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| **Automotive Component Manufacturers Association of India** |  |

**Contract between “ACMA” and “Participating Company in Program”**

***Program Name: ACMA Sustainable Manufacturing Program* (18 Months)**

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ACMA, The Capital Court, 6th floor

Olof Palme Marg, Munirka

New Delhi -110067

Tel No. 011 – 26175873/74, 26160315

**“Participating Company”** is a company, which has registered for the above mentioned ACMA Program.

## Name of the Applicant Plant with complete postal address:

## A. Program Objectives

The Program envisages to deliver the expected outcomes as mentioned in the relevant cluster roadmap.

## B. Program Deployment

Counselor will work under the guidance of Principal/Senior Counselors & Industry Experts. For some specific training modules, other experts would also be invited.

Every Participating Company will get **one\*** Day Visit per month (Total 18 Visits in 18 months, other than MRMs) till complete duration of the program. Minimum visits would be 95% of the total number of visits for the complete duration of the program.

\* (If physical visit is not feasible then 4 hours digital review twice a month)

Duration of the program would be 18 months (Phase-1 and Phase-2, each of 9 Months), counted from the start of counselor visit month.

Counselor will **impart training** to CEOs, Managers and key associates. Counsellor will periodically visit the shop-floor of Participating Companies and help in translating the training inputs.

There would be a regular review meeting (Mentor Review Meeting) at the overall program level in rotation among the participating companies. These meetings will provide an opportunity for the participating companies to learn from each other’s experience and practices. Nine Review Meetings are expected to be conducted for the total duration of the cluster program. (Note: if the Review Meeting is of 2 days it should be considered as 2 Review Meetings or 2 Reviews.)

**C. Program Training:**

Training would be provided as per the modules and training topics listed in the roadmap. These training modules are standard ACMA Training Modules relevant to the type of program.

To ensure absorption of training inputs given by Counselor, companies will ensure **participation of related team for every** Review Meeting to ensure continuity.

CEO will ensure that **all related team members** are involved in the Program delivery Process.

### D. Expectations from the Participating Companies

**1. Contribution for Phase 1& 2 (9 Months each)**

To defray the cost for running the program, the participating companies will be required to contribute following fee:

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|  | Company Turnover | Fees in INR |  |
| ACMA Members | Up-to INR 100 Crore | 7,50,000/- plus GST | For one phase of 9 months |
| Above INR 100 Crore | 9,50,000/- plus GST |
| Non-Members | 10% over and above ACMA member fee in each turnover category | | |

The payment is to be made through local cheque / demand draft in favour of **“Automotive Component Manufacturers Association (ACMA)”.**

*Payment for 1st phase (9 months) is to be made within 30 days, after first visit of the counselor.*

*Payment for 2nd phase (9 months) is to be made, within 10th month of the program.*

*Payment once made is non-refundable.*

*(The fees include Air travel, Local Travel and stay of Counselor, Mentor, Head Cluster Program for monthly visits, mentor reviews or any other expense of ACMA staff)*

**2. Expenses**

Expenses on travel, accommodation etc. for its own staff for attending meetings will

have to be borne by respective companies.

**3. Company specific issues**,

Counselors may suggest services of other Experts. If the participating company desires to avail services of these experts, then all costs (including travel, consultancy remuneration etc.) will have to be borne by respective company.

**4. Expectations from the company**

The company will assign a full-time task force, of not less than 5 persons, to ensure completion of all tasks related to the program on time. At least one of these team members will be a senior management person who will also act as a coordinator between company and ACMA counselor. The program CEO will be in addition to the above team and will normally be a person of the level of plant head / manufacturing head / Design head according to the nature of program chosen.

This is the minimum requirement and company is advised to assign additional persons representing all areas in the company to ensure seamless deployment of concepts across company.

**5. CEO’s Responsibility**

* + Assigning Coordinator / Dy. Coordinator for the entire duration of the program.
  + Attendance in all review meetings.
  + Review the progress of the program regularly as per roadmap.
  + Designate responsible persons for implementation of roadmap topics.
  + Provide all necessary resources for successful implementation of the program roadmap.
  + Providing access to facilities, including shop-floor and technical information.
  + CEO will not engage outside consultant in similar programs.

1. **Coordinators’ Responsibility**
   * Be fully engaged with the counselor during his visits (including trainings).
   * Coordinate with all the responsible persons for completion of the home work.
   * Coordinate for counselling dates, Review Meeting Agenda and Program.
   * To give Review Meeting feedback to concerned company’s employees.
   * To ensure the actions as decided.
   * Responsible for implementation of tools.

### Non-Performance:

Every visit of Counsellor ends with homework to be done by Participating Company. These have to be recorded and shared during review meetings. The ACMA Program has measurement system to assess performance of Participating Companies. Details of assessment will be explained during Review Meetings and during Counsellor Visits. It is important that companies achieve homework targets. Non-achievement of program targets would mean unsatisfactory performance of the participating company and may result in withdrawal from the cluster in extreme case.

**Copyright**

All training material / know-how provided by ACMA during cluster program is intellectual property of ACMA. This material should be used for internal use only. Copying and distribution of this material to outsider is not permitted.

***Post-delivery/ Program Services***

*After completion of program, company may opt for post-program intervention, which will attract additional charges per visit subject to availability of resources with ACMA.*

1. ***Post-delivery / Program Services (Handholding services)-***

*After completion of program, ACMA provides handholding services to ensure sustainability of improvement.*

*Details of Handholding services-*

*Period - 2 year from program culmination*

*Visit by Counselor – one day (8 hours) visit, total 6 visits in 2 years*

*Fees for 6 visit –*

* 1. *If opted for joining handholding services along with this program contract, then fees will be* INR 2.40 Lakhs + GST (for 6 visits)
  2. *If opted for joining handholding services after this program culmination, then fees will be* INR 3.0 Lakhs + GST (for 6 visits)

*Payment for handholding to be made one month in advance before culmination of present program.*

*Note- After culmination of present program, if company is joining next program, even then company can avail handholding services for the completed program.*

*Feedback report – Complete diagnosis of company will be done by counselor based on inputs provided in programs, gap analysis will be done & detailed feedback report along with suggested ways of improvements will be provided. Company also can ask for any other non-program specific topic, assessment will be carried out by counselor for customized requirement.*

*To avail this service, company to opt below mentioned options- (Either tick mark or fill color in appropriate box)*

1. *Company would like to opt for Handholding services*
2. *No, company don’t want to opt for Handholding services now and only want to join the next level program*
3. ***Launch of one supplier development program by each participating company-***

***Your min. 10 number of suppliers involvement in development program***

*During ACMA program, participating company is advised to launch at least one supplier development program (involvement of minimum 10 suppliers in improvement journey along with you). Or your supplier can join ACMA UNIDO cluster program. Quarterly MRM can be organized at supplier place for review of supplier program by you. You need to visit every month at supplier to ensure implementation & sustenance as per road map. During currency of program, they can participate in ACMA events (Case study competition & ACMA Technology Summit). At end of program they need to prepare culmination report.*

1. ***All IPR (Intellectual Property Rights)******rights with ACMA-***

*A process, method, manner, tools, techniques, training material, case study examples, model generated (Lean machine / fixture etc.) in participating companies during ACMA programs, while training, implementation & sustaining cluster related areas / topics, all IPR (Intellectual Property Rights - Trademark, Patents, Copyright etc.) will be with ACMA as a co-owner.*

***Exit Clause/ Arbitration***

*In unavoidable circumstances (like plant closure or any natural calamity) participating company may opt for exit from running Program. In such situations, final decision from CEO Skilling & Training - ACMA will be binding on the company.*

**Confidentiality**

All data and information provided by the company and used in the program will be treated in strict confidence and will not be released without prior written approval of the concerned company.

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|  | **For Participating Company** | **For ACMA** |
| **Name** |  |  |
| **Designation** |  | *CEO Skilling & Mentoring* |
| **Signatures** |  |  |
| ***Company Seal*** |  |  |
| **Place** |  |  |
| **Date** |  |  |