राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)

उत्पादकता भवन 5–6, इन्स्टीट्यूशनल एरिया,

लोदी रोड, नई दिल्ली–110 003

NATIONAL PRODUCTIVITY COUNCIL

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

Utpadakta Bhavan, 5-6, Institutional Area,

Lodi Road, New Delhi - 110 003

NATIONAL PRODUCTIVITY COUNCIL

No. 31531/21

Dt. 22-10-2021

Sub: 21-IP-01-GE-WSP-A Workshop on Adoption of Industry 4.0 Applications for SMEs from 07-09 December 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 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 **19th November 2021**. 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, 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 subjects 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

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OFFICE AT : Bengaluru • Bhubaneshwar • Chandigarh • Chennai • Delhi • Gandhinagar • Guwahati • Hyderabad • Jaipur • Kanpur • Kolkata • Mumbai • Patna

PROJECT NOTIFICATION

Ref. No.:21-IP-01-GE-WSP-A-PN2100038-001

Date of Issue	21 October 2021
Project Code	21-IP-01-GE-WSP-A
Title	Workshop on Adoption of Industry 4.0 Applications for SMEs
Timing and Duration	7–9 December 2021 (three days)
Hosting Country(ies)	Bangladesh
Modality	Digital Multicountry
Implementing Organization(s)	National Productivity Organisation, Ministry of Industries, Bangladesh, and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	38
Local Participants	12
Qualifications of Participants	SME executives, representatives of industrial associations, consultants, and productivity practitioners with experience in digital upgrading; and government officials and policy research officers from national productivity organizations or involved in industrial policy and development strategies for the SME and manufacturing sectors
Nomination of Participants	All nominations must be submitted through National Productivity Organizations of member countries
Closing Date for Nominations	19 November 2021

1. Objectives

    a. Understand the relationship between digitalization and Industry 4.0.

    b. Examine the preparations and methodologies required for initiating digitalization in SMEs.

    c. Provide references for effective adoption of Industry 4.0 upgrading, including technologies, skills, and management mindsets.

    d. Discuss strategies and practical steps for SMEs to initiate digital upgrading.

2. Background

The ease of access to the internet and ICT, digitization, and usage of data have been identified as fundamental, effective ways to improve productivity and are rapidly transforming production systems, value chains, and labor relations. The outbreak of the COVID-19 pandemic also accelerated the adoption of digital technologies which helped to enhance the agility and resilience of business operations, according to a survey conducted by the IBM Institute in 2020. However, the pace of such transformation varies across countries and sectors and is heavily reliant on access to suitable technologies, availability of a skilled workforce, and mindsets and strategies of businesses. It is thus imperative to identify necessary steps and adopt appropriate tools and technologies to ensure that businesses can stay competitive and avoid impacts resulting from the digital divide.

While applications of digital technologies play a significant role in the upgrading of industries, preparations in business management, operational optimization, and understanding of digital readiness are often overlooked. A report from the University of Cambridge in 2021 suggested that digital capacity was one of the necessary abilities required by firms upgrading to Industry 4.0, but it was far from a sufficient condition for successful transformation. Digital capacity needs to be complemented by production and productivity improvement, managerial and innovation skills, and relevant soft skills to ensure the effective adoption of Industry 4.0 applications.

This workshop will discuss the preparations, implementation strategies, methodologies, and tools to support SMEs in initiating and sustaining digital transformation in their operations and management. It will also provide references for effective adoption of Industry 4.0 applications to assist businesses in identifying their priorities in the digital transformation journey.

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, and other relevant learning methods. The indicative topics of the presentations are:

Day 1:
- Moving toward Industry 4.0: Opportunities and challenges for SMEs
- Preparations and productivity improvement for digital upgrading

Day 2:
- Understanding the status and readiness of businesses for digital transformation
- Prioritizing resources and developing digitalization strategies

Day 3:
- Suitable technologies and necessary skills for SME digitalization
- Case studies and good practices

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 of overseas resource persons and honorarium for up to two local resource persons.

b. The host country will meet the costs 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.

Dr. AKP Mochtan
Secretary-General