



## PROJECT NOTIFICATION

Ref. No.: 22-RC-15-GE-CBD-A-PN2200059-002

<b>Date of Issue</b>	08 June 2022
<b>Project Code</b>	22-RC-15-GE-CBD-A
<b>Title</b>	Management of the APO Accreditation and Certification Program
<b>Timing and Duration</b>	June–December 2022 (seven months)
<b>Hosting Country(ies)</b>	APO Secretariat
<b>Modality</b>	Virtual and/or 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>Qualifications of Participants</b>	Not Applicable
<b>Nomination of Participants</b>	Not Applicable
<b>Closing Date for Nominations</b>	Not Applicable

## 1. Objectives

- a. Support certification bodies (CBs) to meet the standards set by the APO Accreditation Body (APO-AB).
- b. Harmonize the APO certification standards by facilitating a mutual recognition agreement (MRA) among APO members.
- c. Provide technical assistance to CBs' promotion campaigns in their countries.
- d. Extend cooperation with international and regional accreditation bodies to leverage their experience and services.

## 2. Background

In 2021, the APO-AB achieved accreditation of two pioneer CBs. Six other NPOs are now in various developmental stages and will join the APO-accredited CB group after completion of their projects and demonstrating compliance with the APO-AB standards. The growing number of CBs requires the APO-AB to update the accreditation management system covering the accreditation requirements, procedures, certification schemes, and technical expertise.

This program will maintain the standards of the APO Accreditation and Certification Program; develop an assessment group (AG) to assist the APO-AB in assessing CBs for initial certification, continuation, and recertification; and review the APO certification of persons (CoP) schemes to align with current needs and expectations of APO members as well as with feedback from CBs. The APO-AB will also facilitate an MRA among APO members to widen acceptance of certified persons among other members, explore cooperation with similar international and regional accreditation bodies to learn from their experience, and assist accredited CBs in conducting awareness campaigns on productivity certification schemes in their countries.

These multifaceted activities by the APO-AB aim at enabling APO-accredited CBs to be continuously updated with the latest standards and procedures, gain wider recognition in their countries, and be comparable with other international CBs.

## 3. Modality of Implementation

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

### Virtual

APO-AB activities will be conducted virtually as long as the COVID-19 pandemic continues to prevail.

### Face-to-face

APO-AB activities will be carried out in face-to-face modality when COVID-19 restrictions are no longer imposed.

## 4. Scope and Methodology

### Scope

#### 4.1 Development of a CB AG

The CB AG will be established to assist the APO-AB in assessing CBs in their initial certification, continuation, and recertification processes. It will build up a pool of impartial assessors to evaluate the accreditation of CBs and carry out assessments of CBs as required.

#### 4.2 Review of APO CoP

Technical Working Groups (TWGs) will be established to revisit the APO CoP schemes on APO-PS 101:2019 Requirements for Productivity Specialists and APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists to ensure that the contents remain relevant to the latest trends and needs while considering feedback received from CBs and NPOs involved in CB

development.

#### **4.3 Establishment of an MRA**

A TWG will be formed to draft an MRA, its framework, aim, and objectives to raise the image of APO-accredited CBs and acceptance of their certified persons among other members. The APO Secretariat will prepare a Project Implementation Plan (PIP) for the activity with detailed descriptions, methodology, and financial arrangements.

#### **4.4 Support for APO-accredited CBs**

For strengthening APO-accredited CBs and their certification services offered, CBs will be provided technical assistance to organize awareness campaigns on the productivity certification schemes in their countries.

#### **4.5 Support for Certification Course Participants**

The APO will assign resource persons to mentor participants who attended the Development of Productivity Specialists and Training Course on Green Productivity Specialists in 2022, the prerequisite courses for certification under APO-PS 101:2019 Requirements for Productivity Specialists and APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists. This mentoring process will assist them in completing the project reports for submission to CBs in accordance with the certification process.

### **Methodology**

- a. For activity 4.1, AG members will be selected based on their knowledge, experience, and professional contributions related to accreditation services based on the APO-AB or international standards and experience as assessors for national accreditation bodies.
- b. For activity 4.2, the APO Secretariat will organize virtual or face-to-face meetings of the TWG for reviewing CoP schemes on APO-PS 101:2019 Requirements for Productivity Specialists and APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists and disseminate the final documents to APO members.
- c. For activity 4.3, the APO Secretariat will organize a virtual or face-to-face meeting and disseminate the final MRA document to APO members.
- d. For activity 4.4, the APO Secretariat will assign resource persons to assist CBs in conducting awareness programs to promote certification.
- e. For activity 4.5, the APO Secretariat will assign resource persons to mentor participants in completing their project plans.

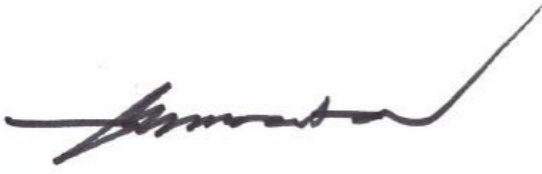
### **5. Financial Arrangements**

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

- a. All assignment costs of AG members.
- b. All assignment costs of resource persons serving as TWG members for reviewing CoP schemes on APO-PS 101:2019 Requirements for Productivity Specialists and APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists.
- c. All assignment costs of resource persons serving as TWG members for developing the MRA.
- d. All assignment costs of resource persons to assist CBs in conducting awareness programs to promote certification.
- e. All assignment costs of resource persons for providing guidance and mentoring for participants in the Development of Productivity Specialists and Training Course on Green Productivity Specialists.

**To be met by participating members**

Part of local implementation costs, where required.

A handwritten signature in black ink, appearing to read 'Mochtan', with a long horizontal stroke and a sharp upward curve at the end.

Dr. AKP Mochtan  
Secretary-General