

Guide for Participants (2019 Revised Version)



ASIAN PRODUCTIVITY ORGANIZATION

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INTRODUCTION

Welcome and congratulations!

You have been accepted as a participant in a project of the Asian Productivity Organization (APO). This booklet is your key to hassle-free, enjoyable, useful participation in the APO project and your guide to things you should do or be aware of, for example:

- When making preparations to participate in the project, such as visa and passport requirements;
- During project implementation; and
- When undertaking postproject follow-up activities.

Please read this guide carefully, follow the instructions, and have it on hand for easy reference.

As the project you are attending is sponsored by the APO, a brief introduction on its mission, organization, and activities is also included in this guide.

The APO Secretariat hopes that your project is pleasant and productive.

Sincerely,
APO Secretariat

PREPARATION

Please read the information provided in the APO project notification, addendum, and other documents relating to your project.

Request a complete orientation on the mission, activities, and organization of the APO from your NPO, and, if possible, arrange a meeting with former APO project participants to learn from their experience.

If you need any advice or assistance with regard to your participation in the APO project, please contact your NPO (a list is available on the APO website).

Attending an APO Project

There are several arrangements to be made before attending an APO project overseas.

Passport

You must apply for and obtain a passport from the relevant authority in your country. If you already have one, please check its validity; some countries require the passport to be valid for at least six months after entering the country before granting a visa or allowing entry. It is also important to ensure that a sufficient number of unused pages remain.



Visa

Please submit the APO Letter of Acceptance to the relevant authority when applying for a visa. Make sure that the visa is specifically for the purpose of participating in the APO project. In some countries, if you have only a tourist visa, you may not be permitted to attend the APO project and you cannot change the status of your visa on arrival in the country where the APO project is hosted ("host country"). Failure to obtain the correct visa may therefore result in denial of entry, and you must return home. In that unfortunate event, either you or your organization must bear the travel costs incurred.

Upon receiving your visa, it is important to confirm that it is the correct type and is valid for the entire duration of the project in the host country.

Some countries require a transit visa if you are stopping over to connect with the next flight to your final destination (host country or home country). Please confirm transit visa requirements with the embassy/consular office of the country(ies) where you will be making a transit stop(s).

Please study the project notification/project notification addendum/circular carefully for special instructions on visa requirements by some host countries.

Health Certificates

Please check with the health authorities in your country regarding inoculations or vaccinations required in the country(ies) you are visiting. Obtain the necessary health certificate(s) well in advance.

All costs incurred for obtaining a visa(s), passport, and health certificate(s) are to be borne by you or your organization.

Air Tickets and Flight Schedules

The APO bears the cost of round-trip economy-class air tickets for the following categories of overseas participants who are attending conferences/forums, workshops, training, etc, as specified in the Project Notification:

- 1) All participants from nonprofit organizations;
- 2) All participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal; and
- 3) All participants from SMEs of other APO member economies.



The air tickets are for the most direct route between the international airport nearest to the participants' place of work and the international airport nearest to the venue of the project. The arrangements for the purchase of air tickets will be made by the APO Secretariat in accordance with the APO's Regulations and Rules and the Guide on Purchase of Air Tickets for APO Project Participants (see Attachment 1).

Please note that under APO regulations, if you are from a profit-making organization that is not an SME and taking part in an APO project with a training element, such as a training course or study mission, you or your organization must bear the cost of the air ticket.

If you are participating in an I-OSM or study mission to a nonmember country, you or your organization must bear the cost of the air ticket regardless of whether you are from a profit-making or nonprofit organization.

Please note that the arrangements for air tickets as well as per diem allowances are specified in the APO Letter of Acceptance issued to you.

When a project starts in one country and ends in another, all participants will normally travel together on the same flight to the second host country. The officer in charge/project manager will make the necessary arrangements. However, you must ensure that your air ticket has provisions for this purpose and that there are no restrictions. If any additional fare is payable, you will be responsible. Please ensure that you have the necessary visas for visiting both host countries. If you fail to travel to the next host country with the other participants, you will be responsible for the consequences.

Medical Certification Requirement

You are required to submit a medical and insurance declaration/certification on the specified APO form before project commencement (Attachments 2 & 3). However, if at any time during the project you are found to be physically or mentally unfit, you may be asked to return to your country. In such an eventuality, you may have to refund the airfare to your sponsor. Thus, please make sure that you are free from any health issues that may hamper your participation.

Insurance Requirement

You should be fully insured against accident and illness, including hospitalization and death, for the entire duration of the project as well as related travel and must submit to the APO Secretariat a copy of the insurance certificate before participation. Payment for the insurance is your responsibility.

Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

Please see the project notification/circular for more details.

Weather & Clothing

Check the weather forecast and other climate conditions for the host country before travel so that you can pack appropriate clothing. Please note that business attire may be required for the first day of the project.



Country Paper/Presentation

If you are required to prepare and submit a country/individual paper prior to attending the project, please follow the guidelines provided in either the Project Notification or Project Notification Addendum and submit your paper by the given deadline. Also be prepared to give a PowerPoint presentation of your paper, usually of about 10–15 minutes.

Please read all materials provided for prior study.

APOnet

You will be given a login username and password to access your project site on the APOnet at <http://apo-net.sakura.ne.jp/>. You may receive notices from the Secretariat to download training

materials or reference documents for the project you are about to attend. Alternatively, you may be instructed to upload your country papers prior to the start of the project.

Please visit the APOnet regularly to facilitate communication and exchange of information between project organizers, participants, and resource persons.

ARRIVAL IN THE HOST COUNTRY

Timing of Arrival

You should arrive in the host country one day before the commencement of the project. If you arrive too late for the project and miss any days of the program, the APO may cancel your participation and may not fund the cost of your air ticket.

As your travel is for the sole purpose of attending an APO program, arriving earlier than and departing later than the duration of the project for personal reasons are not allowed.

At the Airport

Upon arrival at the international airport in the host country, you should first complete health, immigration, and customs formalities in line with the regulations of the host country.



In countries where you will be met by a representative of the implementing organization, please place the APO identification tag in an easy-to-see place on your outer clothing and look for the host country representative who will wear a similar tag. If no meeting service is provided on arrival at the airport, please proceed to the designated hotel on your own. The NPO of the host country will contact you at the hotel.

If you must transit at an international airport in another city when traveling to the host country, please note that you may be required to clear immigration, retrieve your luggage, and go through customs before catching your next flight. It is advisable to double-check transit procedures with your airline or the airport authority on arrival.

If your luggage is lost or misplaced, please report it immediately to the airline concerned.

Accommodations

The NPO of the host country will make suitable hotel accommodation arrangements for you during the project. You are required to stay in the designated hotel(s) with the other participants. The purpose of this is to encourage interaction among participants and to facilitate coordination by the host country NPO.

Single-occupancy accommodations are usually provided. Although this rarely happens, there may be instances when two participants must share a room.



Allowances

Costs for hotel accommodations and per diem allowances (usually in the local currency) are borne by the host country. The host country generally settles the room charges directly with the hotel.

The host country only pays for the hotel room charges; this does not include charges for using other hotel services, such as making phone calls, consuming mini-bar items, and using laundry and other services. The per diem allowance is intended to cover meal charges and other personal incidental expenses during the project period. Apart from this allowance, no other allowances (such as for books, clothing, or excess baggage) will be paid. Depending on each individual's lifestyle, the per diem allowance may not fully meet his/her living costs.

Please read the project notification/addenda/circular for details of the amount of allowance payable and the mode of payment.

CHECKLIST BEFORE DEPARTING

Please use this checklist to make sure that you are fully prepared to attend the APO project:

- The APO Letter of Acceptance
- Passport, visas (both entry and transit), health certificate
- Round-trip/return air ticket with confirmed status
- Onward flight confirmed
- Insurance certificate
- Medical certificate, if applicable
- Additional copies of your country/individual paper for distribution to other participants and resource persons in the project, i.e., if you did not submit an advance copy by the stated deadline to either the APO Secretariat or the host country
- Preproject study materials, APO project notification, addenda, circulars, and other documents
- Currency of the host country for bus/taxi fares and other costs at the airport upon arrival
- Address, telephone number, and URL of the hotel where you will be staying
- Map, instructions, identification tag, and other relevant information provided by the APO Secretariat, host country, and NPO of your country

DURING THE PROJECT

Orientation and Registration

For multicountry projects, registration followed by an orientation session is usually held on the first day to provide all the necessary information on the project you are attending.



Payment of Allowances

Allowances are normally paid in the local currency for the project period, i.e., starting from one day before commencement to the last day of the project. If a project is of long duration, allowances may be paid in installments.

No additional allowances will be paid if you arrive earlier or depart later than the scheduled project.

In some countries, the local currency cannot be exchanged for other foreign currency when you leave. Please check with the APO officer in charge or local NPO staff to see whether such restrictions apply.

Attendance

You are expected to be punctual at all times throughout the duration of the project and to participate fully in all sessions.

If you are unable to attend any of the sessions of the project, please consult the APO officer in charge or local NPO staff in advance.

Local Travel

Any necessary local travel related to the program is by public transport and/or bus. These travel arrangements are made and paid for by the host country.

Accident or Illness

You must inform the APO officer in charge or local NPO staff immediately if you become ill or are involved in an accident during an APO project.

Participating Country Expenses (PCE)

If you are employed by or represent a profit-making organization, you will be required to pay PCE when participating in training courses and study missions. Please refer to the Project Notification or Letter of Acceptance for details of PCE payment.

Return Flight Reconfirmation

It is your responsibility to reconfirm your return flight(s) in the host country as necessary. This should be done well in advance.

Certificate

A certificate of completion will be presented to you after satisfactory attendance.

Project Evaluation

For study missions, conferences/forums, workshops, and training courses, participants will be asked to evaluate the project at the end for the improvement of future similar projects. Details will be provided during the project.



Termination of Participation

Your participation in the project may be terminated for one or more of the reasons listed below. In such cases, you may be asked to leave the host country as well as bear all the costs incurred to enable you to travel to the host country to attend the project as well as the allowances provided to you during the project. Your conduct may also be reported to the APO Director of your country through the APO Liaison Officer.

- Misconduct or sexual harassment
- Unsatisfactory performance during the project
- Failure to report serious illness and mental or physical disability
- Absence from the proceedings without prior notice and approval
- Engaging in employment, business, or political activities
- Inability to participate in proceedings due to lack of English proficiency
- Failure to acquire required travel insurance coverage
- As requested by your country or NPO or the host country

DO'S AND DON'TS

Do's

DO inform the APO and the host country NPO immediately if you must withdraw from participation.

DO arrive on time for the start of the official program.

DO ensure that you have insurance coverage for the entire duration of your travel.

Don'ts

DON'T combine participation in APO projects with your own private business interests either in host country or during stopover. Besides creating other problems, this may also be a violation of the terms of your visa.

DON'T change your flight schedule without the agreement of APO. You are expected to return home upon completion of the official program because you are visiting the host country for the specific purpose of attending the APO program.

DON'T bring family members or friends with you during the official project period.

DON'T skip any project session, unless you become ill or have an accident, in which case the project manager should be notified immediately.

AFTER THE PROJECT

After you have completed the APO project, your role as a participant continues by helping to create multiplier effects through the following postproject activities:

- Prepare action plans and submit progress reports six months after completion of the APO project.
- Help your NPO or organization to disseminate the knowledge gained through locally organized workshops, training courses, and consulting services.
- Publish articles on the topic of the project.
- Conduct seminars or information-sharing sessions with colleagues in your organization.

You are also requested to:

- Keep the APO informed of your efforts to improve productivity.
- Cooperate with your employer, NPO, and the APO in completing the Impact Evaluation Form or the External Evaluator Questionnaire when asked.
- Help promote the APO Society or Alumni Association in your country.

As a former project participant and alumni of the APO community, you will receive a monthly newsletter, the *APO News*, on a regular basis. Please notify the APO Secretariat of any change in your contact details such as e-mail address.

ABOUT THE APO

Mission

The APO was established on 11 May 1961 as a regional intergovernmental organization. Its mission is to contribute to the sustainable socioeconomic development of Asia and the Pacific through enhancing productivity in a spirit of mutual cooperation among its members. The APO is nonpolitical, nonprofit, and nondiscriminatory.

Vision

To be the leading international organization on productivity enhancement, enabling member economies to be more productive and competitive by 2020.

Five Key Roles

The APO performs a variety of roles to assist its member economies in their national and regional efforts to enhance productivity:

- Think tank: The APO conducts research on emerging needs of member countries for their follow-up and for determining appropriate assistance to them.
- Catalyst: The APO promotes bilateral and multilateral alliances among member countries and between them and others outside the APO region for collaboration on productivity-related activities for mutual benefit.
- Regional adviser: The APO surveys the economic and development policies and performance of each member country and assists in formulating strategic changes for enhanced productivity and competitiveness.
- Institution builder: The APO strengthens the capability of the national productivity organizations (NPOs) and other institutions to provide productivity promotion, training, and consultancy services to the public and private sectors.
- Clearinghouse for productivity information: The APO facilitates the dissemination and exchange of information on productivity among its members.



Five key roles of the APO

Membership

APO membership is open to countries in Asia and the Pacific which are members of the United Nations Economic and Social Commission for Asia and the Pacific.

The current membership comprises 20 economies, rich in ethnic, cultural, social, and religious diversity and with unique strengths and needs for productivity enhancement and socioeconomic development. At the same time, these economies pledge to assist each other in their productivity drives in a spirit of mutual cooperation by sharing knowledge, information, and experience.



APO member economies

APO logo

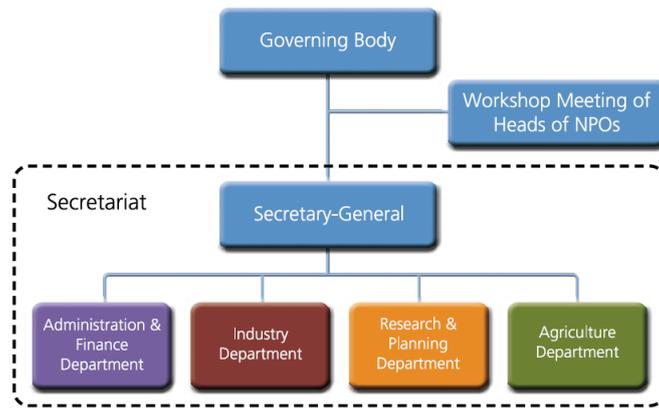
The APO's scope of support for its members covers industry and agriculture, the two most important production sectors of member economies.

The official logo of the APO is a montage of two icons: a gear, typically used to depict industry; and grains on stalks, representing agriculture. The abbreviation APO appears at the base, denoting the APO's role as the connecting entity.

Organization

Governing Body

The Governing Body is the supreme organ of the APO. It comprises one director from each member economy who is appointed by the government. The Governing Body meets annually to receive the Secretary-General's annual report and the auditor's financial report; determine the APO budget, policies, strategies, directions, and membership; approve the two-year plan and annual programs; lay down guidelines for the ensuing fiscal year's program; and approve program and financial estimates.



APO organizational chart

NPOs and Workshop Meeting of Heads of NPOs

Each member economy designates a national body to be its NPO. NPOs are entrusted to spearhead the productivity movement in each country. They also serve as the official liaison agencies with the Secretariat and coordinate APO projects hosted by their governments.

Each year, the APO organizes the Workshop Meeting of the Heads of the NPOs (WSM) to evaluate the previous year’s projects, undertake strategic planning, and formulate the two-year plan and detailed program for the next year. The WSM assumes the role of program planning for two years and presents the plans to the Governing Body Meeting for its decision on program and financial estimates. It also deliberates on productivity issues, guidelines for future programs, and emerging needs of member countries.

APO Liaison Officers

The planning, preparation, coordination, and implementation of APO projects are all done in close cooperation and consultation with NPOs. Each member economy designates an APO Liaison Officer to serve as the main contact point with the Secretariat.

Secretariat

The Secretariat, the executive arm of the APO, is headed by the Secretary-General. It carries out the policy directives of the Governing Body. In collaboration with NPOs, it plans and implements the two-year plan and annual programs. The Secretariat also undertakes joint programs with other international organizations, governments, and private institutions for the benefit of its members.

The APO Secretariat has four departments: Administration and Finance; Research and Planning (R&P); Industry; and Agriculture.



Administration & Finance Department

The Administration and Finance Department provides organizational, financial, personnel management, and information technology support to all Secretariat departments. It also oversees the annual Governing Body Meeting and WSM. Additionally, it undertakes public relations activities through the information program.

Research & Planning Department

The R&P Department is the think tank unit and, along with the Agriculture and Industry Departments of the Secretariat, serves as a regional advisory body within the APO. It undertakes research on productivity data to draw up effective pro-growth economic policies based on accurate measurement of economic performance and productivity trends. Studies on emerging concepts, trends, and productivity-related tools and techniques are carried out to assist members to remain updated on key information. Under the framework of the APO's Center of Excellence, the R&P Department assists members to develop and strengthen their core areas of competency. The R&P Department is also tasked with organizational planning.

Industry Department

As the major training arm of the Secretariat, the Industry Department conducts training courses, workshops, observational study missions, conferences, and other human resources development projects focusing on strengthening of NPOs; SMEs; the manufacturing, service, and public sectors; and Green Productivity (GP)-related topics. It is responsible for the Bilateral Cooperation Between NPOs (BCBN), Individual-country Observational Study Mission (I-OSM), Development of Demonstration Companies (DMP), Institutional Strengthening of NPOs (DON), and Technical Expert Services (TES) Programs. Based on the recently developed Public-sector Productivity Framework, the Industry Department plans to conduct specific projects on the topic aimed at top-ranking policymakers and officials of member countries.

Agriculture Department

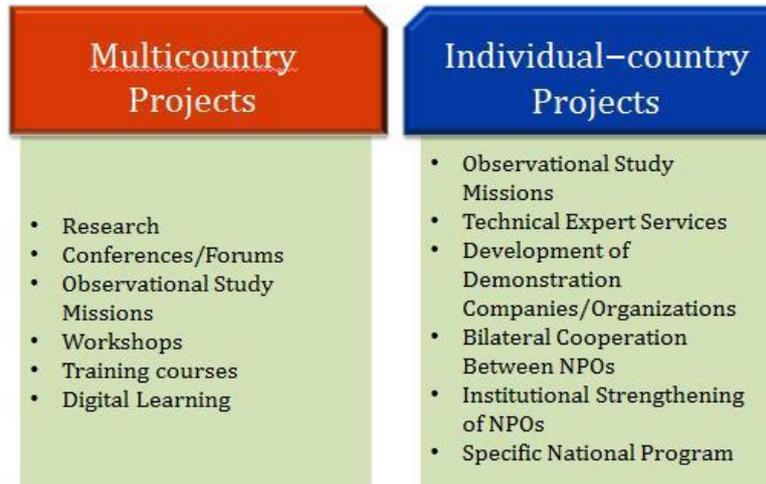
The Agriculture Program assists APO members to improve the productivity of the agriculture and rural sectors; promote environment-friendly, sustainable practices in agriculture; and enhance the competitiveness of the agribusiness and food-processing industry. To achieve this mission, the activities of the department focus on three priority areas: sustainable development in agriculture; processing and marketing of agricultural and food products; and rural entrepreneurship development.

Programs and Activities

APO programs cover the industry, service, and agriculture sectors, focusing on three major outcomes:

- Improve the productivity of member economies;
- Raise the global competitiveness of member economies;
- Achieve recognition as the leading productivity organization.

These programs, either multicountry or individual-country based, are grouped under Smart Transformation Initiatives, Capability Development Programs and Individual-country Programs. They are designed to provide practical training, share best practices and innovations, and promote knowledge development through a combination of activities such as lectures by experts; observational visits to factories, farms, and communities; group exercises; and country reports by participants for sharing information and experience.



Through its participants, the APO encourages the creation of multiplier effects by disseminating newly acquired knowledge and experience to others in their home countries. A two-tiered approach has been introduced in some APO projects, in which a multicountry project is followed by an individual-country project to propagate the knowledge/ideas gained in the multicountry project.

International Cooperation

The APO maintains close links with other international organizations as well as national agencies and institutions of countries outside the APO membership. This program promotes joint endeavors on matters of common interest and concern, broadens the network for sourcing experts for assignment to member economies under the APO TES scheme, and enables APO member economies to establish ties and networks with counterparts in economies outside the APO membership.

**GUIDE ON PURCHASE OF AIR TICKETS
FOR APO PROJECT PARTICIPANTS
With effect from 1 January 2019**

The APO arranges round-trip discounted economy-class air tickets for the following categories of overseas participants who are attending conferences/forums, workshops, training, etc., as specified in the Project Notification:

- 1) All participants from nonprofit organizations;
- 2) All participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal;
and
- 3) All participants from SMEs.

The APO bears the airfare by the most direct route between the international airport nearest to the participants' place of work and the international airport nearest to the venue of the project. The air tickets are arranged to enable participants' timely arrival (one day before project commencement) and departure (one day after project completion).

Please note the following procedures:

1. Participants must send copies of their passport pages showing their photo, name, passport number, other details, and signature to the APO Secretariat copying Liaison Officers once their participation is confirmed through the receipt of the Letter of Acceptance.
2. The APO Secretariat will coordinate with its officially-designated travel agent in Japan to arrange the air tickets for the selected participants upon receipt of the participants' passport copies.
3. Confirmed flight itinerary and e-tickets will be sent to the participants directly from the travel agent.
4. The APO will bear the cost of international air travel including fuel surcharges, security charges and airport taxes. All payments will be made by the APO directly with the travel agent.
5. Participants must obtain the necessary visas at their own cost.
6. Any inquiries regarding travel arrangement can be communicated to the travel agent directly copying the Liaison Officer and the Officer-in-Charge of the project in the Secretariat.

**ASIAN
PRODUCTIVITY
ORGANIZATION**

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Email: apo@apo-tokyo.org

APO MEDICAL AND INSURANCE DECLARATION FORM

Only for applicants without any of the health conditions listed on the reverse side

1. NAME (family name, first name, middle name)		
2. DATE OF BIRTH	3. NATIONALITY	4. SEX () Male () Female
5. APO PROJECT CODE AND NAME (VENUE)		
<p>I confirm that:</p> <p>a. I have read carefully the project notification for the above APO project and declare that I have the physical and mental fitness to attend the APO project.</p> <p>b. I have had no health conditions listed on the reverse side during the last 5 years and am free from any ailment likely to impair the health of others or affect my participation in the APO project.</p> <p>c. I will secure the required comprehensive travel insurance as specified in the project notification for the above APO Project.</p> <p>d. I understand that neither APO nor the implementing organization will be liable for any medical or other costs incurred during the project, except for those specifically stated in the Project Notification.</p> <p>e. I will bring with me the necessary medications for minor illness as prescribed by my physician since they may not be readily available at the venue of the above APO project.</p>		
_____		_____
Date		Signature

APO MEDICAL AND INSURANCE CERTIFICATION FORM

Only for applicants with one or more of the health conditions stated under item 6 below

1. NAME (family name, first name, middle name)		
2. DATE OF BIRTH	3. NATIONALITY	4. SEX () Male () Female
5. APO PROJECT CODE AND NAME (VENUE)		
6. Please indicate "Yes" or "No" if you have had any of the following during the last 5 years:	YES	NO
a. Tuberculosis, asthma, emphysema, or other respiratory illnesses		
b. High blood pressure, heart bypass, heart attack, or other heart condition		
c. Stomach ulcer, liver disease (hepatitis), gall bladder disease		
d. Kidney disorder, stone or blood in urine		
e. Diabetes, sugar or glucose in blood or urine		
f. Depression, attempted suicide, or other psychological symptoms		
g. Tumor, abnormal growth, cyst, or cancer		
h. Bleeding disorder, blood disease (sickle-cell anemia)		
i. Malaria, cholera, smallpox, or infectious disease		
j. Allergy		
k. Other serious illness (please specify)		
<p>I certify that the above information is true and correct to the best of my knowledge. I understand that neither the APO nor the implementing organization will be liable for any physical or mental problem that I may develop during my participation in the APO project and that I shall be responsible for bringing with me necessary medications as prescribed by my physician since they may not be available at the venue of the project. Further, I understand that I must secure the required comprehensive travel insurance as specified in the project notification for the above APO Project.</p>		
_____		_____
Date		Signature
TO BE COMPLETED BY A PHYSICIAN		
Based on the information above, I have examined the applicant and certify that he/she is free from any ailment likely to impair the health of others and is fit to participate in the APO project referred to on this form.		
Hospital/clinic name: _____		
Examiner's name & title: _____		
Examiner's signature: _____		Date: _____
Remarks, if any: _____		