



PROJECT NOTIFICATION

Ref. No.: 22-SN-08-GE-AWD-C-PN2100101-005

Date of Issue	18 April 2022
Project Code	22-SN-08-GE-AWD-C
Title	APO National Awards
Timing and Duration	April–December 2022 (nine months)
Hosting Country(ies)	APO Secretariat
Modality	Virtual and/or face-to-face
Implementing Organization(s)	All Member Countries
Participating Country(ies)	All Member Countries
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Qualifications of Participants	Not Applicable
Nomination of Participants	Not Applicable
Closing Date for Participation	1 August 2022

1. Objectives

- a. Develop the APO National Award framework comprising criteria for eligibility, assessment, and selection procedures.
- b. Conduct training for National Productivity Organization (NPO) staff assigned to manage the national awards.
- c. Provide technical assistance to support individual NPOs in their preparations for conferring the national awards.

2. Background

The APO Award Program was introduced in 1978 to recognize individuals with outstanding achievements and contributions in the area of productivity at national and regional levels. The awards, conferred every five years, also aimed to raise the visibility of the APO as the leading international organization promoting productivity. In conjunction with the 60th anniversary of the APO in 2021, the award procedures and conditions were revised to increase recognition within and outside member countries, as approved by the 63rd Session of the Governing Body held in June 2021.

The changes include conferring national awards annually and administration of the program by NPOs. The purpose of these changes is to emphasize the role of NPOs as the main bodies for productivity promotion and enhancement in member countries. Each NPO will directly manage the APO National Awards, taking the lead in announcing them, setting up selection panels, scheduling for shortlisting and selecting recipients, organizing conferment ceremonies, and promoting the events nationwide.

The APO Secretariat will continue to support the program. This includes developing a framework to provide a common guide relating to eligibility, assessment criteria, and selection procedures. All NPOs will be invited to attend a workshop to understand the framework once it is completed. Upon the request of participating NPOs, the APO Secretariat will also assign resource persons to train NPO staff in the framework, assist and guide individual NPOs in their preparations, and serve as an external judges/members of selection panels. Other support to be provided by the APO includes certificates, plaques, and monetary prizes for selected recipients and financial assistance to support the local implementation costs of NPOs. All NPOs planning to implement national awards in 2022 are requested to submit application proposals by 1 August 2022.

3. Modality of Implementation

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

Virtual

Activities will be organized virtually if the COVID-19 pandemic continues, including presentations by resource persons.

Face-to-face

Activities will be carried out in the face-to-face modality if the COVID-19 situation permits.

4. Scope and Methodology

Scope

Establishment of the APO National Award framework, training of NPO staff, and technical assistance for individual NPOs.

Methodology

Activities will include the following:

a. Development of the award framework:

An expert meeting(s) to develop assessment criteria and procedures for the APO National Awards to be managed by all NPOs will be organized.

b. Training:

Based on the framework developed, training of NPO staff in the criteria and procedures for the APO National Awards will be conducted.

c. Implementation:

Upon requests by NPOs, the APO Secretariat will assign international resource persons/technical experts to support their in-country preparations. The assigned experts can also serve as members of selection committees and panels of judges if required.

d. Certificates, plaques, monetary prizes, and financial support to NPOs:

Award recipients will receive certificates and plaques co-signed by the APO Secretary-General and APO Directors of the respective countries and monetary prizes of USD1,000.00 for each recipient. Each participating NPO will receive financial support of up to USD5,000.00 to cover preparations for and implementation of the APO National Award scheme including conferment ceremonies.

5. Financial Arrangements

To be met by the APO

- a. All costs for assigning resource persons to develop the APO National Award framework.
- b. All costs for assigning resource persons to develop the training program and conduct training of NPO staff.
- c. All costs for assigning resource persons to assist NPOs in their preparations and serve as members of selection committees and panels of judges.
- d. All costs for preparing and sending certificates and plaques for national award recipients to NPOs.
- e. A monetary prize of USD1,000.00 for each national award recipient.
- f. Support of up to USD5,000.00 to each NPO implementing national award activities to cover preparations for and conferment of the awards. The Secretariat will examine the appropriateness of the allocation and utilization of the funds after NPOs submit preliminary proposals. The funds will be disbursed upon receipt of all standard third-party invoices with supporting vouchers from NPOs.

To be met by the host NPOs

All other local implementation costs not covered by the APO.

6. Actions by NPOs

- a. Confirm participation in the APO National Award Program for 2022 by or before 1 August 2022.
- b. Assign a team to manage the award program and serve as the focal contact between the APO Secretariat and NPO.
- c. Nominate NPO staff to participate in the training programs relating to the framework after its completion and after notification by the APO Secretariat.

7. Actions by the APO Secretariat

- a. Form a group of experts to develop the framework.
- b. Assign resource persons to conduct training and provide technical assistance to NPOs.
- c. Coordinate and carry out consultation between resource persons and NPOs.
- d. Monitor overall project implementation.
- e. Provide administrative and financial support.

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