



PROJECT NOTIFICATION

Ref. No.: 22-RC-01-GE-CBD-A-PN2200104-004

Date of Issue	22 November 2022
Project Code	22-RC-01-GE-CBD-A
Title	APO Accreditation Body Council
Timing and Duration	15–16 March 2023 (two days)
Venue and Hosting Country(ies)	Ulaanbaatar, Mongolia
Modality	Face-to-face
Implementing Organization(s)	Mongolian Productivity Organization
Participating Country(ies)	All member countries
Overseas Participants	Not applicable
Local Participants	Not applicable
Qualifications of Council Members	Please refer to item 3
Nomination of Council Members	All nominations of council members should be submitted by National Productivity Organizations
Closing Date for Nominations	20 January 2023

Note: The timing and duration shown are for the 5th APO Accreditation Body (APO-AB) Council meeting. The appointment of the APO-AB Council is for 2023-2025.

1. Objectives

- a. Ensure that APO accreditation and certification programs are effectively implemented and adhere to the requirements of international standards.
- b. Discuss the rules and procedures of the APO Accreditation Body (APO-AB) and requirements for certification bodies (CBs).
- c. Review the progress of NPOs that have been accredited, constraints and challenges faced, and impacts following accreditation as CBs.
- d. Propose strategic action plans to ensure that the Accreditation Program is promoted and recognized among all APO members.

2. Background

The APO established the AB in 2018 as an impartial entity within the Secretariat, and an Accreditation and Certification Program was identified as an activity to raise the APO's visibility as a leading productivity organization. Recognizing the competency and credibility of NPOs or their affiliates as APO-accredited CBs will build APO brand awareness, cultivate and expand a community of experts, and strengthen APO leadership in the area of productivity.

The APO-AB Council was set up by the Secretariat in 2019 to ensure the APO-AB's alignment with international requirements for ABs. The APO-AB Council is composed of representatives of NPOs, government officials, national CBs, industry organizations, and the APO Secretary-General as the ex-officio head. The AB Council serves as the highest authority to review progress, provide recommendations on improving management, and set future directions of the APO-AB. The AB Council convenes an annual meeting to discuss the progress of the APO-AB, development and accreditation status of CBs, and other matters related to the Accreditation Program.

The terms of current APO-AB Council members who served from 2019 to 2022 have expired, and the Secretariat invites member countries to submit nominations for their replacements. Upon receiving nominations, the Secretariat will make selections for final approval by the Governing Body. The composition of the APO-AB Council for 2023–25 is outlined in item 3.

Upon confirmation by the Governing Body, new members will be invited to attend the annual APO-AB Council meeting. Since 2019, this annual meeting has been held to review efforts to enhance the capabilities of NPOs and their current development progress as CBs, standard procedures of the APO-AB, accreditation status of CBs, and future directions of the APO Accreditation Program. The 5th annual meeting is scheduled to be held 15–16 March 2023 in Mongolia.

3. Council Members

In addition to the APO Secretary-General, the APO-AB Council is composed of the following, with one person appointed under each category:

- a. Heads of NPOs;
- b. Representatives of ministries/government agencies in member countries;
- c. Representatives of academia;
- d. Representatives of industry or industry associations;
- e. Officers of professional CBs/associations; and
- f. Productivity practitioners/specialists.

4. Scope and Methodology

During the 5th annual meeting, APO-AB Council members will discuss the following topics:

Day 1:

- APO-AB progress report
- Updates on the CB development project
- Proposed review of APO Rules and Procedures of the APO-AB

- Requirements of APO CBs
- Updates from the APO-AB Secretariat

Day 2:

- Issues for consideration
- Establishing a mutual recognition agreement
- Development of a CB assessor group
- Other matters related to the Accreditation and Certification Program

5. Financial Arrangements

5.1 To be met by the APO

- a. All assignment costs of AB Council members, including round-trip discounted business-class international airfare by the most direct route between the international airport nearest to the council members' place of work and project venue, hotel accommodations, and per diem allowances for up to three days at the predetermined rates in Mongolia.
- b. All assignment costs of the international resource person(s).
- c. Expenses for the meeting venue package including meals.

5.2 To be met by APO-AB Council members

Travel insurance with a minimum coverage value of USD10,000.00 to cover accident, illness, hospitalization, death, and specific expenses related to COVID-19 such as medical treatment, extension of stay due to quarantine, and flight rescheduling/cancellation, if applicable. Council members are required to submit copies of insurance certificates to the APO Secretariat prior to departure. Other expenses to be met by participating APO-AB Council Members include:

- a. All expenses related to PCR testing and visa fees.
- b. Any expenses incurred for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period because of early arrival or late departure, for example, due to either limited available flights or any other reason.
- c. Any cancellation charges for airfare and hotel accommodations arising from withdrawals after letters of invitation have been issued by the APO.

5.3 To be met by the implementing organization

- a. Transportation expenses of APO-AB Council members and the international resource person(s) between the airport and hotel designated for the meeting in Mongolia.
- b. All other local implementation costs.



Dr. Indra Pradana Singawinata
Secretary-General