PROJECT NOTIFICATION

Ref. No. 20-IN-53-GE-TRC-A-PN2000021-003

PN Issue Date	19 May 2020
Project Code	20-IN-53-GE-TRC-A
Title	Training of Trainers on Regulatory Reform Agendas for Productivity Growth and Competitiveness
Timing and Duration	12–16 October 2020 (five days)
Venue	Kuala Lumpur, Malaysia
Implementing Organization(s)	Malaysia Productivity Corporation
Maximum Number of Overseas Participants	Up to 19 qualified participants
Maximum Number of Local Participants	Up to 6 qualified participants
Closing Date for Nominations	14 August 2020

1. Objectives

a. To acquaint participants with the essentials and requirements of public regulatory reform to facilitate smooth functioning of the economy and higher national productivity and competitiveness;
b. To understand methods of enhancing the quality of regulatory decisions by providing know-how on how to undertake sound, effective regulatory reform; and
c. To learn how to develop and adopt consistent, comprehensive, regulatory management systems aspart of the government reform agenda over the long term.

2. Background

Regulatory reform reduces barriers to competition, ensures market openness, and fosters market dynamics, while ensuring essential social and environmental welfare. There are many reasons why governments undertake regulatory reforms, especially if regulations create unnecessary burdens, do not stimulate economic development, and hinder national productivity and competitiveness growth. Regulatory reform agendas are aimed at developing practical, viable policy alternatives to ensure that barriers are addressed to create a business-friendly environment. They are not just crucial for economic and social development but are hallmarks of good governance. They address critical issues such as: 1) reducing the number of regulations that impede business activity with no substantial benefit to the public or the economy; and 2) creating new regulations that are beneficial to the public and the economy. They are therefore undertaken to streamline procedures and reduce red tape in order to create more efficient, less burdensome applications of procedural regulations, reduce the amount of time and effort spent in ensuring compliance, avoid undue delays in carrying out key functions of regulators, and lower the costs when enforcing regulations. Strategically, a sound regulatory reform agenda enhances the role of the state in achieving sustainable growth, business innovation, competitiveness, and higher productivity.

The APO has focused on public-sector productivity growth in recent years. Various initiatives have been undertaken to help improve the motivation and skill level of public officials, strengthen management systems, and enhance performance given the changing environment and current commitment to public-service renewal in many countries including undertaking regulatory reforms. As part of continuing capacity-building initiatives for the public sector, this course will acquaint participants with the essentials and requirements of public regulatory reform agendas that facilitate smooth functioning of the economy and improve national innovation, productivity, and competitiveness. They will learn how to enhance the quality of regulatory decisions to achieve more effective, efficient regulatory reform as well as how to develop and adopt consistent, comprehensive, regulatory management systems within the reform agenda.

3. Scope and Methodology

The tentative topics to be covered are:

a. Revisiting regulatory reform and its principles: Regulatory policy, competition policy, and market openness;
b. Understanding the importance and benefits of regulatory reform through Malaysia’s experience;
c. Regulatory reform through reducing unnecessary regulatory burden (RURB) initiatives;
d. Links among regulatory reform agendas, productivity, and competitiveness;
e. Reviewing and evaluating a regulatory reform agenda; and
f. Best practices of regulatory reform agendas: Effective rule-making procedures, including regulatory impact analysis (RIA) and unified public consultation (UPC), RURB on businesses, and public–private partnerships in business regulation reform under PEMUDAH (Special Taskforce to Facilitate Business).

The course will consist of lectures, practical case studies, guided exercises and presentations, visits to public-sector organizations, and individual action plan preparation.

The tentative program of this project is given below:

Date/Time	Activity
Sunday, 11 October 2020	Arrival of participants in Kuala Lumpur
Monday, 12 October	Opening session
	Presentation of resource papers - Revisiting regulatory reform and its principiles: Regulatory policy, competition policy, and market openness
Tuesday, 13 October	Presentation of resource papers - Understanding the importance and benefits of regulatory reform through Malaysia's experience - Regulatory reform through RURB initiatives: a. Deregulation b. Nontariff measures (NTMs) c. Cutting red tape (MyCURE) d. RURB studies e. Dealing with construction permits f. Modernizing business licensing g. Stock of regulations
Wednesday,14 October	Presentation of resource papers - Links among regulatory reform agendas, productivity, and competitiveness - Best practices of regulatory reform agendas a. Effective rule making procedures: RIA and UPC b. RURB on businesses c. PERMUDAH: A public–private partnership in business regulation reform - Reviewing and evaluating a regulatory reform agenda - Group workshop/exercise
Thursday, 15 October	Site visit(s) - The purpose of the site visit(s) is for participants to contextualize their learning and examine examples of selected public-sector organizations with regulatory functions in Malaysia
Friday, 16 October	Presentation of group workshop/exercise output Individual action plan presentation Evaluation and closing session
Saturday, 17 October	Departure of participants

4. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officials from regulatory agencies and local government units, policymakers, and/or consultants on regulatory reform for the public sector from NPOs.
Experience	At least two years of experience in the position described above.
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 project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do 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.

5. Requirements

Participants are required to undertake preparatory work such as writing country papers prior to departure for the project venue.

All participants are required to prepare and submit action plans to the APO and to share them with their NPOs after attending the project. Participants are also required to submit postproject follow-up reports six months after project completion to document the achievement of outcome(s) of the project. NPOs will monitor the follow-up actions and report submission by participants. The Guidelines for Project Preparatory Work will be provided in the project circular, and the Postproject Activity Guidelines are given in Attachment 1.

5-1. Repeat Participants (who attended previous APO projects and are applying for another)

a. In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.

b. Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

5-2. All Participants

a. In the Candidate's Biodata form, candidates are required to list their expectations from the projectand planned postproject actions/activities. This is a tentative list, which participants are free torevise or replace after attending the project (as in item b below).

b. All participants are required to develop and submit final follow-up action plans within 10 working days of project completion, in the format to be provided by the APO Secretariat later.

c. All participants are required to submit reports on the follow-up actions taken within six months (or a period specified for a particular project) of project completion.

d. The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

6. Financial Arrangements

6-1. 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 Kuala Lumpur, Malaysia from organizations in any of these categories:

a. SMEs;
b. Nonprofit organizations; and
c. Any organization from the APO list of LDCs.*
**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia Fiji, Lao PDR, Mongolia, and Nepal.*

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.

6-2. Participating Country Expenses (PCEs)

PCEs payable to the APO do not apply to organizations in any of these categories

a. SME's;
b. Nonprofit organizations; and
c. Any organization from the APO list of LDCs.*
**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

6-3. 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. 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.

6-4. 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 participating countries.

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph on Airfare for conditions)	Conditions apply	No	Conditions apply
Participating Country Expenses (PCEs) (refer to paragraph on Participating Country Expenses (PCEs)	USD50 Per participant	No	No
Hotel accommodation in Venue	No	Yes	No
Per diem allowance in Venue	No	Yes	No
Transportation costs to and from hotel and airport at the Venue	No	Yes	No
Insurance coverage in the host country (refer to paragraph on Insurance Coverage)	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 not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No
Notes (special conditions)			

7. 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 Qualifications of Candidates 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:

i. The Biodata Form should be entered in the Document Management System (DMS)/Fleekdrive. The form can be downloaded from the APO website (www.apo-tokyo.org). The Biodata Form (Ver. 1.1) in the Excel (xlsx) format should be uploaded to the specific project folder in nominees' member country folders in DMS/Fleekdrive.

ii. The APO Medical and Insurance Declaration/Certification Form must be completed and submitted with candidates' biodata at the time of nomination through DMS/Fleekdrive. 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.

e. 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.

f. For member countries where nominations are required to be approved by higher government authorities and require a longer time, APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.

g. 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.

h. 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.

i. 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 project.

j. NPOs should inform participants that they must attend the entire program of the project.

k. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no-show of a participant.

8. 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.

9. Project Preparation

The participants are required to prepare a short 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.

10. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO also requests participants to submit progress reports six months after completion of the project. In addition, participants taking part in training-of-trainers courses must also submit a report summarizing a training project that they conducted following the action plans to the APO and NPOs within six months after project completion.

11. Evaluation of Participants

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

12. 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).

13. Dress Code

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

Dr. AKP Mochtan
Secretary-General

POSTPROJECT ACTIVITY GUIDELINES

The follow-up actions by participants after project attendance determine the extent of multiplier effects (outcomes) of APO projects in member countries. The APO has therefore established an interdepartmental Participant Selection Committee to ensure selection of the most appropriate candidates. A key consideration is whether individuals are in a position, have the ability, and are willing to undertake follow-up actions after project attendance.

Each participant is required to undertake follow-up actions after attending an APO project based on his/her learning from it and report on those activities to the NPO of his/her country and the APO Secretariat, following the guidelines below:

Examples of Follow-up Activities

The examples below are suggestions and are not meant to limit participants' choices of follow-up actions:

a. An official report on project attendance to participants' organizations, or NPOs, or both;
b. Newspaper/magazine articles based on learning from the project;
c. Application of knowledge, skills, techniques, or technologies for improving job performance and/or organizational capacity;
d. Delivering a presentation or lecture on the project topic;
e. Conducting a workshop/seminar/conference/forum on the project topic;
f. Improving training/teaching/extension materials related to the project topic; and
g. Sharing project findings with colleagues, professional groups, or others.

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Guidelines for Preparation of Country Papers

The participants in this course are expected to prepare and present country papers keeping in mind the objectives, scope, and proposed outline below. The purpose is to share information on the ongoing regulatory reform agenda/activities for any sector/industry of the country of participants' ministry/agency/unit and share some best practices and challenges encountered.

Proposed Outline of Country Papers

1. Provide a specific example of an ongoing government regulatory reform that is being enforced by your ministry/agency/unit for business, the environment, energy, transport, telecommunications, water and sanitation, taxes, insurance, tariffs, finance, banking, education, healthcare, etc.

2. Explain the method of reviewing and evaluating the performance of that regulatory reform to determine whether it is meeting the objectives.

3. Briefly discuss some challenges encountered when undertaking regulatory reform including the review, monitoring, and evaluation of a regulation to be changed/reformed.

Note: It would be helpful to cite and make use of an existing report on any or your own agency's regulations in explaining the above points.

The country papers should be printed, single-spaced, on standard A4-sized paper and be between 3 and 5 pages in length, excluding tables/figures. Each participant should prepare a PowerPoint file for presentation of the country paper. A soft copy of the country paper and PowerPoint file should reach the APO (jelvinia@apo-tokyo.org and asato@apo-tokyo.org) and Malaysia Productivity Corporation (MPC) (abigail@mpc.gov.my) **no later than 30 September 2020**. Participants are expected to make a PowerPoint presentation of 20 minutes including a Q&A session. The presentations should focus only on the main points of the country paper. It is strongly recommended that participants organize their presentations based on the topical outline above.