



PROJECT NOTIFICATION

PN Issue Date	25 November 2019
PN Revision 1 Issue Date	9 March 2020
Project Code	20-IN-80-GE-TRC-B
Title	Training of Trainers on Lean Manufacturing Systems
Timing and Duration	1–5 June 2020 (five days)
Venue	Dhaka, Bangladesh
Implementing Organization(s)	National Productivity Organisation (NPO), Ministry of Industries, Bangladesh
Maximum Number of Overseas Participants	18
Maximum Number of Local Participants	Six
Target Countries	Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam
Closing Date for Nominations	30 March 2020

Change History of Project Notificaion: 20-IN-80-GE-TRC-B

Revision	Date of Issue	Clause	Modifications
Revision 1	9 March 2020	Timing and Duration	Timing is changed from 12–16 April 2020 to 1–5 June 2020
		3. Scope and Methodology	Program schedule is revised in accordance with revised project timing.
		7. Actions by Member Countries	Item d. is updated. Necessary documents such as biodata forms and Medical and Insurance Declaration/Certification Form should be submitted through DMS/Fleekdrive.

1. Objectives

- a. Equipping participants with updated knowledge and practices of lean manufacturing and management and their implications for sustainability and the Fourth Industrial Revolution;
- b. Providing references and benchmarks for lean practitioners and trainers to effectively apply lean concepts and techniques in SMEs; and
- c. Increasing efficiency in resource and energy consumption of SMEs and manufacturers in the region to pursue sustainable industrialization.

2. Background

Lean manufacturing is a classic methodology for productivity improvement which focuses on reducing all types of waste, streamlining processes, and optimizing resources so that all actions in the manufacturing process create value. It originated from the Toyota production system developed by the Toyota Motor Company in Japan and has been widely studied and practiced by academics and industries since the 1980s. A key concept of lean manufacturing is “to do more with less,” as summarized by US economist James Womack, although the driving force is the needs of consumers rather than simply the operational efficiency of industries.

Nowadays, lean concepts and practices are even more significant when environmental sustainability and timely responses to market demand are equally important for manufacturers. Lean manufacturing provides a simple yet solid methodology to pursue productivity, business continuance, and sustainability. This training-of-trainers course aims to provide an opportunity for practitioners and trainers to understand applications of lean manufacturing in the Fourth Industrial Revolution and how they contribute to more sustainable economic development in attempts to meet UN Sustainable Development Goals 9 (industry, innovation, and infrastructure) and 12 (responsible consumption and production).

The APO has been conducting various programs related to lean concepts and applications to assist member countries in pursuing excellence and sustainability in manufacturing, including workshops and training courses in Bangladesh, India, IR Iran, Japan, Malaysia, Pakistan, the Philippines, Sri Lanka, Thailand, and Vietnam; demonstration company projects in India and Vietnam; and videoconference-based distance learning attended by Cambodia, India, Indonesia, IR Iran, Malaysia, Pakistan, the Philippines, Sri Lanka, Thailand, and Vietnam. This project will continue efforts to support sustainable industrialization in APO members.

3. Scope and Methodology

The tentative modules to be covered are:

- a. Key concepts and methodology of lean manufacturing;
- b. Identification of waste and tools and techniques for lean applications;
- c. Lean and resource efficiency;
- d. Case studies of lean manufacturing and its implications in the Fourth Industrial Revolution; and
- e. Delivery of lean training and consulting services.

The program will consist of interactive lectures, discussions, sharing of good practices, site visits, and presentation of learning points and action plans.

The tentative program of this project is given below:

Date/Time	Activity
Sunday, 31 May 2020	Arrival of participants in Dhaka
Monday, 1 June	Opening session Presentation of resource papers - Concepts and methodology of lean manufacturing - Tools and techniques for lean applications

Tuesday, 2 June	Presentation of resource papers - Lean and resource efficiency - Case studies: Lean and sustainable production
Wednesday, 3 June	Presentation of resource papers - Case studies: Lean in the Fourth Industrial Revolution - Lean applications in SMEs: Challenges and opportunities
Thursday, 4 June	Site visit(s) Discussion and preparation of individual action plans
Friday, 5 June	Presentation of individual action plans Closing session
Saturday, 6 June	Departure of participants

4. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Trainers or consultants specializing in management in the manufacturing sector, representatives of industrial associations, or policymakers with experience in managing industrial plants.
Experience	At least three years of experience in the positions described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 25 and 45 years of age.
Attendance	Participants are required to attend the entire program.

5. Requirements

Participants are required to undertake preparatory work such as writing country papers prior to departure for the project venue.

All participants are required to prepare and submit action plans to the APO and to share them with their NPOs within 10 working days after attending the project. Participants are also required to submit postproject follow-up reports six months after project completion to document the achievement of outcome(s) of the project. The NPOs will monitor the follow-up actions and report submission by participants.

The Guidelines for Project Preparatory Work will be provided in the project circular, and the Postproject Activity Guidelines are given in Attachment 1.

5-1. Repeat Participants (who attended previous APO projects and are applying for another)

- a. In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.

- b. Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

5-2. All Participants

- a. In the Candidate's Biodata form, candidates are required to list their expectations from the project and planned postproject actions/activities. This is a tentative list, which participants are free to revise or replace after attending the project.
- b. All participants are required to develop and submit final follow-up action plans within 10 working days of project completion, in the format to be provided by the APO Secretariat later.
- c. All participants are required to submit reports on the follow-up actions taken within six months (or a period specified for a particular project) of project completion.
- d. The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

6. Financial Arrangements

6-1. Airfare

The APO will meet the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Dhaka, Bangladesh, from organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs*;

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

Participants should note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is also available on the APO website and from APO Liaison Officers in member countries.

6-2. Participating Country Expenses (PCEs)

PCEs payable to the APO do not apply to organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs*;

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

6-3. Insurance Coverage

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

6-4. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph on Airfare for conditions)	Conditions apply	No	Conditions apply

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
Participating Country Expenses (PCEs) (refer to paragraph on PCEs)	USD50 per participant	No	No
Hotel accommodation at the venue	No	Yes	No
Per diem allowance at the venue	No	Yes	No
Transportation costs to and from hotel and airport at the venue	No	Yes	No
Insurance coverage in the host country (refer to paragraph on Insurance Coverage)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No
Notes (special conditions): NA			

7. Actions by Member Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section Qualifications of Candidates above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the selection committee of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered:
 - i. The Biodata Form should be entered in the Document Management System (DMS)/Fleekdrive. The form can be downloaded from the APO website (www.apo-tokyo.org). The Biodata Form (Ver. 1.1) in the Excel (xlsx) format should be uploaded to the specific project folder in nominees' member country folders in DMS/Fleekdrive.
 - ii. The APO Medical and Insurance Declaration/Certification Form must be completed and

submitted with candidates' biodata at the time of nomination through DMS/Fleekdrive. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.

- e. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.
- f. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- g. For member countries where nominations are required to be approved by higher government authorities and require a longer time, APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- h. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- i. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- j. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO project.
- k. NPOs should inform participants that they must attend the entire program of the project.
- l. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no show of a participant.

8. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

9. Project Preparation

The participants are required to prepare a short paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Country Papers" to be provided later.

10. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO also requests participants to submit progress reports six months after completion of the project. In addition, participants taking part in training-of-trainers courses must also submit a report summarizing a training project that they conducted following the action plans to the APO and NPOs within six months after project completion.

11. Evaluation of Participants

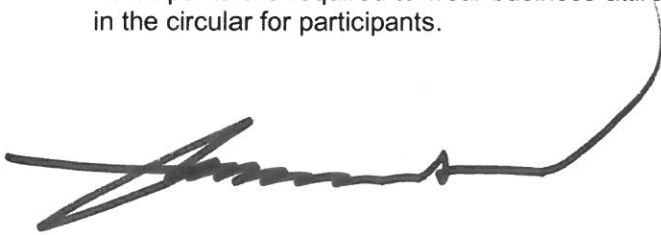
If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

12. Guide for Participants

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO website (www.apo-tokyo.org).

13. Dress Code

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.

A handwritten signature in black ink, appearing to read 'Dr. AKP Mochtan', with a long, sweeping flourish extending to the right.

Dr. AKP Mochtan
Secretary-General

POSTPROJECT ACTIVITY GUIDELINES

The follow-up actions by participants after project attendance determine the extent of multiplier effects (outcomes) of APO projects in member countries. The APO has therefore established an interdepartmental Participant Selection Committee to ensure selection of the most appropriate candidates. A key consideration is whether individuals are in a position, have the ability, and are willing to undertake follow-up actions after project attendance.

Each participant is required to undertake follow-up actions after attending an APO project based on his/her learning from it and report on those activities to the NPO of his/her country and the APO Secretariat, following the guidelines below:

Examples of Follow-up Activities

The examples below are suggestions and are not meant to limit participants' choices of follow-up actions:

- a. An official report on project attendance to participants' organizations, or NPOs, or both;
- b. Newspaper/magazine articles based on learning from the project;
- c. Application of knowledge, skills, techniques, or technologies for improving job performance and/or organizational capacity;
- d. Delivering a presentation or lecture on the project topic;
- e. Conducting a workshop/seminar/conference/forum on the project topic;
- f. Improving training/teaching/extension materials related to the project topic; and
- g. Sharing project findings with colleagues, professional groups, or others.