

## **IMPLEMENTATION PROCEDURES FOR APO ONLINE MULTICOUNTRY PROJECTS (CONFERENCES/OBSERVATIONAL STUDY MISSIONS/TRAINING COURSES/WORKSHOPS)**

### **1. Modality of Implementation**

- a. The sessions will be conducted online.
- b. The duration of each day's sessions will be around three hours for observational study missions, training courses, and workshops.
- c. The duration of sessions will be around four hours for conferences.
- d. The APO Secretariat will inform resource persons and participants of the link to the virtual sessions.
- e. The link will be exclusive to resource persons and participants and should not be shared.

### **2. Financial Arrangements**

- 2-1 For projects where the local costs will be covered by the host NPO/implementing organization
- a. The APO will meet the assignment costs for international resource persons.
  - b. The host NPO/implementing organization will meet the assignment costs of local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.
- 2-2 For projects where the local costs will be covered by the APO
- a. The APO will meet the assignment costs of international resource persons and honorarium for up to two local resource persons.
  - b. The host NPO/implementing organization will meet the costs for a virtual site visit(s), either broadcast live or recorded as applicable.
- 2-3 For observational study missions where the local costs will be covered by the APO
- a. The APO will meet the assignment costs for international resource persons, honoraria for up to two local resource persons, and video production costs for a virtual site visit(s) of up to USD2,000.00, either broadcast live or recorded as applicable.
- 2-4 For projects hosted by the APO Secretariat
- a. The APO will meet the assignment costs for international and local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.

### **3. Requirements of Participants**

- a. Participants are required to attend all sessions. This full participation is a prerequisite for receiving the APO certificate of attendance.
- b. Competent in connecting to online meetings, including independently undertaking troubleshooting in the event of poor or lost connections.
- c. Proficient in English, both written and spoken.
- d. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.
- e. Access to internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.
- f. Follow the instructions of moderators/presenters in asking questions, joining discussions, and answering questions.

- g. Wear appropriate business attire during the sessions.

#### **4. Actions by APO members**

- a. Each NPO should nominate three or more candidates in order of preference for observational study missions, training courses, and workshops, and five or more candidates for conferences.
- b. All nominations must be endorsed by an APO Director or Alternate Director and submitted by a Liaison Officer (LO) or designated officer. Self-nominations will not be accepted.
- c. Nominations should reach the Secretariat before the deadline.
- d. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System/Fleekdrive by NPOs. LOs are requested to notify the Secretariat once biodata forms have been uploaded. The biodata form is available on the APO website.
- e. If a selected participant becomes unable to participate, the NPO concerned should inform the APO Secretariat and host country promptly.

#### **5. Actions by the APO Secretariat**

- a. Selection of candidates will be at the discretion of the Participant Selection Committee of the APO Secretariat.
- b. Selection of candidates will be completed and announced at least one week prior to the start of the sessions.
- c. Slots that become available due to withdrawal of a selected candidate(s) or lack of nominations by a member country may be filled by alternates to be selected on a merit basis.
- d. The APO Secretariat will inform NPOs of the final program and link to the online sessions at least one week prior to commencement.

#### **6. Participating Country Expenses (PCEs)**

- a. PCEs apply to selected participants from large, profit-making organizations in training courses and observational study missions.
- b. The PCE rate is fixed at USD150.00 per participant.
- c. The APO Secretariat will notify NPOs concerned before issuing Letters of Acceptance to participants.
- d. Invoices will be sent to NPOs concerned at the end of the year.