



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

10 February 2016

1. **Project Code** 16-RP-30-GE-LOM-A
2. **Title** Strategic Planning Workshop for APO Liaison Officers
3. **Duration and Timing** 19–21 July 2016 (three days)
4. **Venue** Tokyo, Japan
5. **Implementing Organization**
APO Secretariat
Leaf Square Hongo Building 2F
1-24-1 Hongo, Bunkyo-ku
Tokyo 113-0033, Japan
Phone: 81-3-3830-0411
Fax: 81-3-5840-5322
e-Mail: rp@apo-tokyo.org
Website: www.apo-tokyo.org
6. **Number of Participants** Up to 19 participants
7. **Closing Date for Nominations** 10 June 2016
8. **Objectives**
 - a. To share recent developments and initiatives of NPOs and the APO Secretariat in line with productivity programs;
 - b. To discuss strategic and operational issues among liaison officers (LOs) and the Secretariat; and
 - c. To identify appropriate methodologies and indicator systems for monitoring and evaluating APO programs and projects.
9. **Background**

LOs are the focal points for communication between NPOs and the APO Secretariat. They also facilitate the nominations of national candidates for APO projects and liaise with the Secretariat and implementing organization for project hosting. They also provide backup to their NPO Heads and APO Directors. Therefore LOs play a crucial role in the communication flow between the APO Secretariat, NPOs, and APO Directors. A Strategic Planning

Workshop for APO LOs is held each year to foster good working relationships and partnerships among NPOs and the APO Secretariat. The workshop also provides a forum for developing ideas to improve APO and NPO operations and sharing productivity promotion initiatives among member countries.

10. Scope and Methodology

Scope

The tentative topics to be covered are:

- a. Recent developments and initiatives of NPOs;
- b. Updates on recent initiatives of the APO Secretariat;
- c. Project implementation issues in 2015–2016;
- d. Results-based performance management systems; and
- e. Performance indicators for monitoring and evaluating APO programs and projects.

Methodology

The workshop will consist of presentations, discussions, and group workshop.

11. Participants

This workshop is meant only for APO LOs and/or Senior Project Coordinators in NPOs who are in charge of coordinating APO activities in the country. Nominations of candidates other than those specified will not be accepted.

12. Financial Arrangements

To be borne by the APO

- a. Hotel accommodation and per diem allowances at the rate to be prescribed later for up to four days.
- b. Round-trip economy-class international airfare between the nearest international airport from the place of work and Tokyo by the most direct route. As far as practicable, all participants are strongly encouraged to purchase discounted tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should follow the “Guide on Purchase of Air Tickets for APO Project Participants (Appendix I).” The APO will not be responsible for paying any additional per diem allowances due to early arrival, delayed departure, rerouting of tickets, or any other reason.
- c. Local transportation costs from Narita/Haneda Airport to the designated hotel.
- d. All other local implementation costs.

To be borne by LOs or their countries

- a. All LOs/Senior NPO Project Coordinators attending the workshop should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against:

Accidental death and dismemberment for up to ¥4,000,000;

Medical expenses for accident (including hospitalization) for up to ¥4,000,000; and

Medical expenses for illness (including hospitalization) for up to ¥4,000,000.

The insurance coverage should be valid for the entire duration of the project. The APO will secure this insurance on behalf of the participants from the day before project commencement until the day after its completion. Each participant is requested to pay the premium, which will be deducted from the per diem allowances provided. The APO will not be responsible for any eventuality arising from accident or illness.

- b. Any expenses incurred for stopovers on the way to and from the LOs' offices and Tokyo; or for extra stay at the venue before and/or after the official workshop period due to early arrival, late departure, or any other reason.
- c. Any expenses related to visa fees and airport taxes.

13. Actions by Member Countries

- a. Member countries are requested to notify the Secretariat of the names and other details of the individuals who are nominated to attend the LOs' Strategic Planning Workshop no later than 10 June 2016.
- b. Nominations, along with a recent passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should be submitted in duplicate on the standard APO biodata form. The form is available on the APO website. Downloading information is also available from www.apo-tokyo.org. If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic form.
- c. Every LO/Senior NPO Project Coordinator nominated for the workshop must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form along with his/her biodata. Please note that self-declaration is sufficient for those without any of the health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- d. LOs/Senior NPO Project Coordinators selected and traveling to Tokyo for the Strategic Planning Workshop should not bring family members or engage in any private business activity during the entire duration of the project. Furthermore, if they should become unable to attend, they are requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal.

14. Preproject Preparation

LOs and Senior NPO Project Coordinators attending the workshop may be asked to submit information materials or reports related to the scope of the discussions, which will be communicated later if necessary.



Mari Amano
Secretary-General

GUIDE ON PURCHASE OF AIR TICKETS FOR APO PROJECT PARTICIPANTS

In principle, the APO will bear the cost of round-trip economy-class air tickets for the following categories of overseas participants: 1) all participants from nonprofit organizations; 2) all participants attending APO symposia, study meetings, and other projects as specified; 3) all participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal attending APO seminars, training courses, and multi-country study missions; and 4) all participants from SMEs from other APO member countries attending seminars, training courses, and multi-country study missions. The air tickets are for the most direct route between the international airport nearest to the participants' place of work and the international airport nearest to the venue of the project. Attempts should be made to purchase discounted tickets to reduce costs.

APO Liaison Officers/NPOs are requested to assist the participants or make necessary arrangements to purchase the required air tickets through the designated or bona fide travel agents in member countries. The APO will reimburse the actual airfare (excluding taxes) on the submission of payment receipts/invoices indicating the US dollar equivalent of the cost and copies of the air tickets (printouts of e-tickets).

For reimbursement by the APO, please note the following:

1. Ensure that the air tickets are:
 - ◆ for economy class,
 - ◆ by the most direct route,
 - ◆ enabling timely arrival (day before the commencement of the project) and departure (day after the project is completed), and
 - ◆ at discounted rates.
2. The rates should not exceed those determined by the APO or other appropriate authorities.
3. If for some reason a discounted ticket is obtained for or by a participant to travel on a route other than the most direct route, the APO's reimbursement will be limited to the amount that would have been incurred if the direct route had been flown under similar conditions. Any additional expenses incurred due to flying by a different route will not be reimbursed by the APO.
4. Only actual airfares, including fuel surcharge and security surcharge, are reimbursable. Other charges such as consumption tax, travel tax, airport tax, visa fees, etc. will not be met by the APO. All these items should be clearly indicated in the receipts/invoices.
5. For each air ticket, please provide the following:
 - ◆ payment receipt/invoice from airline/travel agent for the amount paid/to be paid, preferably with US dollar equivalent; and
 - ◆ clear photocopy of the complete air ticket (printout of e-ticket) used by the participant.
 - ◆ This guide will take effect from 7 July 2006.