APEC PROJECTS
Project Event Preparations

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Advancing Free Trade
for Asia-Pacific **Prosperity**

Agenda

This sub-section covers:

- Resources Available
- Process Overview
- Event Recording Policy
- Honorarium
- Event Attendance List
- Summary

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Resources Available

Acceptance Letter

Issued by PMU

Project Guidebook

Project Overseer Toolkit

www.apec.org/projects/forms-and-resources

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Key Policies and Information Resources for APEC Projects

- Guidebook on APEC Projects (Edition 16) - the key document containing APEC project policies and processes
- Edition 16: Edit Summary - an overview of new content in the current edition of the Guidebook

Templates and Resources for Hosting an APEC Project Event

- APEC Project Event Timeline - guidance on planning and implementing a project event (workshop, seminar etc)
- General Information Circular Template - template to share APEC project event information, including nomination form
- APEC Guidelines on Managing Cooperation with Non-Members - policy to guide non-APEC member participation in APEC events
- APEC Attendance List for Completion Report - mandatory format for collating attendance lists at project events
- Per Diem and Attendance Certification - certify event attendance for funded travelers
- Travel Undertaking Template - Revised, April 2022 - undertaking for travelers funded on reimbursement or advance payment
- Pre-event Planning Flowchart - to guide Project Overseers planning a virtual APEC project event
- Post-event Process Flowchart - to guide Project Overseers following delivery of a virtual APEC project event

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Process Overview

Workplan
(Project Proposal/ Project Design Amendment and Extension Form)

Draft and circulate General Information/ Administrative Circular

Send proposed Workshop Speakers and Participant List and Non-Member Participation (NMPs)

PO to certify workshop attendance

Ensure Travel/ Honorarium Undertakings are issued

Send Hosting Quotation for approval

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APEC Project Event Recording Policy

Appendix N (Guidebook)

- Must be identified in the Concept Note, Project Proposal, or Self-Funded Project Proposal.

- Full and unedited recordings <u>cannot</u> be publicly disseminated.

- No livestream, except to approved remote participants, project experts, speakers and contractors.

- Authority to make the recording is subject to:
    1) endorsement by the proposing forum or fora and
    2) pre-agreement by all event attendees

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Honorarium Payment Schedule

Time spent at the event	Honorarium Rates $US (includes preparation time)
Up to 1 hour	Up to $500
Between 1 hour and 3 hours	Up to $700
Between 3 and 6 hours	Up to $800
More than 6 hours but less than 8 hours	Up to $1000
8 hours or more (or one whole-day event where event is 8 hours or more)	Up to $1200
Multiple-day event (each event day is 8 hours or more)	Up to $1500

- Honorarium is a fee for a particular service and is not paid for the purpose of supplementing travel or other costs, or as compensation for foregone salaries.

- PO need to substantiate payment of an Honorarium and describe the scope and nature of the speaker's contribution to the event.

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APEC Event Attendance List

PO toolkit

- APEC Attendance List for Completion Report - mandatory format for collating attendance lists at project events

APEC EVENT SPEAKER AND PARTICIPANT LIST

Project Number:			Event Name (*if applicable*):		
Project Title:			Event Date(s):		
			Event Cit(ies):		

#	First Name	Last Name	Email Address	M/F	Speaker/Expert or Participant	Economy	Organization

- Reporting requirement in Completion Report.
- Include all participant and speaker names, <u>email addresses</u>* gender, economy, organization
- Strongly encourage to submit the attendance list after the workshop.
- Data must be consistent with the tables of the CR (Section 4 and 5)

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Summary

- If project is going to be delayed, alert PD/PE at least 6 weeks in advance and complete the Project Design Amendment and Extension form.

- Send proposed Workshop Speakers and Participant List and Non-Member Participation (NMPs) to us 6 weeks in advance.

- Do not enter into any financial commitment with any providers. APEC will not be liable for any non-allowable expenses incurred.

- POs need to capture final attendance list rather than the event registration list.

- Do ensure that event complies with APEC Hosting Guidelines.

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Thank You!

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