



PROJECT NOTIFICATION

Reference No.: 242

Date of Issue	28 November 2023
Project Code	23-RC-06-GE-TRC-A
Title	Capacity Building of NPOs in New Digital Systems
Timing	16 January 2024–19 January 2024
Hosting Country(ies)	APO Secretariat
Venue City(ies)	Not Applicable
Modality	Online
Implementing Organization(s)	APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	40
Local Participants	Not Applicable
Closing Date	5 January 2024
Remarks	Not Applicable

Objectives	Develop understanding of NPO staff on the new digital systems developed by the APO Secretariat for expanding services to its members; build skills of NPO staff in using the new digital systems and functions; and demonstrate how the new digital systems will improve the operational efficiency of NPOs.
Rationale	The APO digital transformation journey continues with the development of a new platform of integrated functions for NPOs, project participants, and resource persons to maximize operational efficiency and minimize redundant work. Capacity building of NPOs for developing their understanding of roles and responsibilities in new system operation is therefore critical for efficient project management.
Background	<p>The APO Strategic Digital Capability (SDC) Plan 2021–25 strengthens the digital capability of the Secretariat to improve operations and services to members. The SDC Plan guides the digitization process of the Secretariat by integrating core functions through a common platform in line with the APO Vision 2025 strategic thrust of achieving operational and institutional excellence.</p> <p>In 2022, the Secretariat implemented the enterprise resource planning system SAP Business ByDesign (ByD) for integrated project management and finance and budget management functions (phase 1). The customer relationship management system Salesforce was implemented in 2023 for expansion to APO members and participants' and resource persons' information management (phase 2). Both are integrated to maximize operational efficiency. This training course will develop the capacity of NPOs to operate the participants' and resource persons' information management system.</p>
Topics	Overview of new digital systems; Roles of the APO and NPOs in using new digital systems for project management activities; NPO access and dashboards; Handling announcements of APO projects; Managing candidates' applications and nominations; Document sharing; Conducting online surveys; Disseminating certificates; Generating reports; Hands-on practice; and pilot testing of the new system.
Outcome	NPO staff are equipped with the skills, knowledge, and ability to operate the new digital systems, including participants' and resource persons' information management, and the new digital systems are pilot tested.
Qualifications	APO Liaison Officers, NPO senior officers, IT personnel, and staff involved in coordination with the APO Secretariat.

Please refer to the implementation procedures circulated with this document for further details.



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