

## Further information on ACACA

### Applying for ACACA

Every 18 months the Department of Agriculture, Fisheries and Forestry invites applications for the upcoming funding round. The call for applications is advertised on the department's website and through national newspapers.

Applicants must complete an application form outlining the objectives of their proposal, the flow-on effects to Australian industries that will be generated by the delegation visit and the proposed method for facilitating the dissemination of these effects upon return to Australia.

Applicants are encouraged to familiarise themselves with the application checklist document before and in conjunction with completing the application form.

#### Apply to:

Applications may be sent electronically to [acaca@daff.gov.au](mailto:acaca@daff.gov.au) OR a hard copy can be mailed to the ACACA Program Administrator.

Please do not send multiple copies.

Hard copy applications must be accompanied by a disk copy that is compatible with Microsoft Word.

ACACA Program Administrator  
International Division  
Department of Agriculture, Fisheries and Forestry  
GPO Box 858, Canberra ACT 2601

### Application selection process

1. Up to six Australian proposals for visits to China are selected every 18 months. The selection process involves both DAFF and the Chinese Ministry of Agriculture. China also proposes up to six projects that involve delegation visits to Australia.
2. On recommendation from the department and following endorsement from the Chinese Government, the Minister for Agriculture, Fisheries and Forestry makes the final decision on successful applications.
3. Previous successful applicants are welcome to apply again in this and subsequent funding rounds.
4. The assessment process can take up to six months to complete. The assessment process is a graduated process involving input from multiple areas of the Department of Agriculture Fisheries and Forestry, the Department of Foreign Affairs and Trade, Austrade and Chinese Government counterparts.

### Outcome of application

All applicants will be advised in writing of the outcomes of the application round. Unsuccessful applicants are welcome to contact the ACACA Program Administrator for feedback.

### Delegation visit

#### Number of delegation members

There is funding available for four delegation members to undertake the mission to China. To gain maximum benefit, it is highly recommended that all four places are filled.

## **Length of visit**

The delegation visit will be approximately 14 days.

Your itinerary will include meetings with the Department of Agriculture, Fisheries and Forestry Agriculture Counsellors based in Beijing and with Austrade in one of their 15 branches located around the country.

The ACACA Program Administrator will work closely with you and the Chinese government to arrange suitable dates and a suitable itinerary.

## **Hong Kong or Macau**

Delegations will not be able to include Hong Kong or Macau in their itinerary. The Agreement only applies to mainland China.

## **Expenses funded under ACACA**

Expenses funded under ACACA:

- International airfares
- Australian domestic fares (as required)
- Domestic travel in China
- Meals
- Accommodation
- Interpreter services
- Single entry visa into China
- Small daily allowance for discretionary items (Eg. tips, newspapers, personal items)
- Gifts (capped at A\$500)

Expenses NOT funded under ACACA:

- Passports
- Personal telephone calls
- Internet charges
- Commissions/charges associated with processing traveller's cheques
- Medical/dental costs (including vaccinations)
- Laundry costs
- Travel insurance
- Excess luggage charges

NB: Please note that these lists are not comprehensive. If you have any questions regarding what expenses are covered, please speak to the ACACA Program Administrator.

## **Gifts**

China has a gift giving culture, therefore it may be appropriate to give gifts to important hosts and accompanying officers while in China.

The mission team leader is responsible for the type of gifts and selection of recipients. Gifts should be purchased in Australia. For gift giving suggestions and details of the Chinese gift giving protocol, please speak to the ACACA Program Administrator.

Total expenditure on gifts should not exceed A\$500. The cost of any individual gift should not exceed approximately A\$50.

The cost of gifts will be reimbursed on presentation of an Australian tax invoice (with ABN).

## **Interpreters**

The Chinese Government will provide interpreters for the delegation.

## **Travel arrangements**

DAFF organises travel in consultation with the sponsoring organisation. Flights within Australia to connect to international flights to China are Economy Class. International travel to China is in Business Class. Flights within China will be in Economy Class. Wherever possible, flights will be direct to China with no stop-overs.

## **Arriving and departing from China**

It is a requirement that all delegates arrive in and depart from China together.

## **Requirements following delegation visit**

The team should provide acquittal of authorised expenditure to DAFF within 28 days of its return. Acquittal documents include:

- used tickets
- boarding passes for domestic travel within Australia and for international travel, and
- receipts for any other reimbursable expenditure.

## **Reporting Requirements**

Project teams are required to provide DAFF with a written report on their activities in China. The mission report should include such headings as:

- mission objectives
- itinerary
- a description of what the exchange achieved (or otherwise)
- problems encountered
- recommended improvements
- follow-ups to ensure continued benefits from missions
- identification of possible commercial spin-off from the mission, and
- facilitation of flow-on effects of the mission to broader industries in Australia.

You should send an executive summary of the report to DAFF within 28 days of the delegation's return to Australia. The final report is to be sent within two months.

## **Intellectual Property**

Subject to any contrary agreement in writing between the parties, any intellectual property rights and title to, or in relation to, the project team's report shall vest upon its creation in the Commonwealth. This provision enables the Department of Agriculture, Fisheries and Forestry to use non commercial-in-confidence information from the executive summary and final report for its own purposes, including promotion of the ACACA program.

## **Reciprocal visits from China**

The ACACA Program Administrator may contact you in the event that a reciprocal visit from China is being arranged. Although it is not a mandatory requirement, in the interest of building on the bilateral relationship, any assistance you could provide would be greatly appreciated.