



PROJECT NOTIFICATION

Reference No.: 287

Date of Issue	17 January 2025
Project Code	24-CL-06-GE-WSP-A
Title	Workshop on Transformation of the Informal Economy
Timing	17 March 2025–19 March 2025
Hosting Country(ies)	Fiji
Venue City(ies)	Not Applicable
Modality	Online
Implementing Organization(s)	National Training and Productivity Centre, Fiji National University and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	38
Local Participants	12
Closing Date	28 February 2025
Remarks	Not Applicable

Objectives	Understand the scale, impact, and challenges of the informal economy; learn about effective approaches and policies for addressing the informal economy; and explore digital technology applications to transform the informal economy.
Rationale	Activities of workers without formal contracts and outside the protection of labor laws, such as most street vendors and domestic workers, are categorized as part of the informal economy. The informal workforce is a major contributor to employment in APO member economies. Addressing the informal economy is part of our efforts to promote inclusiveness in enhancing productivity.
Background	<p>The informal economy encompasses all economic activities carried out by workers and economic units that are either not covered or insufficiently covered by formal regulations, whether in law or practice. In many APO members, a significant proportion of workers and businesses operate within the informal sector. According to the 2024 APO report, Informality, Productivity, and Financial Inaccessibility: A Study of Selected APO Members, 68.2% of the population in the Asia-Pacific region was employed in the informal sector. The APO reported that the informal sector was strongly linked to low productivity and emphasized the need for effective policy initiatives to remove constraints faced by enterprises in the informal sector while enhancing the skills and human capital of its workers.</p> <p>With the increasing availability and affordability of digital tools and platforms, particularly for job opportunities, education, and government-related registrations, approaches to tackle issues within the informal economy need to be revisited and modernized. This workshop aims to explore innovative strategies to transform the informal economy.</p>
Topics	Scale, impact, and challenges of the informal economy; Emerging trends in the labor environment, such as digital platforms and gig work; Implications of digital technologies for policies and strategies to transform the informal economy; and The future of the informal sector.
Outcome	Updated understanding of informal economy issues in the digital era, and enhanced knowledge of the potential applications of digital technologies to strategies and policies to strengthen the capacities of workers and business units in the informal sector.
Qualifications	Government officials involved in policymaking for the informal sector and representatives of NPOs, industrial associations, and firms providing productivity consultancy and training for the informal economy.

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.