



PROJECT NOTIFICATION

Ref. No.:21-SN-03-GE-BCN-C-PN2000045-003

Date of Issue	30 March 2021
Project Code	21-SN-03-GE-BCN-C
Title	Bilateral Cooperation between NPOs
Timing and Duration	March–December 2021 (10 months)
Hosting Country(ies)	Member Countries
Modality	Virtual and face-to-face
Implementing Organization(s)	National Productivity Organizations (NPOs) and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	Up to 10 for a virtual program or four for a face-to-face program
Local Participants	Not Applicable
Closing Date for Applications	Open to requests by member countries all year long. The Secretariat will require a lead time of two months for arrangements for an activity

1. Objectives

- a. Provide a platform for bilateral cooperation among policymakers/high-level officials of member countries and senior officials of NPOs in sharpening national development strategies and boosting national productivity and competitiveness.
- b. Encourage knowledge transfers and strengthen cooperation among NPOs.
- c. Showcase best practices of member countries in specific areas which are either nationally or internationally recognized to enable sending NPOs to learn about and assist their own local industries/sectors in adopting and/or benchmarking against those practices.

2. Background

Productivity-promoting institutions such as NPOs are the key drivers of sustainable productivity movements. It is thus imperative for NPOs and other relevant institutions to carry out their roles effectively. This necessitates continual effort to strengthen their capacity to cope with evolving productivity challenges. Learning from the best practices and collaborating with each other are one viable way to develop the institutional capacity of NPOs. The diversity of APO member countries and the unique and distinct strengths of each NPO create valuable opportunities to learn together for mutual benefit.

The Bilateral Cooperation between NPOs Program (BCBN) is a collaborative sharing and learning platform to provide the opportunity for members to tap each other's strengths and build partnerships for mutual benefit. It allows NPOs and similar organizations to learn from others on current productivity practices and related issues to address their specific needs and requirements. The BCBN Program facilitates the visits of high-level officials of NPOs and policymakers to learn about and share best practices in areas related to the productivity movement and innovation.

The specific topics available under BCBN are open for customization to suit the needs and interests of member countries. They may include insights relating to established technologies and practices in traditional, labor-intensive economies, or foresight on emerging, next-generation tools, practices, and technologies that member countries may wish to tap.

The BCBN Program is open for application all year, and the Secretariat will centralize the coordination and arrangements between visiting and recipient NPOs.

3. Modality of Implementation

BCBN activities will be conducted through the virtual and /or face-to-face modality, depending on the situation of the pandemic and travel restrictions that may be applicable at the time of implementation.

Virtual

BCBN activities will be delivered virtually as long as the COVID-19 pandemic continues to prevail.

Face-to-face

BCBN activities will be carried out in face-to-face modality when all COVID-19 restrictions are no longer imposed.

4. Scope and Methodology

Scope

- a. Learn about, benchmark against, and adopt the best practices of hosting NPOs on topics required by sending NPOs and topics related to the APO Vision 2025, including sustained productivity growth, robust innovation ecosystems, inclusive engagement, and shared prosperity.
- b. Collaborate on and share experiences among NPO professionals.

- c. Visit by officials of NPOs to study the current trends and issues in productivity-related fields.

Methodology

- a. Facilitate exchanges of NPO professionals for mutual learning and sharing of experiences.
- b. The duration of each activity will be approximately up to three days for the virtual modality and five working days for face-to-face missions.
- c. Face-to-face BCBN missions will include a visit to another NPO/member country.

5. Requirements (virtual only)

- a. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.
- b. Access to internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.
- c. Follow the instructions of the moderators/presenters in asking questions, joining discussions, and answering questions.
- d. Participate in all sessions.

6. Composition of Delegations

- a. BCBN delegates may comprise the APO Directors/Alternate Directors/NPO Heads and officials.
- b. Each member country may nominate up to 10 participants for digital programs. For face-to-face missions, the number will be up to four to be sponsored by the APO. Self-financed participants may be considered subject to the approval of the host country.

7. Financial Arrangements

To be met by the APO

Virtual

- a. Honoraria for local resource persons assigned by the hosting NPO.
- b. Translation/interpretation costs, if required.

Face-to-face

- a. Honoraria for local resource persons assigned by the hosting NPO.
- b. Translation/interpretation costs, if required.
- c. Round-trip discounted 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 minister/vice minister, APO Director/Alternate Director/NPO Head, the APO will provide discounted 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.
- d. Per diem allowances and standard single-room hotel accommodations for participants for up to six days.
- e. Transportation expenses between the airport and the hotel and for site visits in the host

country.

To be met by the sending NPO (face-to-face programs only)

- 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 case of a cancellation by the sending 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. Additional per diem allowances and hotel accommodation due to early arrival and late departure.
- d. Participating country expenses (PCEs) will be charged if participants represent/are employees of a large company in the private sector.
- e. Any other expenses not met by the APO and host country(ies).

To be met by the host country

Virtual

All local implementation costs not covered by the APO.

Face-to-face

- a. In 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.
- b. All other local implementation costs not covered by the APO.

8. Application and Implementation Procedures

Schedule for Applications

- a. Applications will be open all year. The Secretariat will require a two-month lead time for the arrangements when an application is approved. The selection of applications will be made based on the suitability, optimal utilization of the program by member countries, and budget availability.
- b. Prioritization of BCBN will be based on those countries that had the fewest applications accepted in the past. The Secretariat may also make counterproposals to the applicant countries to make the best arrangements.

Actions by member countries (before and after BCBN projects)

Before

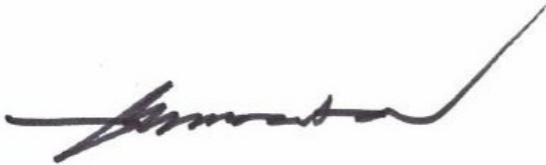
- a. Member countries wishing to apply for BCBN projects are requested to fill in and submit the application form (Attachment 1) and separately attached biodata forms, which can be downloaded from the APO website (<http://www.apo-tokyo.org>). Applications should be submitted electronically. Member countries are requested not to apply for BCBN projects in conjunction with other APO programs.
- b. For face-to-face programs, the NPO of the host country is expected to meet the expenses of per diem allowances, hotel accommodations, transportation costs between the airport and hotel, and transportation costs for site visits initially, which will be reimbursed later by the APO upon submission of invoices along with supporting documents. This arrangement has been made for smoother management of overseas payments by the APO, and NPOs are requested

to cooperate in this. The invoice to the APO should be issued in the local currency, and the APO will reimburse the USD equivalent amount based on the APO exchange rate in the month of implementation.

- c. If any selected mission is unable to be completed, the NPO concerned is requested to inform the APO and the NPO of the host country promptly of the reason for the request for postponement/cancellation. Member countries are reminded that any last-minute postponement/cancellation is likely to result in the host countries incurring unnecessary expense as well as creating administrative and coordination issues and therefore must be avoided.
- d. The timing of the project and the program are to be strictly adhered to by all parties concerned. The sending NPO must under no circumstances postpone or cancel the mission without prior agreement in writing from the APO. Postponement or cancellation in the advanced stage of preparations causes a great deal of embarrassment on the part of the host countries and is to be avoided at all costs in the future.

After

The BCBN implementation report by the sending NPO should be submitted to the APO Secretariat within one month of completion of the project. Please note that feedback on projects in the format of a report is crucial for determining the importance of missions and further improvement of the BCBN Program. The NPOs concerned are strongly requested to submit reports by the deadline given above. Late submission of reports will affect the future selection of any BCBN application by the NPO concerned.



Dr. AKP Mochtan
Secretary-General

BCBN APPLICATION FORM

Requesting country:

Topic/subject:

Host country (1st, 2nd, and 3rd priority):

1. General Information

a. Objectives:
b. Background:
c. Expected outcome(s):

2. Timing and Duration

Project timing	From		To	
Duration				

3. Participants

a. Total no. of participants:
b. List of participants (name/position/organization):

4. Daily Program and Schedule

Date	Activity*	Company/ organization to visit

***Activity should indicate specific topics of the presentations.**

Endorsed by:

Date:

APO Director/Alternate Director/
Liaison Officer
