



ที่ ศธ ๐๖๐๔/๑๙

สำนักนโยบายและแผนการอาชีวศึกษา
สำนักงานคณะกรรมการการอาชีวศึกษา
กระทรวงศึกษาธิการ กรุงเทพฯ ๑๐๓๐๐

๑๐ มกราคม ๒๕๖๒

เรื่อง โครงการองค์การเพิ่มผลผลิตแห่งเอเชีย (เอพีโอ)

เรียน ผู้อำนวยการสถาบันการอาชีวศึกษาและผู้อำนวยการสถานศึกษาในสังกัดทุกแห่ง

- สิ่งที่ส่งมาด้วย ๑. รายละเอียดโครงการองค์การเพิ่มผลผลิตแห่งเอเชีย (เอพีโอ) จำนวน ๑ ชุด
๒. ใบสมัครเข้าร่วมโครงการ (ภาษาไทย) จำนวน ๑ ฉบับ
๓. ใบสมัครเข้าร่วมโครงการ APO Candidate's Biodata Form (ภาษาอังกฤษ) จำนวน ๑ ชุด
๔. แบบฟอร์ม ทต. ๒ จำนวน ๑ ฉบับ

ด้วยองค์การเพิ่มผลผลิตแห่งเอเชีย (Asian Productivity Organization - APO) ซึ่งประเทศไทยเป็นภาคีสมาชิกสถาบันเพิ่มผลผลิตแห่งชาติ จะจัดโครงการองค์การเพิ่มผลผลิตแห่งเอเชีย (เอพีโอ) ดังนี้

๑. โครงการ ๑๙-RP-๒๕-GE-CON-B: Forum on Disruptive Technologies and Technology-driven Productivity ระหว่างวันที่ ๒๖ - ๒๘ มีนาคม ๒๕๖๒ ณ กรุงจาการ์ตา สาธารณรัฐอินโดนีเซีย กำหนดปิดรับใบสมัครวันที่ ๔ กุมภาพันธ์ ๒๕๖๒

๒. โครงการ ๑๙-RP-๑๔-GE-WSP-B : Workshop on the Internet of Things for Productivity Enhancement ระหว่างวันที่ ๒๗ - ๓๑ พฤษภาคม ๒๕๖๒ ณ เมืองไทเป ไต้หวัน กำหนดปิดรับใบสมัครวันที่ ๑๑ มีนาคม ๒๕๖๒ ทั้งนี้ ขอให้หน่วยงานในสังกัดพิจารณาเสนอชื่อผู้ที่มีคุณสมบัติเหมาะสมตามที่ระบุไว้ใน Project Notification จำนวน ๑ ราย ต่อโครงการและให้จัดส่งใบสมัครพร้อมเอกสารประกอบการสมัครเข้าร่วมโครงการฯ ตามกำหนดการปิดรับสมัคร ทั้งนี้ หากเกินระยะเวลาที่กำหนดจะไม่รับพิจารณา โดยองค์การเพิ่มผลผลิตแห่งเอเชียจะสนับสนุนค่าบัตรโดยสารเครื่องบินไป - กลับ ค่าที่พัก และค่าเบี้ยเลี้ยง ให้กับผู้ที่ได้รับการตอบรับเข้าร่วมโครงการ ส่วนค่าใช้จ่ายอื่นๆ ได้แก่ ค่าธรรมเนียมเข้าร่วมโครงการ ค่าธรรมเนียมจัดทำหนังสือเดินทาง ค่าวีซ่า (ถ้ามี) ค่าภาษีสนามบิน และค่าจัดทำประกันสุขภาพและอุบัติเหตุ สามารถเบิกจ่ายจากต้นสังกัดได้ตามสิทธิ

สำนักงานคณะกรรมการการอาชีวศึกษาพิจารณาแล้วเห็นว่า โครงการดังกล่าวข้างต้นจะเป็นประโยชน์ต่อการพัฒนาข้าราชการในสังกัด จึงขอให้หน่วยงานในสังกัดทุกแห่งพิจารณาเสนอชื่อผู้ที่มีคุณสมบัติเหมาะสมตามที่ระบุไว้ใน Project Notification โครงการละ ๑ ราย โดยขอให้จัดส่งเอกสารตามสิ่งที่ส่งมาด้วย ๒ - ๔ โครงการที่ ๑ ส่งภายในวันที่ ๒๕ มกราคม ๒๕๖๒ และโครงการที่ ๒ ภายในวันที่ ๒๒ กุมภาพันธ์ ๒๕๖๒ ตามกำหนดการปิดรับสมัครของแต่ละโครงการ มาที่สำนักนโยบายและแผนการอาชีวศึกษา สำนักงานคณะกรรมการการอาชีวศึกษา รายละเอียดตามสิ่งที่ส่งมาด้วย ๑

จึงเรียนมาเพื่อทราบและประชาสัมพันธ์ให้ผู้สนใจทราบด้วย

ขอแสดงความนับถือ

(นางสุธีร สังข์อ่อน)

นักวิเคราะห์นโยบายและแผนชำนาญการ รักษาราชการแทน

กลุ่มยุทธศาสตร์การอาชีวศึกษาต่างประเทศ สำนักนโยบายและแผนการอาชีวศึกษา

โทร. ๐ ๒๐๒๖ ๕๕๕๕ ต่อ ๓๐๑๒

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have the ability to change fundamental features of economic, social, and political life, often in unanticipated ways. Past disruptive technologies such as the personal computer or the Internet, while inconceivable prior to their diffusion, are now central pillars of contemporary life. Emerging technologies such as artificial intelligence, renewable energy, cryptocurrency, and autonomous vehicles appear likely to disrupt industries and societies in the coming decades.

Disruptive technologies will have radical long-term impacts on labor productivity. This involves potentially dramatic effects on jobs and the nature of work. The rapid uptake of disruptive technologies and their widespread integration into different industries and sectors can change the profiles of skills demanded by employers. Workers across APO member economies may face technological unemployment and related social unrest as a result of the disruptions. Certain technologies, such as genetic engineering and artificial intelligence, may carry unique risks that are difficult to anticipate.

This forum is being organized to allow key stakeholders to learn from experts, share knowledge about disruptive technologies, explore the ways in which organizations can respond to technological disruptions and their consequences, and the policies that may help to address related socioeconomic issues.

11. Scope and Methodology

The tentative topics to be covered are:

- a. Defining disruptive technologies and innovations;
- b. Examples of disruptive technologies and innovations;
- c. Managing the impact of disruptive technological changes, including how to reskill workers and map job and skill transition pathways; and
- d. Impact of disruptive technologies on productivity.

The forum will consist of plenary thematic sessions with resource speaker presentations, panel discussions, networking sessions, and breakout sessions/exhibitions of disruptive technology applications.

The tentative program of the forum is given below:

Date/Time	Activity
Monday, 25 March 2019	Arrival of participants in Jakarta
Tuesday, 26 March	Opening session Keynote presentation: What is disruptive technology and how does it affect productivity? Presentation 1: Artificial intelligence and the future of data analytics Presentation 2: Robotics and industry: The future of factories and manufacturing Presentation 3: Disruption in energy: Renewable and clean technology Presentation 4: The future of food and farming: Insects, lab-grown meat, and genetically modified food
Wednesday, 27 March	Presentation 1: Disruption in transport: Ride-sharing, self-driving, and beyond

Presentation 2: Blockchain applications: Cryptocurrency, supply chain management, and beyond

Presentation 3: Managing disruption: Experiments in reskilling and universal basic income

Concurrent breakout sessions

Panel discussion: Disruptive technology and the future of productivity in Asia

Thursday, 28 March

Panel discussion: Policy challenges and opportunities in managing technological disruption

Formulation of follow-up action plans by individual participants

Program evaluation by participants, resource persons, and implementing organization

Closing session

Friday, 29 March

Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position Policymakers and government officials from science, technology, and innovation agencies as well as agencies and departments related to higher education, technical and vocational education, and reskilling.

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 meet the qualifications above are generally 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 Jakarta, Indonesia.

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 participating countries.

Cost item	Cost to be borne by		
	Participants or participating 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 Jakarta	No	Yes	No
Per diem allowance in Jakarta	No	Yes	No
Transportation costs to and from hotel and airport in Jakarta	No	Yes	No
Insurance coverage in Indonesia (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

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
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

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 Research and Planning Department, APO Secretariat (e-mail: rp@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, 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 forum.
- l. NPOs should inform participants that they must attend all three days of the project.
- m. 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.

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 forum.

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.



Dr. Santhi Kanoktanaporn
Secretary-General



Polchate K
M. Nakagawa

PROJECT NOTIFICATION

13 December 2018

1. **Project Code** 19-RP-14-GE-WSP-B
2. **Title** Workshop on the Internet of Things for Productivity Enhancement
3. **Timing and Duration** 27–31 May 2019 (five days)
4. **Venue** Taipei, Republic of China
5. **Implementing**
China Productivity Center (CPC)
Address: 2F., No. 79, Sec. 1
Xintai 5th Road, Xizhi District
New Taipei City 221, Republic of China
Phone: 886-2-2698-2989
Fax: 886-2-2698-2976
e-Mail: 2844@cpc.org.tw
Website: www.cpc.org.tw
6. **Number of Overseas Participants**
Up to 18 qualified participants from the Fiji, India, Indonesia, IR Iran, Japan, Republic of Korea, Malaysia, Mongolia, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam

However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 25 March 2019 (to FTPI : 11 Mar 2019)
9. **Objectives**
 - a. To strengthen the understanding of policymakers and key industry stakeholders of the Internet of Things (IoT) with special consideration of its effects on productivity and possible policy responses to take advantage of this technology; and
 - b. To help member governments develop concrete strategies for leveraging the IoT to improve labor productivity after participants share their learning with others in their organizations and related enterprises.

10. Background

It is estimated that by 2020, 26 billion items, including cars, home appliances, and beyond, will be connected to the Internet. Such interconnected networks of objects are based on embedded sensors and other technology that enable communication and interaction with their internal states or the environment. This is known as the IoT, and analysts and practitioners are

exploring its potential applications across a range of sectors, from healthcare to smart cities. In particular, the IoT may have tremendous implications for the future of industry and the workplace, especially in terms of enhancing productivity.

Within industry and the wider workplace, the IoT enables smart energy management, resource optimization and waste reduction, advanced automation, and numerous other functions. The streams of data generated by sensors and the platforms that enable real-time analytics and decision making may have transformative economic impacts. However, a range of issues is involved in integrating the IoT into production and supply chains. Taking advantage of the opportunities offered by the IoT and remaining competitive in a rapidly changing economic landscape requires well-informed, context-sensitive policies and initiatives to support IoT infrastructure and requisite skills in the future workforce.

The APO is organizing this workshop to allow key stakeholders to learn from experts and their own diverse experiences, share knowledge about the IoT, explore the practical issues and consequences of leveraging the IoT in their countries, and develop strategies for adopting and managing this emerging area of interest.

11. Scope and Methodology

The tentative topics to be covered are:

- a. Understanding the IoT;
- b. The future of the IoT in industry and the workplace;
- c. Industrial applications of the IoT and obstacles;
- d. The IoT and workforce transformation;
- e. Policies for promoting and managing the IoT; and
- f. Impacts of the IoT on productivity.

The workshop will consist of presentations, case studies, site visits, structured discussions, and strategy development exercises.

The tentative program of the workshop is given below:

Date/Time	Activity
Sun., 26 May 2019	Arrival of participants in Taipei
Mon., 27 May	Opening session Session 1: Understanding the IoT Presentation 1: Introduction to the IoT Presentation 2: Opportunities and risks of the IoT in industry and the workplace
Tues., 28 May	Session 2: Trends and issues in leveraging the IoT Presentation 3: Examples of using the IoT in different sectors and countries Presentation 4: Challenges of interoperability and security in the IoT Presentation 5: Smart factories and offices: The future of the IoT Presentation of country papers
Wed., 29 May	Site visits

Thurs., 30 May

Session 3: Policies and practices in the IoT for improving productivity

Presentation 6: Role of different actors in adopting, advancing, and managing the IoT

Presentation 7: Required infrastructure and capabilities for leveraging the IoT

Presentation 8: Policies and programs for leveraging the IoT

Fri., 31 May

Session 4: Developing strategies for adopting and managing the IoT

Group discussions on strategies for adopting and managing the IoT

Action plan presentations

Program evaluation

Closing session

Sat., 1 June

Departure of participants and resource persons

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Policymakers, consultants, and government officials involved in industrial policy, development strategies for the SME and manufacturing sectors, and productivity improvement initiatives in science, technology, and innovation agencies as well as senior representatives of industrial associations.
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 meet the qualifications above are generally between 30 and 55 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, Republic of China.

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

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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 participating countries.

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	Participants or participating countries	Host country	APO
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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	Yes	No	No

Cost item	Cost to be borne by.		
	Participants or participating countries	Host country	APO
of Acceptance			
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

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 Research and Planning Department, APO Secretariat (e-mail: rp@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, 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 forum.
- 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 withdrawal or no-show of a participant.

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.



Dr. Santhi Kanoktanaporn
Secretary-General