

## **IMPLEMENTATION PROCEDURES FOR THREE GAIA PANEL DISCUSSIONS ON AI-DRIVEN PRODUCTIVITY**

### **1. Objective**

These Implementation Procedures provide the operational framework for the design, coordination, and implementation of three GAIA Panel Discussions on AI-driven Productivity. They set out the methodology, tasks, expected results, qualifications, and financial arrangements for the selected institution or service provider.

### **2. Methodology**

- a. Submission of proposals: The APO Secretariat will invite proposals from qualified institutions or service providers for the implementation of the panel discussions. Interested institutions or service providers should submit their proposals to the APO Secretariat by the designated deadline, Tuesday, 21 April 2026.
- b. Inception and coordination meeting: To finalize the implementation plan for the panel discussions, a meeting may be held virtually or in person, if necessary. The tentative agenda items are:
  - Overview of the panel discussions;
  - Proposal by the selected institution or service provider;
  - Discussion of implementation arrangements; and
  - Finalization of the implementation plan.
- c. Preparatory coordination: The selected institution or service provider will work closely with the APO Secretariat during the preparatory phase to finalize the program design, confirm speakers and moderators, coordinate outreach to the target audience, and complete the logistic and technical arrangements necessary for each session.
- d. Panel discussion implementation: The selected institution or service provider will coordinate and implement the three panel discussions in accordance with the agreed plan and schedule. While the panel discussions will be a half-day event, the APO Secretariat will be required to dedicate the full day to oversee preparations and coordinate closely with the vendor. Summary notes on the key discussions, outcomes, and recommendations from each session will be submitted to the APO Secretariat within the agreed time frame.
- e. Documentation and follow-up: Summary notes on the key discussions, outcomes, and recommendations from each session will be submitted to the APO Secretariat within the agreed time frame. After completion of the series, the selected institution or service provider will also submit a final consolidated report highlighting cross-cutting insights, practical implications, and recommendations.

### **3. Tasks of the Selected Institution or Service Provider**

- a. Develop the overall program design, themes, and approach for the three GAIA Panel Discussions on AI-driven Productivity.
- b. Identify and engage relevant speakers, moderators, and participants from the private sector, academia, and government.
- c. Coordinate the logistic and operational arrangements necessary for the effective delivery of the panel discussions.
- d. Provide technical and organizational support for the implementation of each panel discussion session.
- e. Coordinate with the APO Secretariat on program content, speaker arrangements, and implementation schedules throughout the project.

- f. Prepare and submit summary notes on the key discussions, outcomes, and recommendations from each panel session to the APO Secretariat within the agreed time frame.
- g. Assist the APO Secretariat in consolidating key insights and practical implications arising from the panel discussions.
- h. Provide support, when necessary, in the dissemination of the outcomes of the panel discussions.

#### 4. Expected Results and Impact

The panel discussion series is expected to generate both immediate event outputs and broader strategic value for the APO Secretariat. The selected institution or service provider should therefore plan for the following results and impacts.

Expected area	Result/impact
Sessions delivered	Three GAIA Panel Discussions delivered between April and August 2026 in line with the agreed implementation plan.
Audience size	Plan for approximately 80 participants per session, with a minimum planning assumption of 60 participants, subject to venue capacity and APO guidance.
Audience composition	Seek a balanced mix of private-sector representatives, policymakers and public officials, academic and research experts, and other relevant stakeholders.
Resource persons	Each session should normally feature one moderator and approximately four to six panelists or speakers.
Quality of exchange	Encourage meaningful dialogue, practical knowledge sharing, and audience engagement through moderated discussion and Q&A.
Knowledge products	Produce three session summary notes and one final consolidated report for the APO Secretariat.
Policy relevance	Identify actionable issues, enabling factors, and policy-relevant considerations related to AI adoption and productivity enhancement.
Network building	Strengthen connections among experts and institutions working on AI-driven productivity and related policy and implementation issues.

For planning and monitoring purposes, the APO Secretariat may use the following performance indicators: number of sessions delivered; number of participants registered and attending; diversity of participating institutions and sectors; number and profile of speakers; timeliness and quality of summary notes and final reporting; and usefulness of the outputs for APO's future programming.

#### 5. Qualifications of the Institution or Service Provider

The APO Secretariat will select an appropriate institution or service provider with the following qualifications:

- a. Extensive, specialized knowledge of AI adoption, digital transformation, and productivity enhancement.
- b. Experience in organizing, coordinating, or supporting high-level dialogues, conferences, or panel discussions involving stakeholders from government, industry, and academia.

- c. Ability to engage relevant experts in AI policy, workforce development, and digital infrastructure.
- d. Excellent English communication and writing skills.
- e. Strong commitment and capacity to implement the project within the given time frame.

## **6. Financial Arrangements**

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

- a. Consultancy fees for the selected institution or service provider to be paid upon completion and acceptance by the APO of the agreed outputs.
- b. Costs relating to the implementation of the panel discussions, which may include but are not limited to expenses of invited experts, as well as a portion of local implementation costs such as logistics and venue-related arrangements.

### **To be met by the selected Institution or service provider**

- a. Any local costs not covered by the APO in relation to participation in or support for the panel discussions.