



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION ADDENDUM

2 August 2013

1. **Project Code** 13-IN-42-GE-TRC-B
2. **Project Title** Training Course on Knowledge Management and Innovation in Public-sector Organizations
3. **Addendum No.** 1
4. **Reference** 13-IN-42-GE-TRC-B: Project Notification dated 1 March 2013
5. **Details**

a) Change in Item No. 3 Duration

The duration of the training course has been changed as follows:

Duration: 2–6 December 2013 (five days)

b) Change in Item No. 5 Implementing Organization

The contact information on the implementing organization has been updated as follows:

National Productivity Secretariat (NPS)
Address: 10th Floor,
Sethsripaya 2nd Stage
Battaramulla, Sri Lanka
Telephone: (94)-11-3094085 (temporary)
Facsimile: (94)-11-2186025 (temporary)
e-Mail: thilajm@gmail.com (temporary)

Other terms and conditions as specified in the Project Notification dated 1 March 2013 remain the same.

Ryuichiro Yamazaki
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

1 March 2013

1. **Project Code:** 13-IN-42-GE-TRC-B
2. **Project Title:** **Training Course on Knowledge Management and Innovation in Public-sector Organizations**
3. **Duration:** 4–8 November 2013 (five days)
4. **Venue:** Colombo, Sri Lanka
5. **Implementing Organization:** **National Productivity Secretariat (NPS)**
Address: 318, High Level Road,
Colombo 06, Sri Lanka
Telephone: (94)-11-2812163-166
Facsimile: (94)-11-2812162
e-Mail: npos1@nps.lk
6. **Number of Overseas Participants:** Up to 18 qualified participants from Bangladesh, Cambodia, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Thailand, and Vietnam. Other member countries with special interest in the subject are also encouraged to apply.
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 2 September 2013

All nominations along with the **completed biodata** form and medical certificate of the nominees should reach the APO Secretariat by the above date. Selection of participants will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if they decide not to nominate anyone for the project.
9. **Objective:** To provide training in the knowledge management (KM) concept and tools; demonstrate the applicability of the KM framework and innovation in public-sector organizations; and train public-sector organizations in the effective development and application of the KM and innovation framework.

10. Background

The government or public sector creates the policy, infrastructure, and service delivery environment so that the private sector, civil society, NGOs, the citizenry, and international organizations can be more effective partners as engines of growth in national socioeconomic development. The role of the public sector is important in all APO member countries for its direct and indirect contributions to GDP and in terms of business development and employment generation. Many NPOs are mandated by their governments to undertake various initiatives to enhance the productivity of this sector, in which they are actively engaged. KM and innovation have been widely applied in the private sector including the service industry for productivity promotion, although their application has been limited in public-sector organizations so far.

Public-sector productivity is one of the key priorities of the APO, and therefore the APO developed a public-sector productivity program framework in 2012, which was endorsed by the Workshop Meeting of the Heads of NPOs in Bali in 2012. This training course in Sri Lanka will be aligned with that framework. Sri Lanka implemented a demonstration project on public-sector productivity improvement which was completed in 2012. The outcome of the demonstration project will also be shared in this course. The APO undertook research on KM for the public sector in 2011 and published a report containing analyses of public-sector organizations in APO members conducted by a team of KM experts from Japan, the Republic of Korea, Malaysia, the Philippines, Singapore, Thailand, and the UK. This report will be utilized as training material during the course which will focus on providing basic inputs.

11. Tentative Scope and Methodology

Scope

- a) The APO's public-sector productivity program framework;
- b) Significance of KM and innovation in public-sector productivity;
- c) The what and why of KM and innovation;
- d) KM and the innovation framework;
- e) KM and innovation tools for the public sector;
- f) KM implementation approach; and
- g) Essential skills for applying KM and innovation in the public sector.

Methodology

Expert presentations, discussions, group work on the KM and innovation framework for public-sector organizations, observational site visits, and assessment test.

12. Requirements of Candidates

- a) Age: Preferably between 30 and 45 years.
- b) Education: Preferably university degree or equivalent qualification.
- c) Present Position: Representatives of public-sector organizations, government ministries/departments, public service providers, NPOs, and public-sector enterprises.

- d) Experience: At least five years of experience in a related field.
- e) Language: Proficiency in written and spoken English is essential.
Proficiency
- f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.
- (g) Post project: All participants must take the examination at the end of the course to assess their level of understanding. The APO will also request participants to submit feedback reports on follow-up actions taken six months after completion of the course.

13. Financial Arrangements

a) To be borne by the APO

i) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Colombo, Sri Lanka, for all participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal and for participants from nonprofit organizations and SMEs from other member countries. As far as practicable, all participants should purchase discount tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" dated 7 July 2006, which will be sent to the selected participants and is available from APO Liaison Officers in member countries.

ii) All assignment costs of overseas resource persons.

b) To be borne by the host country—Sri Lanka

i) The cost of hotel accommodations and per diem allowances for overseas participants for up to six days.

ii) Other local implementing costs.

c) To be borne by participants or participating countries

i) For participants from profit-making organizations, except for SMEs, from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal:

- 1) Round-trip international airfare between the member country and Colombo; and
- 2) Participating Country Expenses at US\$50 per participant, payable to the APO in convertible currency.

ii) For all participants:

1) Participants must be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance must be valid in the countries to be visited. If a participant is unable to arrange for insurance coverage in the host

country at the start of the project, he/she must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

2) 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 whatsoever.

3) Any expenses related to visa fees and airport taxes.

14. Actions by Participating Countries

a) Each member country is requested to nominate two or more candidates for selection. Please ensure that candidates nominated meet the qualifications specified above.

b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.

c) Please note that nomination does not necessarily guarantee that a candidate 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. Sometimes candidates are not selected because they are overqualified.

d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:

i) Two copies of the candidates' biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from 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.

ii) 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 for this particular project self-declaration is sufficient for candidates 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 recognized physician on the reverse side of the medical form is required.

e) Member countries are encouraged to submit the necessary documents electronically as mentioned in (d)-(i). 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 Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.

f) Member countries are requested to abide by the nomination deadline specified in Section 8 on the first page. The APO 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.

g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.

h) Member countries are requested to inform candidates that, once selected, they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of their reason for withdrawal.

i) Each selected candidate is required 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 project.

15. 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 homepage (http://www.apo-tokyo.org/05part_guide.htm).



Ryuichiro Yamazaki
Secretary-General