



IMPLEMENTATION PROCEDURES FOR APO NATIONAL AWARDS
Effective from 1 January 2024

Specific Information

APO National Award (AWD)

About the AWD Program

The AWD Program recognizes deserving productivity champions within APO members, from the public and private sectors and from profit and not-for-profit organizations, who are leading and implementing productivity initiatives and influencing other members of their organizations in various productivity activities and/or those outside their organizations. The awards are conferred annually as part of national productivity movements. NPOs are responsible for the award process.

1. Scope and Methodology

Scope

Training of NPO staff and technical assistance for individual NPOs.

Methodology

Activities include the following:

a. **Training**

Based on the framework and requests by NPOs, training is conducted in the criteria and procedures for the APO National Awards.

b. **Implementation**

Upon request by NPOs, the APO Secretariat will assign international resource persons/technical experts to support their in-country preparations. The assigned experts can also serve as members of selection committees and panels of judges if required.

c. **Certificates, plaques, monetary prizes, and financial support to NPOs**

Award recipients will receive certificates and plaques co-signed by the APO Secretary-General and APO Directors of the awardees' member economies and monetary prizes of USD1,000.00 for each recipient. Each participating NPO will receive financial support of up to USD5,000.00 to cover preparations for and implementation of the APO National Award scheme including conferment ceremonies.

2. Implementation Procedures

- a. NPOs notify the APO Secretariat by email to confirm participation in the AWD Program before the deadline specified in the Project Notification.
- b. If necessary, NPOs may request technical assistance during implementation. Please refer to the APO National Award Framework and Guidelines.
- c. NPOs submit the names of winners and their biodata to the Secretariat at least two months before the conferment ceremony.
- d. The APO Secretariat issues certificates and plaques and sends them by courier to NPOs.
- e. NPOs submit reports on the conferment ceremonies and monetary prizes including payment receipts for reimbursement by the APO Secretariat.

3. Financial Arrangements

To be met by the APO

- a. All costs for assigning resource persons to develop the training program and conduct training of NPO staff.
- b. All costs for assigning resource persons to assist NPOs in their preparations and serve as members of selection committees and panels of judges.

- c. All costs for preparing and sending certificates and plaques for national award recipients to NPOs.
- d. A monetary prize of USD1,000.00 for each national award recipient.
- e. Support of up to USD5,000.00 to each NPO implementing national award activities to cover preparations for and conferment of the awards. The Secretariat will examine the appropriateness of the proposed allocation and utilization of the funds prior to disbursement.

To be met by the host member or NPOs

All other local implementation costs not covered by the APO.

Actions by Member Economies

- a. Confirm participation in the APO National Award Program by notifying the APO Secretariat via email before the deadline specified in the Project Notification.
- b. Assign a team to manage the award program and serve as the focal contact between the APO Secretariat and NPO.
- c. Nominate NPO staff to participate in the training program relating to the framework after its completion and notification by the APO Secretariat.

Actions by the APO Secretariat

- a. Assign resource persons to conduct training and provide technical assistance to NPOs.
- b. Coordinate and carry out consultations between resource persons and NPOs.
- c. Monitor overall project implementation.
- d. Provide administrative and financial support.