



## PROJECT NOTIFICATION

Ref. No. 20-IN-90-GE-WSP-A-PN2000013-002

<b>PN Issue Date</b>	28 April 2020
<b>Project Code</b>	20-IN-90-GE-WSP-A
<b>Title</b>	Workshop on Deriving Positive Impacts of Industry 4.0 for Productivity
<b>Timing and Duration</b>	7–11 September 2020 (five days)
<b>Venue</b>	Taipei, Republic of China (ROC)
<b>Implementing Organization(s)</b>	CPC
<b>Maximum Number of Overseas Participants</b>	19
<b>Maximum Number of Local Participants</b>	Six
<b>Closing Date for Nominations</b>	3 July 2020

## 1. Objectives

- a. To strengthen participants' understanding of the foundations of Industry 4.0 and digital industrialization as well as the prospects for a digital economy;
- b. To explore the implications of Industry 4.0 for practices and concepts contributing to resilient, sustainable productivity enhancement, such as upskilling, risk management, and the circular economy; and
- c. To identify necessary skills and strategies that facilitate digital transformation and sustainable productivity growth.

## 2. Background

Industry 4.0 is commonly characterized as the new paradigm of industrialization supported by digitization, the Internet, and a mix of technologies such as robotics, machine learning, data analytics, cloud computing, additive manufacturing, etc. Since the term was coined, its meaning has been extended and interpreted in various ways; today, it is usually considered to represent the trends, strategies, movements, practices, or technologies related to digitization, smart manufacturing, and the fusion of advanced technologies.

The Industry 4.0 movement offers extensive benefits in enhancing manufacturing efficiency, creating business models, and deriving knowledge from digitized information; however, concerns over its impact on labor substitution, environmental sustainability, and income inequality also cloud the prospects for a fully connected digital economy. It is thus necessary to explore how countries, businesses, and individuals can leverage the technologies and applications of Industry 4.0 to achieve goals that ensure sustainable, inclusive development, such as sustainable production and consumption and human capital development.

This workshop aims to explore how digitization and other technological breakthroughs can be used as enabling tools to contribute to resilient, sustainable productivity enhancement. That exploration can provide references for societies and industries to prepare responses to the challenges and create more positive impacts from the paradigm shift. It aims to support member countries' endeavors to meet the UN Sustainable Development Goals (SDGs), specifically SDGs 8.2 and 8.3 (decent work and economic growth), 9.5 and 9.b (industry, innovation, and infrastructure), and 12.a (responsible consumption and production).

## 3. Scope and Methodology

The tentative modules to be covered are:

- a. The foundations of Industry 4.0 and the digital economy;
- b. Implications of Industry 4.0 for business operations and risk management;
- c. Industry 4.0 and the circular economy;
- d. Upskilling for a digital economy; and
- e. Good practices and business models for a sustainable, digital economy.

The workshop will consist of interactive lectures, case studies, site visit(s), and discussions.

The tentative program of this project is given below:

Date/Time	Activity
Sunday, 6 September 2020	Arrival of participants in Taipei
Monday, 7 September	Opening session Presentation of resource papers: - The concept of Industry 4.0 and the foundations of a digital economy - Implications of Industry 4.0 for business operations and risk management
Tuesday, 8 September	Presentation of resource papers: - Industry 4.0 and the circular economy - New strategies and business models in the era of Industry 4.0
	Site visit(s)

Wednesday, 9 September	Analyzing the strategies and practices of the enterprise(s) visited
Thursday, 10 September	Presentation of resource papers: - Upskilling for a digital economy - Necessary skills and technical know-how for SMEs Discussions and developing plans and methods to support SMEs
Friday, 11 September	Presentation of the results of discussion and action plans Closing session
Saturday, 12 September	Departure of participants

#### 4. 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; and senior representatives of industrial associations in strategically important sectors.
Experience	At least three 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. Requirement

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 within 10 working days after attending the project. The 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. The 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 project and planned postproject actions/activities. This is a tentative list, which participants are free to revise 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 meet the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Taipei, ROC.

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. 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.

### 6-3. 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)	No	No	Yes
Participating Country Expenses (PCEs) (refer to paragraph on Participating Country Expenses (PCEs))	NA	NA	NA
Hotel accommodation at the Venue	No	Yes	No
Per diem allowance at the 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](http://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 in the designated space of the medical form. However, for all others, medical certification by a licensed physician 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](http://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.