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### Letter of Assignment

I have the pleasure of assigning you as a resource person for the Research on Case Studies of Manufacturing Transformation Strategies for Industry 4.0 under the Center of Excellence on IT for Industry 4.0.

Your assignment consists of:

- 1) In-country research
  - 1.1) Collecting data following the methodology, framework, and timeline circulated by the APO;
  - 1.2) Writing a preliminary report on cases of successful business strategies for manufacturing transformation, with analyses and results based on the data collected and following the format and methodology guided by the chief expert;
  - 1.3) Submitting a country report to the chief expert to be integrated into the final research report by 15 June 2020; and
  - 1.4) Working in close consultation and maintaining communication with the chief expert and APO through email. Failure to provide updates or feedback as requested for three consecutive weeks may result in the discontinuation of your involvement in this research project.
- 2) Expert group meeting
  - 2.1) Attending the expert coordination meeting held in New Delhi, India 15–17 July 2020;
  - 2.2) Presenting the preliminary report during the coordination meeting;
  - 2.3) Discussing the challenges faced during in-country research implementation; and
  - 2.4) Contributing to discussions on finalizing the plan to complete the final integrated report.
- 3) Country report finalization
  - 3.1) Revising the report if necessary following agreement during the coordination meeting and reflecting the comments of the chief expert and APO;
  - 3.2) Submitting the final report in the agreed format to the chief expert and APO by the deadline agreed on during the coordination meeting; and
  - 3.3) Cooperating with the chief expert to ensure the quality and consistency of the final report.

By virtue of this assignment, you are entitled to a lump-sum honorarium of USD3,000.00 for the tasks specified above. The payment will be made upon successful completion of your assignment and acceptance of your contribution of inputs and report by the chief expert and APO Secretariat with the submission of a soft copy of the report.

Dr. AKP Mochtan  
Secretary-General