



23-IN-09-GE-LOM  
APO Liaison Officers' Meeting (LOM)  
14–16 February 2023  
Tokyo, Japan

### Daily Schedule and Program

Time (Japan Time)	Agenda	Speaker	Venue
<b>Day 0: Monday, 13 February 2023</b>			
	Arrival of Participants		Accommodation: Hotel Metropolitan Edmont Tokyo <a href="https://edmont-tokyo.hotel-metropolitan.com/access/index.html">https://edmont-tokyo.hotel-metropolitan.com/access/index.html</a>
<b>Day 1: Tuesday, 14 February 2023</b>			
09:30–10:00	Registration of Participants		Foyer of Room Chidori, 3F Hotel Metropolitan Edmont Tokyo <a href="https://edmont-tokyo.hotel-metropolitan.com/banquet/index.html">https://edmont-tokyo.hotel-metropolitan.com/banquet/index.html</a>
10:00–10:30	<b>Opening Session:</b>  Opening Remarks by Secretary-General  Introduction of Participants and Secretariat Staff  Group Photo	Dr. Indra Pradana Singawinanta	Room Chidori, 3F Hotel Metropolitan Edmont Tokyo
10:30–11:00	Coffee/tea break		
11:00–11:30	Session 1: Overview of the LOM and Functioning of the APO Secretariat  This session will provide a briefing on the LOM including background and objectives. The Director of the Executive Office will explain the overall functioning of various Secretariat departments and divisions.	Setsuko Miyakawa Director, Executive Office	
11:30–11:50	Session 2: The APO Vision 2025  This session will explain the APO Vision 2025 of Inclusive, Innovation-led Productivity Growth and its architecture.	Md. Zainuri Juri Principal Officer, Program Directorate	
11:50–12:30	Session 3: Impact of and Learning from COVID-19 on APO Program Development  This session will highlight the impact of COVID-19 on APO Secretariat activities while serving its members, including new initiatives and	Md. Zainuri Juri	

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	implications for programs/projects.		
12:30–14:00	Lunch break		Dining Café Beltempo, 1F, Hotel Metropolitan Edmont Tokyo <a href="https://edmont.metropolitan.jp/restaurant/list/beltempo/">https://edmont.metropolitan.jp/restaurant/list/beltempo/</a>
14:00–15:15	Session 4: Implementation of 2023 Multicountry Projects  This session will focus on exploring ways to address the issues faced by LOs while facilitating implementation of APO multicountry projects in their countries.	Tadahisa Manabe and Dr. Jose Elvinia	
15:15–15:30	Coffee/tea break		
15:30–17:00	Session 5: Implementation of 2023 In-country Projects and Other Initiatives  This session will focus on exploring ways to address issues faced by LOs while facilitating implementation of APO in-country projects in their countries.	Arsyoni Buana and OICs involved	
18:00–20:00	Welcome Dinner Hosted by the Secretary-General	All LOs, Secretariat staff, and JPC staff	Crystal Hall, 1F, Hotel Metropolitan Edmont Tokyo
End of Day 1			

Day 2: Wednesday, 15 February 2023			
Time (Japan Time)	Agenda	Speaker	Venue
09:30–11:00	<p>Session 6: Country Paper Presentations</p> <p>Each LO will present a paper on strengthening APO Alumni Associations, promoting APO digital programs, and postproject follow-up activities carried out by NPOs.</p>	Facilitated by Jittin Kapoor	Room Kunpu, 2F, Hotel Metropolitan Edmont Tokyo
11:00–11:15	Coffee/tea break		
11:15–12:00	Session 7: Country Paper Presentations (Continued)	Facilitated by Jittin Kapoor	
12:00–12:30	<p>Session 8: Group Discussion on Creating Multiplier Effects of APO Programs</p> <p>This session will examine effective ways to achieve maximum benefit from APO capacity-building efforts. Approaches to monitor the postproject activities of participants based on the learning from APO projects, acknowledging and recognizing them, and ways to encourage participants in initiating local activities after attending APO projects will be discussed.</p>	Arsyoni Buana and Jittin Kapoor	
12:30–13:30	Lunch break		Dining Café Beltempo, 1F, Hotel Metropolitan Edmont Tokyo
13:30–14:30	<p>Session 9: Group Discussion on APO In-country Programs</p> <p>This session will examine the diverse needs of APO members and formulate strategies and methodologies to utilize APO in-country services most effectively.</p>	Facilitated by Arsyoni Buana and in-country officers	
14:30–15:00	Departure for Japan Productivity Center (JPC), Tokyo		
15:00–16:40	<p>Session 10: Visit to JPC</p> <p>The JPC will provide updates on programs and initiatives to assist Japanese SMEs in digitalization. It will also share other programs focusing on service innovation.</p>		
16:40–17:00	Departure for Hotel Grand Arc Hanzomon <a href="https://www.grandarc.com/access/">https://www.grandarc.com/access/</a>		
17:00–19:00	Dinner Hosted by the JPC		Restaurant Patio, 1F, Hotel Grand Arc Hanzomon <a href="https://www.grandarc.com/restaurant-list/patio/">https://www.grandarc.com/restaurant-list/patio/</a>
19:00–19:15	Return to Hotel Metropolitan Edmont		
End of Day 2			

Day 3: Thursday, 16 February 2023			
Time (Japan Time)	Agenda	Speaker	Venue
09:30–10:30	<p>Session 11: Demonstration of New ERP system and the Way Forward</p> <p>The Secretariat will give a briefing on the new ERP system and explain the timeline and plan for NPOs to be included.</p>	ERP team	Room Shunkin, 3F, Hotel Metropolitan Edmont Tokyo
10:30–11:00	<p>Session 12: Project Planning for the 2024–2025 Biennium</p> <p>This session will explain the planning for the 2024–2025 biennium program and the involvement of NPOs.</p>	Md. Zainuri Juri	
11:00–11:15	Coffee/tea break		
11:15–11:30	<p>Session 13: Wrap-up and Key Takeaways from the LOM</p> <p>This session will summarize the key points from the LOM 2023 based on the presentations, discussions, and deliberations.</p>	Jittin Kapoor	
11:30–11:45	<p><b>Closing Session</b></p> <p>Vote of Thanks</p> <p>Remarks by APO Secretariat</p>	Dr. Indra Pradana Singawinanta, Secretary-General	
11:45–12:00	Departure for APO Secretariat		
12:00–13:00	<p>Session 14: Visit to APO Secretariat</p> <p>The session will allow LOs to interact with Secretariat staff members.</p>		
13:00–14:00	Lunch break	Secretariat staff will accompany LOs to lunch in nearby restaurants	
End of the meeting			