



PROJECT NOTIFICATION

Reference No.: 361

Date of Issue	2 April 2024
Project Code	24-RC-21-GE-RES-A
Title	Research on Measuring Productivity in Digital Workplaces
Timing	15 April 2024–31 December 2024
Hosting Country(ies)	Not Applicable
Venue City(ies)	Not Applicable
Modality	Online
Implementing Organization(s)	APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Closing Date	17 June 2024
Remarks	The above closing date is for the nomination of national experts.

Objectives	Study the productivity gains from new work styles and digital workplaces due to advanced technology applications; explore how new digital tools improve performance in meeting client expectations; and recommend proposals to strengthen digital workplace strategies.
Rationale	Due to the outbreak of COVID-19, remote and hybrid work has become the norm worldwide. However, techniques for measuring productivity in digital workplaces have not been fully assessed. By exploring the productivity implications of rapid increases in digital workplaces, this research will provide insights on changing workforce needs accompanying digital transformation.
Background	<p>Advances in technology have made digital workplaces possible. This is supported by new work styles and performance measured by output rather than physical presence. The new workplace model focuses on productivity, collaboration, leadership, and culture in the digital age. However, there are challenges to be addressed in measuring productivity in digital workplaces.</p> <p>According to the 2022 APO report on Digital Readiness Assessment, digitalization and networking are impacting all aspects of business. This research project will assess the extent of digital adoption and sophistication of organizations in the public and private sectors and how workplace operations are affected by greater efficiency and technology optimization.</p>
Topics	Defining a digital workplace; Digital workplace framework; Requirements, benefits, and challenges of a digital workplace; Implementing a digital workplace; and Productivity measurements and gains in digital workplaces.
Outcome	A report analyzing digital workplace adoption, implications for performance effectiveness and efficiency in the public and private sectors, and productivity gains in digital workplaces.
Qualifications	Policy analysts, practitioners, or academic researchers specializing in digitalization and digital workplaces with research experience and publications in English on the topic.

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



Dr. Indra Pradana Singawinata
Secretary-General

IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECTS (DIGITAL MULTICOUNTRY)

1. Methodology

- a. First coordination meeting of experts: A coordination meeting to launch the project in which the research methodology and framework will be introduced by the chief expert to national experts to guide them in undertaking the research at national level. The virtual session will be around three hours on one day.
- b. In-country research: Each national expert will collect and analyze information and data and write a preliminary report based on the first coordination meeting. The reports will be finalized after the second coordination meeting.
- c. Second coordination meeting of experts: The preliminary reports detailing member-specific situations will be presented in this meeting for feedback from other experts. The virtual sessions will be around three hours each day for two days.

2. Qualifications of Experts

Chief expert

Extensive experience in undertaking qualitative and quantitative international research projects on digitalization and digital workplaces in both the private and public sectors, excellent English writing and presentation skills, and a track record of experience in publishing reports in English on those topics.

National experts

Policy analysts, practitioners, or academic researchers specializing in digitalization and digital workplaces in the private and public sectors, excellent English writing and presentation skills, and a track record of experience in conducting national-level research and publishing reports in English on those topics.

3. Tasks of Experts

Chief expert

- a. Develop the overall framework and guidelines for the research.
- b. Present the research framework, methodology, and report structure to national experts during the initial coordination meeting.
- c. Discuss the findings of national reports in the second coordination meeting in which national experts make presentations.
- d. Review the drafts submitted by national experts and provide feedback to ensure the quality of the work.
- e. Provide support and advice to national experts in conducting the research.
- f. Prepare the final report and submit it to the APO Secretariat by the deadline.

National experts

- a. Attend the initial coordination meeting and give brief presentations on their national situations based on the guidelines provided.
- b. Collect information and data at national level closely following the methodology and framework provided.
- c. Conduct the analyses and write country reports based on the guidance provided.
- d. Present the preliminary reports during the second coordination meeting.
- e. Revise the reports based on the agreement arrived at during the coordination meeting, reflecting the comments of the chief expert and APO Secretariat.

- f. Cooperate with the chief expert and make comments on a draft synthesis report to ensure the quality and consistency of the report.
- g. Submit the reports following the agreed format to the chief expert and APO Secretariat by the deadline.

4. Financial Arrangements

To be met by the APO

- a. Honoraria for the chief and national experts.
- b. All assignment and relevant research publication costs.

To be met by experts or participating APO member economies

All local implementation costs incurred by national experts when collecting data at the national level.

5. Actions by Participating APO Member Economies

- a. Participating members are requested to nominate at least two candidate national experts before the deadline for selection.
- b. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System (DMS)/Fleekdrive by the NPO.

6. Actions by the APO Secretariat

- a. Identify and invite a chief expert to lead the research until its completion.
- b. Coordinate all arrangements related to the research activities.