

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,
लोदी रोड, नई दिल्ली-110 003



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

Utpadakta Bhavan, 5-6, Institutional Area,
Lodi Road, New Delhi - 110 003

No. 31102/22

Dt. 21-03-2022

Sub: 22-CP-44-GE-TRC-A: Development of Public-sector Productivity Specialists from 16-20 May 2022, Digital Multicountry(DMC).
(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 **18th, April 2022**. 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,

(N.K.Chanji)

Dy. Director General & Head (Int'l Serv.)
for Director General

e-mail: isg@npcindia.gov.in



PROJECT NOTIFICATION

Ref. No.: 22-CP-44-GE-TRC-A-PN2200019-002

Date of Issue	18 March 2022
Project Code	22-CP-44-GE-TRC-A
Title	Development of Public-sector Productivity Specialists
Timing and Duration	16–20 May 2022 (five days)
Hosting Country(ies)	Philippines
Modality	Digital Multicountry
Implementing Organization(s)	Development Academy of the Philippines and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	38
Local Participants	12
Qualifications of Participants	Policymakers and government officials, representatives of local government units and government enterprises, and staff from National Productivity Organizations working on public administration, training and educational programs for the public sector, and standards and quality management systems for government
Nomination of Participants	All nominations must be submitted through National Productivity Organizations of member countries
Closing Date for Nominations	21 April 2022

1. Objectives

- a. Introduce issues and challenges confronting the public sector and the urgency of improving its performance and services given its central role in serving citizens.
- b. Train participants in the concepts, framework, tools, and techniques to enhance the productivity and performance of the public sector.
- c. Equip participants to become competent public-sector productivity specialists by mastering the knowledge, skills, and competencies stipulated under the APO's curriculum.

2. Background

The COVID-19 pandemic has hit organizations and employees in every sector worldwide in unprecedented ways, including the public sector. Almost all governments implemented strict lockdowns, contact tracing measures, and digitization to save lives while ensuring the continuity of essential services such as healthcare, education, public administration, and food delivery. With restrictions on people's mobility still imposed even after two years, difficulties in operating and delivering basic public services continue. The situation also changed the ways employees in public-sector organizations operate such as adjusting to remote work and adopting digital solutions to ensure that services can be provided while enhancing performance and productivity.

Recognizing the importance of public-sector performance in serving citizens' needs under the new normal, the APO continues examining methods and approaches to improve work processes, motivation and skills of employees, and managerial capability to optimize public-sector resources in the region. These factors constitute the fundamentals of the APO Public-sector Productivity Framework. This course aims at strengthening the capabilities of the public sector in APO members by rebuilding and reshaping workforce skillset requirements under the new normal.

Participants will be trained in the concepts, approaches, tools, and techniques needed by productivity specialists in the public sector and develop the skillsets for the required competencies. NPOs are requested to nominate professionals who are expected to work as productivity specialists for the public sector.

3. Scope, Methodology, and Certificate of Attendance

The duration of each day's sessions will be around three hours comprising presentations by experts, group discussions, and other relevant learning methods. The indicative topics of the presentations are:

Day 1:

- Understanding public-sector productivity
- The APO Public-sector Productivity Framework
- Citizen-centered service issues and challenges
- New opportunities for improving public service delivery in the new normal

Day 2:

- e-Government
- Regulatory reform
- Case studies

Day 3:

- Performance management
- Public-sector productivity measurement
- Case studies

Day 4:

- Tools for improving organizational productivity
- Leadership for performance improvement

Day 5:

- Change management
- Case studies

The detailed program and list of speakers will be provided two weeks prior to the sessions with announcement of the names of the selected participants.

The participants are required to attend all sessions. This full participation is a prerequisite for receiving the APO certificate of attendance.

4. Financial Arrangements

- a. The APO will meet the assignment costs of overseas resource persons and honorarium for up to two local resource persons.
- b. The host country will meet the costs for a virtual site visit(s), either broadcast live or recorded as applicable.

5. Implementation Procedures

Please refer to the implementation procedures for APO digital multicountry projects circulated with this document.

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

Dr. AKP Mochtan
Secretary-General