



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

4 November 2016

1. **Project Code** 16-RP-33-GE-CON-A
2. **Title** APO Alumni Forum on Innovations and Best Practices in Productivity Promotion
3. **Timing and Duration** 14–17 March 2017 (four days)
4. **Venue** Tokyo, Japan
5. **Implementing Organization**
APO Secretariat
Address: 1-24-1 Hongo, Bunkyo-ku
Tokyo 113-0033, Japan
Phone: 81-3-3830-0415
Fax: 81-3-5840-5324
e-mail: rp@apo-tokyo.org
Website: www.apo-tokyo.org
6. **Number of Overseas Participants** Up to 36 qualified participants
7. **Number of Local Participants** Up to 12 qualified participants
8. **Closing Date for Nominations** 10 February 2017
9. **Objectives**
 - a. To provide a venue for sharing success stories among APO alumni on the applications of the knowledge and skills they acquired from APO projects;
 - b. To develop an action plan for the establishment of national and regional networks of APO alumni for knowledge and best practice sharing; and
 - c. To provide a refresher for APO alumni on recent developments in and approaches to innovation and productivity promotion.

10. Background

During the past 55 years, the APO has organized numerous workshops, training courses, and other related capacity-building projects that benefited many participants and their organizations. However, there has been no conscious, sustained effort on the part of the APO

and NPOs to monitor the extent to which participants have undertaken follow-up actions and the outcomes of such actions. The success stories of those participants and/or their organizations could provide learning opportunities for other participants and organizations as well as other countries. APO alumni are also a potential pool of resource persons for APO and NPO projects. Alumni could also offer their organizations or projects of their organizations for site or company visits. Through this forum, links among participants, NPOs, and the APO could be reestablished for mutual benefit. In this forum, alumni will also be provided the opportunity to be updated on the APO Roadmap to Achieve Vision 2020 and on very current topics such as Industry 4.0, otherwise known as the Fourth Industrial Revolution. This project is being implemented in response to Governing Body directives to tap expertise in member countries for APO projects and is in line with one of the strategies under the APO roadmap to harness alumni resources in the productivity movement.

11. Scope and Methodology

Scope

- a. Innovation, productivity, and competitiveness enhancement;
- b. Industry 4.0/Fourth Industrial Revolution;
- c. The Internet of Things and its impact on industries and lifestyles;
- d. The APO Roadmap to Achieve Vision 2020 and productivity and competitiveness enhancement programs;
- e. Best practices of NPOs with organized APO alumni;
- f. Selected success stories of APO alumni; and
- g. National follow-up activities of APO alumni.

Methodology

The forum will include resource person presentations, country presentations, group workshops, and site visits.

The tentative program of the forum is given below:

Date/Time	Activity
Mon., 13 March 2017	Arrival of participants in Japan
Tues., 14 March 2017	Opening session Presentation and discussions
Wed., 15 March 2017	Presentation and discussions
Thurs., 16 March 2017	Site visits
Fri., 17 March 2017	Panel discussions Summing up and closing
Sat., 18 March 2017	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	NPO officers handling APO alumni affairs and APO alumni (officials of government and NGOs, industry leaders, academics) who attended multicountry projects more than three years ago (before 2014).
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 not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit 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. All participants should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against:

Accidental death and dismemberment for up to JPY4,000,000;
 Medical expenses for accident (including hospitalization) for up to JPY4,000,000; and
 Medical expenses for illness (including hospitalization) for up to JPY4,000,000.

The insurance coverage should be valid for the entire duration of the project. The APO will secure this insurance on behalf of the participants from the day before project commencement until the day after its completion. Each participant is requested to pay the premium, which will be deducted from the per diem allowances provided. The APO will not be responsible for any eventuality arising from accident or illness.

- b. Any expenses incurred for stopovers on the way to and from the participants' place of work and Tokyo; or for extra stay at the venue before and/or after the official forum period due to early arrival, late departure, or any other reason.
- c. Any expenses related to visa fees and airport taxes.

To be borne by the APO

- a. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Tokyo, Japan. 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.

- b. The cost of hotel accommodations (including tax and service charges) and per diem allowance for all overseas participants for up to five days in Japan.
- c. The cost of domestic round-trip transportation from Tokyo to the venues of the site visits.
- d. All assignment costs of overseas as well as local resource persons to conduct the program.
- e. Other local expenses related to the forum in Japan.

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 Research and Planning Department, APO Secretariat (e-mail: rp@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 official project because he/she is visiting the host country for the specific purpose of attending this APO forum.
- l. NPOs should inform participants that they must attend all four 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. 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).



Santhi Kanoktanaporn
Secretary-General