**APEC Project Design Amendment and Extension Form**

Projects are expected to follow the timelines, budgets, methodologies and approaches set out in your Project Proposal. Amendments and extensions are considered by the Secretariat on a case-by-case basis and where required, by BMC. Consult Chapter 2 and 10 of the Guidebook on APEC Projects for more information. Please complete this form for all design amendment and extension requests, and use the APEC Project Budget Amendment Form where your design amendment request impacts the budget of your project. Send the form(s) to your Program Director for approval.

Please **start** by describing your project:

|  |  |
| --- | --- |
| Project Number: |  |
| Project Title: |  |
| Proposing Forum: |  |
| Project Overseer and Organisation: |  |
| Proposing Economy: |  |
| Start Date: |  |
| Original End Date as stated in Project Proposal: |  |
| Current End Date/s (if you have extended before) |  |

**Your Proposed Design Amendment**

*If you need to do a minor re-programming of funds but the outputs and activities in your Project Proposal won’t be amended, you* ***only need to complete the APEC Project Budget Amendment Form.*** *Otherwise, please continue to complete all the Parts of this form that apply to your request.*

1. **Extension request (must request at least 6 weeks in advance of end-date)**

If you need more time to complete your project, please identify a new project end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain briefly why you require an extension. Depending on the situation, you may need to complete all or some

of **Parts B to E** as well:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe how any potential or real risks will be managed to ensure further extensions will not be needed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Deleted outputs**

Describe any outputs that are part of your Project Proposal but you no longer intend to deliver. Please provide

reasons why:

|  |  |  |  |
| --- | --- | --- | --- |
| Describe all original  Outputs | Which outputs have  been delivered, and are  still on-track for delivery | Identify which outputs will be  deleted or discontinued | Why will the output be deleted or  discontinued? |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. (add rows) |  |  |  |

In light of the amendments described above, explain how you will ensure the project will still achieve

the outcomes and objectives identified in your Project Proposal. How will the amendment impact any project beneficiaries?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how the sustainability of the project will be maintained, and describe any changes to the way you intend to monitor and evaluate the project.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Additional or amended outputs**

Describe any new outputs, or any changes within existing outputs, that you are proposing.

|  |  |  |  |
| --- | --- | --- | --- |
| Describe all original  outputs | Describe how the output  will be changed | Describe any additional  outputs | Why do you need to amend the output?  Why do you need to add the extra output? |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. (add rows) |  |  |  |

Explain how the amended outputs will continue to support the outcomes and objectives identified in the Project Proposal, and whether any project beneficiaries are impacted. For new outputs, explain specifically how these new outputs are consistent with the outcomes and objectives in the Project Proposal. Identify the beneficiaries.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are proposing to undertake an additional output **after** the original Project Proposal workplan has been completed, or you are close to completing the workplan and wish to fund an additional output, please explain why it is critical to undertake the additional activity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how the sustainability of the project will be maintained, and describe any changes to the way you intend to monitor and evaluate the project.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Other changes to project activities or contracted milestones**

If you are proposing changes to any other aspect of the workplan, including changes to contractor milestones (such as new milestone dates) please describe them here. Provide reasons for change:

|  |  |  |
| --- | --- | --- |
| Describe original  activity or milestone | Describe change to  activity or milestone | Reasons for change |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. (add rows) |  |  |

Please explain how the changes will still support the delivery of the outcomes and objectives identified in the Project Proposal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **For all design amendments**

It is useful to illustrate your revised workplan or design in a timeline format. Please complete the following, or

provide an amended version of the one you provided in your Project Proposal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previous | | New | | |
| Time | Deliverable | Time | Task | Deliverable |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Please also complete the APEC Project Budget Amendment Form***

***if your design amendment has budgetary impacts.***