

## **Application Guidelines for Proposals with the Aim of Reflecting Views on the ASEAN-Japan Economic Co-Creation Vision**

### 1. Project Purpose and Objectives

Next year, 2023, will mark the 50th anniversary of ASEAN-Japan Friendship and Cooperation, and it is important that Japan and ASEAN take this opportunity to co-create innovations that will lead to solutions to social issues and lead a sustainable economic society together, with a view to post-pandemic growth.

Against this backdrop, the ASEAN-Japan Economic and Industrial Cooperation Committee (AMEICC) Secretariat, together with the Ministry of Economy, Trade and Industry (METI) and others, held the "ASEAN-Japan Business Week 2022" from May 30, 2022. In his opening remarks, Minister Hagiuda announced the launch of a project to formulate the "ASEAN-Japan Economic Co-Creation Vision," which outlines the direction of economic cooperation that Japan and ASEAN should aim for as co-creation partners to open the future. The Ministry of Economy, Trade and Industry (METI), together with the Japan Chamber of Commerce and Industry (JCCI), the business community, the Japan External Trade Organization (JETRO), and others, is promoting this visioning project. The Asia and Pacific Division, Trade Policy Bureau, Ministry of Economy, Trade and Industry, and the Asia and Pacific Division, Overseas Research Department, JETRO, serve as the project's secretariat.

The AMEICC Secretariat will invite ASEAN economic organizations, etc. to conduct events or surveys with the aim of reflecting their views on the ASEAN-Japan Economic Co-Creation Vision, and will provide assistance for their implementation.

### 2. Contents

#### 1) Overview

The AMEICC Secretariat invites proposals for events or surveys to be conducted by economic organizations in ASEAN countries for the purpose of reflecting their views on the ASEAN-Japan Economic Co-Creation Vision. The AMEICC Secretariat will review the proposals and decide on the adoption of the project. After the implementation of the selected project, the applicant organization will receive a fixed amount of subsidy from the AMEICC Secretariat for the implementation of the project.

#### 2) Description of the event or survey to be subsidized

##### ① Event

Proposals for symposiums, discussions, etc. on the theme of future ASEAN-Japan co-creation in the economic field should be submitted. When preparing the proposal, please be sure to include the date and method, the schedule, the speakers, the aim of the symposium, the theme, the assumed story, the contents, the expected number of participants, and the expected audience (target audience), etc.

##### ② Survey

Proposals for the preparation of a research report including recommendations for ASEAN-Japan co-creation shall be submitted. In preparing the report, the objectives of the survey, the theme, the expected

target of the survey, information on the interviewees, and the survey methodology should be described.

### 3) Requirements for organizing events and conducting surveys

#### ① Requirements for organizing events

Forms: the event must be either online, offline (face-to-face), or a hybrid of online and offline.

Attendees: must be a public event with a target of at least 200 attendees

Deadline: event must be held and report submitted by the end of June 2023

Applicants: Events may be co-hosted with multiple organizations, but only the representative organization per event may apply.

Participants: participants (speakers) can be either multinational or just people from the host country

Themes: themes A or B below may be used. The following themes may also be added as a session of an event already scheduled by the respective organization.

A) Future direction of economic cooperation and relations between Japan and the ASEAN region, and co-creation in the economic field\*

B) Future direction of economic cooperation and relations between Japan and the host country, and co-creation in the economic field\*

\* May focus on individual topics already included in past Japan-ASEAN initiatives (e.g., supply chain resilience, human resources, digital and other innovations, solving social issues, connectivity, green, startups, etc.)

Reports: A summary of the results in English summarizing the main statements and key messages at the event should be submitted to the AMEICC Secretariat as a report. The volume of the report should be approximately 10 pages. The report should be submitted by the end of June 2023.

#### ② Requirements for conducting surveys

Forms: questionnaires and/or interviews to gather multiple opinions are required. No desk research only will be allowed.

Target: nationals of the country or the ASEAN region as a whole

Number: conducting surveys and/or interviews with at least 20 people.

Reports: a report detailing the results of the survey and the main points of the suggestions based on the analysis of the survey results shall be submitted to the AMEICC Secretariat. The volume of the report should be at least 10 pages. The report should be submitted by the end of June 2023.

### 4) Application Period

From August 11, 2022 to December 27, 2022\*. However, the application will be closed as soon as the budgeted amount for this project is reached. A second call for application could be opened if budget remains.

\* Proposals will be accepted at any time during the period.

## 5) Application Requirements

- (1) The organization must be an economic organization, industry association, think tank, or other organization located in an ASEAN country, with the majority of its members consisting of people from ASEAN countries.
- (2) The applicant must have the organization, structure, and personnel, etc., necessary for the proper execution of this work.
- (3) The applicant must have the necessary management infrastructure and sufficient financial and other management capabilities to smoothly execute this work.
- (4) The applicant must have held at least one event of similar scale or conducted at least one survey in the past.

## 6) Application Method

After carefully reading this Application Guideline for Proposals, confirm that you meet the application requirements and submit the following application documents (files) to the AMEICC Secretariat Support Group via e-mail attachment by 4:00 p.m. on Thursday, October 10, 2022 [must arrive by this date]. Please note that one organization may conduct multiple events or surveys, but proposals must be combined into one proposal (even if there is only one proposal, each individual proposal will be selected).

[Address for application materials]

Person in Charge: AIGO (Mr.) and Uei (Ms.)

AMEICC Secretariat Support Group

The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]

Address: 1-30-1, Senju-Azuma, Adachi-ku, Tokyo 120-8534, JAPAN

E-mail: [kobo-amcshien-wc@aots.jp](mailto:kobo-amcshien-wc@aots.jp)

## 7) Application Form

- (1) Proposal
- (2) Organization Profile (Business Outline)

## 3. Screening

### 1) Process of Screening

- (1) During the application period, based on the application documents submitted, the application will be screened to determine whether it will be adopted as eligible for subsidy. Screening will be conducted in writing based on the submitted documents, but hearings, etc. may be conducted in some cases.
- (2) The screening results (decision of adoption or non-adoption) shall be notified approximately 10 days after the application documents are received by AMEICC Secretariat Support Group. Individual inquiries regarding the reasons for adoption or non-adoption will not be responded to.

- (3) Information provided in the application documents will be used only for the purpose of carrying out a series of tasks such as screening, administration, settlement, and policy effectiveness verification. Please note that submitted documents will not be returned.

## 2) Screening Criteria

- (1) Whether or not the project plan described in the proposal plans discussion/survey on specific areas of cooperation between Japan and ASEAN region/countries for future co-creation.
- (2) Whether or not appropriate speakers/survey targets are considered.
- (3) Whether or not the implementation of the project plan is likely to generate more interest for the 50th anniversary of ASEAN-Japan Friendship and Cooperation
- (4) Whether or not it will contribute significantly to building momentum in the business community
- (5) Whether or not the number of expected participants of the event, the demographics of the attendees, the target of the survey, etc. are appropriately set.
- (6) Whether or not the applicant organization has extensive experience in organizing events and/or conducting surveys.

## 4. Contract

The AMEICC Secretariat will enter into a contract with the applicant organization for the selected project to organize the event or conduct the survey.

## 5. Subsidy

After the event/survey is conducted, the applicant organization that has signed the contract should submit its report to the AMEICC Secretariat Support Group by the end of June 2023, which is the deadline for submission. After the AMEICC Secretariat reviews the report, the following amount (fixed amount listed below\*) will be paid as a subsidy, depending on the form of the event/survey. The organizations that submitted the report will be listed in the list of collaborators as organizations that cooperated in the formulation of the ASEAN-Japan Economic Co-Creation Vision when the vision is released in 2023.

### ① Event:

- Online Event: 5,000 USD/event
- Offline Event: 20,000 USD/event
- Hybrid Even: 20,000 USD/event

### ② Survey: 10,000 USD/survey

\*If the AMEICC Secretariat recognizes that the ripple effect of the proposed event is high, the subsidy amount may be increased after consultation with the applicant organization. In determining the amount of increase, AMEICC Secretariat will take into consideration the number of participants in the event, the diversity of speakers, the appropriateness of the theme, the number and diversity of the survey participants, and the impact of the event and survey, among other factors.

## 6. Contact for Inquiries

Person in Charge: AIGO (Mr.) and Uei (Ms.)

AMEICC Secretariat Support Group

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Address: 1-30-1, Senju-Azuma, Adachi-ku, Tokyo 120-8534, JAPAN

E-mail: [kobo-amcshien-wc@aots.jp](mailto:kobo-amcshien-wc@aots.jp)

\* Inquiries regarding this matter will be accepted only by email.