



## PROJECT NOTIFICATION

Ref. No.: 23-IN-09-GE-LOM-PN2200106-003

<b>Date of Issue</b>	01 December 2022
<b>Project Code</b>	23-IN-09-GE-LOM
<b>Title</b>	APO Liaison Officers' Meeting
<b>Timing and Duration</b>	14–16 February 2023 (three days)
<b>Venue and Hosting Country(ies)</b>	Tokyo, Japan
<b>Modality</b>	Face-to-face
<b>Implementing Organization(s)</b>	APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	19
<b>Local Participants</b>	1
<b>Qualifications of Participants</b>	APO Liaison Officers
<b>Nomination of Participants</b>	All nominations must be submitted through National Productivity Organizations of member countries
<b>Closing Date for Nominations</b>	20 December 2022

## 1. Objectives

- a. Discuss ways to ensure smooth implementation of programs and projects for 2023.
- b. Deliberate on strengthening APO alumni networks and share recent initiatives of NPOs including follow-up efforts after program and project implementation.
- c. Share initiatives of the Secretariat including the new ERP system and APO digital programs.
- d. Strengthen networking among Liaison Officers (LOs).

## 2. Background

APO LOs play crucial roles in coordinating APO programs and projects which may later determine the quality of deliverables as well as the achievement of objectives. LOs handle all correspondence on nominations of project participants and experts on behalf of the government and arrange for project implementation. With pandemic-related travel restrictions gradually loosening, making possible the resumption of face-to-face (F2F) APO projects, an F2F LO Meeting (LOM) to reinvigorate the link between NPOs and the Secretariat in 2023 will be beneficial.

The LOM was a biannual event pre-COVID-19. The last F2F LOM in 2019 in Tokyo primarily focused on recommendations that evolved through group exercises among participants and introduction of the ERP system with hands-on practice. This LOM will continue to address the capacity development of LOs as discussed at the 63rd Session of the Governing Body in June 2021. To follow up the endorsement of the 63rd WSM held in Bangkok in October 2022, this LOM will mainly discuss the F2F modality of projects in 2023 and give updates on procedures related to COVID-19 in each member country. In addition, the use of the improved ERP system for project management and preliminary project planning for 2024/2025 will be discussed.

Smooth, efficient coordination of and procedures for 2023 projects are among the intended objectives of the LOM. Exchanging information and initiatives for the improvement of project follow-up and monitoring are other goals.

## 3. Scope and Methodology

The meeting will include presentations by the Secretariat and APO LOs. The indicative topics of discussion and program schedule are given below.

Day 1:

- Program/project implementation post-COVID-19
- Group discussion on smooth implementation of 2023 projects

Day 2:

- Country paper presentations on strengthening APO alumni associations and promoting APO digital programs
- Group discussion on approaches to meet the diverse needs of APO members through in-country projects
- Visit to the Japan Productivity Center for discussion

Day 3:

- Demonstration of the APO ERP system
- Discussion on project planning 2024/2025
- Visit to the APO Secretariat

The detailed program and other relevant details will be provided one month prior to the program.

The participants are required to attend all sessions.

## 4. Financial Arrangements

### 4.1 To be met by the APO

- a. All assignment costs of overseas resource persons.
- b. Airfare:
  - Round-trip discounted economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and project venue.
  - Arrangements for air tickets for participants will be made by designated travel agents endorsed by NPOs.
- c. Accommodation and Per Diem Allowances:
  - Hotel accommodations and per diem allowances for participants for up to four days.
- d. Transport:
  - Transportation expenses of participants between the airport and hotel in Japan and for a field visit.

### 4.2 To be met by participants

- 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. Participants are required to submit copies of insurance certificates to the APO Secretariat prior to departure.
- All expenses related to PCR testing and visa fees.
- 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.
- Any cancellation charges for airfare and hotel accommodations arising from withdrawals after letters of acceptance have been issued by the APO.

## 5. Implementation Procedures

Please refer to the implementation procedures for APO multicountry projects circulated with this document.



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