



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION ADDENDUM

30 May 2017

1. **Project Code** 17-IN-37-GE-TRC-B
2. **Title** Training Course on Basic Productivity Tools for SMEs
3. **Timing** 21–25 August 2017 (five days)
4. **Venue** Nadi, Fiji
5. **Addendum No.** 1
6. **Reference** APO Project Notification 17-IN-37-GE-TRC-B dated 23 March 2017
7. **Subject** **Change in Venue**

7.1 Change in Item No. 4

Upon the request of the implementing organization, the National Training & Productivity Centre, Fiji National University, the venue of the project has been changed to **Suva, Fiji**.

7.2 Change in Items No. 11 and No. 13

The project venue referred to will be adjusted to **Suva, Fiji**.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 23 March 2017 pertaining to this program remain valid.

Santhi Kanoktanaporn
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

23 March 2017

1. **Project Code** 17-IN-37-GE-TRC-B
2. **Title** Training Course on Basic Productivity Tools for SMEs
3. **Timing and Duration** 21–25 August 2017 (five days)
4. **Venue** Nadi, Fiji
5. **Implementing Organization** National Training & Productivity Centre (NTPC),
Fiji National University

Address: 2/8 Queen Elizabeth Drive, Nasese, Suva, Fiji
Phone: 679-3311-004/3313-074/9990-748
Fax: 679-3311-756
e-Mail: dntpc@fnu.ac.fj
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. Other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 26 June 2017
9. **Objectives**

The objectives of this training course include:

- a. Equipping participants with productivity concepts and fundamental tools and techniques that improve management and operational efficiency;
- b. Familiarizing participants with the latest trends in productivity improvement for SMEs, including digitization and technological advances; and
- c. Preparing participants for the era of globalization and digitization and the next Industrial Revolution.

10. Background

In most APO member countries, SMEs provide the major source of employment and the momentum for economic growth. Ensuring SMEs' capacity and competitiveness thus plays a pivotal role in the socioeconomic development of those countries. However, unlike larger enterprises and public-sector agencies, SMEs usually lack sufficient resources and expertise for their own development, yet are constantly challenged by a deficiency of management and operational skills, fluctuations in the business climate, and limited access to updated knowledge to become future-proof; therefore they are in need of simple, cost-efficient, yet effective tools for their productivity improvement.

This training course aims to provide fundamental productivity concepts and tools as well as information and knowledge on the latest trends in productivity improvement and technological advances to make participants ready for the digital era and the arrival of the widely anticipated Fourth Industrial Revolution. Techniques that contribute to quality management and operational efficiency will be introduced, and the course will help participants understand how to leverage simple, powerful technologies such as digitization and data analytics to increase productivity.

The APO has been endeavoring to disperse productivity knowledge and techniques through its publications and activities, including key annual projects to develop and certify productivity practitioners. It has also organized condensed training courses on basic productivity tools for SMEs (in the ROK), the female labor force in food processing (in Malaysia and India), and consultants and trainers (in Indonesia) to equip participants with effective management skills. This training course is organized as a continuation of those efforts and to follow the strategic directions stipulated in the APO Roadmap to Achieve Vision 2020.

11. Scope and Methodology

Scope

Productivity concepts and measurement;
Total quality management;
Fundamental productivity techniques such as 5S and quality circles;
Strategies and solutions in the era of digitization; and
Trends in and readiness for the next Industrial Revolution.

Methodology

Expert presentations, case studies, site visit, analyses, group discussions, and individual presentations of action plans.

The tentative program of this training course is given below:

Date/Time	Activity
Sun., 20 Aug 2017	Arrival of participants in Nadi, Fiji
Mon., 21 Aug 2017	Opening session, expert presentations
Tues., 22 Aug 2017	Expert presentations
Wed., 23 Aug 2017	Expert presentations, site visit
Thurs., 24 Aug 2017	Analysis and discussion, preparation of group work
Fri., 25 Aug 2017	Individual presentations, closing session

Sat., 26 Aug 2017

Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	SME executives, start-up owners, entrepreneurs, and consultants with experience in SME management and operation.
Experience	At least three years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
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 and strenuous field work. 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 25 and 40 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

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

- a. Round-trip international airfare between the member country and Nadi, Fiji.
- b. Participating country expenses of USD50.00 per participant, payable to the APO in convertible currency.

For all participants:

- a. All participants should be fully insured against accident and illness (including hospitalization and death) for the principal sum of USD10,000 for the entire duration of

the project and travel and must submit to the APO before participation a copy of the comprehensive travel insurance certificate valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

- b. All 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 or for extra stay at the project venue before and/or after the official project period due to early arrival, late departure, or any other reason.
- d. Any cancellation charges for airfare and hotel accommodations arising from withdrawals after letters of acceptance have been issued by the APO.

To be borne by the host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to six days at the rate to be specified later.
- b. Assignment costs for local resource persons.
- c. All local implementation costs.

To be borne by the APO

- a. All assignment costs of overseas 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 Nadi, Fiji, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal, and for participants from SMEs and non-profit-making organizations from other APO member countries. As far as practicable, all participants should purchase discounted 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. The APO may select more than 18 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 18 overseas participants attend, per diem allowances and hotel accommodation costs will be borne by the APO for up to two additional overseas participants at the rate to be prescribed for up to six days.

14. Actions by Member 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 necessary documents. 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 website (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. The nomination documents should be sent to the Industry Department, APO Secretariat (e-mail: ind@apo-tokyo.org, fax: 81-3-5840-5324).
- 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 APO training course.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from participant withdrawal, as provided for under item 13.

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, or 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.

16. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO may request participants to submit progress reports six months after completion of the training course.

17. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

18. 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).



Santhi Kanoktanaporn
Secretary-General