



PROJECT IMPLEMENTATION PLAN ADDENDUM

9 May 2018

1. **Project Code** 17-AG-39-GE-NFP-C-03
2. **Title** National Conference-cum-Workshop on Public-sector Productivity for High-level Public-sector Officials
3. **Reference** Project Notification 16-IN-25-GE-CON-A dated 22 January 2016; Project Notification 17-AG-39-GE-NFP-C dated 9 May 2017; Project Notification Addendum dated 11 July 2017; and Project Implementation Plan dated 31 July 2017
4. **Timing and Duration** 17–19 October 2017 (three days)
5. **Venue** Ulaanbaatar, Mongolia
6. **Implementing Organization** Mongolian Productivity Organization (MPO)
Bayangol District, Peace Avenue, 20th Khoroo
Ulaanbaatar 210526, Mongolia
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7. **Addendum No.** 1
8. **Details** Changes in Project Implementation Plan Item No. 4. “Timing and Duration, and Item No. 10. “Scope and Methodology.

8-1 Change in Item No. 4. “Timing and Duration”

The timing and duration of the National Conference-cum-Workshop on Public-sector Productivity for High-level Public-sector Officials has been changed to **30 May–1 June 2018**.

8–2 Change in Item No. 10. “Scope and Methodology”

The timing and activity of tentative program have been changed to as follows:

Date/Time	Activity
Wed., 30 May 2018	Public-sector productivity improvement process, tools, and approaches; High-level Conference on the APO PSPF; and Panel discussions
Thur., 31 May 2018	Opening session Workshop Day 1: Public-sector productivity improvement process, tools, and approaches; The APO PSPF; Good governance; and Citizen-centered public service

Asian Productivity Organization

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Fri., 1 June 2018

Workshop Day 2: Management systems for improving public-sector productivity; and quality and productivity award systems

Unless otherwise modified by the APO in writing, the provisions of the Project Notification 16-IN-25-GE-CON-A dated 22 January 2016; Project Notification 17-AG-39-GE-NFP-C dated 9 May 2017; Project Notification Addendum dated 11 July 2017; and Project Implementation Plan dated 31 July 2017 pertaining to this NFP project remain valid.



Santhi Kanoktanaporn
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

31 July 2017

1. **Project Code** 17-AG-39-GE-NFP-C-03
2. **Title** National Conference-cum-Workshop on Public-sector Productivity for High-level Public-sector Officials
3. **Reference** Project Notification 16-IN-25-GE-CON-A dated 22 January 2016; Project Notification 17-AG-39-GE-NFP-C dated 9 May 2017; and Project Notification Addendum dated 11 July 2017
4. **Timing and Duration** 17–19 October 2017 (three days)
5. **Venue** Ulaanbaatar, Mongolia
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Phone: 976-99118770
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e-Mail: Batbileg@mpo-org.mn
7. **Number of Participants** Up to 120 qualified participants
8. **Objectives**
 - a. To provide a platform for high-level officials for the introduction and dissemination of the APO Public-sector Productivity Framework (PSPF) as a departing point of the follow-up actions in the form of the development of an integrated system to raise public-sector productivity, improve public-sector performance, and increase the quality of public services;
 - b. To train government agency staff and their private-sector's counterparts with the comprehensive knowledge and skills for the implementation of the APO PSPF; and
 - c. To disseminate the best practices in raising public-sector productivity in APO member countries and beyond to the high-level Mongolian officials.

9. Background

Due to their nature, raising efficiency in government organizations would give multifaceted benefits. Improved productivity in the public sector may benefit governments, in terms of resource savings, in the form of productivity gains. These gains can then be reinvested to achieve greater efficiency in delivering services. To take advantage of productivity gains,

public-sector organizations need comprehensive strategies including better ways to measure those gains, the determination of priority areas for improvement in overall productivity efforts, and the identification of role models from which to learn best practices. The APO PSPF includes strategies to maintain productivity and efficiency within public-sector organizations.

The Mongolian Productivity Organization (MPO) is responsible for promoting the nationwide productivity movement including implementing programs to enhance the competitiveness of Mongolian businesses and the efficiency of the public sector. In 2012, the Mongolian government started to focus on promoting productivity in the public sector and mandated the MPO to undertake relevant initiatives. Due to the complexity of public-sector organizations: their structures, nature of operations, and political constraints, the initiative requires a comprehensive productivity policy in addition to the necessary infrastructures to enhance the quality of service delivery. The MPO regards the APO PSPF as a starting point for the implementation of its proposed activities within the Mongolian government to boost productivity. The next step will be developing a comprehensive government productivity strategy to raise efficiency in public-sector organizations.

10. Scope and Methodology

Scope

- a. The APO PSPF and methods to derive a productivity policy strategy from it;
- b. Good governance to improve stakeholder satisfaction;
- c. Strategies for improving performance management in public-sector organizations;
- d. Quality and productivity award systems as an instrument for improving public-sector productivity; and
- e. Citizen-centered services, networking/collaboration among government agencies, and quality of regulatory management systems for improving public-sector productivity.

Methodology

This project will consist of a high-level national conference-cum-workshop. Discussions among working groups might be a part of the methodology.

The tentative program and topics are as follows:

Date/Time	Activity
Tues., 17 October 2017	Opening session Workshop Day 1: Public-sector productivity improvement process, tools, and approaches; The APO PSPF; Good governance; and Citizen-centered public service
Wed., 18 October 2017	Workshop Day 2: Management systems for improving public-sector productivity; and quality and productivity award systems
Thurs., 19 October 2017	Public-sector productivity improvement process, tools, and approaches; High-level Conference on the APO PSPF; and Panel discussions

11. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position	High-level officials (for the conference) and government officials within the Government of Mongolia; productivity practitioners in the MPO; and selected participants from the private sector
Experience	At least five years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings and/or sessions of the project are conducted in English. Participants are expected to be proficient in spoken and written English although interpreter might be provided. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities.
Age	Candidates who fit the above profile are typically between 35 and 55 years of age.

12. Financial Arrangements

To be borne by the host country (Mongolia)

- a. Implementation costs exceeding the APO share of USD10,000.
- b. Project management fees and personnel costs of the implementing organization, including transportation of the facilitator and project team to and from the project venue; meeting package for the project team, facilitator, and local resource person(s) during the training; personnel service fees for the development of the program; honorarium for the local resource person(s) if applicable; and consultation meetings with key stakeholders.
- c. Any other local implementation costs not covered by the APO.

To be borne by the APO

- a. All assignment costs for an overseas resource person; and
- b. Implementation costs up to a maximum of USD10,000 for making local arrangements. An itemized breakdown of the implementation costs is attached (Appendix 1).

13. Roles and Responsibilities

The roles and responsibilities of the implementing organization and the APO are:

Implementing organization

- a. Inviting local participants and arranging mass media coverage;
- b. Assigning a local resource person(s), if necessary;
- c. Making copies of the training materials;
- d. Organizing a three-day conference-cum-workshop in Ulaanbaatar, Mongolia; and

- e. Bearing the balance of project implementation costs if the total amount exceeds USD10,000.

APO

- a. Providing financial support for organizing the national conference-cum-workshop as detailed in section 12;
- b. Assigning one overseas resource person for the conference-cum-workshop; and
- c. Coordinating with the overseas resource person and implementing organization.

14. Procedures for Project Implementation

This program is to be implemented in close collaboration with the APO Secretariat, referred to as the APO in this document.

- a. A temporary advance of up to 50% of the total APO share will be remitted to the MPO, if necessary.
- b. The proposed project will be carried out by the implementing organization.
- c. The MPO will make the expenditures for the assigned items and settle the entire account by providing all necessary proof of payment to the APO after completion of the conference. The proof of payment, e.g., bills, payment records, and receipts issued by third parties, must be submitted together at one time, written in clear English, with English translations of all documents not originally written in English. The final payment will be made based on the actual expenditure after the MPO submits the comprehensive report. In general, internal evidence is not accepted as proof of payment and will not be reimbursed.
- d. The MPO will submit a project completion report and statement of expenses supported by receipts, etc., related to the project to the APO within one month of project completion. The report will provide details on how the project was carried out in the country; program of activities; benefits and advantages to efforts to raise productivity in the public sector including possible immediate outputs in the form of productivity policies and/or strategies; benefits to the implementing organization(s) and host country; and follow-up action plans, among others.

15. Final Project Output

Upon completion of the project, the MPO will undertake the following:

- a. Submit a project completion report on the national conference-cum-workshop to the APO and disseminate the report on the proceedings including recommendations to relevant government bodies within one month after project completion.
- b. For the settlement of expenses, the MPO is requested to provide all necessary proof of payment to the APO within one month after completion of the program. Please refer to section 14.c.
- c. Submit documents and e-links relating to promotional material on the national conference-cum-workshop, e.g., newsletters, brochures, bulletins, and news clippings, written in English or the local language with an English translation of the main points.

- d. Disseminate the knowledge and experience gained by the public and private sectors through publications, consulting and training services, etc.



Santhi Kanoktanaporn
Secretary-General

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Estimated APO Share of Costs for the
National Conference-cum-Workshop on
Public-sector Productivity for High-level Public-sector Officials
(17–19 October 2017, Ulaanbaatar, Mongolia)

No.	Item	Cost (USD)
1	Rental cost (function room/equipment)	1,840
2	Conference package (beverages/meals/snacks)	5,000
3	Conference kit	900
4	Translation/interpretation fees	3,000
5	Reproduction of conference materials	1,500
Total		12,240
Notes:		
1. The APO will reimburse based on the actual expenses with a maximum of USD10,000.		
2. The MPO is required to submit to the APO receipts for all expenses incurred in implementing this national project.		