



INCEPTION REPORT

1st Six Monthly Report

of

ASEAN REGIONAL INTEGRATION SUPPORTED BY EU
ARISE

Covering the Inception Period

1st November 2012 to 31st May 2013

And

Six monthly report

1st November 2012 to 30th April 2013

Project No. DCI-ASIE/2010/021-657

Service Contract No. DCI6ASIE/2012/297-069



LIST OF ABBREVIATIONS

ABBREVIATION	DEFINITION
ACCSQ	ASEAN Consultative Committee on Standards and Quality
AEGFS	ASEAN Expert Group on Food Safety
AEC	ASEAN Economic Community
AFAFGIT	ASEAN Framework Agreement on the Facilitation of Goods in Transit
AFAFIST	ASEAN Framework Agreement on the Facilitation of Inter-State Transport
AFAMT	ASEAN Framework Agreement on Multimodal Transport
AFRL	ASEAN Food Reference Laboratories
AMS	ASEAN Member State
ARASFF	ASEAN Rapid Alert System for Food And Feed
ASEAN	Association of South East Asian Nations
ASEC	ASEAN Secretariat
ATIGA	ASEAN Trade in Goods Agreement
ATR	ASEAN Trade Repository
AWP	Annual Work Plan(s)
CA	Contracting Authority
CPR	Council of Permanent Representative
DFR	Draft Final Report
DG SANCO	EC Directorate General for Health and Consumers
DG TRADE	EC Directorate General for Trade
EC	European Commission
EU	European Union
FR	Final Report
KE	Key Expert(s)
IAP	Initial Action Plan
IR	Inception Report
JNE	Junior National Expert(s)
MS	Member States of the European Union
NCP	National Project Coordinators
NKE	Non Key Expert(s)
NTR	National Trade Repository
OWP	Overall Work Plan
PfPWG	Prepared Foodstuffs Product Working Group
PPWG	ACCSQ Pharmaceutical Product Working Group



PSC	Project Steering Committee
PR	Six month progress reports
SIE	Senior International Expert(s)
SNE	Senior National Expert(s)
SPS	WTO Agreement on Sanitary and PhytoSanitary Measures
STE	Short Term Expert
TAT	Technical Assistance Team
TBT	WTO Agreement on Technical Barriers to Trade
TTCB	ASEAN Transport Transit Coordinating Board
WHO	World Health Organisation
WTO	World Trade Organisation



ARISE FACT SHEET

Project Title	ASEAN Regional Integration Supported by EU (ARISE)
Project Number	DCI-ASIE/2010/021-657
Service Contract	DCI-ASIE/2012/297-069
Service Contractor	AETS, in consortium with TRANSTEC, ACE International Consultants, Q.I. and Fratini Vergano.
Project Location	ASEAN Secretariat Jakarta (with activities in ASEAN & EU)
Date of Signature of FA	12 th December 2011
Contracting Authority	EU Delegation to Indonesia
EUD Task Manager	Ms. Cecile Leroy (cecile.leroy@eeas.europa.eu)
Contact in ASEC	Ms. Lee Chen Chen (chenchen.lee@asean.org)
Project Dates	1 st November 2012 to 31 st October 2016
Project Budget	Total: EUR 7.500.000 (Fees: EUR 5.350.000, Incidentals EUR 2.000.000, Expenditure Verification 150.000)
Working Days available	(Team Leader: 880, Key Experts 2640, Senior STE: 2160, Junior STE: 240)
Key Experts 1-5	Team Leader: Mr Paul Mandl (paul.mandl@asean.org) Transit, Customs and Transport Mr Glyn Evans (glyn.evans@asean.org) Standards and Conformance Mr Rajinder Raj Sud (rajinder.raj@asean.org) Monitoring and Evaluation Mr Keith Atkinson (keith.atkinson@asean.org) Institutional Strengthening Mr Paolo Vergano (paolo.vergano@asean.org)
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PART 1 EXECUTIVE SUMMARY

The ARISE project officially started on the 1st November 2012 with the arrival of the Team Leader, the other Key Experts progressively arrived during the month of November.

This Inception Report (IR) covers the period from 1st November to 31st May 2013, which is of a slightly longer duration than intended. This is as a consequence of the complexity of ARISE and longer than planned consultation process with ASEAN secretariat, ASEAN member states and the EU.

The Initial Plan of Action (IPA), was formally approved by the EU Delegation in Jakarta (EUD) on 7th December 2012. During this period the project became fully operational and an office was physically set up. Managerial, reporting, financial and communication procedures were developed, relations with key stakeholders were established, and the project received a 'virtual' and a real 'identity' (email accounts, business cards, etc.).

The technical cooperation team (TCT) prepared drafts of the Overall Work Programme (OWP) and Annual Work Plan 1, which were submitted to Project Steering Committee (PSC) and the EUD for formal approval during May 2013. The PSC endorsed the OWP and AWP1 on the 29th May 2013 with official notification arriving from the EUD on June 5th 2013.

The reporting on resource use covers the period of the first 6 months of the period namely 1st November 2012 to 30th April 2013 and as such it reflects the first invoicing period.



PART 2 INTRODUCTION

ARISE started operations on the 1st November 2012 with the mobilisation of the Team Leader. The project will run for 48 months until 31st October 2016. A delay was experienced in the arrival of Key Expert 2 (Transit expert) Mr Ian Laycock due to a medical problem, which was not resolved. This subsequently resulted in him being replaced with Mr Glyn Evans effective from 1st March 2013. Key Expert 3 (Standards expert) Mr Rajinder Raj arrived on 20th November, with Key Expert 4 (Monitoring and evaluation expert) Mr Keith Atkinson and Key Expert 5 (Institutional Strengthening Specialist) Mr Paolo Vergano arrived on 26th November 2012. Under the Initial Action Plan, 8 Senior Short Term Experts were mobilised to provide support to the key experts in defining the future interventions of the OWP/AWP

Activities during the inception period led to 4 key outputs:

1. Establishment of the project office in the ASEAN Secretariat
2. Preparation and Approval of Initial Action Plan
3. Drafting of OWP/AWP1 and associated budgets
4. Holding of the 1st Project Steering Committee Meeting for approval of OWP/AWP1

During the inception period the Key experts participated in a series of meetings with different Technical Working Groups and Coordinating Committees to facilitate: awareness raising of ARISE, collection of data for the preparation of OWP/AWP1 and endorsement of the work plans once finalised. In the table below the list of meetings attended is provided. The incidental expenditure associated with this participation is shown in Part 4 of the report and only covers activities implemented up to the 30th April 2013

Table 1 External Meetings Held

Key Expert	Meetings	Dates
KE 1 – Paul Mandl	<ol style="list-style-type: none"> 1. 18th Meeting of ASEAN Cosmetic Committee and Its Related Meetings, Solo, Indonesia 2. 3rd Sub-Working Group ACTS, Bangkok, Thailand 3. 40th Meeting of the ACCSQ and Its Related Meetings, Kuala Lumpur, Malaysia 4. 18th Meeting of Customs Coordinating Committee Clark, Philippines 	<ol style="list-style-type: none"> 1. 21st-22nd Nov 2012 2. 28th Jan -1st Feb 2013 3. 10th-12th April 2013 4. 7th-9th May 2013
KE 2 – Glyn Evans	<ol style="list-style-type: none"> 1. 3rd Sub-Working Group ACTS, Bangkok, Thailand 2. Meet DG TAXUD and agree the transfer to ASEAN's ACTS system at no cost the re-usable software components from NCTS, Brussels, Belgium 3. 25th ASEAN Transport Facilitation Working Group Meeting (TFWG), Langkawi, Malaysia 4. 18th Meeting of Customs Coordinating Committee Clark, Philippines 	<ol style="list-style-type: none"> 1. 28th Jan -1st Feb 2013 2. 8th-11th Apr 2013 3. 23rd-25th Apr 2013 4. 7th-9th May 2013
KE 3 – Rajinder	<ol style="list-style-type: none"> 1. 14th Meeting of the Joint Sectoral Committee for Electrical and Electronic Equipment (JSC EEE), 	<ol style="list-style-type: none"> 1. 20th-22nd Nov 2012



Raj Sud	<p>Yogyakarta, Indonesia</p> <ol style="list-style-type: none">2. 16th Meeting of the Prepared Foodstuff Product Working Group (PFPWG), Kuala Lumpur, Malaysia3. 2 Meetings:<ol style="list-style-type: none">a. 24th Meeting of the ACCSQ Working Group on Accreditation and Conformity Assessment (ACCSQ WG2), Yangon, Myanmarb. 17th Meeting of the ACCSQ Automotive Product Working Group (APWG) and Task Force for MRAs of Automotive Meeting, Luang Prabang, Lao PDR4. 40th Meeting of the ACCSQ and Its Related Meetings, Kuala Lumpur, Malaysia	<ol style="list-style-type: none">2. 4th- 9th Dec 20123. 25th Feb -1st Mar 20134. 10th- 12th April 2013
KE 4 – Keith Atkinson	<ol style="list-style-type: none">1. 11th CCA meeting Brunei	<ol style="list-style-type: none">1. 4th- 6th May 2013
KE 5 – Paolo Vergano	<ol style="list-style-type: none">1. ASEAN NTM Classification Workshop, Bangkok, Thailand2. 11th CCA meeting Brunei	<ol style="list-style-type: none">1. 13th- 16th Mar 20132. 4th- 6th May 2013



PART 3 ACTIONS DURING INCEPTION PERIOD

3.1 Establishment of Project Office in the ASEAN Secretariat

The **Team Leader (Key Expert 1)** Mr Paul Mandl arrived at the base of operations in Jakarta on 1st November 2012. After some initial problems, the Consultant secured adequate office space within ASEAN Secretariat, the procurement of the necessary office equipment was also carried out. An office assistant was recruited starting on 2nd December 2012. The local AETS office has also been providing administrative support for the interventions under this activity. The ASEAN Secretariat provided the TCT with the necessary phone lines and email addresses. The project bank account was opened and business cards prepared, which meet both the EU visibility guidelines and the new ASEAN corporate identity. Internal admin procedures were agreed following consultation with the EUD, and financial management/ reporting procedures were finalised after the contracting of the Auditor for the expenditure verification. A manual of procedures has been developed for accounting purposes.

3.2 Preparation and Approval of Initial Plan of Action

The Team leader prepared the Initial Plan of Action after consultation with the ASEAN secretariat and the EUD Jakarta. Notification of official approval was received by ARISE on the 7th December 2012. The use of resources under the IPA is reported in Part 4. The use of man days and incidentals is reflected in the first 6 monthly invoice and the associated expenditure verification report.

3.3 Drafting OWP/AWP1 and Budget, and Inception Report

The second key output of the inception phase has been an Overall Work Plan and budget (OWP) and a first Annual Work Plan (AWP1) and budget. The Team leader took the lead in this process, with the support from the Key experts and ST experts input. The process for arriving at an endorsed OWP and AWP1 was long and complex. Consultations were held with ASEAN Secretariat divisions, technical working groups, Coordinating Committees, EUD and Brussels. Over 37 different consultations were held to arrive at the final draft version presented to the PSC. The details of these consultations are found in both the OWP/AWP 1.

As detailed in the IPA, various ST experts were mobilised in support of the preparation for the OWP and AWP1. A brief resume of the interventions and recommendations are given below and are related to the sub component supported in preparation of the OWP/AWP1. The full technical reports are annexed to this report.

3.3.1 Sub component 0.2 Visibility

A senior short term expert was recruited to develop a comprehensive ARISE visibility and communications plan. It was intended that the report would be completed before the end of the reporting period, however due to unforeseen delays it has yet to be finalised. As such, even though days were used during the period no working days or incidentals have been invoiced. The final output is expected in June.

3.3.2 Sub component 1.1 High level institutional building

As part of the activities carried out by the ARISE team to identify and define the sub projects and activities of the OWP and AWP1 respectively of this sub component, the project funded and organised an NTM Classification Workshop in Bangkok on the 14th/15th March 2013. The objective of the workshop was to support ASEAN Member States in defining NTM's and understanding the steps forward in creating both National Trade Repositories and a Regional Trade Repository. The outputs of the workshop and the discussions with ASEAN Secretariat and participants contributed significantly to the definition of sub project 1.1.2 and its associated activities which were subsequently approved by Coordinating Committee on ATIGA (CCA).

3.3.3 Sub component 1.2 (Monitoring)

While no external resource was used to define the sub projects and activities of sub component 1.2, it is worth noting that during the inception period the M&E expert (KE4) developed the internal project monitoring plan. This is referred to as Tier Three Monitoring in the OWP/AWP.

The project's monitoring framework is designed around a series of levels. Each level provides the information required for the assessment and reporting at the next level.

The Levels are summarized as follows:

<p>LEVEL 1: Progress on Overall Objectives: Represents indicators of project objectives and their impact to which ARISE is contributing through collective action with its partners and stakeholders This is measured at both the Programme and Component Level – high level monitoring. It will provide input to the project's Mid Term Review and Final Evaluation</p>
<p>LEVEL 2: Progress on Sub-Component Outcomes: Represents indicators measuring Outcomes (benefits) derived from and directly linked to the project's Outputs. It is aggregated from the delivery of the Output level verifiable indicators. These will be assessed and reported on after completion of each Annual Work Programme</p>
<p>LEVEL 3: Progress on Sub-Project Outputs Represents indicators for measuring Sub-project outputs. These can be qualitative and/or quantitative objectively verifiable indicators of the sub-project deliverables. These will be measured on a regular basis and reported on in each 6-monthly progress reports.</p>
<p>LEVEL 4: Progress on Activities Represents reports on resources use (inputs) and deliverables that are expected from each activity. These will be monitored on a continuous basis. Resource usage and deliverables will be reported on in each 6-monthly progress report</p>

The Logical Framework for ARISE was updated during the Inception phase and it provides the overall structure to the monitoring and evaluation activities going forward. In addition for each Component and Sub-Component of the project a monitoring framework has been developed which gives an overview of the main indicators that will be monitored and measured in order to assess progress in the delivery of the Project Outputs and thereafter of the Project Outcomes. These will be regularly updated and reported upon in the six-monthly progress reports. The approach aims to assist in decision making and planning of the project through a result based approach focusing on outcomes and impact as well as activities and outputs

The monitoring matrix forms Annex1 of this report

3.3.4 Sub components 2.1 – 2.2 (Customs Transit and Transport)

With the non-arrival of KE2, it was necessary to recruit a short term senior Customs Transit and Transport expert to support the team leader in the preparation of the OWP and AWP1. In addition specific tasks relating to the ACTS needed to be carried out. The work was carried out in two missions, the first in December 2012 and the second in January/February 2013.



The key tasks required were to:

- Assist the ASEAN Secretariat in drafting technical documents for the discussion at the meeting in January 2013 of the Sub-Working Group for the ASEAN Customs Transit System (SWG-ACTS);
- Provide technical advice and support to the work of the SWG-ACTS; and
- Assist the ARISE Team Leader with the first drafts of the ARISE Overall Work Plan (OWP) and first year Annual Work Plan (AWP 1).

The tasks above were completed satisfactorily and the necessary outputs delivered. In addition, the expert developed a work plan for the SWG-ACTS in cooperation with counterpart personnel in the ASEAN Secretariat. This plan was endorsed by the SWG-ACTS. This expert was subsequently proposed and accepted for the long term position as Key Expert 2 on ARISE, the Transit Adviser for Customs and Transport, with effect from 1st March 2013

4.3.5 Sub component 2.1 (Transport Facilitation)

A short term senior Transport expert was recruited in February 2013 and completed his work in May 2013. The expert was engaged to examine transport barriers to the free flow of goods in the ASEAN region, and to make recommendations for their removal. These recommendations relate to the ASEAN transport network as a whole, and also to the specific issues relating to the facilitation of cross-border truck transport under the planned pilot ASEAN Customs Transit System (ACTS).

The recommendations made are as follows:

- Continue to pursue the full implementation of the ASEAN transport facilitation agreements;
- Pursue the simplification and harmonization of road traffic rules, regulations and administrative procedures;
- Ensure better sharing of funds collected under regional transit transport;
- Apply the ASEAN-X formula more widely; Article 30.1 of the ASEAN Framework Agreement on the Facilitation of Inter-State Transport (AFAFIST) states: "In the implementation of this Agreement, [two] or more Contracting Parties who are ready can negotiate, conclude and sign implementing agreements/arrangements in line with the ASEAN-X Formula, on a pluri-lateral, multilateral or sub-regional basis. The other Contracting Parties can join in the implementation when they are ready".
- Focus on economic benefits; (political considerations sometimes obstruct the progress of transport facilitation agreements);
- Embark on bi-lateral or tri-lateral inter-state and transit transport arrangements;
- Capacity building: as the part of the regional strategic framework, professional training of all stakeholders, including cross-border transport operators, managers, drivers and policymakers, should be developed to ensure that they are competent to fulfil their tasks in international operations.

The expert also prepared a detailed work plan as the final output of his report, which forms Annex 2 of this report.

3.3.6 Sub component 2.2 (Customs and Transit)

Three short-term senior experts were recruited by ARISE in February 2013, with their work being completed in April 2013.

The experts were charged with reviewing the costs and development environment of the ACTS as proposed under the ACTS Feasibility Study (prepared under APRIS 2), and the implications of the possible utilisation by ACTS of the Customs Secure Network (CSN) developed by the ASEAN Single

Window (ASW) project. This was undertaken in light of the € 3.0 million budgeted under the ARISE programme for developing the software and piloting the ACTS system.

The report concluded that it is possible to develop the ACTS pilot system within the € 3.0 million envelope provided DG TAXUD makes available certain software components free of charge to ASEAN. Following the final mission of the experts, it was agreed that DG TAXUD are willing to supply the relevant software, free of charge, based on the EU's New Computerised Transit System (NCTS). This would form the basis upon which ACTS will be developed. The findings of these reports have guided the planned activities of ARISE for the development and implementation of the ACTS pilot system.

It is recommended by these experts that ACTS considers using the ASW CSN to transmit transit data between ASEAN Member States, subject to certain safeguards and independence of system development. The report forms Annex 3.

The OWP and AWP1 have been endorsed by the Customs Coordinating Committee (CCC)

3.3.7 Sub components 2.3-2.7 (Standards and Conformance)

The first key activity carried out was a workshop on the Needs Analysis for Narrowing the Development Gaps in the Cosmetic Sector for CLMV this was held in Jakarta on the 22nd-23rd January 2013. One Short Term Senior Expert was recruited to moderate the workshop.

The workshop was held for cosmetic regulators from CLMV. The process started with a consultation with the regulators in charge of the Cosmetics sector in CLMV to identify the progress in the implementation and to identify the needs to enable a full implementation of the ASEAN Cosmetics Directive (ACD). The results of the consultation and the findings were utilised to develop the OWP and AWP1. The results also provided feedback on the state of implementation and needs to the ACC together with recommendations for the CLMV regulators.

The main outputs of the workshop are as listed below:

- A manual system was used for receiving notifications from suppliers. This was not efficient as it was slow and labour intensive. A recommendation was made that a common on-line system be developed and a two tier process for acknowledging and processing notifications be adopted. This process will enable incomplete notifications to be rejected automatically, and would therefore not move to the second stage for review. The online system would speed up response time and relieve staff from unnecessary administrative burdens. Subsequently an activity was developed and included in the ARISE AWP to provide assistance to CLMV in developing an online system. (Activity 2.6.1.1 On-line notification system for the ACD)
- With regard to post market surveillance, it was noted that the ACD does not provide sufficient details or guidance and most member states did not have effective systems in place. A clearer definition of the requirements is required and assistance needed to establish effective systems. This was taken up as an item in the ARISE work plan and an activity included for increasing understanding and developing a common guidance document. (Activity 2.5.2.2 Workshop on Post Market Surveillance for Cosmetics, in AWP1).
- Gaps in implementation were also identified with regard to the transposition of the requirements into national legislation. Some members did, for example, not impose penalties for non-notification. This situation created a disincentive to notify as surveillance was targeted on suppliers who notify.
- The review of product information files, conducting GMP inspections, and testing requirements for surveillance were areas identified where CLMV regulators required technical assistance. Plans for including training in these areas are included in the OWP.

The workshop was timely and provided highly relevant and useful information on the type of assistance that CLMV required to enable better implementation of the AHCRS. Furthermore it supported the IAI Division in bridging the development gap. The workshop was evaluated by the participants as highly relevant, very effective and fully met the objectives.



The second key activity to assist in the preparation of the OWP/AWP1 under these sub-components was to recruit a Senior Consumer Protection Expert to advise on agro-based products. The expert undertook three missions in the ASEAN region during the inception period to analyse the needs of technical assistance in relation with regional integration for food products. He had meetings with relevant officers of the ASEAN Secretariat and six member states (Brunei Darussalam, Indonesia, Malaysia, Singapore, Thailand and Vietnam) to collect information on what are the most urgent needs for the development and strengthening of food control capacities.

The major findings and recommendations were:

- There is no regional food safety regulatory framework, backed by a single food safety policy document. Such a framework would be a necessary base to support the goals of the AEC in matters related to consumer safety and free flow of agro-based products in the region.
- The institutional mechanisms set at ASEAN secretariat level to develop harmonised technical requirements in relation to food safety are adequate. However, a better coordination of the work of different technical groups, as well as the application of uniform procedures for the identification and development of ASEAN harmonised technical requirements for food safety, would render the system more cost efficient.
- The application of harmonised technical requirements, throughout the region, requires the implementation of sustainable mechanisms to build capacity at three levels to ensure a uniform application; i.e.: (a) at the level of national regulatory bodies to transpose regional requirements into national laws; (b) at the level of national authorities responsible for enforcement throughout the food chain, from farm to fork; and (c) at the level of the region for the purpose of monitoring how ASEAN requirements are applied throughout the AEC in order to recommend corrective measures to AMS when deviations are observed. These three mechanisms are yet to be developed and implemented.

The following activities have been incorporated into the work plans for the food and agriculture part of the ARISE Work plans namely Sub Project 2.5.1

- A study leading to the development of an ASEAN Food Safety Regulatory Framework
- The development of ASEAN Food testing capacities with technical assistance and training aimed at strengthening the technical competences of ASEAN Food Reference Laboratories, as well as official laboratories (including NRLs) in CLMV;
- Training of trainers for the implementation of ASEAN Common requirements on the audit of HACCP systems and Import/export inspection;
- Initiating the development of an ASEAN Risk Assessment mechanism; and
- Continued development of ASEAN Risk Communication capacities by training officials in the operation of the ASEAN Rapid Alerts System for Food and Feed and the systems to respond to food safety crisis.

This report forms Annex 4 of the Inception report.

The OWP and AWP1 have been endorsed by ACCSQ

3.3.8 Sub component 3.1-3.2 (Grant Agreement)

One supporting event was organised and funded by ARISE during the inception period, this being the EU/ASEAN JCC meeting 17th January 2013 at which the signing of the Grant Agreement took place. The signing of the Agreement and the subsequent transfer of the first tranche of funds facilitated the start of the activities under Component 3. This has included, to date, assistance in the recruitment of the 10 staff to be hired under the agreement and has led to the definition of the ARISE activities in the OWP and AWP 1 to support ASEC in their management of the Grant.



3.4 Holding of First Project Steering Committee (PSC)

The fourth key output of the inception phase was the organising and holding of the PSC to validate the OWP and AWP1. This was organised in accordance Section 4 of Annex II of the Financing Agreement of ARISE, signed in December 2011. Below is an extract of the minutes of the meeting with the full set of minutes forming Annex 5 of this report .

“The First Programme Steering Committee (PSC) Meeting of the ASEAN Regional Integration Supported by EU (ARISE) was held on 22nd May 2013 at the ASEAN Secretariat, Jakarta. The Meeting was attended by the PSC Members H.E. Lim Hong Hin (Co-Chair), Deputy Secretary General for ASEAN Economic Community (AEC) and Mr. Andreas Roettger (Co-Chair) from the EU Delegation and Mr. Nguyen Duc Thang from the Permanent Mission of Viet Nam to ASEAN as the current country coordinator of ASEAN-EU Dialogue Relation. The Meeting was also attended by other representatives from the Permanent Missions to ASEAN from Brunei Darussalam, Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Singapore and Thailand. Relevant staff of the ASEAN Secretariat (ASEC) also attended the Meeting”.

“The Meeting, after noting that the documents will be living document reflecting changing needs, endorsed the OWP and AWP in principle., The Meeting decided for an ad-referendum endorsement of the work plans and extended the PSC review process until 29th May 2013 to give other stakeholders to provide comments by the deadline and consider the same as endorsed if there were no objections and comments received.”

At the time of writing this report it is understood that both the OWP and AWP1 together with their associated budgets have been officially approved by the EUD Jakarta.



PART 4 RESOURCES USED

The following tables show incidentals used and the man days mobilised during the first 6 months of the ARISE project. When budgeting for the OWP and AWP1, the man days and incidentals used during the first six months were deducted from the overall contract amounts.

Table 2 Use of incidentals for events

Event no.	Title	Date	Location	Total Incidentals
1.	JCC Meeting – Signing of the Grant Agreement	17 th Jan 2013	Jakarta, Indonesia	€943,70
2.	Workshop on the Needs Analysis for Narrowing the Development Gaps in the Cosmetics Sector for CLMV	22 nd - 23 rd Jan 2013	Jakarta, Indonesia	€8.543,03
3.	ASEAN NTM Classification Workshop	14 th - 15 th Mar 2013	Bangkok, Thailand	€6.863,93
	Total			€16.350,66

Table 3 Key Experts man days and incidentals use

Key Expert (KE)	No. of days	Total Incidentals
KE 1 – Paul Mandl	113	€2.034,62
KE 2 – Glyn Evans	37	€1.912,10
KE 3 – Rajinder Raj Sud	99	€3.882,07
KE 4 – Keith Atkinson	42	€347,52
KE 5 – Paolo Vergano	50	€1.293,48
Total	341	€9.469,79



Table 4 Short term Experts Days and Associated Incidentals Use

Short-term Expert (STE)	No. of days	Total Incidentals
Franck Boccas	41	€17.977,47
Glyn Evans	47	€12.831,36
Alfred Kwek	5	€724,66
Andreja Zivkovic	10	€0.00
Des Grimble	10	€0.00
David Martin	0	€0.00
Peter Stokes	5	€0.00
Bernard Tai	30	€3.199,07
Total	148	€34.732,56

Table 5 Miscellaneous Incidentals Use

Item	Amount
Bank Charges	€240,99
Communication	€62,74
Total	€303,74

Table 6 Summary of Resource Use
(for the Six Month Period 1st Nov 2012 – 30th April 2013)

KE days	341
STE Senior	148
Incidentals	€60.856.73



ANNEX 1

ARISE Internal Monitoring Matrix



ANNEX 2

Needs Analysis for Narrowing Development Gaps in the Cosmetic Sector of Cambodia, Lao PDR, Myanmar and Viet Nam – Implementing the ASEAN Cosmetics Directive (ACD)



ANNEX 3

Harmonisation of Provisions for the International Transit Transport



ANNEX 4

ACTS Feasibility Study Review



ANNEX 5

Assistance in the Preparation of Work Plans for Agro Based Products and Health Care



ANNEX 6

Minutes of the PSC 1