

## **PRIMER FOR APO SCHOLARSHIP (Digital Multi-Country)**

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. Virtual Mode of Implementation (under COVID-19 pandemic situation)**

- a. All sessions are conducted online through Zoom.
- b. The duration of each day's sessions is around three hours for observational study missions, training courses and workshops. Around four hours for conferences.
- c. The APO Tokyo will inform resource persons and participants of the link to the virtual sessions.
- d. The link will be exclusive to resource persons and participants and should not be shared.

### **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 application for an APO scholarship.

- e. 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 DMC participants**

- a. Competent in connecting to online meetings, including independently undertaking troubleshooting in the event of poor or lost connections.
- b. Proficient in English, both written and spoken.
- c. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.
- d. Access to internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.

### **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** in training courses and observational study missions.
- b. The PCE rate is fixed at USD150.00 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;

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. 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.

## 7. 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/2s3yxm6b>.
- 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.

## **8. 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.

## **9. 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 link to the Zoom session, final program, list of participants, and list of participants prior to project commencement.

## **10. 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. Not to share the Zoom link to others since it is exclusive to participants and resource persons.
- g. Follow the instructions of moderators/presenters in asking questions, joining discussions, and answering questions.
- 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.

===== nothing follows =====