

STANDARD FORM (SECTION 632 (B) OF THE FAA)

INTER-AGENCY AGREEMENT BETWEEN
THE AGENCY FOR INTERNATIONAL DEVELOPMENT
AND
THE DEPARTMENT OF COMMERCE

SUBJECT: Advance of funds to the Department of Commerce (hereinafter referred to as the "Recipient Agency or DOC") for US-AEP Technology Cooperation--Business Representation (hereinafter referred to as the "Activity") under the U.S. Asia Environmental Partnership ("U.S.-AEP"; A.I.D. Project No. 499-0015.)

ACTIVITY TITLE: US-AEP Technology Cooperation--Business Representation

A.I.D. PROJECT NUMBER: 499-0015
AMOUNT: \$1,438,026
PIO/T NUMBER: 499-0015-3-3672003
FUND CITE: 72-1131021.1
HDVA93-37499-IG12

ACTIVITY ASSISTANCE
COMPLETION DATE: 06/30/95
INTERAGENCY AGREEMENT NO.: AEP-0015-P-CD-3009-00

I. PURPOSE

The purpose of this Inter-Agency Agreement (IAA) between the Recipient Agency and the Agency for International Development (A.I.D.) is to define the procedures under which A.I.D. shall advance funds to the Recipient Agency, pursuant to this Agreement, to improve Asia's access to appropriate U.S. environmental technology through services to U.S. businesses exporting environmental goods and services.

II. AUTHORITY AND USES OF FUNDS

Pursuant to section 632(b) of the Foreign Assistance Act of 1961, as amended, 22 U.S.C. section 2392(b), A.I.D. shall advance up to \$1,438,026 to the Recipient Agency to implement the Activity as authorized. Additional incremental funding may be provided for the Activity, subject to the availability of funds and the agreement of the parties to proceed. (It is anticipated that an additional \$1,701,126 will be provided, subject to these conditions.) It is understood that these funds will be used in a manner consistent with the purposes of the Activity and in accordance with the laws and regulations governing the Activity. The Activity is further described in Annex A, attached hereto.

III. TERMS AND CONDITIONS

This Inter-Agency Agreement is made under the following terms and conditions:

FISCAL TERMS:

1. Execution of this Agreement will constitute an obligation by A.I.D. of \$1,438,026 in FY 1993 funding for this Activity.
2. The Financial Plan, Annex B, provides an illustrative budget for the implementation of the Activity described in this IAA. The Recipient Agency may adjust individual line items of the budget, provided that such adjustments do not exceed fifteen percent (15%) of the amount of, as defined in Annex B, any adjusted line item shown in Annex B, or subsequent amendments thereto; and provided that the Recipient Agency notifies the A.I.D. Project Office in writing that such adjustments have been made. Adjustments to the budget that exceed 15% for any one line item shall require prior, written, approval of the A.I.D. Contracting Officer. Adjustments shall not, in any event, result in an increase in the total amount obligated by this IAA as set forth in Section III.1, under the heading "Fiscal Terms".
3. Annex B covers activities to be commenced pursuant to this Agreement during FY 1993. Activities under this Agreement may continue until June 30, 1995. Funds initially obligated shall be available for expenditure for a period of five years from this agreement's effective date only.
4. (a) The Recipient Agency will bill A.I.D. through OPAC procedures or by submitting a Standard Form 1081 (SF-1081) to: Agency for International Development, FM/CARD, Inter-Agency Billing Unit, SA-2 Room 603, Washington, D.C. 20523-0208.

(b) The amount billed will be determined by the Recipient Agency, and will be treated as an advance by A.I.D. This advance will be expended based on the quarterly reports, described below, detailing the implementation of the Project.
5. (a) The Recipient Agency shall provide a quarterly report showing the amount of the original advance as well as current quarter and cumulative expenditures in a format consistent with the line item detail contained in the Summary Budget, Table I, Annex B for each of the three activities described in Annex A, that is, the business representation teams by country; the Asian Development Bank environmental specialist; and the Trade Information Center trade specialist, as follows:

Cumulative
Commitment

Current Qtr
Expenditure

Cumulative
Expenditure

(b) The report will be used to liquidate the advance authorized hereby. An original and three (3) copies of the report shall be submitted to Agency for International Development, FM/CARD, Inter-Agency Billing Unit, SA-2, Room 603, Washington, D.C. 20523-0208. The report must be signed in the original by an authorized official of the Recipient Agency's billing office.

(c) The quarterly report shall also include a narrative description of the progress of the activities. An additional copy of the quarterly report shall be submitted to the Bureau for Asia (Asia/DR) and Asia/US-AEP, Agency for International Development, Washington, D.C. 20523 as well as to the Agreements Officer.

6. Funds not disbursed by the Recipient Agency upon completion of the activities, or disbursed for purposes or activities not authorized by this Agreement, shall be promptly refunded to A.I.D.

7. It is understood that the Completion date for this Activity shall be June 30, 1995 unless the Activity is completed at an earlier date. "Completion date" for this purpose refers to the last day for performance of services, and the last day for the delivery of commodities, in the cooperating countries. If the completion date for any activity hereunder shall be exceeded, the Recipient Agency shall obtain prior written concurrence from A.I.D. before an agreement for such activity is entered into. Costs incurred after the completion date, or such later date as A.I.D. may agree to in writing, shall not be eligible for reimbursement by A.I.D.

8. The Recipient Agency shall ensure that all statutory or other restrictions on expenditures of the funds transferred hereby are fully complied with. Amounts that are determined to be unallowable under the agreement will not be reimbursed or will be charged back to the Recipient if payment was made prior to such a determination.

PROCUREMENT:

9. (a) The Recipient Agency agrees to use the funds transferred hereby to cover the administration and related costs of the activity, and the award of grants and contracts. The funds will be administered by Recipient Agency including procurement actions, monitoring, and follow-up, in accordance with the Recipient Agency's procedures, unless otherwise agreed to by A.I.D.

(b) Except as A.I.D. may otherwise agree in writing:

i. The terms "source," "origin" and "nationality," as used in this IAA shall have the definitions set forth in A.I.D. Handbook 1B, Chapter 5.

ii. Commodities financed under this IAA shall have their source and origin in the United States, except as otherwise stated below.

iii. Suppliers of commodities or services shall have the United States as their place of nationality, except as otherwise stated below.

(c) Local procurement of the following items from an Asian country receiving assistance through this program may be financed under this IAA.:

i. Commodities of United States origin, which are otherwise eligible for financing, if the value of the transaction is estimated not to exceed the local currency equivalent of \$100,000 (exclusive of transportation costs).

ii. Commodities having their origin in a country or area included in A.I.D. Geographic Code 935 (other than the United States) if the value of the transaction does not exceed \$5,000.

iii. The following commodities and services which may be procured from an Asian country receiving assistance through this program for use in that same country.

- Professional services contracts estimated not to exceed \$250,000.
- Construction services contracts estimated not to exceed \$5,000,000.
- Utilities, including fuel for heating and cooking, waste disposal and trash collection;
- Communications -- telephone, telex, fax, postal and courier services;
- Rental costs for housing and office space;
- Petroleum, oils and lubricants for operating vehicles and equipment;
- Newspapers, periodicals and books published in the Cooperating Countries;
- Other commodities and services (and related expenses) that, by their nature or as a practical matter, can only be acquired, performed, or incurred on location in the Asian country where purchased, e.g., vehicle maintenance and hotel accommodations.

(d) Motor vehicles financed under this Agreement must be manufactured in the United States. A vehicle which is assembled in the United States but then subjected to minor disassembly to reduce shipping costs is considered a United States-manufactured vehicle.

(e) The Recipient Agency, with the assistance of the A.I.D. Representative or Mission and, if necessary, the United States Embassy in the cooperating countries shall seek to obtain for its personnel, contractors, and grantees as well as for any commodities financed hereunder, exemptions from taxes, duties and fees which may be imposed by cooperating countries with respect to the activity financed by the IAA.

(f) Itemized property records will be maintained on all nonexpendable items costing more than \$50 each. The records will include, at a minimum, the description, date acquired, from whom, cost, and present location. Within ninety days after the Completion Date of the Activity (or if completed earlier), the Recipient Agency shall submit for the approval of A.I.D. a proposed plan for the disposition of nonexpendable property acquired with funds provided under this IAA.

RECORDS AND REPORTS:

10. The Recipient Agency shall keep full and complete records and accounts with respect to the funds transferred hereby in accordance with generally accepted U.S. Government accounting principles. Further, the recipient Agency shall require that all contractors or grantees financed with funds provided hereunder maintain books and records related to the Activity in accordance with generally accepted accounting principles as formally prescribed by the United States, the cooperating country, or the International Accounting Standards Committee (an affiliate of the International Federation of Accountants). Further, the Recipient Agency shall ensure that all such books and records of all contractors and grantees financed with funds allocated hereby may be audited by the Recipient Agency, A.I.D., or other authorized U.S. Government official for a period of three (3) years from the expiration of the contract or grant.

11. The Recipient Agency hereby agrees to provide A.I.D. with copies of all evaluation (or other) reports generated by federal or outside sources, and such other information as A.I.D. may, from time to time, request concerning the progress, impact or success of the Activity.

AUDIT AND INSPECTION RIGHTS:

12. Audit and inspection requirements as set forth in the Inspector General Act of 1978, as amended, (the "Act") shall apply with respect to the funds transferred hereby, and to the books and records of any contractor or grantee financed with such funds. The Office of the Inspector General for A.I.D. shall ensure full compliance with all applicable provisions of the Act in coordination with the Office of Inspector General for the Recipient Agency, or other appropriate office, who shall provide all appropriate assistance or other support.

13. (a) The Recipient Agency shall ensure that grants with non-U.S., nongovernmental organizations include an audit clause which requires that if a grantee receives \$25,000 per year or more of the funds that the Recipient Agency receives under this IAA, the grantee agrees that it shall have an independent financial audit made of the funds provided under such grant. The financial audit of the funds disbursed to the grantees shall determine whether the receipt and expenditure of the funds provided under the grant are in accordance with generally accepted accounting principles and whether the grantee has complied with the terms of the grant. An audit shall be conducted for each fiscal year of the grant. The audit shall usually be performed annually but not less

frequently than every two years. The audits shall be performed in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States.

(b) The Recipient Agency shall ensure that contracts with non-U.S. contractors include the appropriate audit and examination of records clauses as specified in the Federal Acquisition Regulations.

(c) The Recipient Agency shall ensure, by appropriate written arrangement(s) with grant recipients and contractors, that any A.I.D. funds transferred under this IAA shall be subject to audit and inspection by authorized U.S. Government officials.

AUTHORIZED REPRESENTATIVES:

14. Authorized representatives for this Agreement are the signatories to the Agreement, or the person acting in or holding their positions, each of whom may designate additional representatives and notify to the other party in writing. Unless otherwise specified, representatives other than the person acting in or holding the position of the original signatory may execute all actions with respect to this Agreement, except for formal amendments hereto.

AMENDMENTS, MODIFICATIONS, AND ENTRY INTO FORCE:

15. Implementation Letters may be used to record mutually agreed upon adjustments to the Project Description, Annex A, or to the Financial Plan, Annex B, without formal amendment to this Agreement. Similarly, A.I.D. may provide guidance and interpretation of elements of this IAA or its attachments through Implementation Letters. Implementation Letters shall not be used, however, to modify the text of this Agreement, which shall only be done through formal amendment hereto.

16. This Agreement may be amended, modified or canceled upon the written consent of both parties.

17. This Agreement will enter into force on the date of the last signature herein.

Alan Zegas DATE: 3/5/93
Department of Commerce
Alan Zegas
Director of Budget
Office of Financial
Management

Anne Quinlan Date: 3/9/93
Agency for International
Development
Anne T. Quinlan,
Contracting Officer
Office of Procurement

ANNEX A
TO
INTER-AGENCY AGREEMENT BETWEEN
THE AGENCY FOR INTERNATIONAL DEVELOPMENT
AND
THE DEPARTMENT OF COMMERCE

OVERVIEW

Asia's continued economic and social progress, as well as its increased environmental protection, will be beneficial to both the region and the United States. Rapid economic growth in Asia has occurred with an alarming cost to the region's environment, threatening human health and sustainable economic growth. Greater use of U.S. environmental expertise, goods and services will result in improved environmental quality in Asia while building stronger economic links, expanding markets and providing new business opportunities for Asia and the United States.

The United States-Asia Environmental Partnership Program (US-AEP) is premised on the belief that continued economic and social progress in Asia could be accelerated through access to U.S. technology transfer opportunities through trade and investment activities and Asian and U.S. business exchanges. Consequently, the US-AEP Program includes a Technology Cooperation Component to foster U.S. exports to Asia as a means to providing a long lasting solution to environmental degradation in Asia.

The US-AEP effort recognizes that there is a large demand in Asia for access to environmental goods and services. The Technology Cooperation Component aims to introduce U.S. technology into the market place to help meet this demand with commercially sustainable solutions. By allowing the private sector to dictate the supply and demand equation for U.S. technological solutions to Asia's growing environmentally problems, we allow the effort to last beyond any U.S. or Asia public sector initiatives.

Certain larger American firms have adopted this philosophy with good results. However, small and medium-sized U.S. firms are constrained from such in situ possibilities by their lack of knowledge of this longer term mode of doing business. Smaller U.S. firms are handicapped both by the American penchant for dealing in a "fast," U.S. market and by the high costs of establishing beachheads in the Asian market, which stretches over many time zones and many different countries.

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PROPOSED ACTIVITIES:

The following collaborative activities, funded with A.I.D. and DOC resources, will be undertaken within the Technology Cooperation Component to ameliorate some of these constraints by providing relationship-building opportunities for American companies in key Asian markets. More detailed descriptions of these interventions are contained in the Annex A sections indicated below.

Section I US-AEP Business Representation Teams- A.I.D. and DOC will provide support for US&FCS to hire contract staff in nine selected Asian countries/territories to locate and promote opportunities for U.S. environmental and related energy firms.

Section II US-AEP Environmental Specialist for the Asian Development Bank - A.I.D. and DOC will provide support for one additional staff person, to be co-located with US&FCS Representatives at the Asian Development Bank in Manila, to provide very early warning information on environmental and related energy projects to information services funded under the US-AEP.

Section III US-AEP Environmental/Energy Trade Specialist for the Trade Information Center - A.I.D. and DOC will provide support for a Presidential Management Intern to manage US-AEP business inquiries at Commerce's Trade Information Center (TIC) in Washington.

Establishment of overseas business representative teams is DOC's primary activity under the IAA. DOC will hire environmental business representation teams to act on behalf of U.S. firms that can provide environmental and related energy technology through the sales of their goods, services and management expertise. Teams will be placed in the following nine Asian countries/territories: Taiwan, Philippines, India, Hong Kong, Thailand, Malaysia, Singapore, Indonesia, and South Korea. Teams will operate under the supervision of Senior Commercial Officers (SCOs) in the US&FCS offices at each location.

Business representation staff will identify specific needs and project opportunities while also providing targeted, positive outreach to Asian businesses and government agencies that must -- as a result of government regulation and/or a desire to improve efficiency and minimize waste --adopt improved environmental practices. Focusing on identified needs will result in improved environmental conditions and increased market opportunities for U.S. firms.

The Business Representatives will make initial contacts with Asian companies and will identify specific industry and project opportunities. U.S. Government and company-sponsored presentations, seminars, technology demonstrations and other sales promotion activities will follow. The Business Representatives will try to engender in Asian buyers the necessary initial levels of confidence in U.S. environmental goods and services required for U.S. companies to develop and close sales.

As part of the above program, SCOs in each country/territory, with assistance from A.I.D. field missions where they exist, will help organize and convene a Steering Committee, consisting of U.S. and Asia public and private sector representatives, to provide guidance to business representation teams. Business representatives, with advice from the Steering Committee, will develop annual business plans for each location. (See attachment 1 to Annex A for further details on the organization and purpose of Steering Committees.)

It is anticipated that a separate fund will be established in the near future, under the Technology Cooperation Component, to provide grants, on a cost-sharing basis, to Asian and U.S. groups to cover expenses of specific in-country sales promotion activities. In addition, subgrants are currently available under a Cooperative Agreement between A.I.D. and the National Association of State Development Agencies (NASDA) to assist U.S. groups seeking to introduce innovative U.S. environmental technologies to Asia. Business representation teams will work with eligible groups developing appropriate events that could be funded under these mechanisms. A.I.D. will coordinate with DOC, as funds become available, to ensure access by eligible groups to these resources.

These US-AEP overseas activities, together with vigorous U.S.-based outreach programs in the United States through trade associations, industry groups, and state and regional organizations, represent a comprehensive approach to stimulating sales opportunities.

IMPLEMENTATION RESPONSIBILITIES WITHIN DOC AND A.I.D.

DOC's responsibilities under the IAA will be carried out primarily by its International Trade Administration (ITA) and US&FCS field offices. The detailed activity descriptions which follow reflect the involvement of ITA and its field offices in completing DOC's tasks under the IAA.

A.I.D.'s functions under the IAA will be carried in large part by the US-AEP Secretariat, an office within A.I.D.'s Asia Bureau, with assistance from A.I.D.'s technical support contractor (currently, Technical Resources and Development, Inc. of Gainesville, Florida). The Director of the US-AEP Secretariat, or designated Secretariat staff, will serve as the A.I.D. contact

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point for programmatic and technical matters. The designated contracting officer in A.I.D.'s Office of Procurement will serve as the A.I.D. contact point for issues relating to the terms and provisions of this agreement.

EVALUATION

DOC shall cooperate with A.I.D. in conducting a mid-term and/or final evaluation of activities conducted under this IAA. The evaluation(s) shall focus on the ability of this project to meet its goals and objectives, carry out activities planned and have a positive impact on the marketing of U.S. technology and services to address Asian environmental problems. Additionally, lessons learned and recommendations for strengthening the project will also be identified.

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I US-AEP BUSINESS REPRESENTATION

PURPOSE

The primary purpose of the Technology Cooperation component of the United States-Asia Environmental Partnership (US-AEP) is to improve the quality of the environment in Asia by expanding trade and investment information and commercial opportunities for U.S. environmental and related energy goods and services. The Technology Cooperation component will build on U.S. and Asian relationships to encourage establishment of partnerships between Asian and U.S. private sector firms to help alleviate environmental degradation caused by rapid economic development.

The Technology Cooperation component intends to enhance environmental conditions in Asian countries by fostering technology transfer opportunities through mutually beneficial trade and investment activities and Asian-U.S. business exchanges. In order to ensure sustainable economic development, it is essential to increase trade and investment information, on project possibilities as well as trade leads concerning pollution control equipment and services as well as environmental technologies.

The primary purpose of the US-AEP Business Representation activity is to expand trade and investment information along with trade leads for environmental control technologies and increase commercial transactions. The development of specific trade and investment opportunities, contacts and commercial transactions in targeted environmental/industrial sectors in nine countries is the central function of the US-AEP Business Representation activity in Asia.

Objectives

The specific objectives of the US-AEP Business Representation staff will vary somewhat by country, but will include the following:

1. Addressing the environmental problems of Asian countries through the use of U.S. environmental technologies and services by :
 - Focusing on the major priority environmental problem areas in each country;
 - Identifying the legal and regulatory framework within these areas; and
 - Establishing in annual Business Plans (described herein) specific targets for enhancing environmental

quality in these areas.

2. Enhancing U.S. environmental trade and investment information and opportunities in private and public sector activities in Asia by:
 - Increasing the level of U.S. trade and investment in environmental and related energy technologies and services by the end of 1994 over 1992 levels;
 - Developing trade opportunity leads with targets of (1) stimulating U.S. bids and proposals for trade opportunity leads and (2) concluding commercial transactions for trade opportunity leads; and
 - Arranging face-to-face meetings, seminars, equipment and technology demonstrations, and round-table technical meetings between U.S. businesses and Asian companies and public agencies needing environmental technologies and services.

RATIONALE

US-AEP's Technology Cooperation component -- of which Business Representation is a part -- is the business-to-business activity of the US-AEP. As stated above, exponential economic growth in many countries in Asia has degraded the environment and crumbled the infrastructure. The US-AEP can help create a permanent U.S. focus on Asian environmental and related energy problems by enhancing the U.S. presence in Asia through the Business Representation activities. The Business Representatives will provide a means to encourage the application of U.S. technological and management solutions to these environmental problems by linking U.S. business expertise to specific environmental trade and investment opportunities.

The idea of establishing two U.S. environmental business centers was originally conceived under AID's original Project Paper describing the activities for Technology Cooperation. Members of the Technology Cooperation Working Group discussed the Business Center concept and recommended that other countries be considered due to the immediate need for in-country U.S. services. The Director of A.I.D.'s US-AEP Secretariat determined that Assessment Teams, made up of businesspersons, EPA, US-AEP Secretariat Staff and contractor staff, should visit the region to determine the best course of action for establishing business centers in Asia. In early-to-mid-July they visited: India, Philippines, Indonesia, Malaysia, Singapore, Taiwan, Hong Kong and Korea. Upon their return, the Assessment Team contractor produced a final report that recommended establishing operations in each of the countries based on their environmental needs and potential for U.S. technology solutions to meet those needs.

When the Assessment Teams were debriefed in August, by the Director and members of the Technology Cooperation Working Group, there was much discussion given to DOC's lead role in working with U.S. business in the field. After careful negotiations, it was determined that the effective course of action would be to work with DOC and augment the Foreign Commercial Service efforts in the eight countries visited. Thailand was not included in the initial assessment because of restrictions on A.I.D. assistance at the time. Since those restrictions have been removed, Thailand is now included as a Business Representation location. Since the August debriefing, Secretariat staff have been working with AID and DOC to initiate a 632(b) transfer to the Department of Commerce to establish the nine business centers.

These nine Asian countries/territories have been identified as those most in need of environmental clean-up while also being best equipped to finance this effort through commercial ventures rather than public expenditures. Many Asian firms are looking for ways to increase their means to conserve resources through waste minimization and energy efficiency. The US-AEP's philosophy is that better information provided to U.S. environmental and energy industry firms about Asian environmental problems will lead to increased chances for the U.S. private sector to engage in commercial transactions resulting in environmental improvements in Asia.

Complementing the Business Representation activities, the Technology Cooperation component of US-AEP also provides seed funds -- through a Technology Cooperation Fund¹ administered under a cooperative agreement by the National Association of State Development Agencies (NASDA) -- to entice U.S. businesses to demonstrate their environmental and related energy technologies to Asian public and private sector interests. By leveraging private sector funds with these US-AEP Program Funds, the US-AEP program will encourage the U.S. private sector to exhibit how innovative U.S. technologies and approaches can solve specific Asian environmental and related energy problems.

The expansion of U.S. environmental and related energy business in Asia should lead to an improvement in the Asian environment, as businesses from the United States and Asia work together "for profit" to achieve US-AEP goals. The private sector-oriented strategy of US-AEP will help enhance the prospects for financial sustainability of this endeavor.

APPROACH

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The US-AEP Technology Cooperation Fund is a centrally-funded cost-sharing program designed to provide seed monies to U.S. businesses to demonstrate how U.S. technology can solve environmental and related energy problems in Asia.

The development of trade and investment information, opportunities and contacts for environmental and related energy technologies and services is the primary function of the US-AEP Business Representation program in Asia. To accomplish this purpose, the US-AEP Technology Cooperation effort will rely heavily on guidance from the Trade Promotion Coordinating Council (TPCC) and from DOC, through its International Trade Administration (ITA) and U.S. and Foreign Commercial Services (US&FCS) offices in Asia. Reliance on ITA is essential since the DOC is authorized to implement U.S. international trade policy and because ITA is specifically charged with promoting U.S. exports.

Recognizing the lead role that DOC plays in U.S. export promotion, it is appropriate for A.I.D. to collaborate with DOC to accomplish the US-AEP goals of enhancing Asian environment through the application of U.S. technologies and services. Yet, given current resource limitations at DOC, the ITA and the overseas US&FCS offices, there are substantial obstacles in assisting the US-AEP. The primary problem -- identified by both A.I.D. and DOC -- is the limited availability of US&FCS staff in Asia. Charged with providing services to hundreds of U.S. industrial sectors, the US&FCS Asian offices are restricted -- due to limited resources -- in their ability to respond to the environmental problems and consequent trade and investment opportunities.

Through the present transfer, A.I.D. will enable US&FCS to augment overseas offices with no more than three-person teams in nine Asian countries/territories that will focus only on environmental and related energy problems and opportunities. Business Representation staff will be supervised by US&FCS and will use established channels for formal communication. Program guidance will be provided by the Senior Commercial Officer (SCO) who will use the Annual Business Plan as a means to achieve program goals. The Business Plan will be mutually agreed upon by A.I.D. and ITA/Washington. The SCO will provide A.I.D. and ITA with Quarterly and Annual Reports providing both agencies an opportunity to review the project's progress. The ITA in Washington will work closely with A.I.D. and its US-AEP technical support contractor to provide input and guidance for the activities of the Business Representation staff.

This collaborative approach between A.I.D. and DOC is an innovative undertaking. This US-AEP model will lay the groundwork for future inter-agency efforts that focus on environmental trade and investment overseas.

Through this inter-agency agreement, A.I.D. funds will be used to finance supplemental staff for each US&FCS office in the agreed upon Asian countries/territories with contract employees to operate the US-AEP Business Representation offices. DOC will

continue to provide funding for the salaries and benefits of existing US&FCS staff and for the programs normally carried out prior to the addition of the US-AEP Business Representation staff.

This two-year undertaking will require flexibility and regular communication between A.I.D. and DOC to guarantee its success. As part of an A.I.D.-Commerce effort to launch the Business Representatives, the US-AEP Secretariat and DOC are sending out a small team to Asia (Jan 9-23 to Korea, Taiwan, Hong Kong and the Philippines and Feb 19-March 12 to Thailand, Indonesia, Singapore, Malaysia and India) to ensure that measures are underway, for the establishment of Business Representation offices in the field according to the agreed arrangements in this document. Moreover, the Secretariat will follow-up on earlier meetings in Washington regarding coordination with AID Asian environmental projects by meeting with appropriate AID field project officers and contractors to assist in appropriate integration of their activities.

SUSTAINABILITY

If this Business Representation effort is successful in helping to address Asia's environmental problems and in promoting greater commercial transactions for U.S. environmental goods and services, program sustainability may be achieved by one or a combination of the following results. First, the DOC itself may consider the return on these resources sufficient as to justify programming more of its own resources in all or several of the countries. Second, DOC may be able to establish a user fee system sufficient to maintain or expand the program. Third, for-profit and not-for-profit private sector organizations may begin to offer many, if not all the services provided by the Business Representation offices and US&FCS. However, it is unlikely that the private sector would totally replace the historic role of US&FCS in assisting small and medium sized firms in entering new foreign markets.

After one year of operation, DOC, in collaboration with the A.I.D. US-AEP technical support contractor, will prepare a paper outlining the feasibility of a fee-for-service system to allow this program to become self sustaining.

Commerce Contribution

The DOC will make significant in-kind contributions to the Business Representation activity. In Washington, DOC will provide support for event recruitment, major project identification, review and handling of Industrial Subsector Analyses (ISA's), information dissemination, business counseling, backstopping the overseas US-AEP activities, environmental trade promotion and policy implementation, and environmental activities

with international organizations.

The overseas US&FCS offices will provide general and administrative services, communication services, and in certain instances, office space for the Business Representation staff and activities. These costs will be reimbursed by A.I.D. upon concurrence by the A.I.D. project officer. Additionally, the overseas US&FCS offices will provide supervision, support for trade events, business counseling, identification of agents and distributors, production of environmental ISA's, major project identification, and business library services. Additionally, ITA and the US&FCS offices will assist the Business Representatives in identifying local business and trade organizations and government agencies willing to cost-share specific program activities (e.g. trade shows, technology demonstrations, reverse trade missions, etc.) identified in the annual Business Plans. Annex B of this IAA provides DOC's estimated value for some of the above cited in-kind contributions to this program by country.

In-Country Participation

Each participating Asian country/territory will have an in-country US-AEP Steering Committee composed of members from the U.S. Embassy, USAID Missions and/or projects (if appropriate), U.S. business community, in-country U.S. non-governmental organizations (NGO's), host country government(s), local business community and local NGO's.

The purpose of the Steering Committees is to provide guidance and input into the activities of the US-AEP and the Business Representation staff. (See Attachment 1: US-AEP In-Country Steering Committees.)

Location of Business Representations

A.I.D and DOC have agreed initially to establish Business Representation offices in the following nine Asian countries or territories: India, the Philippines, Hong Kong, Taiwan, Indonesia, Thailand, Malaysia, Singapore, and Korea. The selection of countries was based on the final report of the US-AEP assessment teams that conducted country visits and a joint DOC and A.I.D review. The following criteria were used to determine the phasing:

- Seriousness of environmental problems;
- Readiness of overseas US&FCS offices to implement the Business Representation offices;
- Level of matching resource commitment from overseas US&FCS offices;

- Expressed interest of local governments, business and trade associations, private businesses, and non-governmental organizations and their willingness to cost-share business information and promotion activities; and
- Maturity of the market to accept U.S. technologies and services.

STAFF

The US-AEP Technical Cooperation component entails the establishment of US-AEP Business Representation offices in selected Asian countries -- under the supervision of ITA's US&FCS offices. Generally, it is envisioned that there will be a locally contracted US-AEP Business Representative, a Business Assistant and an Administrative Assistant. Alternatively, some or all of these services may be, with the agreement of A.I.D. and DOC contracted out by individual US&FCS offices to technically qualified, profit-making or non-profit organizations with operations in Asian countries. This will done where contracting out to such entities represents a cost-effective way of providing the services.

The Business Representation staff will be hired by the US&FCS offices through Embassy procedures. Candidates identified in the recruitment process will be recommended by US&FCS and USAID personnel overseas (where appropriate) and approved by A.I.D.'s US-AEP Secretariat and the Senior Commercial Officer (SCO) before final selection by the responsible contracting official at each post.

This staff will complement resources currently devoted to information programs and trade promotion in the environmental sector. The Business Representation staff will be completely dedicated to US-AEP functions and will not be available for any other US&FCS or other post activities.

Ideal candidates for the position of US-AEP Business Representative are engineers (environmental, mechanical, civil or chemical) with experience in environmental matters and/or individuals with equivalent technical education; and with strong sales backgrounds in the industry. Academic qualifications in the field are needed, but the emphasis should be on marketing and sales experience, preferably in one or more subsectors of the environmental protection/control field. Resident U.S.-trained (BS or MS) professionals are preferred (AMCITS or local). Candidates should have strong English writing, oral communication and proven management skills. Demonstrated knowledge and contacts with local industries and local government agencies that need environmental and related energy technology are essential.

In order to attract "among the best and brightest", very competitive local salaries will be offered, although it is recognized that local conditions will vary from country to country. Salaries proposed in excess of the FS-01 salary level must be approved in advance by the A.I.D. Agreements Officer.

A brief description of qualifications for the US-AEP Business Representative, Business Assistant and Clerical Assistant are provided below at **Attachment 2: Description of Qualifications for Business Representation Staff.**

BUSINESS PLAN FOR US-AEP BUSINESS REPRESENTATION ACTIVITIES

The annual Business Plan is a document to guide the activities and allocate the time and resources of the US-AEP Business Representation staff (this will be adjustable depending on the requirements of each country). Reviewed and approved by A.I.D. and ITA, the Business Plan:

- identifies the target industries and environmental problems for that year;
- sets out the strategy for contacting the major companies in each target sector;
- sets targets for developing trade leads and technical cooperation opportunities;
- specifies the program support activities;
- specifies specific output requirements;
- and sets forth a detailed schedule with milestones of accomplishments.

The annual Business Plan -- to be developed based on a model provided by A.I.D. with input from the Steering Committee -- will be initially drafted by the Business Representative, with close Washington involvement of A.I.D. and its US-AEP technical support contractor. Both US&FCS and A.I.D. will approve the Business Plans. Each annual Business Plan should contain the elements outlined below and a schedule for accomplishing each.

1. OBJECTIVES FOR TARGETED INDUSTRIAL/ENVIRONMENTAL SECTORS

The overall goal of the US-AEP Technical Cooperation component is to enhance environmental conditions in the country by fostering technology transfer opportunities through mutually beneficial trade and investment activities and Asian-U.S. business exchanges.

Consistent with this goal, each Business Plan will identify specific objectives for industrial sectors and/or environmental opportunity areas each year. Depending upon available resources, the Business Plan might identify fewer or more than five target sectors each year. The objectives will be specific numbers of

trade leads, face-to-face business meetings between local and U.S. businesses and dollar volume of commercial transactions.

Depending upon local situations, the Business Plan will focus on specific environmental problems, specific target industries, or some mixture of both. Some of the environmental problem areas are:

- Air pollution abatement
- Wastewater pollution control
- Noise abatement
- Energy conservation and efficiency
- Water treatment
- Solid waste
- Toxic/hazardous waste

Alternatively, or additionally, the Business Plan might target specific industrial sectors with the intention of concentrating on the full range of environmental problems in that industry. Some of the potential target industries could be:

- Petrochemicals
- Paper and pulp
- Mining
- Electronics
- Food and beverages
- Toys
- Chemicals
- Electric power generation
- Steel
- Textile
- Hospitality industry

2. TARGETED SECTOR IMPLEMENTATION STRATEGIES

A focused implementation strategy for the selected target sectors with identifiable activities and outputs is essential in order to increase trade and investment leads for environmental control technologies and increased commercial transactions.

For each targeted industrial/environmental sector, an implementation strategy should have the following:

2.A. Development of Business/Trade Leads and Contacts

- Identification of at least 20 major local companies in each sector;
- A schedule for making initial calls, visits/meetings and follow-up;
- A list of key contacts in each sector for submission to DOC's CIMS system and A.I.D.; and
- Identification of all potential trade/investment leads from each company for submission to DOC's TOPs and the US-AEP Asia Environmental Business Information System (AEBIS) to be established by A.I.D.

2.B. Sector-Specific Program Support Activities

- In-country seminars between local and U.S. businesses;
- Trade missions and reverse trade missions;
- Trade demos/shows for U.S. technology;
- Round-table technical demonstrations; and
- Conferences.

2.C. Identification of Potential Candidates for Fellowships, Exchanges and Training

- Generate contacts in Asian business and government; and
- Identify opportunities for American fellow.

2.D. Supporting Studies

- Survey utility of local information systems and recommend improvements;
- Survey pertinent environmental and trade/investment laws, policies, regulations; and
- Identification of industrial sub-sectors needing market assessments (ISA's).

3. BUDGET AND SCHEDULE

The annual budget will provide A.I.D. a means to guide and monitor the activities of the local Business Representation offices. The Business Representative and the US&FCS in country will prepare the budget, with final approval by A.I.D.

The budget will include the costs for the Business Representation staff, travel expenses, office expenses, and other direct costs. Also, the budget will estimate the cost for the proposed in-country program activities, such as seminars, technology demos/shows, trade missions, reverse trade missions, etc. The budget will clearly identify the costs to A.I.D. and cost-sharing by other organizations.

The schedule will show activities and milestones by month for the entire year. At a minimum, it will include all of the activities listed above.

4. TASKS

US-AEP Business Representation staff will have responsibility for the following tasks and outputs:

Task 1. Assist in Identifying Office Staff

If deemed appropriate by US&FCS, the Business Representative will assist in the identification of a qualified Business Assistant and Administrative Assistant.

Output: Short-list of potential candidates

Implementation Date: End of Month 1

Task 2. Assist in Establishing the US-AEP Office Logistics

The US-AEP Business Representative and staff, if on board, will assist US&FCS as needed, to complete any arrangements to make the office fully operational, especially its communications linkages to US&FCS and to the US-AEP Secretariat and its technical support contractor. As the contracting authority, GSO, with advice from US&FCS at post, will have primary responsibility for all contracts for space rentals and hiring of personnel; for procurements exceeding USD 10,000 and legal arrangements necessary to set up the local office. US&FCS will have primary responsibility for other procurements including furniture, equipment and communications facilities (fax etc). FAAS costs incurred by US&FCS for the establishment and continued support of the US-AEP programs will be reimbursed under this IAA if approved in advance by A.I.D.

Output: Operational office

Implementation Date: End of Month 3

Task 3. Establish coordination linkages

With oversight from A.I.D. and US&FCS, the Business Representative will publicize the establishment of the US-AEP local office and establish systems for coordinating with local government agencies and business groups, with existing USAID-funded projects, with A.I.D. and organizations implementing other US-AEP activities. It is anticipated that a separate US-AEP program fund will be established under the US-AEP Technology Cooperation Component to provide grants on a cost-sharing basis to cover expenses of specific, trade promotion activities or other events supportive of US-AEP program goals. Business Representation staff will work with eligible groups developing appropriate events that could be supported under these mechanisms.

Outputs: Memorandum describing the coordination linkages arranged and the dissemination of knowledge of USAEP activities to other in-country organizations.

Implementation Date: End of Month 3

Task 4. Participate in the US-AEP Steering Committee.

Each US-AEP Business Representative will sit on the local US-AEP Steering Committees composed of members from the U.S. Embassies, USAID (where appropriate), U.S. business communities, non-governmental organizations (NGO's), host country government(s), local business communities and host country NGO's.

Output: Participation in Steering Committee meetings

Implementation Date: 1st meeting during Month 4

Task 5. Familiarize Staff with Environmental/Market Conditions

Depending upon their level of knowledge, the Business Representative and staff may need to spend time becoming familiar with the environmental and related energy technology market, especially the key problems, actors and opportunities. The Business Representative may also have to become familiar with US&FCS information resources and procedures.

Output: Report identifying existing information on local environmental/market conditions

Implementation Date: End of Month 4

Task 6. Develop Business Plan

With input from the Steering Committee, US&FCS and A.I.D., the Business Representative will prepare and submit to A.I.D. and ITA a draft Business Plan for the operations in Year 1 and Year 2 -- based on a Model Business Plan provided by A.I.D. US&FCS and A.I.D. will jointly approve the Business Plan.

The annual Business Plan will provide operational guidance for the US-AEP Business Representation staff. The Business Plan will detail the functions, services and projected outputs of the Business Representation staff.

Output: Year 1 - 1 Two-Year Business Plan
Year 2 - 1 Two-Year Updated Business Plan

Implementation Date: Year 1 - End of Month 4
Year 2 - Beginning of Month 1

Task 7. Participate in Three-Week US-AEP Orientation Program

The Business Representative will travel to the United States to receive a three-week orientation program organized by A.I.D. and DOC.

Output: Trained Business Representation staff

Implementation Date: Month 2 or 3

Task 8. Develop Business/Trade Leads and Contacts

The development of trade and investment opportunities and contacts for environmental and related energy technologies and services is the primary function of the Business Representation staff. From the outset, the US-AEP Business Representative and his/her assistant will allocate their time and resources to contacting, visiting and recontacting local private companies and public agencies in Asia that need, or will need, environmental control technologies and/or services. The staff should be in the field as much as possible, identifying business opportunities and building long term, face-to-face relationships for U.S. business with the targeted local industries and firms.

Based on the targeted environmental/industrial sectors from the annual Business Plan, the Business Representation staff should make calls to major companies and public agencies in each of the selected targeted sectors. These calls should introduce US-AEP and arrange subsequent site visits and meetings. The US-AEP Business Representative should then visit each company or public agency to understand their requirements and identify specific trade or investment opportunities. Trade leads should be immediately given to US&FCS for input into TOPS and distribution to U.S. businesses through DOC channels and will be simultaneously entered by fax into the US-AEP Asian Environmental Business Information Service (AEBIS) system at the Business Representatives' locations.

The number and priority of the specific activities listed below, which the Business Representation staff must accomplish, will vary depending on market conditions, such as market size, in-country travel distances, knowledge of the Business Representative, political conditions and other factors. Consequently, the outputs below are presented as goals to be achieved once the Business Representation offices become fully operational. These examples may be replaced by realistic numbers determined in the Business Plan.

- Call companies to arrange meetings and discuss opportunities

Outputs: Year 1 - 200-400 calls (20-40 calls per month)

Year 2 - 300-600 calls (25-50 calls per month)

Implementation Date: Continuing activity

- Visit/meet with companies

Outputs: Year 1 - 100-200 visits/meetings (10-20 meetings per month)

Year 2 - 120-240 visits/meetings (10-20 meetings per month)

Implementation Date: Continuing activity

- Identify best prospects and input trade leads into DOC Trade Opportunity system (TOPS) and US-AEP Washington

Outputs: Year 1 - 100-200 trade lead entries (10-20 per month)

Year 2 - 120-240 trade lead entries (10-20 per month)

Implementation Date: Continuing activity

Task 9. Conduct environment/energy counseling for U.S. companies

The US-AEP Business Representative will respond to requests from visiting U.S. environmental technology and service companies to provide counseling and briefings. Using the information, contacts and knowledge accumulated by the Business Representative, these meetings may review current market conditions, relevant legal and regulatory matters, trade opportunities, potential contacts and local partners, etc.

Outputs: Year 1 - 40-80 1-hour briefings (4-8 per month)

Year 2 - 48-96 1-hour briefings (4-8 per month)

Implementation Date: Continuing activity

Task 10. Organize in-country technical seminars between local businesses and U.S. businesses

The US-AEP Business Representative and staff will need to organize and conduct a number of in-country technical seminars that bring local businesses and U.S. environmental and related energy technology and service companies together. The purpose of the seminars is to demonstrate equipment, to learn about specific trade or investment opportunities, to meet potential local joint venture partners or agents, or to cover other relevant matters.

Outputs: Year 1 - 3-6 seminars

Year 2 - 4-8 seminars

Implementation Date: To be determined

Task 11. Participate in, and/or assist with, in-country program activities conducted by local or U.S. business groups under US-AEP

US-AEP program funds, as provided under A.I.D.'s cooperative agreement with the National Association of State Development Agencies or other mechanisms, may be available to assist local and U.S. businesses undertake selected activities. These program activities include trade missions, reverse trade missions, technology and/or equipment demonstrations, round-table technical seminars, trade shows, conferences, etc. Generally, A.I.D. seeks to have other organizations cost-share the funding for these activities and will look to the sponsoring organizations to provide all necessary logistics.

The Business Representative should participate in these events. Occasionally, the Business Representative should provide some limited assistance to the organization for the event. The local or U.S. business organization, trade association or host country government organization, which is receiving US-AEP grant funds, should conduct the activity.

Outputs: Year 1 - Participation in 3-6 events

Year 2 - Participation in 4-8 events

Implementation Date: To be determined

Task 12. Identify needed supporting studies and Industry Subsector Analyses (ISA's).

The Business Plan should identify needed special studies in the targeted environmental/industrial sectors or in other areas. These studies might include a survey of local business information sources and systems with recommended improvements, a review of pertinent environmental and trade/investment laws, policies, regulations and guidelines, or special industrial sub-

sectors market assessments.

The Business Representative would only help identify the types of studies needed and would not undertake the studies. Regular US&FCS procedures for contracting out such studies will be followed.

Outputs: Year 1 - Number of studies to be determined
Year 2 - Number of studies to be determined

Implementation Date: To be determined

Task 13. Disseminate information and assist in identifying potential candidates for fellowships, training and U.S. business exchange programs

After receiving information from A.I.D. and US&FCS regarding available programs and qualifications for candidates, the Business Representative will be responsible for identifying a preliminary pool of business candidates for potential referral to US-AEP grantees administering fellowships, training and exchange programs. (The Business Representative, however, must be cautious not to imply -- in any way -- that being a potential candidate insures that the individual will be selected to attend a program.) From an initial pool of potential candidates, the Business Representative should help screen candidates further, if needed.

Outputs: Year 1 - 10 potential business candidates (1 potential candidate per month screened from five preliminary potential candidates)
Year 2 - 12 potential business candidates (1 potential candidate per month screened from five preliminary potential candidates)

Task 14. Arrange US-AEP Steering Committee meetings

The in-country Steering Committees may meet quarterly, or on a different schedule, as determined by Chairperson or Co-Chairperson. The Business Representative will assist the Chairperson or Co-Chairperson by arranging only the logistics for the meetings. This will include setting the meeting dates, drafting agendas, arranging a location, sending invitations and confirming attendance, taking minutes, etc. The Business Representative will submit a Meeting Report to US&FCS and A.I.D.

Outputs: Year 1 - 4 meetings; 4 Meeting Reports
Year 2 - 4 meetings; 4 Meeting Reports

Implementation Date: 1st meeting during Month 4; continuing activity

Task 15. Prepare and submit Quarterly Reports to US&FCS, A.I.D. and ITA

Using a report format supplied by A.I.D. and US&FCS, the Business Representative will prepare and submit Quarterly Reports to

US&FCS, A.I.D. and ITA. These reports will compare planned activities and accomplishments with actual achievements. See **Attachment 3. Contents of Quarterly and Annual Reports** for further guidance.

Outputs: Year 1 - 4 Quarterly Reports

Year 2 - 4 Quarterly Reports

Implementation Date: End of each calendar quarter

Task 16. Prepare and submit Annual Reports to US&FCS, A.I.D. and ITA

Using a report format supplied by A.I.D. and US&FCS, the Business Representative will prepare and submit Annual Reports to US&FCS, A.I.D. and ITA. These reports will compare planned activities and accomplishments with actual achievements. See **Attachment 3. Contents of Quarterly and Annual Reports** for further guidance.

Outputs: Year 1 - 1 Annual Report

Year 2 - 1 Annual Report

Implementation Date: End of each calendar year

Task 17. Revise and update the Business Plan

At the end of each year, the Business Representative -- with direction from A.I.D. and US&FCS -- will update the Business Plan and extend it one year into the future. This will insure that the Business Plan benefits from past experience and always encompasses a two-year period.

Output: Year 1 - 1 Updated Business Plan for Years 2 and 3
Year 2 - 1 Updated Business Plan for Years 3 and 4

Implementation Date: End of each calendar year

6. SCHEDULE

The first three months of operation will be devoted to establishing the US-AEP Business Representation office, hiring the staff, and developing the annual Business Plan. Within the first month of operation, the Business Representation staff will be fully engaged in the tasks of developing trade leads and

business contacts, assisting with program activities and other matters set out in the annual Business Plan.

MONTH 1-2

Task 1. Hire staff: US-AEP Business Representative, Business Assistant and Administrative Assistant
Responsible Party: US&FCS

Task 2. Make office operational: secure office space, equipment, furnishing, communications systems, etc.
Responsible Party: US&FCS

Task 3. Establish coordination linkages with A.I.D. and US-AEP implementing organizations, local government and business groups, USAID projects and others
Responsible Party: Bus. Rep.

Task 4. Develop Business/Trade Leads and Contacts
Responsible Party: Bus. Rep.

- Call companies to arrange initial meetings
- Visit/meet with companies
- Identify best prospects and input trade leads into FCS Trade Opportunity system (TOPS) and A.I.D. or its designee

MONTH 3

Task 5. Participation in Steering Committees
Responsible Parties: US&FCS, A.I.D. and Bus. Rep.

Task 6. Familiarize staff with local market conditions
Responsible Parties: US&FCS and Bus. Rep.

Task 7. Finalize Business Plan for Year 1 & 2
Responsible Parties: Bus. Rep., US&FCS

Task 8. Participate in three-week orientation for US-AEP Business Representatives in United States
Responsible Parties: Bus. Rep., A.I.D. and ITA

MONTHS 4-12

- Task 9. Conduct environmental/energy counseling for U.S. companies**
Responsible Party: Bus. Rep.
- Task 10. Organize in-country technical seminars between local businesses and U.S. businesses (This does not include seminars or other program activities organized by other organizations with US-AEP grant funds)**
Responsible Party: Bus. Rep.
- Task 11. Participate, in and/or assist with, in-country program activities conducted by local or U.S. businesses groups under US-AEP (e.g. trade shows, reverse trade missions, technology and/or equipment demonstrations, round-table technical analyses, special conferences/seminars, etc.)**
Responsible Parties: Local or U.S business groups with Bus. Rep. assistance.
- Task 12. Identify needed supporting studies and Industrial Subsector Analyses (ISA's).**
Responsible Parties: US&FCS for ISA's and to be determined for other studies; Bus. Rep. only helps identify needed studies.
- Task 13. Disseminate information and identify potential business candidates for fellowships, training and U.S. business exchange programs**
Responsible Party: Bus. Rep.
- Task 14. Arrange US-AEP Steering Committee meetings**
Responsible Party: SCO
- Task 15. Submit Quarterly Reports to US&FCS and A.I.D.**
Responsible Party: Bus. Rep.
- Task 16. Submit Annual Reports to US&FCS and A.I.D.**
Responsible Party: Bus. Rep.
- MONTH 12**
- Task 17. Revise and update Business Plan for coming two years**
Responsible Party: Bus. Rep.

SUPERVISION

The annual Business Plan will provide operational guidance for the US-AEP Business Representation staff. Programmatic

supervision and guidance will be provided on a day-to-day basis by the post SCO subject to periodic review from A.I.D. and ITA.

The overseas US&FCS offices will provide, either directly and or on a reimbursable basis, general and administrative services, communication services, and in certain instance, office space for the Business Representation staff and activities. Additionally, the overseas US&FCS offices will provide supervision, support for trade missions, business counseling, identification of agents and distributors, production of environmental ISA's, major project identification, and business library services. Additionally, ITA and the US&FCS offices will assist the Business Representatives in identifying local business and trade organizations and government agencies willing to cost-share specific program activities (e.g. trade shows, technology demonstrations, reverse trade missions, etc.) identified in the annual Business Plans.

The SCO will provide US-AEP Business Representation staff with formal DOC cable communication support, other non-cable communication support, and administrative services (payroll, contracting, clerical and overhead) consistent with the annual Business Plan and costs of which are reimbursable under this agreement.

A.I.D., through its technical support contractor, will arrange for a three-week orientation program for the Business Representatives in the United States, providing a Model Business Plan and guidance to the Business Representative in preparing the plan. (See Attachment 4 to Annex A) A.I.D. and ITA will approve the Business Plans. A.I.D. will also provide the Business Representative information regarding procedures for using in-country program funds for trade promotional activities and information about the US-AEP training, fellowship and business exchange programs.

A.I.D., or its designee, will also receive trade lead and general trade information from the Business Representative. A.I.D. will receive Quarterly and Annual Reports from the Business Representative that compare planned activities with actual achievements. A.I.D. will regularly review the progress of the Business Representation office with ITA. The in-country SCO will provide a six month interim performance review and yearly performance appraisal of the Business Representative in coordination with ITA and the Director of A.I.D.'s US-AEP Secretariat.

The Business Representative will implement all the activities articulated in the Business Plan under the supervision of the in-country SCO. The Business Representative will work with AID project officers and AID contractors in the field to ensure continued coordination of in-country business promotional activities. The Business Representative will alert A.I.D. and

its technical support contractor regarding any duplications of services.

OFFICE REQUIREMENTS

US&FCS will lease or make available additional space in the US&FCS facilities or as agreed in other locations with cooperating Asian organizations in each country. The concern of A.I.D. is that the offices be easily accessible to local businesses and government agencies, which may prove difficult if located within the U.S. Embassy in certain countries. The location and size of the space will be determined on a case-by-case basis by cost, the number of staff at each location, proximity to US&FCS offices, other AID sponsored programs (e.g. EIP, IEMP and TEST) and site accessibility. A.I.D. must approve all office locations. Associated US-AEP costs may include rehabilitation of the space, where necessary, regular maintenance, repair and utilities for the space.

US&FCS will arrange to equip each office with efficient but modest furniture and floor coverings. Each office unit will be equipped with two IBM-compatible PC's, one printer, and appropriate software compatible with the equipment used by the US&FCS and US-AEP Washington, three phone lines, one typewriter, bookshelves, file cabinets, three desks and chairs, a small conference area with table and chairs, one photocopy machine and one facsimile machine. US&FCS will make available their facsimile and photocopying machines where the staffs are co-located, or purchase or lease at additional cost when necessary. Costs associated with the use of US&FCS equipment will be reimbursed under this agreement, when approved by the A.I.D. Project Officer.

No vehicles will be provided by US&FCS. Procurement of any vehicles must be fully justified and approved by A.I.D. Transport of business persons, especially groups, to appointments will generally be by rental vehicles.

US&FCS is authorized to expend funds in an amount not to exceed \$33,000 prior to the signature date of this agreement for the reservation of office space in Korea, Hong Kong and Taiwan.

FORMAL COMMUNICATIONS

Formal communications to, and from, the US-AEP Business Representatives will be through post cable system with clearance from A.I.D. on outgoing cables. Outgoing messages from A.I.D. regarding formal instructions to the Business Representative will be cleared by DOC. The ITA and A.I.D. will agree on a cable clearance and routing system that minimizes delays while assuring thorough coordination.

**II US-AEP ENVIRONMENTAL SPECIALIST
AT ASIAN DEVELOPMENT BANK
FOR
THE US AND FOREIGN COMMERCIAL SERVICE
U.S. DEPARTMENT OF COMMERCE**

PURPOSE

The purpose of placing the US-AEP Environmental Specialist in the Asian Development Bank (ADB) is to substantially increase the amount of trade lead information about opportunities for the export of U.S. environmental and related energy technologies, goods and services for projects funded by the ADB. This enhanced level of information will reach U.S. businesses through regular information distribution channels of the International Trade Administration (ITA) in the DOC as well as through special A.I.D. distribution efforts.

RATIONALE

The US&FCS has a representative located at the ADB in Manila, Philippines identifying, reporting and monitoring current and future opportunities for contracts for architectural, engineering, construction, equipment supply, and other matters for the sectoral initiatives funded by ADB.

Due to the substantial volume of lending activity, the single DOC representative is not able to devote a great deal of time to specific sectors, such as environment and energy. Consequently, A.I.D. will provide funding to supplement the current DOC staff at the ADB with a person solely devoted to these sectors.

APPROACH

Using this IAA, A.I.D. will provide the resources for DOC/US&FCS to hire -- by contract -- one Environmental Specialist dedicated to US-AEP objectives. The Specialist will be located with the existing US&FCS representative to the ADB in Manila. This person will be responsible for identifying, tracking and reporting back to ITA Washington and A.I.D. current and future opportunities for contracts for architectural, engineering, construction, equipment supply, and other matters for the projects related to the environment, which are being considered by the ADB. The Environmental Specialist will emphasize the identification of "up-stream", potential projects -- often the precursors of large-scale project activities in the future -- that will eventually lead to specific projects or equipment procurements. Early identification of prospective infrastructure projects for power generation, wastewater, and hazardous waste shall be a strategic focus of this activity.

As appropriate, the Environmental Specialist will also refer U.S. environmental and energy companies to the US-AEP Business Representatives and/or A.I.D. for additional assistance from US-AEP informational and program activities. Under the direction of the US&FCS representative, the Environmental Specialist may directly assist U.S. firms exploring opportunities arising from ADB programs.

STAFF

DOC/US&FCS will hire one full-time professional, contract staff person, approved by A.I.D. Space, equipment and all other costs attendant to the additional staff will be borne by A.I.D., under this IAA, as approved in advance by A.I.D.

OFFICE AND EQUIPMENT REQUIREMENTS

DOC will arrange for adequate office space within the US&FCS ADB-leased offices in Manila, one computer, copying facilities, one telephone line, one facsimile machine, desk and chair, and other equipment and supplies, as necessary.

SUPERVISION

The DOC/US&FCS officer, assigned to the ADB in Manila, will provide day-to-day supervision of the Environmental Specialist.

The Energy and Environment Infrastructure Manager, employed by A.I.D.'s technical support contractor, will also provide advise on broad program objectives and guidance to the Environmental Specialist regarding the definition, types, and level of detail, of information needed and of priority tasks under this US-AEP activity.

REPORTING

The Environmental Specialist will, in addition to standard reporting through US&FCS channels, submit at a minimum a bi-weekly faxed report to A.I.D. and ITA the details of trade and investment opportunities arising from current and potential future ADB projects. Additionally, the Environmental Specialist will submit Quarterly Reports to the Energy and Environment Infrastructure Manager of A.I.D.'s technical support contractor outlining activities during the quarter, any needs for additional information or other support, problems and potential solutions

TASKS

Task 1. Establish Office at ADB

Output: Established office

Implementation Date: End of Month 3

Task 2. Submit Trade Leads to DOC and A.I.D. (or designee)

Output: Year 1 - 100-200 trade leads (10-20 per month)

Year 2 - 120-240 trade leads (10- 20 month)

Implementation Date: Continuing activity

Task 3. Referrals to A.I.D. (or designee)

Outputs: Year 1 - 60-120 referrals (5- 10 referral per month)

Year 2 - 60-120 referrals (5-10 referrals per month)

Implementation Date: Continuing activity

Task 4. Submit Quarterly and Annual Reports

Outputs: 4 Quarterly Reports and 1 Annual Report each year

Implementation Date: End of each quarter and end of each year

QUALIFICATIONS

The Environmental Specialist should have an engineering, international finance and/or international development background and an ability to determine the developmental and trade/investment impact and benefits of environmental infrastructure projects.

Some of the specific qualifications of the Specialist include the following:

- Undergraduate or higher professional degree (BS or MS) from a recognized university (preferably U.S.) in environmental or related engineering, with supplemental education in international development and environmental science or related matters;
- Excellent oral and written communication skills in local language(s) and English;
- Computer literacy in WordPerfect or other word processing language and Lotus 123;

- Strong international development background as demonstrated by five or more years of development experience, preferably with environmental control or related technologies;
- Familiarity with Asian private sector organizations and trade associations (direct past involvement with these organizations is preferred);
- Demonstrated knowledge and contacts with Asian industries in need of environmental and related energy technology;
- Demonstrated knowledge and contacts with Asian governments, especially governmental agencies dealing with development, environment, commerce and trade, finance, and foreign trade and investment; and
- Demonstrated knowledge of Asian environmental, industrial, trade and investments laws, regulations and policies.

**III US-AEP ENVIRONMENTAL/ENERGY TRADE SPECIALIST
FOR
TRADE INFORMATION CENTER
OF DOC INTERNATIONAL TRADE ADMINISTRATION**

PURPOSE

The purpose of this effort is to increase the level of specialized assistance to U.S. environmental and related energy technology and service companies by providing additional resources to the Trade Information Center (TIC) of DOC.

RATIONALE

The TIC is a one-stop information source at DOC providing information about a multitude of Federal export assistance programs. The member agencies of the Trade Promotion Coordinating Committee oversee its operations. At the TIC, trade specialists answer telephone inquiries and advise exporters and investors on how to locate and utilize government programs and guide them through the export process.

A.I.D. wants a dedicated staff specialist at the TIC who would be knowledgeable about environmental and related energy export and investment opportunities in Asia. This would allow A.I.D. to link its business information effort directly to TIC. A.I.D. intends to provide the resources for DOC to fill this gap under this IAA.

APPROACH

Under this IAA, A.I.D. will provide the resources for DOC to hire one Asian Environmental/Energy Trade Specialist to be housed at the Trade Information Center. This person will be responsible for answering inquiries about trade leads and/or basic background information on environmental and related energy opportunities and conditions in Asia. This Asian Environmental/Energy Trade Specialist will also provide linkage to the program activities of the US-AEP Asian Environmental Business Information Service (AEBIS) system and the US-AEP overseas Business Representatives.

STAFF

DOC will hire an additional Presidential Management Intern (PMI) for the TIC. This PMI will be dedicated as an Asian Environmental/Energy Trade Specialist, for as long as he or she is funded by A.I.D. under this IAA. Any future employment obligation of the U.S. Government to the PMI or obligations not otherwise covered by this IAA will be the responsibility of DOC.

This Trade Specialist will be located at the TIC offices. TIC will provide all necessary administrative/clerical support for the Trade Specialist.

OFFICE AND EQUIPMENT REQUIREMENTS

TIC will provide adequate office space at the TIC location for the Asian Environmental/Energy Trade Specialist, a computer, copying facilities, two telephone lines, facsimile and/or telex facilities, and other equipment and supplies, as necessary to be paid for by US-AEP as part of this agreement. ITA will arrange for the Asian Environmental/Energy Trade Specialist to be connected into the regular TIC 1-800-USA-TRADE number system.

SUPERVISION

The Director of TIC will be responsible for the day-to-day supervision of the Asian Environmental/Energy Trade Specialist.

The Trade Specialist will also meet monthly with the US-AEP Washington AEBIS Manager to discuss activities during the month, any needs for additional information or other support, problems and potential solutions.

REPORTING

The Interagency Export Program Director will submit Quarterly Reports, to A.I.D. or its designee, outlining activities during the month, any needs for additional information or other support, problems and potential solutions.

TASKS

Task 1. Become Oriented to Asia Environmental/Energy Trade Conditions and Opportunities

Output: Oriented Specialist

Implementation Date: Months 1-2

Task 2. Respond to Inquiries from U.S. Businesses

Outputs: Year 1 - 600-1,200 inquiries (50-100 inquiries per month)

Year 2 - 600-1,200 inquiries (50-100 inquiries per month)

Implementation Date: Continuing activity

Task 3. Referrals to A.I.D. (or its designee)

Outputs: Year 1 - 120-240 referrals (10-20 referrals per month)

Year 2 - 120-240 referrals (10-20 referrals per month)

Implementation Date: Continuing activity

Task 4. Submit Quarterly and Annual Reports to A.I.D.

Outputs: Year 1 - 4 Quarterly Reports & 1 Annual Report

Year 2 - 4 Quarterly Reports & 1 Annual Report

QUALIFICATIONS

Ideal candidates for this position will be college graduates with, hopefully, some knowledge and/or experience in environmental and/or trade matters.

Some of the qualifications of the Environmental/Energy Trade Specialist should include the following:

- Undergraduate or higher professional degree (BS or MS) from a recognized university;
- Excellent oral and written executive business communication skills;

- Computer literacy in WordPerfect or other word processing language;
- Familiarity with U.S. private sector organizations and trade associations (direct past involvement with these organizations is preferred);
- Some knowledge of U.S. government agencies, especially governmental agencies dealing with environment, commerce and trade, finance and foreign trade and investment is preferred; and
- Some knowledge of international and U.S. environmental, industrial, and trade and investments laws, regulations and policies is preferred.

ATTACHMENT 1
US-AEP IN-COUNTRY STEERING COMMITTEES

Membership and Organization

The US-AEP Steering Committees in Asian and Pacific countries will consist of representatives from the U.S. government (notably U.S. Embassies and USAID Missions in A.I.D.-assisted countries), U.S. local businesses and business organizations, relevant Asian and U.S. in-country nongovernmental organizations², representatives of related A.I.D. projects [such as ASEAN Environmental Improvement Project (EIP), India Trade in Environmental Services and Technologies Project (TEST) and others, where such exist)], US-AEP regional project officers (where such exist). Also to be included in the Steering Committee are representatives of Host Country Government(s) (e.g. Ministry of the Environment), local business organizations (e.g. Chambers of Commerce and/or industry), local businesses (where appropriate), local NGOs, and others identified by US&FCS and A.I.D. as appropriate. The size of the Steering Committee will differ, country to country. Their membership may be rotated on a yearly basis to provide others the opportunity to participate.

The Steering Committee is intended to provide a forum for reviewing the on-going program of US-AEP, informing all relevant parties of US-AEP, and providing the vehicle for shaping a post-specific program from the "menu" of activities available under US-AEP. Members will collaborate on actions between and among activities which will enhance the overall effectiveness of the local program. The Steering Committee will provide specific inputs to such activities as follows: the selection of fellows, determination of target problems, Business Representatives business plans, and other related activities, and will act as the central guidance point for the local program.

The Ambassador (in Taiwan, the AIT Director) should designate a Chairperson or Co-Chairpersons of the Steering Committee (SC). The Chair's role is to convene the SC; guide the discussions and deliberations of the SC; and promote the development of consensus among the participants. The Chair is, thus, the chief promoter of the concept of networking among the participants.

²

Representation from US-AEP-related environmental groups should include representatives of The Asia Foundation, The Nature Conservancy, World Environment Center, World Resources Institute and World Wildlife Fund. In countries where more than one organization has a local office, the environmental organizations may select one representative and/or arrange for rotating representation.

The Steering Committees will meet quarterly -- or on a schedule to be determined -- to provide input from each represented community or group regarding US-AEP business activities, biodiversity programs, and fellowship/exchanges/training programs as they relate to U.S. and local business and environmental opportunities. A statement of purpose describing its advisory role, based on guidance from A.I.D. and after discussions with ITA and US&FCS, will be developed and adopted in the first four months for each Steering Committee. The US-AEP Business Representative will help arrange the logistics for Steering Committee meetings and take guidance from the Steering Committee.

Advisory Responsibilities

The Steering Committees will have the following roles as part of their charter:

- Help in integrating the following components of the US-AEP program within the local Asian/Pacific context: Environmental Fellowships, Exchanges and Training; Technology Cooperation; Environmental Infrastructure; and Regional Biodiversity Conservation Networks;
- Help identify key environmental problems, opportunities and projects;
- Recommend target environmental/industrial sectors;
- Recommend target environmental/industrial companies to approach;
- Review and make recommendations on the annual Business Plans of the Business Representation offices;
- Recommend and participate in US-AEP events and program activities, when appropriate;
- Suggest candidates for fellowships, exchanges and training programs and help review list of proposed candidates;
- Suggest improvements in the use of local information systems;
- Help identify local joint venture partners and sources of local trade/investment financing;
- Refer all relevant ideas and recommendations to A.I.D.; and
- Develop consensus among all parties on the program.

**ATTACHMENT 2
DESCRIPTION OF QUALIFICATIONS
FOR
US-AEP BUSINESS REPRESENTATION STAFF**

BUSINESS REPRESENTATIVE

Ideal candidates for this position will be graduate engineers (environmental, mechanical, civil or chemical) with experience in environmental matters or individuals with equivalent technical education and with strong marketing/sales backgrounds in the industry. Academic qualifications in the field are needed, but the emphasis is on marketing/sales experience preferably in one or more subsectors of the environmental protection/control field. Resident U.S.-trained (BS or MS) professionals are preferred (AMCITS or local).

In order to attract "among the best and brightest" candidates, very competitive local salaries will be offered, although it is recognized that local conditions will vary from country to country.

QUALIFICATIONS

- Undergraduate or higher professional degree (BS or MS) from a recognized university (preferably U.S.) in environmental or related engineering (e.g. civil, mechanical or chemical), with supplemental education in business sales, or degree in business administration/sales with supplement education in environmental or related engineering;
- Excellent oral and written executive business communication skills in local language(s) and English; and
- Computer literacy in WordPerfect or other word processing language and Lotus 123.

EXPERIENCE

- Strong marketing/sales background as demonstrated by five or more years of marketing/sales experience, preferably in environmental control or related technologies;
- Proven management skills as demonstrated by five or more years of managing technical, sales and administrative personnel;
- Familiarity with local private sector organizations and

trade associations (direct past involvement with these organizations is essential);

- Demonstrated knowledge and contacts with local industries that need environmental and related energy technology;
- Demonstrated knowledge and contacts with local government, especially governmental agencies dealing with environment, commerce and trade, finance and foreign trade and investment;
- Demonstrated knowledge of local environmental, industrial, and trade and investments laws, regulations and policies; and
- Past employment with a U.S. multi-national firm would be very helpful.

BUSINESS REPRESENTATIVE ASSISTANT

Ideal candidates for this position will be college graduates with experience in environmental matters or individuals with equivalent technical education and with some marketing/sales backgrounds in the industry. Academic qualifications in the field are needed, but the emphasis is on marketing/sales experience preferably in one or more subsectors of the environmental protection/control field.

QUALIFICATIONS

- Undergraduate from a recognized university (with engineering or business preferred);
- Excellent oral and written executive business communication skills in local language(s) and English; and
- Computer literacy in WordPerfect or other word processing language and Lotus 123.

EXPERIENCE

- Some marketing/sales background as demonstrated by one or more years of marketing/sales experience, preferably in environmental control or related technologies;
- Some familiarity with local private sector organizations and trade associations (direct past involvement with these organizations is preferred);

- Some knowledge and contacts with local industries that need environmental and related energy technology;
- Some knowledge and contacts with local government, especially governmental agencies dealing with environment, commerce and trade, finance and foreign trade and investment; and
- Some knowledge of local environmental, industrial and trade and investments laws, regulations and policies.

ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

- Formal training in administrative/secretarial work;
- Excellent oral and written executive business communication skills in local language(s) and English; and
- Computer literacy in WordPerfect or other word processing language and Lotus 123.

EXPERIENCE

- Five or more years progressively responsible experience with office administration and secretarial work; and
- Experience in a business or governmental office involving multiple tasks including answering the telephone, typing, filing, word processing, database management, arranging meetings and appointments, making travel arrangements, bookkeeping and other related duties.

ATTACHMENT 3

CONTENTS OF QUARTERLY AND ANNUAL REPORTS

The Quarterly and Annual Reports will compare the goals and projected activities with the actual achievements of the Business Representation office.

The reports will include, but not be limited to the following programmatic information:

Activity Review

- Analysis and number and names of companies identified, called & visited;
- Analysis and number and names of trade leads;
- Analysis and number and names of U.S. company visits/meetings;
- Analysis and types of environmental problems with potential U.S. commercial solutions;
- Analysis and types of U.S. technology demonstrated;
- Analysis and total US-AEP funds expended in-country;
- Analysis and number and names of business exchange referrals;
- Analysis and number and names of training and fellowship referrals; and
- Analysis and number and types of seminar/workshops and other program activities.

Impact Assessment

- Analysis and number of business deals signed;
- Analysis and dollar value of business deals signed;
- Analysis and types of investment projects signed;
- Analysis and types of trade/export transactions;
- Analysis of licensing & agent/distributor arrangements; and
- Analysis and types of U.S. transactions impacting environmental problems.

ATTACHMENT 4

MODEL ORIENTATION PROGRAM FOR US-AEP BUSINESS REPRESENTATIVES

To insure that the US-AEP Business Representatives fully understand the goals and objectives of US-AEP, the operational relationships between A.I.D., ITA and overseas US&FCS offices, the informational resources of A.I.D., ITA, and the available environmental technologies and services of U.S. companies, A.I.D. and ITA will develop and conduct a three-week orientation program in Washington, D.C. for the Business Representatives. Additionally, this orientation program will provide A.I.D. and ITA staff an opportunity to establish personal relationships with the Business Representatives.

The following is a list of potential topics to be included in the orientation program:

- US-AEP Goals and Objectives;
- Organizational Structure of A.I.D., DOC, EPA & DOE and other TPCC member agencies;
- Resources of A.I.D., DOC, EPA & DOC and other TPCC member agencies;
- Responsibilities of US-AEP Business Representatives;
- Review of How to Prepare Annual Business Plans;
- Ethical Standards and Requirements;
- U.S. Business and Trade Organizations: Purposes and Capabilities;
- Available U.S. Environmental and Related Energy Technologies and Services Presented by U.S. Companies; and
- Other Pertinent Matters;

ANNEX-B FINANCIAL PLAN

TABLE I
SUMMARY BUDGET FOR A.I.D. CONTRIBUTION FOR YEAR 1

	SALARIES	OFFICE COSTS	LOCAL TRAVEL	CAPITAL COSTS	INT'L TRAVEL & AEP CONF	TOTAL BY COUNTRY
PHILIPPINES	\$60,000	\$18,750	\$11,250	\$32,000	\$15,000	\$137,000
INDIA	\$24,750	\$30,750	\$12,750	\$15,000	\$15,000	\$98,250
HONG KONG	\$84,750	\$33,750	\$11,250	\$30,000	\$15,000	\$174,750
TAIWAN	\$105,000	\$79,749	\$15,000	\$31,840	\$15,000	\$246,589
THAILAND	\$46,000	\$17,500	\$7,500	\$35,000	\$15,000	\$121,000
INDONESIA	\$39,000	\$17,500	\$10,000	\$30,000	\$15,000	\$111,500
KOREA	\$52,000	\$18,850	\$7,500	\$61,500	\$15,000	\$154,850
SINGAPORE	\$57,500	\$29,000	\$7,500	\$30,000	\$15,000	\$139,000
MALAYSIA	\$43,500	\$19,500	\$10,000	\$30,000	\$15,000	\$118,000
TIC	\$29,232	\$15,855				\$45,087
ADB	\$50,000	\$17,000	\$2,000	\$8,000	\$15,000	\$92,000
TOTAL BY CATEGORY	\$591,732	\$298,204	\$94,750	\$303,340	\$150,000	\$1,438,026

*FIGURES FOR THE PHILIPPINES, INDIA, HONG KONG AND TAIWAN ARE FOR 9 MONTHS, THE REMAINING FIGURES ARE FOR 6 MONTHS.

**TIC OFFICE COSTS INCLUDE: SUPPLIES, OFFICE SUPPORT, GENERAL OUTREACH, COMPUTER/TELEFAX AND COPYING COSTS.

***FIGURES FOR SALARIES, OFFICE COSTS, LOCAL TRAVEL, CAPITAL COSTS, INTERNATIONAL TRAVEL AND AEP CONFERENCE REPRESENT LINE ITEMS FOR PURPOSES OF ADJUSTMENT UP TO 15%, PURSUANT TO SECTION III OF THE IAA. NO ADJUSTMENT BETWEEN COUNTRIES IS PERMITTED WITHOUT PRIOR, WRITTEN APPROVAL BY A.I.D..

**TABLE II
SUMMARY BUDGET FOR A.I.D. CONTRIBUTION FOR YEAR 2**

	SALARIES	OFFICE COSTS	LOCAL TRAVEL	CAPITAL COSTS	INT'L TRAVEL & AEP CONF	TOTAL BY COUNTRY
PHILIPPINES	\$80,000	\$25,000	\$15,000		\$15,000	\$135,000
INDIA	\$33,000	\$41,000	\$17,000		\$15,000	\$106,000
HONG KONG	\$113,000	\$55,000	\$15,000		\$15,000	\$198,000
TAIWAN	\$140,000	\$108,332	\$20,000		\$15,000	\$281,332
THAILAND	\$92,000	\$35,000	\$15,000		\$15,000	\$157,000
INDONESIA	\$78,000	\$35,000	\$20,000		\$15,000	\$148,000
KOREA	\$104,000	\$37,700	\$15,000		\$15,000	\$171,700
SINGAPORE	\$115,000	\$58,000	\$15,000		\$15,000	\$203,000
MALAYSIA	\$87,000	\$39,000	\$20,000		\$15,000	\$161,000
TIC	\$44,594	\$11,500				\$56,094
ADB	\$50,000	\$17,000	\$2,000		\$15,000	\$84,000
TOTAL BY CATEGORY	\$938,594	\$460,532	\$154,000	\$0	\$150,000	\$1,701,126

*THESE FIGURES REPRESENT 1 FULL YEAR OF OPERATION.

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TABLE III
SUMMARY OF A.I.D. CONTRIBUTION AND US&FCS IN-KIND CONTRIBUTION

	A.I.D. CONTRIBUTION		A.I.D. TOTAL	DOC IN-KIND CONTRIBUTION		DOC TOTAL
	YEAR 1	YEAR 2		YEAR 1	YEAR 2	
PHILIPPINES	\$137,000	\$135,000	\$272,000	\$72,500	\$96,667	\$169,167
INDIA	\$98,250	\$108,000	\$204,250	\$59,000	\$78,667	\$137,667
HONG KONG	\$174,750	\$198,000	\$372,750	\$83,750	\$111,667	\$195,417
TAIWAN	\$246,589	\$281,332	\$527,921	\$226,250	\$301,667	\$527,917
THAILAND	\$121,000	\$157,000	\$278,000	\$48,334	\$96,667	\$145,001
INDONESIA	\$111,500	\$148,000	\$259,500	\$55,834	\$111,667	\$167,501
KOREA	\$154,850	\$171,700	\$326,550	\$99,434	\$198,867	\$298,301
SINGAPORE	\$139,000	\$203,000	\$342,000	\$58,834	\$117,667	\$176,501
MALAYSIA	\$118,000	\$161,000	\$279,000	\$40,834	\$81,667	\$122,501
SUBTOTAL	\$1,300,939	\$1,561,032	\$2,861,971	\$744,770	\$1,195,203	\$1,939,973
TIC	\$45,087	\$56,094	\$101,181	\$35,000	\$35,000	\$70,000
ADB	\$92,000	\$84,000	\$176,000	\$70,000	\$70,000	\$140,000
OVERALL TOTAL	\$1,438,026	\$1,701,126	\$3,139,152	\$849,770	\$1,300,203	\$2,149,973

*FIGURES FOR THE PHILIPPINES, INDIA, HONG KONG AND TAIWAN REPRESENT 9 MONTHS, THE REMAINING FIGURES ARE FOR 6 MONTHS IN YEAR 1.

TABLE IV
ILLUSTRATIVE VALUE FOR US&FCS IN - KIND CONTRIBUTION FOR YEAR 1

	WASH. SUPPORT	MAJ. PROJ. LIBRARY SE	TRADE MISSIONS	BUSINESS CNSLING	ISA & ADS**	TOTAL BY COUNTRY
PHILIPPINES	\$8,750	\$18,750	\$22,500	\$18,750	\$3,750	\$72,500
INDIA	\$8,750	\$11,250	\$18,750	\$16,500	\$3,750	\$59,000
HONG KONG	\$8,750	\$18,750	\$22,500	\$18,750	\$15,000	\$83,750
TAIWAN	\$8,750	\$41,250	\$71,250	\$52,500	\$52,500	\$228,250
THAILAND	\$5,834	\$10,000	\$20,000	\$7,500	\$5,000	\$48,334
INDONESIA	\$5,834	\$10,000	\$20,000	\$15,000	\$5,000	\$55,834
KOREA	\$5,834	\$22,500	\$40,000	\$25,000	\$6,100	\$99,434
SINGAPORE	\$5,834	\$11,000	\$18,000	\$15,000	\$9,000	\$58,834
MALAYSIA	\$5,834	\$10,000	\$12,500	\$10,000	\$2,500	\$40,834
TIC	\$35,000					\$35,000
ADB	\$70,000					\$70,000
TOTAL FCS CONTRIBUTION FOR YEAR 1						\$849,770

*FIGURES FOR THE PHILIPPINES, INDIA, HONG KONG, AND TAIWAN ARE FOR 9 MONTHS, THE REMAINING FIGURES ARE FOR 6 MONTHS.

**THIS CATEGORY IS FOR INDUSTRY SECTOR ANALYSES AND AGENT DISTRIBUTOR SERVICES.

***TIC & ADB CONTRIBUTIONS INCLUDE: RENT, TRAINING, OFFICE SUPPORT AND SUPERVISION.

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TABLE V
ILLUSTRATIVE VALUE OF US & FCS IN-KIND CONTRIBUTION FOR YEAR 2

	WASH. SUPPORT	MAJ. PROJ. LIBRARY SE	TRADE MISSIONS	BUSINESS CNSLING	ISA & ADS**	TOTAL BY COUNTRY
PHILIPPINES	\$11,667	\$25,000	\$30,000	\$25,000	\$5,000	\$96,667
INDIA	\$11,667	\$15,000	\$25,000	\$22,000	\$5,000	\$78,667
HONG KONG	\$11,667	\$25,000	\$30,000	\$25,000	\$20,000	\$111,667
TAIWAN	\$11,667	\$55,000	\$95,000	\$70,000	\$70,000	\$301,667
THAILAND	\$11,667	\$20,000	\$40,000	\$15,000	\$10,000	\$98,667
INDONESIA	\$11,667	\$20,000	\$40,000	\$30,000	\$10,000	\$111,667
KOREA	\$11,667	\$45,000	\$80,000	\$50,000	\$12,200	\$198,867
SINGAPORE	\$11,667	\$22,000	\$36,000	\$30,000	\$18,000	\$117,667
MALAYSIA	\$11,667	\$20,000	\$25,000	\$20,000	\$5,000	\$81,667
TIC	\$35,000					\$35,000
ADB	\$70,000					\$70,000
TOTAL FCS CONTRIBUTION FOR YEAR 2						\$1,300,203

*THESE FIGURES REPRESENT 1 FULL YEAR OF OPERATION.

**THIS CATEGORY IS FOR INDUSTRY SECTOR ANALYSESSES AND AGENT DISTRIBUTOR SERVICES.

***TIC AND ADB CONTRIBUTIONS INCLUDE: RENT, TRAINING, OFFICE SUPPORT AND SUPERVISION.

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