



## PROJECT IMPLEMENTATION PLAN

Ref. No.: 22-SN-05-GE-CBD-C-SL01-PP2200013-002

<b>Date of Issue</b>	16 November 2022
<b>Project Code</b>	22-SN-05-GE-CBD-C-SL01
<b>Title</b>	Development of the National Productivity Secretariat, Sri Lanka, as an APO Certification Body
<b>Timing and Duration</b>	December 2022–May 2023 (six months)
<b>Hosting Country(ies)</b>	Sri Lanka
<b>Modality</b>	Virtual and face-to-face
<b>Implementing Organization(s)</b>	National Productivity Secretariat, Sri Lanka, and APO Secretariat
<b>Participating Country(ies)</b>	Sri Lanka
<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. Assist the National Productivity Secretariat (NPS), Sri Lanka, to fulfill requirements as a certification body (CB) under the APO certification scheme.
- b. Provide training and consultancy services to the NPS to establish the structure, documentation, and procedures required as a CB.

## **2. Background**

The NPS has been assigned the mandate for productivity improvement in the country through a national productivity movement integrating all sectors. With this objective, various programs have been implemented by the NPS to promote productivity concepts, tools, and techniques throughout the country. Moreover, a National Productivity Competition and award ceremony have been held annually to promote productivity and competitiveness.

There is a huge demand for productivity promotion programs in the country. More qualified productivity practitioners who can act as consultants, trainers, and promoters to serve clients and stakeholders are therefore required. At present, there is no body overseeing productivity-related certification schemes in Sri Lanka. Therefore, the NPS aspires to become an APO-accredited CB for the APO Productivity Specialists' Certification Scheme to develop an external pool of certified productivity specialists.

This project will assist the NPS in fulfilling the requirements to become an APO-accredited CB by establishing a certification management system, rules, procedures, and processes. It will guide and prepare the NPS to comply with the APO requirements for acting as a CB of productivity specialists.

## **3. Scope and Methodology**

### **Scope**

- a. APO-AB 1003 General Requirements for Certification Bodies: Certification of Persons Scheme.
- b. APO-PS 101 Requirements for Productivity Specialists.

### **Methodology**

The development process will comprise the following four phases.

#### **Phase 1**

The first phase will focus on developing the capacity of the NPS to operate as an APO CB. The designated APO resource persons will conduct the following:

- One-day assessment of the capability of the NPS to provide individual certification and recommend a structure to operate the APO certification scheme.
- One-day awareness training on APO-AB 1003 General Requirements for Certification Bodies: Certification of Persons Scheme.
- One-day awareness training on the APO-PS 101 Requirements for Productivity Specialists.
- Two-day consultancy on preparing the documentation required for the NPS to operate as an APO CB.

After completing these training and consultancy sessions in phase 1, the NPS will be required to conduct a pilot project to certify the first batch of productivity specialists in compliance with the APO-PS 101 Requirements for Productivity Specialists. A minimum of five persons will undergo the process and obtain certification under this pilot project.

#### **Phase 2**

The second phase of the project will focus on enhancing the capability of the NPS to implement the APO certification scheme. In this phase, APO resource persons will provide five-day consultancy sessions to the NPS, with the focus on conducting an assessment of candidates applying for certification under the APO-PS 101 Requirements for Productivity Specialists.

### **Phase 3**

The third phase will strengthen the management system of the NPS in operating APO certification schemes. APO resource persons will conduct the following training and consultancy services:

- Two-day internal audit training on the certification process and documentation.
- Two-day consultancy on accreditation assessment preparation.

### **Phase 4**

In the fourth and final phase, an APO Accreditation Body (APO-AB) Assessment Team will conduct a two-day evaluation to determine whether the NPS fulfills all the requirements for an APO CB, including documentation of the quality system, examination records, and certification process.

If there are nonconformities, and the Assessment Team recommends corrective actions, the APO Secretariat will assign resource persons for an additional three-day consultancy service to guide the NPS in resolving the nonconformities.

If the Assessment Team finds that all requirements are fulfilled, the NPS will be ready to be accredited as an APO CB.

A ceremony recognizing the NPS as APO-accredited CB will be organized on the completion of the project to promote the program nationwide.

## **4. Roles and Responsibilities**

### **NPS**

The NPS will assign a certification secretariat, committee, or team to work with the APO-assigned resource persons. The secretariat, committee, or team will be responsible for coordinating the entire project and serving as the focal point between the APO Secretariat and resource persons.

### **APO Secretariat**

The APO Secretariat will assign the resource persons to develop the program plan in close consultation with the NPS.

### **Resource Persons**

The resource persons will provide consultancy and training in the areas specified in phases 1, 2, 3, and 4.

## **5. Financial Arrangements**

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

- a. All costs and expenses related to the resource persons assigned to conduct consultancy and training for the NPS.
- b. Partial local implementation costs for organizing meetings/training/workshops during project implementation covering the meeting package including meeting room with training facilities and requisite stationery, material, and documentation, where applicable. Meals and translation/interpretation fees will not be included in the meeting package.
- c. The APO will meet a maximum of USD5,000.00 for the above costs in item b. The NPS will settle the entire account by providing all necessary bills and receipts issued by third parties to the APO after the completion of the entire project. The final applicable payment will be based on the actual expenditure and the completion of the CB development project.
- d. In the case of project withdrawal before completion, the APO will not be responsible for any reimbursement under item b.

## 5.2 To be met by the NPS

- a. Expenses for coordination, implementation, and documentation during the CB development project.
- b. Partial local implementation costs for organizing meetings/training/workshops during the CB development project.



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