



No. 31110/23
Dt. 02-05-2023

Sub: 23-RC-02-GE-TRC-B: Training Course on Assessors for the Productivity Specialists Certification Program from 4 - 8 September 2023, Islamabad, Pakistan .(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 **23rd, June 2023**. In this regard, the following points may be noted.

- **Fees and Charges** The APO/host country would meet round trip economy class international airfare by the most direct route from the international airport nearest to the participant's place of work, hotel accommodation, and the per diem allowances charges of the participants, as per the project notification issued by APO. However, the travel insurance, visa fees, and airport taxes are to be borne by the participant. An Application fee (NON-REFUNDABLE) of **Rs. 500/-+ 18% GST** for the MSME Sector, Trade Unions, and NGOs and **Rs. 1000/-+ 18% GST** for others is payable along with the nomination form, for each participant. In case of selection by APO, NPC will charge **Rs. 3,000/-+ 18% GST** for the MSME Sector, Trade Unions, and NGOs, **Rs. 12,000/-+ 18% GST** for profit-making organizations, and **Rs. 6,000/- + 18% GST** for others per participant is payable towards handling charges and membership fee for the APO Alumni Association of India (AAAI). The requisite amount can be paid through a demand draft/cheque/ECS drawn in favor of the National Productivity Council, New Delhi. In the absence of an application fee, the nominations will not be considered. Kindly e-mail the details of the ECS/RTGS/NEFT payment made to isg@npcindia.gov.in. In this regard, the bank account details are attached herewith. It is the responsibility of the candidates to complete all the official formalities required by their organizations/departments before proceeding abroad.
- **All nominations should be routed through the proper channel and as per the attached APO bio data form.** The nominations received after the last date will not be considered. You are requested to send nominations by e-mail (application in excel format) and hard copy by post. All information pertaining to nominations will be treated as confidential and classified. The nominated officers may be invited as 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.: 110

Date of Issue	1 May 2023
Project Code	23-RC-02-GE-TRC-B
Title	Training Course for Assessors of the Productivity Specialists Certification Program
Timing	4 September 2023–8 September 2023
Hosting Country(ies)	Pakistan
Venue City(ies)	Islamabad
Modality	Face-to-face
Implementing Organization(s)	National Productivity Organization, Pakistan
Participating Country(ies)	India, Indonesia, I.R. Iran, Malaysia, Mongolia, Pakistan, Sri Lanka, Turkiye, and Vietnam
Overseas Participants	18
Local Participants	6
Closing Date	30 June 2023
Remarks	Not Applicable

Objectives	Develop qualified, competent assessors in National Productivity Organizations (NPOs) that serve as APO-accredited certification bodies (CBs); familiarize participants with APO-PS 101:2019: Requirements for Productivity Specialists; and explain the methods, criteria, and competencies required to conduct assessment for the certification of productivity specialists.
Rationale	The APO Accreditation Program is a strategic initiative to accredit and reaccredit CBs on productivity specialist-related schemes. Accredited CBs are eligible to operate APO certification of persons schemes to develop competent productivity specialists across APO members who can contribute to productivity improvement in their countries and other members.
Background	<p>The CB Development Program assists NPOs or affiliated organizations in becoming APO-accredited CBs to operate certification schemes of productivity specialists. A CB must build up a pool of qualified assessors of candidates who apply for accreditation.</p> <p>The APO-PS 101:2019: Requirements for Productivity Specialists is a certification scheme that provides guidelines for CBs to conduct documentation verification, examination, desktop assessment, and face-to-face panel interviews before issuing certification. To strengthen CBs' capacity, this course aims to develop assessors for APO-PS 101:2019 by providing the required skills, knowledge, and ability while maintaining the highest standards in conducting assessments. Participants are expected to continue serving CBs as internal or external assessors after completion of the training course.</p>
Topics	Levels of certification, prerequisites, and competency requirements for productivity specialists; Roles and responsibilities of assessors; Assessment methods for productivity domain expertise, process skills, and people skills; Certification and recertification process for productivity specialists; and Assessors' code of conduct.
Outcome	Competent assessors for APO-PS 101 are equipped with skills, knowledge, and ability while maintaining the highest standards in conducting assessments; CBs' capability is developed; and networks among assessors in member economies are strengthened.
Qualifications	Senior professional staff of NPOs, certified management consultants, certified professional auditors, assessors of personnel certification schemes, and professionals to be engaged by CBs for conducting candidate assessments.

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



Dr. Indra Pradana Singawinata
Secretary-General