No. 31120/23
Dt. 10-07-2023

Sub: 23-CL-13-GE-TRC-A: Training Course on Work Design for Inclusive Productivity from 19-22, September,2023, 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 **24ᵗʰ August 23**. 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,

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

PROJECT NOTIFICATION

Reference No.: 173

Date of Issue	7 July 2023
Project Code	23-CL-13-GE-TRC-A
Title	Training Course on Work Design for Inclusive Productivity
Timing	19 September 2023–22 September 2023
Hosting Country(ies)	India
Venue City(ies)	Not Applicable
Modality	Online
Implementing Organization(s)	National Productivity Council, India and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	38
Local Participants	12
Closing Date	1 September 2023
Remarks	Not Applicable

Objectives	Understand the principles of work design and how they impact productivity; learn skills to design work processes that are inclusive of a diverse workforce; and examine inclusive work practices and practical strategies for implementing effective work design.
Rationale	Achieving inclusive productivity is vital for the growth and development of organizations. Inclusive work design practices play a critical role in achieving this by designing work processes that accommodate the needs of diverse employees. Organizations can therefore create more positive workplace cultures and improve employee satisfaction, which can lead to better business outcomes.
Background	According to an ILO report (2022), diversity, equity, and inclusion have become increasingly important topics in the workplace in recent years. Organizations are recognizing the benefits of a diverse workforce and trying to create inclusive cultures that promote productivity and employee engagement. However, designing work processes that are truly inclusive and accommodate the needs of a diverse workforce can be challenging. Furthermore, with the COVID-19 pandemic, remote and hybrid work arrangements have become more prevalent, making it even more important for organizations to design work processes that consider the needs of diverse employees. This training course will provide the knowledge and skills necessary to improve work designs and processes and enhance workplace culture, leading to higher productivity and long-term success in today's changing work environment.
Topics	Introduction to work design and inclusive productivity; Principles of inclusive work design; Benefits of inclusive work design for productivity and employee well-being; Tools and techniques for designing new types of work arrangements; Promoting a culture of inclusion and diversity in the workplace; and Strategies for inclusive work design.
Outcome	Participants will have the knowledge and skills to review and design work processes that are inclusive, accommodating, and effective. They will be able to apply these skills to their own work and share the knowledge with others in their organizations, creating a ripple effect of positive change.
Qualifications	Government officials, policymakers, managers of public-sector organizations, and leaders of industrial associations involved in productivity enhancement, human resources, and work design.

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

Dr. Indra Pradana Singawinata
Secretary-General

**IMPLEMENTATION PROCEDURES FOR APO ONLINE MULTICOUNTRY PROJECTS
(CONFERENCES/OBSERVATIONAL STUDY MISSIONS/TRAINING COURSES/WORKSHOPS)**

1. **Modality of Implementation**

   a. The sessions will be conducted online.

   b. The duration of each day's sessions will be around three hours for observational study missions, training courses, and workshops.

   c. The duration of sessions will be around four hours for conferences.

   d. The APO Secretariat will inform resource persons and participants of the link to the virtual sessions.

   e. The link will be exclusive to resource persons and participants and should not be shared.

2. **Financial Arrangements**

2-1 For projects where the local costs will be covered by the host NPO/implementing organization
   a. The APO will meet the assignment costs for international resource persons.

   b. The host NPO/implementing organization will meet the assignment costs of local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.

2-2 For projects where the local costs will be covered by the APO
   a. The APO will meet the assignment costs of international resource persons and honorarium for up to two local resource persons.

   b. The host NPO/implementing organization will meet the costs for a virtual site visit(s), either broadcast live or recorded as applicable.

2-3 For observational study missions where the local costs will be covered by the APO
   a. The APO will meet the assignment costs for international resource persons, honoraria for up to two local resource persons, and video production costs for a virtual site visit(s) of up to USD2,000.00, either broadcast live or recorded as applicable.

2-4 For projects hosted by the APO Secretariat
   a. The APO will meet the assignment costs for international and local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.

3. **Requirements of Participants**

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

   b. Competent in connecting to online meetings, including independently undertaking troubleshooting in the event of poor or lost connections.

   c. Proficient in English, both written and spoken.

   d. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.

   e. Access to internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.

   f. Follow the instructions of moderators/presenters in asking questions, joining discussions, and answering questions.

g. Wear appropriate business attire during the sessions.

4. **Actions by APO members**

   a. Each NPO should nominate three or more candidates in order of preference for observational study missions, training courses, and workshops, and five or more candidates for conferences.

   b. All nominations must be endorsed by an APO Director or Alternate Director and submitted by a Liaison Officer (LO) or designated officer. Self-nominations will not be accepted.

   c. Nominations should reach the Secretariat before the deadline.

   d. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System/Fleekdrive by NPOs. LOs are requested to notify the Secretariat once biodata forms have been uploaded. The biodata form is available on the APO website.

   e. If a selected participant becomes unable to participate, the NPO concerned should inform the APO Secretariat and host country promptly.

5. **Actions by the APO Secretariat**

   a. Selection of candidates will be at the discretion of the Participant Selection Committee of the APO Secretariat.

   b. Selection of candidates will be completed and announced at least one week prior to the start of the sessions.

   c. Slots that become available due to withdrawal of a selected candidate(s) or lack of nominations by a member country may be filled by alternates to be selected on a merit basis.

   d. The APO Secretariat will inform NPOs of the final program and link to the online sessions at least one week prior to commencement.

6. **Participating Country Expenses (PCEs)**

   a. PCEs apply to selected participants from large, profit-making organizations in training courses and observational study missions.

   b. The PCE rate is fixed at USD150.00 per participant.

   c. The APO Secretariat will notify NPOs concerned before issuing Letters of Acceptance to participants.

   d. Invoices will be sent to NPOs concerned at the end of the year.