



**Asia-Pacific
Economic Cooperation**

2017/SOM1/EPWG/007

Agenda Item: 13

Project Update

Purpose: Information
Submitted by: APEC Secretariat



**11th Emergency Preparedness Working Group
Meeting
Nha Trang, Viet Nam
18-19 February 2017**



Asia-Pacific
Economic Cooperation


Advancing
Free Trade for Asia-Pacific
Prosperity

Project Update

SOM 1 & Related Meetings, February 2017

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Project Session 2, 2016: Outcomes



Asia-Pacific
Economic Cooperation

Number of Projects Requesting Funding	103
Number of Projects Approved	51
Overall Approval Rate (Session 2, 2016)	49.5%
(Overall Approval Rate - 5 Year Average)	~ 44%

Project Session 1, 2017: Update



- Project Session 1 commences on 7 March
- Project Overseers can expect to be notified about their concept notes by 5 May (at the latest)
- Project proposals for approved projects must be submitted to the Secretariat for quality assessment no later than 2 June

All dates with detailed explanations are available on the APEC website:

<http://www.apec.org/Projects/Applying-for-Funds.aspx>

PROJECT OVERVIEW: Fund Availability



Project Fund	Session 1, 2017 (US \$)
General Project Account (GPA)	\$975,000
Trade & Investment Liberalization and Facilitation Account (TILF)	\$504,000
APEC Support Fund (ASF) General Fund	\$1,166,000
ASF Sub-funds	
(i) Human Security	\$211,000
(ii) Health & Emergency Preparedness	\$99,000
(iii) Energy Efficiency	\$1,440,000
(iv) Supply Chain Connectivity	\$769,000
(v) Mining	\$159,000
(vi) Free Trade of Asia/Pacific & Global Value Chains	\$322,000
(vii) Innovative Devlpmnt, Econ Reform & Growth	\$227,000
(viii) Connectivity	\$168,000
(ix) Micro, Small and Medium Enterprises	\$82,000
(x) Renewed APEC Agenda on Structural Reform (RAASR)	\$1,800,000
Total GPA+TILF+ASF	\$7,922,000

To Note:

- Figures are **estimates** as of 25 January 2017
- **Updated estimates fluctuate based on contributions received, funds dispersed and monies returned;**
- Figures and availability for 2017 are also available on the APEC website
- All Figures are in USD

Establishment of New Sub-funds



New Sub-Funds

- A new sub-fund was established by Australia and will be available in Session 1, 2017
 - Renewed APEC Agenda on Structural Reform (RAASR)
- A new sub-fund was established by Canada starting in Session 2, 2016
 - Micro, Small and Medium Enterprises

Sub-Fund Eligibility Criteria

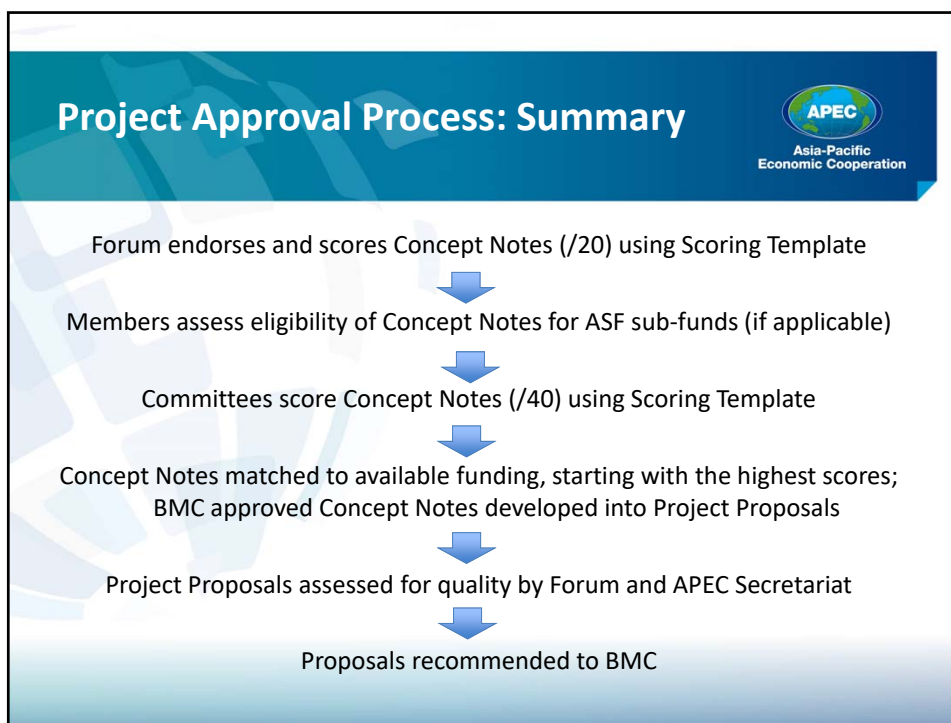
- Specific eligibility criteria and application processes for all sub-funds are available on the APEC Website:
<http://www.apec.org/Projects/Funding-Sources.aspx>

Capacity Building in Projects




Capacity Building in Projects

- In 2015, SCE approved a Capacity Building Policy for APEC. The policy aims to strengthen the focus of APEC projects on capacity building outcomes
- Budget and Management Committee, in consultation with other Committees, is examining how to strengthen project focus on capacity building.
- By mid 2017, you can expect:
 - Updates to the APEC Project Guidebook and project templates
 - Possible changes to the project selection and approval process



Monitoring and Completion Reports



Monitoring Reports (MRs):

- Monitoring reports are due every 6 months on 1 February and 1 August

Completion Reports (CRs):

- Completion reports are due within 2 months of the project's completion

Failure to submit MRs or CRs:

- POs with outstanding MRs are ineligible to submit new Concept Notes or have any proposal approved until all overdue reports are submitted
- Any APEC forum whose project has not submitted a CR is ineligible to submit new Concept Notes or have any full proposal approved until all overdue reports are submitted

Report templates can be found on the APEC Website:
<http://www.apec.org/Projects/Forms-and-Resources.aspx>

Key Advice for Concept Notes



- **Follow all guidelines:**
 - Meet the submission deadline
 - 3-pages maximum
 - Write clearly and succinctly for an audience of non-experts
 - Address the eligibility criteria for the fund/ sub-fund you apply for
 - Show how the project will build capacity
 - Secure at least 2 co-sponsoring economies (some groups expect more)
 - Link project to annual APEC Funding Criteria
 - Ensure project end date is by December of the following year
 - Use most current form, found on APEC website, project link
- **Ensure that your economy scores Concept Notes, including its own**

Key Advice for Project Implementation



Be familiar with and follow APEC procurement rules:

- *Guidebook* Chapter 12 on Contracting
- Different requirements for contracts below USD 5,000; 20,000; 50,000; 50,001 and above
- For over USD 50,001 get your proposal assessment panel together early and remember **only members of your forum officials (or their nominated delegates) can be assessors!**
- Use the RFP timeline and correct templates
<http://www.apec.org/Projects/Forms-and-Resources.aspx>

Key Advice for Project Implementation



How to have a successful workshop:

- Give at least sufficient notice to members of workshops, nomination requests
- Do your research and use your networks to find the right participants and speakers – don't just rely on members to find them for you
- Involve relevant International Experts and organizations as speakers, ensuring you follow the Guidelines on Managing Cooperation With Non-members
- Invite a representative(s) of other APEC working groups if relevant
- Work closely with your Secretariat Program Executive on travelers approvals and acquittals

Project Forms & Resources

<http://www.apec.org/Projects/Forms-and-Resources.aspx>



Project Guidebook

- [Guidebook on APEC Projects \(11th Edition\)](#) - Feb 2016

Forms for Applicants

- [Concept Note Template](#) - BMC1 2015
- [Project Proposal Template](#) - BMC1 2015
- [APEC Self-Funded Project Proposal Coversheet](#) - BMC2 2012
- [QAF - Quality Assessment Framework](#) - BMC1 2015

Resources for Applicants

- [Funding Criteria for all APEC Funded Projects in 2016](#)
- [Project Quality Training Materials](#) - BMC2 2015
- [Concept Note Development Materials](#) - 14 Aug 2015
- [Project Proposal Development Materials](#) - 14 Aug 2015
- [Quality Criteria for Assessing APEC Projects](#) - BMC1 2015
- [Guide on Gender Criteria](#)
- [Applying for APEC Funds Overview](#) - BMC1 2015
- [APEC Guidelines on Conducting Capacity Building](#) - BMC1 2015

Further Assistance



Further assistance on projects can be found:

- Through the APEC Secretariat, via your Program Director or the PMU:
 - Program Directors: <http://www.apec.org/contactus/APECSecretariat.aspx>
 - PMU Program Director, Daniel Simson: ds@apec.org
- In the *APEC Project Guidebook* and *Proposal Development Materials*:
 - <http://www.apec.org/Projects/Forms-and-Resources.aspx>
- On the *AIMP Project Database* site:
 - http://member.aimp.apec.org/pdb_sites/default.aspx
- Through your BMC or fora delegate