



APO National Award

Recognizing Productivity Champions for Excellence



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1. Award Objectives

The APO National Award aims to recognize a core of deserving productivity champions within Asian Productivity Organization (APO) members, both 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 awardees are role models who inspire organizations, like-minded individuals, and the next generation of productivity champions. The award aims to multiply productivity champions and productivity advocates committed to excellence across APO members, thereby making the productivity mindset pervasive at the national level. The award is conferred on individuals as recognition for their outstanding productivity performance and efforts for excellence.

The APO National Award is conferred annually as part of national productivity movements. National Productivity Organizations (NPOs) of APO members are responsible for the award process. NPOs may choose to form strategic partnerships with relevant government agencies or trade chambers and associations to organize or support the award, thus increasing recognition.

2. Award Categories & Winners' Privileges

The APO National Award is conferred for two categories:

- ❖ APO National Award for Productivity Advocates (policy, strategic thinking, leadership, and management)
- ❖ APO National Award for Productivity Technical Experts (methodology, tools, and techniques)

The award is open to nominees from public, private, for-profit, or not-for-profit organizations. NPOs are not eligible to submit nominations to avoid conflicts of interest as they serve as the assessment bodies. Individuals may be nominated by their employers, other employer groups, trade chambers and associations, the mass media, or members of the public.

The award may be conferred on a maximum of two individuals from each APO member per year. Each award recipient is presented with a certificate and plaque as personal mementos of their success and a monetary prize of USD1,000.00. The names of award winners are published on the APO's website.



3. Eligibility Criteria

This award is open to individuals at all job levels and in all occupational roles, whether frontline, senior management, professionals, etc. from for-profit or not-for-profit organizations, including individuals from subsidiaries of companies, trade associations and chambers, charity organizations, institutes of higher learning, etc. NPOs make the final decisions on candidate eligibility and have the right to reject nominations with incomplete information and/or those that do not meet the eligibility criteria. To prevent conflicts of interest, those nominating candidates cannot be related to nominees or have any personal contractual dealings with them.

Individual nominees must meet the following criteria:

1. Have a minimum of 5 years of continuous working experience prior to nomination.
2. Have not been recommended or nominated in the past year.
3. Have not received the award previously.

4. Assessment Criteria

The APO National Award recognizes individuals who have made substantial contributions to productivity improvement and excellence at their workplaces or to an industry or sector and/or have contributed significantly to national productivity and excellence ecosystems through policies that helped shaped national productivity agendas. They lead and promote productivity efforts at various levels through innovative strategies or developing new tools, methodologies, and techniques in specialized fields, thereby contributing to the body of knowledge on productivity.

Specifically, the APO National Award for Productivity Advocates recognizes individuals who have made significant contributions as thought leaders, strategists, management leaders, and policymakers to the productivity movement at organizational or national level. They play leading roles in shaping productivity agendas, formulating policies or frameworks, and mobilizing resources for implementation.

The assessment criteria are:

- ❖ *Role and contributions (30 points)*
 - a. Plays an active role in championing and promoting the productivity agenda
 - b. Scope of nominee's involvement in productivity efforts is substantial (e.g., at the organizational and/or national level)
 - c. Has been nominated for/received recognition or relevant awards for contributions to productivity
- ❖ *Leadership and strategies (40 points)*



- a. Excellent understanding of high-level productivity challenges
- b. Strong leadership to shape or develop strategies/policies with cooperation from stakeholders
- c. Proven capability to anticipate issues, adapt strategies, and manage issues effectively
- d. Able to influence others to support the productivity movement

❖ *Results and impacts (30 points)*

- a. Good quantitative and qualitative results achieved from productivity strategies/policies/initiatives
- b. Demonstration of results or impacts over a prolonged period
- c. Strategies/policies are applied in multiple sectors within the country or have resulted in significant environmental, social, and governance benefits

The APO National Award for Productivity Technical Experts recognizes individuals who have made important contributions in developing new methodologies, tools, and techniques that can be applied in organizations, industries, and countries to raise the level of productivity. They are key enablers of productivity measurement and implementation efforts.

The assessment criteria are:

❖ *Role and contributions (30 points)*

- a. Plays a critical role in productivity enhancement at the organizational or industry level
- b. Involved in conceptualizing and implementing productivity initiatives leading to organizational success
- c. Has been nominated for/received recognition or relevant awards for contributions to productivity

❖ *Technical competence (40 points)*

- a. Able to understand and clearly define productivity improvement problems or processes
- b. Able to apply technical principles to solve productivity problems effectively
- c. Created or adapted relevant productivity methodologies, tools, and techniques for application in real-life situations
- d. Able to test the quality and functionality of methodologies, tools, and techniques to address productivity problems

❖ *Results and impacts (30 points)*

- a. Achieved quantitative and qualitative results from applying methodologies, tools, and techniques
- b. Demonstrated consistent results over a prolonged period



- c. Methodologies, tools, and techniques are disseminated and applied to multiple sectors and/or other countries

5. Award Application & Selection Process

To ensure the rigor of the assessment, a two-pronged approach is adopted for the selection process. NPOs issue requests for nominations through partners and via media platforms. An official event can be held, if needed, to announce the request for nominations for the two award categories. Nominations are then submitted via the appropriate nomination forms within two months of the announcement.

NPO Award Team

Nominations are first assessed by an NPO Award Team (NAT), comprising three to five NPO staff who evaluate and shortlist the award finalists based on the scoring process. NPOs can also invite staff of external partners (for example, a trade association) to participate in the NAT. Appropriate documentation of the assessment process should be ensured.

The appointment of the NAT is at the discretion of the Head of the NPO. The first-stage assessment is based on the information on the nomination form. The Secretariat for the award is responsible for ensuring that all documents are in order. The NAT may conduct phone interviews and site visits, if necessary. Scores will be assigned upon assessment and the top 10 individuals with a minimum score of 50 will proceed to the next stage as finalists. The NAT will provide a matrix of the scoring of nominees including assessments and comments to the Award Selection Panel (ASP), which will review and interview the top 10 individuals.

For nominees who scored fewer than 50 points, the NPO Secretariat will send acknowledgment letters thanking the nominees and nominating organizations. The APO can provide a template of the letter for NPOs' reference and use if necessary.

Award Selection Panel

Finalists shortlisted for the award will be interviewed by an ASP, comprising three to five distinguished representatives and productivity experts from the relevant private and public communities in APO members. They can be drawn from unions, industry, academia, government, and mass media. The option to invite an APO Secretariat representative may also be considered.

The requirements for ASP members are as follows:

- ❖ At least 10 years in a senior management position



- ❖ From manufacturing, service, and profit and nonprofit organizations (there should be a balance among panelists with different backgrounds)
- ❖ Preferably with a background in productivity strategy or experience in implementing productivity initiatives
- ❖ Broad understanding and knowledge of the national and regional productivity/innovation landscape
- ❖ Willingness to declare any conflict of interest, adhere to the Code of Ethics, and sign a nondisclosure agreement

The assessment interview can either be conducted online or in person, and each finalist will be allocated a 30-minute interview, including an optional presentation. The purpose of the interview is to verify the information submitted and to discover new information that can support the nominee's case.

Based on a 100-point score, the candidate with the highest score and with a minimum of 70 points will be the winner for each category. If there is a tied score, the ASP will deliberate and select the eventual winner.

The Code of Ethics for ASP members is as follows:

- ❖ Panelists must avoid bias of any type during the evaluation interviews. They must not consider the age, sex, race, creed, national origin, business/industry background, or political beliefs and must always demonstrate complete objectivity.
- ❖ Panelists must strictly adhere to the award assessment criteria and guidelines, refrain from public criticism of the award, and keep nominees' scores and ranking confidential in accordance with the official policy.
- ❖ Panelists must inform the Award Secretariat and decline involvement in scheduled selection sessions if there could be any conflict of interest, personal interest, or dealings with finalists. They must also decline to participate in sessions if they know a finalist personally.
- ❖ Panelists must not accept any gifts or hospitality from finalists before, during, or after a selection session.

Nondisclosure Agreement

Information submitted for the awards is confidential. To prevent any leakage of information that could jeopardize the credibility of the organizer, each panelist must sign a nondisclosure agreement. A sample is provided below:



**Nondisclosure Agreement
(APO National Award)**

Panelist name: _____ Organization: _____

Tel.: _____ Email: _____

I agree that, concerning access to information made available to me as part of the APO National Award assessment, I will:

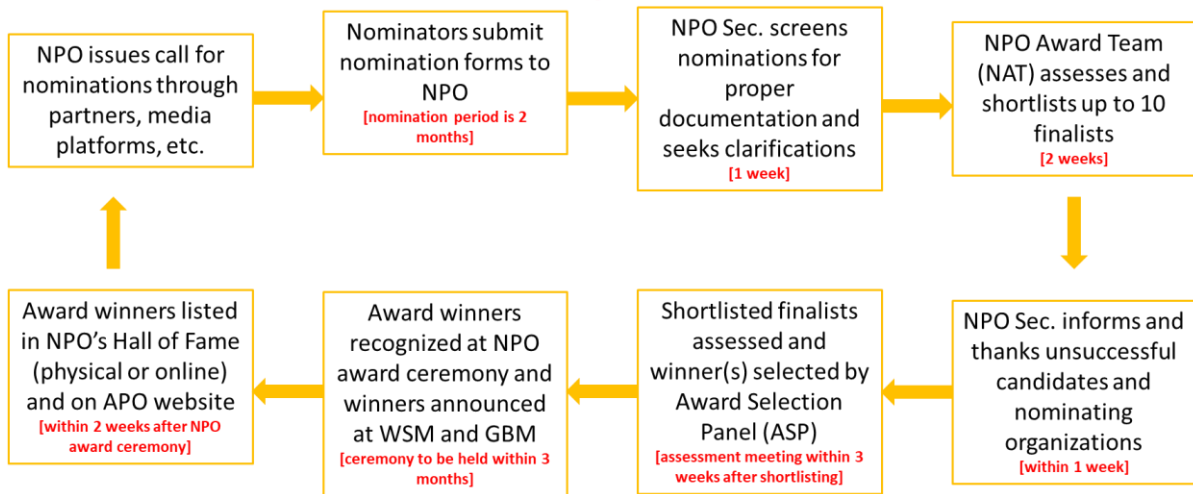
1. Keep all information, whether communicated verbally or in writing, accessible or provided to me relating to all documents, presentation materials, and assessment results in strict confidence at all times; and
2. Only disclose or make use of any information solely with the express written approval of the organization that appointed me as a panelist for the APO National Award assessment.

Name Signature

Date

Chart on Application & Selection Process

NPOs can exercise flexibility in the procedures and schedules for the award applications and selection processes, especially if the participating APO member has its own productivity awards. The recommended guidelines are shown below:



For publicizing winners on its website, the APO Secretariat will provide the dates for submission of the profiles and photographs of winners as well as 100-word introductions to them. It will also issue a media release on all NPO winners.

6. Award Presentation Ceremony & Publicity

Given that this is a pinnacle award for productivity champions, recognition through an official award presentation ceremony is appropriate. Successful productivity movements at the organizational and national levels require a critical mass of organizations and individuals who are proud to be part of them and willing to make them succeed. These individuals deserve to be showcased as role models at prestigious events.

The APO Director for each member will confer the APO National Awards. The APO will provide up to USD5,000 to each NPO implementing national award activities to cover preparations for and conferment of the awards. Award ceremonies may be held in conjunction with productivity conferences hosted by NPOs. In addition, at the Workshop Meeting of Heads of NPOs (WSM) and Governing Body Meeting (GBM), awardees will be announced and showcased virtually.

NPOs can also generate other publicity on the winners through media stories, platforms to share best practices, case studies, networking sessions, etc.



7. Nomination Form 1

APO National Award for Productivity Advocates

Nominee Profile		
Name		
Designation		
Organization name		
Nature of organization		
Address		
Contact details	Tel.:	Email:
Description of Nominee		
Role & Contributions <i>Describe the role of the nominee in championing and driving productivity as a policymaker, strategist, management leader, or thought leader and whether this is at organizational and/or international level. Include specific productivity initiatives that he/she has advocated or spearheaded and how the nominee was able to maintain efforts to drive the productivity movement. Please include any documents to show that the nominee has been nominated for and/or won awards or been acknowledged for his/her endeavors.</i>		
Leadership & Strategies <i>Describe how the nominee has exercised leadership to develop strategies/policies and gain cooperation from stakeholders. Please give specific examples of his/her ability to define problems as well as the quality and effectiveness of strategies/policies developed to resolve them.</i>		

**Results & Impacts**

Highlight the quantitative and qualitative achievements and impacts of the productivity strategies/policies developed by the nominee, including the results and impacts over a prolonged period. Indicate whether the strategies/policies can be applied to other sectors within the country or have resulted in social, environmental, and/or governance benefits.

Additional Points (if any)**Declaration**

Name of nominator		
Organization		
Address		
Contact details	Tel.:	Email:

I declare the information on the nomination form and in accompanying documents (if any) submitted to be true to the best of my knowledge.

I am not related to the nominee in a personal capacity.

Signature of Nominator

Date



8. Nomination Form 2

National Award for Productivity Technical Experts

Nominee Profile		
Name		
Designation		
Organization name		
Nature of organization		
Address		
Contact details	Tel.:	Email:
Description of Nominee		
Role & Contributions <i>Describe the role of the nominee in conceiving and implementing specific productivity projects and initiatives, including how the nominee was able to maintain efforts to drive the productivity movement. Please include any documents to show that nominee has been nominated for and/or won awards or been acknowledged for his/her endeavors.</i>		
Technical Competence <i>Describe the ability of the nominee to understand and define productivity problems and apply technical principles to resolve them. List specific examples of new methodologies, tools, and techniques that the nominee has created to resolve productivity problems, including the quality and functionality of such solutions.</i>		
Results & Impacts		



Describe the quantitative and qualitative results from applying the productivity methodologies, tools, and techniques developed by the nominee, including the consistency of the results over a prolonged period and whether these solutions have been widely disseminated and applied in different sectors or countries, including any papers or publications on them.

Additional Points (if any)

Declaration

Nominator's name		
Organization		
Address		
Contact details	Tel.:	Email:

I declare the information on the nomination form and accompanying documents (if any) submitted to be true to the best of my knowledge.

I am not related to the nominee in a personal capacity.

Signature of Nominator

Date



9. Award Assessment Scorecard 1

Assessment Scorecard for Productivity Advocates

Nominee		
Information on panelist	<i>Name:</i>	
	<i>Organization:</i>	
	<i>Tel.:</i>	<i>Email:</i>
Panelist's endorsement	<i>Signature:</i>	<i>Date:</i>
Scorecard		
<i>Assessment Parameter</i>		<i>Total Score</i>
1. Role & Contributions (max. 30 points)		
<i>1.1 Plays an active role in championing and promoting the productivity agenda</i>		
<i>Comments</i>		<i>Score</i>
<i>1.2 Scope of nominee's involvement in productivity efforts is substantial (e.g., at the national and/or international level)</i>		
<i>Comments</i>		<i>Score</i>
<i>1.3 Has been nominated for/received recognition or relevant awards for his/her contributions to productivity</i>		
<i>Comments</i>		<i>Score</i>
2. Leadership & Strategies (max. 40 points)		
<i>2.1 Excellent understanding of high-level productivity challenges</i>		
<i>Comments</i>		<i>Score</i>
<i>2.2 Strong leadership in shaping or developing strategies/policies and gaining cooperation from stakeholders</i>		
<i>Comments</i>		<i>Score</i>
<i>2.3 Proven capability to anticipate issues, adapt strategies, and manage issues effectively</i>		



<i>Comments</i>	<i>Score</i>
<i>2.4 Able to influence others to support productivity efforts</i>	
<i>Comments</i>	<i>Score</i>
3. Results & Impacts (max. 30 points)	
<i>3.1 Good quantitative and qualitative results achieved from productivity strategies/policies</i>	
<i>Comments</i>	<i>Score</i>
<i>3.2 Demonstration of results or impacts over a prolonged period</i>	
<i>Comments</i>	<i>Score</i>
<i>3.3 Strategies/policies are being applied in multiple sectors and/or other countries or have resulted in significant environmental, social, and governance benefits</i>	
<i>Comments</i>	<i>Score</i>
Total Score	



10. Award Assessment Scorecard 2

Assessment Scorecard for Productivity Technical Experts

Nominee		
Information on panelist	<i>Name:</i>	
	<i>Organization:</i>	
	<i>Tel.:</i>	<i>Email:</i>
Panelist's endorsement	<i>Signature:</i>	<i>Date:</i>
Scorecard		
<i>Assessment Parameter</i>		<i>Score/Comments</i>
1. Role & Contributions (max. 30 points)		
<i>1.1 Plays a critical role in productivity enhancement at organizational or industry level</i>		
<i>Comments</i>		<i>Score</i>
<i>1.2 Scope of nominee's involvement in conceptualizing and implementing productivity initiatives is substantial and leads to organizational success</i>		
<i>Comments</i>		<i>Score</i>
<i>1.3 Has been nominated for/received recognition or relevant awards for his/her contributions to productivity</i>		
<i>Comments</i>		<i>Score</i>
2. Technical Competence (max. 40 points)		
<i>2.1 Able to understand and clearly define productivity improvement problems or processes to resolve them</i>		
<i>Comments</i>		<i>Score</i>
<i>2.2 Proficiency in applying technical principles to solve productivity problems effectively</i>		
<i>Comments</i>		<i>Score</i>
<i>2.3 Created or adapted relevant productivity methodologies, tools, and techniques applied in real-life situations</i>		
<i>Comments</i>		<i>Score</i>



<i>2.4 Tested the quality and functionality of methodologies, tools, and techniques to address productivity problems</i>	
<i>Comments</i>	<i>Score</i>
3. Results & Impacts (max. 30 points)	
<i>3.1 Achieved quantitative and qualitative results from applying methodologies, tools, and techniques</i>	
<i>Comments</i>	<i>Score</i>
<i>3.2 Demonstrated the consistency of results over a prolonged period</i>	
<i>Comments</i>	<i>Score</i>
<i>3.3 Methodologies, tools, and techniques are being disseminated and applied in multiple sectors and/or other countries</i>	
<i>Comments</i>	<i>Score</i>
Total Score	