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| bulat  **ASEAN Cooperation Project Proposal**  **Brief Format – FOR PROJECTS**  **UNDER USD 100,000** |
| **Project Classification Code:** |
| **Project Title:** |
| **Project Description:** |
| **Sponsoring ASEAN Body**  **Sectoral Committee/Main Body:**  Meeting Number/Date:  **Working Group/Sub-Committee:**  Meeting Number/Date: |
| **Proponent’s name and address:** |
| **Date of Preparation:** |
| **Proposed Funding Source:** |
| **Proposed Project Budget (total):**  *Information below to be completed by the SPCD* |
| **Recommendation of Secretary-General/Project Appraisal Committee**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Meeting No./Date | : |  | | | | | Action | : |  | Endorsed |  | Not Endorsed | |  |  |  |  |  |  | |
| **Approval of Committee Of Permanent Representatives to ASEAN (CPR)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Meeting No./Date | : |  | | | | | Action | : |  | Endorsed |  | Not Endorsed | |  |  |  |  |  |  | |
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| 1. **Brief Project Description**– **300 words max** |
| 1. **Objective**   State the main objective(s) of this project and its relevance to the ASEAN Community Blueprints. |
| 1. **Outputs, Indicators and Activities**   Outline the outputs to be achieved (i.e. final products, goods, services that result directly from the completion of the project’s activities) and describe how these outputs may be measured (i.e. indicators). **At least one indicator per output is required**.  Indicate the main activities to be carried out for each output. Normally there should not be more than six activities per output. Provide the summary of outputs to be achieved, main activities, and the indicative time-frame in the work plan template (See Annex 2). |
| 1. **Management and Implementation Arrangements** 2. **Management Arrangements**- Identify the sponsoring ASEAN body. The ASEAN body will designate a project manager who will be responsible for the achievement of the project objectives.State clearly the reporting line in the management of the project. 3. **Implementation Arrangements**– Identify the organizational unit or the personnel who will actually produce the project's outputs. |
| **Annex 1 –Budget Proposal**  Using the budget format, provide the cost for each of the inputs under the sub-headings (travel and perdiem, supplies and services, experts, equipment, others, etc). |
| **Annex 2 – Indicative Work Plan**  Using the indicative work plan format, develop a work plan/time-frame for each activity that covers the whole period of the project.  Once the project is completed, Project Completion and Financial Reports have to be submitted to the ASEAN Secretariat within 60 days after project completion. |
| **Annex 3 – Notation on Additional Supporting Documents** |