

**PRIMER FOR APO SCHOLARSHIP (Face-to-Face)**

As of 23 March 2023

**1. About the Scholarship Training Program****Description**

As the country's National Productivity Organization (NPO), the DAP coordinates the projects of the Asian Productivity Organization (APO), through its APO/DAP Secretariat (APO/DAP Sec).

The APO/DAP Sec accepts all scholarship training applications from the country, which are then endorsed to the APO Secretariat in Tokyo, Japan (APO Tokyo). The APO Tokyo makes the final deliberations on the applications. Successful applicants are notified by the APO/DAP Sec and they are advised to make the necessary preparations for their participation in the training, such as arrangements for their travel (e.g., country paper, travel documents, visa, insurance, attendance to pre-departure briefing, etc.) if the project will be implemented in face-to-face.

**Scope**

APO projects cover the industry, service, agriculture, and public sectors. They are designed to provide practical training on productivity improvement technologies, share best practices and innovations, and promote knowledge development.

**Methodology**

Scholarship trainings are in the form of Conferences, Workshops, Training Courses, and Observational Study Missions. APO projects are delivered through a combination of lectures by experts, field visits for observation of actual applications, country reports by participants for the sharing of experiences, and other modalities.

**2. Face-to-Face Implementation (under COVID-19 pandemic situation)**

- a. All sessions will be conducted face-to-face (in-person).
- b. The duration of each day's sessions is eight hours.
- c. The detailed program and list of resource persons will be provided at least one month prior to the program with announcement of the names of the selected participants, and followed by information on the logistic arrangements.
- d. Participants are required to attend all sessions. This full participation is a prerequisite for receiving the APO certificate of attendance.

**3. Eligibility and Qualifications for APO Scholarship****Eligibility**

- a. Must be a Filipino citizen.
- b. Must have relevant work experiences.
- c. No record of misconduct in a similar activity.
- d. No pending administrative case or criminal charges pending trial.

- e. No pending application for an APO scholarship.
- f. Cleared of obligation from previous APO project scholarship or research (submitted post-project requirements).

### **Qualifications**

All applicants must meet the specific requirements as stated in the Qualification of Participants in the Project Notification (copy may be secured from the APO/DAP Sec through email at [apodapsec-gse1@dap.edu.ph](mailto:apodapsec-gse1@dap.edu.ph)).

### **Other requirements for F2F participants**

Those who participate in APO projects are expected to represent their respective organizations, and the country before a group of other nationalities. In this regard, a nominee who possesses more advanced level of ability and competency would be the ideal candidate. APO grantees will be required to submit a report on the knowledge and learning they gained from the project, and sign a return service voluntary commitment (RSVC) form, within one month after their attendance. The report template and RSVC form will be provided to the participants upon acceptance to the project.

### **Repeat Participants (who attended previous APO projects and are applying for another)**

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

## **4. Fees (Participating Country Expense or PCE)**

- a. PCEs will apply to selected participants from **large, profit-making organizations (non-SMEs)** in training courses and observational study missions.
- b. The PCE rate is fixed at USD200.00 per participant.
- c. The APO Tokyo will notify NPOs concerned before issuing Letters of Acceptance to participants.
- d. Invoices will be sent to NPOs concerned at the end of the year.
- e. **Participants from government organizations, SMEs, NGOs, and Industry Associations are exempted from the PCE.**

## **5. Application Process**

### **Five (5) major stages of application process**

1. Initial Document Screening (check for completeness of basic information provided).
2. Technical Deliberation of the NPO Screening Committee.
3. Endorsement of Final Candidates to APO Tokyo.
4. Deliberation by the Participant Selection Committee of APO Tokyo.
5. Notification of accepted Participants.

### **Submission of application**

- a. Organizations nominating participants (public and private sectors)

Organizations wishing to nominate participants should submit the following:

1. Endorsement Letter signed by the Head of Organization or authorized official;
2. Filled out Candidates Biodata Form (CBF) of the nominee/s;
3. Filled out Training Needs Endorsement by Organization (TNEO) signed by the nominee and their immediate supervisor (as applicable);

Organizations may nominate up to two (2) participants for training courses, workshops and multi-country study missions, and up to three (3) participants for conferences. Nominees may be listed in order of preference.

- b. Self-nominees or individual applicants (e.g. private practitioners, consultants, researchers)

Individual applicants should submit the following:

1. Letter of Intent addressed to the DAP President or APO Liaison Officer;
2. Filled out Candidates Biodata Form (CBF);

### **Deadline for nominations**

Interested parties are requested to adhere to the nomination deadline provided by DAP in the invitation letter or published online. The APO Tokyo does not consider late nominations due to considerable difficulties to the implementing organization in its preparatory work for the project. For organizations where nominations are required to be approved by higher government authorities and require a longer time, coordinators are urged to send the names and email addresses of nominees on or before the deadline, indicating that official approval will follow.

### **Review of application**

Applications will be reviewed immediately after receipt by the APO/DAP Sec. The APO/DAP Sec will coordinate with the organizations' representative or directly with the nominee/applicant to request for more information or clarify details in the application, if necessary. Candidate's Biodata Forms with incomplete information will not pass the screening. The nominee should ensure all items in the form are filled out.

### **Endorsement of application to APO**

Once the project has reached its deadline, the APO/DAP Sec shall process all applications received for Technical Deliberation by the NPO Screening Committee. Applications that pass the NPO screening will be endorsed to APO Tokyo for final deliberation by the APO Participant Selection Committee. Under normal circumstances, the result of the screening is released at least two weeks prior to the project implementation.

### **Notification of screening result**

The APO Tokyo shall inform DAP of the list of successful candidates through issuance of Letter of Acceptance. The APO/DAP Sec shall issue a DAP notification of acceptance to the participant, along with a copy of the APO Letter of Acceptance. The endorsing organization shall receive a copy of this notice. Non-successful applicants will likewise be

notified by DAP through a letter.

## 6. Financial Arrangements and Requirements for accepted participants

### To be shouldered by APO:

- a. **Airfare:** Round-trip discounted economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and project venue. This does not apply to participants from large profit-making organizations (non-SMEs). Arrangements for air tickets for participants will be made by APO Tokyo or designated travel agents endorsed by NPOs (as applicable).
- b. **Hotel accommodation:** To be provided for international participants from the day of the arrival at the project venue until project completion. All are required to stay in the designated hotel(s) with other participants.
- c. **Per Diem Allowance:** Usually provided in the local currency of the host country, at a rate to be determined by APO Tokyo upon acceptance of participants. No other allowances (such as for books, clothing, or excess baggage) will be paid. The per diem allowances are provided for the project period, starting from one day before commencement to the final day of the project. No additional allowances will be paid for early arrival or late departure.

### To be shouldered by participants or participant's organizations:

- d. **Passport:** Please ensure the validity of the passport and its expiration date. Please note that 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.
- e. **Visa:** Please submit the APO Letter of Acceptance to the relevant authorities when applying for a visa. Please ensure that the visa is specifically for the purpose of participating in the APO project, is valid for the entire duration of the project, and is not a tourist visa. Failure to obtain the correct visa may result in denial of entry. In that unfortunate event, the individual must bear the cancellation charges incurred.
- f. **Health Certificates:** Please check with the health authorities in your area regarding inoculations or vaccinations required in the country you will visit and obtain the necessary health certificate(s) well in advance. Participants may need to check the immigration requirements in relation to COVID-19 for entry, including health certificate, vaccination/booster certificate, requirements for PCR testing, travel insurance, and mobile applications to be registered to monitor health conditions as required by the host/transit country, and their countries of residence. Due to the ongoing COVID-19 pandemic, the host country may allow only vaccinated foreign travelers to enter. In this case, please keep hard copies of COVID-19 vaccination and booster records with you at all times during travel and stay at the project venue.
- g. **Travel insurance:** Must have adequate coverage as may be required by the host country but not less than a minimum coverage value of USD10,000.00 to cover accident, illness, hospitalization, death, and specific expenses related to COVID-19 such as medical treatment, extension of stay due to quarantine, emergency evacuation and repatriation expenses, flight rescheduling/cancellation, travel curtailment, if applicable. Quarantine allowance benefits should be included.

Participants are required to submit copies of insurance certificates to the APO Secretariat prior to departure. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

- h. **COVID-19 PCR Testing:** If required by the host, participants should undergo PCR testing and obtain negative certificate before departure for the project venue. Similar arrangement may apply for participants to return to their home country. Neither the APO nor the implementing organization will be responsible for any cost in conducting the test.
- i. **Airfare for participants from large profit-making organizations (non-SMEs):** Round-trip international airfare between the international airport nearest to the participants' place of work and project venue.

**Incidental expenses to be shouldered by sponsored participants:**

- j. Cancellation Charges for airfare and hotel accommodations arising from participant withdrawal or no-show after letters of acceptance have been issued by the APO and airline/hotel booking has been purchased.
- k. Any expenses incurred for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period because of early arrival or late departure, for example, due to either limited available flights or any other reason.
- l. Hotel incidental expenses such as phone calls, consuming mini-bar items, laundry and other services.

## **7. Implementation Policies**

1. Shortlisted applications will be transmitted to APO Tokyo, for evaluation and screening by the Participant Selection Committee. The result of the screening will be released by APO Tokyo at least 2–4 weeks prior to the implementation of the project (under normal circumstances).
2. Nomination does not guarantee selection and acceptance by APO Tokyo. Selection is at the discretion of the Participant Selection Committee of APO Tokyo. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experiences. Non selection therefore does not mean that the candidates concerned are not competent, but sometimes because they are overqualified.
3. APO/DAP Sec will notify the applicants of the screening result through issuance of Letter, upon receipt of official notice from APO Tokyo.
4. If a selected participant becomes unable to attend, they should inform the APO/DAP Sec immediately and provide the reason for withdrawal.
5. Selected participants are not allowed by APO to engage in any private business activities during the entire duration of the project.
6. Selected participants are required to attend all training days and workshop sessions.
7. First time APO participants are required to attend the Participant Orientation Session to be scheduled by the APO/DAP Sec. They will be provided the list of post-training requirements, and briefing materials during the orientation.
8. APO grantees will be required to submit post-project requirements such as executive summary/report, copy of the country paper or presentation, commitment document, and action plan, within one (1) month after the project. The APO Tokyo, on the other

hand, may require grantees to submit progress reports of action plans, 3–6 months after the project.

## **8. Actions by Nominating Agencies/Organizations**

- a. Nominate two to three candidates in order of preference using the prescribed Endorsement Form template. All nominations must be endorsed by the Head of Agency/Organization or authorized official/ HR Director/designated representative. Self-nominations will not be processed.
- b. Each nomination must be accompanied by the nominee's Candidates Biodata Form (CBF) and Training Needs Endorsement by Organization (TNEO). Forms can be downloaded from this link: <https://tinyurl.com/2udwsmxc>
- c. Submit nominations to the APO/DAP Sec on or before the deadline specified in the invitation. Nominations submitted directly to APO Tokyo will neither be accepted nor acknowledged. APO Tokyo will not accept late submissions.
- d. Submit an advanced copy of the Endorsement Form, CBF and TNEO if there will be delays in securing the signed copies.
- e. Note that nomination does not guarantee selection and acceptance by APO Tokyo. Selection is at the discretion of the APO Participant Selection Committee. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experiences. Non acceptance does not mean the candidate is not qualified.
- f. Allow the grantee to take full advantage of the opportunity to acquire knowledge and/or skill for the benefit of improved public service. As such, shall not give them any other assignment during the project implementation.
- g. Assist the APO/DAP Sec in following up post-project requirements submission by the grantees.
- h. Support the grantee in conducting 'multiplier' activities such as conduct of echo session, publication, implementation of productivity project, etc., in their respective offices/units, and/or outside the organization.

## **9. Actions by the APO/DAP Sec**

- a. Pre-screen all applications in accordance to the Eligibility and Qualifications for APO Scholarship. CBFs with incomplete information shall be returned to the sender. Only those who pass the initial screening will be subjected to technical and administrative review by the APO Tokyo.
- b. Transmit to APO Tokyo all shortlisted applications on or before the deadline specified in the Project Notification.
- c. Notify the applicants of the screening results through issuance of Letter, upon receipt of screening result from APO Tokyo, copy-furnishing the nominating agency/organization.
- d. Schedule and invite accepted participants to a virtual Participant Orientation Session via Google Meet. The schedule will be indicated in the Letter of Acceptance.
- e. Provide a list of post-training requirements to attending participants during the orientation.
- f. Remind the grantees of their obligation to submit post-project requirements immediately after the project.
- g. Follow up the grantees on their post-project requirements submission, one (1) month after the project.

## 10. Actions by the APO Tokyo

- a. Complete the selection of candidates and announce to NPOs the result at least two weeks prior to the start of the sessions, under normal circumstances.
- b. Fill the slots that become available due to withdrawal of a selected participant(s) or lack of nominations by member countries. Alternates to be selected on a merit basis from the shortlisted candidates received from all member countries.
- c. Provide accepted participants the detailed program and list of resource persons at least one month prior to the program with announcement of the names of the selected participants, and followed by information on the logistic arrangements.

## 11. Actions by selected participants/grantees

- a. Inform the APO/DAP Sec immediately if they will be unable to attend and provide a valid reason for withdrawal.
- b. Avoid last minute cancellation or no-show since this will greatly affect the chances of being accepted again in future APO scholarship nominations.
- c. Attend the virtual Participant Orientation Session especially if a first time APO participant.
- d. Attend the virtual Participant Orientation Session if attending for a second or third time to get to know the co-participants.
- e. Attend all training days, conference and workshop sessions because full participation is a prerequisite for receiving the APO Certificate.
- f. Follow the instructions of moderators/presenters in asking questions, joining discussions, and answering questions.
- g. Participants must follow all instructions, health protocols, and standard operating procedures (SOPs) of the host country/NPO/implementing organization.
- h. Wear appropriate business attire during the sessions.
- i. Submit the following post-project requirements within one (1) month after the attendance:
  - 1) Executive Summary/Report;
  - 2) Copy of Country paper or Presentation, if applicable;
  - 3) Commitment document (RSVC);
  - 4) Action Plan, if applicable;
- j. If a grantee of a Trainer's Training or a Certification Course, submit progress reports of action plans after 3–6 months as required by APO Tokyo for the Certificate to be issued.
- k. Conduct 'multiplier' activities such as conduct of echo session, publication, implementation of productivity project, etc. as part of the commitment of an APO grantee, in the spirit of mutual cooperation with APO and member countries.

## 12. SOPs and Precautionary Measures against COVID-19

The SOPs for face-to-face projects for host countries are listed in the table below:

<b>Preventive/Precautionary Measures during Projects</b>
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| <ul style="list-style-type: none"><li>• Sanitation and personal hygiene measures</li><li>• Social distancing</li><li>• Other basic public health and etiquette practices</li><li>• Arrangement for PCR testing if resource persons/participants' countries of</li></ul> |
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residence require travelers to show negative PCR test certificates for entry
<p><b>Preventive/Precautionary Measures during Site Visits</b></p> <ul style="list-style-type: none"> <li>• Disinfection measures before entering site visit locations</li> <li>• Sanitation and personal hygiene measures</li> <li>• Social distancing</li> <li>• Other basic public health and etiquette practices</li> </ul>
<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• The health of resource persons/participants/NPO staff/APO Secretariat staff will be monitored throughout the project period</li> <li>• Any COVID-19-related symptoms such as fever, cough, sore throat, difficulty in breathing, etc. must be reported to the APO Secretariat and host NPO</li> </ul>
<p><b>Emergencies</b></p> <ul style="list-style-type: none"> <li>• If resource persons/participants/NPO staff/APO Secretariat staff experience COVID-19-related symptoms such as fever, cough, sore throat, difficulty in breathing, etc., they will be taken immediately to the nearest medical facility and the APO Secretariat will be informed.</li> </ul>
<p><b>Infection</b></p> <p>In cases of possible infection, the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Consultation with the host NPO/implementing organization, APO Secretariat, and medical facility team on the next course of action</li> <li>• Inform participants' NPOs/organizations/family members of steps to be taken</li> <li>• All costs related to medical treatment and quarantine must be covered by travel insurance</li> <li>• Participants' medical status will be monitored and updates will be given to the APO Secretariat and others as soon as possible</li> </ul>
<p><b>Travel Suspension</b></p> <p>If overseas participants/resource persons are not allowed to leave the host country due to travel suspension, the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• The host NPO will make arrangements with the hotel, medical facility, and/or immigration authorities for extension of stay</li> <li>• If travel insurance does not cover all related medical costs, any additional costs must be covered by participating NPOs/organizations/individual participants or resource persons</li> <li>• Overseas participants'/resource persons' medical status will be monitored and updates will be given to the APO Secretariat and others as soon as possible</li> </ul>
<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Reports must be submitted to the APO Secretariat within five days after participants' or resource persons' departure from the host country if they subsequently test positive for COVID-19 infection</li> <li>• Recommendations for future APO project implementation in the host and other member countries will be reported</li> </ul>

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