Dear Sir//Madam,

Sri Lanka Association for the Advancement of Quality & Productivity (SLAAQP) has announced the **National Convention on Quality & Productivity-NCQP 2024.**

SLAAQP is the premier organization committed to develop quality and productivity concepts in Sri Lanka. NCQP is an annual NATIONAL event organized to promote and popularize QC Circles(QCC) as the key activity with other team based projects such as Cross-functional Teams(across functional areas with management), QIP-mainly targeting Middle Management improvement teams and Service sector projects especially including Healthcare, Lean-Six Sigma Teams and Kaizen suggestions. Participation is open to all sectors. NCQP provides an opportunity for executive and non-executive employees of companies to showcase their success stories on a national platform.

The GOLD award winners are invited to participate at the International Convention for Quality Control Circles(ICQCC) held in one of the Asian Countries and ICQCC 2024 will be held in SRI LANKA.

## The theme of the convention this year is “A Quest for Quality, Productivity and Innovation. The Convention will be held at the Institute of Technology University of Moratuwa(ITUM), Diyagama, Homagama on 12th June 2024 and the award ceremony will follow.

This year the convention has 5 streams. They are:

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| **Stream** | **Description** | **Whom meant for** |
| **1** | Quality Control Circles | A small group of employees work together in a team to solve a work related problem  |
| **2** | Cross Functional Teams | A small Team of employees across functional areas within an organisation reach a work-related goal.  |
| **3** | Quality Improvement Projects | Mainly practised in the service sector especially in healthcare to improve the patient comfort and safety. Also in other services such as banking, Architectural designs, hair & beauticians, clinics, finance consultants, hotels, hairdressers, solicitors, postal service etc. |
| **4** | Lean Six Sigma Teams | Minimising waste and driving towards defect free status. DMAIC / DMADV methodology is used to achieve a stated objective. |
| **5** | Kaizen Suggestions Scheme(only top ten will be commended) | Individual or group working towards same objective. Use of P, Q, C, D, S, M in continual improvement of the work place. |

**Guidelines for NCQP 2024**

1. Organisations/companies can apply for one or all 5 of the convention streams.
2. Every team application for registration must be on separate a google form.
3. The registration must be fulfilled by completing the application requirements and sending the proof of payment.
4. Each stream has different requirements. Carefully follow them.
5. The submission will be online and the dates for submission are final. Because of the large volume of applications from participating teams, extensions will not normally be granted.

**Eligibility**

The teams must have undertaken a project that has accomplished its objectives and must be authorized by the Superior / Manager overlooking the work and signed confirming that it has been submitted to management and has been implemented.

**NCQP 2024**

The NCQP 2024 has been announced. There are 5 streams for which organisations/companies can apply. The closing date for applications in 30th April 2024.

**How to register for the NCQP**

The five streams are as follows:

**Quality Control Circles (QCC)** Team of approximately 3 to 12 employees engaged in same or similar work and meets regularly to identify, analyse to systematically solve work related problems.

**Cross-Functional Teams (CFT)** Team of employees from different functional areas and different seniority levels within an organisation who collaborate to solve a problem or to reach a stated goal of improvement.

**Quality Improvement Projects** (**QIP)** Systematic, data-guided initiatives or processes designed to improve clinical care, patient safety, health care operations, service sector organisations where quality improvement is imperative and is supported by data collection relevant to the project.

The service sector comprises of Architectural designs, Hair and Beauticians, Dental Practice, Clinics, Hotels, Postal service, solicitors etc

**Lean Six Sigma Teams(LSS)** Minimising waste and driving towards defect free status. It is to eliminate the waste of physical resources, time, effort, and talent while assuring quality in production and organizational processes.

**Kaizen Suggestion Scheme(KSS)** Individual or group working towards same objective. It is expected that one or more of the areas namely Productivity, Quality, Cost, Delivery, Safety or Morale will be addressed.

**Application Procedure**

**FOR Kaizen Suggestion Scheme(KSS)** Fill in the Preliminary Application Form for Kaizen suggestion scheme. Then fill in the Kaizen application form (Form K) with information relating to the work that has been implemented. Also indicate the area of implementation of the Kaizen(P, Q, C, D, S, M). Application fee is Rs.3500/-. The deadline for submission is Tuesday, 25th April 2024. One certificate will be issued to the Kai-zen suggestion team. If additional individual certificates are requested each certificate will be Rs.1000/- and will be prepared after the NCQP event.

A qualified team will be marking the suggestions submitted. Marks will be awarded according to the marking scheme. The top ten Kaizen suggestions will be commended at the NCQP and one person per suggestion will be invited to the award presentation. All other suggestions that obtain 50% or more marks are eligible for a certificate of commendation from the SLAAQP.

**FOR QCC/CFT/QIP/LSS**

All other teams have a two-step payment process. Step 1 is to register the team by paying the appropriate registration fee and Step 2 is to submit information of the team members participating on the presentation day along with submission documents; - The Report, the Abstract and the PowerPoint presentation and the proof of payment. The deadline for this is Sunday, 30th April 2024.

Step 1 should be completed by for all streams.

**Step 1 Quality Control Circles (QCC)**

Please fill in the Preliminary Application Form A. This application should be completed and submitted with the appropriate fee of Rs.15,000/-. A unique registration number will be automatically generated. This number will be used in all correspondence.

**Step 1 Cross-Functional Teams(CFT)**

Please fill in the Preliminary Application Form A. This application should be completed and submitted with the appropriate fee of Rs.15,000/-. A unique registration number will be automatically generated. This number will be used in all correspondence.

**Step 1 Quality Improvement Projects(QIP)**

Please fill in the Preliminary Application Form A. This application should be completed and submitted with the appropriate fee of Rs.17,500/-. A unique registration number will be automatically generated. This number will be used in all correspondence.

**Step 1 Lean Six Sigma teams (LSS)**

Please fill in the Preliminary Application Form A. This application should be completed and submitted with the appropriate registration fee of Rs.17,500/-. A unique registration number is automatically generated. This number will be used in all correspondence.

**Step 2** is the submission of documents and the team details for participation at the NCQP and should be completed by 4.00 pm on 30th April 2024. A participation fee of Rs.6800/- per person(all expenses covering the presentation, evaluation, refreshments, certificates etc) should be paid and the proof of payment submitted to the SLAAQP office with the submission documents.

The team members whose names are given in the composition of teams and included in the report will be eligible for a certificate. If the team members present themselves for the NCQP, they will be awarded the certificate. If the team members do not appear in person, each certificate will be charged at Rs.1000/- ONLY if the name appears in the report.

A number of awareness workshops will be conducted to inform the following:

Application process, About the different streams, Application Requirements, Marking schemes, How to name a team, Report writing and expected contents, Abstract writing, PowerPoint presentation contents, and how the application should be submitted.

**Marking**

**QCC/CFT/LSS**

The Reports will carry 80 marks and will be marked prior to the event by a qualified panel of judges. The evaluation of the presentation on the day of the NCQP will be carried out by a pair of judges who will mark the project out of 100 marks. The average mark converted to a percentage will be the final mark.

Teams that obtain more than 50% will be eligible for an award. Teams having 50 – 59% marks will qualify for a Bronze award, teams having 60-74% will qualify for a Silver award and teams obtaining 75% or more marks will qualify for a GOLD award. GOLD award winners are eligible to apply for the next ICQCC to be held in Sri Lanka from 12 - 14 November 2024.

The ICQCC requires a well written abstract and report. So, it is important that this exercise is carried out in a professional manner.

Technical Committee/SLAAQP

WE ARE ENCOURAGING SRI LANKAN TEAMS TO COMPETE AT THE NCQP THIS YEAR SO THAT THEY QUALIFY TO PARTICIPATE AT THE FORTHCOMING INTERNATIONAL EVENT in NOVEMBER 2024