**IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECT ON
AI ADOPTION FOR PRODUCTIVITY IMPROVEMENT IN THE PUBLIC SECTOR
(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 May 2025. The indicative agenda items are:

   - Research overview;
   - Proposals for the study by research institutions;
   - Discussion on implementation of the study; and
   - 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 November 2025 with a preliminary report by mid-October 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 policy-making, effective dissemination activities in participating APO members will be held in either the face-to-face or online modality, when necessary, as part of project implementation.

2. Tasks of the Selected Research Institution

a. Assisting and working with the APO Secretariat in developing the research framework.

b. Finalizing the methodology and outline of the report structure with the APO Secretariat.

c. Collecting data for the research (including communicating with the original data owners) and analyzing them based on the agreed framework and methodology.

d. Preparing the final report and submitting it to the APO Secretariat by the deadline.

e. Supporting the APO Secretariat during the process of confirming the research findings with APO member economies.

f. Providing support in the dissemination of the research findings after report completion in either the face-to-face or online modality in APO members.

3. Qualifications of the Research Institution

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

a. Extensive, specialized knowledge of AI adoption and productivity improvement in the public sector, including English publications on AI-driven public-sector productivity frameworks, international best practices, and benchmarking studies.

b. Ability to collect data and provide analysis of public-sector AI adoption in Bangladesh, Republic of China, India, Japan, Republic of Korea, Malaysia, the Philippines, and Thailand, as well as possible reference cases from other regions for comparative benchmarking.

c. Experience in providing policy advisory services to governments, particularly on the integration of AI in public administration, governance, and digital transformation strategies.

d. Excellent English writing and presentation skills, with experience in preparing high-quality research reports for international organizations.

e. Strong commitment to undertaking and completing the research project within the given time frame.

4. **Actions by Participating APO Members**

   a. Promote the research project with relevant local institutions/think tanks interested in undertaking the study, as disseminated in the Request for Proposals section on the APO website.

   b. Make the necessary arrangements and assist in undertaking local dissemination activities, in either the face-to-face or online modality, of the final research output within APO members, including inviting local stakeholders as participants in the program.

5. **Financial Arrangements**

   To be met by the APO

   a. Honorarium for the research institution 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 expert(s) and APO Secretariat staff, as well as a portion of the local implementation costs such as logistics and meeting room packages in APO members.

   To be met by APO members

   a. Other costs of the research output dissemination activities, in either the face-to-face or online modality, that are not covered by the APO if undertaking local implementation.