

Asian Productivity Organization

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PROJECT NOTIFICATION ADDENDUM

27 April 2012

1. **Project Code:** 12-RP-18-GE-STM-B
2. **Title:** Study Meeting on Performance Management for the Public Sector
3. **Addendum No.:** 1
4. **Reference:** Project Notification dated 26 March 2012
5. **Details:** Change in Item No. 3 "Duration & Timing"
Change in Item No. 8 "Closing Date for Nominations"

5-1. Change in Item No. 3 "Duration & Timing"

The duration and timing are revised to **4-7 September 2012** (four days) instead of 5-8 June 2012.

5-2. Change in Item No. 8 "Closing Date for Nominations"

The closing date for nominations is revised to **15 June 2012** instead of 30 April 2012.

Other terms and conditions as specified in the Project Notification dated 26 March 2012 remain unchanged.

A handwritten signature in black ink, which appears to read 'Ryuichiro Yamazaki'.

Ryuichiro Yamazaki
Secretary-General

Asian Productivity Organization

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PROJECT NOTIFICATION

26 March 2012

1. **Project Code:** 12-RP-18-GE-STM-B
2. **Title:** Study Meeting on Performance Management for the Public Sector
3. **Duration & Timing:** 5–8 June 2012 (four days)
4. **Venue:** Bali, Indonesia
5. **Implementing Organizations:**

Productivity and Entrepreneurship
Directorate General of Training and Productivity Development
Ministry of Manpower and Transmigration
Address: Jl. Jenderal Gatot Subroto Kav. 51
Floor VI-B, Jakarta 12950, Indonesia
Phone: 62-21-52963356/5255733 (ext. 237/238/348)
Fax: 62-21-52963356
e-Mail: protek@centrin.net.id; npoindonesia@yahoo.co.id
6. **Number of Overseas Participants:** Up to 18 qualified overseas participants from the following targeted member countries: Republic of China, India, IR Iran, Japan, Republic of Korea, Malaysia, Philippines, and Thailand. Other member countries that have strong interest in the subject may be considered.
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 30 April 2012
9. **Objectives:**

The objectives of the study meeting are to:

 - (a) Assess the performance management frameworks in the public sector in member countries; and
 - (b) Develop a methodology and road map for applications of performance management in the public sector.

10. Background:

The APO Secretariat convened an Expert Group Meeting in Tokyo in February 2010 to discuss initiatives in public-sector productivity enhancement. The meeting identified applicable tools and techniques for promoting public-sector productivity. Performance management was identified as one effective tool to be applied. The meeting stressed the importance of developing strategies to enhance the quality of services, increase stakeholder satisfaction, and improve cost-effectiveness and transparency in the public sector.

Linking strategies and desired performance at all levels is crucial to enhance public-sector productivity. Performance management provides steps to improve organizational performance by aligning individual, team, and organizational objectives and results. It also helps to recognize and

reward outstanding performers and to develop modest performers. This study meeting will assess various frameworks of performance management in the public sector among members. Participants will exchange key elements of best practices, emerging trends, issues, and implementation of performance management in the public sector. The meeting will also develop a methodology and road map for the application of performance management in the public sector for further APO initiatives.

11. Scope and Methodology:

Scope:

- (a) Performance management frameworks in central/local governments and public enterprises;
- (b) Key drivers of performance management in the public sector;
- (c) Key elements of best practices and emerging trends; and
- (d) Steps to implement and sustain performance management frameworks in the public sector.

Methodology:

Lectures, country presentations, and group discussions.

12. Qualification of Candidates:

- (a) Age: Preferably between 35 and 55 years.
- (b) Education: Bachelor's degree from a university or equivalent qualification as a minimum requirement, and preferably a graduate degree.
- (c) Present Position: Senior government officials, academics, and NPO senior managements and consultants.
- (d) Experience: At least five years of experience in relevant areas.
- (e) Language Proficiency: Proficiency in written and spoken English is essential.
- (f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.

13. Financial Arrangements:

(a) To be borne by the APO

- (i) All deputation costs of overseas resource persons; and
- (ii) Round-trip economy-class international airfare for overseas participants between the nearest international airport from the place of work and Bali by the most direct route. As far as practicable, all participants should purchase discounted tickets (following IATA PEX or other applicable discount fares). *It is noted that neither the APO nor the host organization will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever.*

(b) To be borne by the host country (Indonesia)

- (i) Per diem allowances and hotel accommodations for up to 18 overseas participants for up to five days;
- (ii) Deputation costs for local resource persons; and
- (iii) Other local implementation costs.

(c) To be borne by participants/participating countries

- (i) All participants should be fully insured against accident and illness (including hospitalization) for the principal sum of US\$10,000 for the entire duration of the project and travel. All participants must submit to the APO a copy of the comprehensive travel insurance certificate valid in Indonesia before participation. The cost of such insurance will be borne by the participant or participating 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. *The APO Secretariat or the implementing organizations will not be responsible for any eventuality arising from accident or illness.*

- (ii) Any expenses incurred by participants for stopovers on the way to and from Bali or for any extra stay in Indonesia before and/or after the official project period due to early arrival, late departure, or any other reason whatsoever.
- (iii) Any expenses related to visa fees and airport taxes.

14. Actions by Member Countries:

Nomination of candidates

- (a) Member countries are requested to nominate up to two candidates in accordance with item 12 above. The key criterion for selection is whether their qualifications and work experience match the nature of the project. Nonselection of candidates is not a reflection on their competence.
- (b) Please note that selection is at the discretion of the Screening Committee. 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.
- (c) Member countries are also requested to inform the Secretariat as soon as possible if they do not wish to participate in the meeting, so that vacancies thus created can be allocated to other member countries.
- (d) Nominations, accompanied by the candidate's biodata on the APO standard form in duplicate along with a passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should reach the Secretariat **no later than 30 April 2012**. The biodata form is available on the APO website. Downloading information is also available from <http://www.apo-tokyo.org/project/participants.html>. If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the candidate's name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic form.
- (e) 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 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.
- (f) Accepted participants should be advised not to bring family members or engage in any private business activity during the entire duration of the project. Further, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal.
- (g) **Participants officially accepted by the APO are required to prepare country presentations for which the guidelines will be forwarded later.**



Ryuichiro Yamazaki
Secretary-General