



PROJECT NOTIFICATION

22 February 2018

1. **Project Code** 18-IN-56-GE-WSP-A
2. **Title** Workshop on Readiness for Industry 4.0: Assessment and Steps for Manufacturers
3. **Timing and Duration** 25–29 June 2018 (five days)
4. **Venue** Taipei, Republic of China
5. **Implementing Organization** China Productivity Center (CPC)
Address: 2F, No. 79, Sec. 1, Xintai 5th Rd., Xizhi Dist.
New Taipei City 221, Republic of China
Phone: +886-2-2698-5881
Fax: +886-2-2698-2976
e-Mail: 2844@cpc.org.tw; 2854@cpc.org.tw
6. **Number of Overseas Participants** Up to 18 qualified participants
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 26 April 2018
9. **Objectives**
 - a. Equipping participants with knowledge of Industry 4.0 and how to assess the level of readiness for it in targeted countries, sectors, and enterprises;
 - b. Enabling participants to adopt methodologies and tools that measure the readiness for Industry 4.0 of the SME and manufacturing sectors; and
 - c. Assisting participants in identifying steps for upgrading targeted sectors and enterprises to digitized automation and Industry 4.0.

10. Background

Industry 4.0 has been widely discussed and is rapidly impacting APO member countries. It creates opportunities for increased productivity and more sustainable production but also challenges related to technology access, workforce transformation, and intensified competition in global value chains. Countries have thus been developing policies to respond to this paradigm shift, while enterprises have been investing resources in attempts to capitalize on the benefits of digitization and advanced technologies. However, the complexity of Industry 4.0 often confuses these actors. A common difficulty is in understanding their

current status and identifying starting points for embarking on this movement.

Measuring the readiness for Industry 4.0 and developing strategies accordingly is the first, indispensable step for government agencies and businesses to begin the Industry 4.0 journey. Think tanks, consulting firms, and industrial coalitions have identified various models and tools for measuring Industry 4.0 readiness at national and business levels. Nonetheless, the transformation to Industry 4.0 is highly sector sensitive and contingent on technological endowments, organizational resources, and workforce capability and knowledge; therefore being able to identify and adopt suitable tools or even develop customized models for readiness measurement is critical for governments and enterprises. This workshop aims to provide an opportunity and reference for APO members to assess their status and readiness for Industry 4.0 and assist them in upgrading their industries in a practical, incremental manner.

The APO has been supporting its members in developing awareness, resilience, capabilities, and excellence in the era of the Fourth Industrial Revolution. In 2017, it organized conferences on Industry 4.0 and new technologies in Cambodia and the ROC; dispatched technical experts to IR Iran and Thailand; organized a bilateral policy study and benchmarking in the ROK and Malaysia; and launched its Center of Excellence on IT for Industry 4.0 in India to disseminate knowledge and applications of Industry 4.0 to member countries. This workshop is extending previous efforts in an attempt to help member countries determine where to start, how to proceed, and what they can do to sustain the Industry 4.0 movement.

11. Scope and Methodology

Scope

Identifying factors and elements that determine the readiness of businesses and sectors for Industry 4.0; determining necessary preparations, methods, and technologies that upgrade businesses and sectors; showcasing methodologies and tools for Industry 4.0 maturity; and pinpointing steps for digitization and innovation.

Methodology

Introduction of assessment tools, interactive lectures, case studies, and discussions.

The tentative program of the workshop is outlined below:

Date/Time	Activity
Sun., 24 June 2018	Arrival of participants in Taipei
Mon., 25 June 2018	Opening session, workshop overview, presentations by resource persons, and sharing and discussion by participants
Tues., 26 June 2018	Presentations by resource persons, and sharing and discussion by participants
Wed., 27 June 2017	Presentations by resource persons, site visit, and group discussions
Thurs., 28 June 2017	Presentations by resource persons, discussions, and preparation for participants' presentations
Fri., 29 June 2017	Discussions, participants' presentations, and closing session
Sat., 30 June 2017	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officials and policy research officers involved in industrial policies, development strategies for the SME and manufacturing sectors, and productivity improvement initiatives; senior representatives from associations of industrial sectors; and senior NPO officials with practical consulting experience in industrial upgrading and modernization.
Experience	At least three years of experience in the position described above, preferably with practical experience in the manufacturing sector and reference materials for work conducted related to industrial upgrading and Industry 4.0.
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 workshop requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

13. Financial Arrangements

a. Airfare

The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Taipei, ROC.

The APO will only reimburse discount air tickets for the most direct route. 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.

b. 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. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself, if necessary, from the per diem allowance provided. 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.

c. 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 member countries.

Cost item	Cost to be borne by		
	Participants or member countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 13a)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
Hotel accommodation in Taipei	No	Yes	No
Per diem allowance in Taipei	No	Yes	No
Transportation costs to and from hotel and airport in Taipei	No	Yes	No
Insurance coverage in the ROC (refer to paragraph 13b)	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	NA	Yes	No

Cost item	Cost to be borne by		
	Participants or member countries	Host country	APO
not limited to: a. Meeting rooms b. Documentation c. Preparatory costs			

14. 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 12 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: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website (www.apo-tokyo.org). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the Industry Department, APO Secretariat (e-mail: ind@apo-tokyo.org, fax: 81-3-5840-5324).
- e. The APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. 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.
- f. 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.

- g. 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.
- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. 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.
- j. 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.
- k. 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 workshop.
- l. NPOs should inform participants that they must attend all five days of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from participant withdrawal, as provided for under item 13.

15. 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.

16. Project Preparation

The participants are required to prepare a 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.

17. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of

the workshop.

18. Evaluation of Participants

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

19. 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).

20. Dress Code

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



Santhi Kanoktanaporn
Secretary-General

