**Attachment -1**

**2019 Plan for the EBC-K Project**

**to Facilitate ICT Application in the Asia-Pacific**

**1. Background**

ICT is a key for sustainable economic growth and social development. ICT is a crucial driving innovation force throughout the society and the economy. ICT has rapidly permeated all economic, social areas and our daily life and it leads to significant changes to them.

Brunei Darussalam Statement adopted in 2014 at the APT Ministerial Meeting mentions that ICT applications are key elements for the socio-economic development of the Asia-Pacific region and it encourages APT Members to promote ICT applications. In this regards, APT has its mission in promoting ICT applications to support solving economic and social issues such as increasing efficiency, improving productivity and bridging digital divide in each Member country.

APT aims to implement the “Project to Facilitate ICT Application in the Asia-Pacific” in order to fulfill its mandate in promoting ICT applications to support solving economic and social issues such as increasing efficiency, improving productivity and bridging digital divide in each Member country.

This project is funded by the Extra Budgetary Contribution from government of the Republic of Korea. The outcome of the project will be shared among APT Members and beyond.

**2. Objectives of the Project**

1) To facilitate development of ICT applications and its usage in APT Member countries in order to provide new values and benefits in the field of services or industries such as tourism, education, healthcare, transportation and so on.

2) To overview impact and benefits of ICT applications and extract issues to be solved in deploying ICT applications and consider possible measures to be taken.

3) To share the best practices in ICT development including Korean experience.

**3. Aims of the Project**

Proposed project should aim to implement and utilize ICT applications that incorporate emerging ICT or smart technologies into services or industries of the APT member countries.

Projects should target the existing public or private services/industries such as tourism, education, healthcare, transportation, marketplace, or any other services or industries of our APT member countries.

The proposed ICT applications in the project should aim to contribute to increase efficiency and productivity of the existing services/industries, or provide new economic values and benefits to them through utilizing the ICT applications.

\* Project Example 1 (ICT and Tourism) :

There are many popular tourist spots like beautiful islands, mountains or historic places in the Asia-Pacific region. By applying the ICT applications into the specific local tourism service such as tourist information, communication means or new payment methods with regard to the accommodation, food, transportation, shopping or entertainment, the tourism service can be more efficient and provides more customer friendly services during the visits.

\* Project Example 2 (ICT and Agriculture) :

Utilizing ICT in the agricultural industry can create new added values by applying ICT to the value chain of production, distribution and consumption of agro-foods. One project for the greenhouse facilities of strawberries in a province in South Korea experienced highly improved productivity and income by applying optimized production environment system using USN, RFID, and other ICTs for temperature, humidity and CO2 sensing and monitoring, remote control of side windows, skylights, nutrient solutions and water.

**4. Structure of the Project**

Project should be implemented by beneficiary country (APT Members) in collaboration with Korean experts. It consists of following three parts.

**a) Field survey:** The field survey is an activity to visit to the APT members and to grasp and analyze the current situation of the targeted ICT application and the service/industry proposed by the APT Members

**b) Study visit to Korea:** The study visit to Korea is an activity to visit to Korea and to overview the implementation situation of the targeted ICT application in Korea as a case study.

**c) Feasibility analysis and Proposals for further action:** The project should perform feasibility analysis of the proposed ICT application services using pilot system/test in the APT Member and should make proposals for further action for the project.

**5. Financial support by APT**

1) Each project will be supported up to USD70,000 by the Extra Budgetary Contribution from the government of the Republic of Korea (EBC-K). The APT Secretariat will determine the total amount of the financial support for the project.

2) Preference in the selection process will be given to the project with matching fund from APT Members and other outside resources besides EBC-K.

**6. Participants of the project and their roles**

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| **Participants** | **Roles** |
| APT Members | Administration | * Submit proposal to APT
* Represent the Member’s side of the Project
* Extend necessary support for implementing the Project
* Overall supervision of the cooperating partners of the Member’s side
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| Cooperating partners | * Participate and implement the Project under the supervision of the Administration
* Conduct the Project with experts assigned by APT
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| Korean Experts(Rep. of Korea) | National Information Society Agency (NIA) | * Support the submission of the proposal
* Represent the Korean experts’ side of the Project
* Conduct the Project as Expert
* Extend necessary support for the Project
* Overall supervision of the cooperating partners of the experts’ side
* Submit the interim and final report to the participating APT Member and APT Secretariat
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| Cooperating partners | * Participate and conduct the Project under the supervision of NIA
* Provide any other supports requested by the NIA related to the Project implementation
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| APT Secretariat | * Overall management of the Project
* Consult with Korean Government in planning and selecting projects to be implemented
* Provision of project fund (EBC-K)
* Receive final report from the Experts
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**7. Requirements of application**

1. Applications are to be submitted through APT Members or Associate Members.
2. Applicants need to contact to Korean Experts through NIA first in order to consult with a plan of project and prepare applications.
3. Organizations and institutions involved in the project should be well coordinated with each other in advance. All cooperating partners must be listed in the application form, which is requested to be sent to the APT Secretariat.
4. The project should be carried out within the APT Member countries.
5. The organizations involved in the project are requested to ensure that experts from beneficiary country and Korea nominated for the project will be available for the full period of the project.
6. All participating from both countries in this project should have sufficient ability to conduct.
7. The project shall be completed within 18 months from the date of the notification of selection by the APT Secretariat.

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| < Checklist for application >* Endorsement by APT member administration: The application form should be endorsed by the focal point of APT member administration. The application without the endorsement by the focal point or with the signature of applicant’s organization /institution instead, shall not be considered as duly completed application.
* Participation of Korean experts as members of the proposed project team is required and detailed information needs to be provided. If there is no Korean expert in the team member, the application shall not be considered to meet the requirements for application.
* Applicants may find proper Korean experts by themselves if possible. If the help to find Korean experts is needed, applicants needs to contact NIA.
* Purpose of EBC-K project is to transfer of ICT knowledge or share experience from Korea to applicant country. The Korean expert should be from the ICT area, not from the areas irrelevant to ICT.
* Simple implementation projects such as website development are not recommended to apply since it does not seem to need the expertise or experience from Korean experts.
* Proposal should describe the detailed plan for field survey, study visit to Korea and pilot system/test.
* Description of the specific ideas of implementation and close collaboration plan such as field survey and study visit between Korea and applicant country need to be detailed.
* Amount of proposed budget should not exceed the max. allowable limit (USD 70,000). However, this limit does not exclude a project with a budget above that limit as long as there are other secured financial resources to finance it.
* Wage or labor cost of participating members should not be included in the budget plan.
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**8. Selection**

1. The proposed projects will be in the selection process at the APT Secretariat in consultation with the government of the Republic of Korea based on the above-mentioned requirements and the criteria stated below.
2. APT Members or Associate Members who have submitted the applications will receive notification from APT Secretariat on the result of the selection.
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 requirements and the selection criteria.
4. During or after the implementation of the projects, APT Secretariat may conduct investigation to monitor the progress or successful completion of the project.

**9. Selection Criteria**

Following points will be considered in the selection process.

1) Objective of the proposed project

The proposed project plan should be in line with the above-mentioned objective and aim of this plan and the Brunei Darussalam Statement adopted in 2014 at the APT Ministerial Meeting that mentioned promoting ICT applications is important to support solving economic and social issues in each Member country.

2) Feasibility of the project implementation plan

The proposed project should have accurate current situation analysis, feasible action plan and appropriate understandings of ICT applications.

3) The execution capability of the organizations or experts

The organizations and experts, which proposed their project should have sufficient experience and the appropriate ability to complete the project in time.

4) Suitability of the budget plan

 The budget plan of the proposed project should have the validity and efficiency to complete the project and the proposed project will be given a priority if the matching fund from APT Members and other outside resources besides EBC-K provides financial support in cash or in kind.

**10. Areas of Financial support**

Financial support shall be given to the following items:

1) Planning, investigation and report : costs for planning, investigation and reporting for implementing project, including expert fees for the experts in this activity (The total amount of expert fees of the both sides should not exceed 25% of the total amount of APT support)

2) Equipment procurement : costs for procuring necessary equipment/software required for implementation of the project

3) Shipping fee : postal charges and shipping costs related to transportation of materials for the projects

4) Business trips : travel expenses, accommodation fees, and other business trip costs for field survey, study visit and reporting activity (please see detail in financial support detail below)

5) Miscellaneous : unforeseen expenses not mentioned above (Up to 10% of the total amount of the APT financial support)

**11. Financial Support Detail**

1) Costs in the applicant’s country

a) It is expected that any local costs related to this project are to be borne by applicant’s organization or other collaborating organizations in the applicant’s country for the project implementation as far as possible. APT may consider providing additional financial support on a case-by-case basis in case of need.

b) 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 and communication costs).

c) Salary for researchers from the proposing Members organizations shall not be borne by APT.

d) The proposing APT Member country should make its best effort to exempt import taxes and custom clearance fees of all relevant equipment used in the project.

2) Costs of business trips to a foreign country

a) For a researcher traveling to expert’s country, the daily allowance of 90USD and the actual rate of the hotel accommodation, up to 50% of the UN DSA rate as of August 2019 are to be used for the proposal estimations. Actual rate will be applied while implementing the project. Necessary local transportation costs in the expert’s country, attached to the overseas trip, can also be included in the estimation.

b) For an expert traveling to developing countries of project implementation, the UN DSA rate as of August 2019 is to be used for project proposal estimations. Actual rate will be applied while implementing the project. This amount covers both the daily allowance and the hotel accommodation.

3) Payment method of APT financial support

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

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

c) The balance will be paid after the completion of the project. All the financial transactions should be proved with relevant receipts or documents. APT transfers 1st payment of 60% of total allocated budget upon the start of a project. However, 2nd payment will be made after receiving of the financial report along with the final report submission, which have to include all receipts or documents to prove financial transactions. 2nd payment will be transferred after deduction of the amount without receipts/documents from the remaining 40% of total budget.

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

e) Any project cost in excess of the approved budget shall be borne by the Members administrations or the institutions involved.

**12. Reporting to the APT Secretariat**

1) An interim project report and an interim accounting report shall be submitted to the APT Secretariat according the proposed schedule of the project implementation.

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

a) The project completion report with detailed outputs and analysis of the project results.

b) The accounting reports, attached with the certification or 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 results of the projects shall be reported at APT meetings related to ICT development in order to share the result with the APT members.

**13. Expected Time Schedule**

1) August 2019 : Circulation of APT letter of call for proposals

2) August to November 2019 : Proposal Submission

3) November to December 2019 : Selection of the proposal

4) January to February 2020 : Preparation of detailed implementation plan

5) March 2020 : Disbursement of the 1st portion of the APT support after final approval

**14. Liability**

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

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

**15. Application and Contact Details**

1) The application form and accounting form shall be filled out appropriately and submitted to the APT Secretariat through at e-mail address to ebc-k@apt.int or fax no. +662 573 7479.

2) For any inquiry of the project proposal and implementation, please contact the APT Secretariat at tel. no. +662 573 0044 (Ext.106) or e-mail ebc-k@apt.int.

3) For inquiry for Korean Experts, please contact NIA at tel. no. +82 53 230 1483 or e-mail uhmbm@nia.or.kr