



## PROJECT NOTIFICATION

<b>PN Issue Date</b>	5 February 2019
<b>Project Code</b>	19-IN-34-GE-WSP-A
<b>Title</b>	Workshop on Advanced Strategic Management for Enhancing Productivity
<b>Timing and Duration</b>	12–16 August 2019 (five days)
<b>Venue</b>	Nadi, Fiji
<b>Implementing Organization(s)</b>	National Training & Productivity Centre (NTPC) Fiji National University
<b>Number of Overseas Participants</b>	Up to 18 qualified participants
<b>Number of Local Participants</b>	Up to six qualified participants
<b>Closing Date for Nominations</b>	7 June 2019

## 1. Objectives

- a. To understand how to develop foresight capability-centric scenarios and future thinking-oriented strategic management plans for enhancing productivity in the public and private sectors; and
- b. To provide a platform for sharing best practices and successful models of productivity promotion strategies and examine key factors to develop successful strategic management.

## 2. Background

The digital revolution and technological change are having profound impacts on management thinking and practices in various economies. With the advent of Industry 4.0, applications of artificial intelligence and the Internet of Things are expected to intensify in various production operations and significantly reduce human labor in highly automated smart environments.

Considering these trends, there is a need to review the established traditional approach to management. Future thinking-oriented strategic management is more critical today than ever. Future-oriented strategic management is the systematic exploration of possible and desired futures to improve decisions and make deliberate efforts to enhance productivity in the public and private sectors.

Recognizing the importance of a new approach to strategic, long-term development planning, the APO is implementing a series of capacity-building courses on scenario planning and strategic foresight. A strategic foresight process requires constant external environmental scanning and information analysis to create plausible futures, the development of scenarios to test strategic thinking, and proposals of strategies for execution. Advanced strategic management incorporates strategic foresight, strategy formulation, strategic planning, implementation, and ongoing review.

Against this background, this workshop is being organized to understand how to develop foresight capability-centric scenario planning and future thinking-oriented advanced strategic management plans for enhancing productivity.

## 3. Scope and Methodology

### Scope

- a. Understanding emerging trends in the strategic management of innovation for productivity enhancement;
- b. Introducing the concepts of strategic foresight and scenario planning, including the implementation framework, processes/steps, benefits, and key factors; and
- c. Sharing of successful models of advanced strategic management.

This workshop will consist of resource speakers' presentations, sharing of national best practices, site visits, group exercises, and presentations of action plans.

The tentative program of the Workshop is given below:

Date/Time	Activity
Sunday, 11 August 2019	Arrival of participants in Nadi, Fiji
Monday, 12 August	Presentation on emerging trends in advanced strategic management
Tuesday, 13 August	Presentations on strategic foresight, scenario planning, and future management
Wednesday, 14 August	Site visits to benchmark against advanced strategic management practices

Thursday, 15 August	Sharing of national best practices of advanced strategic management
Friday, 16 August	Group discussion and individual action plan presentations Program evaluation and wrap-up Closing session
Saturday, 17 August	Departure of participants

#### 4. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officers involved in strategic management and professionals from NPOs and private consulting firms in charge of promoting advanced strategic management for the public and private sectors.
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 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 meet the qualifications above are generally between 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

#### 5. Requirements

The participants are required to undertake preparatory work such as writing country papers prior to departure for the project venue.

All participants are required to prepare and submit action plans to the APO and to share them with their NPOs within one month after attending the project. The participants are also required to submit postproject follow-up reports six months after project completion to document the achievement of outcome(s) of the project. NPOs will monitor the follow-up actions and report submission by participants.

The Guidelines for Project Preparatory Work and Postproject Activity will be provided in the project circular.

##### 5-1. Repeat Participants (who attended previous APO projects and are applying for another)

- In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.
- Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

##### 5-2. All Participants

- In the Candidate's Biodata form, candidates are required to list their expectations from the project and planned postproject actions/activities. This is a tentative list, which participants are free to



- revise or replace after attending the project (as in item b below).
- b. All participants are required to develop and submit final follow-up action plans within 10 working days of project completion, in the format to be provided by the APO Secretariat later.
  - c. All participants are required to submit reports on the follow-up actions taken within six months of project completion.
  - d. The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

## 6. Financial Arrangements

### 6-1. Airfare

The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Nadi, Fiji.

Participants should 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 and is also available on the APO website and from APO Liaison Officers in member countries.

### 6-2. Insurance Coverage

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 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. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

### 6-3. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph on Airfare for conditions)	No	No	Yes
Participating Country Expenses (PCEs) (refer to paragraph on Participating Country Expenses (PCEs))	NA	NA	NA
Hotel accommodation at the Venue	No	Yes	No
Per diem allowance at the Venue	No	Yes	No
Transportation costs to and from hotel and airport at the Venue	No	Yes	No
Insurance coverage in the host country (refer to paragraph on Insurance Coverage)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as	Yes	No	No

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance			
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No
Notes (special conditions)			

## 7. 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 Qualifications of Candidates 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 selection committee 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](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 department in charge of this project.
- 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, 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 project.
- l. NPOs should inform participants that they must attend the entire program of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no-show of a participant.

#### **8. 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.

#### **9. Project Preparation**

The participants are required to prepare a short 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 provided later.

#### **10. Postproject Actions**

All participants are required to prepare action plans and share the plans with their NPOs. The APO also requests participants to submit progress report six months after completion of the project. In addition, participants taking part in Workshop must also submit a report summarizing a workshop project that they conducted following the action plans to the APO and NPOs within six months after project completion. (Attachment 1. POSTPROJECT ACTIVITY GUIDELINES)

#### **11. Evaluation of Participants**

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

#### **12. 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)).

### **13. Dress Code**

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.

A handwritten signature in black ink, appearing to be 'Dr. Santhi Kanoktanaporn', written in a cursive style.

Dr. Santhi Kanoktanaporn  
Secretary-General

## **POSTPROJECT ACTIVITY GUIDELINES**

The follow-up actions by participants after project attendance determine the extent of multiplier effects (outcomes) of APO projects in member countries. The APO has therefore established an interdepartmental Participant Selection Committee to ensure selection of the most appropriate candidates. A key consideration is whether individuals are in a position, have the ability, and are willing to undertake follow-up actions after project attendance.

Each participant is required to undertake follow-up actions after attending an APO project based on his/her learning from it and report on those activities to the NPO of his/her country and the APO Secretariat, following the guidelines below:

### **Examples of Follow-up Activities**

The examples below are suggestions and are not meant to limit participants' choices of follow-up actions:

- a. An official report on project attendance to participants' organizations, or NPOs, or both;
- b. Newspaper/magazine articles based on learning from the project;
- c. Application of knowledge, skills, techniques, or technologies for improving job performance and/or organizational capacity;
- d. Delivering a presentation or lecture on the project topic;
- e. Conducting a workshop/seminar/conference/forum on the project topic;
- f. Improving training/teaching/extension materials related to the project topic; and
- g. Sharing project findings with colleagues, professional groups, or others.