



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

22 January 2016

1. **Project Code** 16-IN-25-GE-CON-A
2. **Title** International Conference on Public-sector Productivity
3. **Timing and Duration** 9–11 August 2016 (three days)
4. **Venue** Kuala Lumpur, Malaysia
5. **Implementing Organization**
Malaysia Productivity Corporation
P.O. Box 64, Off Jalan Sultan, Lorong Produktiviti
46904, Petaling Jaya, Selangor
Malaysia
Phone: 60-3-7951-2444
Fax: 60-3-7958-1697
e-Mail: khidzir@mpc.gov.my; apoabbey@gmail.com
Website: www.mpc.gov.my
6. **Number of Overseas Participants** Up to 36 qualified participants
7. **Number of Local Participants** Up to six qualified participants
(or to be determined later on upon coordination with the implementing organization)
8. **Closing Date for Nominations** 10 May 2016
9. **Objectives**

The objectives of this conference are to:

- a. Share the latest status of public-sector productivity in the region including recent developments and innovations and relevant local and national government policies;
- b. Exchange information on performance management for the public sector among participants, including best practices, success stories, and best examples from the member countries and beyond;
- c. Identify the future challenges hindering the improvement of the public-sector productivity among member countries and beyond and seek ways to promote it; and
- d. Draw attention to and augment productivity awareness of public-sector organizations among relevant stakeholders.

10. Background

Strategic Direction 2 of the APO emphasizes innovation-led gains that increase the quality and performance of products and services. Starting from 2009, the APO has given priority to promoting public-sector productivity programs and introduced its own public-sector productivity framework to member countries. The framework synthesizes member countries'

experiences into a working agenda and program. NPOs play vital roles in promoting productivity in public-service organizations. They are also responsible for establishing best practices and role models in this sector.

The success of productivity endeavors in the public sector depends on the mindset of the leadership toward productivity enhancement. Institutional adjustments to guarantee the sustainability of efforts to enhance the productivity of public entities may be required to deliver the best possible outcomes under their resource constraints. Therefore, the identification of those prerequisites is necessary. One possible way to do that is through a detailed investigation of practices and procedures already in place.

This conference aims to share knowledge of and experience in public-sector productivity enhancement and how to achieve it in the context of member countries' needs and challenges. Building awareness of productivity within public-sector organizations is another objective. It targets professionals at the mid- to senior-management level, officials and policymakers from central and local government organizations, heads of NPOs, public-sector productivity experts, and public-service providers.

11. Scope and Methodology

Scope:

- a. Government initiatives to improve the competitiveness and performance of public-sector organizations to achieve development goals;
- b. Critical success factors in implementing productivity strategies;
- c. Barriers to productivity improvement;
- d. Identification of future challenges hindering public-sector productivity enhancement;
- e. Motivating public-sector employees to improve productivity;
- f. Role of top management in creating a productivity work culture; and
- g. The changing role and importance of senior executives in national development.

Methodology:

Keynote speeches, expert presentations, and panel discussion.

The tentative program of the conference is detailed below:

Date/Time	Activity
Mon., 8 August 2016	Arrival of participants in Kuala Lumpur
Tues., 9 August 2016	<ol style="list-style-type: none"> a. Opening session b. Keynote speech 1 c. Keynote speech 2 d. Keynote speech 3 e. Presentation session 1 f. Presentation session 2
Wed., 10 August 2016	Presentation sessions: <ol style="list-style-type: none"> a. Presentation session 3 b. Presentation session 4 c. Presentation session 5 d. Specific session for APO Member Countries
Thurs., 11 August 2016	Panel discussions: <ol style="list-style-type: none"> a. Panel discussion 1 b. Panel discussion 2 c. Closing sessions
Fri., 12 August 2016	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Public-sector professionals, government officials, policymakers from central and local government organizations, public-sector productivity experts, public-service providers, or NPO heads.
Experience	At least five 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 active contributions during the conference. 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 conference series requiring participants to be involved in discussions. It is therefore recommended that member countries not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fits 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' 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 conference 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 and up

to six local participants for up to four 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 Kuala Lumpur, Malaysia. 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 18 overseas participants for up to four days at the rate to be specified later.

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 conference because he/she is visiting the host country for the specific purpose of attending this APO 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 this conference 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. 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