



## PROJECT NOTIFICATION

Ref. No.: 22-SN-01-GE-OSM-C-PN2200023-001

<b>Date of Issue</b>	01 March 2022
<b>Project Code</b>	22-SN-01-GE-OSM-C
<b>Title</b>	Individual-country Observational Study Missions
<b>Timing and Duration</b>	March–December 2022 (10 months)
<b>Hosting Country(ies)</b>	All Member Countries
<b>Modality</b>	Virtual or face-to-face
<b>Implementing Organization(s)</b>	National Productivity Organizations and APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	Up to 15 for a virtual activity or six for a face-to-face activity
<b>Local Participants</b>	Not Applicable
<b>Qualifications of Participants</b>	Not Applicable
<b>Nomination of Participants</b>	Not Applicable
<b>Closing Date for Applications</b>	Open to requests by member countries all year long. The APO Secretariat will require a lead time of two months for arrangements for an activity.

## **1. Objectives**

- a. Provide a platform for shared, collaborative learning among member countries in areas relevant to the needs of the sending country by tapping the unique strengths of the hosting country.
- b. Address the critical needs of member countries in undertaking nationwide initiatives or implementing productivity enhancement strategies and policies through hands-on learning and exchanges of best practices.
- c. Develop productivity networks among member countries through follow-up activities and long-term collaboration.

## **2. Background**

The diverse, unique strengths of each APO member country offer the potential for collaboration for mutual and collective benefit. The Individual-country Observational Study Mission (IOSM) Program provides opportunities for member countries to tap each other's strengths to inspire and guide the development of strategies, policies, and action plans for new initiatives and/or evolving ideas that are critical for development.

The IOSM Program facilitates senior government officials and policymakers of a member country to receive exposure to and engage in in-depth discussions on topics under their portfolios. The IOSM Program may also support delegations from the private sector comprising leaders of leading businesses, labor unions, and chambers of commerce and industry. This group may examine and learn about the frameworks of effective, successful private-sector strategies and policies being implemented in other countries. The program allows learning of best practices through dialogues, presentations, and site visits, enabling the sending country to understand the key success factors in implementing new, nationwide initiatives effectively. The program also encourages delegations comprising leaders of SMEs, women entrepreneurs, and those working with people with different abilities.

The combination of the above approach and arrangements is expected to help address productivity issues at national, enterprise, and community levels through practical learning. IOSM covers a broad range of topics to cater to the diverse needs of APO member countries. IOSM projects in the member countries may be offered proactively by the APO Secretariat through centralized coordination and arrangements between sending and hosting countries.

## **3. Scope**

- a. Topics required by the sending country based on national development needs. Where applicable, priority will be given to missions related to the APO Vision 2025, including the centrality of productivity, sustained productivity growth, robust innovation ecosystems, inclusive engagement, and shared prosperity.
- b. Emerging productivity-related trends and issues in the industry, service, agriculture, and public sectors as well as other relevant sectors enabling member countries to be more productive and competitive.

## **4. Modality**

- a. IOSM will be conducted through virtual or face-to-face modality.
- b. The schedule and realization of the face-to-face activity will depend on the situation of the pandemic and the applicable travel restrictions as advised by the hosting country.
- c. The duration of each modality is approximately up to five working days.

## **5. Financial Arrangements**

### **To be met by the APO**

#### **Virtual**

- a. Honorarium for up to two local resource persons.
- b. Translation/interpretation costs, if required.
- c. Up to USD2,000.00 for videorecording of the virtual site-visit/presentation session(s), if required.

#### **Face-to-face**

- a. Honorarium for up to two local resource persons.
- b. Translation/interpretation costs, if required.
- c. Round-trip discounted economy-class international airfare by the most direct route between the international airport nearest to the place of work and venue(s). If a selected participant holds the rank of minister/vice minister or APO Director/Alternate Director/NPO Head, the APO will provide discounted business-class airfare with all related taxes. All participants should take the same flight. Participants are expected to travel only to the member country approved by the APO. Participants are not allowed to travel to destinations not covered in the approved project including stays at stopover sites even if it does not entail additional cost to the APO. In the case of downgrading from business-class to economy-class tickets for any reason, the APO will not cover any compensation or extra payment.
- d. Per diem allowances for up to six days and standard single-room hotel accommodations for up to six nights for participants in IOSM projects involving five working days.
- e. Transportation expenses between the airport and hotel and for site visits in the hosting country.

### **To be met by the sending country (face-to-face activities only)**

- a. Overseas travel insurance covering the country to be visited for the entire duration of the project and travel should be met by participants or sending country. It is necessary to secure a minimum of USD10,000.00 in comprehensive travel insurance coverage. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- b. In case of a cancellation by the sending country after the issuance of the Letters of Acceptance to the participants, the sending country should meet all the costs associated with the cancellation.
- c. Additional per diem allowances and hotel accommodation due to early arrival and late departure, if applicable.
- d. Participating Country Expenses (PCEs): PCEs will apply for IOSM participants from large, profit-making organizations (non-SMEs). The applicable rate is USD150.00/participant for the virtual modality and USD200.00/participant for the face-to-face modality.
- e. Any other expenses not met by the APO and hosting country.

### **To be met by the hosting country**

#### **Virtual**

All local implementation costs not covered by the APO.

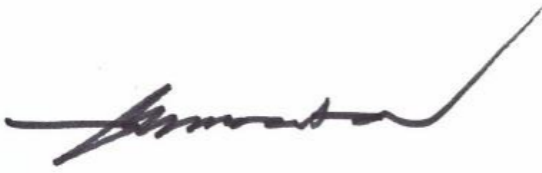
#### **Face-to-face**

- a. In case of a cancellation by the hosting country after the issuance of the Letters of Acceptance to participants, the hosting country should meet all the costs associated with the cancellation.

b. All other local implementation costs not covered by the APO.

## 6. Implementation Procedures

Please refer to the implementation procedures for the APO in-country programs circulated with this document.

A handwritten signature in black ink, appearing to read 'Mochtan', with a long, sweeping flourish extending upwards and to the right.

Dr. AKP Mochtan  
Secretary-General