



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

14 January 2014

1. **Project Code** 14-IN-03-GE-BCBN-C
2. **Project Title** Bilateral Cooperation Between NPOs (BCBN)
3. **Duration & Timing** 1–2 weeks, January–December 2014
4. **Venue** Member country(ies)
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**

Depending upon their setups and mandates, NPOs carry out consultancy, research, training, and capacity-building activities at national level. However, each NPO is unique in structure and areas of expertise. NPOs have varying strengths and weaknesses in different areas and their needs and requirements are continuously evolving in a rapidly changing socioeconomic environment. In addition, some NPOs are relatively new compared with those with a long history of serving as key productivity institutions. There is thus ample scope for NPOs to exchange and learn from each other for institutional strengthening.

The BCBN Program is a leading example of mutual support and cooperation for productivity improvement among APO member countries. It facilitates missions comprising those involved in the productivity movement, in particular high-level officials, policymakers, and opinion leaders from an NPO or similar organization, from a member country to another to study firsthand proven productivity policies and programs. In 2013, five BCBN missions were organized covering areas such as SME Development, Quality Awards, Public-sector Productivity, and Consultancy Training Programs benefitting 15 professionals from five countries.

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.
- c. Sending NPO staff or those from other relevant organizations to another NPO's training course, international conference, etc.: The programs that are eligible for participation by other NPOs must first be offered by the host NPO and approved by the APO. The APO will announce the projects that will be open to other member countries. The duration for sending staff members for training purposes is up to two weeks.

Each member country may nominate up to three participants for the BCBN Program to be sponsored by the APO. Self-financed participant(s) may be considered depending up on agreement with host country(ies). Prior consultation between the NPOs concerned is required; however, 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 and use discounted tickets.
- 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:

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.

11. Application and Implementation Procedures:

Schedule for Applications:

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 14 March 2014. All applications will be reviewed immediately after that deadline. The selection of applications will be made by the BCBN Committee based on the suitability, optimal utility of the program by member countries, and budget availability. Applications received within the above deadline will be given priority.

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 14 February 2014. 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 as indicated in 10 b and c 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.



Mari Amano
Secretary-General

Attachments:

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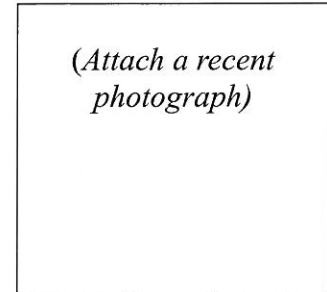
We hereby apply for APO financial support for our bilateral cooperation with the hosting NPO(s) listed above and declare that any expenses arising from this request in excess of APO financial support and not waived or provided by the host country(ies) will be met by the requesting NPO.

(NPO Head/APO Liaison Officer)

Date: _____

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

BCBN BIODATA FORM



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.