



No. 31111/23
Dt. 18-05-2023

Sub: 23-RC-03-GE-TRC-A: Training Course for Assessors of the Green Productivity Specialist Certification Program from 11 - 14 July 2023. Online (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 **20th, June 2023**. 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.: 123

Date of Issue	16 May 2023
Project Code	23-RC-03-GE-TRC-A
Title	Training Course for Assessors of the Green Productivity Specialist Certification Program
Timing	11 July 2023–14 July 2023
Hosting Country(ies)	Vietnam
Venue City(ies)	Not Applicable
Modality	Online
Implementing Organization(s)	Vietnam National Productivity Institute (VNPI) and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	38
Local Participants	12
Closing Date	23 June 2023
Remarks	Not Applicable

Objectives	Develop qualified, competent assessors in APO-accredited certification bodies (CBs); familiarize participants with APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists; and explain the methods, criteria, and competencies required to conduct assessment of GP certification candidates.
Rationale	The APO Accreditation Program is a strategic initiative that involves certification and recertification of CBs in APO members to operate productivity specialist-related schemes. Accredited CBs develop competent productivity specialists across APO members who can contribute to productivity improvement in their countries and other APO 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 to ensure the quality of certified candidates who apply for accreditation.</p> <p>APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists is operated by APO-accredited CBs. CBs conduct documentation verification, examination, desktop assessment, face-to-face panel interviews, and evaluation of submitted GP reports before issuing certification to candidates. To strengthen CBs' capacity, this course aims to develop assessors in APO members under APO-GPS 201:2019 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 GP specialists; roles and responsibilities of assessors; assessment methods for GP domain expertise; GP specialist skills and employability skills; certification and recertification process for GP specialists; and assessors' code of conduct.
Outcome	Competent assessors for APO-GPS 201 are equipped with skills, knowledge, and ability to maintain 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