



## PROJECT NOTIFICATION

Ref. No.: 22-SN-03-GE-BCN-C-PN2200014-002

<b>Date of Issue</b>	02 March 2022
<b>Project Code</b>	22-SN-03-GE-BCN-C
<b>Title</b>	Bilateral Cooperation between NPOs
<b>Timing and Duration</b>	March–December 2022 (10 months)
<b>Hosting Country(ies)</b>	All Member Countries
<b>Modality</b>	Virtual and face-to-face (hybrid)
<b>Implementing Organization(s)</b>	National Productivity Organizations and APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	Up to 10 for a virtual activity or four for a face-to-face activity
<b>Local Participants</b>	Not Applicable
<b>Qualifications of Participants</b>	Not Applicable
<b>Nomination of Participants</b>	Not Applicable
<b>Closing Date for Applications</b>	Open to requests by member countries all year long. The APO Secretariat will require a lead time of two months for arrangements for an activity.

## 1. Objectives

- a. Promote bilateral cooperation among National Productivity Organizations (NPOs) by facilitating visits of policymakers/high-level officials of member countries and senior officials of NPOs to sharpen national development strategies, boost national productivity, and strengthen innovation capabilities.
- b. Showcase best practices of member countries in specific areas that 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.
- c. Encourage knowledge transfers and mutual learning and develop long-term collaborations among NPOs through follow-up activities.

## 2. Background

Key productivity-promoting institutions such as NPOs must develop and strengthen the capacity to perform their roles effectively and efficiently to cope with evolving productivity challenges. One way to develop the institutional capacity of NPOs is learning from the best practices of and collaborating with other NPOs. The diversity of APO member countries and the unique, distinct strengths of each NPO create valuable opportunities for mutual learning and benefit.

The Bilateral Cooperation between NPOs (BCN) Program provides opportunities for member countries to learn from each other by facilitating exchanges of high-level officials of NPOs and policymakers for mutual learning and sharing of experiences and best practices in areas related to the productivity movement and innovation. It functions as a collaborative platform to leverage strengths and build partnerships for mutual benefit. The BCN Program is expected to stimulate innovative, creative ideas to address current productivity needs and requirements and trigger follow-up collaborations, strengthening the spirit of cooperation among APO member countries.

BCN covers a broad range of topics to cater the diverse needs of member countries and may be customized to suit specific needs and interests. The topics may include insights relating to established technologies and practices in traditional, labor-intensive economies or foresight on emerging, next-generation tools, practices, and technologies. BCN projects may also be proposed proactively by the APO Secretariat with the aim of enabling broader collaboration and cooperation among member countries and implemented through centralized coordination and arrangements between sending and hosting NPOs.

The highlight of BCN is onsite visits to the hosting countries. To maximize the learning process through the active use of the digital platform by all member countries, while also noting the pandemic situation, the BCN Program adopts a hybrid approach combining both virtual and face-to-face modalities. A typical BCN project may therefore comprise a series of virtual sessions (before and after onsite discussions, as required), and one onsite visit. The schedules and sequence for the virtual and face-to-face sessions are subject to discussion among the sending and hosting NPOs and the APO Secretariat.

## 3. Scope

- a. Learn about, benchmark against, and adopt the best practices of hosting NPOs on topics requested by sending NPOs and 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. Visits by high-level policymakers and top NPO officials to study current trends and issues in productivity-related fields.

## 4. Modality

- a. BCN will be conducted through the combination of both virtual and face-to-face modalities (hybrid).

- b. The schedule and implementation of the face-to-face/onsite visits will depend on the situation of the pandemic and the applicable travel restrictions as advised by the hosting NPOs.
- c. Prior to the onsite visit, the sending and hosting NPOs should hold virtual sessions to discuss the overall plans, including the targeted areas of bilateral cooperation and the specific preparations required.
- d. The virtual sessions may also include introductory briefings on the subjects to be studied and/or by the organizations/firms intended to be visited to enable the sending delegations to be well prepared for the actual visits. If required, the APO could offer support by providing resource persons to make virtual presentations on the subjects to be studied at the relevant virtual sessions as advised by sending or hosting NPOs.
- e. The sending and hosting NPOs are also encouraged to hold virtual sessions after the visits to follow up the discussions held onsite.
- f. The schedules of the virtual sessions should be worked out between the sending and hosting NPOs.
- g. The duration of a face-to-face onsite visit is up to five working days.

## **5. Financial Arrangements**

### **To be met by the APO**

#### **Virtual**

- a. Honorarium for up to two local resource persons.
- b. Translation/interpretation costs, if required.
- c. Up to USD2,000.00 for videorecording of the learning/presentation session(s), if required.

#### **Face-to-face**

- a. Honorarium for up to two local resource persons.
- 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). If a selected participant holds the rank of minister/vice minister or 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.
- d. Per diem allowances for up to six days and standard single-room hotel accommodations for up to six nights for participants in BCN projects involving five working days.
- e. Transportation expenses between the airport and hotel and for site visits in the hosting country.

### **To be met by the sending NPO (face-to-face activities only)**

- a. Overseas travel insurance covering the country 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 participants, the sending NPO should meet all the costs associated with the cancellation.

- c. Additional per diem allowances and hotel accommodation due to early arrival and late departure, if applicable.
- d. Any other expenses not met by the APO and hosting NPO.

**To be met by the hosting NPO**

**Virtual**

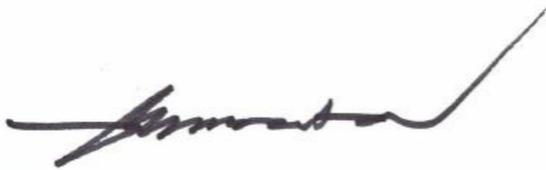
All local implementation costs not covered by the APO.

**Face-to-face**

- a. In case of a cancellation by the hosting NPO after the issuance of the Letters of Acceptance to participants, the hosting NPO should meet all the costs associated with the cancellation.
- b. All other local implementation costs not covered by the APO.

**6. Implementation Procedures**

Please refer to the implementation procedures for the APO in-country programs circulated with this document.



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Secretary-General