilities. Based on past success, the same modality is proposed to train more participants from member countries in KM in this three-session course, covering 14 member countries.

10. **Modality of Implementation:**

The project will be implemented at the GDLN center in each country. Each resource speaker will deliver presentations from his/her home country or the nearest member country participating in this course. These presentations will be interactive, involving exercises and case studies while allowing participants to ask questions. In each session of the course, there

will be five to six country groups of 20–25 participants each. Each country group will be moderated by a country project coordinator in each GDLN center.

11. Scope and Methodology:

Scope:
1) Basic concepts of KM
2) Importance and benefits of KM to the public sector
3) The APO KM framework and implementation approach
4) Case studies on KM implementation in the public sector
5) KM challenges in the public sector

Methodology:
Online lectures, online discussions, online presentations of case studies, group discussions, site visit(s), and assessment test.

12. Participants:

a) Age: Preferably between 30 to 45 years.

b) Education: University degree or equivalent qualification from a recognized institution.

c) Present Position: Professionals involved in consultancy, NPO staff, and KM practitioners in the public sector.

At the end of the e-learning course, an examination will be conducted. NPOs are requested to nominate individuals who are interested in attending the entire course.

d) Experience: At least five years of experience in a related field.

e) Language Proficiency: Proficiency in written and spoken English is essential.

13. Financial Arrangements:

a) To be borne by the APO

i) All assignment costs for resource speakers to prepare presentation materials and deliver presentations.
ii) Rental and other charges of the GDLN centers in Tokyo and other participating countries.
iii) Honoraria for national coordinators designated by NPOs and transportation costs for field visits, if necessary.

b) To be borne by participating countries

i) All other local implementation costs.

14.   Actions by participating member countries:

Each participating country is requested to nominate more than 20 and up to 25 participants and submit their biodata (the first page of the APO biodata form only). The list of participants from each participating country must be finalized and sent to the APO Secretariat one week before the course begins. Please ensure that candidates nominated meet the qualifications specified above.

Participating countries will each identify a project coordinator from within the NPO or other relevant organization with basic knowledge of KM to coordinate and facilitate course activities at the local level. The coordinators will moderate group discussions among the participants during the training course in consultation with the NPO and chief resource persons identified by the APO Secretariat. The group discussions will include experience sharing, views of participants on KM, and review of e-learning sessions. Local project coordinators will also make all necessary arrangements with the local GDLN center.

Ryuichiro Yamazaki

Ryuichiro Yamazaki
Secretary-General