



## PROJECT NOTIFICATION

7 December 2017

1. **Project Code** 18-IN-03-GE-BCBN-C
2. **Project Title** Bilateral Cooperation Between NPOs (BCBN)
3. **Timing** January–December 2018
4. **Venue** Member countries
5. **Implementing Organizations** National productivity organizations (NPOs) in member countries
6. **Number of Participants** Up to four participants in each application
7. **Objectives**
  - a. To support and facilitate bilateral cooperation between NPOs to enable them to learn other NPOs' best practices as well as current and new initiatives that impact productivity and economic growth;
  - b. To encourage knowledge transfers among NPOs on productivity enhancement policies and strategies; and
  - c. To showcase the best practices of APO Centers of Excellence (COE) in disseminating practices related to their areas of expertise nationwide and internationally.
8. **Background**

Collaborations and partnerships among member countries are one of the APO's strengths as an international organization focusing on productivity. The diversity of its members creates valuable opportunities for them to learn and share best practices, particularly in areas related to the productivity movement. Since its establishment, the APO has provided various initiatives and schemes for members to strengthen their cooperation through NPOs. The BCBN Program is one of the schemes offered by the APO to serve this purpose. It allows NPOs to learn from each other in order to address their specific needs and requirements. The scheme facilitates the visits of high-level officials of NPOs and policymakers to observe and study firsthand proven or new productivity policies within other APO members.

Each year, an average of seven BCBN projects is organized by the APO covering various subjects related to productivity enhancement. Topics such as the national productivity

movement, public-sector productivity, advanced technologies, energy efficiency, innovation, and SME development are in high demand from requesting NPOs. In 2018, the APO will continue to encourage member countries to focus on smart, innovative initiatives for enhancing productivity as well as visiting the APO COE in Singapore, the ROC, the Philippines, and India to obtain the latest information and knowledge in their specific areas of expertise.

## **9. Scope and Methodology**

### **Scope**

- a. Knowledge transfer on the applications of digital technology in the manufacturing, service, and agricultural sectors for enhancing productivity, learning about public-sector productivity enhancement initiatives, and exchanging information among NPOs on national productivity movements;
- b. Learning, benchmarking against, and adopting the best practices of the APO COE in the areas of business excellence, Green Productivity, public-sector productivity, and Industry 4.0;
- c. Mutual learning, collaboration, and/or sharing of experiences among NPO professionals while strengthening bilateral cooperation among NPOs; and
- d. Participation of high-level NPO officials or members of other relevant organizations in programs and/or special events related to the productivity movement organized by other NPOs.

### **Methodology**

- a. Sponsoring high-level officials including APO Directors/Alternate Directors, NPO Heads, NPO professionals, or other personnel outside NPOs and policymakers to study the productivity movement in other member countries and the Secretariat to discuss APO programs and policy matters. The duration is approximately five working days.
- b. Facilitating exchanges of NPO professionals and those from relevant organizations for mutual learning and collaboration and/or sharing experiences. The duration is up to approximately five working days.
- c. Each member country may nominate up to four participants for the BCBN Program to be sponsored by the APO. Self-financed participants may be considered depending on agreement with the host countries. Prior consultation between the NPOs concerned is required. Final decisions will be made by the Secretariat. Each BCBN mission will consist of visits to not more than two other NPOs/member countries (item a) and only one NPO (item b).

## **10. Financial Arrangements**

### **To be borne by the APO**

- a. Round-trip economy-class airfare by the most direct route between the international airport nearest to the place of work and venue(s) for participants. As far as practicable, all participants should purchase discounted tickets. If a selected participant holds the rank of APO Director/Alternate Director, minister/vice minister, or NPO Head, the APO will provide discounted business-class airfare with all related taxes. All participants should take the same flight.
- b. Per diem allowances and standard single-room hotel accommodations for participants.
- c. Round-trip transportation between the airport and hotel.

Note: Please refer to the “Guide on Purchase of Air Tickets for APO Project Participants” (Attachment V) for further details.

### **To be borne by the host country**

- a. Transportation for site visits and domestic airfare at the venue (if any).
- b. In case of a cancellation by the host NPO after the issuance of the Letters of Acceptance to mission members, the concerned NPO is requested to bear all the costs associated with the cancellation.
- c. All other local implementation costs not covered by the APO.

### **To be borne 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 borne 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 requesting NPO after the issuance of the Letters of Acceptance to mission members, the concerned NPO is requested to bear 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 and late departure.

## **11. Application and Implementation Procedures**

### **Schedule for Applications**

- a. The applications should preferably reach the APO Secretariat before 31 January 2018, and the final selection will be made by 24 February 2018. The selection of applications will be made based on the suitability, optimal utility of the program by member countries, and budget availability.
- b. The APO may consider additional BCBN projects depending on budget availability. However, the applications should be made at least three months prior to the commencement of the mission or visit to allow the APO Secretariat to coordinate with the host country(ies).
- c. The APO Secretariat will be responsible for prioritizing the list of BCBN projects to be implemented. More opportunities will be given to countries that had the fewest applications accepted by the host countries in the past. The APO may also make counterproposals for applicant countries to visit other countries that have expertise in the selected topic.

### **Actions by Member Countries (before and after BCBN Projects)**

#### **i. Before**

- a. Member countries wishing to apply for BCBN projects are requested to fill in and submit the application form (Attachment I), and biodata form (Attachment II), which can be downloaded from the APO website (<http://www.apo-tokyo.org>). Applications should preferably be submitted electronically. Member countries are requested not to apply for BCBN projects in conjunction with other APO programs.
- b. The NPO of the host country is expected to bear the expenses of per diem allowances, hotel accommodations, and transportation between the airport and hotel 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 regard. 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 payment.
- 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 dispatching country 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 cost in the future.

**ii. After**

- e. The BCBN implementation report by the visiting NPO should be submitted to the APO Secretariat within one month of completion of the project following the “Report Outline by BCBN Participants” (Attachment III). 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, and the NPOs concerned are strongly requested to submit reports by the deadline given above. Late submission of reports will also result in delayed of airfare reimbursement by the APO and may also affect the future selection of any BCBN application by the NPO concerned.
  
- f. To inform the APO of the impact of the program, the NPOs concerned are requested to submit an impact evaluation report six months after the implementation of the mission using the format to be provided by the Secretariat (Attachment IV).



Santhi Kanoktanaporn  
Secretary-General

**Asian Productivity Organization  
Bilateral Cooperation Between NPOs (BCBN) Program**

**APPLICATION FORM**

(Please attach a BCBN biodata form for each applicant.)

Requesting NPO	
Hosting NPO(s)	

**PURPOSE OF APPLICATION**

Topic/subject	<i>State the specific topic/subject.</i>
Objective	<i>Specify the main objective.</i>
Timing and duration	
Background to application	<p><i>a. Explain the current situation related to the proposed topic/subject in the country and justify the need for the NPO to obtain knowledge from the proposed host country.</i></p> <p><i>b. Elaborate on the importance of the knowledge/information to be received from the host country and how it can be applied in the local situation.</i></p> <p><i>c. Describe how the mission can meet the main objective.</i></p> <p><i>d. Outline the possible follow-up actions after the mission.</i></p>
Tentative daily schedule	<i>Provide the proposed daily schedule, topic/subject to learn from the host NPO, suggested organization(s) for site visit(s), and purpose of the visit(s).</i>
Expected output and outcome	<p><i>a. Specify the expected output upon the completion of the mission.</i></p> <p><i>b. Elaborate on the outcome intended.</i></p> <p><i>c. Detail how the NPO will evaluate the successful achievement of the output and outcomes.</i></p> <p><i>d. Specify the time frame for the achievement of the outcome.</i></p>

We hereby apply for APO financial support for our bilateral cooperation with the hosting NPO(s) listed above and declare that any expenses arising from this request in excess of APO financial support and not waived or provided by the host country(ies) will be met by the requesting NPO.

\_\_\_\_\_  
(NPO Head/APO Liaison Officer)

Date: \_\_\_\_\_

(Attachment II)

**Asian Productivity Organization  
Bilateral Cooperation Between NPOs (BCBN) Program**

**BCBN BIODATA FORM**

*(Attach a recent  
photograph)*

**PERSONAL INFORMATION**

Mr./Ms./Dr.			
Date of birth		Nationality	
Dietary restrictions, if any			

**EMPLOYMENT INFORMATION**

Your designation		
Name of organization & address		
Telephone/fax nos.		
e-Mail address		
Brief description of present duties		

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Applicant)

**Report Outline by BCBN Participants**

**To be submitted within one month after project completion**

1. Brief description of the project/conference attended or observation/discussion held at the NPO(s) or other institutes visited, including venue, subject, and daily schedule. Please include the program details.
2. The objective(s) of attending the project or visiting the NPO(s) and relevance of the project to the participants' work or to the work of his/her NPO or organization.
3. Evaluation of the project, including comments on whether the objective(s) of the mission were met. Also provide suggestions for improvement to the deputing/receiving organizations and country(ies).
4. Please state or describe the main benefits/output derived from the mission/project and how they can be applied or shared for greater dissemination in the NPO and country.
5. Outline the action plan and possible follow-up activities, i.e, MOU between NPOs, development of joint programs, setting new policies, etc.

**To be submitted six months after project completion**

1. Indicate the activities/follow-up projects implemented based on the action plan during the six-month period after mission completion. Please attach any relevant supporting documents.
2. Describe which of the BCBN activities fulfilled the objective(s) proposed before the project.
3. Include feedback from third parties involved in dissemination activities.

## **GUIDE ON PURCHASE OF AIR TICKETS FOR APO PROJECT PARTICIPANTS**

The APO bears the cost of round-trip economy-class air tickets for the following categories of overseas participants: 1) all participants from nonprofit organizations; 2) all participants attending conferences/forums, workshops, etc. as specified in the Project Notification; 3) all participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal; and 4) all participants from SMEs of APO member economies. The air tickets are for the most direct route between the international airport nearest to the participants' place of work and the international airport nearest to the venue of the project. As far as possible, discounted air tickets should be purchased to reduce costs. Please also note that the APO only bears the cost of international air travel.

NPOs/APO Liaison Officers are requested to assist participants or make necessary arrangements to purchase the required air tickets through the designated or bona fide travel agents in their countries. The APO will reimburse the actual airfare (excluding taxes) on the submission of payment receipts/invoices indicating the US dollar equivalent of the cost and copies of the air tickets (printouts of e-tickets).

### ***For reimbursements by the APO, please note the following:***

1. Ensure that the air tickets are:
  - in economy class;
  - by the most direct route;
  - enabling timely arrival (one day before the commencement of the project) and departure (one day after the project is over); and
  - at discounted rates.
2. The rates should not exceed those determined by the APO or other appropriate authorities.
3. If for some reason a discounted ticket is obtained for or by a participant to travel on a route other than the most direct route, the APO's reimbursement is limited to the amount that would have been incurred if the direct route had been flown under similar conditions. Any additional expenses incurred due to flying by a different route will not be reimbursed by the APO.
4. Only actual airfares, including fuel surcharge and security surcharge, are reimbursable. Other charges such as consumption tax, travel tax, airport tax, visa fees, seat assignment fees, baggage fees, meal fees, amenity fees, etc. will not be met by the APO. All these items should be clearly indicated in the receipts/invoices.
5. For each air ticket, please provide the following:
  - payment receipt/invoice from airline/travel agent for the amount paid/to be paid, preferably with US dollar equivalent; and
  - clear photocopy of the complete air ticket (printout of e-ticket) used by the participant.

*This guide took effect from 7 July 2006 and was updated on 27 May 2015, 18 August 2016, and 28 November 2017.*