

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

NATIONAL PRODUCTIVITY COUNCIL

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

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

No. 31119/22
Dt. 21-09-2022

Sub: 22-CP-40-GE-TRC-A: Training Course on Digitalization of SMEs in the Manufacturing Sector from 8-11, November,2022, Online/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 **14th October 22**. 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 & Group Head (Int'l Serv.)
for Director General
e-mail: isg@npcindia.gov.in



PROJECT NOTIFICATION

Ref. No.: 22-CP-40-GE-TRC-A-PN2200090-002

Date of Issue	14 September 2022
Project Code	22-CP-40-GE-TRC-A
Title	Training Course on Digitalization of SMEs in the Manufacturing Sector
Timing and Duration	8–11 November 2022 (four days)
Hosting Country(ies)	Japan
Modality	Digital Multicountry
Implementing Organization(s)	Japan Productivity Center and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	38
Local Participants	12
Qualifications of Participants	Senior/mid-level managers of SMEs and senior officers and professionals of National Productivity Organizations and SME development agencies responsible for promoting and implementing digitalization or developing programs to support SMEs
Nomination of Participants	All nominations must be submitted through National Productivity Organizations of member countries
Closing Date for Nominations	25 October 2022

1. Objectives

- a. Learn about digital transformation for SMEs.
- b. Impart knowledge of the requirements for SMEs in the manufacturing sector to embark on digitalization.
- c. Share best practices of digitalization in Japanese manufacturing SMEs.

2. Background

The *APO Productivity Outlook 2022* reported that the spread of COVID-19 had affected the productivity of the manufacturing sector in most APO members. For example, manufacturing productivity in Japan fell by 14.2% in the second quarter of 2020 from the previous year, while the ROK experienced a 4.2% drop in the second quarter of the same year. The report also noted that sales and employment had fallen among firms in India, Indonesia, the Philippines, and Vietnam. Overall, the pandemic has had negative impacts on manufacturing in the Asia-Pacific.

Transforming business operations by leveraging digital technologies has become indispensable for companies to survive the pandemic. Strict measures imposed by governments such as movement control orders and mandatory quarantines forced many companies to turn to digitization. However, according to a study by the ASEAN Innovation Business Platform (AIBP) and Oracle in 2021, almost half of manufacturing companies in ASEAN region fell behind the industry average in adopting digital technologies.

Considering that the manufacturing sector contributes more than 20% of GDP in most countries in this region, accelerating digital adoption will be necessary for postpandemic economic recovery. This course will guide participants in the necessary steps and approaches for small companies to start their digitalization journeys.

3. Scope, Methodology, and Certificate of Attendance

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

Day 1:

- Overview of productivity in the manufacturing sector
- Digitalization of manufacturing in Japan
- Data acquisition in SMEs

Day 2:

- Digitalization techniques using IoT devices
- Digitalization and kaizen
- Group discussion

Day 3:

- Case studies of corporate digitalization
- Group discussion

Day 4:

- Development of digitalization strategies for SMEs
- Case studies on digital upgrading of SMEs
- Group discussion

The detailed program and list of resource persons will be provided one week prior to the sessions.

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.

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

Dr. AKP Mochtan
Secretary-General