



## ***Guidelines***

# **Financial Support for Equipment Leasing by DEC Members**

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# Background

- Equipment leasing may serve as an interim measure to assist institutes in accessing equipment expeditiously, to address **urgent needs for metrological services** due to unexpected crises.
- The drafting of these Guidelines is in response to **Resolution EC66-04** from the 66<sup>th</sup> meeting of the APMP Executive Committee (EC) in June 2021:

*“The EC endorsed in-principle that APMP would support developing member economies’ leasing of instruments that are necessary for them to participate in APMP-funded projects. The EC charged the DEC chair and the APMP Treasurer to work with TC and FG chairs to develop a procedure document and to submit it to the EC for approval.”*

# Background

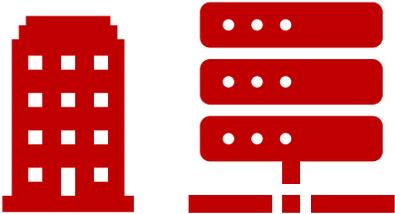
- Principles:
  - ✓ The equipment is used to support member institutes of APMP developing member economies in addressing a crisis situation, and the work should fall under the purview of an APMP-funded project under a TC/FG/DEC-funded project or a special programme.
  - ✓ APMP financial support is intended to benefit more than one member/associate member institute.
  - ✓ APMP funding cannot be used to support the capital investment of an individual member institute.
  - ✓ It is the responsibility of member institutes to ensure that their services are self-sustainable after any interim assistance ends.

# Terms in a Lease Contract

*Parties, Lease Period, Coverage of Contract, Payment*

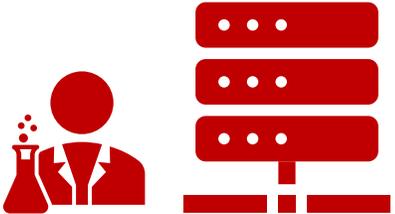


Governance over project and oversight of relevant articles in Lease Agreement



**Lessor**

Most reasonable lessor based on a minimum of 3 quotations



**Lessee institute**

# Considerations



Willing to share the equipment through an “equipment bank”



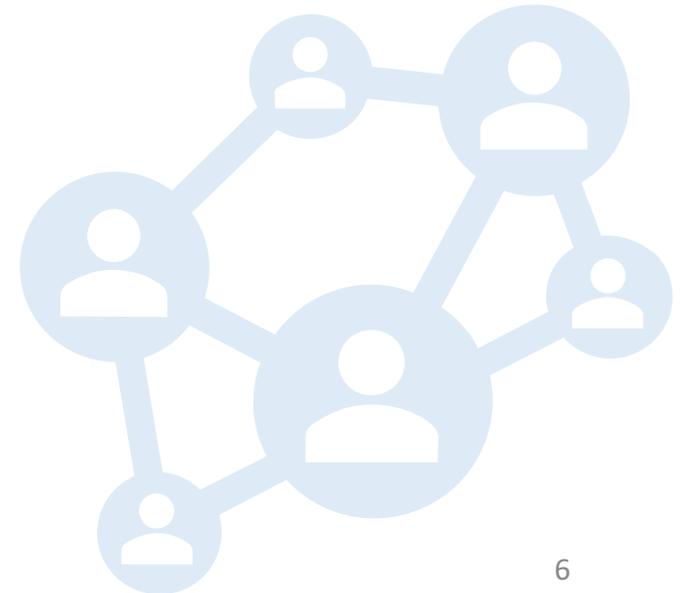
Options for online training that are open to other APMP institutes where the equipment is not portable



Equipment will be circulated if portability is not an issue



There a realistic plan to ensure that the equipment can continue to be used to support capability building or services after the APMP-supported lease period ends



# Annual Budget

Upper limit of **USD 50,000** as the amount available to support one or more leased items per year.

- ✓ To enable APMP to maximise benefits for more than one institute, full support can be granted for annual leasing fees of USD 10,000 and below.
- ✓ Where annual leasing fees are in excess of USD 10,000, partial support will be considered on a case-by-case basis.
- ✓ If a project proposal involves the leasing of more than one item of equipment, subject to any budget constraints, this may be supported only if interoperability between multiple equipment items is crucial for the project.

# Application Process

- Form to be submitted alongside an APMP TC/FG/DEC/special project proposal, or after the proposal has been approved, noting the possibility that an institute might decide to participate in the initiative later and require the equipment.
- The application will only be considered if the TC/FG/DEC/special project proposal is approved.

**Appendix**

**Application Form for APMP support for Leasing of Equipment**

This questionnaire must be completed by the lessee institute. The submission will be considered only if a TC/FG/DEC/special project proposal is approved. Please click at the box and check it to select the option, where applicable.

**Information from Lessee Institute**

Name of contact person : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Email address : \_\_\_\_\_  
Department : \_\_\_\_\_  
Institute : \_\_\_\_\_

1 Please provide details of the TC/FG/DEC/special project proposal if this questionnaire is not submitted alongside the proposal.

Title of TC/FG/DEC/special project proposal : \_\_\_\_\_  
Project Overseer of TC/FG/DEC/special project proposal : \_\_\_\_\_

2 Please provide justification for the lease by highlighting the nature of the crisis and how the equipment is expected to raise your institute's capacity to tackle the crisis or meet your domestic stakeholders' needs.

3 Please provide details of the equipment to be leased:

Name of equipment : \_\_\_\_\_  
Brand & model number : \_\_\_\_\_  
Budget (in USD) : \_\_\_\_\_  
Proposed leasing period : \_\_\_\_\_  
Business model (e.g. fee for lease of hardware; "zero-dollar" lease for \_\_\_\_\_

hardware and fee for consumables/reagents/chemicals; or monthly/quarterly payment of leasing fee, etc) for the equipment to be leased. \_\_\_\_\_

Other information, if any : \_\_\_\_\_

4 Is the equipment to be leased unique or highly specialised (i.e. there is only one manufacturer/vendor)?

Yes If yes, please provide evidence such as a letter from the manufacturer/vendor.

No If no, please provide an explanation for the selection of equipment indicated in Q3 and provide a minimum of 3 quotations.

Explanation(s): \_\_\_\_\_

5 Is the same type of equipment readily accessible from another local institute/agency?

Yes If yes, please provide an explanation for the decision to lease the equipment despite the possibility of accessing it readily.

Explanation(s): \_\_\_\_\_

No If no, please provide an explanation on why this is so, e.g. this equipment has never been installed locally.

Explanation(s): \_\_\_\_\_

6 Will the equipment lead to the development of new capabilities in your institute?

Yes If yes, please elaborate on planning to develop new capabilities and how many people would be trained.

Explanation(s): \_\_\_\_\_

No If no, please provide an explanation on the purpose of the leasing.

Explanation(s): \_\_\_\_\_

- END-