

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)

उत्पादकता भवन, 5-6, इंस्टीट्यूशनल एरिया,
लोदी रोड, नई दिल्ली -110 003



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

Utpadakta Bhavan, 5-6, Institutional Area,
Lodi Road, New Delhi - 110 003

No. 31109/21

Dt. 30-06-2021

Sub: 21-CP-29-GE-TRC-B: Training of Assessors for the Green Productivity Specialists Certification Program from 23-25 August 2021, Digital Multicountry (DMC). (Visit www.npcindia.gov.in/NPC/User/InternationalServices for detailed Project Notification.

Dear Sir,

We invite your kind attention to NPC <https://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 **10th, August 2021**. In this regard, the following points may be noted.

- **Fees and Charges**

The Participation 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, isg@npcindia.gov.in, rk.rawat@npcindia.gov.in Please note, in the absence of application fee, the nomination will not be considered.

- **Nomination Procedure**

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, isg@npcindia.gov.in, 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,


(K.D. Bhardwaj)
Director & Head (Int'l Serv.)
for Director General
e-mail: isg@npcindia.gov.in



PROJECT NOTIFICATION

Ref. No.:21-CP-29-GE-TRC-B-PN2100052-001

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|---------------------------------------|---|
| Date of Issue | 13 July 2021 |
| Project Code | 21-CP-29-GE-TRC-B |
| Title | Training of Assessors for the Green Productivity Specialists Certification Program |
| Timing and Duration | 23–25 August 2021 (three days) |
| Hosting Country(ies) | Indonesia |
| Modality | Digital Multicountry |
| Implementing Organization(s) | Directorate of Productivity Development, Directorate General for Vocational Training and Productivity Development, Ministry of Manpower of the Republic of Indonesia, and APO Secretariat |
| Participating Country(ies) | All Member Countries |
| Overseas Participants | 19 |
| Local Participants | 12 |
| Qualifications of Participants | Senior professional staff of National Productivity Organizations (NPOs), certified management consultants, and certified professional auditors/assessors of personnel certification schemes |
| Nomination of Participants | All nominations must be submitted through NPOs of member countries |
| Closing Date for Nominations | 10 August 2021 |

1. Objectives

- a. Develop qualified, competent assessors for NPOs that will serve as APO-accredited certification bodies (CBs).
- b. Familiarize participants with the APO-GPS 201 Certification Scheme and Competency Standard for Green Productivity (GP) Specialists.

2. Background

Assessment is a process to evaluate an individual's ability to meet requirements stipulated under a certification scheme. This may include oral and written examinations or other evaluation means where appropriate. This requires a group of competent assessors, who may include NPO professionals and relevant experts.

The APO-GPS 201 is a certification scheme developed under the APO Accreditation Program. Under this scheme, CBs should conduct documentation verification, examination, desktop assessment, face-to-face panel interviews, and evaluation of submitted GP reports before issuing certification. To build such capabilities, this course aims to develop the first batch of assessors in member countries under the APO-GPS 201.

The APO-GPS 201 replaces the previous certification program that was only open to participants who attended the multicountry training courses on GP specialists. The new scheme includes certification scope and level, prerequisites and competency requirements, GP domain expertise, GP specialist skills, employability skills, code of professional conduct, and certification process. It provides a more systematic approach aligned with international standards for GP specialists. It also serves as the standard guiding document for NPOs or affiliated organizations to operate as APO-accredited CBs and build up pools of certified GP experts according to the needs of member countries. Hence, this course will focus on providing the required skills, knowledge, and ability to perform the role of assessor, while maintaining the highest standards in conducting assessments.

To ensure successful implementation of the certification program and support NPOs in their journey to become and function as CBs, the participants are expected to continue serving with NPOs as internal or external assessors after completion of this training course. This will ensure that CBs are able to certify qualified GP specialists in a sustainable manner.

3. Scope, Methodology, and Certificate of Attendance

The duration of each day's sessions will be around three hours, comprising presentations by experts, group discussions, other relevant learning methods, and a final examination. The indicative topics of the presentations are:

Day 1:

- Introduction to and scope of certification
- Role of assessors
- GP qualification framework, levels of certification, prerequisites, and competency requirements

Day 2:

- Assessment methods for assessing GP domain expertise, GP specialists' skills, and employability skill
- Role-play exercise

Day 3:

- Understanding the certification and recertification process for various tiers of GP certification

The detailed program and list of speakers will be provided two weeks prior to the sessions with announcement of the names of the selected participants.

The participants are required to attend all sessions. This full participation is a prerequisite for receiving the APO certificate of attendance.

4. Financial Arrangements

- a. The APO will meet the assignment costs for overseas resource persons.
- b. The host country will meet the assignment costs of local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.

5. Implementation Procedures

Please refer to the implementation procedures for APO digital multicountry projects circulated with this document.

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

Dr. AKP Mochtan
Secretary-General