

ORIGINAL

*Financing Agreement*  
*DCI-ASIE/2007/18383*

FINANCING AGREEMENT BETWEEN  
THE EUROPEAN COMMUNITY  
AND  
THE ASSOCIATION OF SOUTH-EAST ASIAN NATIONS  
(ASEAN)

*"EU-ASEAN STATISTICAL CAPACITY BUILDING PROGRAMME"*



# FINANCING AGREEMENT

## Special Conditions

The European Community, hereinafter referred to as "**the Community**", represented by the Commission of the European Communities, hereinafter referred to as "**the Commission**",

of the one part, and

The Association of South-East Asian Nations (ASEAN), hereinafter referred to as "**the Beneficiary**", represented by the Secretary General of ASEAN

of the other part,

have agreed as follows:

### ARTICLE 1 - NATURE AND PURPOSE OF THE OPERATION

1.1. The Community shall contribute to the financing of the following programme

#### **EU-ASEAN Statistical Capacity Building Programme 2007/18383**

hereinafter referred to as *the programme* which is described in the Technical and Administrative Provisions in Annex II.

1.2 This programme will be implemented in accordance with the financing agreement and the annexes thereto: the General Conditions (Annex I) and the Technical and Administrative Provisions (Annex II).

### ARTICLE 2 – THE COMMUNITY'S FINANCIAL CONTRIBUTION

2.1 The total cost of the programme is estimated at 6 000 000 euro .

2.2 The Community undertakes to finance a maximum of 6 000 000 euro. The breakdown of the Community's financial contribution into budget headings is shown in the budget included in the Technical and Administrative Provisions in Annex II.

### **ARTICLE 3 – THE BENEFICIARY’S CONTRIBUTION**

3.1 The Beneficiary shall provide in-kind contributions to the counter value of 640 000 euro to the programme.

3.2 Where there is a non-financial contribution by the Beneficiary the detailed arrangements shall be set out in the Technical and Administrative Provisions in Annex II.

### **ARTICLE 4 - PERIOD OF EXECUTION**

The period of execution of the financing agreement as defined in Article 4 of the General Conditions shall commence on the entry into force of the financing agreement and end at 72 months after this date.

### **ARTICLE 5 - ADDRESSES**

All communications concerning the implementation of the financing agreement shall be in writing, refer expressly to the programme and be sent to the following addresses:

**a) for the Commission**

European Union

Delegation of the European Commission to Indonesia, Brunei Darussalam and East Timor

Wisma Dharmala Sakti, 16 the Floor

Jalan Jenderal Sudirman 32

Jakarta 12110, Indonesia

**b) for the Beneficiary**

C/O the Principal Director

Bureau for External Relation and Coordination

ASEAN Secretariat

70A Jalan Sisingamangaraja

Jakarta, 12110, Indonesia

### **ARTICLE 6 - ANNEXES**

6.1 The following documents shall be annexed to this agreement and form an integral part thereof:

Annex I: General Conditions

Annex II: Technical and Administrative Provisions.

6.2 In the event of a conflict between the provisions of the Annexes and those of the Special Conditions of the financing agreement, the provisions of the Special Conditions shall take precedence. In the event of a conflict between the provisions of Annex I and those of Annex II, the provisions of Annex I shall take precedence.

## ARTICLE 7 – ENTRY INTO FORCE OF THE FINANCING AGREEMENT

The financing agreement shall enter into force on the date on which it is signed by the last party.

Done in 3 original copies in the English language, 2 copies being handed to the Commission and 1 to the Beneficiary.

FOR THE COMMISSION

FOR THE BENEFICIARY

Erich W. Muller  
Director,  
Directorate Asia including Central Asia  
Europe-Aid Co-operation Office

Secretary General of the ASEAN

Signature

Signature

Date

Date

30. 05. 2008

01.07.08



## **ANNEX I - GENERAL CONDITIONS**

### **TITLE I - PROJECT/PROGRAMME FINANCING**

#### **ARTICLE 1 – GENERAL PRINCIPLE**

1.1 The Community's financial contribution shall be limited to the amount specified in the financing agreement.

1.2 The provision of the Community financing shall be subject to fulfilment of the Beneficiary's obligations under this financing agreement.

#### **ARTICLE 2 - COST OVERRUNS AND COVERING THEM**

2.1 Individual overruns of the budget headings of the financing agreement shall be dealt with by reallocating funds within the overall budget, in accordance with Article 17 of these General Conditions.

2.2 Wherever there is a risk of overrunning the global amount set in the financing agreement, the Commission may either scale down the project/programme or draw on the Beneficiary's own resources or other non-Community resources.

2.3 If the project/programme cannot be scaled down, or if the overrun cannot be covered either by the Beneficiary's own resources or other resources, the Commission may grant additional Community financing. Should it so agree, the excess costs shall be financed, without prejudice to the relevant Community rules and procedures, by the release of an additional financial contribution to be set by the Commission.

### **TITLE II - IMPLEMENTATION**

#### **ARTICLE 3 – GENERAL PRINCIPLE**

3.1 The project/programme shall be implemented by the Commission acting for and on behalf of the Beneficiary.

3.2 The Commission shall be represented in the State of the Beneficiary by its Head of Delegation.

## **ARTICLE 4 - PERIOD OF EXECUTION**

4.1 The period of execution of the financing agreement shall comprise two phases:

- an operational implementation phase, in which the principal activities are carried out. This phase shall commence on the entry into force of the financing agreement and end at the latest 24 months before the end of the period of execution;
- a closure phase, during which final audits and evaluation are carried out and contracts for the implementation of the financing agreement are technically and financially closed. This phase shall commence on the day after the date of end of the operational implementation phase and end at the latest 24 months after this date.

4.2 Costs related to the principal activities shall be eligible for Community financing only if they have been incurred during the operational implementation phase. Costs related to final audits and evaluation and closure activities shall be eligible up to the end of the closure phase.

4.3 Any balance remaining from the Community contribution will be automatically cancelled six months after the end of the period of execution.

4.4 In exceptional and duly substantiated cases, a request may be made for the extension of the operational implementation phase and correlatively of the period of execution. If the extension is requested by the Beneficiary, the request must be made at least three months before the end of the operational implementation phase and approved by the Commission before that latter date.

4.5 In exceptional and duly substantiated cases, and after the end of the operational implementation phase, a request may be made for the extension of the closure phase and correlatively of the period of execution. If the extension is requested by the Beneficiary, the request must be made at least three months before the end of the closure phase and approved by the Commission before that latter date.

## **TITLE III - AWARD OF CONTRACTS AND GRANTS**

### **ARTICLE 5 – GENERAL PRINCIPLE**

All contracts implementing the financing agreement must be awarded and implemented in accordance with the procedures and standard documents laid down and published by the Commission for the implementation of external operations, in force at the time of the launch of the procedure in question.

### **ARTICLE 6 - DEADLINE FOR THE SIGNATURE OF THE CONTRACTS IMPLEMENTING THE FINANCING AGREEMENT**

6.1 The contracts implementing the financing agreement shall be signed by both parties within three years of the entry into force of the financing agreement, which means

within three years of the date on which the financing agreement was signed by the last party. That deadline may not be extended.

6.2 The above provision shall not apply to audit and evaluation contracts, which may be signed later, as well as to riders to contracts already signed.

6.3 At the end of the three years of the entry into force of the financing agreement, any balance for which contracts have not been signed will be cancelled.

6.4 The above provision shall not apply to any balance of the contingency reserve.

6.5 A contract which has not given rise to any payment within three years of its signature shall be automatically terminated and its funding cancelled.

## **ARTICLE 7 - ELIGIBILITY**

7.1 Participation in invitations to tender for works, supply or service contracts and in calls for proposals shall be open on equal terms to all natural and legal persons of the Member States of the Community and, in accordance with the specific provisions in the basic acts governing the cooperation sector concerned, to all natural and legal persons of the beneficiary third countries or of any other third country expressly mentioned in those acts.

7.2 It may be decided, on the basis of the specific conditions laid down in the basic acts governing the cooperation sector concerned, to allow third-country nationals other than those referred to in paragraph 1 to tender for contracts.

7.3 Goods and supplies financed by the Community and necessary for the performance of works, supply and service contracts and procurement procedures launched by the grant beneficiaries for the execution of the action financed must originate in countries eligible to participate on the terms laid down in the previous two paragraphs, except when it is provided otherwise in the basic act.

## **TITLE IV - RULES APPLICABLE TO THE PERFORMANCE OF CONTRACTS**

### **ARTICLE 8 - ESTABLISHMENT AND RIGHT OF RESIDENCE**

8.1 Where justified by the nature of the contract, natural and legal persons participating in invitations to tender for works, supply or service contracts shall enjoy a provisional right of establishment and residence in the Beneficiary's country. This right shall remain valid for one month after the contract is awarded.

8.2 Contractors (including the grant beneficiaries) and natural persons whose services are required for the performance of the contract and members of their family shall enjoy similar rights during the implementation of the project/programme.

## **ARTICLE 9 - TAX AND CUSTOMS PROVISIONS**

9.1 Save where otherwise provided in the Special Conditions, taxes, duties or other charges (including value added tax - VAT - or equivalent taxes) shall be excluded from Community financing.

9.2 The State of the Beneficiary shall apply to procurement contracts and grants financed by the Community the most favoured tax and customs arrangements applied to States or international development organisations with which it has relations.

9.3 Where the Framework Agreement or exchange of letters applicable includes more detailed provisions on this subject, they shall apply as well.

## **ARTICLE 10 - FOREIGN EXCHANGE ARRANGEMENTS**

10.1 The State of the Beneficiary undertakes to authorise the import or purchase of the foreign currency necessary for the implementation of the project. It also undertakes to apply its national foreign exchange regulations in a non-discriminatory manner to the contractors allowed to participate referred to in Article 7 of these General Conditions.

10.2 Where the Framework Agreement or exchange of letters applicable includes more detailed provisions on this subject, they shall apply as well.

## **ARTICLE 11 – USE OF DATA FROM STUDIES**

Where the financing agreement involves the financing of a study, the contract related to this study, signed for the implementation of the financing agreement, shall govern the ownership of that study and the right for the Beneficiary and the Commission to use data in the study, to publish it or to disclose it to third parties.

## **ARTICLE 12 – ALLOCATION OF AMOUNTS RECOVERED UNDER CONTRACTS**

12.1 Amounts recovered from payments wrongly effected, from guarantees of pre-financing payments or from performance guarantees supplied on the basis of contracts financed under this financing agreement, shall be allocated to the project/programme.

12.2 The financial penalties imposed by the contracting authority on candidate or tenderer who is in a case of exclusion in the context of a procurement contract, the calling upon of tender guarantees, as well as the damages granted to the Commission shall be repaid to the general budget of the European Communities.



## **TITLE V - GENERAL AND FINAL PROVISIONS**

### **ARTICLE 13 – VISIBILITY**

13.1 Every project/programme financed by the Community shall be the subject of appropriate communication and information operations. These operations shall be defined with the approval of the Commission.

13.2 These communication and information operations must follow the rules laid down and published by the Commission for the visibility of external operations in force at the time of the operations.

### **ARTICLE 14 – PREVENTION OF IRREGULARITIES, FRAUD AND CORRUPTION**

14.1 The Beneficiary shall take appropriate measures to prevent irregularities and fraud and, on request of the Commission, bring prosecutions to recover funds wrongly paid. The Beneficiary shall inform the Commission of any measure taken.

14.2 "Irregularity" shall mean any infringement of the financing agreement, implementing contracts or Community law resulting from an act or omission by an economic operator, which has, or would have, the effect of prejudicing the general budget of the European Communities or budgets managed by them, either by reducing or losing revenue accruing from own resources collected directly on behalf of the European Communities, or by an unjustified item of expenditure.

"Fraud" shall mean any intentional act or omission concerning:

- the use or presentation of false, incorrect or incomplete, statements or documents which has as its effect the misappropriation or wrongful retention of funds from the general budget of the European Communities or budgets managed by them, or on their behalf;
- non-disclosure of information in violation of a specific obligation, with the same effect;
- the misapplication of such funds for purposes other than those for which they are originally granted.

The Beneficiary shall immediately inform the Commission of any element brought to its attention which arouses suspicions of irregularities or fraud.

14.3 The Beneficiary undertakes to take every appropriate measure to remedy any practices of active or passive corruption whatsoever at any stage of the procedure for the award of contracts or grants or in the implementation of the related contracts. "Passive corruption" shall mean the deliberate action of an official, who, directly or through an intermediary, requests or receives advantages of any kind whatsoever, for himself or for a third party, or accepts a promise of such an advantage, to act or refrain from acting in accordance with his duty or in the exercise of his functions in breach of his official duties, which has, or would have, the effect of harming the financial interests of the European

Communities. "Active corruption" shall mean the deliberate action of whosoever promises or gives, directly or through an intermediary, an advantage of any kind whatsoever to an official, for himself or for a third party, to act or refrain from acting in accordance with his duty or in the exercise of his functions in breach of his official duties, which has, or would have, the effect of harming the financial interests of the European Communities.

**ARTICLE 15 - VERIFICATIONS AND CHECKS BY THE COMMISSION, THE EUROPEAN ANTI-FRAUD OFFICE (OLAF) AND THE EUROPEAN COURT OF AUDITORS**

15.1 The Beneficiary agrees to the Commission, OLAF and the European Court of Auditors conducting documentary and on-the-spot checks on the use made of Community funding under the financing agreement (including procedures for the award of contracts and grants) and carrying out a full audit, if necessary, on the basis of supporting documents of accounts and accounting documents and any other documents relating to the financing of the project/programme, throughout the duration of the agreement and for seven years after the date of the last payment.

15.2 The Beneficiary also agrees that OLAF may carry out on-the-spot checks and verifications in accordance with the procedures laid down by Community law for the protection of the financial interests of the European Communities against fraud and other irregularities.

15.3 To that end, the Beneficiary undertakes to grant officials of the Commission, OLAF and the European Court of Auditors and their authorised agents access to sites and premises at which operations financed under the financing agreement are carried out, including their computer systems, and to any documents and computerised data concerning the technical and financial management of those operations, and to take every appropriate measure to facilitate their work. Access by authorised agents of the European Commission, OLAF and the European Court of Auditors shall be granted on conditions of strict confidentiality with regard to third parties, without prejudice to public law obligations to which they are subject. Documents must be accessible and filed in a manner permitting easy inspection, the Beneficiary being bound to inform the Commission, OLAF or the European Court of Auditors of the exact location at which they are kept.

15.4 The checks and audits described above shall also apply to contractors and subcontractors who have received Community funding.

15.5 The Beneficiary shall be notified of on-the-spot missions by agents appointed by the Commission, OLAF or the European Court of Auditors.

## **ARTICLE 16 – CONSULTATION BETWEEN THE COMMISSION AND THE BENEFICIARY**

16.1 The Beneficiary and the Commission shall consult each other before taking any dispute relating to the implementation or interpretation of this financing agreement further.

16.2 The consultation may lead to the amendment, suspension or termination of the financing agreement.

## **ARTICLE 17 – AMENDMENT OF THE FINANCING AGREEMENT**

17.1 Any amendment to the Special Conditions and Annex II to the financing agreement shall be made in writing and be the subject of an addendum.

17.2 If the request for an amendment comes from the Beneficiary, the latter shall submit that request to the Commission at least three months before the amendment is intended to enter into force, except in cases which are duly substantiated by the Beneficiary and accepted by the Commission.

17.3 The specific cases of the extension of the operational implementation phase or closure phase are governed by Article 4 (4) and (5) of these General Conditions.

## **ARTICLE 18 – SUSPENSION OF THE FINANCING AGREEMENT**

18.1 The financing agreement may be suspended in the following cases:

- The Commission may suspend the implementation of the financing agreement if the Beneficiary breaches an obligation under the financing agreement.
- The Commission may suspend the financing agreement if the Beneficiary breaches an obligation relating to respect for human rights, democratic principles and the rule of law and in serious cases of corruption.
- The financing agreement may be suspended in cases of force majeure, as defined below. "Force majeure" shall mean any unforeseeable and exceptional situation or event beyond the partie's control which prevents either of them from fulfilling any of their obligations, not attributable to error or negligence on their part (or the part of their contractors, agents or employees) and proves insurmountable in spite of all due diligence. Defects in equipment or material or delays in making them available, labour disputes, strikes or financial difficulties cannot be invoked as force majeure. A party shall not be held in breach of its obligations if it is prevented from fulfilling them by force majeure. A party faced with force majeure shall inform the other party without delay, stating the nature, probable duration and foreseeable effects of the problem, and take any measure to minimise possible damage.

18.2 No prior notice shall be given of the suspension decision.

18.3 When the suspension is notified, the consequences on the ongoing contracts or contracts to be signed will be indicated.

## **ARTICLE 19 – TERMINATION OF THE FINANCING AGREEMENT**

19.1 If the issues which led to the suspension of the financing agreement have not been resolved within a maximum period of four months, either party may terminate the financing agreement at two months' notice.

19.2 Where a financing agreement has not given rise to any payment within three years of its signature or no implementing contract has been signed within this period, that financing agreement will automatically be terminated.

19.3 When the termination is notified, the consequences on the ongoing contracts or contracts to be signed will be indicated.

## **ARTICLE 20 - DISPUTE-SETTLEMENT ARRANGEMENTS**

20.1 Any dispute concerning the financing agreement which cannot be settled within a six-month period by the consultations between the parties provided for in Article 16 of these General Conditions may be settled by arbitration at one of the parties' request.

20.2 In this case the parties shall each designate an arbitrator within 30 days of the request for arbitration. Failing that, either party may ask the Secretary-General of the Permanent Court of Arbitration (The Hague) to designate a second arbitrator. The two arbitrators shall in their turn designate a third arbitrator within 30 days. Failing that, either party may ask the Secretary-General of the Permanent Court of Arbitration to designate the third arbitrator.

20.3 Unless the arbitrators decide otherwise, the procedure laid down in the Permanent Court of Arbitration Optional Rules for Arbitration Involving International Organisations and States shall apply. The arbitrators' decisions shall be taken by a majority within a period of three months.

20.4 Each party shall be bound to take the measures necessary for the application of the arbitrators' decision.

## **Annex 2**

### **Technical and Administrative Provisions**

**Beneficiary:** ASEAN

**Title:** EU-ASEAN STATISTICAL CAPACITY BUILDING  
PROGRAMME

**Project No:** ASIE/2007/18383

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**Attachment 1: Logical framework**

## List of Acronyms

ASEAN	Association of Southeast Asian Nations
AMC	Asean Member Country
AHSOM	ASEAN Heads of Statistical Offices
EU	European Union
Eurostat	Statistical Office of the European Communities
CLV	Cambodia, Lao PDR, Viet Nam
FDI	Foreign Direct Investments
IMT	International Merchandise Trade
ITS	International Trade in Service
NOE	Non Observed Economy
NSO	National Statistical Office
OECD	Organisation for Economic Co-operation and Development
VAP	Vientiane Action Plan
WTO	World Trade Organisation

## **1 OBJECTIVE**

### **1.1 Overall Objective**

The Overall Objective is to support ASEAN integration through more accurate and relevant statistics which facilitate decision-making.

### **1.2 Project Purpose**

The purposes are:

1. To improve the capacity of ASEAN Secretariat for the greater comparability of official statistical data among AMCs as well as between ASEAN and the EU.
2. To improve production, compilation, dissemination and use of better quality statistical data on international merchandise trade (IMT) and relevant components of international trade in services (ITS) and foreign direct investment (FDI) and other Non Observed Economy (NOE), selected health and education statistics as well as to lay down the necessary foundation for the development of ICT and forestry statistics within AMCs.
3. To strengthen statistical capacity of those ASEAN countries that need most support, particularly Cambodia, Lao PDR and Viet Nam (CLVs).

### **1.3 Main Results**

The expected results are as follows:

1. ASEAN Secretariat enabled to play an active initiating, co-ordinating and harmonising role for AMCs in selected statistical areas;
2. AMCs, in particular National Statistical Offices (NSO), and ASEAN Secretariat able to gather, process and disseminate higher quality IMT and relevant ITS & FDI statistical information as well as NOE to support the formulation and evaluation of regional integration policies;
3. Recurrent flows among AMCs of high quality statistics in the field of IMT, relevant ITS and FDI statistics and NOE, health and education in place;
4. Improved understanding and comparability of methodologies for collecting and processing key IMT data and relevant ITS and FDI statistics within AMCs;
5. Wide analysis, use and dissemination of official statistics within the ASEAN region, particularly of 'statistical products' relevant to ASEAN trade and economic integration;
6. A rapid information exchange inter-active regional database system established and operational;
7. Improved comparability of EU-ASEAN IMT and relevant ITS & FDI statistical information taking into consideration peculiar conditions and practical application in the AMCs

## **2. PROJECT DESCRIPTION**

The project aims at reconciling statistical requirements with policy goals, and suggests actions to be taken at both the regional and national levels in order to improve data quality and achieve greater comparability of statistics in AMCs. The regional actions would be implemented by a revitalised ASEAN Secretariat empowered with an enhanced statistical coordination role to bring about greater data standardisation.



The programme emphasises activities that respond to the desire for more uniform and consistent merchandise trade statistics as a core theme. An improved basis for compiling detailed trade information provides a relevant framework for collecting other economic policy related statistics. The trade data are required to help implement relevant and congruent strategies of tariff reduction seen as essential for the establishment of the ASEAN Free Trade Area (AFTA).

In order to enhance comparability of statistical data available at a regional level, it is compulsory to work with both ASEAN Secretariat Statistics Unit, and each of the AMCs National Statistical Office (NSO).

Within the ASEAN Secretariat, the Statistics Unit has the main role to co-ordinate the statistical needs of different ASEC ASEAN Secretariat Bureaus (Directorates), and the mandate for regional co-ordination and in particular on investment statistics through its FDI Working Group. At present, ASEAN Statistics Unit is composed of 1 Head of Unit, 1 Senior Officer, 3 Technical Officers, and two data entry staff.

NSOs are the primary data providers to feed the regional statistics. There are therefore key to ensure proper standardised data collection. In this respect, NSOs will participate in the different capacity building and training activities. For the purpose of the proposed programme, each participating NSO will have a national coordinator so as to ensure regular communication and coordination with the programme core team based in ASEAN Secretariat.

ASEAN policy makers, particularly in the trade area, will benefit indirectly from the programme through the use of improved statistical information. Eurostat will play a key role to ensure adequate technical support and the transfer of European experience in regional statistical integration

## **2.1 Activities**

The main **activities** proposed are:

1. Strengthen the capability of ASEAN Secretariat to perform a co-ordinating and integrating role for improved comparability of statistics among AMCs (Result 1 and 7):
  - 1.1 Training of ASEAN Secretariat Statistics Unit staff and other ASEAN Secretariat experts in relevant statistical areas
  - 1.2 Technical assistance and training in preparation of ASEAN adaptations of specific international data concepts, definitions, classifications, etc., especially for IMT and related ITS and FDI data
  - 1.3 Study visits for the ASEAN Secretariat Statistics Unit staff to relevant statistical bodies (Eurostat, OECD, WTO, etc) in order to learn from their experience in statistics management and co-ordination
  - 1.4 Technical assistance and setting up of working groups with relevant EU statistical bodies in order to improve comparability of EU-ASEAN IMT and relevant ITS and FDI statistics
2. Strengthen the capacity of ASEAN Secretariat Statistics Unit to collect, produce, disseminate and analyse more comparable data, particularly in the field of IMT and relevant components of ITS and FDI (Result 1 and 2):
  - 2.1 On the job training for the ASEAN Secretariat Statistics Unit staff

- 2.2 Baseline analysis of existing data sources in AMCs
- 2.3 Systematic collection of selected indicators from AMCs, together with metadata
- 2.4 Technical assistance and pilot studies in order to collect more comparable data for specific issues such as comparability studies, and development of methodologies of estimation /treatment of special areas, including border trade and certain trade practices, etc, etc.
- 2.5 Training and technical assistance for the production of ASEAN-level indicators and the statistical analysis of trade and related data at ASEAN level
- 2.6 Training and technical assistance for the definition and production of IMT and other indicators for monitoring and evaluating ASEAN policies and programmes (e.g., indicators for the VAP)
- 2.7 Training in the analysis and use of ASEAN data for decision-making, trade negotiations, etc.
- 2.8 Specific ad-hoc training/workshop in non-priority statistics domains
3. Strengthen the capacity of AMCs, specially CLV, and in particular their NSO and relevant authorities/agencies to collect, produce, disseminate and analyse more comparable data, particularly in the field of IMT and relevant components of ITS and FDI (Results 2 to 5):
  - 3.1 General activities
    - 3.1.1 Technical assistance to the production of methodological documents, instruction manuals and training manuals in specific priority statistical areas
    - 3.1.2 Tailor-made training for each AMC in priority statistical areas
    - 3.1.3 Translation of relevant technical documents into English and local languages
    - 3.1.4 Production and distribution of a programme newsletter
  - 3.2 Activities in specific statistical areas
    - 3.2.1 Technical Assistance for:
      - IMT data (classifications, data bases, data exchange between Customs and NSO, etc)
      - ITS (classifications, business registers...)
      - FDI (data collection methodologies, etc.)
      - Non Observed Economy (NOE) (data coverage, data collection priorities, etc.)
      - Other non-priority statistics domains (Health, Education, Forestry, ICT amongst others)
    - 3.2.2 Workshops with exchange of best practices among AMCs in IMT, priority ITS, NOE, selected education and health indicators
    - 3.2.3 Working groups at national and regional level to address, inter alia definition of technical standards to be adopted, methodologies to be applied in statistics compilation and analysis
    - 3.2.4 Training in data collection and estimation for IMT, ITS services, trade in other services, implementation of methodologies for NOE, estimation from incomplete data & population projections (education & health)
    - 3.2.5 Support to pilot surveys for international trade in specific priority services
    - 3.2.6 Conduction of studies in inward and outward FDI flows, education and health indicators

- 3.2.7 Study tours of NSO staff to relevant statistical bodies (Eurostat, OECD, WTO, etc) in order to learn from their experience in statistics management
- 3.2.8 Provision of updated data editing / processing software.
- 4. Install and maintain a rapid information exchange inter-active regional database system at the ASEAN Secretariat Statistics Unit (Result 6)
  - 4.1 Study visits for ASEAN Secretariat Statistics Unit staff to Eurostat, OECD and WTO
  - 4.2 Identification of user needs and definition of database technical specifications
  - 4.3 Procurement of computer equipment and software
  - 4.4 Technical assistance and training of ASEAN Secretariat Statistics Unit staff and other ASEAN Secretariat experts on database creation, management, etc.
  - 4.5 Workshops with exchange of experience on national and international statistical web sites and Internet-based databases.

## **2.2 Time Schedule**

The operational implementation phase will be 48 months.

The first three months of the Project will include an Inception Phase to confirm the content and specific location of each project activity and to draw up a detailed timetable for implementation. The last six months of the operational implementation phase of the project will be dedicated to phasing out activities and to preparing for the post-project situation.

## **2.3 Location**

The Project will be implemented in Jakarta and ASEAN member countries. Some training activities and study tours will be conducted in the EU, especially in Eurostat, in OECD (Paris) and WTO Headquarters (Geneva).

## **2.4 Logical Framework**

The initial Logical Framework for the project is annexed as Attachment 1. This may be updated without necessitating an amendment to the Financing Agreement.

# **3. ADMINISTRATIVE PROVISIONS**

## **3.1 Implementation Modalities**

### **3.1.1 Institutional Organisation**

The Project will be implemented by the European Commission through its Delegation in Jakarta.

### **3.1.2 Project Steering Committee**

- (a) The European Commission in co-ordination with ASEAN Secretariat will establish a Project Steering Committee (PSC) with responsibility for policy guidance and co-ordination between all institutions and groups involved in the programme.

- (b) The PSC will meet twice a year and will assist the Commission by:
  - reviewing plans of operations, Annual Work Plans, including technical assistance requirements
  - reviewing monitoring and progress reports and participating in all monitoring and evaluation processes
- (c) The PSC will also provide guidance and facilitate overall programme implementation.
- (d) The PSC will be chaired by an EC official and co-chaired by the Deputy Secretary General of ASEAN Secretariat or his nominee. Membership will include the Director overseeing the ASEAN Secretariat Statistics Unit, and representatives from Eurostat and the ASEAN Heads of Statistical Offices Meeting (AHSOM). Selected representatives of the international organisations and donor community in the region may be invited to the PSC in the interest of co-ordination.
- (e) To the extent possible the PSC will be organised back-to-back with the regular AHSOM meetings in order to better co-ordinate policy and technical discussions

### **3.1.3 Tasks**

- (a) The Commission will, in particular, undertake the following tasks:
  1. Provide technical expertise and assistance through the provision of long and short-term technical assistance to ASEAN Secretariat and AMCs;
  2. Arrange for monitoring and evaluation in the form of mid-term and final evaluations, participation in joint reviews, regular monitoring and technical support throughout the duration of the project;
  3. Assist and support ASEAN Secretariat and AMCs with technical and planning know-how.
  4. Procure software and hardware for the statistical database
- (b) The ASEAN Secretariat will be responsible for facilitating constructive and effective co-operation with AHSOM, AMCs NSOs and other public authorities in ASEAN Member Countries. A national focal point will be nominated in the National Statistical Office of each ASEAN member country, which will co-ordinate the implementation of project activities with regional statistical bodies as well as with national agencies.

### **3.2 Inputs**

- (a) Supporting staff from ASEAN Secretariat:
  - Managerial
  - Technical
  - Administrative
- (b) Long term Technical Assistance experts for approximately 66 person months including a Team Leader and an IT expert
- (c) Long and Short Term unallocated EU and ASEAN experts for approximately 3000 working days in the relevant areas of the project.

Financial resources to carry out TA activities, to cover per diem, travel and costs related to the organisation of trainings, study tours, seminars and meetings, to carry out monitoring, evaluation and audit, to buy hardware and software

### 3.3 Contribution Details

- a. ASEAN Secretariat will cover travel and Per Diem and costs related to the participation of its officials in meetings, workshops and other events as part of the normal functioning of the public services.
- b. ASEAN Secretariat will cover all salaries and all operational costs related to the participation of its staff in the Project, provide appropriate office facilities, including furniture, electricity and communication lines (including access to the Internet) free of charge for International and ASEAN experts as well as security.
- c. ASEAN Secretariat will cover any Project-related operating costs not included in the EC contribution.
- d. Where EC and the ASEAN Secretariat are both providing financial contributions to the same category of activity, the specific actions to be covered by each party will be clearly identified in the Annual Work plan and Budget concerned.

### 3.4 Project Costs and Financing

The total EC contribution to the project is 6 000 000 euro. The main components of the programme budget are:

Category Breakdown in euro	EC	Total	Contracting/ Paying Authority
<b>1. Services</b>	<b>5 500 000</b>	<b>5 500 000</b>	
1.1 Technical Assistance	5 200 000		EC
1.2 Monitoring and evaluation	200 000		EC
1.3 Audit	100 000		EC
<b>2. Supplies</b>	<b>250 000</b>	<b>250 000</b>	
2.1 IT hardware & software	250 000		EC
<b>3. Contingencies</b>	<b>250 000</b>	<b>250 000</b>	EC
<b>TOTAL</b>	<b>6 000 000</b>	<b>6 000 000</b>	

The ASEAN Secretariat will provide in-kind contribution to the counter value of 640 000 euro. This in-kind contribution will cover the salaries of ASEAN Secretariat staff (estimated 420 000 euro), operational costs (estimated 120 000 euro) and short term regional travel (estimated 100 000 euro).

The breakdown of the budget is indicative and may be adjusted according to needs with prior agreement of the Commission.

### **3.5 Mobilisation of the Project Budget**

#### **(a) Contractual Modalities**

All contracts and agreements necessary for the implementation of this Financing Agreement will be concluded by the Commission.

#### **(b) Financial Modalities**

All payments from the EC contribution will be made by the Commission.

### **3.6 Planning and Reporting**

Work plans and reports submitted shall conform to the EC standard format and include at least:

- an Inception Report to be submitted at the end of the inception period (first three months of the intervention),
- an Overall Work Plan and Budget (OWP) as well as the first Annual Work Plan and Budget (AWP1) to be submitted at the end of month four after the commencement of the project,
- a Project Progress Monitoring Plan, including objectively verifiable indicators, to be submitted together with the OWP,
- successive Annual Work Plans and Budgets (AWP),
- quarterly technical and financial progress reports, together with any event reports taking place during the period,
- any special reports related to priority issues,
- A Final Report at the end of the completion period.

### **3.7 Monitoring and Evaluation**

- (a) Day-to-day technical and financial monitoring will be a continuous process as part of the Commission's responsibilities.
- (b) Independent consultants recruited directly by the Commission on specially established terms of reference, in coordination with ASEAN Secretariat, will implement the external monitoring, a mid-term and final evaluation, as well as an ex-post audit.

### **3.8 Visibility**

- (a) Public relations and awareness raising will be designed by the Technical Assistance Team to increase the visibility, and thus the impact of the Project. They will also serve to give European Commission co-operation maximum visibility.

Visibility activities will consist mainly of dissemination events about the project activities and results, directed to the relevant target groups: i.e. managers of statistical data, users of statistics for policy making. .

- (b) Particular attention will be given to the promotion of the Project at conferences and similar events, as well as in all public and official written material connected with the

Project. All such activities shall be conducted in line with the Visibility Guidelines for External Assistance ([http://europa.eu.int/comm/europeaid/visibility/index\\_en.htm](http://europa.eu.int/comm/europeaid/visibility/index_en.htm)) and in coordination with other Commission Delegations in ASEAN Member Countries, where appropriate. All equipment and documentation connected with the Project shall carry the European Community flag.

- (c) EC Delegations in ASEAN countries will be kept informed about project implementation activities and progress, through regular contacts with the national co-ordinators of the project in the respective ASEAN countries. These regular contacts will also serve as a channel for the EC Delegations to be involved in country-specific visibility activities and to strengthen the policy dialogue with relevant agencies.

### **3.9 Donor Co-ordination**

In order to ensure the necessary coherence between project activities and those of other donors, a permanent mechanism with joint donor meetings will be established by ASEAN Secretariat to exchange information and avoid overlapping and/or double financing of activities. The EC will be an active member of these meetings. Due diligence shall be exercised to incorporate the lessons learnt from other donors into the activities of the project.

## **4. SPECIAL CONDITIONS**

- ASEAN Secretariat will provide assurance that it will receive the mandate to assume the role suggested for the project
- AHSOM/NSOs will endorse the project proposal, thus agreeing on the role to be played by ASEAN Secretariat in the project and committing to the implementation of project activities
- ASEAN Secretariat will engage in a continuous dialogue with AHSOM and NSOs in order to secure the necessary political and logistical support for the objectives of the programme
- ASEAN Secretariat will commit to make necessary reinforcements of staff and equipment capacity during the life of the project, and re-organise its statistics resources into a single unit, in order to ensure sustainability after project conclusion
- ASEAN Secretariat will establish a donor coordination mechanism in order to integrate donor initiatives at the regional and national levels.
- ASEAN Secretariat will appoint and assign, prior to Project commencement and at an appropriate professional level, the counterpart staff required for the implementation of the project. The ASEAN Secretariat is also committed to maintaining line staff in their posts where the Project has invested training and other resources in them.
- The ASEAN Secretariat will grant to the EU staff of the Project - and to their families - benefits, privileges and exemptions which are no less favourable than those granted to expatriates under other bilateral or multilateral agreements or arrangements for technical co-operation.

## Annex II: Logical Framework: EC-ASEAN Statistical Capacity Building Programme

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions and risks
<b>Overall Project objective</b>	<ul style="list-style-type: none"> <li>To support ASEAN integration through more accurate and relevant statistics which facilitate decision-making</li> </ul>	<ul style="list-style-type: none"> <li>Use of upgraded statistical inputs by ASEAN policy makers in pursuing VAP objectives</li> </ul>	<ul style="list-style-type: none"> <li>ASEAN Publications</li> <li>ICM – JCC reports</li> <li>EU-ASEAN Senior Officials Minutes of Meeting</li> </ul>	<ul style="list-style-type: none"> <li>ASEAN continuous commitment to regional economic integration and the achievement of the VAP objectives, particularly in its stated aim to improve the quality of regional statistics.</li> </ul>
<b>Specific Objectives</b>	<ol style="list-style-type: none"> <li>To improve the capacity of ASEAN Secretariat for greater comparability of official statistical data among AMCs as well as between ASEAN and the EU.</li> <li>To improve production, compilation, dissemination and use of better quality statistical data on international merchandise trade (IMT) and relevant components of international trade in services (ITS) and foreign direct investment (FDI), other Non Observed Economy (NOE), selected health and education statistics as well as to lay down the necessary foundation for the development of ICT and forestry statistics within AMCs.</li> <li>To strengthen statistical capacity of those ASEAN countries that need most support, particularly Cambodia, LaoPDR and VietN am (CLVs)</li> </ol>	<ul style="list-style-type: none"> <li>Successful production by ASEAN Secretariat and actual use by AMCs of guidelines for data gathering and processing</li> <li>Timely production of ASEAN-level aggregates in key statistical areas</li> <li>Satisfactory accuracy of ASEAN level key statistical information produced</li> <li>Quality and frequency improvement in inputs from CLV countries to key ASEAN level statistical indicators</li> <li>Degree of harmonisation between ASEAN and EU statistics in key domains selected</li> </ul>	<ul style="list-style-type: none"> <li>Regular statistical reports for consumption in ASEAN (ASEAN statistical yearbook, VAP related statistical indicators, etc)</li> <li>Compliance to international standards as assessed in evaluations</li> <li>ASEAN Secretariat reports on quality and timeliness of inputs received from AMCs</li> <li>Assessment of EU bodies (Eurostat) about degree of statistical harmonisation</li> </ul>	<ul style="list-style-type: none"> <li>Clarification on mandate for ASEC to play required role as regional statistics co-ordinator</li> <li>Commitment from AMCs NSOs and ASHOM to programme's objectives</li> </ul>
<b>Project Results</b>	<ol style="list-style-type: none"> <li>ASEAN Secretariat enabled to play an active initiating, co-ordinating and harmonising role for AMCs in selected statistical areas.</li> <li>AMCs and institutions able to gather, process and disseminate higher quality IMT and relevant ITS &amp; FDI statistical information as well as NOE to support the formulation and evaluation of regional integration policies</li> </ol>	<ul style="list-style-type: none"> <li>ASEC role institutionalized, its statistical unit and function reorganized</li> <li>ASEAN flows of statistics collection, compilation, analysis and use mapped and effective</li> <li>Roles and responsibilities for ASEAN statistics flows defined and</li> </ul>	<ul style="list-style-type: none"> <li>ASEAN and ASEC decisions relative to ASEC statistics role and structure</li> <li>ASEC official documentation regarding ASEAN statistical flows and roles and responsibilities</li> <li>Assessment of ASEAN policy</li> </ul>	<ul style="list-style-type: none"> <li>Full participation of selected staff in training programmes</li> <li>Fulfilment of the counterpart and beneficiary's commitments to the programme</li> <li>Adequate co-ordination with other donor agencies</li> </ul>



	<p>3. Recurrent flows among AMCs of high quality statistics in the field of IMT, relevant ITS and FDI statistics and NOE in place.</p> <p>4. Improved understanding and comparability of methodologies for collecting and processing key IMT data and relevant ITS and FDI statistics within AMCs.</p> <p>5. Wide analysis, use and dissemination of official statistics within the ASEAN region, particularly 'statistical products' relevant to ASEAN trade and economic integration</p> <p>6. A rapid information exchange inter-active regional database system established and operational.</p> <p>7. Improved comparability EU-ASEAN IMT and relevant ITS &amp; FDI statistical information.</p>	<p>effective</p> <ul style="list-style-type: none"> <li>Methodological documentation available</li> <li>Regional statistics co-ordination mechanisms (networks, forums) institutionalized</li> <li>Statistics dissemination mechanisms in place</li> <li>Degree of satisfaction with quality of statistics information from users</li> <li>Statistical outputs generated by database.</li> <li>Access to database from AMCs</li> </ul>	<p>makers satisfaction with statistical information by evaluators</p> <ul style="list-style-type: none"> <li>Database records</li> </ul>	
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Activities	Inputs	Costs	Assumptions and risks
<p>0. Project Management:</p> <ul style="list-style-type: none"> <li>Define overall Annual Work Plans</li> <li>Follow up on project implementation activities</li> <li>Identify areas of concern and define actions to overcome issues</li> <li>Identify and deploy technical resources</li> <li>Support financial &amp; administration management</li> <li>Establish a system to co-ordinate activities with other donors (AUSAID, USAID, ADB, others)</li> <li>Prepare and support PSC meetings and co-ordinate involvement in ASHOM meetings</li> </ul>	<ul style="list-style-type: none"> <li>1 International Technical Assistance Team leader: 36 months: <ul style="list-style-type: none"> <li>Project Management</li> <li>Training support</li> <li>Implementation monitoring</li> </ul> </li> <li>1 Long Term Statistics Expert with IT background: 30 months <ul style="list-style-type: none"> <li>Data base design &amp; implementation support</li> <li>Supporting IT aspects of all areas of activity</li> </ul> </li> <li>Monitoring and evaluation <ul style="list-style-type: none"> <li>Auditing</li> <li>Dissemination &amp; Publicity</li> <li>Supplies: Database hardware and software</li> <li>Operating costs: <ul style="list-style-type: none"> <li>Training logistics</li> <li>Office facilities</li> <li>Communication (phone, fax)</li> <li>Regional and international travel</li> </ul> </li> <li>Contingencies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>1 TA Leader: 36 months x € 18,000/month = 650,000 €</li> <li>1 IT LT Expert: 30 months x € 7,000/month = € 210,000</li> <li>Monitoring and evaluation: 200,000 €</li> <li>Auditing: 100,000 €</li> <li>Dissemination &amp; publicity: 150,000 €</li> <li>Office facilities, communications: 120,000 €</li> <li>Contingencies: 250,000 €</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Activities	Inputs	Costs	Assumptions and risks
<b>RESULTS 1, 7</b>			
<p><b>1. Strengthen the capability of ASEAN Secretariat to perform a co-coordinating and integrating role for the harmonisation of statistics among AMCs:</b></p> <p>Training of ASEAN Secretariat Statistical Unit and other ASEAN Secretariat experts in relevant areas</p> <p>Technical assistance and training in preparation of ASEAN adaptations of specific international data concepts, definitions, classifications, etc., especially for IMT and related ITS and FDI data</p> <p>Study visits for ASEAN Secretariat Statistical Unit staff to relevant statistical bodies (Eurostat, OECD, WTO, etc) in order to learn from their experience in statistics management and co-ordination</p> <p>Technical assistance and setting up of working groups with relevant EU statistical bodies in order to improve comparability of EU-ASEAN IMT and relevant ITS and FDI statistics</p>	<ul style="list-style-type: none"> <li>• ST TA Experts: 250 working days</li> <li>• International travel for participation in study tours + per diems for 10 participants, 20 days</li> </ul>	<ul style="list-style-type: none"> <li>• 250 working days x € 1000 (fee + per diem + international travel) = € 250,000</li> <li>• International travel (travel + per diems) = 10 x € 2000 flight + 20 x 10 x € 150 per diems = € 50,000</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>2. Strengthen the capacity of ASEC to collect, produce, disseminate and analyse more comparable data, particularly in the field of IMT and relevant components of ITS and FDI (Result 1 &amp; 2).</b></p> <p>2.1. On the job training for ASEAN Secretariat Statistical Unit staff</p> <p>2.2. Baseline analysis of existing data sources in AMCs</p> <p>2.3. Systematic collection of selected indicators from AMC, together with metadata</p> <p>2.4. Technical Assistance and pilot studies in order to collect comparable data for specific issues such as comparability studies, and development of methodologies of estimation /treatment of special areas, including border trade, and certain trade practices, etc</p> <p>2.5. Training and technical assistance for the production of ASEAN-level indicators and the statistical analysis of trade and related data at ASEAN level</p> <p>2.6. Training and technical assistance for the definition and production of IMT and other indicators for monitoring and evaluating ASEAN policies and programmes (e.g., indicators for the VAP)</p> <p>2.7. Training in the analysis and use of ASEAN data for decision-making, trade negotiations, etc.</p> <p>2.8. Specific ad-hoc training/workshop in non-priority statistics domains</p>	<ul style="list-style-type: none"> <li>• ST TA Experts: 550 working days</li> <li>• Training logistics: venues, training materials, etc</li> <li>• Regional travel for participants in training events (travel + per diems)</li> </ul>	<ul style="list-style-type: none"> <li>• 550 working days x € 1000 (fee + per diem + international travel) = € 550,000</li> <li>• 20 events x € 2750 = € 55,000</li> <li>• 20 events x 10 participants x € 1000/participant (flight + per diem) = € 200,000</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

Activities	Inputs	Costs	Assumptions and risks
<ul style="list-style-type: none"> <li>• RESULTS 2 to 6</li> <li>3. Strengthen the capacity of ASEAN member countries to collect, produce, disseminate and analyse more comparable data, particularly in the field of IMT and relevant components of ITS and FDI.</li> <li>3.1. General activities               <ul style="list-style-type: none"> <li>3.1.1. Technical assistance to the production of methodological documents, instruction manuals and training manuals in specific priority statistical areas</li> <li>3.1.2. Tailor-made training for each AMC in priority statistical areas</li> <li>3.1.3. Translation of relevant technical documents into English and local languages</li> <li>3.1.4. Production and distribution of a programme newsletter</li> </ul> </li> <li>3.2. Activities in specific statistical areas               <ul style="list-style-type: none"> <li>Technical Assistance for:                   <ul style="list-style-type: none"> <li>o IMT data (classifications, data bases, data exchange between Customs and NSO, etc.</li> <li>o ITS (classifications, business registers...)</li> <li>o FDI (data collection methodologies, etc.)</li> <li>o NOE (data coverage, data collection priorities, etc.)</li> <li>o Other non-priority statistics domains (Health, Education, Forestry, ICT amongst others)</li> </ul> </li> <li>Workshops with exchange of best practices among AMCs in IMT, priority ITS, NOE, selected education and health indicators</li> <li>Working groups at national and regional level to address specific technical issues affecting the implementation of activities (definition of technical standards to be adopted, methodologies to be applied in statistics compilation and analysis, etc)</li> <li>Training in data collection and estimation for IMT, ITS services, trade in other services, implementation of methodologies for NOE, estimation from incomplete data &amp; population projections (education &amp; health)</li> <li>Support to pilot surveys for international trade in specific priority services</li> <li>Conduct of studies in mirror inward and outward FDI flows, education and health indicators</li> <li>Study tours of NSO staff to relevant statistical bodies (Eurostat, OECD, WTO, etc) in order to learn from their experience in statistics management</li> <li>Provision of updated data editing / processing software.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• ST TA Experts: 1950 working days</li> <li>• Training logistics: venues, training materials, etc</li> <li>• Regional travel for participants in training events (travel + perdiems)</li> </ul>	<ul style="list-style-type: none"> <li>• 1950 working days x € 1,000 (fee + perdiem + international travel) = € 1,950,000</li> <li>• 60 Events x € 2750 = € 165,000</li> <li>• 60 Events x 10 participants x € 1000/participant (flight + perdiem) = € 600,000</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

Activities	Inputs	Costs	Assumptions and risks
<ul style="list-style-type: none"> <li>RESULT 6</li> <li>4. Install and maintain a rapid information exchange inter-active regional database system at ASEAN Secretariat Statistical Unit               <ul style="list-style-type: none"> <li>4.1. Study visit for the ASEAN Secretariat Statistics Unit to Eurostat, OECD and WTO</li> <li>4.2. Identification of user needs and definition of database technical specifications</li> <li>4.3. Procurement of computer equipment and software</li> <li>4.4. Technical assistance and training of ASEAN Secretariat Statistical Unit staff of and other ASEAN Secretariat experts on database creation, management, etc.</li> <li>4.5. Workshops with exchange of experience on national and international statistical web sites and Internet-based databases.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>ST TA Experts: 300 working days</li> <li>Database hardware and software</li> <li>International travel for participation in study tours + per diems for 10 participants, 20 days</li> <li>Training logistics: venues, training materials, etc</li> <li>Regional travel for participants in training events (travel + perdiems)</li> </ul>	<ul style="list-style-type: none"> <li>300 working days x € 1,000 (fee + per diem + international travel) = € 300,000</li> <li>International travel (travel + perdiems) = 10 x € 2000 flight + 20 x 10 x € 150 perdiems = € 50,000</li> <li>Supplies: database hardware &amp; software, installation and servicing: € 250,000</li> <li>10 Events x € 2,750 = € 27,500</li> <li>10 Events x 10 participants x € 1000/participant (flight + per diem) = € 100,000</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

<b>1. Strengthen the capability of ASEAN Secretariat to perform a co-ordinating and integrating role for improved comparability of statistics among AMCs (Result 1 and 7):</b>		
1.1 Training of ASEAN Secretariat Statistical Unit staff and other ASEAN Secretariat experts in relevant statistical areas	Strengthening of the ASEAN Secretariat Statistical Unit Capacities; Review of legal basis for data collection	
1.2 Technical assistance and training in preparation of ASEAN adaptations of specific international data concepts, definitions, classifications, etc., especially for IMT and related ITS and FDI data	<p>Improve comparability of concepts and definitions;  Improve comparability of classification;  Comparability analysis on trade statistics and transshipments issue  Estimation of illegal and informal trade;  Actions to reduce timelag between collection and dissemination of data;  Conversion of the AHTN classification into BEC classification;  Transfer of knowledge: Manual on ITS;  Re-design of forms and questionnaires in order to get disaggregated data;  Transfer of knowledge : methods for collecting inf. on mode 3 of the ITS manual;  Transfer of knowledge : methods for measuring ICT and E-Commerce;  Pilot work to a better measurement of FATS (selected countries); Training on (Increase) of FDI survey (response rate) (selected countries);  FDI Survey: Production of quarterly data (reduction of costs);  Training on OECD NOE handbook, including main methods to measure NOE;  Development of analytical framework (cf. OECD Manual);  Design country specific approaches: direct methods;  Design country specific approaches: indirect methods;  Transfer of knowledge : methods for measuring ICT and E-Commerce;  Transfer of knowledge: internat. standard for measuring the Forestry sector, esp. environment protection and economic exploitation)</p>	
1.3 Study tours for ASEAN Secretariat Statistical Unit staff to relevant statistical bodies (Eurostat, OECD, WTO, etc) in order to learn from their experience in statistics management and co-ordination	<p>Guidance on NSDS – Paris21;  Sharing best practices and national experiences;  Promote harmonisation with international standards within the region;  Training on OECD NOE handbook;  Development of analytical framework (cf. OECD Manual); Development of analytical framework (OECD)</p>	
1.4 Technical assistance and setting up of working groups with relevant EU statistical bodies in order to harmonise EU-ASEAN IMT and relevant ITS and FDI statistics	<p>Harmonisation of concepts and definitions;  Harmonisation of classification;  Actions to reduce timelag between collection and dissemination of data  Pilot work to a better measurement of FATS (selected countries)</p>	

<b>2. Strengthen the capacity of ASEAN Secretariat Statistical Unit to collect, produce, disseminate and analyse more comparable data, particularly in the field of IMT and relevant components of ITS and FDI (Result 1 and 2);</b>	
	<i>Harmonisation of concepts and definitions;</i> <i>Harmonisation of classification;</i> <i>Improvement of data dissemination through website</i>
2.1 On the job training for ASEAN Secretariat staff	<i>Use of GIS (Geographic Information System when necessary);</i> <i>Sharing best practices and national experiences;</i> <i>Promote harmonisation with international standards within the region;</i> <i>Strengthening of the ASEC Statistical Unit Capacities</i>
2.2 Baseline analysis of existing data sources in AMCs	<i>Results analysis;</i> <i>Improvement of the use of existing data source</i>
2.3 Systematic collection of selected indicators from AMCs, together with metadata	<i>Improve Data quality (quality design and data validity);</i> <i>Improvement of the use of existing data source</i>
2.4 Technical assistance and pilot studies in order to collect more comparable data for specific issues such as comparability analysis, treatment of transshipments, Special Areas, Estimation of trade in border town, etc...	<i>Comparability analysis and treatment of transshipment, Estimation of illegal trade and informal trade including border trade;</i> <i>Re-design of forms and questionnaires in order to get disaggregated data;</i> <i>Transfer of knowledge : methods for measuring ICT and E-Commerce</i>
2.5 Training and technical assistance for the production of ASEAN-level indicators and the statistical analysis of trade and related data at ASEAN level	<i>Sharing best practices and national experiences;</i> <i>Promote harmonisation with international standards within the region;</i> <i>Strengthening of the ASEC Statistical Unit Capacities</i>
2.6 Training and technical assistance for the definition and production of IMT and other indicators for monitoring and evaluating ASEAN policies and programmes (e.g., indicators for the VAP)	<i>Data quality (Quality: design and data valid.);</i> <i>Results analysis</i>
2.7 Training in the analysis and use of ASEAN data for decision-making, trade negotiations, etc.	<i>Strengthening of the ASEC Statistical Unit Capacities; Dissemination policies (inc. storing)</i>
2.8 Specific ad-hoc training in non-priority statistics domains	<i>Training on OECD NOE handbook, including main methods to measure NOE;</i> <i>Design country specific approaches: direct methods;</i> <i>Design country specific approaches: indirect methods</i>

<b>3. Strengthen the capacity of AMCs, specially CLV, and in particular their NSO to collect, produce, disseminate and analyse more comparable data, particularly in the field of IMT and relevant components of ITS and FDI (Results 2 to 5):</b>	
3.1 General activities	
3.1.1 Technical assistance to the production of methodological documents, instruction manuals and training manuals in specific priority statistical areas	<p><i>Transfer of knowledge: Manual on ITS;</i></p> <p><i>Pilot work to a better measurement of FATS (selected countries);</i></p> <p><i>Training on (Increase) of FDI survey (response rate) (selected countries);</i></p> <p><i>FDI Survey: Production of quarterly data (reduction of costs);</i></p> <p><i>Training on OECD NOE handbook, including main methods to measure NOE ;</i></p> <p><i>Development of analytical framework (cf. OECD Manual);</i></p> <p><i>NOE: Improvement of the use of existing data sources;</i></p> <p><i>Design country specific approaches: direct methods;</i></p> <p><i>Design country specific approaches: indirect methods</i></p>
3.1.2 Tailor-made training for each AMC in priority statistical areas	<p><i>Data quality (Quality design and data valid.);</i></p> <p><i>Results analysis; Use of GIS (Geographic Information System when necessary);</i></p> <p><i>Transfer of knowledge: Manual on ITS</i></p> <p><i>Transfer of knowledge : methods for measuring ICT and E-Commerce;</i></p> <p><i>Training on (Increase) of FDI survey (response rate) (selected countries);</i></p> <p><i>FDI Survey: Production of quarterly data (reduction of costs);</i></p> <p><i>NOE: Improvement of the use of existing data sources</i></p> <p><i>Translate manuals and other documents into the local languages</i></p>
3.1.3 Translation of relevant technical documents into English and local languages	
3.1.4 Production and distribution of a programme newsletter	
3.2 Activities in specific statistical areas	
3.2.1 Technical Assistance for: IMT data (classifications, data bases, data exchange between Customs and NSO, etc); ITS (classifications, business registers...); FDI (data collection methodologies, etc.); Non Observed Economy (NOE) (data coverage, data collection priorities, etc.); Other non-priority statistics domains (Health, Education, Forestry, ICT amongst others)	<p><i>Comparability analysis and treatment of transshipment;</i></p> <p><i>Conversion of the AHTN classification into BEC classification (Vietnam; Estimation of illegal and informal trade; Re-design of forms and questionnaires in order to get disaggregated data;</i></p> <p><i>Transfer of knowledge : methods for collecting inf. on mode 3 of the ITS manual;</i></p> <p><i>Transfer of knowledge : methods for measuring ICT and E-Commerce; Pilot work to a better measurement of FATS (selected countries);</i></p> <p><i>Training on (Increase) of FDI survey (response rate) (selected countries);</i></p> <p><i>FDI Survey: Production of quarterly data (reduction of costs);</i></p> <p><i>NOE: Improvement of the use of existing data sources; Design country specific approaches: direct methods</i></p>

	<p><i>Design country specific approaches: indirect methods; Health and education statistics; Assessment of the classification system used in AMC compared to the international classification (inc. MDGs); Presentation of development indicators and other indicators of global concern and Human Development reports</i></p>
3.2.2 Workshops with exchange of best practices among AMCs in IMT, priority ITS, NOE, selected education and health indicators	<p><i>Better comparability of concepts and definitions; Better comparability of classification; Transfer of knowledge : methods for measuring ICT and E-Commerce; Transfer of knowledge: internal. standard for measuring the Forestry sector, esp. environment protection and economic exploitation)</i></p>
3.2.3 Working groups at national and regional level to address, inter alia, definition of technical standards to be adopted, methodologies to be applied in statistics compilation and analysis	<p><i>Better comparability of concepts and definitions; Better comparability of classification</i></p>
3.2.4 Training in data collection and estimation for IMT, ITS services, trade in other services, implementation of methodologies for NOE, estimation from incomplete data & population projections (education & health)	<p><i>Estimation of illegal and informal trade; Training on OECD NOE handbook, including main methods to measure NOE; Design country specific approaches: direct methods; Design country specific approaches: indirect methods; Health and education statistics</i></p>
3.2.5 Support to pilot surveys for international trade in specific priority services	<p><i>Pilot work to better measurement of FATS</i></p>
3.2.6 Conduction of studies in inward and outward FDI flows, education and health indicators	
3.2.7 Study tours of NSO staff to relevant statistical bodies (Eurostat, OECD, WTO, etc) in order to learn from their experience in statistics management	<p><i>Guidance on National Strategy for the Development of Statistics, made by the consortium Paris 21 (NSDS – Paris21)</i></p>
3.2.8 Provision of updated data editing / processing software.	<p><i>Statistical information processing, inc.SPSS; Creation/maintenance of statistic information systems</i></p>



4. Install and maintain a rapid information exchange inter-active regional database system at ASEAN Secretariat Statistical Unit (Result 6)	
	<i>Improvement of data dissemination through websites</i>
4.1 Study visits for ASEAN Secretariat Statistical Unit staff to Eurostat, OECD and WTO	<i>Actions to reduce timelag between collection and dissemination of data</i>
4.2 Identification of user needs and definition of database technical specifications	<i>Actions to reduce timelag between collection and dissemination of data; Dissemination policies (inc. storing); Use of websites to inform traders on formalities for international trade Contracting to be done by ECD, but technical specifications by TA</i>
4.3 Procurement of computer equipment and software	
4.4 Technical assistance and training of ASEAN Secretariat Statistical Unit staff and other ASEAN Secretariat experts on database creation, management, etc.	
4.5 Workshops with exchange of experience on national and international statistical web sites and Internet-based databases.	