



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

5 December 2014

1. **Project Code** 15-IN-03-GE-BCBN-C
2. **Project Title** Bilateral Cooperation Between NPOs (BCBN)
3. **Duration & Timing** 1–2 weeks, January–December 2015
4. **Venue** Member countries
5. **Implementing Organizations** NPOs in member countries
6. **Number of Participants** Up to three participants in each application
7. **Objectives** To support and facilitate bilateral cooperation between NPOs to enable them to learn from each other.
8. **Background**

NPOs carry out research, consultancy, training, and other capacity-building activities at national level based on their own unique structures and areas of expertise. The needs and requirements of NPOs are varied and continuously evolving in a rapidly changing socioeconomic situation in the region. The BCBN Program allows NPOs to learn from each other to address their unique needs and requirements. It also facilitates the dispatch of those involved in the productivity movement from an NPO or similar organizations in one member country to another. The visits of high-level officials, policymakers, and opinion leaders from one member country to another to observe and study firsthand proven productivity policies and programs may be sponsored by this program.

9. Scope and Methodology

Scope

- a. Sponsoring visits of high-level officials including APO directors, NPO heads, and policymakers to observe the productivity movement in other member countries and to the APO Secretariat for information exchange;

- b. Facilitating the exchange of NPO professionals and those from relevant organizations for mutual learning and collaboration, and/or sharing experiences; and
- c. Sending NPO staff or members of other relevant organizations to training courses focusing on core productivity improvement subjects or to international conferences and/or special events related to the productivity movement organized by other NPOs.

Methodology

- a. Sending high-level officials or other personnel outside NPOs: Visits of high-level officials including APO directors and policymakers to study the productivity movement in other member countries and visits to the Secretariat to discuss APO programs and policy matters may be conducted under the BCBN Program. The duration of the dispatch is approximately five working days;
- b. Facilitating the exchange of NPO staff and those from relevant organizations for mutual learning and collaboration, and/or sharing experiences. The duration is up to approximately five working days; and
- c. Each member country may nominate up to three participants for the BCBN Program to be sponsored by the APO. Self-financed participants may be considered depending up on agreement with host countries. Prior consultation between the NPOs concerned is required. Final decisions will be made by the Secretariat. Each BCBN mission will consist of a maximum of two visits to two other NPOs/member countries.

10. Financial Arrangements

To be borne by the APO

- a. Round-trip economy-class airfare by the most direct route between the airport nearest to the place of work and venue for participants. As far as practicable, all participants should purchase discounted tickets and take the same flight to and from the host country.
- b. Per diem allowances and hotel accommodations for participants.
- c. Transportation between the airport and hotel.

Note: Please refer to the "Guide for APO Participants on Air Tickets and Per Diem Allowances" (Attachment V) for further details.

To be borne by the host country

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 US\$10,000.00 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 LA(s) to mission members, the concerned NPO is requested to bear all the costs associated with the cancellation.
- c. Translation/interpretation costs, if required.

11. Application and Implementation Procedures

Schedule for Applications

- a. 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). The applications should preferably reach the APO Secretariat before 30 January 2015.
- b. All applications will be reviewed after the deadline. The selection of applications will be made based on the suitability, optimal utility of the program by member countries, and budget availability. The final selection of the BCBN projects will be made by 27 February 2015.
- c. The APO will be responsible for prioritizing the list of BCBN projects to be implemented. More chances will be given to the countries that had fewest applications accepted by the host countries in the past. If a single country requests more than five, the APO may consider limiting further requests from that country. The APO may also make counterproposals that the applicant country visit another country that has expertise on the selected topic.

Actions by Member Countries

- a. Member countries wishing to apply for BCBN 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>). Projects open for participation by other NPOs must first be offered by the host NPO using the standard format (Attachment III). In such cases, the Secretariat must be informed by 30 January 2015. The application should preferably be submitted electronically. Member countries are requested not to apply for BCBN 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 later reimbursed by the APO upon submission of invoices along with supporting documents. This arrangement has been made for smoother management of the overseas payments by the APO, and NPOs are requested to cooperate in this regard. The APO will

reimburse based on the exchange rate provided by the NPO, otherwise it will use its own prescribed exchange rate.

- c. If any selected mission is unable to be dispatched, the NPOs concerned are requested to inform the APO and the NPO of the host country promptly of the reason for request of 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. Each participant should submit a report on the implementation of the project to the APO Secretariat within one month of completion following the "Suggested Outline of Reports by BCBN Participants" (Attachment IV), which can be downloaded from the APO website. Please note that feedback on projects in the format of a report is crucial for recognizing the importance and further improvement of BCBN, and the NPOs concerned are strongly requested to submit the report within the timeframe above. The submission of the report will also be taken into consideration when the APO makes any decisions on individual-country programs for the NPO concerned.
- e. The timing of the project and the program are to be strictly adhered to by all parties concerned. The sending 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 costs in the future.



Mari Amano
Secretary-General

(Attachment I)

**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)	
Title of Study	

PURPOSE OF APPLICATION

Name(s) of participant(s)	
Timing and duration	
Venue(s)	
Purpose of application	

Tentative daily schedule (in as much detail as possible)	
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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: _____

**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)

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

OFFER TO HOST A PROJECT

We hereby offer the following project for participation by staff members of other NPOs or similar organizations in APO member countries under the BCBN Program.

PROJECT DESCRIPTION

Hosting NPO			
Title of project			
Timing & duration			
Objectives			
Participants' qualifications			
Financial arrangements (please indicate any costs to be met by your NPO, including waivers or reduced fees)			
Suggested hotel accommodation	Name of hotel:		
	Address:		
	Telephone/fax		
	e-Mail:		
	Room rate:		
	Tax & service:		
	Meal rates:	Breakfast	
		Lunch	
		Dinner	

Note: Please attach a brochure for the above project, if available.

Bilateral Cooperation Between NPOs (BCBN)

Suggested Outline of Reports by BCBN Participants

1. Brief description of the project/conference attended or observation/discussion held at NPO(s) or other institutes visited, including venue, subject, and daily schedule.
2. The objective(s) of attending the project or visiting the NPO(s) and relevance of the project to the participant's work or to the work of his/her NPO or organization.
3. Evaluation of the project, including comments on whether the objective(s) in point 2 were met.
4. Please state or describe the main benefits derived from the project and how it can be applied or shared for wider dissemination in your organization/country.
5. Suggestions for improvement to the deputing/receiving organizations and countries.

Note: You are required to submit a written report to the APO Secretariat within one month after project completion.

Bilateral Cooperation Between NPOs (BCBN)

Guide for APO Participants on Air Tickets and per Diem Allowances

Air Tickets

In principle, the APO bears the cost of economy-class round-trip air tickets as specified in the Project Notification for overseas participants in APO projects who are from nonprofit organizations between the international airport nearest to the workplace and the international airport nearest the venue of the project by the most direct route. Attempts should be made to purchase discount (IATA PEX or ZONE PEX) tickets whenever possible to reduce the cost. However, deviations from the most direct route or stopovers should not be made to obtain discounts.

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

Please note the following to facilitate reimbursements by the APO:

1. Please ensure that the air tickets:
 - ◆ are by the most direct route;
 - ◆ enable timely arrival (one day before the commencement of the project) and departure (one day after the project is completed), and
 - ◆ are at discount rates for economy class (IATA PEX or ZONE PEX).
2. The rates should not exceed the rates announced by the APO or appropriate authorities.
3. If for some reason a discount ticket is obtained for or by any participant to travel on a route other than the most direct route, APO reimbursement will be 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 a different route will not be reimbursed by the APO.
4. Please note that only the actual airfares will be reimbursable and other charges or taxes such as sales taxes, business turnover taxes, travel taxes, airport tax, visa fees, etc. will not be borne by the APO.
5. Please provide the APO with copies of:
 - ◆ payment receipts/invoices from the airline/travel agent for the amounts paid/to be paid, preferably with US dollar equivalents, and
 - ◆ clear photocopies of the complete tickets used by the participants.

Per Diem Allowances and Hotel Accommodations

6. Per diem allowances and hotel accommodations are payable only as specified in the Letter of Acceptance, which covers the entire duration of the project at the venue, excluding stopovers and transit stays.