



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

11 September 2014

1. **Project Code** 14-IN-27-GE-WSP-B
2. **Project Title** Workshop on Promoting Sustainable Economic Growth through Fair Distribution of Productivity Gains
3. **Duration** 10–14 November 2014 (five days)
4. **Venue** Bogor, West Java Province, Indonesia
5. **Implementing Organizations**

Directorate of Productivity and Entrepreneurship
Directorate General of Training and Productivity Development
Ministry of Manpower and Transmigration
Republic of Indonesia
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6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Republic of China, India, Japan, Republic of Korea, Malaysia, Mongolia, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. Other members with special interest in the subject area are encouraged to apply.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 14 October 2014

All nominations along with the **completed biodata** form and medical certificate of the nominees should reach the APO Secretariat by the above date. Selection of participants will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if they decide not to nominate anyone for the project.
9. **Objectives**
 - a. To promote awareness of productivity gain sharing among SMEs;

- b. To study issues and challenges faced by SMEs in sharing the results of productivity gains; and
- c. To examine appropriate methods and steps to increase productivity among SMEs.

10. Background

SMEs cover the largest portion of business entities and employees in most APO members. SMEs are the backbone of the economy and sustainable economic growth. Motivating employees through the fair distribution of productivity gains is one of key components for the development of SMEs. However, there is currently a lack of awareness and knowledge of how to share the results of productivity gains among SMEs. This was pointed out at the Workshop on Productivity Gain Sharing and Fair Distribution of Productivity Performance in the Business Sector in August 2013 in Jakarta.

As a follow-up to the 2013 workshop, this program will focus on SMEs to help member economies to promote productivity gain sharing among them. It will examine suitable methods and steps to implement productivity gain sharing among SMEs. Examples of how the principles of gain sharing can be customized to the SME context will be given in the program.

11. Tentative Scope and Methodology

Scope

- a. Introduction to productivity gain sharing for SMEs;
- b. Key elements of productivity gain sharing for SMEs;
- c. Productivity gain-sharing methods for SMEs; and
- d. Designing a productivity gain-sharing scheme for SMEs.

Methodology

Presentations by experts, country presentations, and group discussions and presentations.

Date/Time	Activity
Sun., 09 November 2014	Arrival of participants
Mon., 10 November	Opening session Overview of the program Introduction and concept of productivity gain-sharing systems
Tue., 11 November	Issues and challenges in gain-sharing schemes among SMEs
Wed., 12 November	Examples of applications of gain-sharing schemes to SMEs
Thu., 13 November	Methods and steps to implement gain-sharing schemes
Fri., 14 November	Group presentations Wrap-up session Closing ceremony
Sat., 15 November	Departure of participants

12. Requirements of Candidates

The participants are expected to possess the following qualifications:

Present Position	Executives of SMEs, employers' federations, and unions as well as consultants from NPOs or related organizations involved in and responsible for productivity gain sharing in SMEs.
Experience	At least five years of experience in a related field.
Education	University degree or preferably higher qualification.
Language	Proficiency in written and spoken English is essential.
Health	Physically and mentally fit to attend an intensive program.
Age	Candidates who fit the profile are typically between 30 and 55 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by the APO

- a. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Yogyakarta, Indonesia, for all participants. As far as practicable, all participants should purchase discount tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" dated 7 July 2006, which will be sent to selected participants and is available from APO Liaison Officers in member countries.
- b. All assignment costs of overseas resource persons.

To be borne by the host country—Indonesia

- a. Expenses for hotel accommodations for 18 overseas participants for six days;
- b. Per diem allowances for all overseas participants for up to six days; and
- c. Other local implementation costs.

To be borne by participants or participating countries

- a. Participants must be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance must be valid in the countries to be visited. If a participant is unable to arrange for insurance coverage in the host country at the start of the project, he/she must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization(s) will be responsible for any eventuality arising from accident or illness.

- b. Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.
- c. Any expenses related to visa fees and airport taxes.

14. Actions by Participating Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website (www.apo-tokyo.org). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to APO Secretariat.
- e. The APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses listed 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.
- f. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat may not consider late nominations as they have in the past resulted

in considerable difficulties to the implementing organization in its preparatory work for the project.

- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO workshop.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

15. Preparation of Country Presentations

Each selected candidate is required to prepare a country presentation following the guidelines to be provided later.

16. Guide for Participants

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the project.

17. Guide for Participants

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO homepage (http://www.apo-tokyo.org/05part_guide.htm).



Mari Amano
Secretary-General