



Reference No.: 25-CL-15-GE-WSP-A

23 October 2025

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### Letter of Acceptance

I am pleased to notify you that you are accepted to participate in the following APO project. Please refer to the project circular for further details.

**Project code:** 25-CL-15-GE-WSP-A  
**Title:** Workshop on Environmental, Social, and Governance (ESG) Initiatives for SME Development  
**Project Timing:** 9 December 2025 - 12 December 2025  
**Modality:** Face-to-face  
**Venue(s), Hosting Country:** Colombo, Sri Lanka  
**Implementing Organization(s):** National Productivity Secretariat, Sri Lanka

#### Conditions

**Round-trip Economy-class International Travel Fare:** To be met by the APO  
**Hotel Accommodation:** To be met by the APO/implementing organization  
**Per Diem Allowance:** To be met by the APO/implementing organization  
**Arrival Date:** One day prior to project commencement  
**Departure Date:** One day after project completion  
**Visa Fee:** To be met by participant  
**Insurance Coverage:** To be met by participant  
**Travel Cancellation:** To be met by participant

#### Notes

Dr. Indra Pradana Singawinata  
Secretary-General

**Asian Productivity Organization**

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