



## PROJECT NOTIFICATION

Ref. No.: 20-IN-39-GE-TRC-A-PN2000009-003(R)

<b>Date of Issue</b>	18 January 2021
<b>Project Code</b>	20-IN-39-GE-TRC-A
<b>Title</b>	Development of Public-sector Productivity Specialists (APO Certified Public-sector Productivity Specialists)
<b>Timing and Duration</b>	1–5 March 2021 (five days)
<b>Hosting Country(ies)</b>	Philippines
<b>Modality</b>	Digital Multicountry (DMC)
<b>Implementing Organization(s)</b>	Development Academy of the Philippines and APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	19
<b>Local Participants</b>	12
<b>Closing Date for Nominations</b>	8 February 2021

Notes: This PN supersedes the PN issued on 7 March 2020 and PNR issued on 22 May 2020 due to a change in implementation modality from face-to-face to digital sessions.

**1. Objectives**

- a. Introducing the concepts, approaches, tools, and techniques needed by productivity specialists in the public-sector;
- b. Enabling the participants to develop the skill sets required as APO-certified public-sector productivity specialists; and
- c. Certifying APO public-sector productivity specialists who fulfill the requirements after course completion.

**2. Background**

Public-sector productivity is defined as optimizing the delivery of services through the efficient use of public resources, resulting in increased citizen satisfaction, public trust, accountability, cost-effectiveness, competitiveness, and quality of life. With the prolonged COVID-19 pandemic, the public-sector is evolving. Current challenges are how to make public-sector organizations more agile in solving problems and adopting more citizen-centric solutions. The course will develop the required skill sets and competencies to improve management practices and strengthen public services in responding to those new challenges.

The APO has launched a series of public-sector-related projects to address the needs of member countries. They include the APO Public-sector Productivity Program Framework, Center of Excellence on Public-sector Productivity, and Course Manual on Developing Productivity Specialists in the Public-sector. All those initiatives were designed to enhance public-sector efficiency in member countries and the competencies of individuals through certification while cultivating a community of experts and strengthening APO leadership in the field.

This course comprises two parts: 1) training of participants in the competencies needed, and 2) the certification process in which participants must meet specific requirements to become APO certified public-sector productivity specialists. NPOs are requested to nominate professionals who are expected to work as public-sector productivity specialists.

**3. Modality of Implementation**

- a. The sessions will be conducted virtually.
- b. The duration of each day’s sessions will be around three hours.
- c. The APO Secretariat will inform the resource persons and participants of the link to the virtual sessions.
- d. The link will be exclusive to resource persons and participants and should not be shared.

**4. Scope and Methodology**

The sessions will consist of the following:

Date/Date	Activity
Monday, 1 March 2021	Opening Session <ul style="list-style-type: none"> <li>• Public-sector Productivity and the APO Public-sector Productivity Framework</li> <li>• Tools for Improving Organizational Productivity</li> <li>• Citizen-centric Service</li> </ul>

Tuesday, 2 March 2021	Presentations: <ul style="list-style-type: none"> <li>• e-Government</li> <li>• Regulatory Reform</li> <li>• Leadership for Performance Improvement</li> </ul>
Wednesday, 3 March 2021	Presentation: <ul style="list-style-type: none"> <li>• Understanding Public-sector Productivity</li> </ul>
Thursday, 4 March 2021	Presentations: <ul style="list-style-type: none"> <li>• Performance Management</li> <li>• Change Management</li> </ul>
Friday, 5 March 2021	Presentations: <ul style="list-style-type: none"> <li>• Collaboration for Performance Improvement</li> <li>• Developing a Productivity Improvement Plan</li> <li>• Mentoring and Certification Procedures</li> </ul> Closing Session

## 5. Qualifications of Candidates

Participants must be competent in connecting to virtual meetings, including independently undertaking troubleshooting in the event of poor or lost connections. They must also be proficient in English, both written and spoken. Specific requirements are as follows:

- a. Professionals from NPOs, management consultants assigned by NPOs for public-sector productivity-related projects, or officials from public-sector organizations.
- b. Five years of experience or more in the position described above.

## 6. Requirements

- a. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.
- b. Access to Internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.
- c. Follow the instructions of the moderators/presenters in asking questions, joining discussions, and answering questions.
- d. Participate in all sessions.

## 7. Financial Arrangements

- a. The APO will meet the assignment costs for international resource persons.
- b. The host country will meet the assignment costs of local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.

## 8. Actions by Member Countries

- a. Each participating country will nominate three or more candidates in order of preference.
- b. Self-nominations will not be accepted.

- c. All nominations must be endorsed by an APO Director or Alternate Director and submitted by a Liaison Officer or designated officer.
- d. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System (DMS)/Fleekdrive by the NPO. The biodata form is available on the APO website.
- e. Late nominations will not be accepted. When a nomination requires the approval of higher authorities and requires a longer time, the member country concerned should send the name(s) of the nominee(s) before or by the deadline, indicating that approval will follow.
- f. If a selected participant becomes unable to participate, the NPO concerned should inform the APO Secretariat and the host country promptly.

#### **9. Actions by the APO Secretariat**

- a. Selection of candidates will be at the discretion of the Participant Selection Committee of the APO Secretariat.
- b. Selection of candidates will be completed and announced two weeks prior to the start of the sessions.
- c. Slots that become available due to withdrawal of a selected candidate(s) or lack of nominations by a member country may be filled by alternates to be selected on a merit basis.
- d. The APO Secretariat will inform NPOs of the final program and link of the virtual sessions one week prior to commencement.

#### **10. Dress Code**

Participants are required to wear appropriate business attire during the sessions.



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Secretary-General