



No. 31207/23  
Dt. 14-08-2023

**Sub: 23-IP-19-GE-OSM-A: Multicounty Observational Study Mission on the Cashless Society from 12-13 September 2023, ONLINE (Visit 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 **28th, August 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](mailto:mayank.verma@npcindia.gov.in), [isg@npcindia.gov.in](mailto:isg@npcindia.gov.in), [rk.rawat@npcindia.gov.in](mailto: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](mailto:mayank.verma@npcindia.gov.in), [isg@npcindia.gov.in](mailto:isg@npcindia.gov.in), [rk.rawat@npcindia.gov.in](mailto: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](mailto:isg@npcindia.gov.in)**



## PROJECT NOTIFICATION

Reference No.: 195

<b>Date of Issue</b>	3 August 2023
<b>Project Code</b>	23-IP-19-GE-OSM-A
<b>Title</b>	Multicountry Observational Study Mission on the Cashless Society
<b>Timing</b>	12 September 2023–13 September 2023
<b>Hosting Country(ies)</b>	Sri Lanka
<b>Venue City(ies)</b>	Not Applicable
<b>Modality</b>	Online
<b>Implementing Organization(s)</b>	National Productivity Secretariat, Sri Lanka and APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	57
<b>Local Participants</b>	12
<b>Closing Date</b>	3 September 2023
<b>Remarks</b>	Not Applicable

<b>Objectives</b>	Provide references on the practices of cashless socioeconomic activities and their implications; observe initiatives for developing a cashless society and necessary complementary measures; and discuss the costs and benefits of a cashless society and the strategies and policies for a well-functioning one.
<b>Rationale</b>	The APO Vision 2025 aims to contribute to more inclusive, innovation-led productivity growth in the Asia-Pacific. By developing an understanding of how cashless payment connects to the development of the digital economy and engagement of informal and emerging sectors, this project aims to assist APO members in transitioning to inclusive, digital economies.
<b>Background</b>	<p>In a cashless society, financial transactions are conducted digitally. As digitalization progresses, cryptocurrencies, digital payments, and e-commerce are more common. A cashless society helps reduce business risks and costs, increases transaction speed, and facilitates the collection of economic information and digital connection. It also creates concerns over users' privacy, marginalization of those without digital technology access, and concentrated control of information, as indicated in a 2022 report of the Royal Society for the Encouragement of Arts, Manufactures and Commerce of the UK.</p> <p>As APO members promote digital upgrading and the development of a cashless society, a review of how to maximize the benefits and reduce negative socioeconomic impacts is necessary. The APO Sustainable Productivity Summit in 2018 explored cashless society concepts, and this study mission will examine its development in the Asia-Pacific region and identify strategies for its sustainable development.</p>
<b>Topics</b>	Concepts and characteristics of a cashless society; The digital economy and development of a cashless society; Challenges and benefits of a cashless society; Strategies and policies for a healthy cashless society; and Good practices in the Asia-Pacific region and experience in Sri Lanka.
<b>Outcome</b>	Strategies and complementary measures for a sustainable cashless society are identified, levels of digitization of business activities and services are increased, and economic activities in the informal sector are included more in digitization efforts.
<b>Qualifications</b>	Government officials and policy research officers in charge of digital upgrading, economic development, currency policy, and financial services; and representatives of industrial associations and enterprises.

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.