**Category I : Attachment - 1**

**Scheme of International Collaborative Research**

Recognizing the importance of Digital Capacity Building and Partnerships as expressed in the “Singapore Statement of the Asia-Pacific ICT Ministers on Co-creating a Connected Digital Future in the Asia-Pacific” that was adopted at the Asia-Pacific ICT Ministerial Meeting on “Co-creating a Connected Digital Future in the Asia-Pacific”, held in Singapore in June 2019 and the “Strategic Plan of the APT for 2024-2026” adopted at the 16th Session of General Assembly, APT will be implementing the “International Collaborative Research”. This programme is funded by the Extra Budgetary Contribution from Japan. An outline of this programme is as follows:

**1. OBJECTIVE**

The objective of the programme is to promote the exchange of advanced knowledge and technical know-how among ICT experts in the Asia-Pacific region through international collaborative research projects on ICT and ICT utilization.

**2. OUTLINE**

1. This programme will provide financial support of up to USD60,000 for each project. The final budget allocation to each project is subject to careful examination of the proposal.
2. The results of the projects will be reported at the APT meeting related to ICT development and will be posted on the relevant APT websites.

**3. SUBJECT FIELD OF RESEARCH PROJECTS**

ICT related work includes

(1) Technologies for Broadband Deployment and e-Applications

(2) Cybersecurity;

(3) Applications of ICT for Disaster Management;

(4) Emerging Technologies in ICT such as Internet of Things (IoT), Big Data, Artificial Intelligence (AI), etc.;

(5) Wireless Communications Technology;

(6) Technologies for Rural Telecommunications;

(7) Language Processing Technology;

(8) Telecommunications Policy;

(9) Applications of ICT for solving social, environmental and/or economic issues

(10) Others

**4. FUNDING RESOURCES**

Extra-Budgetary Contribution from the Government of Japan (EBC -J)

**5. REQUIREMENTS**

1. Applications are to be submitted through APT Members or Associate Members.
2. The proposed projects shall involve Japanese experts based in Japan as team members in the collaborative research.
3. Organizations/institutions and experts for the collaborative research project should be well coordinated with each other in advance by the respective organizations/institutions. All collaborative entities must be listed in the application form, which is requested to be sent to the APT Secretariat, with the signature of the supporting APT Member or Associate Member.
4. The organizations/institutions involved in the project are requested to ensure that the experts nominated for the project will be available for the full period of the project.
5. Those wishing to participate in this programme should have sufficient ability to organize a collaborative research project on advanced ICT.
6. The research project shall be carried out within the territory of the APT Member and Associate Member.
7. The project should target a social impact in short term in the APT Members and Associate Members.
8. The organizations/institutions shall have suitable facilities for the research project and adequate experience in organizing the proposed project.
9. The project should be completed within eleven months from the date that the APT Secretariat receives the acceptance letter from the awarded organization in response to the announcement of the adoption by the APT Secretariat.
10. Should there be any part of the project that requires subcontracting the work to any third party not listed in the proposal, kindly state the necessity and the portion of the project and/or the amount of budget to be subcontracted in the proposal. The process of the subcontract shall be clearly explained.

**6. SELECTION**

(1) Proposed projects will be selected by the APT Secretariat in consultation with the Government of Japan based on the aforementioned requirements and the criteria stated below.

(2) APT Members or Associate Members who have submitted the applications will receive notification from the APT Secretariat on the result of the selection. The selected project will also be posted on the APT website.

(3) During the selection process of the project proposals, the APT Secretariat may interview persons involved in the projects in order to examine the conformity with the aforementioned requirements and the criteria stated below.

(4) During or after the implementation of the projects, the APT Secretariat may conduct an investigation to monitor the progress or successful completion of the project.

**7. SELECTION CRITERIA**

The following points will be considered in the selection.

(1) Contribution to the implementation of the Strategic Plan of the APT for 2024-2026

The Strategic Plan of the APT for 2024-2026 was adopted at the 16th Session of General Assembly. (For more details, please see our website at [http://www.apt.int](http://www.apt.int/).). In order to promote development in the Asia-Pacific region based on its needs for Broadband and ICT, APT is expected to implement and support actions contained in the Strategic Plan of the APT for 2024-2026.

a. The output of the research shall be directly or indirectly related to the implementation of the Strategic Plan of the APT for 2024-2026.

b. The output of the research shall be beneficial to APT Members and Associate Members.

(2) Financial support from the proposing organization

The proposed projects will be given a higher priority if the proposing organization provides financial support to the project.

(3) Involvement of APT membership

In selecting projects of this programme, a priority will be given to proposed projects with the involvement and support of APT membership.

(4) Significance of the research topic

The topic of the proposed research shall address an important issue to increase the knowledge and understanding in ICT related fields.

(5) Sound methodology and plan

The proposal shall have sound scientific methodology with clear objectives and research goals. The plan shall be well conceived and realistic within the timeframe and proposed budget.

(6) Qualifications of research team and organizations

The proposing individual or team shall be well qualified with adequate experience to conduct the research. The research institutes/organizations shall be academically recognized with a good record of achievement.

(7) Specific proposal content

The application form and accounting form should be written as descriptively as possible. If the proposal does not contain the detailed information required for proper implementation, it may not be recognized as a proposal to be evaluated for selection.

**8. FINANCIAL SUPPORT**

The items to be supported financially are as follows;

|  |  |
| --- | --- |
| Items | Provision |
| Equipment procurement | Costs for procuring necessary equipment required by the project. |
| Workshop/Seminar | Costs for holding workshop/seminar required by the project. |
| Shipping fee & Correspondence expenses | - Postal charges and shipping costs related to the  transportation of materials for the projects.  - Communication costs for telephone, fax, e-mail, Internet, etc. |
| Business Trip | Travel expenses, accommodation fees, etc. (The most economical airfare shall be applied.) |
| Miscellaneous | Other expenses not categorized as per the aforementioned descriptions. |

**9. FINANCIAL SUPPORT DETAIL**

A. Costs in the Applicant’s Country\*1

(1) It is expected that any local costs related to this project are to be borne by applicants’ organization or other collaborative organizations in the applicant’s country as far as possible. APT may consider providing some financial support on a case-by-case basis.

(2) Above-mentioned local costs include daily allowance, accommodation, and transportation in the applicant’s country, costs related to the office space and equipment (such as table, chair, etc.) and communication costs.

(3) The proposing APT Member or Associate Member should make its best effort in exempting import taxes and custom clearance fees of all relevant equipment used in the project.

(4) Salary for experts from the proposing organization shall not be borne by APT.

\*1 “applicant’s country” is a developing member and associate member where the research is being conducted and excludes the developed country.

B. Costs of Workshop/Seminar

The workshop/seminar costs refer to all costs relevant to organizing necessary workshops/seminars in the developing countries for project purpose. Please be reminded that our scheme encourages the proposer to bear any local cost such as local transportation and accommodation including the venue expenses as much as possible. Unless there are enough justifications to request for financial support of local costs, such local costs will not be considered.

C. Costs of Business Trips to a Foreign Country

(1) For an expert traveling to developed countries, the daily allowance of up to USD90 and the actual rate of the hotel accommodation up to 50% of the UN DSA rate as of April 2024 are to be used.

Necessary local transportation costs in the developed countries, attached to the overseas trip, can also be covered by the APT financial support.

(2) For an expert from the APT Member countries traveling to developing countries, the UN DSA rate as of April 2024 is to be used. This amount covers both the daily allowance and the hotel accommodation.

(3) The number of days entitled for the financial support equals the number of nights stayed during the business trip. In addition, if the departure time on the last day of the business trip is after 20:00 hours, that day can be qualified for an additional day of financial support. This is according to Procedure for Arranging APT Fellowships and Secretariat Travel.

(4) In case, there needs to be any transit during the trip, the transit allowances according to Procedure for Arranging APT Fellowships and Secretariat Travel will be applied. (Please contact the APT Secretariat for the supported transit allowances.)

(5) The works related to the project are to be undertaken within the territory of the APT Member and Associate Member only. APT does not provide support to any work undertaken outside the territory of the APT Member and Associate Member.

D. Payment Method of APT Financial Support

(1) In receiving the financial report, including documentary evidence such as receipts, the APT Secretariat will determine the total amount of the APT financial support for the project.

(2) Upon request, up to 60% of the approved budget will be provided prior to project implementation.

(3) In principle, the balance will be paid after the completion of the project.

However, upon APT consideration, additional amount up to the balance can be paid earlier if requested after the submission of the interim report which is at 5 months after the commencement of the project.

(4) If the total cost of the project is less than the amount provided prior to the project completion, the balance shall be returned to APT.

(5) Any project cost in excess of the approved budget shall be borne by the

proposing administrations or the Institutions involved.

E. Other Costs

If an applicant awards a major part of the project to the third party, the consultation fee or any fee related to the outsourcing to any organization is not supported.

**10. OWNERSHIP OF THE PROJECT OUTCOMES**

(1) After the completion of the project, the equipment will become the assets of the organizations/institutions involved in the project.

(2) APT will share 50% of the copyrights of any outcome including software produced by the project.

**11. REPORTING TO THE APT SECRETARIAT**

(1) An interim project report and an interim accounting report, together with a short PowerPoint presentation of the project should be submitted to the APT Secretariat at 5 months after the commencement of the project.

(2) The following reports should be submitted to the APT Secretariat within one month after the project completion.

1. The project completion report, showing the detailed output and analysis of the project results.
2. The PowerPoint presentation of the project providing a brief overview of the project, its outcomes and suggestions for future work.

c. The accounting reports, attached with the original certification or original receipts.

(3) In case any changes are needed to the initial project plan or budget, such changes shall be immediately reported to the APT Secretariat for approval.

(4) Further information may be requested by the APT Secretariat if deemed necessary.

(5) The final project reports will be posted on the APT website.

(6) The results of the projects shall be reported at the APT meeting related to ICT development in order to share the result with APT membership.

(7) All the information submitted to the APT Secretariat may be disclosed to the Government of Japan for examination of Board of Audit of Japan and other purposes.

**12. DISCONTINUATION OF PROJECT**

(1) APT reserves the right to discontinue the project if it is considered not properly implemented.

(2) In the event that APT decides to discontinue the project, APT will send an official notice to the project team. The team of the discontinued project shall submit all relevant financial evidence including the financial report and return the remaining fund thereof to APT within 1 month after the notice of project discontinuation from APT.

**13. LIABILITY**

(1) APT will not be responsible for any accidents, personal injury or any loss during the implementation of the projects under this programme.

(2) APT is not liable for any legal implications arising from the implementation and operation of the projects.

**14. CONTACT DETAIL**

(1) If you have any questions, please do not hesitate to contact the APT Secretariat at e-mail address to [aptict@apt.int](mailto:aptict@apt.int) or fax no. +662 573 7479 or

574 4226.

(2) Additional information and forms can be downloaded from the APT website at <http://www.apt.int/APTICT>.