

**APPLICATION FORM  
FOR APO IN-COUNTRY PROJECTS**

<b>Applied Project</b> <i>Please check the applicable box</i>	<input type="checkbox"/> IOSM <input type="checkbox"/> TES <input type="checkbox"/> DMP <input type="checkbox"/> SNP <input checked="" type="checkbox"/> BCN
<b>Subject Area (Project Title)</b>	Bench Marking visit to NPOs
<b>Requesting Country</b>	Sri Lanka
<b>Hosting Country</b> <i>Provide first and second priority countries to host (applicable for IOSM and BCN only).</i>	Japan
<b>No. of Visit and/or Follow-up Activities Required</b> <i>Please describe whether the project will be implemented in multiple missions/visits/activities throughout the year (applicable for TES and BCN only).</i>	One virtual follow up activity

**1. General Information**

1) Background:

The National Productivity Secretariat (NPS) is the National Productivity Organization (NPO) for Sri Lanka which has an important role to play in advocating productivity in Sri Lanka. With the view of enhancing productivity in all sectors, various programs have been implemented to promote productivity best practices throughout the country. Being the Implementation arm, the NPS shall develop a comprehensive five-year medium term policy frame work to implement re-oriented productivity policies to expand the productivity movement to the public, private, education and community sectors island wide to raise up and regain through the prevailing economic crisis.

Across the APO member countries, there are ranges of new productivity best practices, results and findings regarding what has supported and hindered the productivity best practices implementation and the challenges faced. Newly appointed NPO Director for Sri Lanka and Newly appointed NPO Head/Liaison officer for Sri Lanka wishes to have a visit to other NPOs to bench mark NPS before develop five-year productivity policy frame work and to gain new knowledge regarding recently introduced best practices. Therefore, NPS would like to request a bench making visit to APO Tokyo office and to NPO in Japan together with the experience sharing from NPO, Malaysia.

NPS suggests a four-member delegation for the visit and the delegation from NPS wants to have an opportunity to be abreast on the current productivity movements and trends in Asia- Pacific region. Also being the secretariat of the Sri Lanka Productivity Awards & productivity certification, NPS needs to benchmark itself with the current status amongst the other member countries in productivity promotion programs. The NPS team needs to be exposed to member countries that are excelling in these areas and upon return, create awareness and provide training and consultancies to the stakeholders in these areas to uplift the productivity movement in the country and its impact to the economy.

2) Objectives:

- To bench mark, the NPS in current environment of productivity movements
- Have an in-depth understanding of new productivity best practices and work towards developing medium term frame work for Sri Lanka.
- Learn on the targeted areas such as Sectors and how new best practices are imparted to the working environments.
- Examine the key success indicators and best practices used by other members in promoting productivity in their Governments, Public Sector, Private Sectors and Universities.
- Identify and adapt the experiences and learnings into Sri Lankan context and understand the key challenges faced and the ways in which they were overcome for effective implementation and development of productivity practices in Sri Lanka.
- Promote better relations between NPO Sri Lanka and other NPOs.

3) Scope and methodology:

*Outline the area of focus and type/format of proposed activities i.e., how the objectives will be achieved*

To seek new knowledge and to share experience from other member countries of APO on their achievements, legislations and their best practices on productivity promotions and implementation. The delegation will also guide to strengthen the implementation of productivity promotion and implementation of productivity techniques with the relevant stakeholders and to prepare five-year strategic plan with new knowledge. At the same time, NPS staff will be empowered with the new knowledge of productivity tools, techniques who would then convey the learning's to the relevant stakeholders to improve their productivity. The NPS will use specific indicators that will be, observable and measurable to achieve a specific outcome of the new programs and also will track the progress and outcome overtime.

4) Expected outcome(s):

*Describe the intended changes and other tangible benefits/impacts from the proposed activities*

The expected outcomes involve identifying areas for implementing new initiatives based on the experiences from member countries and incorporating new learning's into NPS's Trainings and the standards. This would also provide new opportunities in working with key stakeholders of NPOs to suggest new strategies on implementation of new initiatives in productivity.

5) Follow-up activities:

*Description on follow-up activities, if any*

Virtual follow up activity

*Note: For SNP, please also add beneficiaries and project management structure.*

## 2. Timing

<b>Project timing(s)</b>	From	28 Nov 2022	To	30 Nov 2022
<b>Preference for timing and duration</b> <i>Please check the applicable box</i>	<input type="checkbox"/> Fixed, not flexible <input checked="" type="checkbox"/> Preferred, not yet fixed <input type="checkbox"/> Adjustable to suit expert's availability			

### 3. Participants

1) No. of participants:

*Provide information on the number of participants, individual beneficiaries of the proposed activities*

4 participants – All the participants will incorporate the new learnings into NPS strategic plan and training standards then share with relevant stakeholders for implementation.

2) Qualifications of participants:

*Explain criteria, requirement of participants of the proposed activities that will ensure the achievement of the intended objectives*

All four members of delegates are qualified graduates and have relevant working experiences. The NPO Director for Sri Lanka is the overall head that handle the policy matters and Head of NPO for Sri Lanka is responsible for policy implementation, training programs and consultancies at NPS/ Sri Lanka. Additional Secretary is supervising and coordinating the matters with the Secretary to the Ministry and the NPS. PDO implementing productivity programs together with all other overall specialized/customized trainings and projects.

*Note: This is applicable for capacity building related activities such as training, workshop etc.,*

### 4. Beneficiaries

*Please provide information on the beneficiaries of the project requested.*

Name of organization	National Productivity Secretariat/ Ministries/ Private sector/ And Key Stakeholders
Type of organization (government, SME, NGO, large profit-making organization, multinational company)	Government

Requested by      Name: Ms. Champika D. Dharmasena      Date: 08/11/2022

Designation: Director (NPS) /NPO  
Head for Sri Lanka

Organization: National Productivity Secretariat/ Ministry of  
Labor and Foreign Employment

Endorsed by      Name: Mr. R.P.A.Wemalaweera      Date:11/11/22

Designation: Secretary to the Ministry of Labor and  
Foreign Employment /NPO Director for Sri Lanka

### Important:

- This application should be submitted by the NPO with an endorsement from the APO Director, Alternate Director, or APO Liaison Officer.
- Please submit biodata forms of participants along with the application form, which can be downloaded from the APO website for IOSM and BCN.
- Please see the Attachment 2 for the additional information for DMP application.