



PROJECT NOTIFICATION

PN Issue Date	10 January 2020
Project Code	20-IN-70-GE-RES-C
Title	APO Accreditation and Certification Development Program
Timing and Duration	Throughout the Year
Venue	APO Secretariat
Implementing Organization(s)	APO Secretariat
Participating Member Countries	NA
Closing Date for Applications	NA

1. Objective

- a. To conduct the APO Certification Body (CB) accreditation process in member countries, including onsite and offsite assessments;
- b. To develop certification schemes including the content, certification requirements, and assessment methods; and
- c. To organize the annual APO Accreditation Body (APO-AB) Council Meeting

2. Background

An accreditation and certification program was identified as one activity that could raise the APO's visibility and authority as a leading productivity organization. A program that includes recognition of national productivity organizations (NPOs) or their affiliates as APO-accredited CBs will build APO brand awareness, strengthen its leadership in the area of productivity, and boost the value of its services. This new initiative will also expand the APO's role in developing the capacity of NPOs from mere training providers to becoming future-oriented productivity-related specialist accreditation bodies.

To achieve this, the APO Secretariat established its AB in 2018. The body comprises a council, technical working groups (TWGs), assessment teams, and the Secretariat. NPO Heads and representatives of ministries and government agencies, academia, professional associations, and accreditation schemes are council members, while experts from various backgrounds and fields serve in the TWGs and on assessment teams. Each group has its own roles and function in accreditation activities. Throughout 2019, the Secretariat focused on developing the entire ecosystem including the standard operating procedures, documentation, certification schemes, and requirements of CBs. In addition, the Secretariat introduced a new initiative to assist NPOs in meeting the requirements for CBs.

In 2020, the development program continues, focusing on the accreditation of NPOs as APO CBs. An assessment team will be set up to confirm the credentials of participating NPOs to function as APO CBs. In addition, the Secretariat proposes the development of a new certification scheme on service-sector productivity. Given the important role of this sector in the national development and competitiveness of member countries, the scheme will specify the standards, requirements, and domain expertise for professional/experts capable of leading service-sector productivity enhancement. A new TWG will be formed by the Secretariat for developing the entire scheme.

3. Scope and Methodology

3.1 Development of APO Accreditation and Certification Schemes

TWGs will be assigned to develop the standard operating procedures, certification schemes, requirements for certification, and necessary documentation. Each TWG will be chaired by an individual nominated by the APO-AB Council and consist of a maximum of five technical experts selected after consultation with the TWG chair.

In 2020, the TWGs will work on the following areas:

- Development of the APO-AB Standard Operating Procedures
- Development of the Public-sector Productivity Specialists Certification Scheme
- Development of Service-sector Productivity Specialists Certification Scheme

The Secretariat will prepare specific Project Implementation Plans for each development program with detailed descriptions, methodologies, and financial responsibility for the activities to be undertaken.

3.2 Assessment Program for APO CBs

The assessment of CBs is an important part of the accreditation process to determine whether an organization complies with the requirements. A team of assessors will be assigned to conduct a two-stage assessment, i.e., an adequacy assessment and document review and then a compliance assessment including a visit to the CB.

The assessment team will write a report to the APO-AB Council for the decision on accreditation. Each successful organization will be certified as an APO CB for a four-year period.

3.3 APO-AB Council Meetings

The APO-AB Council will meet once yearly to discuss the development of CBs, certification schemes,

and other matters related to accreditation. The council will also decide whether to grant, extend, renew, or suspend the accreditation of CBs.

The venue and timing will be decided through consultations with the APO-AB Chair and council members.

4. Implementation Procedures

The APO-AB Secretariat will be the focal point of activities under the Accreditation and Certification Program. The Secretariat will inform member countries of specific activities through separate communications, highlighting the status of development of the APO Accreditation and Certification Program. The APO-AB Secretariat will also be responsible for organizing the APO-AB Council meetings and TWG meetings as well as facilitating the assessment process for accreditation.

5. Financial Arrangements

To be met by the APO

- a. All assignment costs of APO-AB Council members to attend council meetings;
- b. All assignment costs of experts serving as TWG members;
- c. All assignment costs of experts to conduct assessments of CBs; and
- d. Implementation costs for conducting TWG coordination and APO-AB Council meetings.

To be met by the host country or NPOs

Part of local implementation costs, if any.



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