

## CLMV PROJECT PROPOSAL TEMPLATE

### PROJECT 4

<b>Title of Project:</b> Short-term training course for officials in CLMV countries to enhance capacity on building e-commerce-related policies and legal framework	
<b>Sector:</b> Human resources development	
<b>Proposing CLMV Member(s):</b> Viet Nam	
<b>Project number:</b> <i>(To be filled in by CLMV Project Coordinator)</i>	<b>Date received by CLMV Project Coordinator:</b> <i>(To be filled in by CLMV Project Coordinator)</i>
<b>Type of Project:</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> Meeting</span> <span><input type="checkbox"/> Seminar/Workshop</span> <span><input checked="" type="checkbox"/> <b>Short-term training course</b></span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> Research/study</span> <span><input type="checkbox"/> Database/website</span> <span><input type="checkbox"/> Others <i>(please specify)*</i></span> </div> <p><i>(*) Other:</i></p>	
<b>Project start date:</b> April 2014	<b>Project end date:</b> July 2014
<b>Project Agencies:</b> (Name, Title and Organization) Vietnam E-commerce and Information Technology Agency, Ministry of Industry and Trade of Vietnam  Postal address: 25 Ngo Quyen St., Tel: +844 22205486 Hoan Kiem dist., Hanoi, Vietnam Fax: +844 22205397 <div style="text-align: right;">E-mail: vyvnt@moit.gov.vn</div>	
<b>Project Descriptions:</b> Recommended venue: Singapore  <b>1) Describe the key objectives of the project.</b> The training course aims at improving the knowledge of CLMV government officials on e-commerce with the focus on how to develop legal framework and policies for e-commerce development.  <b>2) Describe briefly how this project directly responds to objectives set in the Terms of Reference (TOR) for CLMV Project Proposal.</b> The project will help to build policy making capacity of CLMV countries with regard to e-commerce, thus creating an enabling policy environment for e-commerce adoption and development. Given that e-commerce is a key factor to improve economic capacity and enhance competitiveness of CLMV countries, thus narrowing the development divide between CLMV and the ASEAN-6, the project with its e-commerce capacity building focus will directly respond to Objective 2 in the TOR for CLMV Project Proposal.	

**3) Explain who the targeted beneficiaries of this project are**

Beneficiaries of the projects are CLMV government officials who are in charge of policy making and state management on e-commerce.

**4) Describe precisely the expected project outputs and how these outputs will benefit the targeted beneficiaries**

Through lectures and discussion on key aspects of e-commerce legislation around the world and in the region, participants will develop ideas of what to include in their national e-commerce laws and policies to best respond to the current capacity and requirements of e-commerce development in the country.

**5) Describe specifically the schedule of implementation**

Draft agenda	April 2014
Identify and invite lecturers	April 2014
Identify participants	May 2014
Conduct logistic arrangements	April - June 2014
Carry out training course	June 2014
Collect feedbacks	July 2014
Follow-up activities	July 2014

**Financial Information**

Total cost of proposal: USD40,000

Itemized Budget for the Proposed Project: short-term training course

Items	No. of Units	Unit Rate (USD)	Total (USD)
Airfare (Unit: people)	12	800	9,600
Lecturers (Unit: hour)	40	120	4,800
Honourable speakers (Unit: hours)	2	250	500
Short-term clerical and secretarial staff remuneration (Unit: people)	2	400	800
Accommodations and meals for attendees (Unit: people * day)	84	180	15,120
Per diem for attendees (Unit: people * day)	84	20	1,680
Communications (Phone/ Fax/ Mail/Courier)			500
Hosting (class-room rental, bus rental, stationery, materials)			7,000
<b>Total</b>			<b>40,000</b>