



## PROJECT NOTIFICATION

<b>PN Issue Date</b>	17 February 2020
<b>PN Revision 1 Issue Date</b>	28 May 2020
<b>PN Revision 2 Issue Date</b>	7 July 2020
<b>Project Code</b>	20-RP-02-GE-SPW-A
<b>Title</b>	Program/Project Planning Workshop (PPP)
<b>Timing and Duration</b>	4–6 August 2020 (three days)
<b>Venue</b>	Virtual Session
<b>Implementing Organization</b>	APO Secretariat
<b>Number of Participants</b>	Up to 40 participants from APO member countries (two from each country, see 11. Qualifications of Participants)
<b>Closing Date for Applications</b>	15 July 2020

### Change History of Project Notification: 20-RP-02-GE-SPW-A

Revision	Date of Issue	Clause	Modifications
Revision 1	28 May 2020	Timing and Duration	Timing has been changed from 30 June–2 July 2020 to 4–6 August 2020
		Number of Participants	40 instead of 38 (including Turkey)
		Closing Date for Applications	Closing date for nominations has been changed from 4 May 2020 to 19 June 2020
		3.Scope and Methodology	The tentative program has been revised in accordance with revised timing
		6.Actions by Member Countries	The closing date for applications has been changed from 4 May 2020 to 19 June 2020  Item b. is updated. Necessary documents such as biodata forms and Medical and Insurance Declaration/Certification Form should be submitted through DMS/Fleekdrive
Revision 2	7 July 2020	Venue	The meeting venue has been modified from Tokyo, Japan to <b>Virtual Session</b>
		Closing Date for Applications	Closing date for nominations has been changed from 19 June 2020 to 15 July 2020

		3.Scope and Methodology	The tentative program has been revised in accordance with the arrangements for a virtual session.
		5.Financial Arrangements	Part 5. The financial arrangements section has been revised in accordance with the arrangements for a virtual session.
		6.Actions by Member Countries	The closing date for applications has been changed from 19 June 2020 to 15 July 2020.  Item f. has been deleted.

## 1. Objectives

- a. To present and discuss the working draft of the APO Vision 2025 with the objective of realigning programs/projects in 2021, proposing programs/projects for 2022, and devising an overall plan to achieve the stated targets under the new vision;
- b. To discuss the plan for events to commemorate the APO's 60th anniversary and mark new initiatives of the Secretariat; and
- c. To assess member countries' specific needs and expectations, in particular those that support the achievement of the targets under the APO Vision 2025 currently being developed.

## 2. Background

The APO Vision 2025, which updates the soon-to-be-completed Roadmap to Achieve the APO Vision 2020, has recently been drafted in consultation with member countries. Although it is now at the stage of refinement including discussions with member countries and feedback from the Governing Body (GB), specific actions must be taken to develop related programs and projects. The proposed new vision aims to contribute to the sustainable socioeconomic development of Asia and the Pacific through productivity enhancement. The three goals under Vision 2025 are: 1) sustaining productivity growth; 2) creating robust innovation ecosystems; and 3) working toward inclusive engagement and shared prosperity. In the context of innovation-led productivity enhancement to maximize prosperity gains, a new set of targets was generated under the proposed vision. This will require alignment of previously approved projects as well as recommendations for new ones to support the Vision 2025 goals.

The new vision will come into effect in the year marking the 60th anniversary of the APO's establishment. To commemorate the occasion, expand productivity networks, and enhance organizational brand recognition, a detailed plan is needed which must be aligned with NPOs' focus areas. This Program/Project Planning Workshop (PPP) will discuss that plan following the decisions of the April 2020 GB Meeting.

Following the usual practice during strategic planning events, the PPP will assess member countries' specific needs and expectations, especially those relevant to the new vision. In addition, the workshop will update participants on other recent Secretariat initiatives. The final output will be a proposed list of projects/programs for submission to the 61st Workshop Meeting of Heads of NPOs (WSM) for its approval. As participatory planning by the Secretariat and NPO representatives leads to more impactful projects, smoother working relationships between NPOs and the Secretariat, and more effective management of APO projects are also planned outcomes of this PPP Workshop.

## 3. Scope and Methodology

### Scope

- a. Update on the development of the APO Vision 2025;
- b. Realigning and refining programs/projects in the APO Program Plan 2021 under the new vision;
- c. Discussing plans for events to commemorate the APO's 60th anniversary; and
- d. Updates on recent Secretariat initiatives.

### Methodology

The workshop will consist of presentations, consultative discussions, and a final consolidation session.

The tentative program of the PPP Workshop (Virtual Session) is given below:

Date/Time	Activity
<b>Day 1: Tuesday, 4 August 2020</b>	
12:30–13:00	Technical and Administrative Preparation
13:00–13:15	Opening Session
13:15–14:15	Overview of the APO Vision 2025
14:15–15:00	New Program Areas based on the APO Vision 2025
15:00–17:00	Discussion on 2021 Projects Alignment

<b>Day 2: Wednesday, 5 August 2020</b>	
<b>12:45–13:00</b>	<b>Technical Preparation</b>
<b>13:00–15:00</b>	<ul style="list-style-type: none"> <li>· Discussion on 2021 Projects Alignment (continuation)</li> <li>· Discussion on 2022 Projects Alignment</li> </ul>
<b>15:00–17:00</b>	
<b>Day 3: Thursday, 6 August 2020</b>	
<b>12:45–13:00</b>	<b>Technical Preparation</b>
<b>13:00–14:00</b> <b>14:00-16:45</b>	<ul style="list-style-type: none"> <li>· APO 60th Anniversary Commemorative Events</li> <li>· Project implementation-related matters: <ul style="list-style-type: none"> <li>1) Cost sharing of local implementation costs;</li> <li>2) Digital initiatives;</li> <li>3) Project implementation during the COVID-19 pandemic; and</li> <li>4) Any other business</li> </ul> </li> </ul>
<b>16:45-17:00</b>	<b>Closing Session</b>

#### 4. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position                      NPO Heads; APO Program Planning Department Heads/senior managers of NPOs/APO Liaison Officers responsible for leading development strategies for APO programs.

Attendance                              Participants must attend all sessions of the three-day workshop.

#### 5. Financial Arrangements

##### To be met by the APO

All implementation costs in conducting the virtual session at the Secretariat.

#### 6. Actions by Member Countries

- a. Member countries are requested to notify the Secretariat of the names and other details of the individuals who are nominated to attend the PPP Workshop **no later than 15 July 2019**.
- b. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered:
  - i. The Biodata Form should be entered in the Document Management System (DMS)/Fleekdrive. The form can be downloaded from the APO website ([www.apo-tokyo.org](http://www.apo-tokyo.org)). The Biodata Form (Ver. 1.1) in the Excel (xlsx) format should be uploaded to the specific project folder in nominees' member country folders in DMS/Fleekdrive.
  - ii. The APO Medical and Insurance Declaration/Certification Form must be completed and submitted with candidates' biodata at the time of nomination through DMS/Fleekdrive. 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.
- c. Every candidate nominated for the PPP Workshop must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form along with his/her biodata. Please note that self-declaration is sufficient for those without any of the health conditions or illnesses enumerated 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.
- d. For member countries where nominations are required to be approved by higher government authorities and require a longer time, NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- e. If a selected participant becomes unable to attend, he/she should inform the Secretariat promptly

and give the reason for withdrawal.

- f. Participants must attend all three days of the project.

#### **7. Actions by the APO Secretariat**

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least five weeks prior to the start of the project.
- b. If some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

#### **8. 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 website ([www.apo-tokyo.org](http://www.apo-tokyo.org)).

#### **9. Dress Code**

Participants are requested to wear business attire for all sessions of the PPP Workshop.

A handwritten signature in black ink, appearing to read 'Dr. AKP Mochtan', with a long, sweeping flourish extending upwards and to the right.

Dr. AKP Mochtan  
Secretary-General