

**IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECT ON
NEED ANALYSIS OF APO MEMBERS
(HYBRID MULTICOUNTRY)**

1. Methodology

- a. Submission of research proposals: The APO Secretariat will identify partner research institutions, invite research proposals, and form a research team. Interested research institutions should submit their proposals to the APO Secretariat by the deadline.
- b. Multistakeholder consultative meeting: To finalize the plan for the research, a meeting will be held virtually, tentatively in June–July 2025. The indicative agenda items are:
 - Research overview
 - Proposals for the study by research institutions
 - Discussion on implementation of the study
 - Finalization of the research plan.
- c. Joint study implementation: The research team will collect, process, and analyze data for the report. The final report with findings will be submitted to the APO Secretariat by the end of December 2025.
- d. Dissemination activities of final research output in APO members: To increase the visibility of the final research output, create more public engagement, and impact public policymaking, effective dissemination activities in participating APO members will be carried out either in the face-to-face or online modality, when necessary, as part of project implementation.

2. Tasks of the Selected Research Institution(s)

- a. Conduct a comprehensive review of documents on AI adoption and policies in APO member economies to lead the research for AI need assessment.
- b. Develop the overall AI need assessment guidelines and frameworks for use in the national-level assessment.
- c. Provide technical support and clear instructions to national experts in conducting AI need assessments, including local data collection activities, surveys, and report writing.
- d. Provide guidance on country-specific activities of national experts such as consultation meetings or focus group discussions (online) with specific APO members to gather data and information, when necessary, arranged by and in collaboration with national experts.
- e. Provide overall coordination and guidance to national experts throughout the research project.
- f. Prepare and submit an interim report and a final report to the APO Secretariat within the agreed time frame.
- g. Assist the APO Secretariat in validating research findings with APO member economies.
- h. Provide support in the dissemination of the research findings to APO members, either in the face-to-face or online mode, upon completion of the report.

3. Qualifications of Research Institution(s)

The APO Secretariat will select an appropriate research institution(s) with the following qualifications:

- a. Extensive, specialized knowledge in AI adoption, digital transformation, and productivity enhancement as demonstrated through publications and international research.
- b. Able to collect and analyze AI adoption data across multiple APO member economies, with comparative assessments of global best practices in AI-driven productivity strategies.
- c. Experience in providing policy advisory services to governments and organizations on AI integration

and digital transformation strategies for productivity enhancement.

- d. Excellent English writing skills.
- e. Strong commitment to undertaking and completing the research project within the given time frame.

4. Tasks of National Experts

- a. Collect information on national AI adoption and policies by the designated deadline, following the instructions and guidelines provided by the assigned research institution leading this study.
- b. Identify tentative productivity-related targets in consultation with identified key national stakeholders to align AI adoption with national priorities.
- c. Gather relevant policy documents, datasets, and other necessary information to assess the AI needs of APO members, with a focus on priority sectors. This may include conducting surveys and consultations with key stakeholders.
- d. Analyze survey responses and other collected data, summarizing key findings in accordance with the AI need assessment framework.
- e. Report findings to the research institution and collaborate to validate and refine key outcomes.
- f. Prepare a report on the AI needs and priorities of the NPO and country, following the guidelines and instructions provided by the research institution. The length of the report should be 5,000–8,000 words, excluding references.
- g. Provide additional information as requested by the research institution to support the validation of AI need assessment analyses.

5. Qualifications of National Experts

- a. Master's degree or PhD in economics, public policy, technology policy, AI, digital transformation, or related fields.
- b. Proficiency in qualitative and quantitative research methods, data analysis, and literature review.
- c. Knowledge of AI adoption, digital infrastructure, and institutional frameworks in their countries.
- d. Familiarity with APO and NPO programs and activities and socioeconomic contexts of member economies.

6. Actions by Participating APO Members

- a. Participating members are requested to nominate at least two candidate national experts before the deadline for consideration on the selection of a national expert.
- b. Candidates should submit an abstract of their research of between 250 and 1,000 words related to the subject.
- c. Nominations should be registered and endorsed by NPOs in the designated project management system before the closing date for nominations.
- d. Promote the research project with relevant local institutions/think tanks interested in undertaking the study, as disseminated in the Request for Proposal section on the APO website.
- e. Make the necessary arrangements and assist in undertaking local dissemination activities, either in the face-to-face or online modality, of the final research output within the country, including inviting local stakeholders as participants in the program

7. Financial Arrangements

To be met by the APO

- a. Honorarium for the research institution(s) and national experts to be paid upon completion and acceptance by the APO of the final report.
- b. Costs relating to the face-to-face or online dissemination activities of the final research output which include but are not limited to the expenses of the expert(s) and APO Secretariat staff, as well as a portion of the local implementation costs such as logistics and meeting room package in APO members.

To be met by experts or participating APO members

- a. All local implementation costs incurred by national experts when collecting data at the national level.
- b. Other costs of the research output dissemination activities, either in the face-to-face or online modality, that are not covered by the APO if undertaking local implementation.