



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

29 November 2016

1. **Project Code** 17-IN-03-GE-BCBN-C
2. **Project Title** Bilateral Cooperation Between NPOs (BCBN)
3. **Timing** January–December 2017
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 NPO best practices as well as current and new initiatives that impact productivity and economic growth.
8. **Background**

NPOs are the strategic partners of the APO in carrying out various programs in its mission to enhance the socioeconomic development of member countries. NPOs' contributions and involvement are the key success factors in allowing the APO to achieve its goals and vision by 2020. Therefore, the need to strengthen NPOs remains a top priority. The BCBN Program is one of the schemes offered by the APO to serve this purpose. It allows NPOs to learn the best practices from each other to address their specific needs and requirements. The program also facilitates the dispatch of those involved in the productivity movement from an NPO or similar organization in one member country to another. In addition, the BCBN Program facilitates the visits of high-level officials, policymakers, and opinion leaders from one member country to another to observe and study firsthand proven or new productivity policies.

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, SME development, innovation, competitiveness, energy efficiency, and public-sector productivity are in high demand from the requesting NPOs. In 2017, the APO encourages member countries to consider focusing on smart and innovative initiatives undertaken by member countries as well as visiting the COE in Singapore, the ROC, and the Philippines to obtain the latest information and knowledge in their specific areas of expertise.

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 high-level NPO officials 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, including visits of high-level officials such as APO directors and policymakers, to study the productivity movement in other member countries and to the Secretariat to discuss APO programs and policy matters. The duration 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.
- 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 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.

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, minister/vice minister, NPO head, or the equivalent, the APO may provide discounted business-class airfare with all related taxes.

- 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 for APO Participants on Air Tickets and per Diem Allowances” (Attachment V) for further details.

To be borne by the host country

- a. Transportation for site visits.
- b. Domestic airfare.
- 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 2017, and the final selection will be made by 24 February 2017. 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 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 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>). 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 31 January 2017. 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 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 dispatched, the NPOs concerned are 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 BCBN implementation report by the visiting NPO should be submitted to the APO Secretariat within one month of completion of the project 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 by the deadline 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. The late submission of the report will result in the delay of the airfare reimbursement by the APO.

- e. 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.



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)	
Title of mission	

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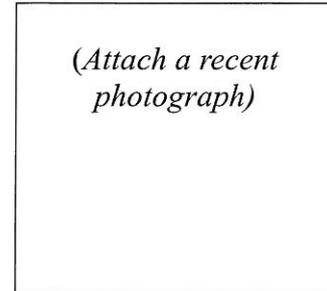
We hereby apply for APO financial support for our bilateral cooperation with the hosting NPO(s) listed above and declare that any expenses arising from this request in excess of APO financial support and not waived or provided by the host country(ies) will be met by the requesting NPO.

(NPO Head/APO Liaison Officer)

Date: _____

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

BCBN BIODATA FORM



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 they 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

APO bears the cost of round-trip air tickets as specified in the Project Notification between the international airport nearest to the place of work and the venue(s) 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. All delegates should take the same flight.
3. The airfare should not exceed the rates set by the APO or appropriate authorities.
4. 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**.
5. 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.
6. 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

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