IMPLEMENTATION PROCEDURES FOR APO IN-COUNTRY PROGRAMS
Effective from 1 January 2024

General Information

1. Introduction

The APO plays key roles as an institution builder by strengthening the ability of National Productivity Organization (NPOs) and other institutions to promote productivity, provide training, and offer capacity-building services to the public and private sectors. It also serves as a regional adviser, surveys the economic and development policies and performance of each member, and assists in formulating strategies for enhanced productivity and competitiveness. These efforts are covered through projects under In-country Programs designed to meet members' specific needs. These implementation procedures provide detailed information on specific projects under the program.

2. Application Procedures

a. Submission of Applications

   i. APO members applying for project(s) under the In-country Program should complete and submit the relevant application form provided in the Attachments. The applications should include all necessary details and be submitted by the deadlines specified in Project Notifications.

   ii. Applications should be submitted by the APO Liaison Officer with an endorsement from the APO Director/Alternate Director or NPO Head.

   iii. The APO Secretariat requires lead time for arrangements and preparations of up to two months for a virtual activity and three months for a face-to-face activity.

b. Review of Applications

   Applications are reviewed immediately after receipt by the APO Secretariat. Consideration for approval will include assessments of clear, tangible benefits and impact of the projects for member economies.

c. Nomination of participants

   i. APO members should ensure the nomination of candidates with suitable qualifications and English proficiency as required by each project.

   ii. Nomination of participants should be submitted to the APO Secretariat at least one month before project implementation.

3. Modality of Implementation

Virtual
a. Activities will be conducted in the virtual modality when in-person attendance of either participants or resource persons is not required.

b. A virtual session may also be conducted as a preparatory activity before a face-to-face meeting or as a consultative, trouble-shooting mechanism among NPOs, participating/recipient organizations/firms, resource persons, and APO Secretariat.

c. Virtual sessions will use videoconference platforms designated by the APO Secretariat or implementing NPO.

d. The duration of virtual sessions is around four hours/day.

e. NPOs, resource persons, and other stakeholders should use their own devices, applications, and internet connections to participate in virtual sessions. Specific requirements are as follows:

   i. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.

ii.   Have access to internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.

iii.   Follow the instructions of moderators/presenters in asking questions, joining discussions, and answering questions.

Face-to-face
a.   Resource persons are dispatched to the requesting member economies to conduct assigned tasks.

b.   NPOs, resource persons, and other relevant stakeholders participate and engage in face-to-face interactions.

c.   The duration of a face-to-face session is around eight hours/day.

Specific Information

Technical Expert Services (TES)

About TES
TES provides technical assistance to NPOs and related organizations to strengthen their institutional capacities and upgrade their technical competencies in line with individual member economy needs for productivity improvement. The creation of multiplier effects for the national productivity movement is expected from this program.

1. **Scope**

   a. Train staff of NPOs and related organizations/stakeholders in requesting member economies in the core tools, techniques, and methodologies for productivity improvement.

   b. Provide consultancy services to resolve productivity-related problems in NPOs, public and private corporations, and organizations in the manufacturing, public, service, and agriculture sectors.

   c. Organize programs and events related to the productivity movement in combination with other programs such as in-house training, seminars, and consultancy services.

   d. Conduct programs to follow up and/or further disseminate the results of multicountry projects or other APO programs or projects.

   e. Implement research projects to address specific topics meeting the needs of a member.

2. **Duration**

Virtual
The maximum project duration is six working days.

Face-to-face
The maximum project durations are 10 working days (capacity-building and consultancy services), 5 working days (follow-up projects), and 6 months (research).

3. **Implementation**

   a. NPOs should assign a staff member to be closely involved in all stages of the implementation of TES projects. This is intended to encourage NPO staff to understudy the resource person(s) and ensure follow-up actions by NPOs after the completion of the assignment of the resource person(s).

   b. Recipient NPOs or beneficiaries are requested to acknowledge the services by displaying the APO logo on banners and other promotional materials, displaying the APO flag, etc. NPOs or beneficiaries are encouraged to issue media releases or feature the TES project on their websites or social media network services. Photographs or copies of such displays and statements should be sent to the APO Secretariat with the evaluation report.

   c. For the face-to-face modality, in the case of cancellation of the assignment of the resource person(s) after issuance of a Letter(s) of Assignment for reasons attributed to the NPO, the costs incurred such as air ticket cancellations should be met by the NPO concerned.

4. **Report Submission**

   NPOs receiving TES missions must submit an evaluation report on project implementation to the APO Secretariat within one month of service completion by the assigned resource person(s).

5. **Role of Recipient NPOs**

Virtual
   a. Coordinate technical preparations for the digital platform to be used for TES sessions.

b. Provide an interpreter, if necessary.

Face-to-face
a. Arrange local transportation, hotel reservations, and other logistic arrangements.

b. Provide an interpreter, if necessary.

c. Give a general overview of the recipient member.

6. Financial Arrangements

The following financial arrangements are applicable for both virtual and face-to-face modalities.

To be met by the APO

a. All assignment costs of the international resource person(s) including airfare and daily subsistence allowances for the face-to-face modality. In-country research projects can allow for up to two international resource persons.

b. Financial support to meet part of local implementation costs for follow-up projects (up to USD5,000.00).

To be met by member economies

a. All local implementation costs not covered by the APO.

b. Interpretation costs, if necessary.

c. Participating Country Expenses (PCEs): PCEs will apply if the request for a TES project is from a large, profit-making organization (non-SME). The applicable rate is USD150.00/service for the virtual modality and USD200.00/service for the face-to-face modality.

Expense reimbursement and project postponement/cancellation

a. The local implementation costs for follow-up projects will be settled after the completion of the project.

b. The implementing organization(s) is requested to provide original copies of proof of payment to the APO Secretariat at one time, no later than three months after the follow-up project is conducted. The proof of payment, such as bills, payment records, and receipts, should be issued by third parties and written in clear English or with an English translation if not originally in English.

c. The final payment will be made based on the actual expenditure after the implementing organization(s) submits all necessary documents. Internal evidence by the implementing organization(s) including NPOs is not accepted as proof of payment and the expenses claimed by it will not be reimbursed.

d. In case of a cancellation after the issuance of the Letter(s) of Assignment to a resource person(s), all costs associated with the cancellation should be met by the party responsible.