



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

14 May 2014

1. **Project Code** 14-IN-26-GE-WSP-B
2. **Title** Workshop on Sharing of Success Stories and Best Practices of Human-centered Productivity: Development of a Productivity-friendly Culture in Organizations (for Top Management)
3. **Timing and Duration** 6–10 December 2014 (five days)
4. **Venue** Tehran, Islamic Republic of Iran
5. **Implementing Organization** National Iranian Productivity Organization  
No. 15, Daneshsara St., Baharestan Sq.  
Tehran, Islamic Republic of Iran  
Phone: 0098-21-77655566  
Fax: 0098-21-77646271  
e-Mail: nipo@mporg.ir
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, ROC, Fiji, India, Indonesia, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, 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** 14 October 2014

### 9. Objectives

To promote the concept of human-centered productivity by sharing the best practices and exchanging information among APO members; and propagate a productivity-friendly culture in organizations for sustainable growth.

### 10. Background

Human-centered productivity aims to create sustainable growth by establishing a virtuous cycle in which the results of gains in productivity are fairly distributed. It focuses on efforts to raise productivity from a human-centered perspective by creating a conducive environment for both employees and management

In 2013, the APO held a workshop on human-centered productivity which dealt with the basic principles of human-centered productivity and its impact on the competitiveness and sustainability of organization for top managers. As a follow-up, in 2014, this workshop is being organized to promote the concept of human-centered productivity by sharing the best

practices and exchanging information on companies that practice human-centered management, emphasizing freedom and autonomy and striving to bring out the unrealized potential of employees.

## 11. Scope and Methodology

### Scope

- a. The framework, core values, and significance of human-centered productivity;
- b. The creation of a creative, innovative environment in a human-centered culture;
- c. Trust-based relationships between employees and employers; and
- d. Best practices of human-centered productivity.

### Methodology

Presentations, group discussions, observational site visits, and presentation of country papers.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Fri., 5 December 2014	Arrival of participants
Sat., 6 December	Opening session Lecture 1
Sun., 7 December	Lecture 2 Presentation of country papers
Mon., 8 December	Lecture 3 Presentation of country papers
Tues., 9 December	Group discussion Presentation of group discussion output
Wed., 10 December	Field visits to relevant organizations Program evaluation by participants, resource persons, and implementing organization Summing-up and closing session
Thurs., 11 December	Departure of participants

## 12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	CEOs/top managers of private- or public-sector organizations, NPO heads, senior government officials, and SME owners.
Education	Preferably university degree or equivalent qualification.
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 fieldwork. 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 35 and 55 years.
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' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 for the entire duration of the project and travel, and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be 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, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organizations 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 as well as for extra stay at the project venue before and/or after the official project period because of early arrival or late departure, for example, due to either limited available flights or any other reason.

#### **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. 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 Tehran. 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.

#### 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. Non selection 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](http://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](mailto: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 send the originals of the documents to the APO Secretariat by postal mail 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 will 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 workshop.
- l. NPOs should inform participants that they must attend all five 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, 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. Project Preparation**

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the “Guidelines for the Preparation of Country Papers” to be sent later.

#### **17. Postproject Actions**

All participants are required to prepare action plans and share the plans with their NPOs.

#### **18. Evaluation of Participants**

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

#### **19. 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](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General