

MOST IMMEDIATE

No. 2(8)/2016-HR&CP
Government of Pakistan
Ministry of Commerce
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Islamabad, the 30th May, 2016.

C I R C U L A R

Subject:- **APO—INTERNATIONAL COURSES.**

Ministry of Industries and Production has invited nominations on following different training program offered by the Asian Productivity Organization (APO):-

S.No.	Title of Trg. Program	Duration	venue	Last date of Ministry of Industry & Production	Last date For onward submission
1.	Multi-country observational Study Mission: Promoting GP with focus on smart Grids and Green Energy.	05-09 September, 2016	Taiwan China	30-05-2016	30-05-2016
2.	Workshop on MSNE Development polices	12-15 November, 2016.	Tehran IR Iran	30-06-2016	20-06-2016
3.	Conference on Custome Satisfaction (CS) Measurement and CS index Development for the Service Industry	04-06 October 2016	Taiwan, China	30-06-2016	20-06-2016
4.	Training of Trainers on Business Excellence for SMEs	24-27 October 2016	Singapore	30-06-2016	20-06-2016
5.	Multi-country Observational Study Mission on Advanced Energy Technology	01-05 October, 2016	Tehran, IR Iran	30-06-2016	20-06-2016
6.	Study Mission to a Nonmember Country on Innovations in Agriculture on Increase Productivity and Profitability	07-12 November 2016	Adelaide, Australia	15-07-2016	05-07-2016
7.	Training Course on Food Safety Management Systems: Advanced Course for SMEs in the Agrifood Industry,	03-07 October 2016	Taipei, ROC	15-07-2016	05-07-2016

2. All the information and details are available on website <http://npo.gov.pk/upcoming-ipo-projects/>. The training programmes are sponsored by Asian Productivity Organization (APO), Japan, however, selected participants will shoulder the cost of visa fee, insurance and airport taxes.

3. It is, therefore, requested that nominations duly approved / endorsed by the respective heads of Wings may kindly be communicated to the undersigned latest by the dates mentioned above for onward submission to EAD, Islamabad.


(Muhammad Shoab Anwar)
Deputy Director (MOC)

Forwarded to:-

- i. All JSs/DGs/Chief Development Officer, Ministry of Commerce, Islamabad.
- ii. Director General, Pakistan Institute of Trade & Development, Islamabad.
- iii. Director General, Trade Dispute Resolution Organization (TDRO), Ministry of Commerce, Islamabad.
- iv. Director General (TO), Directorate General of Trade Organization (DGTO), Islamabad.
- v. Director (HR), Trade Development Authority of Pakistan, Karachi.
- vi. Copy to Network Administrator with the request to upload the subject training course on Ministry's website.

~~National Productivity Organization~~
Ministry of Industries and Production
Government of Pakistan

NPO/APO/1269, 70, 71, 72, 74, 75, 76/2016

Islamabad, 13 May 2016

Subject: **APO – International Course(s)**

The National Productivity Organization (NPO), Ministry of Industries and Production, Government of Pakistan, invites nominations for the following program(s) offered by the Asian Productivity Organization (APO), Japan.

- 1) **Multicountry Observational Study Mission: Promoting GP with Focus on Smart Grids and Green Energy, 05-09 September 2016, Taiwan, China, 16-IN-46-GE-OSM-B, (NPO Deadline 30 May 2016)**
- 2) **Workshop on MSME Development Policies, 12-15 November 2016, Tehran, I.R. Iran, 16-RP-25-GE-WSP-B, (NPO Deadline 30 June 2016)**
- 3) **Conference on Customer Satisfaction (CS) Measurement and CS Index Development for the Service Industry, 04-06 October 2016, Taiwan, China, 16-IN-32-GE-CON-A, (NPO Deadline 30 June 2016)**
- 4) **Training of Trainers on Business Excellence for SMEs, 24-27 October 2016, Singapore, 16-IN-28-GE-TRC-B, (NPO Deadline 30 June 2016)**
- 5) **Multi-country Observational Study Mission on Advanced Energy Technology, 1-5 October 2016, Tehran, IR Iran, 16-IN-05-GE-OSM-B, (NPO Deadline 30 June 2016)**
- 6) **Study Mission to a Nonmember Country on Innovations in Agriculture to Increase Productivity and Profitability, 7-12 November 2016, Adelaide, Australia, 16-AG-28-GE-SMN-A (NPO Deadline 15 July 2016)**
- 7) **Training Course on Food Safety Management Systems: Advanced Course for SMEs in the Agrifood Industry, 3-7 October 2016, Taipei, ROC 16-AG-05-GE-TRC-B (NPO Deadline 15 July 2016)**

(To download the Project Notification, APO Bio-Data Form, Nomination Letter sample and Instruction Circular please visit <http://npo.gov.pk/upcoming-apo-projects/>)

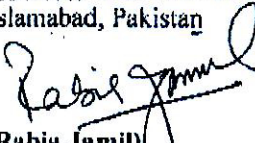
Following documents are required for processing of nomination, Incomplete nominations will not be considered:

- APO Bio-Data Form, available on website (<http://npo.gov.pk/upcoming-apo-projects/>)
- CV on plain paper including Date of Birth, Domicile (District & Province), Education, Experience, and details of Foreign Training availed during the recent past.
- Copy of National Identification Card and Passport Copy (1st page) with six month validity period
- Company / Organizational Profile on Plain Paper (1 or 2 page)
- Approval of Competent Authority concerned (applicable to public sector only)
- Nomination letter on NPO prescribed format, available on website (<http://npo.gov.pk/upcoming-apo-projects/>)
- Private Sector Profit making Organizations /Large Enterprises are requested to furnish Certificate of Partial Funding along with Chamber's Registration Certificate

2 sets

Completed documents (one original and one copy) in all respect shall reach this office by the above mentioned deadlines. Soft copies of APO bio-data must be sent to email address usmanadil.apo@yahoo.com

4. In case of public organizations or government authorities, such nominating agencies are requested to furnish Clearance / NOC in the light of Cabinet Division's instructions vide their letter No. 1-4/97-MIN-II dated 31-05-1997 circulated to all Federal and Provincial Governments.
5. On Final Selection from APO-Japan, selected participants will be obliged to deposit a participation fee of Rs. 10,000 applicable to SMEs, Private Organizations, Chambers, and Commercial Government Institutions, and Rs. 20,000 applicable to Large Scale Organizations. Moreover, selected participants from Public and Private sector will shoulder the cost of Visa Fee, Insurance and Airport Taxes.
6. APO will meet airfare, boarding lodging, per diem of participants from Government departments and SME sector for participation in APO programs; while in case of Large scale / profitable organization the air fare shall be met by the participants/participating organization. The APO will adopt the official definition of SMEs stipulated by each member country. Therefore, we encourage the maximum participation of SME sector in the future APO programs.
7. All participants on return will be required to submit an evaluation report to IR Department of NPO.
8. The final selection of nominees rest with the APO screening committee and is not challengeable.
9. The incomplete and late nominations received after the said deadline date will not be processed.
10. For any inquiry and further information please contact **Mr. Usman Adil, International Relations** (Cell: 0336-5219399, Phone: 051-2823304-05, Fax: 051-2823309)
11. Those fulfilling the prescribed criteria as mentioned by APO in their respective Project Notification may apply for the relevant program
12. In case of non member country expenses related to airfare, taxes, insurance will be shouldered by participant.
13. Kindly send nominations/documents at National Productivity Organization (NPO), International Relations Department, 2nd Floor, STP Building, Sector F-5/1, Constitution Avenue, Islamabad, Pakistan


(Rabia Jamil)
APO Liaison Officer / Head - IR

Encl: As above

1. Section Officer (NPO), Ministry of Industries and Production, Islamabad
2. All Federal and Provincial Ministries
3. Office of Chief Secretaries Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan, Gilgit Baltistan & AJK
4. Chairman Higher Education Commission, Islamabad
5. CEO SMEIDA, CEO EDR, Chairman EPZA, Chairman NFC, MD USC, GM PITAC, Director PIM, CEO PIDC, CEO TUSDEC, CEO PASDEC, CEO PGJDC, Chairman Pak. Steel,
6. All recognized Chambers, Associations, Federation of Chambers, and related Private Organizations