



## PROJECT NOTIFICATION

Ref. No.: 22-SN-05-GE-CBD-C-PN2200044-001

<b>Date of Issue</b>	27 April 2022
<b>Project Code</b>	22-SN-05-GE-CBD-C
<b>Title</b>	Certification Body Development Program
<b>Timing and Duration</b>	May–December 2022 (eight months)
<b>Hosting Country(ies)</b>	Not Applicable
<b>Modality</b>	Virtual and face-to-face
<b>Implementing Organization(s)</b>	APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	Not Applicable
<b>Local Participants</b>	Not Applicable
<b>Qualification of Participants</b>	Not Applicable
<b>Nomination of Participants</b>	Not Applicable
<b>Closing Date for Applications</b>	Applications will be accepted throughout the year. The APO Secretariat will require a lead time of two months for arrangements for an activity.

## **1. Objectives**

- a. Provide consultancy and training for becoming APO certification bodies (CBs) to National Productivity Organizations (NPOs) or their affiliated organizations.
- b. Strengthen the management system, operational structure, and certification scheme of applicant organizations to comply with the requirements for becoming APO CBs.
- c. Expand the role of NPOs in certifying productivity specialists in APO members.

## **2. Background**

The Certification Body Development (CBD) Program was initiated in 2019 with the objective of expanding the role of NPOs by developing them to become APO-accredited CBs and enable them to operate productivity specialists' certification schemes. The program focuses on raising the level of NPOs and their affiliated organizations to produce proficient, reputable APO-certified productivity professionals in their countries and the region. Accredited certification holds higher significance for stakeholders and clients since its qualifications and credentials are aligned with international standards.

APO standards and guidance for the certification of organizations also empower NPOs by making them competitive with other CBs. This is derived particularly from the unique area of certification services provided, i.e., productivity specialists, which is unavailable elsewhere. The CBD Program guides NPOs in complying with the requirements and standards of practice set by the APO Accreditation Body (APO-AB) through consultancy and training by experienced resource persons on the scope of accreditation, certification process, competency of staff, and management structure.

These activities are geared to prepare NPOs to meet the prescribed requirements, readying them for final assessment and confirmation as CBs by the APO-AB. The APO-AB conducts audits and issues accreditation certificates to CBs after ensuring their readiness to operate certification schemes.

The CBD Program has accredited two NPOs as CBs to date, and other NPOs or their affiliated organizations are in various stages of development to become CBs. This program is continuing to enable more NPOs or their affiliated organizations to participate during 2022. Interested NPOs are invited to submit applications by using the attached application form.

## **3. Modality of Implementation**

CBD activities will be conducted through the face-to-face and/or virtual modality, depending on the situation of the pandemic and travel restrictions that may be in effect at the time of implementation.

## **4. Scope and Methodology**

### **Scope**

The scope of consultancy and training services is based on the following standards:

- a. APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme.
- b. APO-PS 101:2019 Requirements for Productivity Specialists or APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists.

### **Methodology**

- a. Consultancy sessions to guide applicant organizations in complying with APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme and APO-PS 101:2019 Requirements for Productivity Specialists or APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists.
- b. Training sessions to enhance awareness of the CB management system and develop internal auditors, assessors, and examiners for the certification scheme.

- c. Assessment to confirm that CBs comply with the requirements set by the APO-AB.

## **5. Implementation Procedures**

The implementation of CBD activities comprises three phases as described below.

### **Phase 1: Application Review**

- a. Reviewing the application by the APO Secretariat and consulting with NPOs/applicant organizations on the feasibility of the project. This process may take around two months.
- b. Issuing a Project Implementation Plan (PIP) after the initial application is approved.
- c. Assigning a resource person(s) in consultation with NPOs/applicant organizations.

### **Phase 2: Implementation**

- a. Conducting assessment and gap analysis against the APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme and APO-PS 101:2019 Requirements for Productivity Specialists or APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists.
- b. Providing training and consultancy on APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme and APO-PS 101:2019 Requirements for Productivity Specialists or APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists.
- c. Guiding NPOs in operating the APO-PS 101:2019 Requirements for Productivity Specialists or APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists through training and consultancy sessions.
- d. Receiving progress reports from the assigned resource person(s) containing recommendations for accreditation for consideration by the APO-AB.

### **Phase 3: Assessment by the APO-AB**

- a. Reviewing documentation/adequacy review, during which the assessors review documentation to ensure conformity with APO-AB requirements.
- b. Assessing compliance of the applicant CB by conducting virtual or face-to-face interviews, reviewing documentation, and observing the conformity assessment activities carried out by the applicant CB.

## **6. Financial Arrangements**

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

- a. Expenses for the resource person(s) assigned to conduct consultancy, training, and assessment.
- b. Partial local implementation costs for organizing meetings/training/workshops during the CBD project of up to USD5,000.00. The budget details will be explained in the PIP.

### **To be met by NPOs or applicant organizations**

- a. Expenses for coordinating, implementing, and documenting during the CBD project.
- b. Partial local implementation costs for organizing meetings/training/workshops during the CBD project.

## **7. Actions by Participating NPOs**

- a. Submit the application form in Attachment.

- b. Assign a certification team to work with the APO-assigned resource person(s). The team is responsible for coordinating the entire project and serving as the focal point between the APO Secretariat and resource person(s).

**8. Actions by the APO Secretariat**

- a. Review the application and consult with NPOs in preparing PIPs.
- b. Assign the resource person(s) to conduct training and consultancy in phase 2.
- c. Assign the resource person(s) to conduct assessment in phase 3.
- d. Coordinate and carry out consultation with NPOs involved and resource person(s).
- e. Monitor overall project implementation.
- f. Provide administrative and financial support.



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