



PROJECT IMPLEMENTATION PLAN

PIP Issue Date	5 February 2020
Project Code	20-IN-03-GE-BCBN-C-TW01
Title	Smart Manufacturing and IT Solutions in Singapore's Food and Beverage Industry
Reference	Project Notification 20-IN-03-GE-BCBN-C dated 22 November 2019
Timing and Duration	10–13 March 2020 (Four days)
Requesting NPO	China Productivity Center (CPC), ROC
Hosting NPO(s)	Singapore Productivity Center (SGPC)
No. of Participants	Five (one participant will be sponsored by the CPC)

1. Objectives

To perform a benchmarking study and knowledge sharing on the Singapore Smart Industry Readiness Index (SIRI), smart manufacturing, and IT solutions in Singapore's food and beverage (F&B) industry as well as discuss best practices of 5S.

2. Background

IBench in the ROC provides an assessment framework helping industries to move toward Industry 4.0, similar to the assistance provided to companies in Singapore by SIRI. An observational visit under the APO Bilateral Cooperation Between NPOs Program will allow the CPC and SGPC to exchange and share related experiences and ideas about these two assessment tools and can be helpful in improving them both.

Singapore is a technological leader in terms of innovating its smart F&B industry. The visit to Singapore will accelerate the forward momentum of the CPC as it learns about IT solutions applied in the F&B industry.

3. Tentative Daily Schedule

Day 1, 9 March 2020: Arrival in Singapore

Days 2–5, 10–13 March 2020

1. Visit to the SGPC
2. Site visits to government organizations, related institutions, or private F&B companies that can share best practices on IT applications and solutions.
3. Site visits to government organizations to share experience and knowledge of SIRI.

Day 6, 14 March 2020: Departure from Singapore

4. Expected Outputs and Outcomes

- 1) Integrating the advantages of SIRI and IBench to assist SMEs in the ROC in adopting Industry 4.0.
- 2) Enhancing management effectiveness in the ROC's F&B industry.
- 3) Launching new IT solutions that can help the service sector in the ROC to provide specific smart services.

5. Financial Arrangements

To be met by the APO

a. Round-trip discount economy-class international airfare by the most direct route between the international airport nearest to the place of work and venue(s) for participants including domestic airfare. If a selected participant holds the rank of APO Director/Alternate Director, minister/vice minister, or NPO Head, the APO will provide discount business-class airfare with all related taxes. All participants should take the same flight. Participants are expected to travel only to the member country approved by the APO. Participants are not allowed to travel to destinations not covered in the approved project including stays at stopover sites even if it does not entail additional cost to the APO. In the case of downgrading from business-class to economy-class tickets for any reason, the APO will not cover any compensation or extra payment to participants.

b. Per diem allowances and standard single-room hotel accommodations for participants for up to six days.

c. Round-trip transportation between the airport and hotel at the venue.

To be met by the host country

a. Transportation costs for site visits.

b. In the case of a cancellation by the host NPO after the issuance of the Letters of Acceptance to the participants, the concerned NPO is requested to meet all the costs associated with the cancellation.

c. All other local implementation costs not covered by the APO.

To be met by the dispatching country

a. Overseas travel insurance covering the countries to be visited for the entire duration of the project and travel should be met by participants or participating countries. It is necessary to secure a minimum of USD10,000.00 in comprehensive travel insurance coverage. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

b. In the case of a cancellation by the requesting NPO after the issuance of the Letters of Acceptance to the participants, the concerned NPO is requested to meet all the costs associated with the cancellation.

c. Translation/interpretation costs, if required.

d. Additional per diem allowances and hotel accommodation due to early arrival or late departure.

e. Participating country expenses (PCEs) will be charged if participants represent/are employees of a large company in the private sector.

6. List of participants: Total five participants (*CPC-sponsored participant)

No.	Name	Position and organization
1	Dr. Pao-Cheng Chang	President CPC
2	Mr. Mi-Shun Chen	Deputy Director General Department of Commerce Ministry of Economic Affairs, ROC
3	Mr. Hung-Mo Lin	Director of Technology Services Business Division CPC
4	Ms. Mei-Fen Chen	Director of Training Services Group CPC
5	Ms. Yun-Syuan Chen*	Project Manager, APO Affairs Department CPC



Dr. AKP Mochtan
Secretary-General