



ASIAN PRODUCTIVITY ORGANIZATION

WSM-16
Doc. No. 1-A
Revision 1
 As of 11 October 2016

57th Workshop Meeting of Heads of NPOs
 19–21 October 2016, Putrajaya, Malaysia

ANNOTATED PROVISIONAL AGENDA

Day 1: Wednesday, 19 October 2016		
08:20–09:00	<i>Registration</i>	<i>Documentation</i>
09:00–09:30	<u>Inaugural Session</u> 1. Welcome Remarks by the APO Director for Malaysia 2. Inaugural Address by the Guest of Honor 3. Introduction of NPO and Agriculture Delegates	
09:30–10:00	<i>Group Photo & Coffee Break</i>	
10:00–12:15	<u>Plenary Session 1</u> 4. Election of Chair and Vice Chair 5. Adoption of Agenda 6. Statement by the APO Secretary-General 7. Adoption of Evaluation of 2015 Projects and Report on Impact Evaluation of 2014/2015 Projects 8. Presentations by the Secretariat	Document No. 1 (Revision 2) & Document No. 1–A (Revision 1) Statement by the APO Secretary-General (Revision 1) Document No. 2–A & 2–B Reference Paper Nos. 1, 2, 3, 4, 5 and 6
12:15–14:00	<i>Welcome Lunch hosted by the APO Director for Malaysia</i>	
14:00–15:00	<u>Plenary Session 2</u> 9. Presentation on Results-based Management	
15:00–16:00	10. Country Presentations by NPOs - 5 minutes allocated for each country	
16:00–16:20	<i>Coffee Break</i>	
16:20–17:30	Country Presentations by NPOs (Continued) - 5 minutes allocated for each country	
	<i>No dinner function on Day 1</i>	
Day 2: Thursday, 20 October 2016		
09:00–11:00	<u>Strategic Planning Session 1</u> 11. Presentations and Discussions on Individual Programs for 2017–2018	
11:00–11:20	<i>Coffee Break</i>	
11:20–13:00	<u>Strategic Planning Session 2</u> 12. APO Program Plan for the 2017–2018 Biennium	Document No. 3
13:00–14:30	<i>Lunch hosted by the APO Secretary-General</i>	
14:30–17:00	APO Program Plan for the 2017–2018 Biennium (continued)	
	<i>No dinner function on Day 2</i>	

Day 3: Friday, 21 October 2016		
09:30–10:00	<u>Plenary Session 3</u> 13. Adoption of the Reports of the Strategic Planning Sessions	Report on the Strategic Planning Sessions
10:00–10:30	14. Adoption of the Report of the 57th Workshop Meeting of Heads of NPOs to the Governing Body and Summary Record of Proceedings	Report of the 57th Workshop Meeting of Heads of NPOs to the Governing Body and Summary Record of Proceedings
10:30–10:50	<i>Coffee Break</i>	
10:50–11:20 11:20–11:40	<u>Closing Session</u> 15. Any Other Business 16. Closing Statements	
11:40–13:00	<i>Lunch Break</i>	
15:00–17:00	17. Site Visit	

ANNOTATIONS

Agenda Item 1	Welcome Remarks by the APO Director for Malaysia
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APO Director for Malaysia will deliver the welcome remarks on behalf of the host country.

Agenda Item 2	Inaugural Address by the Guest of Honor
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Minister of Trade and Industry YB Minister Datuk Seri Mustapa Mohamed will deliver the inaugural address.

Agenda Item 3	Introduction of NPO and Agriculture Delegates
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NPO and Agriculture Delegates will be introduced.

Agenda Item 4	Election of Chair and Vice Chair
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Following the past practice, the NPO Delegate of the host country chairs the WSM and the NPO Delegate for the host for the next WSM assumes Vice Chair.

Action Required: Delegates will be requested to elect the new Chair and Vice Chair.

Agenda Item 5	Adoption of Agenda
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The Chair will invite comments on the Provisional Agenda along with the Annotated Provisional Agenda.

Action Required: Delegates will be requested to approve the agenda.

Documentation: Doc. No. 1 Revision 2: Provisional Agenda
Doc. No. 1-A Revision 1: Annotated Provisional Agenda

Agenda Item 6	Statement by the APO Secretary-General
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The Chair will invite APO Secretary-General Dr. Santhi Kanoktanaporn to report on the highlights of projects implemented in 2016, future activities to achieve the goals of APO Roadmap, new initiatives to meet needs of member countries, outlines of projects funded by cash grants, project lineups for the 2017–2018 Biennium, and so on.

Action Required: Delegates will be requested to review the statement.

Documentation: Statement by the APO Secretary-General (Revision 1)

Agenda Item 7	Adoption of Evaluation of 2015 Projects and Report on Impact Evaluation of 2014/2015 Projects
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The Chair will invite the Secretariat to present the report on the Evaluation of APO Projects implemented in 2015. The Chair will also invite Mr. Mohan Dhamotharan to report on the Impact Evaluation of 2014/2015 Projects.

Action Required: Delegates will be requested to adopt the Evaluation of 2015 Projects and Impact Evaluation of 2014/2015 Projects.

Documentation: Doc. No. 2–A: Evaluation of 2015 Projects
Doc. No. 2–B: Impact Evaluation of 2014/2015 Projects

Agenda Item 8	Presentations by the Secretariat
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The Chair will invite the Secretariat to make presentations on 1) Report of the Strategic Planning Workshop for APO Liaison Officers; 2) Proposed Procedure to Seek Interest of Member Countries to Host Additional Projects; 3) Overview of Program-based Approach under the APO Roadmap to Achieve Vision 2020; 4) Report on the APO Center of Excellence Program; 5) Report on the National Follow-up Program (NFP); and 6) Overview of the Training Program on Productivity Improvement for Supporting Industries (METI Special Cash Grant)

Action Required: Delegates will be requested to review the presentations by the Secretariat. Delegates will also be requested to endorse Ref. Paper No. 2.

Documentation: Ref. Paper No. 1: Report of the Strategic Planning Workshop for APO Liaison Officers
Ref. Paper No. 2: Proposed Procedure to Seek Interest of Member Countries to Host

- Additional Projects
- Ref. Paper No. 3: Overview of Program-based Approach under the APO Roadmap to Achieve Vision 2020
- Ref. Paper No. 4: Report on the APO Center of Excellence Program
- Ref. Paper No. 5: Report on the National Follow-up Program (NFP)
- Ref. Paper No. 6: Overview of the Training Program on Productivity Improvement for Supporting Industries (METI Special Cash Grant)

Agenda Item 9	Presentation on Results-based Management
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The Chair will invite Mr. Mohan Dhamotharan to make a presentation on Results-based Management.

Action Required: Delegates will be invited to attend the presentation session.

Agenda Item 10	Country Presentations by NPOs
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Theme:

- Strategic plan of the NPO highlighting new directions;
- National human resources development framework focusing on skill sets or competencies that the workforce will require to meet productivity challenges;
- Special needs of your country related to productivity and competitiveness enhancement that have not yet been addressed in the APO roadmap; and
- Concrete ideas and proposals on which aspects of the roadmap need to be reviewed.

Action Required: Each country will be requested to either submit and circulate the country paper, which will be considered read, or to make a presentation (5 minutes per country) starting from Malaysia.

Agenda Item 11	Presentations and Discussions on Individual Programs for 2017–2018
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Action Required: Delegates will be requested to discuss individual programs and the key performance indicators (KPI) for each program.

Agenda Item 12	APO Program Plan for the 2017–2018 Biennium
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The Strategic Planning Session Chairs for the Industry & Service Sector and Agriculture Sector will chair each session separately. The meeting will review the program lineups for the 2017–2018 Biennium which have been circulated to member countries in the form of a survey to reconfirm hosting. Delegates will be requested to adopt the APO Program Plan for the 2017–2018 Biennium.

Action Required: Delegates will be requested to propose changes in project lineups if any, and confirm hosting of allocated projects. Delegates will be requested to adopt the APO Program Plan for the 2017–2018 Biennium.

Documentation: Doc No. 3: APO Program Plan for the 2017–2018 Biennium

Agenda Item 13	Adoption of the Reports of the Strategic Planning Sessions
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Chair of each Strategic Planning Session (SPS) will present their reports to the Plenary Session for adoption.

Action Required: Delegates will be requested to adopt the SPS Reports.

Documentation: Report on the Strategic Planning Sessions (Chair of Industry & Service / Chair of Agriculture Sector)

Agenda Item 14	Adoption of the Report of the 57th Workshop Meeting of Heads of NPOs to the Governing Body and Summary Record of Proceedings
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The Chair will present a draft report of the 57th Workshop Meeting of Heads of NPOs to the 59th Session of the APO Governing Body and Summary Record of Proceedings.

Action Required: Delegates will be requested to adopt the draft Report.

Documentation: Report of the 57th Workshop Meeting of Heads of NPOs to the Governing Body and

Summary Record of Proceedings

Agenda Item 15 Any Other Business

The Chair will invite comments from delegates and observers.

Action Required: Delegates/Observers will be invited to deliver their comments/statements.

Agenda Item 16 Closing Statements

Vice Chair will deliver the Vote of Thanks while the APO Secretary-General and Chair will present their closing statements. The Chair will close the meeting sessions of the WSM.

Agenda Item 17 Site Visit

The site visit is expected to last from 2:15pm to 5:15pm. Delegates are scheduled to visit Kompleks Kraftangan Malaysia (Craft Cultural Complex).

Action Required: Delegates will be invited to attend visits arranged by MPC.