

Guideline on the Expert Missions

Expert Missions are an APT initiative to provide expert assistance to address the specific needs of APT Members. The Expert Missions aim to provide opportunities for APT Members to advance their ICT policy and regulatory environment through close collaboration of experts from partner organisations or institutions.

Expert Missions require commitment from beneficiary APT Members (including relevant stakeholders in the beneficiary Member), experts and the APT Secretariat to engage and contribute collaboratively for the full duration of the project to give each mission the best opportunity for success.

1. Objectives

The objectives of this Guideline are:

- 1.1. to provide general guidance on APT's Expert Mission initiative to address the needs of APT Members for the development of ICT policy and regulation.
- 1.2. to define the scope and engagement of beneficiary Members, experts, and the APT Secretariat during the implementation of Expert Mission.

2. Definitions

In this Guideline, “Beneficiary Members”, “Experts”, “Assistance Plans” and “Final Reports” are defined as the following:

- (a) “Beneficiary Members” are APT Members who have submitted requests for Expert Mission and have been selected by the APT Secretariat for the Expert Mission programme.
- (b) “Experts” are either individual(s) or institution(s) specialized in the area of ICT who have competent knowledge and experience in the topic field.
- (c) “Assistance Plans” are proposed action plans by experts on topics related to requests submitted by beneficiary Members, including a preliminary schedule, expected outcome, estimated cost, list of experts, and other areas requiring coordination by the APT Secretariat.
- (d) “Final Reports” are the outcome of Expert Missions prepared by the experts (e.g. reports, recommendations, etc.), discussed and agreed upon by the beneficiary Members and finally approved by the APT Secretariat.

3. General principles

- 3.1. Expert Missions require active and sustained cooperation, communication and collaboration between the APT Secretariat, beneficiary Members and experts for their full duration to ensure successful outcomes.
- 3.2. Expert Mission requests (made by beneficiary Members) and Assistance Plans (provided by experts) should be appropriately scoped and clearly outline activities, timelines and outcomes that are achievable based on available resources and funding.
- 3.3. Expert Missions shall generally be completed by 31 December in the year for which it is selected for implementation by the APT Secretariat. If the Expert Mission's duration needs to be extended to support successful outcomes, the APT Secretariat should make a decision on the extension following consultation and agreement between the APT Secretariat, beneficiary Members, experts and relevant donors, taking into account the availability of resources and funding.

4. Implementation

- 4.1. For successful implementation, **the APT Secretariat** shall undertake the following actions;
 - 4.1.1. Circulate an invitation letter to APT Members to submit requests for an Expert Mission to address their ICT development needs, with the relevant information that is necessary to implement an Expert Mission.
 - 4.1.2. Following the receipt of Expert Mission requests under 4.1.1, invite potential experts to develop Assistance Plans based on these requests and their relevant expertise in the ICT field.
 - 4.1.3. Study responses from APT Members and experts as per 4.1.1 and 4.1.2, and then select feasible and practical Assistance Plans, which may be adjusted through an identification and coordination process to match the Expert Mission Requests.
 - 4.1.4. Inform the beneficiary Members and the experts of the result of the selection and organize the Expert Mission kick-off meeting either online or offline with the participation of both the beneficiary Members and the experts.
 - 4.1.5. Attend the Expert Mission kick-off meeting and ensure that beneficiary Members and experts have a clear understanding of their roles as part of the Expert Mission, including observation of the expectations, general principles, and steps outlined in this Guideline.
 - 4.1.6. Provide administrative support for Expert Mission, including coordinating scope of services, milestones, timeline, progress review meetings, and adjustment of the Assistance Plan, as necessary.

4.2. For successful implementation, **the beneficiary Members** shall:

- 4.2.1. Submit requests for Expert Missions with the information necessary for experts to develop an Assistance Plan and smoothly implement an Expert Mission, within the APT Secretariat's required timeframes.
- 4.2.2. Consider the scope, duration and resources required for Expert Missions when developing a request and commit to being fully engaged in activities for the duration of the Expert Mission.
- 4.2.3. Facilitate interactions between the expert and relevant stakeholders in the beneficiary Member to ensure appropriate levels of engagement and successful Expert Mission outcomes.
- 4.2.4. Share relevant information with the experts and arrange meetings, interviews, workshops, and other activities to be conducted in the beneficiary Members, as required.
- 4.2.5. If applicable, help experts travelling to the beneficiary Members for Expert Mission activities by providing local logistical advice (e.g. advice on accommodation).
- 4.2.6. Review Final Reports prepared by the experts promptly and provide feedback where required.

4.3. For successful implementation, **experts** shall:

- 4.3.1. Submit Assistance Plans to the APT Secretariat within the required timeframes in response to requests from beneficiary Members.
- 4.3.2. If required, make adjustments to Assistance Plans in consultation with the APT Secretariat and the beneficiary Members.
- 4.3.3. Record costs incurred in undertaking of the Expert Missions, including a detailed statement of expenses, to facilitate reimbursement, as necessary.
- 4.3.4. Ensure to provide the highest consultancy quality.
- 4.3.5. Submit the Final Report to the APT Secretariat by the end of the year for which the Expert Mission was selected.
- 4.3.6. If required, make adjustments to the Final Report in consultation with the APT Secretariat and the beneficiary Members.

4.4. For successful implementation, **the beneficiary Members and the experts** shall independently or jointly ensure that:

- 4.4.1. Collaborate with each other as much as possible and conduct the Expert Mission in a variety of ways to ensure the utmost effectiveness and efficiency, including desk research or documents review, series of

consultation meetings/interviews (either online or offline), site visits, or workshops.

- 4.4.2. Consult with the APT Secretariat in due course for any modifications to the original Assistance Plan.
- 4.5. For successful implementation, **the APT Secretariat, the beneficiary Members and the experts** shall jointly:
 - 4.5.1. Establish and agree on an Expert Mission timeline, including expected milestones and progress review
 - 4.5.2. Attend joint progress review meetings (either online or offline) to share updates on Expert Mission implementation, ensure activities are on track, and address issues as needed.

5. Financing

- 5.1. The APT Secretariat will finance the costs of the Expert Mission while seeking financial support from other resources as much as possible.
- 5.2. The APT Secretariat will reimburse the costs of the Expert Mission based on the allocated budget after the Final Report is submitted and approved by the beneficiary Members and the APT Secretariat.
- 5.3. For the reimbursement, the experts should submit relevant documentation, including a detailed statement of expenses.
- 5.4. In the case of Expert Missions funded by a partner donor, the APT Secretariat may consider providing up to 50 per cent of the funding in advance. This funding, provided in advance of Final Report approval, may be appropriate in the case of a project that has upfront delivery costs. This funding should only be released following consultation and agreement of relevant beneficiary Members, experts and donors, and on the provision of agreement to a costing proposal and signing of the relevant contract between the APT Secretariat and the expert.

6. Follow up and awareness raising

- 6.1. Following the conclusion of an Expert Mission, and in consultation with the beneficiary Members and the experts, the APT Secretariat will publish the Final Report on the APT website to share it with other APT Members.
- 6.2. The beneficiary Members are highly encouraged to make use of the results of the Expert Mission in their own ICT policies/regulations and may provide updates to the APT Secretariat to be shared with the APT Members.
- 6.3. The APT Secretariat may invite the beneficiary Members or the experts to an APT

Work Programme in order to share the outcomes of the Expert Mission with APT members.

- 6.4. The APT Secretariat will consider opportunities to promote and increase awareness of Expert Missions to encourage engagement. This could include sharing presentations at relevant events and providing case studies (as appropriate and in consultation with the relevant beneficiary Members and experts) on APT's website, available to APT Members and non-APT Members.

7. Interpretation

- 7.1. Interpretation of this Guideline is the responsibility of the Secretary General and this Guideline shall be implemented in line with the Constitution, Financial Regulations and other relevant rules and legal instruments of the APT.
- 7.2. This Guideline would be modified as required.

Attachment: Workflow of the Expert Mission

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