



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION ADDENDUM

6 November 2015

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| 1. Project Code | 15-IN-85-SPP-CON-A |
| 2. Project Title | Conference on Female Workforce Participation and Productivity Enhancement |
| 3. Timing and Duration | 20–22 April 2016 (three days) |
| 4. Venue | Tokyo, Japan |
| 5. Addendum No. | 1 |
| 6. Reference | APO Project Notification 15-IN-85-SPP-CON-A dated 7 October 2015 |
| 7. Details | Changes in Timing and Closing Date for Nominations in Project Notification |

7-1 Change in Section 3. Timing and Duration

The timing has been changed from 20–22 April 2016 to **5–7 April 2016**.

7-2 Change in Section 8. Closing Date for Nominations

The date has been changed from 26 February 2016 to **29 January 2016**.

7-3 Change in Section 11. Scope and Methodology (Date/Time)

Due to the change in project timing, the schedule in Section 11 has been changed to:

Date/Time	Activity
Mon., 4 April 2016	Arrival of participants in Tokyo
Tues., 5 April	Opening session, expert presentations
Wed., 6 April	Best practice and success story presentations by participating countries
Thurs., 7 April	Panel discussions and closing session
Fri., 8 April	Departure of participants

Other terms and conditions specified in the Project Notification dated 7 October 2015 remain unchanged.



Mari Amano
Secretary-General



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PROJECT NOTIFICATION

7 October 2015

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| 1. Project Code | 15-IN-85-SPP-CON-A |
| 2. Title | Conference on Female Workforce Participation and Productivity Enhancement |
| 3. Timing and Duration | 20–22 April 2016 (three days) |
| 4. Venue | Tokyo, Japan |
| 5. Implementing Organization | Asian Productivity Organization (APO)
Address: 1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033
Phone: (81) 3-3830-0416
Fax: (81) 3-5840-5324
e-Mail: ind@apo-tokyo.org |
| 6. Number of Overseas Participants | Up to 25 qualified participants |
| 7. Number of Local Participants | Up to 10 qualified participants |
| 8. Closing Date for Nominations | 26 February 2016 |

9. Objectives

This conference will provide a platform for top managers/executives, representatives of government agencies, and academic researchers to learn and exchange information on:

- a. Government policies and best practices in Japan and other Asian countries on the promotion of female participation in the workforce;
- b. Trends in female workforce force participation and their impact on productivity enhancement; and
- c. Steps to overcome challenges in achieving positive socioeconomic performance by increasing female workforce participation.

10. Background

The discussion of full, productive employment for women is important for everyone. Economies lose out when the capacity for productive potential remains untapped. Globally nearly half (48.4%) of the available productive potential of women is underutilized or

unutilized, compared with 22.3% for men. Over the past 25 years, the gap between men's and women's labor force participation has fallen from 32 to 26 percentage points worldwide, indicating an overall increase in women joining the labor market. However, the female labor force participation rate is uneven among countries and regions. Participation is still very low in the Middle East and North Africa (averaging 26%); has risen significantly in regions such as Latin America and the Caribbean, which have seen a 16% increase since 1980; and is relatively high in East Asia and the Pacific, where roughly 70% of women participate in economic activities, higher than in any other region.

Across the globe, women are more likely than men to work in agriculture (37% of all employed women, against 33% of all employed men) and in services (47% of all employed women, against 40% of all employed men). The opposite is true for manufacturing. Women also are overrepresented among unpaid workers and in the informal sector. In Asia, women account for about 33% of the total workforce but for 76% of all unpaid work, 46% of wage employment, and 43% of informal employment. This pattern is also true globally.

Strengthening women's participation in the formal labor force harnesses this untapped potential for advancing development. It also empowers women. Women are empowered when they make their own career decisions, open up new businesses in their communities, work in paid positions that help them provide for their families, and take full advantage of available economic opportunities.

It is therefore clear that a discussion of full, productive employment for women is relevant to firms, societies, and economies as a whole. Full participation translates into more business opportunities for the private sector, stronger communities for society, and more sustainable GDP growth for countries.

11. Scope and Methodology

Scope

Global trends in female workforce participation, challenges and issues faced by female workers, correlations between female workforce participation and productivity enhancement, and best practices and success stories of female workforce in member and nonmember countries.

Methodology

Keynote presentations, panel discussions, expert presentations, and exchange of information with representatives of APO member countries.

The tentative program of this conference is given below:

Date/Time	Activity
Tues., 19 April 2016	Arrival of participants in Tokyo
Wed., 20 April	Opening session, Expert presentations
Thurs., 21 April	Best practice and success story presentations by participating countries
Fri., 22 April	Panel discussions and closing session
Sat., 23 April	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Policymakers; government officers involved in promoting gender mainstreaming, workforce planning, and labor; and academics involved in gender training and consultancy.
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 must be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization and death) for:
accidental death and dismemberment up to 4,000,000 yen,
medical expenses for accident up to 4,000,000 yen, and
medical expenses for illness up to 4,000,000 yen
for the entire duration of the project. The APO will secure this insurance on behalf of the participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- b. Any 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.

To be borne by the APO

- a. All assignment costs of 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 Tokyo. 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 25 participants for up to four days at the rate to be specified later.
- d. All local implementation costs.

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). 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.
- 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.

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)



Mari Amano
Secretary-General