



No. 31506/23  
Dt. 12-04-2023

**Sub: 23-RC-04-GE-WSP-A: Workshop on Management of the APO Certification Bodies of Productivity Specialists from 13-15 June 2023, Online/DMC. (Visit [www.npcindia.gov.in/NPC/User/InternationalServices](http://www.npcindia.gov.in/NPC/User/InternationalServices) for detailed Project Notification)**

Dear Sir,

We invite your kind attention to NPC [www.npcindia.gov.in/NPC/User/InternationalServices](http://www.npcindia.gov.in/NPC/User/InternationalServices) with regard to above Asian Productivity Organization (APO) project. The project notification and the APO bio data form are available on the above mentioned page and the same are also attached herewith. The duly filled in **single copy** of Performa enclosed (in excel form only) of the suitable officers for participation as per the para (**Qualifications for Participants**) of the project notification may kindly be forwarded to reach us latest by **22nd May 2023**. In this regard, the following points may be noted.

- **Fees and Charges**

An Application fees (NON-REFUNDABLE) of **Rs. 500/-** for MSME Sector, Trade Unions and NGO's and **Rs. 1000/-** for others is payable along with the nomination form, for each participant.

The requisite amount can be paid through a demand draft/cheque/ECS drawn in favour of National Productivity Council, New Delhi. In the regard, the bank account of NPC details is attached herewith. Kindly e-mail the details of the ECS/RTGS/NEFT payment made, **mentioning the name of applicant in remarks**, to [mayank.verma@npcindia.gov.in](mailto:mayank.verma@npcindia.gov.in), [isg@npcindia.gov.in](mailto:isg@npcindia.gov.in), [rk.rawat@npcindia.gov.in](mailto:rk.rawat@npcindia.gov.in) Please note, in the absence of application fee, the nomination will not be considered.

- **Nomination Procedure for all nominations should be routed through proper channel and as per the attached APO bio data form.** The nominations received after the last date will not be considered. It is the responsibility of the candidates to complete all the official formalities required by their organizations/department for participating in the program.

It is requested to send nominations by e-mail to [mayank.verma@npcindia.gov.in](mailto:mayank.verma@npcindia.gov.in), [isg@npcindia.gov.in](mailto:isg@npcindia.gov.in), [rk.rawat@npcindia.gov.in](mailto:rk.rawat@npcindia.gov.in) (application in prescribed excel format) and one hard copy by post along with the covering letter of the competent authority on company's letter head. All information pertaining to nominations will be treated as confidential and classified. The nominated officers may be invited as a faculty in programs on the relevant subject/s, organized by NPC. We look forward to receiving of nominations from your esteemed organization.

Thanking you,

Yours faithfully,

-sd

(K.D. Bhardwaj)  
Director & Head (Int'l Serv.)  
for Director General  
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## PROJECT NOTIFICATION

Reference No.: 95

<b>Date of Issue</b>	11 April 2023
<b>Project Code</b>	23-RC-04-GE-WSP-A
<b>Title</b>	Workshop on Management of the APO Certification Bodies of Productivity Specialists
<b>Timing</b>	13 June 2023–15 June 2023
<b>Hosting Country(ies)</b>	Malaysia
<b>Venue City(ies)</b>	Not Applicable
<b>Modality</b>	Online
<b>Implementing Organization(s)</b>	Malaysia Productivity Corporation and APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	38
<b>Local Participants</b>	12
<b>Closing Date</b>	26 May 2023
<b>Remarks</b>	Not Applicable

<b>Objectives</b>	Guide NPOs on the requirements to become APO Certification Bodies (CBs); explain the management system required to operate APO certification schemes; and share knowledge and best practices of the implementation and management system from APO-accredited CBs.
<b>Rationale</b>	NPOs in APO members are involved in strategizing national campaigns for enhancing productivity. With the introduction of the Certification Body Development Program, APO-accredited CBs must comply with APO Accreditation Body (APO-AB) standards at all times, including procedures; standards for competency, skills, and knowledge; organizational structure; and productivity-related schemes.
<b>Background</b>	<p>The APO-AB Program aims to enhance the capability of NPOs or their affiliated organizations to act as CBs. This is expected to build APO brand awareness, cultivate and expand a community of experts, and raise APO visibility as a global leader in productivity. It will also elevate the role of NPOs from training providers to CBs in productivity fields.</p> <p>With the accreditation of four CBs, the APO-AB is gaining experience from its consultants, assessors, and CBs. This should be transferred to all NPOs involved in CB development or intending to participate in CB development projects. This workshop will discuss the APO-AB system and guide NPOs or their affiliated organizations in complying with the standards of practice set by the APO-AB for CBs to operate certification of persons schemes.</p>
<b>Topics</b>	APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme; APO Certification of Persons Schemes; Managing CB documentation and implementation tasks; APO-AB 4001:2020 Procedure for Accreditation of Certification Bodies; Best practice sharing by CBs; Assessment and certification process; and Issues and challenges faced by CBs.
<b>Outcome</b>	Participants will understand the entire APO-AB Accreditation Program and processes such as internal audits, documentation needed, requirements for certification, conformity assessments, and how to operate the APO Productivity Specialists Certification Scheme.
<b>Qualifications</b>	Professionals of NPOs or affiliated organizations that have been designated as APO CBs or intend to apply to become APO CBs and who are responsible for managing certification programs.

Please refer to the implementation procedures circulated with this document for further details.



Dr. Indra Pradana Singawinata  
Secretary-General