

APMP Guidelines for Projects Funded Under the TC and FG Initiatives Budgets & Special Programmes -*Application, Post-Award Monitoring and Completion*

First approved at the 69th meeting of the APMP Executive Committee (EC) on 28 November 2022 at the 38th meeting of the APMP EC-Committee Chairs on 30 November 2022

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1 Background

This document provides consolidated guidelines for the application and use of funds from APMP to support Technical Committee Initiatives (TCI)¹, Focus Group Initiatives (FGI)² and special programmes, e.g., Proficiency Testing Working Group (PTWG)³ Initiatives, APMP COVID-19 Response Program⁴ (hereinafter referred to as “Project” or “Projects”). It responds to the following:

- a) Resolution EC68-06 from the 68th meeting of the APMP Executive Committee (EC) in July 2022 “The EC welcomes the initiative proposed by Dr Tang Lin Teo to develop a harmonized approach for the award and governance of all future APMP funded projects, and will submit it to the 37th EC-CC meeting for discussion.”; and
- b) Resolution ECCC37-02 from the 37th meeting of the APMP EC and Committee Chairs in July 2022 “The EC and the Committee Chairs welcome the initiative proposed by Dr Tang Lin Teo to develop a harmonized approach for the award and governance of all future APMP funded projects. Dr Tang Lin Teo, Dr Wei-En Fu, Dr Victoria Coleman, Dr Angela Samuel and the APMP Secretariat are charged to revise related APMP project guidelines, in consultation with the other Committee Chairs, and to submit the proposed revisions to the 38th EC-CC meeting for approval.”.

Note that corresponding “Guidelines for APMP DEC Projects” funded under the budget of the Developing Economies Committee (DEC) (“DEC Projects”) are available on the DEC webpages.

2 Roles and Responsibilities

The roles and responsibilities of the Project Overseer, APMP TC/FG Chair, DEC Chair, PTWG Co-Convenor (CC), APMP Secretariat and APMP EC involved in the application, review, endorsement, award, monitoring and/or approval of *Projects* funded by APMP are described in this section. Where an Oversight Authority, TC Chair, FG Chair, DEC Chair, PTWG CC and EC Liaison is collectively mentioned, the abbreviation “OA” is used.

¹ The TCI budget originated from a Decision of the 42nd APMP 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 budget is to “encourage scientific collaborations on measurements for new technologies”.

² The concept 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 task of an 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 delivering FGs’ tasks.

³ The Proficiency Testing Working Group was approved as a formal Working Group by the APMP in 2021. It was established as a collaboration between APMP and the then Asia Pacific Laboratory Accreditation Cooperation [APLAC, now reorganised and renamed as Asia Pacific Accreditation Cooperation (APAC)] in 2013 which aims to enhance the metrological capability and technical competence of NMIs/DIs with developing capabilities and field analytical laboratories in the Asia Pacific region.

⁴ The APMP COVID-19 Response Program was originally proposed by APMP Chair, Mr Fang Xiang, following the emergence of the pandemic to encourage and fund TCs to organise comparisons of COVID-19 related measurements among APMP member institutes and facilitate their participation in the associated international comparisons and/or pilot studies; for the DEC to organise and coordinate relevant training to developing member institutes; and for APMP member institutes to share information, experience and resources available for research collaborations enabling accurate tests, effective therapeutics, as well as possible vaccines.

2.1 Project Overseer

A Project Overseer is responsible for:

- submitting completed TC/FG application forms to the TC/FG/DEC Chair who will then forward it to the APMP Secretariat by the deadline of the call for *Project*;
- submitting completed APMP special programme application forms to the EC liaison or PTWG CC (as appropriate) who will then forward it to the APMP Secretariat by the deadline of the call for *Project*;
- overseeing the implementation of the *Project*;
- communicating information such as deliverables, timelines, use of funds, etc, to all relevant stakeholders (e.g. including TC, FG, DEC, PTWG members), participants and Experts (refers to, but not limited to) trainers, moderators, speakers, and presenters who are invited to contribute at an expert level to a *Project*) involved in the *Project*;
- managing the use and reimbursement of allocated funds;
- seeking endorsement from the relevant OA for project extensions, termination and/or substantial changes progress and completion reports; and
- seeking approval from the APMP EC* through the APMP Secretariat for:
 - project extension (this decision can be made by only one EC member, preferably the respective EC liaison for TCI and FGI initiatives or special programme);
 - reallocation of budgeted items, adjustment of budget (this decision can be made by only one EC member, preferably the Treasurer);
 - termination of the *Project*; or
 - other substantial changes when needed.

**For Projects seeking support from the DEC budget, approval of application is to be sought from the DEC Chair (see Section 2.3).*

For each *Project*, there should only be one Project Overseer and he/she is responsible for overseeing the implementation of the *Project*. For a *Project* jointly implemented by more than one institute, TC or FG, one Main Project Overseer should be designated and coordination between multiple parties should be taken care of within the *Project*.

2.2 APMP TC/FG Chair or PTWG CC

The TC/FG Chair or PTWG CC is responsible for:

- forwarding calls for *Projects* to the TC/FG/PTWG members;
- collecting, prioritising, proposing or reviewing a *Project*;
- endorsing or forwarding application form to the APMP Secretariat;
- monitoring the progress of projects by seeking regular updates from the Project Overseer;
- endorsing project extensions, termination and/or substantial changes before the Project Overseer seeks approval from the APMP EC; and
- endorsing progress and completion reports.

2.3 APMP DEC Chair

The DEC Chair is responsible for the following if the DEC budget is used to support a *Project*:

- reviewing and approving applications;
- endorsing project extensions, termination and/or substantial changes (e.g., change of project objectives, currency exchange rates, etc) where such aspects affect DEC members and the DEC budget;
- endorsing progress and completion reports;
- all other aspects of managing DEC funding as set out in the “Guidelines for APMP DEC Projects”.

2.4 APMP Secretariat

The APMP Secretariat is responsible for:

- issuing Calls for *Projects* as determined by the EC;
- screening and consolidating submitted applications for evaluation by the EC;
- notifying Project Overseers of the outcomes of the evaluated applications through Award Letters and reminding them of their obligations;
- recording the approved *Project* and updating records for equipment (see Section 5) purchased using APMP funds;
- assisting the Treasurer in the review of receipts, invoices, etc (See Section 4.3) and reimbursement of the allocated funds; and
- assisting the Project Overseers in submitting requests for project extension, termination, reallocation of budgeted items, adjustment of budgets, and/or other substantial changes when needed.

2.5 APMP Executive Committee

The APMP EC has the responsibility and authority to:

- evaluate and approve the funding applications;
- decide on the funds to be allocated and approve special funding requests;
- appoint additional members to the evaluation panel;
- decide when to open the call for applications; and
- approve requests for:
 - project extension (this decision can be made by only one EC member, preferably the respective EC liaison for the TCI, FGI or APMP special programme);
 - reallocation of budgeted items, adjustment of budgets (this decision can be made by only one EC member, preferably the Treasurer);
 - termination of the *Project*; or
 - other substantial changes when needed.

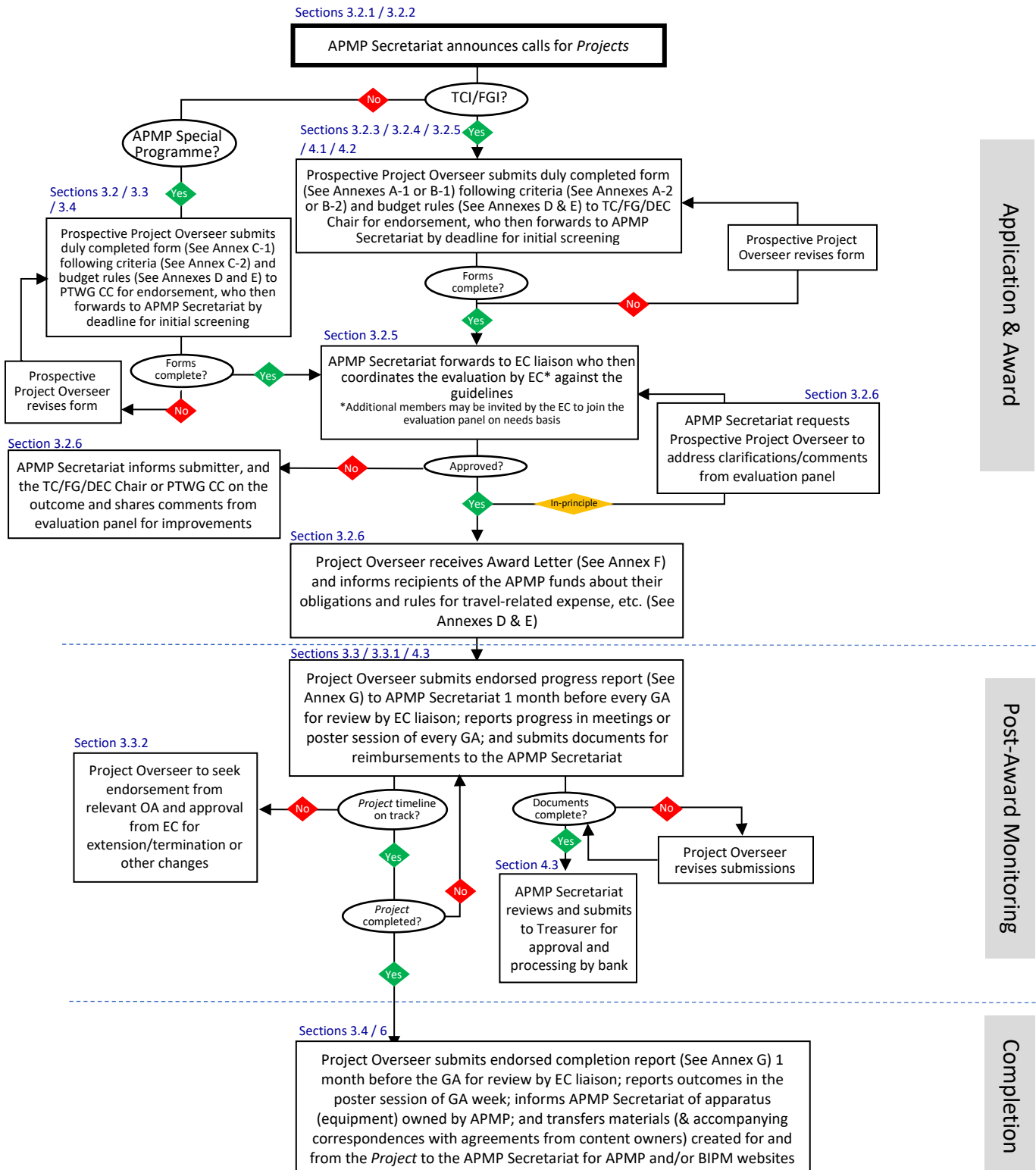
The EC liaison for APMP special programme is also responsible for monitoring the progress and approving reports of *Projects*.

3 Application and Implementation Process for TCI and FGI and APMP Special Programme Projects

Please see “APMP DEC Funding Process” for process relevant to DEC Projects.

3.1 Overview

The process is divided into three phases: (1) Application & Award; (2) Post-Award Monitoring; and (3) Completion.



3.2 Application & Award for TCI/FGI/Special Programme Projects

3.2.1 Calls for TCI and FGI 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 as determined by the EC based on the availability of funds. Calls are made to TCs and FGs.

The APMP Secretariat calls for projects for APMP special programmes as determined by the APMP EC, which will be on need basis. Calls are made to all APMP members.

3.2.2 Eligibility

Both APMP full members and associate members may apply for APMP funds. For each call, more than one *Project* may be submitted by a TC, FG or member/associate member institute or the PTWG.

3.2.3 Application Forms

All prospective Project Overseers are required to complete the relevant Application Forms found in the Annexes:

- For TCI: Annex A-1
- For FGI: Annex B-1
- For APMP special programme: Annex C-1

To avoid delays in the application, Project Overseers are strongly advised to complete the forms by referring to the criteria for evaluation, providing comprehensive details of the requested budget and so on.

The Chair of the proposing TC/FG should undertake a preliminary evaluation and prioritisation of an application before endorsement. If a *Project* involves other cooperating TCs/FGs or the DEC, endorsement of the relevant Chair(s) should be obtained. For TCIs/FGIs, the application must be endorsed by the TC/FG Chair and any Expert whose involvement in a *Project* significantly impacts the outcome of the project.

For a *Project* under an APMP special programme, the application must be endorsed by the Expert if his/her involvement in a project significantly impacts the outcome of the project.

For any *Project* benefitting DEC members, the Project Overseers should specify the expenditures related to their capability development and seek funds from the DEC budget. In such case, the application must follow the “Guidelines for APMP DEC Projects” and be approved by the DEC Chair.

3.2.4 Project Duration

The planned duration of a *Project* shall not exceed three years in principle. A *Project* initiated under an APMP special programme that involves addressing of an urgent need or a global

crisis would normally be of shorter duration to ensure the relevance and usefulness of outcomes.

3.2.5 Evaluation

The final decision to approve of a *Project* and associated allocation of funding are made by the 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 is also the Project Overseer, the avoidance principle should be adopted in the evaluation process, which means that the EC member cannot evaluate or vote for the proposal; otherwise, all EC members have evaluation and voting rights. The evaluation panel may include additional members appointed by the APMP Chair. Evaluation can be conducted at APMP meetings or *via* correspondence as appropriate.

For TCI/FGI projects, the APMP Secretariat will conduct an initial screening of submitted applications and transfer eligible applications to the EC liaison for TCIs/FGIs. The EC liaison will then coordinate the EC's evaluation against the criteria listed in Annexes A-2 and B-2. Note that the criteria are more weighted to scientific and technical merit for TCI projects and more weighted to stakeholder impact for FGI projects.

For APMP special programmes, the APMP Secretariat will conduct an initial screening of submitted applications and transfer eligible applications to the EC liaison for APMP special programmes who will then coordinate the EC evaluation against the criteria in Annex C-2.

3.2.6 Awarding of a Project

Results of the evaluation will be announced by the APMP Secretariat to the Project Overseer, and the TC/FG/DEC Chair or PTWG CC. The announcement can be made at APMP meetings, or *via* correspondence promptly after the evaluation is completed.

The APMP Secretariat will issue an Award Letter to each Project Overseer stating the approved budget and the responsibilities of the Project Overseer. An example of an Award Letter is shown in Annex F. The comments from the evaluation panel are normally shared and Project Overseers are strongly recommended to consider them during the implementation of the *Project*. Pending clarifications from the Project Overseers, in-principal approval may be given and the final approval is issued by the APMP EC only when all comments from the evaluation panel are satisfactorily addressed.

Submitters of unsuccessful applications will be notified and, similarly, comments from the evaluation panel will be shared for consideration and possible re-submission by the prospective Project Overseer.

3.3 Post-Award Monitoring

Project Overseers are responsible for managing the utilisation of awarded APMP funds. To fulfill their role as stewards of APMP funds, Project Overseers should ensure active monitoring accomplished through the review of reports, presentations or other information made available to them.

3.3.1 On-Going Projects

For on-going *Projects*, the Project Overseer is expected to:

- 1) Submit a progress report for endorsement by the OA;
- 2) Update progress at related TC/FG/DEC/PTWG meetings;
- 3) Submit endorsed progress reports to the APMP Secretariat for approval by the EC liaison one month before every GA; and
- 4) Report on progress in the poster session of every GA.

3.3.2 Changes of Plans / Project Extensions / Terminations

The work plan of a *Project* can be adjusted during its implementation. However, the main objectives of the project cannot change. Planned travel expenses for hosting workshops are also not allowed to increase.

If a *Project* cannot be completed within the planned period for valid reasons, it can be extended or terminated. The Project Overseer must make a formal written request to the APMP Secretariat with a detailed explanation. Endorsement from the Chair of the affected TC/FG or DEC should be sought and submitted together with the request to the Secretariat. In the case of requests for project extension, the decision can be made by the respective EC liaison for TC, FG or APMP special programmes.

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

3.4 Completion

For a completed *Project*, the Project Overseer is requested to:

- 1) Submit a completion report for endorsement by the OA;
- 2) Submit the endorsed completion report to the APMP Secretariat for approval by the APMP EC liaison for TCI/FGI or APMP special programmes one month before the GA; and
- 3) Present a completion report at the annual meetings of the relevant TC/FG/DEC/PTWG at the next GA. A poster of the project should be exhibited during the GA week.

4 Project Funding

4.1 Seeking Funds

The available budget for TCI, FGI or APMP special programmes is as approved by the 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 a *Project*. The purpose of the required funding should be clarified in a budget breakdown in the application form. The allocated project funding shall align with the budget rules in Annexes D and E.

Based on following Resolution EC 70-04 decided at the 70th EC meeting on 12 June 2023:

“The EC welcomes this harmonization effort and encourages the Treasurer, the DEC Chair, the EC liaison to the DEC, and the APMP Secretariat to engage in discussion to review and align sponsorship terms for all activities within APMP. **Additionally, the EC suggests that the revised guidelines incorporate a provision stating that support for members participating in APMP activities will only be granted if their membership arrears are settled within a maximum of 3 years.** The EC recommends that the outcomes of the discussion be reported at the 71st EC Meeting and the 40th EC-CC Meeting for review and approval.”

it should be noted that support to travel for APMP activities will only be granted if an institute does not accumulate membership arrears of 3 or more years. The Project Overseer may make provisions for travel support in his/her application but is responsible for confirming the eligibility for travel support from the project funding with the APMP Secretariat and Treasurer before asking the institute to plan for the travel.

4.2 Honorarium Payments to Experts

Honoraria can be awarded to APMP and non-APMP Experts at in-person, hybrid or virtual APMP events involving professional knowledge and/or skills transfer, as well as capability/capacity building. “Experts” include (but not limited to) trainers, moderators, speakers, and presenters who are invited to contribute at an expert level to a *Project*. The rules for payment of honorarium are found in Annex E.

4.3 Reimbursement of Expenses Made

The funding for *Projects* is provided on a reimbursement basis. Expenses shall be covered by the institutes that carry out or participate in the *Project*. These institutes will be reimbursed based on submitted receipts after a progress or completion report of the project is submitted, or the request for termination is approved by the EC. As stated in the Award Letter, the project overseer is responsible for collecting all receipts and preparing an invoice, and then submitting this documentation to the Treasurer and the Secretariat. To ensure that the expenditure is kept within the awarded funds and not influenced by fluctuations in foreign exchange rates, the Project Overseers are strongly encouraged to submit receipts for reimbursement upon completion of an activity, or installation/commissioning of equipment.

4.4 Upfront Financial Support in Exceptional Circumstances

A member or associate member institute requiring upfront funding support due to exceptional circumstances is required to submit a written request and undertaking from their senior management to the EC. Approval will be based on the EC’s discretion and, in the case of the DEC budget, the DEC Chair’s endorsement is necessary.

5 Maintaining Equipment

Equipment purchased using APMP funds is the property of APMP. As per Resolution EC68-07 of the 68th Meeting of the EC “The EC agrees that APMP will not pay any costs incurred due

to storage but may consider to pay for maintenance of the equipment acquired by APMP projects. However, such payment cannot be done in a retrospective manner”. The APMP Secretariat keeps an up-to-date record of the status of equipment owned by APMP for a typical useful lifespan of up to 8 years from its installation or commissioning.

6 Use of Materials Created for and/or from Projects

APMP makes use of its website as a knowledge-sharing platform to store and share documents or information generated from *Projects*. This is aligned with APMP’s knowledge sharing culture. This may reduce duplication, and allow member or associate member institutes to train themselves as well as re-visit previous training. APMP also cooperates with the BIPM in sharing our online learning materials through the BIPM’s e-Learning Platform.

Project Overseers should consider the use of materials developed for and generated from the *Project* with a view to supporting this goal. The Project Overseer is expected to obtain the agreement of any contributors of materials for a *Project* beforehand, covering off on the following issues:

- For the material created for the *Project* to be made available free of charge;
- To ensure that any copyright is respected for the content of any material to be posted;
- To assign and indicate course-specific copyright information; and
- To hold the APMP and/or BIPM free and harmless in connection with the use of the material provided.

The materials are preferably posted within 3 months from completion of the project.

7 Document Revision Record

No.	Relevant Section	Revisions
1	4.1	<p>Insertion of new paragraphs as follow-up action to Resolution EC 70-04 decided at the 70th EC meeting on 12 June 2023:</p> <p>“Based on following Resolution EC 70-04 decided at the 70th EC meeting in Mongolia:</p> <p>“The EC welcomes this harmonization effort and encourages the Treasurer, the DEC Chair, the EC liaison to the DEC, and the APMP Secretariat to engage in discussion to review and align sponsorship terms for all activities within APMP. Additionally, the EC suggests that the revised guidelines incorporate a provision stating that support for members participating in APMP activities will only be granted if their membership arrears are settled within a maximum of 3 years. The EC recommends that the outcomes of the discussion be reported at the 71st EC Meeting and the 40th EC-CC Meeting for review and approval.”</p>

		<p>it should be noted that support to travel for APMP activities will only be granted if an institute does not accumulate membership arrears of 3 or more years. The Project Overseer may make provisions for travel support in his/her application but is responsible for confirming the eligibility for travel support from the project funding with the APMP Secretariat and Treasurer before asking the institute to plan for the travel.”</p>
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Annex A-1: APMP TC Initiative Project Application Form

Project number: <i>(To be filled in by Secretariat)</i>		Date received by Secretariat: DD-MM-YYYY	
Proposing TC:			
Title of project:			
Co-operating TCs/FGs/DEC/PTWG (if any):			
Project Overseer:			
Name & Salutation			
Designation			
Institute			
Email			
Total budget and its breakdown: <i>(See rules in Annexes D & E of the APMP Guidelines for Funded Projects under TC, FG & Special Programme and Guidelines for APMP DEC Projects)</i>			
Total Budget (US\$)		1. TCI Budget (US\$)	2. DEC Budget (US\$)
Item	Budget (in US\$)	Purpose	
		<i>(Expand the list if necessary)</i>	
Type of project: <input type="checkbox"/> Seminar/Symposium/Workshop <input type="checkbox"/> Short-term training course <input type="checkbox"/> Pilot analysis and research on NMI primary system or traceability <input type="checkbox"/> Comparison technique <input type="checkbox"/> Technical database build-up <input type="checkbox"/> NMI & legal metrology issues <input type="checkbox"/> Others (please specify):			
Project start date: DD-MM-YYYY		Project end date: DD-MM-YYYY	
Description of the project: <i>(motivation/purpose, principal activities including when and where, scientific and technical merits, possible impacts to regional NMIs, future prospects to industries, and project deliverables in paper/patent/technical news...)</i> <i>(Expand the area as necessary)</i>			
Agreement on use of materials created for and from project: <input type="checkbox"/> I, the Project Overseer of this project confirms that the Expert(s) / I give permission to APMP and the BIPM for the sharing of materials generated for and from this project on APMP's website and/or BIPM e-Learning Platform. <i>[Please attach correspondence with the Expert(s)]</i> <input type="checkbox"/> I, the Project Overseer of this project have not sought permission from some or all of the potential Expert(s) for the sharing of materials generated for and from this project on APMP's website and/or BIPM e-Learning Platform. I will commit to doing so when engaging the Expert(s).			
Signature of Project Overseer: <i>(Separate written confirmation is acceptable for email submission)</i>			
		Date:	
Name & Signature of Expert whose involvement significantly impacts the outcome of this project: <i>(Separate written confirmation is acceptable for email submission)</i>			
		Date:	
Comment (if any), name and signature of relevant TC Chair, FG Chair, DEC Chair or PTWG Co-Convenor (if applicable): <i>(Separate written confirmation is acceptable for email submission)</i>			
		Date:	

Annex A-2: Criteria for 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 • Improves 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.

Annex B-1: APMP FG Initiative Project Application Form

Project number: (To be filled in by Secretariat)		Date received by Secretariat: DD-MM-YYYY	
Proposing FG:			
Title of project:			
Co-operating TCs/FGs/DEC/PTWG (if any):			
Project Overseer:			
Name & Salutation			
Designation			
Institute			
Email			
Total budget and its breakdown: (See rules in Annexes D & E of the APMP Guidelines for Funded Projects under TC, FG & Special Programme and Guidelines for APMP DEC projects)			
Total Budget (US\$)		1. FGI Budget (US\$)	2. DEC Budget (US\$)
Item		Budget (in US\$)	Purpose
			(Expand the list if necessary)
Type of project:			
<input type="checkbox"/> Seminar/Symposium/Workshop <input type="checkbox"/> Short-term training course <input type="checkbox"/> Pilot analysis and research on NMI's primary system or traceability <input type="checkbox"/> Comparison technique <input type="checkbox"/> Technical database build-up <input type="checkbox"/> NMI & legal metrology issues <input type="checkbox"/> Other (please specify):			
Project start date: DD-MM-YYYY		Project end date: DD-MM-YYYY	
Description of the project: (motivation/purpose, main objectives/principal activities including when and where, possible broad impact to the region, future prospects to industries...) (Expand the area as necessary)			
Agreement on use of materials created for and from project:			
<input type="checkbox"/> I, the Project Overseer of this project confirms that the Expert(s) / I give permission to APMP and the BIPM for the sharing of materials generated for and from this project on APMP's website and/or BIPM e-Learning Platform. [Please attach correspondence with the Expert(s)]			
<input type="checkbox"/> I, the Project Overseer of this project have not sought permission from some or all of the potential Expert(s) for the sharing of materials generated for and from this project on APMP's website and/or BIPM e-Learning Platform. I will commit to doing so when engaging the Expert(s).			
Signature of Project Overseer:			
(Separate written confirmation acceptable for email submission)		Date:	
Name & signature of Expert whose involvement significantly impacts the outcome of this initiative:			
(Separate written confirmation is acceptable for email submission)		Date:	
Comment (if any), name and signature of relevant FG Chair, TC Chair, DEC Chair or PTWG Co-Convenor (if applicable):			
(Separate written confirmation acceptable for email submission)		Date:	

Annex B-2: 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, fore sighting 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 • Improves 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.

Annex C-1: APMP Special Programme Application Form

Project number: <i>(To be filled in by Secretariat)</i>		Date received by Secretariat: DD-MM-YYYY	
Project title:			
Proposing member institute / TC / DEC / FG / PTWG:			
Co-operating member institute / TC / DEC / FG / PTWG:			
Project Overseer:			
Name & Salutation			
Designation			
Institute			
Email			
Budget and its breakdown: <i>(See rules in Annexes D & E of the APMP Guidelines for Funded Projects under TC, FG & Special Programme and Guidelines for APMP DEC Projects)</i>			
Total: US\$ xxxx			
Item	Budget (in US\$)	Budget description	
		<i>(Expand the list if necessary)</i>	
Type of project:			
<input type="checkbox"/> Seminar / symposium / workshop <input type="checkbox"/> Short-term training course <input type="checkbox"/> Joint research <input type="checkbox"/> Comparison / pilot study <input type="checkbox"/> Technical database build-up <input type="checkbox"/> NMI & legal metrology issues <input type="checkbox"/> Other (please specify):			
Project start date: DD-MM-YYYY		Project end date: DD-MM-YYYY	
Description of the project: <i>(motivation and objectives, principal activities including when and where, outputs and outcomes, stakeholder impact, project feasibility and sustainability...)</i>			
<i>(Expand the area as necessary)</i>			
Agreement on use of materials created for and from project:			
<input type="checkbox"/> I, the Project Overseer of this project confirms that the Expert(s) / I give permission to APMP and the BIPM for the sharing of materials generated for and from this project on APMP's website and/or BIPM e-Learning Platform. <i>[Please attach correspondence with the Expert(s)]</i>			
<input type="checkbox"/> I, the Project Overseer of this project have not sought permission from some or all of the potential Expert(s) for the sharing of materials generated for and from this project on APMP's website and/or BIPM e-Learning Platform. I will commit to doing so when engaging the Expert(s).			
Signature of Project Overseer:			
<i>(Separate written confirmation acceptable for email submission)</i>		Date:	
Name & signature of Expert whose involvement significantly impacts the outcome of this initiative:			
<i>(Separate written confirmation is acceptable for email submission)</i>		Date:	
Comment (if any), name and authorized signature of the proposing member institute / TC / DEC / FG / PTWG:			
<i>(Separate written confirmation acceptable for email submission)</i>		Date:	

Annex C-2: APMP Response Programme Against the COVID-19 and Future Pandemics

Weighting factor	Criteria
20%	<p>1. Relevance</p> <p>Projects should focus on addressing COVID-19 and related issues, with at least one of the following outcomes:</p> <ul style="list-style-type: none"> • directly contributing to the improvement of measurement capabilities needed to fight against COVID-19; • supporting work resumption, service resumption and/or staff protection at APMP member institutes during the COVID-19 pandemic period; • underpinning national initiatives aimed at combating COVID-19, including but not limited to personal protection, medical diagnosis and treatment, testing of SARS-Cov-2 virus and/or related antibodies, and vaccines-related research; • contributing to mitigation of the negative health and/or economic impacts of the COVID-19 pandemic; • contributing to metrological preparations for future pandemics.
30%	<p>2. Scientific and/or technical merits</p> <p>Projects should achieve at least one of the following scientific and/or technical benefits:</p> <ul style="list-style-type: none"> • establishing or improving metrological traceability for SARS-Cov-2 related tests; • enhancing calibration or testing capabilities for personal protective equipment (PPE), medical equipment, and/or other related measuring instruments; • improving technical capacity of staff; • improving technical capacity of APMP member institutes in response to the COVID-19 and/or future pandemics.
30%	<p>3. Stakeholder impact</p> <p>Projects should have at least one of the following impacts on stakeholders:</p> <ul style="list-style-type: none"> • having outputs / outcomes currently or potentially applicable to stakeholders, addressing needs of stakeholders in combating the COVID-19 and/or future pandemics; • involving cooperation from other stakeholders as relevant to the COVID-19 pandemic; • contributing to awareness raising of metrology;

Weighting factor	Criteria
	<ul style="list-style-type: none"> • fostering strategic planning, dialogue, knowledge sharing and cooperation between APMP members on topics of relevance to COVID-19, including through linkages with relevant APMP FG; • having benefits for more than two APMP member institutes.
20%	<p>4. Feasibility and sustainability</p> <p>Projects should:</p> <ul style="list-style-type: none"> • have clearly stated objectives, methodology, outputs / outcomes, implementation and dissemination plans, and ways of evaluating success; • have low risk of implementation during the proposed project period, with appropriate consideration of impacts of the COVID-19 pandemic; • be sustainable, e.g. beneficiaries can carry forward the project outputs, or there will be follow-up activities to build on project outputs and outcomes after project completion.

Annex D: Rules for Utilisation of APMP Funds for Projects under TC, FG & Special Programmes

1. The approved budget amount stated in the Award Letter is the maximum usable expenses.
2. Generally, the budget covers research-related costs, travel expenses, honoraria for Experts [See Annex E] and/or project event hosting costs (including pre-event hosting cost for up to 1 day before the event). The budget application is evaluated and approved on case-by-case basis prior to the commencement of the *Project*.
3. Financial support for travel expenses for Experts and participants must follow the rules below:
 - 3.1 Travel expenses include airfare, accommodation, and local transportation, and excludes meals.
 - 3.2 “Experts” include (but not limited to) trainers, moderators, speakers, and presenters who are invited to contribute at an expert level to a *Project*.
 - 3.3 The maximum allowance for travel expenses for Experts from organisations that are non-APMP members is USD 3,000/each, and that for Experts from organisations that are APMP members or associate members is USD 2,000/each.
 - 3.4 The maximum allowance for travel expenses for participants from organisations that are APMP member or associate 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.
 - Categories 2 & 3: partial support or full support on case-by-case basis
 - Category 4: no support.

Note:

 - Partial support or full support depends on any specific circumstance e.g., other sources of funding, funding availability, etc.
 - See *APMP DEC Classification of Economies* for list of members in each category.
4. APMP funds travel expenses on the following basis:
 - 4.1 Only expenses incurred by the Expert or participant themselves are supported by APMP;
 - 4.2 The most direct and economical flight (or other travel means) is used;
 - 4.3 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.
 - 4.4 “Airfare” refers to the basic price of the passenger ticket inclusive of standard baggage and meals plus the related mandatory taxes, surcharges, and processing

fees.

4.5 "Accommodation" for Experts or 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.

4.6 "Local transportation" is limited to the transportation between the airport and the hotel.

Annex E: Honorarium for Expert^{5,6}

Honoraria are paid based on the duration of the expert/speaker's delivery of professional knowledge and/or skills, as well as preparation time. The payment of honoraria is intended to attract and recognise high quality experts/speakers contributing to the objectives of APMP in building regional capabilities, while balancing APMP's principle of financial prudence and transparency. APMP proposes to use the honorarium payment schedule of the Asia Pacific Economic Cooperation (APEC; see Guidebook on APEC Projects) as the basis for its approach, noting the rigour of APEC's project management system. It will review the rate from time to time (see Table 1).

Project Overseers should apply for the budget and approval for payment of any honoraria using relevant APMP application form for project initiatives. This application should be preferably made at least 4 weeks before the start of an event to allow sufficient time for reviews and approvals. It should be noted that:

1. An honorarium is a fee for the preparation and delivery of generated intellectual property, and is not paid for the purpose of supplementing travel or other costs, or as compensation for salaries;
2. Honorarium rates in Table 1 already include preparation time expended by the experts/speakers;
3. Experts/Speakers may receive an honorarium and still be entitled to travel allowances following existing APMP guidelines (See Annex D) if they travel to the event venue;
4. The payment of an honorarium needs to be justified by the Project Overseers/Organisers of the event by describing the scope and nature of the expert/speaker's contribution to the event, in particular emphasizing how they would provide technical knowledge and/or skills transfer as well as capability/capacity building;
5. The honorarium and justification for its payment should be clearly indicated in the APMP application form for project initiatives;
6. Upon receipt of approval, Project Overseers/Organisers should notify the experts/speakers on the payment schedule (i.e., typically after completion of event) before the event. It is recommended to mention the maximum honoraria that will be awarded to the experts/speakers in case of event over-run;
7. APMP will not accept requests for payments of honoraria retrospectively once the event is started; However, changing experts/speakers before the event due to sound reasons is allowed but subject to EC's prior approval.

⁵ Refers to trainers, moderators, speakers, and presenters who are invited to contribute at an expert level to a Project.

⁶ Resolution ECCC37-03: The EC and the Committee Chairs approve APMP Guidelines for Payment of Honoraria to Experts/Speakers prepared by the APMP Treasurer, DEC Chair, Lead TC Chair, and APMP Secretariat, in consultation with the EC Liaison with TC Chairs/TCIs/FGIs.

8. Honoraria should be paid to the experts/speakers only upon completion of an event; and
9. Honoraria are typically paid in United States Dollars (USD).

Any deviation from the above guidelines should be approved by the EC.

Table 1 Honorarium payment schedule (Reference: Guidebook on APEC Projects)

HONORARIUM PAYMENT SCHEDULE	
Time (T) spent at the event*	Honorarium Rates (USD)
$T \leq 1$ hour	Up to \$500
$1 \text{ hour} < T \leq 3$ hours	Up to \$700
$3 \text{ hours} < T \leq 6$ hours	Up to \$800
$6 \text{ hours} < T < 8$ hours	Up to \$1,000
8 hours or more (or one whole-day event where event is 8 hours or more)	Up to \$1,200
Multiple-day event (each event day is 8 hours or more)	Up to \$1,500

*Based on total time spent (rounded up to the nearest hour) on presenting, active involvement at panel discussion or Q&A session, and/or transfer of skills at workshop. For an event that runs over multiple days ("multiple-day event"), the maximum honorarium rate is USD 1,500 for the entire duration of the event.

Annex F: Award Letter (Example)

Date: DD-MM-YYYY

Project Title: «Title»

Project identifier: «TCxx_xx_TCI20xx or FGxx_xx_FGI20xx»

Project Overseer: «Salutation, name, designation and organisation»

Dear «the Project Overseer's designation and name»,

The Asia Pacific Metrology Programme (APMP) Executive Committee has evaluated the proposal submitted for funding through APMP's «Technical Committee Initiative (TCI)/ Focus Group Initiative (FGI) / APMP Special Programme» / DEC budget based on the evaluation criteria, and your proposal was approved with a maximum budget of USD «x,xxx».

As the Project Overseer, you are kindly reminded to communicate the rules on use of APMP funding to APMP-funded Expert(s) and participants involved in the project in due course. The Project Overseer is also responsible for collecting all receipts, preparing an invoice, and then submitting this documentation to the APMP Treasurer and Secretariat for reimbursement upon completion of an activity, or installation/commissioning of funded equipment.

Endorsed progress and completion reports should be submitted to the EC Liaison for «TCI / FGI / APMP Special Programme» /DEC Chair through the APMP Secretariat for approval at least one month before the General Assembly. Please prepare and exhibit a poster to provide updates on the progress of the project at every General Assembly until the completion of the project.

We would like to express our deep appreciation for your time and efforts in contributing to APMP's activities.

Best regards,

«Signature of the APMP Executive Secretary»

«Title and name of the APMP Executive Secretary»

APMP Executive Secretary

On behalf of the APMP Executive Committee

Enc. Comments from evaluation panel

APMP Guidelines for Projects Funded Under the TC and FG Initiatives Budgets & Special Programmes

Annex G: Report for APMP TCI/FGI/Special Programme Project

1 . Project number:		2 . Reporting Date: DD-MM-YYYY													
3 . Name of relevant TC/FG/DEC:															
4 . Project title:															
5 . Project Overseer (title, name, and organisation):															
6 . Participants (salutation, name, and organisation):															
7 . Project start date: DD-MM-YYYY		8 . Project end date in the original plan: DD-MM-YYYY													
9 . Status: <input type="checkbox"/> Completed on (<i>date</i>): DD-MM-YYYY <input type="checkbox"/> Not completed (State current status, e.g., not started, on track, delayed, suspended, terminated):		10 . Allocated Budget (in US\$):													
11 . Budget and expenditures:															
<table border="1"> <thead> <tr> <th>Items</th> <th>Budget (in US\$)</th> <th>Actual expenditures (in US\$)</th> <th>Explanation for difference of 20% or more</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td>(Expand the list if necessary)</td> </tr> </tbody> </table>				Items	Budget (in US\$)	Actual expenditures (in US\$)	Explanation for difference of 20% or more								(Expand the list if necessary)
Items	Budget (in US\$)	Actual expenditures (in US\$)	Explanation for difference of 20% or more												
			(Expand the list if necessary)												
12 . Objectives planned and achieved (Status report if the project is not yet completed): <i>(Please outline the reasons for any objective that has not been achieved as planned.)</i>															
13 . Achievements including publications (Future plan if the project is not yet completed):															
14 . Impacts, challenges and future perspectives (Future plan if the project is not yet completed): <i>(Please describe expected or actual impacts of the project outcome on the stakeholders, challenges still to be met, any planned follow-up steps, etc.)</i>															
15 . Suggestions: <i>(Suggestions will be collected and examined for future improvements to the project.)</i>															
16 . Comment (if any), name and signature of relevant FG Chair and DEC Chair (if applicable):															