



ASIAN PRODUCTIVITY ORGANIZATION

WSM-15
Doc. No. 1-A
 As of 10 September 2015

56th Workshop Meeting of Heads of NPOs
 20–22 October 2015, Singapore

ANNOTATED PROVISIONAL AGENDA

Day 1: Tuesday, 20 October 2015		
08:35–09:00	<i>Registration</i>	<i>Documentation</i>
09:00–09:30	<u>Inaugural Session</u> 1. Welcome Remarks by the APO Director for Singapore 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>	
10:00–11:00	<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 2014 Projects 8. Presentations by the Secretariat	Document No. 1 & 1-A Statement by the Secretary-General Document No. 2 Reference Paper 1, 2, 3 and 4
11:00–12:30	<u>Plenary Session 2</u> 9. Country Presentations by NPOs - 5 minutes allocated for each country	
12:20–13:30	<i>Welcome Lunch hosted by the APO Director for Singapore</i>	
13:30–14:40	Country Presentations by NPOs (Continued) - 5 minutes allocated for each country	
14:40–15:00	<i>Coffee Break</i>	
15:00–15:15	<u>Strategic Planning Session 1</u> 10. Parallel Breakout Sessions for Delegates 10-1. Briefing on the Breakout Sessions by the APO Secretariat	Parallel Breakout Sessions for Delegates
15:15–18:00	10-2. Parallel Breakout Sessions for Delegates	
<i>No dinner function on Day 1</i>		
Day 2: Wednesday, 21 October 2015		
09:00–10:00	<u>Strategic Planning Session 1 (continued)</u> 11. Summary of Breakout Sessions Presentations by 3 Groups	
10:00–11:20	<u>Strategic Planning Session 2</u> 12. Reconfirmation of the APO Program Plan for 2016	Document No. 3
11:20–11:40	<i>Coffee Break</i>	
11:40–13:00	13. APO Program Plan for the 2017–2018 Biennium	Document No. 4

13:00–14:00	<i>Lunch Break</i>	
14:00–18:00	APO Program Plan for the 2017–2018 Biennium (continued)	
19:00–21:00	<i>Dinner hosted by the APO Secretary-General</i>	
Day 3: Thursday, 22 October 2015		
08:30–12:30	14. Special Seminar: Master Class and Networking Session with the American Productivity and Quality Centre	
12:30–14:30	<i>Lunch Break</i>	
14:30–15:00	<u>Plenary Session 3</u> 15. Adoption of Reports of the Strategic Planning Sessions 16. Adoption of the Report of the 56th WSM to the Governing Body and Summary Record of Proceedings	Report on the Breakout Sessions Report on the Strategic Planning Sessions Report of the 56th WSM to the Governing Body and Summary Record of Proceedings
15:00–16:00	<u>Closing Session</u> 17. Any Other Business 18. Closing Statements	
16:00–	<i>Coffee Break</i>	
17:00–19:00	<i>Optional tour arranged and sponsored by SPRING</i>	

ANNOTATIONS

Agenda Item 1 Welcome Remarks by the APO Director for Singapore

APO Director for Singapore will deliver the welcome remarks on behalf of the host country.

Agenda Item 2 Inaugural Address by the Guest of Honor

Senior Minister of State Ministry of Trade and Industry and Ministry of National Development Lee Yi Shyan will deliver the inaugural address.

Agenda Item 3 Introduction of NPO and Agriculture Delegates

NPO and Agriculture Delegates will be introduced.

Agenda Item 4 Election of Chair and Vice Chair

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

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: Provisional Agenda
Doc. No. 1-A: Annotated Provisional Agenda

Agenda Item 6 Statement by the APO Secretary-General

The Chair will invite APO Secretary-General Mari Amano to report on the highlights of projects implemented in 2015, future plans on digital learning, 2016 program plan, outlines of projects funded by cash grants, new 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

Agenda Item 7 Adoption of Evaluation of 2014 Projects

The Chair will invite the Secretariat to present the report on the Evaluation of APO Projects implemented in 2014.

Action Required: Delegates will be requested to adopt the Evaluation of 2014 Projects.

Documentation: Doc. No. 2: Evaluation of 2014 Projects

Agenda Item 8 Presentations by the Secretariat

The Chair will invite the Secretariat to make presentations on 1) Report of the Strategic Planning Workshop for APO Liaison Officers; 2) Report on the Roadmap to Achieve the APO Vision 2020 (Revision 4); 3) Criteria for and Prioritization of 2017–2018 Project Lineups; and 4) Proposed Expansion of the APO Digital Learning Program.

Action Required: Delegates will be requested to review the presentations by the Secretariat. Delegates will also be requested to endorse Ref. Paper 3 and 4.

Documentation: Ref. Paper 1: Report of the Strategic Planning Workshop for APO Liaison Officers
Ref. Paper 2: Report on the Roadmap to Achieve the APO Vision 2020 (Revision 4)
Ref. Paper 3: Criteria for and Prioritization of 2017–2018 Project Lineups
Ref. Paper 4: Proposed Expansion of the APO Digital Learning Program

Agenda Item 9 Country Presentations by NPOs

Theme:

- National innovation strategy and/or innovation framework, if any;
- Examples of effective innovation programs in your country;
- Suggestions on priority innovation areas or innovation capabilities for future APO programs.

Action Required: Each country will be requested to make a presentation (5 minutes per country) starting from Singapore.

Agenda Item 10 Parallel Breakout Sessions for Delegates

Theme “Priority Productivity Training Topics for Self-learning e-Courses”

Agenda Item 10-1 Briefing on the Breakout Sessions by the APO Secretariat

The Secretariat will brief on how to conduct the Breakout Sessions.

Documentation: Guidelines on Parallel Breakout Sessions for Delegates

Agenda Item 10-2 Parallel Breakout Sessions for Delegates

The Secretariat will facilitate the Breakout Sessions.

Action Required: Delegates will be divided into three groups. Each group will discuss “Priority Productivity Training Topics for Self-learning e-Courses”.

Group 1: Industry / Manufacturing Sectors

Group 2: Service / Public Sectors

Group 3: Agriculture / Food Sectors

Documentation: Guidelines on Parallel Breakout Sessions for Delegates

Agenda Item 11 Summary of Breakout Sessions

The Chair will invite the Secretariat to facilitate each group to prepare and present the outcome of their discussions.

Action Required: Each group will be requested to make a presentation.

Agenda Item 12 Reconfirmation of the APO Program Plan for 2016

The Strategic Planning Session Chairs for the Industry & Service Sector and Agriculture Sector will chair each session separately. The meeting will review the revised program lineups for 2016 which have been circulated to member countries in the form of a survey to reconfirm hosting.

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 2016.

Documentation: Doc No. 3: APO Program Plan for 2016

Agenda Item 13 APO Program Plan for the 2017–2018 Biennium

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. 4: APO Program Plan for the 2017–2018 Biennium

Agenda Item 14 Special Seminar

Theme: Master Class and Networking Session with the American Productivity and Quality Centre

Action required Delegates will be invited to attend the Special Seminar arranged by the host country.

Agenda Item 15 Adoption of the Reports of the Strategic Planning Sessions

On behalf of all breakout groups, one of Chairs will report on the salient points of the discussion for the three groups for adoption. In addition, 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 Breakout Session Report and SPS Reports.

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

Agenda Item 16 Adoption of the Report of the 56th WSM to the APO Governing Body and Summary Record of Proceedings

The Chair will present a draft report of the 56th WSM to the 58th 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 56th WSM to the Governing Body and Summary Record of Proceedings

Agenda Item 17 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 18 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 WSM.