



APMP Guidelines for TCI & FGI Projects

Document No: APMP-GE-G-03

Revised:

Updated: 18/11/2020

Last updated

18/11/2020

Contents

- 1. INTRODUCTION 3
- 2. ROLES AND RESPONSIBILITIES..... 3
- 3. APPLYING FOR PROJECTS 4
- 4. PROJECT EVALUATION AND APPROVAL 4
- 5. PROJECT IMPLEMENTATION AND COMPLETION..... 5
- 6. PROJECT FUNDING AND REIMBURSEMENT 5
- 7. CHANGE OF PROJECT PLAN/EXTENSION/TERMINATION 5
- 8. USED APPARATUS..... 6

- ANNEX 7
- 1. CRITERIA OF APMP TC INITIATIVE PROJECT EVALUATION 7
- 2. CRITERIA OF APMP FG INITIATIVE PROJECT EVALUATION 7
- 3. RULES FOR UTILISATION OF TCI/FGI BUDGET..... 8

1. INTRODUCTION

Projects are an important part of APMP's efforts to support sustainable metrological infrastructure in the Asia-Pacific region. APMP projects assist member institutes in promoting science innovation, increasing technical capacities, and meeting stakeholders' demands through technical collaboration and resource sharing. Currently APMP projects include the Technical Committee Initiatives (TCI) projects and the Focus Group Initiatives (FGI) projects.

The TCI originated from a Decision of the 42nd APMP Executive Committee (EC) meeting and was confirmed by the APMP Workplan 2010 adopted by the 25th APMP General Assembly (GA) in 2009. The aim of the TCI is to "encourage scientific collaborations on measurements for new technologies".

The idea of Focus Groups (FGs) was originally proposed at the 2014 APMP Directors' Workshop and approved by APMP members at the 30th APMP GA in 2014. The main tasks of a FG is "to survey regional and national capabilities and measurement issues and needs" in the focus area and "to determine how APMP can respond to the issues and needs". APMP at its 31st GA decided to fund FGI projects as a means of fulfilling FGs' tasks.

This document provides a practical guidance for TCI and FGI projects.

2. ROLES AND RESPONSIBILITIES

- APMP TC/FG Chairs have responsibilities to:
 - collect, prioritise, and propose projects,
 - coordinate implementation and reporting of projects, and
 - endorse requests for project extension, termination, and/or other substantial changes.
- APMP Executive Committee (EC) has responsibilities and authorities to:
 - evaluate and approve project proposals,
 - decide on the project funding allocated and approve possible special funding requests,
 - decide whether to make a second call for projects, and
 - approve requests for project extension, termination, and/or other substantial changes.
- A project overseer has responsibilities to:
 - oversee the implementation of the project,
 - make progress/completion reports of the project,
 - communicate the limitations and requirements on funding to the APMP-funded experts and participants involved in the project,
 - take charge of the use and reimbursement of the funding allocated, and
 - submit requests for project extension, termination, and/or other substantial changes if needed.
- APMP Secretariat has responsibilities to:

- call for project proposals based on EC’s decision and conduct screening of submitted proposals,
- issue Award Letters for approved projects,
- make notifications and records, and
- assist in process management and communication between EC and TCs/FGs.

3. APPLYING FOR PROJECTS

The APMP Secretariat calls for TCI and FGI projects at least once a year in general, with the first call made, in principle, 3 months in advance of the APMP GA. A second call for TCI projects may be made upon EC’s decision based on budget availability. Calls are made to TCs and FGs. TC/FG members who want to apply for a TCI/FGI project need to fill out an application form, signed by a project overseer, and submit it to the relevant TC/FG Chair. The required amount of funding and the abstract of the project, among others, should be clarified in the form. After receiving the form(s), the Chair of the proposing TC/FG should undertake a preliminary evaluation and prioritisation of the proposal(s) and then submit the project proposal(s) to the Secretariat before the submission deadline. If one project involves other cooperating TCs/FGs, consent of the Chairs of all the cooperating TCs/FGs should be obtained before submitting the proposal. The TCI and FGI project application forms are listed in Annex 1.

Both APMP full members and APMP associate members may apply for TCI/FGI projects. A TC/FG may submit more than one project proposal. The planned duration of a TCI/FGI project shall not exceed three years in principle.

4. PROJECT EVALUATION AND APPROVAL

The Secretariat will conduct an initial screening of submitted project proposals and transfer the qualified proposals to the EC members who liaise between EC and TCIs/FGIs. The submitted proposals will be evaluated by EC against the Criteria of APMP TC/FG Initiative Project Evaluation listed in Annex 2. Note that the Criteria put more weight on scientific and technical merit for TCI projects and more weight on stakeholder impact for FGI projects.

The decisions on the approval of a TCI/FGI project and the allocation of funding for it are made by EC. A quorum shall be constituted such that no more than 1 EC member is absent in the evaluation process. Voting is conducted following the supermajority rule. For a project where an EC member serves as a project overseer, avoidance principle should be adopted in the evaluation process, which means the EC member cannot evaluate or vote; otherwise, all EC members can evaluate and vote. Evaluation can be conducted at APMP meetings or via correspondence as appropriate. Evaluation result shall be announced by the EC members who liaise between EC and TCIs/FGIs to the proposing TCs/FGs as well as APMP Secretariat at the APMP meetings, or via correspondence promptly after the evaluation is completed.

If a submitted proposal seeks DEC funding, it shall also be evaluated by the DEC.

Then the APMP Secretariat will issue an Award Letter to each approved TCI/FGI project stating the approved budget and the responsibilities of the project overseer. An example of Award Letter is shown in Annex 3.

5. PROJECT IMPLEMENTATION AND COMPLETION

TCI/FGI projects need to be carried out to fulfill their plan. For each project, one project overseer should be designated to be responsible for overseeing the implementation of the project. For projects jointly implemented by more than one institute, only one project overseer should be designated; coordination between the institutes is taken care of within the project. Undergoing projects are recommended to submit a progress report to the Secretariat one month before every GA for review by EC and to report the progress in the poster session of every GA.

Upon completion of a project, the relevant TC/FG Chair should submit within one month of the completion a completion report to the EC members who liaise between EC and TCIs/FGIs as well as the Secretariat. The project overseer is required to present a completion report to the annual TC/FG meeting in the year of the project completion, and a poster of the project should be exhibited during the GA week. The progress/completion report needs to be submitted in the form shown in Annex 4. Additional materials are welcome attached to enrich the report.

6. PROJECT FUNDING AND REIMBURSEMENT

TCI/FGI projects are supported by APMP funding. The available TCI/FGI funding is approved by GA in the APMP annual budget plan and presented annually to APMP members. Note that the financial year of APMP runs from 1 January to 31 December of each year.

Under the available budget, there is no cap on the amount of funding for an individual project. The purpose of the required funding should be clarified in a breakdown list in the application form.

The allocated project funding shall be used aligned with the budget rules that are shown in Annex 5.

The funding for TCI/FGI projects is provided on a reimbursement basis. The project budget shall be covered by the institutes that carry out the project and the institutes will be reimbursed based on the submitted receipts after the completion report of the project is submitted or the request for termination is approved by EC. As stated in the Award Letter, the project overseer is responsible for collecting all receipts and prepare an invoice, and then submit them to the Treasurer and the Secretariat.

7. CHANGE OF PROJECT PLAN/EXTENSION/TERMINATION

The work plan of a TCI/FGI project can be adjusted during the implementation. However, the main objectives of the project are not allowed to change. Besides, planned travel expense for hosting workshops is not allowed to increase.

If a TCI/FGI project cannot be finished within the planned period for good reasons, it can be extended or terminated. The project overseer should make a formal request in written form with a detailed

explanation, and the relevant TC/FG Chair submits the request with his/her comments to the Secretariat. The EC needs to review and approve the request before the project can be extended or terminated.

The extension period is in principle no longer than one year.

8. USED APPARATUS

The apparatus purchased using TCI/FGI funding belongs to APMP. The Secretariat keeps a record of the apparatus owned by APMP. The apparatus might be reused when feasible.

1. CRITERIA OF APMP TC INITIATIVE PROJECT EVALUATION

Criteria of APMP TC Initiative Project Evaluation	
Weighting factor	Criteria
50%	<p>1. Scientific and technical merit</p> <ul style="list-style-type: none"> • Focus on supporting research & development of new technologies/methodologies/services models • Innovative approach towards national and/or legal standards • Improved traceability of measurements in industry
20%	<p>2. Strengthening APMP's role</p> <ul style="list-style-type: none"> • Addresses the needs of APMP member economies and promotes dialogue on topics of significance to APMP NMIs, e.g. TC objectives, work and strategic plans, and priorities, regional organization's experiences • Supports capacity/capability building for APMP members • Desirable: <ul style="list-style-type: none"> ○ Cross-TC and/or cross-NMIs projects ○ Self-funding from prospective participants
20%	<p>3. Addressing stakeholder needs</p> <ul style="list-style-type: none"> • Aims to meet current measurement needs of industries, e.g. bioscience, energy, environment, climate change, advanced manufacturing, health, etc. • Raises awareness of metrology concepts in academia/national scientific societies, e.g. by promoting the use of VIM and GUM, etc. • Self-funding from industry or public sectors would have higher ranking.
10%	<p>4. Clarity of the proposal</p> <ul style="list-style-type: none"> • Clearly states objectives, methodology, outcomes/outputs and a dissemination plan. • Identifies ways of measuring success.

2. CRITERIA OF APMP FG INITIATIVE PROJECT EVALUATION

Criteria of APMP FG Initiative Project Evaluation

Weighting factor	Criteria
50%	<p>1. Stakeholder impact</p> <ul style="list-style-type: none"> • Addresses challenges in focus areas of relevance to member economies • Supports regional economies in capability/capacity building • Raises awareness of metrology and promotes the value it can add to stakeholders from industry, government, research and the community • Desirable: <ul style="list-style-type: none"> ○ Cross-TC and/or cross-NMIs projects ○ Funding from prospective participants or industry sectors ○ Engagement with stakeholders external to APMP
20%	<p>2. Strengthening FG effectiveness</p> <ul style="list-style-type: none"> • Fosters and facilitates dialogue, cooperation, and/or strategic planning on topics of relevance to the Focus Group areas and to APMP member economies, e.g. on Focus Group objectives, foresighting and road mapping, prioritisation, strategic and work programs, sharing of members' experiences or those of key external stakeholders, etc.
20%	<p>3. Scientific and technical merit</p> <ul style="list-style-type: none"> • Focus on supporting research & development of new technologies/methodologies/services models • Innovative approach toward national and/or legal standards • Improved traceability of measurements in industry aligned with the Focus Group
10%	<p>4. Clarity of the proposal</p> <ul style="list-style-type: none"> • Clearly states objectives, methodology, outcomes/outputs and a dissemination plan • Identifies ways of measuring success.

3. RULES FOR UTILISATION OF TCI/FGI BUDGET

Rules for Utilisation of TCI/FGI Budget

1. The approved budget amount (in an Award Letter) is the maximum usable expenses.
2. Generally, a TCI/FGI budget covers research-related costs, travel expenses, and project event hosting costs. The budget application is evaluated and approved case by case.
3. Financial support of travel expenses for experts and participants of TCI/FGI activities must

follow the rules below.

- Travel expenses include airfare, accommodation, and local transportation.
 - “Experts” include trainers, moderators, speakers, and presenters who are invited to contribute at an expert level to a TCI/FGI project.
 - The maximum allowance for experts from organisations that are non-APMP members is USD 3,000/each, and that for experts from organisations that are APMP members is USD 2,000/each.
 - The maximum allowance for participants from organisations that are APMP members is USD 2,000/each, with support limited to 1 person per economy. The level of financial support is determined according to categories of financial support developed by DEC.
 - Category 1: full support.
 - Category 2&3: partial support or full support case by case
 - Category 4: no support.
- Note:
1. Partial support or full support depends on any specific circumstance e.g. other sources of funding, funding availability, etc.
 2. See *APMP DEC Classification of Economies* for list of members in each category.
- APMP member organisations include full members and associate members.
 - APMP funds travel expenses on the following basis:
 - Only the expenses incurred from the expert/participant him- or herself are supported;
 - The most direct and economical flight (or other travel means) is used;
 - Economy class travel is authorised for experts and participants. Business class travel may be approved for experts, but only when the travel exceeds 12 hours from airport to airport; the amount reimbursed by APMP will not exceed the maximum allowance amount defined above.
 - “Airfare” refers to the basic price of the passenger ticket inclusive of baggage and meals plus the related mandatory taxes, surcharges, and processing fees.
 - “Accommodation” for experts/participants should be arranged in a best value principle in a no higher than 4-star hotel/apartment inclusive of 1 breakfast plus internet service only, exclusive of all additional room service charges or personal expenses.
 - “Local transportation” is limited to the transportation between the airport and the hotel.