



PROJECT NOTIFICATION

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| PN Issue Date | 6 December 2018 |
| PN Revision 1 Issue Date | 4 February 2019 |
| 1. Project Code | 19-IN-03-GE-BCBN-C |
| 2. Title | Bilateral Cooperation Between NPOs (BCBN) |
| 3. Timing | January–December 2019 |
| 4. Venue | Member Countries |
| 5. Implementing Organization(s) | National productivity organizations (NPOs) in member countries |
| 6. Number of Participants | Up to four participants in each application |

Change History of Project Notificaion: 19-IN-03-GE-BCBN-C

| Revision | Date of Issue | Clause | Modifications |
|------------|-----------------|--|---|
| Revision 1 | 4 February 2019 | 10. Financial Arrangements To be borne by the APO | (add in a.) Participants are expected to travel only to the member country(ies) 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. |
| | | Attachment V | The “Guide on Purchase of Air Tickets for APO Project Participants” has been revised. |

7. Objectives

- a. To provide a platform for bilateral meetings among policymakers/high-level officials in member countries and NPOs for formulating strategies to enhance productivity and competitiveness;
- b. To encourage knowledge transfers and strengthen cooperation among NPOs; 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

The differences in economic development and level of competitiveness among member countries are great assets of the APO. Developed members such as the Republic of China, Japan, Republic of Korea, and Singapore are regularly ranked in the top 20 most competitive and innovative economies, while developing ones are catching up rapidly. This situation provides the best opportunity for members to tap each other's strengths and build partnerships for mutual benefit. The BCBN Program provides the perfect platform for member countries to learn about and share best practices in areas related to the productivity movement to improve national competitiveness. BCBN includes the facilitation of meetings between policymakers and high-level officials of NPOs and observations of new initiatives or inventions implemented in member countries.

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, productivity promotion and award programs, advanced technologies, innovation, and SME development are in high demand from requesting NPOs. In 2019, the APO will continue to implement this scheme and encourage member countries to focus on creating and developing long-term collaborations and partnerships in areas that can have high impacts on productivity and socioeconomic development.

9. Scope and Methodology

Scope

- a. Knowledge transfer of 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 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 international 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. 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.
- b. Per diem allowances and standard single-room hotel accommodations for participants for up to six days.
- c. Round-trip transportation between the airport and hotel.

Note: Please refer to the revised "Guide on Purchase of Air Tickets for APO Project Participants" (see 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 the participants, 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 the participants, 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 11 February 2019, and the final selection will be made by 1 March 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. 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 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).



Dr. 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 application | to | <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 schedule | daily | <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 | output | <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> |

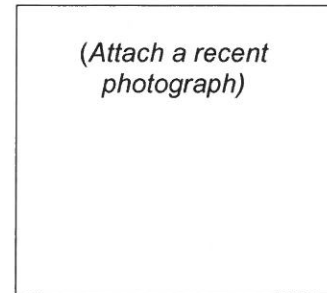
We hereby apply for APO financial support for our bilateral cooperation with the hosting NPO(s) listed above and declare that any expenses arising from this request in excess of APO financial support and not waived or provided by the host country(ies) will be met by the requesting NPO.

(NPO Head/APO Liaison Officer)

Date: _____

**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)

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 was 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**

With effect from 1 January 2019

The APO arranges round-trip discounted economy-class air tickets for the following categories of overseas participants who are attending conferences/forums, workshops, training, etc., as specified in the Project Notification:

- 1) All participants from nonprofit organizations;
- 2) All participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal; and
- 3) All participants from SMEs.

The APO bears the airfare by 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. The arranged air tickets enable participants' timely arrival (one day before the commencement of the project) and departure (one day after the project is over).

Please note the following procedures:

1. Participants must send copies of their passport pages showing their photo, name, passport number, other details, and signature to the APO Secretariat copying Liaison Officers once their participation is confirmed through the receipt of the Letter of Acceptance.
2. The APO Secretariat will coordinate with its officially designated travel agent in Japan to arrange the air tickets for the selected participants upon receipt of the participants' passport copies.
3. Confirmed flight itineraries and e-tickets will be sent to the participants directly from the travel agent.
4. The APO will bear the cost of international air travel including fuel surcharges, security charges, and airport taxes. All payments will be made by the APO directly to the travel agent.
5. Participants must obtain the necessary visas at their own expense.
6. Any inquiries regarding travel arrangements can be communicated to the travel agent directly copying the Liaison Officer and the officer in charge of the project in the Secretariat.