

Asia-Pacific Economic Cooperation

1998 Report of the Executive Director of the APEC Secretariat to the 10th APEC Ministerial Meeting

APEC Secretariat

1998

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1998
REPORT OF THE EXECUTIVE DIRECTOR,
APEC SECRETARIAT
TO THE TENTH APEC MINISTERIAL MEETING
Kuala Lumpur, Malaysia
14-15 November 1998

EXECUTIVE SUMMARY

The APEC Secretariat has continued to be active in 1998 and its activities have reflected APEC's emphasis on moving from vision to implementation. The continuing goal of the Secretariat is to provide a high level of timely professional support to all APEC fora, focusing on tangible results and outcomes and assisting APEC to improve communication and coordination across its programs.

In 1998 the Secretariat:

- Continued to provide comprehensive support to the meetings of APEC, in particular to the SOM through the SOM Chair, in preparing: papers for discussion at meetings, summary conclusions, archives of documents, contact lists, progress reports of projects, budget analysis, publications, and managing public affairs. We assisted the SOM Chair in drafting, compiling, and formatting as a matrix, key issues and directions involving the decision points referred to the SOM by various APEC fora.
- Continued to provide direct support to the SOM Sub-committee on ECOTECH, the CTI and its subgroups, and the Economic Committee and its sub-groups, and the BAC, by preparing the draft annotated agendas, substantive discussion papers, summary conclusions and ensuring that meeting reports were properly collated and distributed. The Secretariat continued to provide direct support to the Chairs of the said committees in carrying out their roles.
- Continued to support Ministerial/Sectoral Ministerial Meetings and the Working Groups, particularly by facilitating communication and coordination among the various groups, participating in and advising on meeting agendas, logistics, points of procedure, and assistance in the preparation of records, publications and conference documents.
- Enhanced APEC public/private outreach and cooperation by extending full support to the operations of ABAC to reach out to the business community. We continued to track APEC actions in response to ABAC recommendations and helped to facilitate business-government contacts at the working level.
- Continued to provide assistance to facilitate the integration of the three members-designate into APEC. Towards this end I visited Peru, Vietnam and Russia at their invitation, participated at APEC-related seminars and met with the relevant officials. I also called on the heads of government, cabinet ministers and other political leaders.

- Continued to initiate and improve organisational and management changes at the Secretariat with a view of managing our resources to realise greater continuity in the work of the professional staff members (PSMs) and to increase productivity and cost effectiveness.
- In the area of information systems, the Secretariat has initiated the building of a comprehensive project database which will contain key information on each approved APEC project. The database will serve as a management tool to collate information about APEC projects and cross-cutting themes and to facilitate assessment of project activities within APEC.
- Further developed and put in place the outreach strategy to the media and public relations. The Secretariat continued to update the APEC Secretariat homepage website in order to respond to demands from the media and public for new and updated materials. The website has been revised to give a fresher look and to be more user-friendly in responding to the needs of the public.
- Provided full support to the Budget and Administrative Committee (BAC) including the identification of administrative issues, budget analysis, and providing comments on project proposals. Thirty-seven Operational Account projects totaling US\$1,887,269 were approved or tentatively approved for 1999 funding. Thirty projects under the TILF Special Account were approved or tentatively approved, with a total budget of US\$2,717,090.

In conclusion, the Secretariat remains committed to responding to the rapidly expanding and increasingly complex requirements of APEC fora in a flexible and efficient way.

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1. INTRODUCTION

1998 was characterized by a marked increase in the volume of work in the APEC fora, in particular that related to meeting the requirements of the six priority areas of the Economic and Technical Cooperation initiative. We see the year as part of a continuing challenge to respond to increasing demands for technical and professional support. The Vancouver Leaders' and Ministerial Meetings brought new areas into APEC's remit whilst sharpening and enlarging the existing ones.

The Secretariat remains committed to sustaining the momentum created in 1997 under the Canadian leadership and continued to support the Senior Officials, Ministers and the APEC fora to achieve a successful year in 1998. Since the Vancouver meetings, the Secretariat has provided comprehensive support to the meetings of APEC. We have developed more consistent technical and administrative proposals and procedures which assist the work of the APEC committees and further build communication links and contacts between ABAC and APEC fora. We enhanced the APEC public/private outreach and cooperation, in particular supporting the activities of ABAC.

Working with the SOM Chair the Secretariat implemented issues flowing from the decision of the Leaders to admit Peru, Russia and Vietnam in 1998. At the same time, it has provided every assistance to facilitate the phasing-in of the 3 members-designate into APEC. We continued to initiate organisational and management changes at the Secretariat with a view to managing its resources to realise greater continuity in the work of the professional staff members (PSM), increased productivity and cost effectiveness. In the area of information systems, the website has been updated to be more user-friendly to respond to public needs.

In public affairs, the Secretariat developed and put in place an outreach strategy to the media and public. The thrust is to better organise existing work, which has increased markedly, and to focus limited staff resources in the areas where APEC can have the largest impact for the lowest cost. In publications, the Secretariat has experienced considerable interest and growth. We pursued new initiatives to provide better publications to the business/private sector, academic contacts, the public interest and the media. I pursued a prudent financial management policy to effect savings based on greater cost effectiveness.

2. SUPPORT TO SPECIFIC APEC FORA

In 1998 there was a marked increase in the volume of work in APEC committees and fora, particularly that related to meeting the requirements of the six priority areas: Economic

and Technical Cooperation; EVSL; TILF; IAPs; Electronic Commerce; and the admission of Russia, Peru and Vietnam into APEC in November. The range of professional support provided by the Secretariat to the various APEC fora is summarised below.

2.1 Senior Officials' Meeting (SOM)

The Secretariat continued to contribute to the work of the SOM and the APEC fora during the year, particularly in those areas where it could provide assistance through its knowledge of specific issues within APEC and of the cross-cutting themes that are being addressed throughout APEC.

2.1.1 Advice to APEC SOM Chair

The Secretariat represents an institutional link between the SOM Chair and the various APEC fora. It ensures that the fora are informed of developments within APEC and is regularly called upon by the SOM Chair for advice on developments within the various APEC fora. It is also often asked to provide advice to the SOM Chair on APEC guidelines and processes. In addition the Secretariat routinely provides support to the SOM Chair with meeting arrangements, agendas, logistics, points of procedure, assistance in the preparation of records, publications and documentation, and provides assistance in project management, assessment and evaluation.

2.1.2 Discussion papers for SOM

The Secretariat prepared a stocktaking paper on "Emergency Preparedness in APEC" and "Electronic Commerce in APEC" for discussion at SOM I in Penang. The latter was limited to evaluating work by APEC fora's while the former included some regional activities as well. The Secretariat also provided inputs to the SOM Chair on the Terms of Reference of the Sub-committee on ECOTECH, tasking statements, business/private sector outreach, review of APEC's management process, a matrix on ABAC's recommendations and APEC actions, and an update of the matrix on activities under the ECOTECH themes.

Some of the aforesaid papers were prepared in tandem for the SOM Chair's preparation of the Joint Fora Meeting held in Penang on 22-23 January 1998. The Secretariat provided a number of discussion papers on management and administrative issues, including *Guidelines on Information Sharing among APEC Fora* and *Update of the Manual of Policies and Procedures*. The objective of these papers was to try to provide greater clarity on procedures, policies and responsibilities and thus to improve communication among APEC fora.

The Secretariat continued to assist in preparing discussion papers for SOM II in Kuching. It prepared: the EVSL report for submission to CTI/SOM/Ministers Responsible for Trade; a background paper on APEC's response to the financial crisis; a compilation of inputs by member economies and working groups on the APEC agenda on Science and Technology Industry Cooperation into the 21st Century; and a stocktaking paper on Electronic Commerce outside APEC for consideration by the APEC Task Force on Electronic Commerce/SOM. Papers for presentation to SOM II on business/private sector involvement in the APEC process; and the matrix and status of the implementation of

1997 ABAC recommendations, were revised to reflect changes which had taken place since SOM I. These papers provided an up-to-date stocktaking of APEC's responsive actions to the ABAC recommendations.

At SOM III in Kuantan, the Secretariat prepared:

- The 1998 CTI report for submission to SOM Ministers;
- The 1998 report on ECOTECH activities to SOM Ministerial Meeting;
- An updated background paper on APEC's response to the financial crisis;
- Inputs on non-member participation guidelines in APEC working group activities; and
- A common review procedure.

To reflect changes which have taken place since the SOM II the Secretariat also revised papers on business/private sector involvement in the APEC process; and the matrix and status of the implementation of 1997 ABAC recommendations for presentation to SOM III. It also prepared its Operational Plan for consideration by Senior Officials.

The discussion papers/reports prepared by the Secretariat for SOM are in **Annex 1**.

2.1.3 Direct Support to SOM

The Secretariat provided direct support to the SOM in preparing the Summary Conclusions, and ensuring that reports by APEC fora were properly collated, and distributed. It helped the SOM Chair to maintain contact lists, assisted in distribution of reports and maintained the archives of all documentation arising from APEC fora meetings. It also assisted the SOM Chair in drafting, compiling, and matrixing key issues and directions involving the decision points referred for SOM's consideration by various APEC fora.

2.2 SOM Sub-committee on Economic and Technical Cooperation (ESC)

In Vancouver, Ministers committed to further strengthen economic and technical cooperation in APEC by fully implementing the Framework for Strengthening Economic Cooperation and Development which was agreed in Manila. In this connection, Ministers endorsed the proposal by Senior Officials to establish a SOM Sub-committee for Economic and Technical Cooperation. The SOM Sub-committee was mandated to assist the SOM in coordinating and managing APEC's ECOTECH agenda, as well as identifying value-added initiatives for cooperative action.

2.2.1 Professional Support to ESC meetings

The Secretariat provided professional support to the SOM Sub-committee on ECOTECH (ESC) and provided inputs to the SOM Chair on the Terms of Reference of the ESC. It successfully organised the first meeting of the ESC at the APEC Secretariat on 28-29 April 1998. The Secretariat provided support to all three ESC meetings, in Singapore, Kuching and Mexico City, by preparing the draft annotated agenda, summary conclusions and ensuring that meeting papers were properly collated and distributed. It took a leading role in introducing at these meetings several papers it had prepared

2.2.2 Direct Support to the ESC Chair

The Secretariat provided direct support to the ESC Chair by providing a briefing before every meeting. It also represented an institutional link between the Chair and the members to ensure that they were informed on developments within the ESC. The Secretariat is regularly called upon by the ESC Chair to provide advice on APEC and its guidelines and procedures.

2.2.3 Discussion papers for ESC meetings

The Secretariat also assisted the ESC Chair in evaluating the ECOTECH activities of the various working groups according to the six priority areas. A report on the evaluation of the current ECOTECH activities undertaken in the various working groups was tabled at the first meeting of the ESC. The Secretariat also prepared papers on the ECOTECH element in the EVSL as well as business participation for the first meeting. For the second ESC meeting in Kuching, it prepared discussion papers on the management and strengthening of APEC ECOTECH activities, a paper on enhancing the involvement of the private/business sector, and on the ECOTECH element in the EVSL.

The Secretariat took a leading role in introducing and discussing a paper on “Overview of APEC activities on Sustainable Development” at the 3rd ESC meeting in Mexico City. In consultation with the Senior Environmental Officials, it prepared the paper outlining all APEC activities related to sustainable development which was subsequently included as part of the 1998 SOM Report to Ministers. The Secretariat also prepared the 1998 ESC report on ECOTECH activities, and assisted in compiling the inputs for the Canadian Infrastructure paper. The Secretariat provided the Chair with an up to date *Matrix on Economic and Technical Cooperation* (a compilation of all current ECOTECH activities undertaken by APEC fora) and organised, under the six priority themes of the Manila Declaration, an APEC Framework for Strengthening Economic Cooperation and Development. The ECOTECH Matrix provides a useful reference tool for APEC fora. In 1998 the ECOTECH Matrix was updated on four occasions: for the Joint Fora Meeting in February, for the first and third ESC meetings in April and September, and for inclusion in the SOM Report to Ministers.

The ESC papers/reports prepared by the Secretariat are in **Annex 2**.

2.3 Committee on Trade and Investment (CTI)

The Secretariat enhanced its role in support of the CTI and its subgroups. The CTI Coordinator, Assistant to the CTI Chair, and six other professional staff are responsible for 14 of the 15 areas of Part I of the OAA.

2.3.1 Direct support to the CTI Chair

The Secretariat participated actively in the informal CTI Steering Group (comprising the Chair, CTI Vice Chairs, Secretariat and MAG Convenor) which provided advisory input to the CTI Chair in 1998. The Secretariat also provided the Chair with talking points before each CTI meeting and drafted meeting agendas and summary reports.

The Secretariat supported the CTI Chair with the EVSL process. Starting in 1997 it assisted in developing the proposals and trade statistics on early voluntary sectoral liberalization (EVSL) which provided the Ministers with essential information for identifying the 15 sectors for EVSL. The Secretariat further contributed to the technical work on EVSL mandated to CTI by SOM. It developed reporting formats and acted as the focal point for receiving and compiling EVSL progress reports in February, April, June, August and October 1998. Based on these reports, the Secretariat produced initial draft reports for the CTI Chair for SOM I, the Special CTI on EVSL, SOM II, and SOM III. The Secretariat also managed the meeting schedules for the EVSL Experts' meetings held during 1998.

2.3.2 Professional and technical support to CTI, sub-fora and EVSL Meetings

The Secretariat has continued to provide professional and technical support to the CTI and its sub-groups. This included assistance with drafting documents (agendas, meeting records, Convenor reports to CTI, and CAP reports) and managing meeting papers. As required, the Secretariat also briefed meetings on APEC policies and procedures, including participation issues. The Secretariat provided logistical and technical support to the following CTI, CTI sub-fora and EVSL meetings held in 1998.

- CTI Plenary – Penang, 19-20 February; Kuching, 16-17 June; Kuantan, 9-10 September; and a special meeting on EVSL in Kuala Lumpur on 20-24 April
- Market Access Group (MAG) – Penang, 21 February; and Kuching, 15 June
- Group on Services (GOS) – Penang, 21 February; Kuching 15 June; and Kuantan, 8 September
- Investment Experts' Group (IEG) – Penang, 22-23 February; Kuching, 13-14 June; and Kuala Lumpur, 1-2 October
- Sub-committee on Standards and Conformance (SCSC) – Penang, 22-23 February; Kuching, 14-15 June; and Kuantan, 7-8 September
- Sub-committee on Customs Procedures (SCCP) – Penang, 3-5 February; Kuching, 11-13 June; and Langkawi, 3-5 September
- Intellectual Property Rights Experts' Group (IPEG) – Canberra, 5-6 March; and Singapore, 25-26 August
- Competition Policy/Deregulation Workshop – Kuantan, 7-8 September
- Government Procurement Experts' Group (GPEG) – Penang, 23-24 February; and Kuantan, 8 September
- Dispute Mediation Experts' Group (DMEG) – Bangkok, 29-30 April
- Informal Experts' Group on the Mobility of Business People – Penang, 22 February; Kuching, 14 June; and Kuantan, 7 September
- Informal meetings on Rules of Origin/Uruguay Round Implementation – Penang, 21 February; Kuching, 15 June; and Kuantan, 9 September
- Small Group meeting on Information Gathering and Analysis – Kuantan, 10 September
- Informal EVSL Experts Meetings – Penang, 14-18 February; Kuala Lumpur, 20-24 April; Kuching, 15-16 June; and Kuantan, 9-13 September

The Secretariat also provided professional support to CTI sub-fora activities such as seminars and workshops.

2.3.3 CTI related papers/reports

The APEC Secretariat prepared progress reports on expected 1998 TILF outcomes and on implementation of the CAP tasking for SOM II and subsequently for the June Trade Ministers' Meeting. It also assisted the CTI Chair in preparing 1998 CTI Annual Report to Ministers, which includes 1998 Collective Action Plans and TILF Outcomes. The Secretariat drafted a report on APEC trade facilitation for the CTI Chair for the WTO Trade Facilitation Symposium held in March.

The CTI related papers prepared by the Secretariat are in **Annex 3**.

2.3.4 Publishing and Internet dissemination

CTI and CTI sub-fora have published a number of books and uploaded various outcomes to the Internet. The APEC Secretariat has been a focal point for their publication and Internet dissemination. Examples include:

- *A Guide to Arbitration and Dispute Resolution in APEC Member Economies*;
- Annual updating of the government procurement section of the APEC Homepage;
- Expansion and improvement of the *APEC Business Travel Handbook* on the APEC Homepage; and
- *The Annual Report on Deregulation Initiatives in APEC Economies*.

2.3.5 CTI-related projects

The APEC Secretariat has provided advice and comments to member economies on such matters as: developing projects, drafting budget applications for the BAC, presenting proposals at the BAC and implementing projects (distributing requests for bidding proposals, legal contracts with consultants, and disbursement). The Secretariat has assisted CTI and CTI sub-fora to implement 25 projects in 1998 and in the process of developing 27 other APEC projects for 1999.

2.3.6 Research and Analysis

In the area of Research and Analysis, the Secretariat has completed a report on SMEs for the Sub-committee on Customs Procedures, and a TILF Informal Directory for the CTI.

2.3.7 IAP Submissions

Following on from its work in 1997 in preparing IAP reports for Vancouver, the Secretariat continued to be a focal point for the 1998 IAP submissions from member economies. The Secretariat compiled preliminary plans of 1998 IAPs for the Trade Ministers at SOM II, and initial draft summaries of their implementation and improvements for SOM III. The Secretariat has compiled and distributed all the final IAP documents to member economies. It also assisted the preparation of the SOM Chair's Summary Report on Implementation and Improvements to the IAPs. The IAPs will be uploaded to the APEC website after the Kuala Lumpur Ministerial meeting.

2.4 Economic Committee (EC)

The Secretariat provided strong support for the work of the Economic Committee (EC) in 1998. The Secretariat assisted the Committee by preparing the records of the plenary meetings and the meetings of the EC's sub-fora, distributing documents, managing the EC's budget and publishing the EC's research studies. It provided direct support to the EC Chair throughout the year, preparing reports on the work of the EC and providing a focal point for coordinating the Committee's activities.

2.4.1 Professional and Technical Support for the EC and its Sub-fora

The Secretariat provided the following support for meetings of the EC and its sub-fora in 1998:

- **Economic Committee Plenary meetings**
 - Assisted in organizing the plenary meetings in Penang (19-20 February) and Kuantan (11-12 September).
 - Provided advice to the EC Chair on the preparation of the agenda, business arrangements, budget and administrative issues and procedural matters, and drafted and distributed the Chair's summary record of the meetings.
 - Assisted the sub-fora in submitting their reports to the EC plenary sessions.
 - Supported the EC's general work program by providing a coordination point for comments on the research studies, responding to members' requests for information on the status of projects and preparing the studies for publication.
- **Task Force on the Economic Outlook**
 - Attended the Task Force meetings held in Penang (February), Xiamen (May), and Kuantan (September), providing administrative and logistical support and assistance in preparing and distributing the record of the meetings.
 - Facilitated the process of distributing for comment successive drafts of the *1998 APEC Economic Outlook*, prepared the document for presentation to Leaders and Ministers and finalised it for publication.
 - Assisted the Chair of the Task Force to prepare the funding submission for speakers to attend the 1998 Economic Outlook Symposium, provided assistance in organizing and funding speakers, attended the Symposium (Xiamen, May 1998) and prepared the proceedings of the Symposium for publication.
- **Infrastructure Workshop**
 - Attended the meetings of the Infrastructure Workshop in Penang (February), Taipei (May) and Kuantan (September), providing administrative and logistical support and assistance in preparing and distributing the record of the meetings.
 - Provided a coordination point for the activities of the Workshop throughout the year.

- Attended and provided organisational support for the 1998 Public-Business/Private Sector Dialogue on Infrastructure and Sustainable Development, which was held in Taipei in May 1998.
 - Edited the proceedings of the Dialogue for publication and presentation to Leaders and Ministers in Kuala Lumpur.
- **Task Force on Food**
 - Attended the meetings of the Task Force in Penang (February), Kuching (June) and Kuantan (September), providing administrative and logistical support to the three Co-chairs.
 - Prepared for publication the 1997 Co-chairs' Progress Report and Analytical Studies.

2.4.2 Publishing and Internet dissemination

During 1998, the Secretariat prepared 13 EC research studies/reports for publication. A full list is appended to this report as **Annex 4**. For four of these publications the Secretariat had to compile the proceedings of seminars or workshops, requiring liaison with the organizers and individual authors and substantial editing work. Once published in hard copy, the books were also put on the Secretariat's homepage on the Internet. Significant public interest was shown in both hard copy and electronic versions of the EC's publications.

2.4.3 EC Projects

The Secretariat managed the EC's publications budget, which was \$101,000 in 1998, and assisted in preparing evaluation and progress reports on the Committee's centrally-funded and self-funded activities.

The Secretariat assisted in preparing the EC's funding submissions for speakers for the 1998 and 1999 Economic Outlook Symposiums, and monitored expenditure for the 1998 Symposium. It provided extensive support to the overseer of the EC's TILF project on "Information Gathering and Analysis on Trade-related Environment Measures and Environment-related Trade Measures". It also provided assistance to the project proponents in preparing the proposal on "Infrastructure to Diversify and Integrate Rural Economies".

2.5 Budget and Administrative Committee (BAC)

2.5.1 Direct Support

The Secretariat provided a full range of services to the Budget and Administrative Committee (BAC), including logistics, document preparation, and contribution to discussions at the BAC meeting held on 24-25 March and 29-31 July 1998. The Secretariat continued to provide direct support on budgetary matters to the BAC Chair and BAC members and prepared major papers for BAC discussions, including regular financial reports, progress reports for APEC projects, papers on common budget unit items, publication and public affairs overview.

2.5.2 Projects approved for 1999 funding

Thirty seven Operational Account projects (in **Annex 5**) totalling US\$1,887,269 were approved or tentatively approved for 1999 funding. Thirty projects (in **Annex 6**) were proposed for 1999 funding under the TILF Special Account and were approved or tentatively approved with a total budget of US\$2,717,090. The BAC also approved capping the 1999 Operational Account at US\$ 2,142,717.

2.5.3 Evaluation and reporting system of projects

Senior Officials at the meeting in Kuantan approved the Guidelines for Evaluation and Reporting System for APEC projects (see **Annex 7**) with immediate effect. Among other things, the Guidelines highlighted that each APEC forum, including sub-fora of CTI, is requested to set up a small group to assess the outcomes of projects. The small groups should forward their findings, together with the results of questionnaire survey or the end products, to the Chairs/Lead Shepherds for comments or endorsement before submitting to the BAC via the APEC Secretariat. Failure to comply with reporting standards may possibly result in the suspension of future finding.

2.6 APEC Fora

The Secretariat continued to support Ministerial Meetings and Working Groups (WGs), particularly by facilitating communication and coordination among the various groups, participating in and advising on meeting agendas, logistics, points of procedure, and assistance in the preparation of records, publications and conference documents. This began with the 17th HRD Working Group Meeting held in Bali from 19-22 January 1998.

The Secretariat contributed to the work of all APEC fora during the course of the year, particularly in those areas where the Secretariat could provide assistance through its knowledge of specific issues within APEC and of the cross-cutting themes that are being addressed throughout APEC.

2.6.1 Joint Fora Meeting in Penang

The main purpose of the Joint Fora meeting in Penang in 22-23 February 1998 was to inform the Working Groups and other APEC fora of the Leaders/Ministers taskings and directives from SOM I, and the work priorities for 1998. The meeting also provided an avenue to discuss how best to collaborate and coordinate APEC work in order to achieve focussed outcomes and deliverables in 1998, and to exchange views for improving the management of the APEC process. Some of the papers prepared by the Secretariat at SOM I were prepared in tandem for the SOM Chair's preparation of the Joint Fora meeting. It assisted the Chair in preparing the Agenda and Summary Conclusion, and provided greater clarity on procedures, policies and responsibilities to improve communication among APEC fora.

2.6.2 Energy Working Group

The Secretariat attended the 15th EWG Meeting in Ixtapa, Mexico on 3-4 March 1998 and the 16th EWG Meeting in Cairns, Australia on 11-13 August 1998. The Secretariat also attended the Senior Energy Officials' Meeting and the 3^d APEC Energy Ministers' Meeting in Okinawa on 8 October and 9-10 October 1998, respectively.

2.6.3 Fisheries Working Group

The Secretariat attended the 9th FWG Meeting in Taipei on 9-10 June 1998 and the Aquaculture Forum on 8 June 1998. It presented a report to the FWG on developments in APEC, and assisted the Co-Chairs in ranking project proposals and in the preparation of the Summary Conclusions of the meeting.

2.6.4 Human Resources Development Working Group (HRDWG)

The Secretariat attended 17th HRDWG Meeting in Bali, Indonesia and the 18th HRDWG Meeting in Chinese Taipei on 16-19 June 1998. The Secretariat presented reports on developments in APEC, provided advice and coordination of the agenda and assisted in the drafting of the summary conclusions for both meetings. It reported on management issues of relevance to the HRDWG and assisted in the evaluation of new project proposals. The Secretariat also attended the Experts' Meeting *cum* Task Force Planning Meeting in Jakarta in April 1998; the HRDWG Task Force on Human Resources and Social Impacts of the Crisis; and the Wrap-up Meeting for the TILF-TIITP (Trade and Investment Insurance Training Program) '97/Kick Off Meeting for the TILF-TIITP '98 in Guilin, China on 27-28 August 1998.

2.6.5 Industrial Science and Technology Working Group

The Secretariat attended:

- The Task Force and Experts' Meeting for the 3^d APEC Ministerial Conference on Regional Science and Technology Cooperation in Puerto Vallarta, Mexico on 9-10 February 1998;
- The 14th IST WG Meeting in Taipei on 16-19 March 1998;
- The Virtual Meeting of the 15th IST WG Meeting on the APEC Science and Technology Website on 4 September - 6 October 1998; and
- The 3^d APEC Ministerial Conference on Regional Science and Technology Cooperation and its preparatory meeting in Mexico City on 16-23 October 1998.

I delivered a speech at the opening ceremony APEC Technomart II in Taipei on 19-26 January 1998. Technomart II provided a big kick-off to the new APEC year. Most member economies participated, 13 of them presenting exhibitions. A total of 580 exhibitors from commercial companies, universities and research organisations displayed more than 1,200 innovation technologies. In addition, Technomart also featured 160 technology presentations, two seminars, three forums and one workshop under the theme APEC activities. Under the theme of "Innovation and Collaboration – Sustainable Economic Development", it was my pleasure to officiate at the opening ceremony of Technomart II.

I also made a brief speech at the opening ceremony of the 1st APEC Youth Science Festival in Seoul, Korea on 14-20 August 1998. I commended the festival as the first APEC effort to bring youth and science together to help to achieve the APEC's long-term goal of sustainable development and APEC community building. I also stressed the importance of science, and investment in the youth and community-building exercise through networking and friendship. I took the opportunity to visit the Korea Institute of Science and Technology and discussed the achievements and future course of APEC with the Vice Minister, Ministry of Foreign Affairs and Trade.

The Secretariat also participated in the Establishment of the APEC Center for Technology Foresight in Bangkok, Thailand on 3-6 February 1998, and the APEC Research and Development Leaders Forum in Taipei on 11-15 March 1998.

2.6.6 Marine Resource Conservation Working Group

The Secretariat attended the 11th MRC WG meeting in Viña del Mar, Chile on 2-4 June 1998 and briefed the meeting on development within APEC. It also provided advice on APEC procedures.

2.6.7 Telecommunications Working Group (TELWG)

The Secretariat:

- Attended 17th TELWG Meeting in Bandar Seri Begawan, Brunei on 11-13 March 1998
- Attended the 18th TELWG Meeting in Port Moresby, Papua New Guinea on 7-11 September 1998.
- Assisted in the preparatory work and attended the 3^d Ministerial Meeting on the Telecommunications and Information Industry in Singapore on 3-5 June 1998.
- Attended the TELWG MRA Task Force Meeting in Los Angeles on 28-30 April 1998.

I delivered a speech at the opening ceremony of the 3^d Telecommunications Ministerial Meeting and stressed the need to work in the implementation of activities defined by the three fundamental pillars of the APEC process. APEC must not only remain relevant but be seen to be relevant and sell our achievements. The focus must be industry-specific, such as the formulation and adoption of the MRA on Telecommunications Equipment, achievements in the TELEMIN process, and the info-communication industry.

2.6.8 Tourism Working Group

The Secretariat attended the 12th TWG Meeting in Cheju Island, Korea on 13-14 May 1998 and the 13th TWG Meeting in Langkawi Island, Malaysia on 11-14 October 1998.

2.6.9 Trade and Investment Data Review Working Group

The Secretariat attended the 11th TIDWG Meeting in Ottawa, Canada on 20-22 May 1998. The Secretariat presented a report on developments in APEC and provided advice on project formulation.

2.6.10 Trade Promotion Working Group

The Secretariat attended the 10th WGTP Meeting in Kuala Lumpur on 13-15 May 1998 and provided advice on APEC procedures.

2.6.11 Transportation Working Group (TPTWG)

The Secretariat attended the 13th TPTWG Meeting in Mexico City on 20-24 April 1998 and the 14th TPTWG Meeting in Seoul, Korea on 19-23 October 1998. The Secretariat presented a report on developments in APEC and provided advice on APEC procedures. It also assisted the Chair in ranking project proposals and in the preparation of the Chair's Report.

2.6.12 Policy Level Group on Small and Medium Enterprises (PGLSME)

The Secretariat attended the Preparatory Meeting and the 5th SME Ministerial Meeting in Kuala Lumpur, Malaysia on 5-8 September 1998. It assisted the PGLSME Chair in the preparation of the Ministerial Meeting, provided advice to the Preparatory Meeting on budgetary and procedural issues and assisted in the drafting of the Joint Statement. The Secretariat also attended the SMI Showcase '98 in Kuala Lumpur, Malaysia on 25-30 June 1998.

2.6.13 Agricultural Technical Cooperation Experts Group

The Secretariat attended the 2nd ATC Experts Group Meeting in Portland, USA on 27-30 July 1998. The Secretariat briefed the meeting on management issues in APEC and assisted the Co-Chairs in the preparation of the Summary Conclusions of the meeting.

2.6.14 Sustainable Development

The Senior Environment Officials did not meet in 1998. However, the APEC Secretariat, in consultation with the Senior Environment Officials, prepared the *Overview of APEC Activities in Sustainable Development for 1998*. The document, which outlines all APEC activities related to sustainable development, was subsequently included as part of the 1998 SOM Report to Ministers.

2.6.15 Task Force on Electronic Commerce

The Secretariat prepared a stocktaking paper on Electronic Commerce in APEC fora and Electronic Commerce in International Organisations for discussions at the newly created Task Force on Electronic Commerce Meeting. We also assisted the Task Force in organizing its four meetings held in Penang, Kuching, Singapore and Kuala Lumpur.

2.6.16 Financial Stability

The Secretariat maintained a catalogue of the various initiatives, underway throughout APEC, taken in response to the regional financial crisis. It includes actions taken by Economic Leaders, those under the Finance Ministers' process, and those undertaken by other committees and working groups. The Secretariat also sought to expand its contacts with, and offer its services to, the APEC Finance Ministers' process. The Secretariat also

provided advice to a member economy considering applying for APEC funds for a project being implemented by the Finance Working Group.

In an example of our gradually expanding cooperation with the Finance Ministers process, the Secretariat has been asked by the current chair to coordinate the establishment of a register of experts on asset-backed securitization for placement on the APEC website. This initiative was one element of a voluntary action plan on securitization approved by Finance Ministers at their May 1998 meeting in Canada. Member economies have been asked to supply us with information on their experts in this field and the register will be activated by late this year.

2.6.17 APEC Study Centers (ASC)

The APEC Secretariat supported the APEC Study Center Consortium Meeting held in Bangi, Malaysia on 11-13 August 1998, with background briefing, agenda setting, logistic support and participation in the discussion. At the request of the ASC, the Secretariat has established an ASC page on the APEC homepage.

The Calendar of Events for 1998 is in **Annex 8**.

3. APEC BUSINESS ADVISORY COUNCIL (ABAC)

The Secretariat continued to support the activities of the APEC Business Advisory Council in 1998 and to assist the SOM's efforts in enhancing APEC public/private collaboration. The Secretariat played a liaison role in terms of informing ABAC about activities underway in the many APEC fora and keeping APEC fora apprised of ABAC's thinking and directions.

Early in 1998, I called on the incoming chair, Tan Sri Tajuddin Ramli of Malaysia to offer our continued service. He has indicated his desire to continue receiving the public affairs support extended by the Secretariat. The Secretariat was present at the first Council meeting in 27 February in Mexico City, and at the ABAC's Task Force on the Financial Crisis, on 24 January in Chinese Taipei. The Secretariat attended ABAC's second and third meetings on 1-3 May in Sydney and 3-6 September in Chinese Taipei respectively. We served as a resource person to inform ABAC members about activities already underway in APEC in response to business concerns and ABAC recommendations.

The Secretariat supported APEC efforts to expand its outreach to the business/private sector, through speeches and other public affairs activities. We continued our tracking of APEC actions that respond to ABAC recommendations and helped facilitate business-government contacts at the working level, including attendance by ABAC representatives at meetings of two CTI sub-fora, SCSC and IPEG.

The Secretariat, with input from APEC fora, updated the matrix on ABAC's 1997 Recommendations and APEC Actions. It also prepared a note on Recent and Forthcoming ABAC Representations that summarizes ABAC's several advocacy letters to APEC Ministers in 1998. More broadly, the Secretariat has expanded its outreach to the regional business community through several speaking engagements by me and by two new web-

based newsletters aimed primarily at the business/private sector.

We will continue our tracking of APEC actions that respond to ABAC recommendations and help facilitate business-government contacts at the working level.

Reports/Papers prepared by the Secretariat on the subject are in **Annex 9**.

4. PARTICIPATION ISSUES

4.1 Issue of Members-designate

The APEC Economic Leaders decided in Vancouver in November 1997 to welcome Peru, Russia and Vietnam as new members of the APEC community, effective in 1998. The Leaders also agreed on a ten-year moratorium period on membership. The SOM subsequently decided in December 1997 that the accession of Peru, Russia and Vietnam as full members into APEC would officially take place at the 10th Ministerial Meeting in Kuala Lumpur, Malaysia in November 1998. Before then, the three members-designate would be invited to participate as “observers” in all APEC meetings from January 1998.

I met with the Heads of Mission of the members-designate in early January 1998 to present official notes explaining the SOM decisions and arrangements. The members-designate expressed their appreciation to APEC. The Secretariat provided relevant APEC documents to the members-designate to facilitate the economies preparation of their IAPs. Copies of the previous APEC IAP publications were given to them. The Secretariat also informed all APEC fora of the focal points of the members-designate and vice-versa.

I also met officials from the member-designate economies at the Secretariat to exchange views on the APEC process. Two Russian officials were attached at the Secretariat for several days to study the APEC process. Peru sent an official to the Secretariat for attachment before its formal accession to APEC. Three Vietnamese officials responsible for APEC matters were given a comprehensive briefing on the APEC process by professional staff members of the Secretariat in early August. Another official from Peru was also at the Secretariat in mid-August for similar briefing.

4.1.1 Results of the visit to Peru, Vietnam and Russia

The three members-designate invited me to visit their economies in 1998. I accepted their invitation and visited Peru on 3-5 March, Vietnam on 11-15 May, and Russia on 20-21 July 1998. The main objectives of my visits were to deliver the keynote address at their national seminars on APEC which were part of their efforts to phase in to the APEC process, and to call on their Leaders, ministers and senior officials.

During the official visit to Lima, Peru I called on His Excellency Alberto Fujimori, President of Peru; Mr Ricardo Marquez, the First Vice President of Peru; Dr Eduardo Ferrero Costa, Minister of Foreign Relations; Dr Jorge Gonzalez Izquierdo, Minister of Labour and Social Promotion; Dr Carlos Torres Lara, President of Congress; and Mr Victor Joy Way, President of the Congressional Foreign Relations Committee. I also held discussions with leaders of the Peruvian private sector including Ambassador Sebastian

Alegrett, Executive Secretary of the Andean Community; Mr Juan Enrique Pendavis, President of the Peruvian Exporters Association; and Ambassador Carlos Moneta, Permanent Secretary of SELA.

In Vietnam, I called on His Excellency Mr Phan Van Khai, Prime Minister of Vietnam; Mr Truong Dinh Tuyan, Minister of Trade; Mr Nong Duc Manh, Chairman of the National Assembly; and Mr Vu Hung Viet, Vice Chairman of the Ho Chi Minh City Peoples' Committee. I also held discussions with the Vice Minister of Foreign Affairs and the Director of Foreign Affairs office in Ho Chi Minh City.

During my official visit to Moscow I called on Mr Yukov M Urinson, Minister of Economy; Mr Vladimir G Karastin, Acting Deputy Minister of Trade and Industry; Mr Yu Maslykov, Chairman of Duma (Russian Parliament) Economic Committee; and Mr Alexander Y. Livshit, Deputy Administrator, Office of the Russian President. I also held discussions with the Deputy Minister of Foreign Affairs, the Director of the Economic Department, Ministry of Foreign Affairs and Ambassadors from APEC economies in Moscow.

The results of the official visits can be summarised as follows:

- The courtesy calls on the Leaders, Senior members of Parliament, Political Leaders, relevant ministers, vice ministers and senior government officials provided valuable first hand information on the positions of the members-designate in APEC. It allowed me to brief and update the members-designate on the latest policies of the APEC process.
- The National Seminars provided an excellent opportunity for the APEC Secretariat to appraise the participants of the APEC process and at the same time receive feedback through the questions raised. Some of the questions raised were on detailed points of specific issue areas as follows :
 - The relationship between the APEC and the WTO process
 - Background information of the members-designate admission into APEC
 - The benefits members-designate will receive after joining APEC
 - Submission of IAPs
 - Requirements on CAPs
 - Availability or feasibility of financial assistance
 - Clarification on some of the nine principles of the Osaka Action Agenda; i.e., “Transparency”, “Non-discrimination”
 - Clarification on tariff reduction Annexes and the NTM annex
 - Clarification on the terminology of the section on Tariffs in the IAP format guidelines
 - Scope of NTMs
 - Relation between NTMs and Standards issues
 - Details on Customs Collective Action Plans
 - Details on the APEC Business Travel Card
- Vietnam has created a special committee, “The National Committee for International Economic Cooperation”, to handle issues relating to APEC, WTO, ASEAN and

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ASEM. The Committee is made up of officials from relevant ministries and departments. The Committee meets twice a week.

- The Russian government is considering the establishment of the “Government Commission in APEC Affairs”. This commission is expected to be chaired by the Minister of Economy which consists of 20 ministers, and/or senior officials from the relevant ministries or departments. The Deputy Minister of Foreign Affairs is expected to be appointed as the First Deputy Chairman of the government commission. The Commission will be the policy-making body and will meet once every two months.
- The members-designate have prepared drafts of their IAPs and plan to improve them further before the formal submission. Russia has chosen the year 2010 to achieve the goals of free and open trade but requested some flexibility.

4.2 New Developments

The APEC Secretariat is the sole contact point for non-member participation in APEC fora. It is responsible for receiving and transmitting the requests/proposals for non-member participation to relevant APEC fora and for SOM consideration and is also responsible for advising the applicants/invitees of the SOM decisions and conditions of their participation. The Secretariat also provided advice to SOM and APEC fora on the relevant point of the procedures.

In 1998, the Secretariat received 4 requests for non-member participation in APEC activities and was also informed of 8 requests/proposals for non-member participation in APEC activities as **Annex 10**.

4.3 Decisions by SOM in 1998

In 1998, SOM approved 12 requests/proposals and declined 2 requests for non-member participation in APEC activities as **Annex 11**

4.4 Decisions by the APEC Fora in 1998

In 1998, APEC Fora approved 12 requests/proposals for non-member participation in APEC activities (excluding one-off, non-policy activities), and declined eight requests/proposals for non-member participation in APEC activities (excluding one-off, non-policy activities). See **Annex 12**.

5. SECRETARIAT MANAGEMENT ISSUES

I had initiated some organisational and management changes at the Secretariat with a view to managing our resources to achieve greater continuity in the work of the PSMs, increased productivity and cost effectiveness. I have emphasised the importance of training of the professional and support staff members to achieve these goals.

5.1 Administration

On 12 January 1998, the Secretariat welcomed Ambassador Timothy Hannah of New Zealand as the new Deputy Executive Director. The Secretariat also received Mr Jaime Pomareda from Peru on 18 May 1998 and Ms Siti Nugraha Mauludin of Indonesia on 1 September 1998. At the same time, Ms Ann Low of the US and Ms Rosalind Coleman of Canada left the Secretariat in April and May 1998 respectively after completing their tour of duty.

The Secretariat succeeded in recruiting two suitable candidates to fill the positions of IT Specialist and a Publications Manager. They reported for duty at the Secretariat in February and May 1998 respectively. Currently, the Secretariat has filled all the approved posts. The increased work load undertaken by the Secretariat and the impending admission of three new member economies to APEC may be an appropriate time to review the tight staffing position of the support staff.

5.1.1 Library Facilities

The library upgraded its photograph library of APEC personalities and events. The library is looking into ways to improve the quality of scanned documents to make meeting documents more accessible to the public. The library is also exploring ways to replace current scanning practices and is discussing cost saving methods for document management and scanning with vendors with the objective of storing information on the website and CD ROMs by end of 1998.

The Current Awareness Service [CAS] has been expanded to include information on books written on APEC, and speeches as well as research papers on APEC activities. The Secretariat is currently circulating the CAS to about 30 persons. Since early 1998 the library has also worked towards increasing accessibility of meeting documents to research workers. The library also explored how to deliver both hard and electronic copies of meeting documents to members of the public who are doing research work on APEC.

5.1.2 In-house Training

All professional and support staff members have undergone training on Microsoft Word 97, Outlook 97 and Exchange and the MS Microsoft Windows 95 environment. In addition, some staff members have undergone further training in Microsoft ACCESS 97 and Microsoft EXCEL. Since moving into the new environment, there have been fewer software problems. The Secretariat has benefited in terms of productivity and cost effectiveness.

The Secretariat in 1998 took full advantage of the Skill Development Fund to train support staff members in IT, administration, and conference management and encouraged them to upgrade their skills and to take on additional responsibilities.

The Secretariat has benefited from the recruitment of two IT specialists through their experience in training personnel for computer skills. Regular in-house training sessions for Secretariat staff members were held to enhance their skills in software applications, e.g.,

Microsoft Power Point and EXCEL. All PSMs and support staff attended these classes as training is an on-going exercise to ensure that all Secretariat staff members upgrade their computer skills. The second phase of these courses were Mind Set Training and Evaluation and Using the World Wide Web. The objective is to help staff members to understand their strengths and weaknesses and to have more effective work attitudes.

5.1.3 Filing System

The Secretariat has established a unified record filing system. All staff members have submitted their file reference numbers in accordance to instructions and an established format, to ensure that the system is consistent, comprehensive, simple and reliable and continuity can be maintained. The new filing system was fully implemented at the end of 1998.

5.1.4 Update of Inventory

The Secretariat updated records of the office equipment, furniture, and artwork at the Secretariat and devised computer tracking of resources. The new records will assist the Secretariat to upgrade equipment as and when necessary.

A number of member economies have presented the Secretariat with valuable paintings and artworks (e.g., sculpture) for display in the Secretariat. The Secretariat has photographed and catalogued these gifts. Records are being kept of their location.

5.1.5 Manuals

The Secretariat produced the *Seconded Handbook* in April 1998 to assist seconded professional and support staff to adjust to their new working environment when they first join the Secretariat. A *Record Management Manual* was produced on 30 September for implementation. The Manuals are bound and produced by the staff for internal circulation to every member of the staff. The Manual was established to provide guidance to staff on how materials related to the working operations of the Secretariat are kept. The Manual provides information on procedures for filing and recording all material related to the fora/official working operations of the Secretariat and to ensure that there is continuity, consistency and comprehensiveness in relation to storage and retrieval.

5.1.6 Renovation Work

The renovation work undertaken within the premises of the Secretariat has been completed. The Secretariat would like to thank MFA Singapore for the additional facilities made available to staff members at the Secretariat. The reconfiguration of the Conference Room meets the needs of APEC style meetings and was certainly appreciated by member economies. The conference table can now accommodate 36 persons. About 45-50 persons can be seated behind the first row and at both sides of the conference meeting room, a total of about 75-85 persons. The 13th floor has new storage facilities for its publications and amenities for the staff have also been upgraded.

5.2 Information Systems/Databases Information

Communications and information technology continued to be one of critical areas for the APEC Secretariat and continue to demand substantial resources. In the year of 1998, with the approval of BAC and SOM, the Secretariat recruited an additional IT professional to enhance the capacity of the Secretariat IT team. The team has efficiently accomplished the expected goals to facilitate and support the Secretariat daily operations and communication requirements.

In supporting the Secretariat's outreach and information dissemination, the website (<http://www.apecsec.org.sg>) plays a key role and continues to experience a steady growth in popularity by recording an average of 320 visitors and 65 Megabytes of data transmission per day. The Secretariat's website continues to provide linkages to the websites of APEC fora, APEC member economies, related international economic organisations, and the network of APEC Study Centers. The Summary Statistics for the APEC website and the documents available on the website are in **Annex 13** and **Annex 14**, respectively.

The Secretariat realise that the Secretariat's website is an effective means of information dissemination. To better serve users, in June the Secretariat initiated a project to revamp the website, trying to make the format more user-friendly and much easier for users to access. The new website was officially launched on 12 October. The Secretariat will continue to commit the required resources to keep the website up-to-date.

The Secretariat also initiated two database projects in 1998. One is the TILF Information Directory and the other is the Project Database. The TILF Information Directory is a comprehensive collection of data sources related to the trade and investment liberalization and facilitation issue areas. In addition to the hard copy publication, the Secretariat has set up a database on the Internet for APEC member economies and registered users to access. The second database project, Project Database, contains key information on each approved APEC project and will serve as a management tool to collate information about APEC projects and cross-cutting themes and facilitate assessments about project activities within APEC. The design work of the database has been completed and we are now in the process of keying in the project data.

Due to the proliferation of database projects within APEC, the March BAC has submitted several recommendations to the SOM to give guidance to APEC fora on the database issue. The Secretariat received the mandate in June to convert all these recommendations into detailed guidelines and to design detailed technical conventions for APEC fora to follow. The "Guidelines on APEC Database Projects" and the "Guidebook on APEC Database Projects" were approved by BAC and SOM in July and September, respectively. The guidelines and guidebook are attached as **Annex 15** and **Annex 16** respectively.

5.3 Public Affairs

The work of the APEC Secretariat Public Affairs section has increased dramatically due to successful outreach efforts by the Secretariat and increasingly ambitious work programs of the various APEC fora. Since July 1997, the priority has been to organize existing work

and focus limited staff resources in the areas where APEC can have the largest impact for the lowest cost.

The Secretariat continued to provide services to member economies through its Outreach Strategy. The APEC Secretariat has widened the circle of its Current Awareness Service to include Senior Officials through electronic copies of news related to APEC. The Secretariat has been successful in distributing relevant APEC press releases/advisories to the Media through our email gateway. The Secretariat has received positive feedback and requests from journalists, business groups and academics to be put on the Secretariat emailing list.

The Secretariat participated in various regional exhibitions in 1998, made presentations at various international fora, received foreign visitors at the Secretariat and undertook briefings and disseminated publications to various international parties. It updated the APEC posters to reflect the progressive dynamism of the organisation and was able to achieve cost savings in courier charges.

5.3.1 Media and Public Relations

In 1998 the Secretariat had the challenging task of informing the public about APEC's work and activities.

- The Asian financial crisis has made the public more aware of the existence and the role of APEC in regional economic development.
- Improvements in information technology made communication easier resulting in greater access to the APEC Secretariat website and more interaction between the public and the Secretariat.
- The decision was made by the SOM that the workings of APEC would become more transparent, thereby allowing the public to have greater access to its reports and meeting documents.

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The APEC Secretariat continued to provide services to the media and the public through its Outreach Strategy. The Outreach Strategy was based on the premise that APEC can no longer do outreach on a broad, all encompassing basis. Rather APEC must target its outreach efforts, trace their impact, and ensure those outreach efforts are cost-effective. The Strategy focuses on the following audiences: 1) media; 2) member economies; 3) the business community; 4) APEC study centers and libraries; and 5) the general public. The Strategy was based on use of the following modes of communication: Internet, publications, exhibition booths, visitors to APEC, and speeches outside the Secretariat.

The APEC Secretariat has drafted an Outreach Strategy Policy paper to guide its work in handling public relations. This also includes an Action plan to assist the APEC Secretariat with managing the increasing demand on it to perform its outreach strategy. Great emphasis is put on cost effective measures. The Action Plan appears in **Annex 17**.

Some specific accomplishments in media and public relations were as follows:

- We have redesigned the *Update of Activities within APEC* to be a more useful document for businesses and the public at large.

- The APEC Secretariat tried to cut costs by replacing the fax gateway for Press Release transmission with an Electronic Mailing (email) gateway. The APEC Secretariat has asked the media for their email addresses and their preference for receiving press releases through fax or email. The APEC Secretariat has received positive responses from the media on this action. The initial media list on the fax gateway was 398. Based on the responses from the media, the Secretariat was able to convert 50% from the fax gateway list to an email journalist list. As of October 1998, there were 200 journalists on the email list and the number was growing.
- The APEC Secretariat also established an archive of outreach activities. The archive will enable future APEC host economies to benefit from their predecessors' experiences. It also serves as a clearing-house through which all members can share information about educational videos and other tools they use to promote understanding of APEC in their economies.
- The APEC Secretariat has been active in terms of outreach activities by speaking at selected speaking engagements in member economies. These engagements ranged from APEC Ministerial meetings, PBEC, selected business community meetings, to meetings of academics. The Secretariat continued to provide briefings on APEC's work to visitors to the Secretariat. These visitors include officials, academics, diplomats, people from the business sector, journalists and NGOs, from APEC members and non-members alike. Since January 1998, the Secretariat has received 220 visitors to the APEC Secretariat, ranging from consultations with the Executive Director, Deputy Executive Director and professional staff members, to requests for APEC briefings. The list of visitors appears in **Annex 18** and the list of speeches given by the Executive Director and the Deputy Executive Director appears in **Annex 19**. The feedback from visitors has been very encouraging as they see the role of the Secretariat as vital in informing the public of APEC's activities.
- The Secretariat has participated in a number of exhibitions this year.
 - CommunicAsia in Singapore, an exhibition which took place in conjunction of the Third APEC Ministerial Meeting for the Telecommunication and Information Industry, June 1998;
 - The SMI Showcase '98 & APEC Cross Border Linkages Exhibition in Kuala Lumpur;
 - MITEC 98 in Yantai China;
 - The SME Ministerial in Kuala Lumpur; and
 - The Third APEC International Trade Fair in Kuala Lumpur.

By participating at these exhibitions, the Secretariat was able to distribute APEC publications and answer specific inquiries about APEC from the public. The APEC Secretariat has also been updating APEC posters and photos of Leaders to provide graphic images and information on APEC. The Secretariat has also produced an APEC promotional video, to provide a historical background and highlight the achievements of APEC over the ten years of the organisation's existence. It includes the three new members of APEC. The video will be used by the Secretariat at visitors' briefings or exhibitions.

5.3.2 Publications

The role of the Secretariat in publishing APEC publications has increased drastically. In 1998, the Secretariat printed 35 titles, a 100 % increase compared to the number of titles in 1995. The full list of publications currently available appears in **Annex 20**. The Secretariat was able to handle this large number of publications due to the presence of a new Publication Manager who joined us on 21 May 1998. With her presence, the work of the APEC Secretariat in the area of publications has become more manageable and remain focussed. All publication information will be put into a database to facilitate monitoring, to develop a detailed marketing plan for APEC publications and possibly pursue book distribution agreements in member economies. The Secretariat will also continue to update its inventory list of publications.

The Ministry of Foreign Affairs of Singapore has kindly agreed to fund the building of storage space of cellular units for storage of APEC publications on the 13th Floor. This was certainly welcomed by the Secretariat in view of the increasing number of APEC publications being printed annually.

The APEC Secretariat continued to provide assistance to the SOM Chair by producing the APEC Brochure. 27,000 copies were printed and distributed this year. The *Update of Activities Within APEC* proved to be a continued hit with the reader. For 1998 alone the APEC Secretariat produced nearly 21,000 copies which were distributed at APEC meetings ranging from Ministerial and Senior Officials to Working Groups, projects and APEC exhibitions. The respective APEC members have used the publication in briefings to the public. The publication was a great promotional tool for APEC as it highlighted the activities of the various APEC fora. A special edition of the *1998 Update* was ready for distribution during the APEC Economic Leaders' Meeting (AELM) and the ABAC Business Summit in November 1998.

The BAC has instructed the Secretariat to produce semi-annual reports on publications and a publications inventory with the intention of monitoring the effectiveness of publications management and sales. **Annex 21** provides the inventory of APEC Publications as of October 1998. **Annex 22** is the total sales revenue for 1998 as of October 1998. Proceeds from the sales of APEC Publications are returned to the APEC Central Fund.

The Secretariat has drafted an APEC royalty payment paper as **Annex 23** and it has been approved by the BAC. The policy paper will provide guidance for the APEC Secretariat in handling requests from commercial publishers and electronic information data providers to reprint APEC publications with commercial intent.

The APEC Secretariat has actively pursued APEC publication distribution agreements for Singapore, Malaysia, Hong Kong, China, and Brunei Darussalam in response to requests from the business sector. The Secretariat is of the opinion that direct contact with book sellers in APEC and non-APEC economies would be an appropriate channel that would assist APEC in terms of distribution of APEC publications on a wider scale. The Secretariat has also re-entered into signing agreements to disseminate APEC publications overseas via electronic data service providers. The Secretariat is currently negotiating with Information Service providers with the intention of selling APEC publications through electronic commerce.

In view of the admission of the three new APEC members at the end of 1998, the Secretariat has amended the APEC Publication Policy as **Annex 24** and the Style Manual and Accepted Nomenclature with the view to provide a simple, concise policy. The Secretariat continued to provide support to member economies and fora through publication of APEC's works. Thirty-five titles were printed in 1998 and will be distributed during the November AELM.

5.4 Meetings at the APEC Secretariat

The Secretariat has a small staff-base but has established a good track record in organizing meetings held in Singapore. In 1998, the Secretariat organised the following meetings, briefing and press conferences at the APEC Secretariat's 19th floor meeting room.

- Budget and Administrative 98 on 24-25 March
- SCCP: UN/EDIFACT Project Technical Staff Training on 13-17 April
- SCCP: UN/EDIFACT Project-Functional Manager Training on 20-24 April
- SOM Sub-Committee on ECOTECH on 28-29 April
- Press Conference for SOM Sub-Committee on ECOTECH Chairman on 29 April
- Press Conference by Ambassador J Wolf, Senior official, USA on 29 April
- Budget and Administrative Committee on 29-31 July
- Intellectual Property Experts Group Meeting on 25-26 August
- Electronic Commerce Task Force Meeting on 4 September
- HRD Task Force Meeting on 26 November

5.5 Financial Prudence

The APEC Secretariat has been tasked to perform more functions of increasing complexity. This inevitably requires more resources. However, the Secretariat managed to improve cost effectiveness by regularly reviewing working procedures, staffing positions and the daily expenditures. In the area of Information Technology, the Secretariat has taken the following measures to improve efficiency and reduce costs.

| • Changed from a metered communication service to a fixed cost messaging service (email). ← **Formatted: Bullets and Numbering**

| • Improved efficiency by incorporating a search engine in the web server and at the same time adding security features for administrative purposes. ← **Formatted: Bullets and Numbering**

| • Evaluated more effective means of conversion of paper documents to electronic format for archiving and distribution of documents. ← **Formatted: Bullets and Numbering**

In administration, the Secretariat;

| • Implemented a call accounting system, which assisted the Finance Section to separate official and personal billing. ← **Formatted: Bullets and Numbering**

| • Reviewed the travel guidelines to curtail unnecessary expenditure; ← **Formatted: Bullets and Numbering**

• Produced manuals to assist PSMs and SSMs to adjust to the working environment in the Secretariat. Formatted: Bullets and Numbering

• Rationalized subscriptions to journals, publications and electronic databases. Formatted: Bullets and Numbering

On the management of the Operational Account and TILF Special Account, the Secretariat;

• Provided advice and comments at all stages of a project from the conception to its approval by the BAC. Formatted: Bullets and Numbering

• Monitored the implementation of the projects, disbursements and evaluations. These painstaking efforts were taken to ensure that APEC funds were accurately disbursed and in compliance with the approved financial rules. Formatted: Bullets and Numbering

5.6 Financial Report for the Period Ending 30 September 1998

5.6.1 Assets Status

The Secretariat maintains all assets in deposits, most in the form of US dollar fixed deposits. Members' contributions are made in US dollars. Eventual disbursements to approved projects are also made in US dollars. The Singapore-dollar denomination expenditures are required for upkeep of the APEC Secretariat. The relevant US dollar accounts are drawn upon and converted to Singapore dollars when such expenditures are necessary.

As of 30 September 1998, the total assets under the Operational and Administrative Accounts were:

Fixed Deposit Account	US\$	4,512,700
Current Account		2,500
Amounts maintained in Singapore dollars (S\$565,000)		336,100 *
Total:		<u>4,851,300</u>

The total assets under the TILF Special Account were:

Fixed Deposit Account	US\$	5,922,200
Amounts maintained in Singapore dollars (S\$54,900)		<u>32,700 *</u>
Total:		<u>5,954,900</u>

(* Per exchange rate as at 30 September 1998)

5.6.2 Revenue

The total revenue for the period of 1 January to 30 September 1998 for the Administration and Operational Accounts was US\$3,997,900. US\$3,807,100 or 95.2% represents the 1998 members' contributions as shown in **Annex 25**. US\$160,000 or 4.0% was derived from interest on bank deposits, and US\$30,800 or 0.8% comes from the sale of publications and disposal of vehicles. Despite the financial crisis faced by some member

economies, all members have paid their 1998 contributions in full, except for the Philippines, which has made a partial payment.

The total revenue from 1 January to 30 September 1998 under the TILF Special Account was US\$3,949,200 made up of Japan's contribution of US\$3,757,700, which was received in May 1998 and US\$191,500 on interest from bank deposits.

5.6.3 Expenditure

- **Operational Account**

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The total amount under the Operational Account for projects carried over from 1996, 1997, and 1998 was US\$3,552,900. Between 1 January to 30 September 1998, the APEC Secretariat had disbursed a total of US\$698,800 or 19.6% of the Operational Account. Details are in **Annex 26**

- **TILF Special Account**

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The total amount under the TILF Special Account for projects carried over from 1997 and 1998 was US\$6,537,600. The Secretariat had disbursed a total of US\$1,497,400 or 22.9% to the various projects between 1 January to 30 September 1998. Details are in **Annex 27**.

- **Administrative Account**

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The administrative expenditure incurred from 1 January to 30 September 1998 was US\$1,053,700 as shown in **Annex 28**. This represents 53.5% of the approved adjusted budget.

5.6.4 Uncommitted Reserves

The uncommitted reserves are the total funds under the management of the APEC Secretariat which are not committed by the BAC for any specific purpose at any point of time. These reserves consists of members' contributions, savings from expired projects, bank interest, book sales, and any other income, minus all committed expenditures including project funding, upkeep of the APEC Secretariat and provisions for possible expenditures.

The uncommitted reserves for the Administrative and Operational Account as of 30 September 1998 amounted to US\$73,000 as given in **Annex 29**.

The uncommitted reserves for the TILF Special Account as of 30 September 1998 amounted to US\$890,400 as given in **Annex 30**.

5.7 Operational Plan

The Secretariat's paper on Operational Plan given in **Annex 31** is being implemented and was commended by SOM in Kuantan. The plan indicates how and where everyone in the Secretariat contributes to the business of the APEC organisation. It provides a vision statement for the Secretariat, namely, to support and facilitate the achievement of APEC goals.

6. CONCLUSION

The Secretariat has succeeded in responding to the challenge of helping APEC deliver its objectives for the year by developing new, improved systems and providing comprehensive professional support to all APEC fora. The Secretariat, under the direction of the Senior Officials, has worked towards assisting APEC fora focus on concrete, measurable results both in trade and investment, as well as in economic and technical cooperation. A major objective for the Secretariat has been to help strengthen APEC procedures through improved management, communication and coordination within the Secretariat to ensure that the work of all APEC fora is easier and more productive. I believe the Secretariat has achieved its objective of effectively supporting the expanding work of APEC fora.

Finally, I would like to thank my successor, Ambassador Timothy Hannah from New Zealand for his support throughout the year and to wish him all the best in 1999. I would also like to thank the Secretariat professional and support staff for the tremendous commitment they have shown during the year in producing timely work of a high quality, and by responding to the rapidly-expanding and increasingly complex requirements of APEC fora in a highly professional and dedicated way.

Prepared by:
Ambassador Dato' Noor Adlan
Executive Director,
APEC Secretariat,
Singapore

**Discussion Papers/Reports
Prepared by APEC Secretariat for SOM in 1998**

First Senior Officials Meeting– February 1998

No.	Title of Documents
1	APEC Leaders and Ministers Tasking Statements 1997
2	Draft Proposal – Terms of Reference of SOM Subcommittee for Economic and Technical Cooperation
3	Electronic Commerce in APEC
4	Emergency Preparedness in the APEC Region
5	ABAC’s 1997 Recommendations and APEC Actions
6	Business/Private Sector Involvement in the APEC Process
7	Guidelines for Updating and Reporting System for IAPs
8	CTI Interim Update Report on EVSL
9	Report of the Executive Director of the APEC Secretariat
10	Guidelines on Participation of Members-Designate as Observers

Second Senior Officials Meeting– June 1998

No.	Title of Documents
1	CTI: Chair’s Report to SOM II
2	Progress Report on Collective Action Plans
3	Forecast of 1998 Possible TILF Outcome Access the APEC Fora Outcomes – Compiled by CTI
4	APEC Individual Action Plans (Preliminary Plans for Improvements and Implementation)
5	Report on Key Issues and Directions of the SOM Sub-Committee on Economic and Technical Cooperation
6	CTI Report to SOM on EVSL Outcomes Required by APEC Trade Ministers Meeting, June 1998, Kuching
7	APEC’s Response to the Financial Crisis – A Stocktaking by the APEC Secretariat
8	ABAC’s 1997 Recommendations and APEC’s Actions
9	Recent ABAC Representations – Note by the APEC Secretariat
10	Report of the Chairman of the Budget & Administrative Committee
11	Report of the Executive Director of the APEC Secretariat

- 12 Reform of the APEC Management Process
- 13 Summary Report of the APEC Budget & Administrative Committee Meeting
- 14 SOM Sub-Committee on Economic & Technical Cooperation: 1998 Work Programme

Third Senior Officials Meeting – September 1998

No.	Title of Documents
1	APEC's Response to the Financial Crisis – A Stocktaking by the APEC Secretariat
2	1998 Report of the SOM Sub-Committee on ECOTECH to SOM
3	Report of the Executive Director of the APEC Secretariat
4	Business/Private Sector Involvement in the APEC Process
5	Report of the Budget & Administrative Committee Meeting
6	ABAC's 1997 Recommendations and APEC Actions
7	1998 CTI Annual Report to Ministers
8	Appendix I of CTI Report to Ministers (1998 Collective Action Plans by Issue Areas)
9	Appendix II of CTI Report to Ministers (Report on TILF Activities in other APEC Fora)
10	Appendix III of CTI Report to Ministers (1998 TILF Outcomes Across the APEC Fora)
11	Appendix IV of CTI Report to Ministers (Training and Technical Cooperation Program in CTI)
12	Documents Related to the CTI Chair's Presentation
13	APEC Secretariat Operational Plan
14	SOM Chair's Proposal on Members Contribution Formula

Discussion Papers prepared by the APEC Secretariat for ESC Meeting

1. Terms of Reference of SOM Sub-Committee on Economic and Technical Cooperation
2. Work Program for the SOM Sub-Committee on Economic and Technical Cooperation
3. Evaluation of projects/activities relating to Economic and Technical Cooperation
4. Summary Table of ECOTECH activities by APEC fora according to the Priority Themes.
5. Matrix on Economic and Technical Cooperation Activities
6. Management and Strengthening of APEC ECOTECH Activities
7. ECOTECH Components in EVSL
8. Assist in preparing APEC Agenda for Science and Technology Industry Cooperation into the 21st Century.
9. Enhancing Business/Private Sector Involvement in ECOTECH Activities
10. Assist in preparing APEC Infrastructure 1998 Progress Report on the APEC Infrastructure Initiatives Launched at Vancouver
11. Overview of APEC Activities in Sustainable Development for 1998
12. 1998 ECOTECH Report

**List of the CTI Related Papers
Prepared/Compiled by the APEC Secretariat**

- 1. 1st CTI held in Penang in February 1998**
 - CTI Interim Update Report on EVSL (dated on 13 February, submitted to SOM Chair)
 - APEC Secretariat Report
 - Chair's Summary Record of Discussion of 1st CTI

- 2. Special CTI on EVSL held in April 1998**
 - Framework for CTI Report to SOM on EVSL Outcomes Required for APEC Trade Ministers Meeting
 - CTI Report to SOM on EVSL
 - Chair's Summary Record of Discussion of Special CTI on EVSL

- 3. 2nd CTI held in Kuching in June 1998**
 - CTI Chair's Report to SOM II on CAPs and TILF Issues, including :
 - Appendix I (Progress Report on Collective Action Plans at 15 May)
 - Appendix II (Forecast of 1998 Possible TILF Outcomes Across the APEC Fora at 15 May)
 - CTI Chair's Report on EVSL to SOM Chair
 - Annexes to Report to SOM II/Trade Ministers on EVSL :
 - Annex A (Sectors for Early Voluntary Sectoral Liberalisation – Summary of Scope of Coverage)
 - Annex B (Target End Rate for Tariff Liberalisation)
 - Annex C (Target End Date for Tariff Liberalisation)
 - Annex D (Reports by Sectoral Coordinators)
 - CTI Chair's Report on the Joint Fora Meeting
 - APEC Secretariat Report
 - Report on Future Management of the TILF Information Directory
 - Draft Outline of 1998 CTI Annual Report to Ministers
 - Chair's Summary Record of Discussion of 2nd CTI

- 4. 3rd CTI held in Kuantan in September 1998)**
 - Draft 1998 CTI Annual Reports to Ministers, including :
 - Appendix I (Convenor's Summary Reports and Collective Action Plans)
 - Appendix II (Report on TILF Activities in Other APEC Fora)
 - Appendix III (Matrix of 1998 TILF Outcomes)
 - Appendix IV (Training and Technical Cooperation Programs in CTI)
 - CTI Chair's Report on EVSL to SOM Chair
 - APEC Secretariat Report
 - Chair's Summary Record of Discussion of 3rd CTI

5. Others

- Report on APEC Trade Facilitation for the WTO Trade Facilitation Symposium
- CTI Chair's Reports to the April and June Meeting of ECOTECH Sub-Committee

**Economic Committee Publications
Prepared by the APEC Secretariat in 1998**

1. The 1998 APEC Economic Outlook
2. The 1998 APEC Economic Outlook Symposium Proceedings (Xiamen, May 1998)
3. 1998 APEC Public-Business/Private Sector Dialogue on Infrastructure and Sustainable Development (Taipei, May 1998)
4. Survey Results on the Use of Economic Instruments in APEC Economies
5. Towards an Information Society: Developments in APEC
6. Report to Leaders and Ministers on the Impact of Expanding Population and Economic Growth on Food, Energy and the Environment (forthcoming)
7. Proceedings of the Symposium on the Impact of Expanding Population and Economic Growth on Food, Energy and the Environment (Saskatoon, Canada, September 1997)
8. Task Force on Food: Co-chairs' 1997 Progress Report and Analytical Studies
9. Survey on Trade-Related Environment Measures and Environment-Related Trade Measures (forthcoming)
10. Proceedings of the Workshop on Trade-Related Environment Measures and Environment-Related Trade Measures (Beijing, July 1998) (forthcoming)
11. Impact of Investment Liberalization: Individual Economy Review and Industry Case Studies
12. Cost and Productivity Trends and Patterns of Specialization in APEC (forthcoming)
13. Intra-Regional Migration in APEC (Information)

1999 OPERATIONAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**(I) WORKING GROUPS**
ENERGY WORKING GROUPS

1. Operation of APEC Energy Data Base
2. APEC Energy Efficiency Database Construction
3. Colloquium on the Technical Issues of Minimum Energy Performance Standards
4. The Role of Petroleum Based and Alternative Transport (Coal & Natural Gas Derived) Fuels in Reducing Emissions in the APEC Region
5. Economy-Level Renewable Energy Roadmap
6. Workshop on Energy-Efficient Retrofittings of Commercial Buildings

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
	239,000		199,000	
EWG 01/99	12,000	A	12,000	1
EWG 02/99	40,000	-	-	2
EWG 03/99	47,000	A	47,000	
EWG 04/99	50,000	A	50,000	
EWG 05/99	50,000	A	50,000	
EWG 06/99	40,000	A	40,000	

FISHERIES WORKING GROUP

1. Collaborative APEC Grouper Research and Development Network
2. Collaborative Aquaculture Education Program
3. Women in aquaculture

	218,130		216,130	
FWG 01/99	80,480	A	78,480	3
FWG 02/99	83,800	A	83,800	
FWG 03/99	53,850	A	53,850	

HUMAN RESOURCES DEVELOPMENT

1. Maintenance of APEC Labour Market Information Database
2. Integration of Information & Communication Technologies through teacher professional development & pre-service teacher training
3. Trainers Training Program in Industrial HRD School-Industry Linkages
4. Application of Total Productive Maintenance in Small & Medium Industry

	228,346		224,330	
HRD 01/99	50,000	A	50,000	4
HRD 02/99	12,416	A	12,400	5
HRD 03/99	18,850	A	14,850	6
HRD 04/99	56,750	A	56,750	

1999 OPERATIONAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
5. Successful Practices in HRD in the Workplace: Contributions from Labour, Management and Government HRD 05/99	57,330	A	57,330	
6. Chief Human Resources Offices (CHRO) Network Project - Phase 3 HRD 06/99	33,000	A	33,000	

INDUSTRIAL SCIENCE & TECHNOLOGY

	210,000		210,000	
1. APEC-wide study of megacities and technology and learning in 2010 by the APEC Centre for Technology Foresight IST 01/99	150,000	A	150,000	
2. Determination of priority needs for molecular biology and biotechnology in APEC economies IST 02/99	60,000	A	60,000	7

MARINE RESOURCE CONSERVATION

	152,650		152,650	
1. Mgt. Of red tide and harmful algal blooms in APEC region (yr. 4) MRC 01/99	64,700	A	64,700	
2. Ocean Model and Information System for the APEC region - Phase 3 MRC 02/99	64,200	A	64,200	
3. Assessment of environmental safety of aquaculture farms using biochemical indicators of distress MRC 03/99	23,750	A	23,750	

TELECOMMUNICATIONS

	177,900		177,900	
1. Distance Learning Project TEL 01/99	47,100	A	47,100	
2. Disaster Recovery/Contingency Planning Training Course TEL 02/99	55,000	A	55,000	8
3. Symposium for Collaborative Strategies for multimedia and www skills development TEL 03/99	47,800	A	47,800	
4. Education Seminar on application of GPS technologies TEL 04/99	28,000	A	28,000	

1999 OPERATIONAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**TOURISM**

1. Environmentally sustainable accommodation for tourism
2. Best Cases on Tourism and Cultural Festivals in the APEC Economies

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
	70,764		70,764	
TWG 01/99	33,764	A	33,764	
TWG 02/99	37,000	A	37,000	

TRADE AND INVESTMENT DATA

1. Data Management of the TIDDB

	92,560		77,520	
TID 01/99	92,560	A	77,520	9

TRANSPORTATION

1. Port Data Project
2. Road Transport Harmonization Project - Phase 5 Part 1 Pilot Study
3. Safer shipping in the Asia Pacific Region
4. Transportation Shipping and Integration Planning (TSHIP)

	187,500		167,500	
TPT 01/99	20,000	C	0	10
TPT 02/99	50,000	A	50,000	
TPT 03/99	77,500	A	77,500	
TPT 04/99	40,000	A	40,000	

(II) COMMITTEES**COMMITTEE ON TRADE & INVESTMENT**

1. 1999 CTI Report to Ministers
2. The impact of trade liberalisation Phase 2
3. Publication of 4th edition of Investment Guidebook
4. Publication and Internet Dissemination of the 1999 Blueprint for APEC Customs Modernisation
5. Advanced seminar on dispute management and settlement under the WTO

	207,475		207,475	
CTI 01/99	11,425	A	11,425	11
CTI 02/99	155,000	A	155,000	
CTI 03/99	7,500	A	7,500	
CTI 04/99	7,550	A	7,550	
CTI 05/99	26,000	A	26,000	

1999 OPERATIONAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**ECONOMIC COMMITTEE**

1. EC Publications
2. Funding of keynote speakers to attend the APEC 1999 Economic Outlook Symposium

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
	134,000		134,000	
EC 01/99	85,000	A	85,000	
EC 02/99	49,000	A	49,000	

SUB COMMITTEE OF ECOTECH

1. Analytical support to the ESC on APEC's ECOTECH Agenda

	20,000		0	
ESC 01/99	20,000	-	-	12

(III) AD-HOC GROUPS/PROJECTS
AD-HOC POLICY LEVEL GROUP ON SMEs

1. APEC Human Resource and Mgt. Symposium on SMEs

	50,000		50,000	
SME 01/99	50,000	A	50,000	

SUMMARY

- (I) WORKING GROUPS
 (II) COMMITTEES
 (III) AD-HOC SME POLICY LEVEL GROUP
TOTAL

1,576,850		1,495,794
361,475		341,475
50,000		50,000
1,988,325		1,887,269

Note

1. EWG 01/99 “A” - subject to compliance with Guidelines on APEC databases, if approved by SOM
2. EWG 02/99 Deferred to March 1999 BAC meeting. US\$40,000 to be included in the 1999 O/A budget for possible approval of this project in March 1999.
3. FWG 01/99 “A” - subject to reduction of US\$2,000 for hire of venue; total budget approved US\$78,480
4. HRD 01/99 “A” - subject to compliance with Guidelines on APEC databases, if approved by SOM.
5. HRD 02/99 “A” - Amount approved is US\$12,400 [comprising (i) editing and formatting of deliverables US\$2,400; (ii) 400 copies of final package US\$4,000; (iii) electronic copy and uploading to website US\$4,000; (iv) distribution US\$2,000]
6. HRD 03/99 “A” - subject to deduction of US\$4,000 of hosting costs (i.e. approved amount being US\$14,450)
7. IST 02/99 “A” - subject to (i) consultation with ATC to avoid duplication of efforts; (ii) clarification of why high publication cost.
8. TEL02/99 “A” - but reference to disaster arising from war in para. 3 of project proposal being deleted.
9. TID 01/99 “A”- Long-term arrangement for running the TIDDB (APEC Secretariat taking it up) not yet decided. Funding intended for transfer of the database to the APEC Secretariat (US\$15,040) therefore not approved for the time being [i.e. approved amount now is US\$77,520]. If the Guidelines on APEC databases are approved by SOM, TIDDB should submit a separate proposal on the long-term arrangement for TIDDB, in consultation with the APEC Secretariat, if the intention was to transfer management of the database to the APEC Secretariat. Meanwhile, APEC Secretariat would survey CTI and EC Contact Points on the usefulness of the continued maintenance of the database. In order not to pre-empt the BAC’s decision on the long-term arrangement for the TIDDB, the contract with the contractor for this project should include a clause allowing early termination. Waiver of open tender for direct labour approved.

10. TPT 01/99 “C” - Project Overseer has revised project design.

11. CTI 01/99 “A” - Members noted that the *CTI Report to Ministers* include major reports on CAP and TILF outcomes which have referential value to government officials as well as members of the public: reports of previous years are distributed free of charge to the public and have run out of stock. Properly printed and bound copies are therefore deemed necessary, though the report will also be uploaded onto the internet.

12. ESC 01/99 No ranking. The project has not yet been approved by the ESC. The project should therefore now be approved by the ESC, before resubmission to the BAC. Depending on when the ESC is able to submit the project, which it has approved, the BAC may consider the project inter-sessionally by fax. Meanwhile, the requested amount of US\$20,000 is to be included in the 1999 Operational Account. The BAC reiterated that all fora, including the ESC, need to comply with the normal procedures for submitting project proposals to the BAC.

1999 TILF SPECIAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**(I) WORKING GROUPS****ENERGY WORKING GROUPS**

1. Workshop on setting up and running an Energy Performance Testing Laboratory
2. Environmentally sound energy infrastructure
3. Comprehensive Linked Database on Mining & Energy Related Opportunities & Regional Legal Framework with APEC member economies -ext. of phase 2
4. Symposium on Domestic Refrigerator Appliances
5. APEC Coal Trade and Investment Liberalisation and Facilitation Workshop Series

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
	443,300		284,000	
EWG 01/99T	50,000	A	50,000	
EWG 02/99T	159,300	C	0	1
EWG 03/99T	84,000	A	84,000	2
EWG 04/99T	50,000	A	50,000	
EWG 05/99T	100,000	A	100,000	3

FISHERIES WORKING GROUP

1. APEC Seafood Information Systems

	84,005		84,005	
FWG 01/99T	84,005	A	84,005	4

INDUSTRIAL SCIENCE & TECHNOLOGY

1. Improved Flows of Technological Info. & Technology - Phase 2
2. Symposium on Utilization of EDI in all trade areas in APEC

	390,500		0	
IST 01/99T	342,000	C	0	5
IST 02/99T	48,500	C	0	6

TELECOMMUNICATIONS

1. TEL MRA Implementation Support Project
2. Implementation of WTO Agreement on Basic Telecommunications Project

	226,000		43,000	
TEL 01/99T	181,000	Approved in TEL01/98T		
TEL 02/99T	45,000	A	43,000	7

TRADE AND INVESTMENT DATA

1. Trade and Investment Database (TIDDB) File Server

	3,500		3,500	
TID 01/99T	3,500	B	3,500	8

1999 TILF SPECIAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**TRANSPORTATION**

1. Program to assist implementation of E-commerce for commercial messages

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
	67,000		67,000	
TPT 01/99T	67,000	A	67,000	

(II) COMMITTEES**COMMITTEE ON TRADE & INVESTMENT**

1. APEC Experts-trainers-Executives workshop on Int'l quality assurance systems for SME Competitiveness
2. APEC Immigration Training and Technical Cooperation project
3. IPEG Technical Cooperation Program to assist the WTO/TRIPs implementation
4. SCCP Program to implement WTO Valuation agreement
5. APEC Investment Symposium
6. Training in application of risk analysis in conformity assessment of foods
7. Study into the nature and extent of subsidies in the fisheries sectors of APEC member economies
8. SCCP Program to implement Risk Management
9. APEC Workshop on Government Procurement Practices
10. SCCP Program for Implementation of Kyoto Convention
11. Study to reduce impediments to early voluntary liberalisation in the fisheries sector
12. SCCP Program to implement UN/EDIFACT electronic message standards
13. Workshops on food/drug interface
14. SCCP Program to develop harmonized trade data elements and customs clearance procedures
15. SCCP Proposal for implementation of facilities for temporary importation

	2,808,723		2,235,585	
CTI 01/99T	123,982	A	123,982	
CTI 02/99T	177,608	A	102,382	9
CTI 03/99T	163,800	A	113,400	10
CTI 04/99T	539,756	A	329,756	11
CTI 05/99T	97,750	A	94,750	12
CTI 06/99T	50,600	A	50,600	
CTI 07/99T	145,000	A	145,000	
CTI 08/99T	180,545	A	161,533	13
CTI 09/99T	247,505	A	193,745	14
CTI 10/99T	83,000	A	83,000	15
CTI 11/99T	121,150	A	121,150	
CTI 12/99T	120,200	A	120,200	16
CTI 13/99T	22,320	A	22,320	
CTI 14/99T	62,332	A	62,332	17
CTI 15/99T	38,520	A	38,520	18

1999 TILF SPECIAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS

Project Code	Fund Requested	Decision	Provision Recommended	Note	
	US\$		US\$		
16. SCCP Program to implement WCO Customs Guidelines on Express Consignment Clearance	CTI 16/99T	97,325	A	97,325	19
17. A study of NTMs in the Forest Sector	CTI 17/99T	150,850	A	150,850	20
18. SCCP Program to implement Advance Classification Ruling system	CTI 18/99T	8,300	A	8,300	21
19. Seminar on the implementation of Notification Obligations Regarding State Trading Enterprises	CTI 19/99T	88,788	C	0	22
20. APEC UR Implementation seminar on the WTO New Agreements	CTI 20/99T	57,250	A	53,750	23
21. Assistance with jurisprudence and administrative guidelines survey	CTI 21/99T	25,000	A	25,000	
22. SCCP Program for implementing the WTO "TRIPS" Agreement	CTI 22/99T	162,142	A	92,690	24
23. SCCP Proposal for Technical Assistance relating to the implementation of the harmonized system	CTI 23/99T	45,000	A	45,000	25

(III) AD-HOC GROUPS/PROJECTS**AD-HOC POLICY LEVEL GROUP ON SMEs**

- Best Practice Study of Strategic Alliances - Phase 2

	279,500		0	
SME 01/99T	279,500	C	0	26

SUMMARY

- WORKING GROUPS
- COMMITTEES
- AD-HOC SME POLICY LEVEL GROUP

1,214,305		481,505
2,808,723		2,235,585
279,500		0
4,302,528		2,717,090

Guidelines of the Evaluation and Reporting System for APEC Projects

(Approved by SOM, September 1998)

Implementation/Monitoring of Projects after Approval

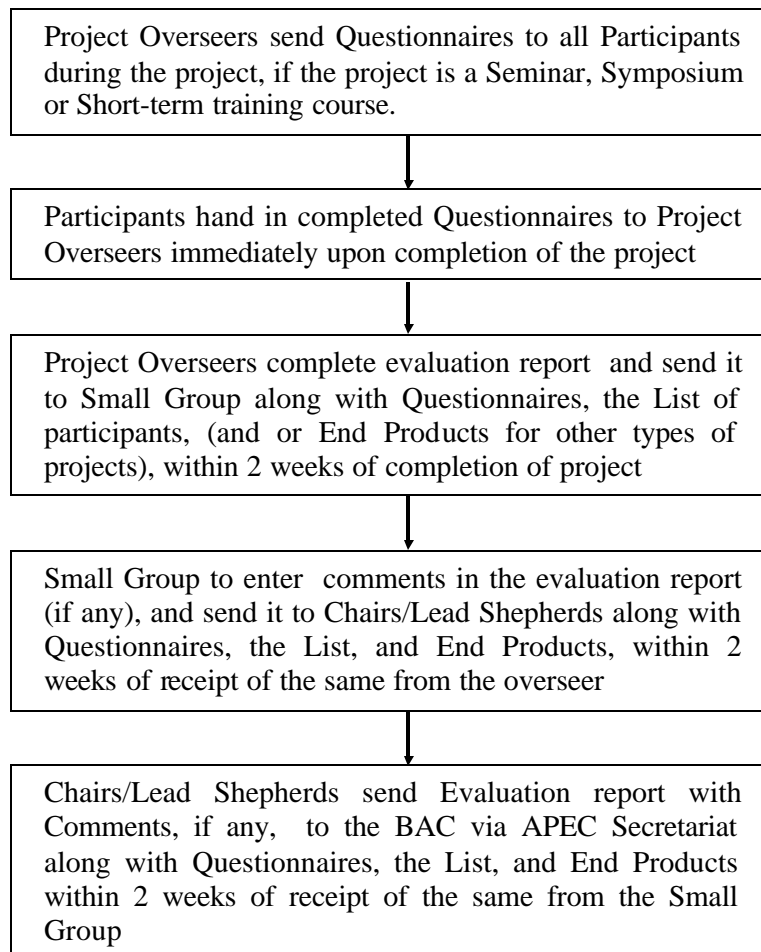
1. Upon approval of the projects, the approved projects (both APEC Central Funded and self-funded ones) are then supervised by the project overseers or by project steering committees. Unless the Chair/Lead Shepherd concerned is also the project overseer, usually the APEC fora would rely on the project overseers to report the projects to the fora.
2. The APEC fora are responsible to monitor the performance of the projects for assuring completion of program goals and objectives. The APEC Secretariat should assist the APEC fora in monitoring by finalizing the request for proposals (RFP), signing the contracts, and examining the reports from the project overseers.
3. The project overseers must circulate questionnaires for the participants of seminars, symposia, and short-term training courses to complete during the activity. **Annex A** contains the basic questions which should be included in the questionnaires for the participants. The project overseers may use it as a basis and build further questions onto them.
4. The project overseers should report the progress in implementing the project (format in **Annex B**) as required from time to time. The BAC asks all APEC fora to provide progress reports for all the projects before the two regular BAC meetings. The Chairs/Lead Shepherds should collect the reports from the project overseers. The Chairs/Lead Shepherds should have an overall view of all the projects undertaken by their fora before submitting to the BAC via the APEC Secretariat.

Completion/Evaluation

5. Upon completion of the projects, the project overseers should complete the evaluation reports (format in **Annex C**), which should reflect the findings from the questionnaires completed by the participants, to the small groups (see para.6) together with the questionnaires and the list of participants. In case the projects such as surveys or publications, the project overseers should provide the evaluation reports with the end products (in draft or final form).
6. All APEC fora including sub-fora of CTI should set up a small group comprising at least two or three members. The small groups receive the project overseer's evaluation reports and assess the outcomes of the projects. The small groups should then forward their findings together with the questionnaires and the list of participants or the end product, as the case may be, to the Chairs/Lead Shepherds for comments or endorsement before submitting to the BAC via the Secretariat.

7. Multi-year projects, like one-off projects, are required to complete evaluation reports, when the intended tasks covered by an approved unit have been implemented. For example, CTI 06/97, CTI 07/98 and CTI 08/99 are a series of multi-year training courses. Evaluation reports should then be completed when CTI 06/97, CTI 07/98 and CTI 08/99 are completed respectively.

8. A Flow chart outlining the evaluation for APEC Projects is summarized as follows:



9. The APEC Secretariat will enter comments, if any, into the evaluation report. The evaluation report will be disseminated to the BAC. Supporting documents such as the questionnaires, the list of participants and end products will be kept by the Secretariat for BAC members' inspection.

Feed back of the Assessment

10. The BAC will assess the reports and provide the feedback of the assessments to the APEC fora where appropriate.

Further Actions against Failure to Provide Reports

11. In case the Directors (Program), including the one designated as Project Coordinator at the APEC Secretariat, judge that a project does not comply with the BAC reporting requirements, the APEC Secretariat should request Chairs/Lead Shepherds/Project Overseers for improvement.
12. Upon receiving the concerned progress and evaluation reports at the Secretariat, Directors (Program) should indicate whether the full progress or evaluation reports have been received, and the reasons (if any) for any project not to comply with the reporting requirements in the remarks columns of the summary of the projects which will be reported at the BAC.
13. When there is a lack of necessary elements, and if the Directors (Program) at the APEC Secretariat including the one designated as Project Coordinator judge any serious problems, it should be reported and submitted to the BAC in addition to the summary. If necessary, the BAC may give some comments in order to ensure and promote the smooth execution of APEC projects.
14. In case the projects fail to achieve appropriate reporting standards, the BAC will consider suspending the funding for future projects until the Chairs/Lead Shepherds achieve an acceptable reporting standard for the BAC.

APEC Secretariat
July 1998

**Questionnaire for APEC Projects which are in the category of seminar,
symposium or short-term training course**

Project Code: _____

Project Title: _____

Your evaluation of the project will assist the assessment by the APEC fora. Your responses to the following questions are appreciated.

Those who are speakers, panelists, etc. should fill your comments in Part A. Those who are participants, trainees, etc. should fill your comments in Part B. The Questionnaires should be sent to the Project Overseers.

N.B The Project Overseers should collate all questionnaires, and send them together with the list of all the participants to Small Group.

**Part A. Summarize Project's Purpose and Expected Results
(For Speakers & Panelists)**

Name: _____

Agency/Economy: _____

Signature: _____

(a) What activities did you attend?

Training Conference Seminar/Symposium Other (pls. specify)

Duration: _____

Project start date: _____

Project end Date: _____

(b) What were your roles before, during, and after the activity?

(c) Do you think the project achieved its objectives? What were the project's results/achievements?

(d) Were the attendees the most appropriate target group?

(e) What is your assessment of the overall effectiveness of the project?

(f) Any other suggestions:

**Part B Assess the Results
(For Participants & Trainees)**

Name: _____

Agency/Economy: _____

Signature: _____

(a) How have you or your economy benefited from the project?

(b) What new skills, knowledge, or value have you gained?

(c) What, if any, changes do you plan to pursue in your home economy as a result of the project?

(d) What needs to be done next? How should the project be built upon?

(e) Is there any plan to link the project's outcomes to subsequent collective actions by fora or individual actions by economies?

(f) Please use the same scale to rate the project on an overall basis.

[5]	[4]	[3]	[2]	[1]
(Good)				(Poor)
_____	_____	_____	_____	_____

(g) What is your assessment of the overall effectiveness of the project?

(h) Was the project content: (Check One)

Just Right _____ Too Detailed _____ Not Detailed Enough _____

(i) Please provide any additional comments. How to improve the project, if any?

PROGRESS REPORT ON APEC PROJECTS

BASIC INFORMATION	
Date of report :	
Number and name of project :	
Name of Committee or Working Group :	
Project Overseer (name and title, postal and e-mail addresses, tel & fax nos.) :	
Brief description of beneficiaries and benefits, linkages with other fora/private sector, contribution to priorities laid down by Leaders or Ministers and TILF objectives and whether the anticipated results have been achieved:	
Brief description of planned project outputs:	
Planned phases of project, including publication/dissemination, with dates of each phase, and any variance from the original schedule:	
Funding sources and amounts:	
(a) APEC Central Fund (Financial Year 19____) : USD _____	
(b) Self Financing :	
Contributing Economy(ies)	Contribution (in USD) : Cash and in kind (please describe briefly, e.g., equipment, labour)

STATUS/PROGRESS AND PROBLEMS
Current status of project:
Variance from proposed plan including revised dates and additions/deletion of activities:
Progress since last report :
Problems encountered/action taken:
If project completed indicate results, number of participants, feedback, etc.

- Notes:**
- All Committee and Working Group projects, irrespective of their source of funding, should be reported to BAC.
 - Please mark 'N.A.' if any item is not applicable.
 - Name of Project should be identical with the name stated in the project proposal.

July 1998

EVALUATION REPORT ON APEC PROJECTS

BASIC INFORMATION		
Date of report :		
Name and number of project :		
Brief description of project outputs (number of participants at workshop; number of economies covered by survey, and deliverables, where applicable) :		
LESSONS LEARNED AND/OR FURTHER WORK		
Originally planned completion date of project :		
Actual completion date of project :		
APEC projects are assessed by four categories of criteria. (Please refer to the “Criteria for Assessment of APEC Projects”.) Has the project met the following as originally planned: (Please tick either box and comment where appropriate)		
	If yes, please explain how	If not, please explain why
APEC Values		
Project Design		
Dissemination of Project Results		
Budget		
If your committee or working group has used other additional criteria to evaluate this project, please briefly describe the criteria and how the project is rated against these criteria:		

<p>Did the project meet the needs of the targeted beneficiaries, identify direct and indirect beneficiaries and to member economies and any follow-up?</p>
<p>To what extent the project has reached the targeted clientele, any assessment of client satisfaction in terms of accessibility, competence of service delivery, usefulness of information and contribution to trade facilitation and business performance?</p>
<p>Does the project complement or overlap with the work of others, was the project the most cost-effective in achieving the targeted goals, has the Committee/Working Group clearly defined and agreed upon targeted clients, the impacts to be achieved and the means of achieving them?</p>
<p>How will the project, especially for database projects, maintain sustainable benefits over the longer term?</p>
<p>Overall, has the project achieved its intended results in terms of beneficial effects in member economies? (Please circle one)</p> <p>Yes / No</p> <p>If no, why?</p>
<p>Are there any lessons learned and/or future work arising from this project? If so, please describe them briefly.</p>
<p>The Small Group comments</p>
<p>Lead Shepherds/Chairs comments</p>
<p>Secretariat comments.</p>

**List of Reports/Papers on ABAC
Prepared by the APEC Secretariat**

1. ABAC's 1997 Recommendations and APEC Actions (matrix showing APEC responses to ABAC proposals)
2. Business/Private Sector Involvement in the APEC Process (discussion paper for SOM on expanding outreach to business)
3. Business/Private Sector Involvement in the APEC Process (matrix showing extent of each forum's business participation to date)
4. APEC's Response to the Financial Crisis (discussion paper for SOM listing various initiatives)

Request for Non-Member Participation In APEC Activities

In 1998, the Secretariat received the following requests:

- A letter from the Pacific Region of Airports Council International (ACI-Pacific) in March 1998 applying for guest status in TPT activities;
- A letter from International Energy Agency (IEA) in April 1998 requesting participation in meetings of EWG/ Energy Regulators' Forum;
- A letter from International Confederation of Free Trade Unions/Asian and Pacific Regional Organization (ICFTU-APRO) in May 1998 requesting to participate in Symposium on APEC-HRD Response to the Economic and Financial Crisis and the 18th Meeting of HRD;
- A letter from Venezuela in July 1998 requesting to participate in the EWG activities.

In 1998, the Secretariat was also informed of the following requests/proposals:

- Proposals in April 1998 to invite the International Motorcycle Manufacturers Association (IMMA), the International Organization of Motor Vehicle Manufacturers (OICA) and the Federation International de l'Automobile (FIA) to attend the meetings of TPT Road Transport Harmonization Project Group (RTHP);
- A letter from the World Bank (WB) in July 1998 requesting to attend the EWG16 to be held in August 1998;
- A proposal in August 1998 to invite International Telecommunications Union (ITU) to make a presentation at the TEL18 in September 1998;
- Proposals in September 1998 to invite Pacific Asia Travel Association (PATA) and World Tourism Organization (WTO) to attend TWG meetings; and
- A letter from the Asian Development Bank (ADB) in September 1998 requesting to attend the APEC Ministerial Meeting on Women.

**Decision by SOM in 1998
On Non-Member Participation**

In 1998, SOM made the following decisions on non-member participation:

- Approval, in February 1998, for Pakistan's request to participate in TP WG activities as guest;
- Approval, in February 1998, for proposal for continued participation by the European Union (EU) in a MRC five-year project (with three years left);
- Disapproval, in February 1998, for Macao's request for non-member participation in TP activities;
- Disapproval, in May 1998, for Pakistan's request for non-member participation in TID activities;
- Approval, in June 1998, for the request from the International Energy Agency (IEA) to attend meetings of EWG-Energy Regulators' Forum;
- Approval, in June 1998, for the proposal to invite IMMA, OICA and FIA to attend the meetings of TPT Road Transport Harmonization Project Group (RTHP);

The above two approvals were granted on the condition that these organizations do not hold activities in an area of political sensitivity.

- Approval, in August 1998, for the request from the WB to attend the EWG16;
- Approval, in August 1998, for the request from ACI-Pacific to participate in the activities of TPT with the condition that it does not hold activities in areas of political sensitivity;
- Approval, in August 1998, for the proposal to invite ITU to make a presentation at the TEL18 to be held in September 1998;
- Approval, in September 1998, for the request from Venezuela to participate in the activities of EWG; and
- Approval, in September 1998, for the proposal to invite PATA and WTO to attend meetings of TWG on condition that the TWG does not hold its activities in areas of political sensitivity.

**Decision by APEC Fora in 1998
On Non-Member Participation**

In 1998, APEC fora made the following decisions on non-member participation:

- TID did not reach consensus in January 1998 on the proposal to invite International Monetary Fund (IMF), United Nations Statistics Division (UNSD) and World Trade Organization (WTO) to attend TID meetings;
- TP decided in February 1998 to accept Macao's request to participate in TP activities as guest;
- ABAC decided in February 1998 to invite the members-designate to attend its activities beginning from 17 November 1998;
- IST did not reach consensus in March 1998 to accept the request from Macao to participate in IST activities;
- TEL decided in March 1998 to invite ITU to make a presentation at the TEL18 in September 1998;
- TID decided in April 1998 to accept the request from Pakistan to participate in TID activities, but did not reach consensus on a similar request from Macao;
- TPT decided in April 1998 to invite IMMA, OICA and FIA to attend the meetings of TPT Road Transport Harmonization Project Group (RTHP);
- TWG did not reach consensus in May 1998 to accept the request from Macao to participate in TWG activities;
- EWG decided in May 1998 to accept the request from IEA to participate in the meetings of EWG-Energy Regulators' Forum;
- HRD did not reach consensus in June 1998 to accept the request from ICFTU-APRO to participate in the Symposium on APEC-HRD Response to the Economic and Financial Crisis and the 18th Meeting of HRD;
- EWG decided in July 1998 to accept the request from the WB to attend the EWG16;
- TPT decided in July 1998 to accept the request from AIC-Pacific to participate in the TPT activities;
- EWG decided in August 1998 to accept the request from Venezuela to participate in the EWG activities;
- TWG did not reach consensus in September 1998 on the proposal to invite United Nations Educational, Scientific and Cultural Organization (UNESCO) to attend TWG meetings; and
- TWG decided in September 1998 to invite PATA and WTO to attend TWG meetings.

Summary Statistics for the APEC Website

From 1 January 1998 to 30 September 1998 (as at 5 Oct)

1. General Statistics (9 months)

Total successful requests : 2,101,110
 Average successful requests per day : 7,697
 Total successful requests for pages : 561,114
 Average successful requests for pages per day : 2,055
 Total data transferred : 17,562 Mbytes
 Average data transferred per day : 65.9 Mbytes

2. Monthly Report (Requests for pages)

January :	44,709
February :	47,070
March :	62,482
April :	42,588
May :	74,956
June :	63,242
July :	68,212
August :	76,842
September :	81,013

3. Ten (10) most popular topics at the APEC site

- i) APEC Introduction Information (18,150)
- ii) Member Economies' Profile (17,790)
- iii) What's New ("New Announcements") (11,753)
- iv) Working Groups (8,005)
- v) What's New ("APEC Calendar of Events") (7,899)
- vi) Publications and Related Websites (7,479)
- vii) What's New ("Press Release/Advisory") (5,845)
- viii) Virtual Library (5,551)
- ix) Leaders' Meetings (4,938)
- x) APEC Secretariat (4,806)

4. Top 10 Downloaded APEC Publications

- i) 1997 APEC Economic Outlook (1,944)
- ii) Update of Activities within APEC (892)
- iii) Guide for SMEs in the APEC Region (843)
- iv) Selected APEC Documents, 1997 (822)
- v) Selected APEC Documents, 1996 (688)
- vi) APEC Financial Guidebook (653)

- vii) The Impact of Trade Liberalization in APEC (612)
- viii) APEC Investment Guidebook (567)
- ix) Australian Individual Actions Plan, 1997 (480)
- x) The Impact of Investment Liberalization in APEC (468)

5. Top 5 Groups/Sub-Groups (excluding 10 working groups)

- i) Government Procurement Experts Group (4,269)
- ii) Infrastructure Network (2,912)
- iii) APEC Study Centers (2,659)
- iv) Deregulation Group (2,618)
- v) Rules of Origin (2,604)

6. Access Rate for APEC Working Groups

- i) Human Resources Development Working Group (1,535)
- ii) Telecommunication Working Group (1,078)
- iii) Trade and Investment Data Review Working Group (998)
- iv) Trade Promotion Working Group (874)
- v) Industrial Science and Technology Working Group (733)
- vi) Transportation Working Group (700)
- vii) Marine Resource Conservation Working Group (641)
- viii) Energy Working Group (610)
- ix) Fisheries Working Group (577)
- x) Tourism Working Group (549)

List of Documents available in the APEC Website

(Website URL : <http://www.apecsec.org.sg>)

as of 1 October, 1998

HTML Mode (Viewable)

1. Background information on APEC (APEC Brochure, 1998 version)
2. Calendar of APEC Activities (monthly update)
3. APEC Publication list and order form
4. APEC Economic Leaders' Declarations (1993 - 1997)
5. Joint Statements of APEC Ministerial Meetings (1989 – 1997)
 - * including all the Sector Ministerial Meetings
6. Update on Activities within different APEC fora
 - * including 10 working groups, CTI, EC, BAC, PLG-SME and ATC.
7. Contact point and economic indicators of each member economy
8. Profile for each member economy (information provided by each member)
9. ABAC report to Economic Leaders (1996 - 1997)
10. APEC Electronic Book Resources (APEC Youth network)
11. Reports from APEC Eminent Persons Group (1993, 1994 & 1995)
12. Reports from Pacific Business Forum (PBF) (1993 & 1994)
13. CTI Annual Report to Ministers (1996 and 1997)
14. APEC Financial Procedures Guidebook
 - * including Operational Account and TILF Special Account.
 - ** including the Face Sheet and Application form
15. List of contact agencies on Government Procurement
 - * including the linkages to the websites maintained by member economies
16. 1995 Osaka Action Agenda.
17. MAPA '96 (Manila Action Plan for APEC)
18. Vancouver Product Line (1997)
19. APEC Business Travel Handbook
20. APEC regulations and policies
21. Selected documents for CTI sub-committee "Standard & Conformance"
22. Compendium on Rules of Origin
23. APEC Derugulation Report, 1997
24. APEC InfraNet (Infrastructure Network)

FTP site (Downloadable)

1. APEC Economic Outlook (1996 and 1997)
2. CTI Annual Report to Ministers. (1996 and 1997)
3. APEC Roundtable on “Best Practices” in Infrastructure Development
4. ABAC Report to Economic Leader (1996 and 1997)
5. Update on Activities within APEC (August, 1998 version)
6. Osaka Action Agenda, 1995
7. APEC Investment Guidebook, 3rd Edition 1998 (Internet version)
8. APEC Investment Guidebook, 3rd Edition 1996 (Gbook version)
9. Selected APEC Documents, 1989-1994
10. MAPA IAPs, CAPs (1996)
11. Selected APEC Documents, 1996
12. Selected APEC Documents, 1997
13. APEC Financial Procedures Guidebook.
14. Compendium on Rules of Origin
15. Help Your Business Grow : Guide for SMEs in the APEC Region
16. APEC Database of Transportation Technology Research
17. Vancouver Product Line
18. Member Economies’ Individual Action Plans (IAPs), 1997
19. Gender Issues
20. Infrastructure Development in APEC
21. The Impact of Trade Liberalization in APEC
22. The Impact of Investment Liberalization in APEC
23. The Impact of Sub-regionalism in APEC
24. Development of Electronic Commerce in APEC
25. Development of Electronic Commerce in International Organizations

Virtual Library (Downloadable)

Summary Reports of APEC Fora (since January, 1998)

Database

APEC TILF Information Directory

m:\acds\report\042497.doc

Guidelines on APEC Database Projects

Approved by Senior Officials, 15 September 1998

Definition & Scope of Coverage

1. The term “Database” refers to any coherent collection of data which has been entered into a computer system and the data was arranged in a specific manner so that various programs can access and update the information. It covers the Internet websites (home page), database management systems, and the electronic publications. However, this guidelines only applies to those project proposals proposing a new setup or maintenance of any database management system or Internet websites (homepages). Electronic publication in Internet or other electronic media is exempted due to the one-off nature.

Preparation & Justification

2. APEC fora proposing a database project should specifically state the goal to be achieved by the new database and the sources for the underlying data. If member economies are the primary sources for data rather than the APEC fora, the sponsoring APEC fora must specifically answer why a hyperlink to member economies’ databases is not a better alternative.
3. APEC fora proposing a database project should clearly state how frequently information on the database will be updated, who will maintain the database, and how the accuracy of the database will be assured.
4. APEC fora proposing a database must set measurable targets and a timeframe by which those targets will be met for determining whether a database is effective or should be terminated. The APEC Secretariat will provide some common units of measure that should be used by all APEC fora, such as number of users per month. These common units of measure can provide the basis for establishing measurable targets.
5. APEC fora should be cost-conscious and prudent in proposing any new database project. Not only the startup costs of a new database, but also the future recurrent maintenance costs should be estimated carefully.
6. Failing to prepare the following documents and providing satisfactory answers, the BAC should not authorize funding for the new database proposals.
 - 1) A feasibility study that explains why a database should be built;
 - 2) A market study that demonstrates that an audience does exist for the database. Private sector funding may indicate the viability of a project;
 - 3) A publicity plan that shows how the database will be promoted;
 - 4) A maintenance plan that shows the schedule of dates for reviewing the database; and
 - 5) A financial plan that shows how the cost of building the database and its ongoing maintenance will be paid.

Note: The Outline of the above documents is included in the attached “Guidebook on APEC Database Projects”.

7. The possibility of financing the undertaking of a feasibility study and a market study with APEC funding should not be ruled out. However, it should be considered by the BAC on a “case by case” basis.

Database Conventions

8. To ensure the consistency, professional presentation as well as the proper protocol, all APEC databases should comply with the SOM approved “APEC Nomenclature and Publication Style” and the technical conventions established by the Secretariat (“Guidebook on APEC Database Projects”).
9. Those database projects which fail to comply with the guidelines should lose permission to use the APEC logo and the APEC funding support. Project funding for those existing databases that merit continued existence should be sought to comply with the guidelines.

Review and Termination

10. Before seeking additional fund to maintain the existing databases, APEC fora should conduct a self-review process and provide the BAC with the following;
 - 1) What are the goals of the database project? Goals should include a description of the audience who is meant to use the database and measurable targets for determining whether the database is effective.
 - 2) Is the database project meeting its targets?
 - 3) Should targets be adjusted or any enhancement be implemented?
 - 4) How much work would be required to accomplish this, and what are the projected costs?
 - 5) Is the database successful enough to merit use of additional resources to maintain it?
 - 6) Is information in the database current? How often is it updated and by whom? How often is the database accessed?
11. Database should be terminated or restructured if it is deemed as unable to fulfill the stated goals. The responsible APEC forum should wind up the database within six months or submit a timeframe to restructure the database.

Responsibilities

12. APEC Secretariat should be tasked with maintenance of the APEC website and those database projects instructed by SOM, ensuring its consistent high quality and professional presentation as well as the development, dissemination, and oversight of specific protocol for all APEC databases.
13. APEC fora should be responsible for the development and maintenance of their initiated database projects. Only on an exceptional occasion, the APEC Secretariat could take on this responsibility, subject to the BAC’s authorization on a case by case basis.



ASIA-PACIFIC ECONOMIC COOPERATION (APEC)

Guidebook on APEC Database Projects

I. Objective

1. This guidebook herein is intended for all persons involved in the design and production of APEC databases. It is aimed to : (1) assist in the preparation of materials to be submitted to the BAC; (2) ensure that APEC databases are presented with a consistent format.

II. Overview

2. This guidebook comprises of two main sections. i.e. Preparatory and Technical sections.
3. Preparatory section is to cover areas for the preparatory work to set up a database, such as feasibility study, market study, publicity plan, the future maintenance and financial plan.
4. Technical section will deal with areas on the design of the database, hardware and software requirements, maintenance issues and factors involved in retiring a database.

III. Definition of “Database”

5. “Database” mentioned in this guidebook refers to any coherent collection of data, which has been entered into a computer system, and the data was arranged in a specific manner so that various programs can access and update the information. So, the term “database” will cover the Internet websites (home page), database management system (DBMS), and the electronic publications. However, this guidebook will concentrate on the Database Management System and Internet Website. For guidelines on Internet website, APEC fora can refer to the Secretariat’s website (<http://www.apecsec.org.sg>) as an example.

IV. Preparatory Section

6. Feasibility Study (Annex A)

The following areas should be addressed using the form provided in Annex A in details.

- i. Appropriateness
 - a) Explain why a new database is the most appropriate tool for achieving the intended result.

- b) Explain why other alternative(s) is/are not suitable.
- ii. Define Goals
 - a) State clearly and explain the goal(s) to be attained from the database.
 - b) What needs is being fulfilled and what are not.
 - c) Will there be any requirement or functionality that is not required at this moment been needed in the future.
- iii. Sources of Data
 - a) Identify the primary source of the data.
 - b) If the data come from different sources, indicate whether is there a common tool used to ensure comparability of data.
 - c) Indicate any possibilities of duplication of information
 - d) Can this information be extracted from an alternative means from existing sources, such as a link to an existing website?
 - e) Include a project timeline chart to reflect the time involvement of the project in stages (Annex B)

7. Market Study (Annex C)

Project proponent has to demonstrate that an audience does exist for the database.

- i. Define the targeted audience, are they new to APEC business or experienced users of APEC information or both ?
- ii. Is the database going to serve the audience on a long-term basis (ongoing or period of few years) or short term basis (less than 12 months)?
- iii. Identify the type of reports required for the database, in terms of both electronic copy and printed form.
- iv. Define in detail the business rule of the database using a Data Model (Annex D).
- v. Indicate the means that allow the audience to access the database, e.g. via a dial-up connection, or via the APEC website.
- vi. Describe and explain any form of fee imposed on the audience in detail.
- vii. Describe how users will benefit from the database.

8. Publicity Plan (Annex E)

Project proponent is to outline plan(s) on how to promote the use of the database.

- i. State clearly how will the database be presented to the audience.
- ii. What are to be done to create awareness within the intended audience.
- iii. Will there be any training for the audience, indicate the duration and location, if possible.
- iv. Who will conduct the training, in-house or external consultant ?
- v. A survey may be conducted to access the audience response for the database.

9. Maintenance Plan (Annex F)

- i. Identify the owner of the database.
- ii. Identify the person or group who is responsible for the accuracy and integrity of the database.

- iii. Identify the person or group who is responsible in accessing the functionality of the database.
- iv. Identify the person or group who is responsible for maintaining the database.
- v. State the frequency of database review.
- vi. State the frequency of data update.
- vii. Describe the data update process and mechanism.
- viii. Backup Process
 - a) Method to be used.
 - b) Who is responsible
 - c) Outline the procedure
 - d) Storage of backup media

10. Financial Plan (Annex H)

- i. Startup cost – Identify and breakdown the startup cost of developing the database.
- ii. Identify and breakdown the maintenance cost.
- iii. All costs have to be categorized as either fixed (one time) or variable (ongoing).
- iv. Cost schedule has to reflect the following in detail:
 - a) Manpower Cost
 - b) Development Cost
 - c) Hardware Cost
 - d) Software Cost
- v. Communication Cost
- vi. Maintenance / Support Cost
- vii. A schedule to reflect the period where the fund will be used and when.

V. Technical Section

11. General

- i. All databases are recommended to be developed based on 800x600x256 colors.
- ii. Each screen should have a control back to the calling screen.
- iii. Customized menu bar and toolbar are preferred.
- iv. Development has to be Windows based.
- v. Be consistent with the use of font and size throughout.
- vi. Alignment of fields will be left justified
- vii. Date format – MM/DD/YYYY
- viii. Number format will be Standard. E.g. 10,582.69
- ix. Currency format will be Currency. E.g. \$10,582.69
- x. Display meaningful and consistent error message, when appropriate.
- xi. All databases should include one or several means of measurement (e.g. a counter) for determining the usefulness of the databases. This will be used as the basis of establishing measurable targets.

12. Common Means of measurement

All databases should implement one or several means of the following measurement for evaluating the usefulness of the databases. This will be used as the basis of establishing measurable targets.

- i. A cumulative counter to count the access rate. (Sample 1)
- ii. Summary statistics log generated by the software. (Sample 2)
- iii. Tailor-made summary usage report. (Sample 3)
- iv. Users' feedback and comments.
- v. Users' survey.

13. Login Screen (Sample 4)

- i. APEC Secretariat will provide the electronic APEC logo to be displayed at the top left hand corner.
- ii. "Asia-Pacific Economic Cooperation (APEC)" should be displayed at the top center of the screen.
- iii. For APEC funding databases, the phrase "Copyright © by APEC Secretariat" is to be displayed at the bottom of front page.
- iv. Project or database name is to be displayed with its version number.
- v. The preferred font for item (ii) / (iii) / (iv) will be Times New Roman.
- vi. Preferred font size

Item	Font Size
Asia-Pacific Economic Cooperation (APEC)	36 pts
Copyright © by APEC Secretariat	8 pts
Project (Database) name	24 pts
version number	8 pts

- vii. If the prompt for User ID and Password are within the same screen, the font to be used is Times New Roman, and the font size is 11 pts.

14. Main Screen (Sample 5)

- i. All controls are to be displayed at the left-hand side of the screen with a brief description of its function on the right.
- ii. Be consistent with control representation. If button is being used, it should be used throughout in the database.
- iii. Font type is recommended to be either Arial or Times New Roman.

15. Display Screen

Display screen refers to data entry screen, editing screen or viewing screen.

- i. Databases should preferably be developed within the horizontal width of a 15-inch screen.
- ii. Background color should preferably be white.
- iii. All text will be displayed as black unless for special reason, such as to highlight a destructive operation.
- iv. Font type is recommended to be of either Arial or Times New Roman.
- v. Symbols used have to be consistent, no special symbols are allowed.
- vi. Field alignment will be Left Justified.
- vii. Lengthy description should support word-wrapped and contained as a block.
- viii. Controls should be consistent as far as possible.
- ix. Data entry form must support the following functions:

- a) Add an entry (New entry)
- b) Delete an entry
- c) Edit an entry (Update)
- d) Undo an entry (Cancel)
- e) Find an entry
- x. Display form should be read-only and support the following functions:
 - a) Find
 - b) Previous
 - c) Next
 - d) First Record
 - e) Last Record
- xi. Column spacing should be at least 0.2-inch.
- xii. Input mask is to be used, whenever possible.
- xiii. Meaningful and consistent error messages are to be displayed accordingly.

16. Report

- i. All reports should be printed within the width of A4 size paper, either in portrait or landscape orientation.
- ii. Font color – Black.
- iii. Font types – Arial or Times New Roman is recommended.
- iv. Margins – minimum 0.5-inch all round.
- v. Paper size will be of A4 type.
- vi. Report Title to be centered at the top of every page..
- vii. Footer will consist of
 - a) Page Numbering of format “Page 1 of 10” on the bottom is recommended.
 - b) Font type is recommended to be either Arial or Times New Roman.
- viii. Use of borders and lines are encouraged, however, it should not exceed 1-pt of size.
- ix. Footnotes, if any, will appear at the last page of the report with a title such as “Notes” or “Keynote”. Font type is recommended to be either Arial or Times New Roman and of size 10-pts.
- x. No special symbol is allowed, if used, has to be consistent throughout.

17. Project Acceptance / Sign off

Project overseer of any database should ensure that the following are submitted by the contractor(s) before accepting the database.

- i. Data Model – this is the business rule submitted at the early stage of the development work to the contractor(s). This will be the overview of the database.
- ii. The timeline chart of the project: this will serve as an indicator of the schedule of the project and as a guide for similar development in the future.
- iii. Project documentation from the contractor(s): the following must be included.
 - a) An Entity Relationship Diagram (ERD).
 - b) A Data Flow Diagram (DFD).
 - c) A Data Dictionary.
 - d) Inventory of Tables : providing full details of table(s) used and its function(s).
 - e) Fields Description Table : giving details of each attribute within the table.
 - f) Inventory of Screens and Reports : describing all screens within the database, inclusive of all error message screens. Samples of reports are to be attached.

- g) The program lists and sources codes, if applicable.

18. Review and Evaluation

- i. APEC fora should review and evaluate the effectiveness of the database once per year.
- ii. Project proponent or overseer will review how frequently information on the database will be updated.
- iii. Some forms of performance indicators, such as access rate counter, should be built into the database for determining whether the database is effective.
- iv. In the case when a database's usefulness is not feasible to be determined by the initial target of Access Rate, other means of assessment could be used. For example, User Survey.
- v. Database should be terminated or restructured if it is unable to fulfill the stated goals.
- vi. Project proponent or overseer should wind up the project within 6 months once a decision is made to retire the database and, regardless of the reason, project overseer has to complete the Database Retirement Plan form (Annex G) for archive.

19. General Principles for Internet Websites

- i. Be consistent with the type of font and size used throughout.
- ii. APEC logo should display at the front page in a prominent position
- iii. All text downloadable should be in the most accessible format, e.g. Word 6.
- iv. Avoid using dull colors for fonts, background, etc.
- v. All pages should have a link back to the homepage or the calling page.
- vi. Use of buttons, bullets, etc. should be consistent and professional.
- vii. Graphics should be in the format of gif or jpeg.
- viii. Webmaster or project overseer has to ensure updated information and integrity.
- ix. A linkage to the APEC Secretariat's website should be provided.
- x. For the length document, a downloadable version should be provided.
- xi. Webmaster should make sure the contents comply with the approved APEC nomenclature and the document access policy.
- xii. Means of measurement should be implemented for assessing the effectiveness of the website.

20. Design Considerations for websites

- i. Objectives :
Are the site's objectives evident to the target users and does it accomplish them ?
- ii. Audience :
Is the site balanced in its ability to appeal to the first time visitor and its target audience ?
- iii. Branding :
Does the site succeed in projecting a favorable image or profile ?
- iv. Structure, Organization and Navigation :
Is the site organized in a clear and logical manner, with a well planned navigation system that allows the viewer to easily and quickly move through the site and find what he/she wants ?
- v. Presentation :
Is the site an aesthetically pleasing yet effective communication instrument ?
- vi. Content :

Is the content of the site accurately, correctly and interestingly presented ?

VI. Conclusion

As the above guideline addresses issues on IT Technology, which is a fast moving industry, this guidebook will be revised constantly to reflect the latest technological advances in the industry. Also, user comments will form an important basis for the guidelines, which will be updated to cater for any feasible feedback.



ASIA-PACIFIC ECONOMIC COOPERATION (APEC)

Format for Databases Requesting APEC Funding

I. Introduction

The attached format should be used for database projects requesting APEC funding.

The format consists of:

1. Coversheet
2. Forms and Illustrations

Coversheet

This is an application for APEC funding of Databases

Type of Account:	Date Submitted:
Name of Committee/Working Group:	
Title of Project:	
Purpose of Project:	
Expected Start Date:	Expected End Date:

Proposed by:	
Project Overseer: Name, Organization, and Title	
Contact Address:	Tel: Fax: Email:
Total Estimated Cost (US\$), including the self -financed amount.	
Amount being sought from APEC fund (US\$)	
Signature of Project Overseer:	Date:
Signature of Committee Chair/WG Lead Shepherd:	Date:
Secretariat Use Only:	
Project No:	Date Received:

Forms and Illustrations

Forms provided are to serve as Summary Sheet, are to be filled in whenever is appropriate, these are denoted as Annex (x). Detailed information is to be submitted as attachment. Illustrations are to provide the developer(s) samples that should be followed; these are denoted as Figure (x).

Annex A – Feasibility Report	
Objectives/justification of the database:	
Is there Alternative, if yes, please elaborate:	
Itemized the Attained Goals:	
Area(s) that Database cannot fulfill:	
Primary Source of Data:	Secondary Source(s) of Data:
Explain how Data is to be integrated from Primary and Secondary Sources:	
Possibilities of Duplication, if yes, please elaborate	

Annex B – Timeline Chart			
Item	Start Date	End Date	No. of Days
Preparation of Report(s) to be submitted for approval			
Submission of Report			
Approval Received			
Design Stage			
Coding Stage			
Testing / Evaluation Stage			
Acceptance Stage			
Training Stage			
Implementation Stage			
Indicate stages not listed above:			

Note: Submit this at the end of the project

Annex C – Market Study

Background of Targeted Audience:

Duration of Database: (e.g. number of months)

Itemize the deliverables and indicate how it benefits the audience:

Type of Output Required:

Electronic Copy

Printed Copy

Website

Access Mode:

Server Version

Stand alone Version

Modem

Website

Payment Mode, if yes, please elaborate:

Annex D – Data Model (Example)			
Display Name	Label	Type	Expression
Publication No	PubNo	Text	-
No of Copy	Copy	Number	-
Reference	Ref	Hyperlink	www.apecsec.org.sg
Unit Price	UnitPrice	Number	-
Total Price	TotalPrice	Expression	UnitPrice * Copy

Data Model is used to assist system designer to provide details for the fields in the database, identify the purpose of each field and to provide the specific formula used in any calculation. This will provide great assistance to the developer of the database.

Display Name: This is the name that will be shown on the screen and reports.

Label: This is an abbreviation of the display name.

Type: This defines the properties of the field, it should be in the form of:

- Text
- Memo – used for long description
- Number
- Date
- Yes/No
- Hyperlink – used to reference an internet link
- Expression

Expression: This will show the Internet address or formula for computation.

Display Name	Label	Type	Expression

Note: Duplicate this table if space provided is insufficient

Annex E – Publicity Plan

Explain clearly how database is to be introduced to the Audience:

Training required. If yes, provide details such as who will be conducting, location, duration, etc.

Survey: If survey has been conducted, please attached results.

Annex F – Maintenance Plan

Owner of Database (APEC Fora) :	Tel: Fax: Email:
Database Administrator:	Tel: Fax: Email:
Update Frequency (in terms of months):	
<p>Update Process :</p> <p>Method –</p> <p>How to ensure data accuracy & integrity –</p> <p>Definition of responsibility –</p>	
<p>Backup Process:</p> <p>Method:</p> <p>Performed by:</p> <p>Frequency:</p> <p>Storage of backup media:</p> <p>Recovery Procedure:</p>	

Annex G – Database Retirement Plan	
Proposing Member:	Tel: Fax: Email:
State reason(s) in detail: Substitute. If available, please describe.	
Signature of Proponent:	Date:
Signature of Committee Chair/WG Lead Shepherd:	Date:
Secretariat Use Only:	
Project No:	Date Received:

Note: Submit this only when you are requesting to retire an existing database.

Annex H – Financial Plan			
Note: Itemize all costs			
Item	Estimated Cost	Nature of Cost (one-off or on-going)	Funding Source
































Note: Duplicate this table if space provided is insufficient

Sample 1 – Cumulative Counter to count Access Rate



Welcome to the Website of the
**ASIA-PACIFIC
 ECONOMIC COOPERATION
 (APEC)**

You are the **0180228** visitor since July 5th, 1996

- | | |
|---|--|
|  APEC
An Introduction to APEC |  Member Economies
APEC members profile, contact persons |
|  Latest Updates on APEC
NEW New Announcements
 Press Advisory / Press Release
 Calendar of APEC Activities |  Advisory Groups
 ABAC (1996 - Now)
 EPG (1993 - 1995)
 PBE (1994 - 1995) |
|  Publications & Web Sites |  APEC Secretariat
The support mechanism of APEC |
|  Economic Leaders' Meeting
Compilation of Leaders Declarations |  Government Procurement
Information on Government Procurement within APEC |
|  Ministerial Meetings
Joint Statements of Ministerial Meetings |  Intellectual Property Rights |
|  Committees
BAC, CTI, EC, PLG-SME |  APEC Virtual Library |
|  Working Groups & Experts Groups
Updates on Activities within APEC |  Osaka Action Agenda |
|  APEC Financial Procedures Guidebook
Formats for project proposals, progress reports and evaluation reports. (April 1997) |  Manila Action Plan for APEC (MAPA '96) |
|  1997 Collective Action Plans (CAPs)
including 1997 CTI Annual Report to Ministers |  Vancouver Product Line |
|  1997 Individual Action Plans (IAPs)
including all 18 APEC member economies |  Standards & Conformance |
|  Rules of Origin |  Deregulation Report 1997 |
|  APEC Business Travel Handbook |  APEC InfraNet |
|  APEC Study Center |  APEC TILF Information Directory |

Jointly developed by APEC Secretariat & Singapore Trade Development Board.
 Please send your comments or suggestions to info@mail.apecsec.org.sg

Sample 2 – Summary Statistics Log generated by the Software**Web Server Statistics for APEC Secretariat**

Program started at Thu-30-Jul-1998 16:26 local time.

Analysed requests from Mon-01-Jun-1998 00:00 to Tue-30-Jun-1998 23:58 (30.0 days).

Total successful requests: 255 468

Average successful requests per day: 8 516

Total successful requests for pages: 63 242

Average successful requests for pages per day: 2 108

Total failed requests: 6 881

Total redirected requests: 475

Number of distinct files requested: 1 530

Number of distinct hosts served: 12 383

Corrupt logfile lines: 1

Total data transferred: 2 105 Mbytes

Average data transferred per day: 71 864 kbytes

(Go To: [Monthly Report](#): [Weekly Report](#): [Daily Summary](#): [Daily Report](#): [Hourly Summary](#): [Hourly Report](#): [Domain Report](#): [Request Report](#): [Status Code Report](#))

Sample 3 – Tailor-made summary Usage Report

Statistics Log on APEC Tariff Database

[Return to Reports Menu](#)

Start Date: 1998/08/19 End Date: 1998/08/19


Transaction Summary Statistics

Date Range :	1998/08/19 thru 1998/08/19
Total Registrations :	52
Total Registration Attempts :	2
Total Registration Failures :	0
Total Emails :	0
Total Logins:	151
Total Login Failures:	9
Total Economy Views :	230
Total Chapter Lookups :	118
Total Tariff Number Lookups :	52
Total Description Lookups :	71
Total Alphabetic Lookups :	42
Total Tariff Heading Lookups :	449
Total Global Searches :	77
Total Database Failures :	17

Economy Summary Statistics

Date Range :	1998/08/19 thru 1998/08/19
Australia :	413
Brunei :	4
Canada :	86
Chile :	19
China :	58
Hong Kong :	11
Indonesia :	23
Japan :	101
Korea :	9
Malaysia :	5
Mexico :	30
New Zealand :	18
New Guinea :	23
Philippines :	42
Singapore :	7
Chinese Taipei :	48
Thailand :	7
United States of America :	122

Sample 4 – Login Screen



***ASIA-PACIFIC
ECONOMIC COOPERATION
(APEC)***


Project Title 24 pts

Version Number 8 pts

Copyright © by APEC Secretariat

Login Information or a Control to proceed 11 pts

Sample 5 – Main Screen

	<i>ASIA-PACIFIC ECONOMIC COOPERATION (APEC)</i>
Project Title	
<input type="button" value="Project Maintenance"/>	Add/Edit/Delete APEC Project
<input type="button" value="Query"/>	Search By Criteria
<input type="button" value="Report"/>	View and print Report
<input type="button" value="Table Maintenance"/>	Maintain Fora/Keyword/Member Economies
<input type="button" value="Search"/>	Full Text Search
<input type="button" value="Exit"/>	Quit the program

APEC Secretariat's Action Plan for APEC's Outreach Strategy

<i>Priorities Priority A</i>	<i>High Priority</i>	<i>Low Priority</i>	<i>Time Frame</i>	<i>Responsibilities</i>
<p>Publications Funding Implications: ∇ Cost effectiveness of using APEC Fund ∇ possible more cost recovery for APEC publications.</p>	<ul style="list-style-type: none"> - Publications of basic outreach documents. For example Update of Activities, Selected Document Series. - Providing assistance on publications by APEC Fora - Providing APEC member economies with relevant number of copies of APEC publications for internal distribution. - Quality control over APEC Publications (adhering to APEC Publication Guidelines, style and nomenclature) - Encouraging interested public to download free publications on the Internet rather than 		<ul style="list-style-type: none"> - Selected Documents – once a year (every February) - Update of Activities – twice a year but can be increase, depending on demand. 1st edition - after SOM I. 2nd edition- after SOM III - As required - As required. - As requested 	<ul style="list-style-type: none"> - Director (Public Affairs) with inputs from all PSMs. - Director (Public Affairs) and Program Directors in charge of respective APEC Fora - Director (Public Affairs) and Program Directors in charge of respective APEC Fora. - Director (Public Affairs) - Director (Public Affairs) and Program Directors in charge of respective APEC Fora - Director (Public Affairs) and Program Directors in

<i>Priorities Priority A</i>	<i>High Priority</i>	<i>Low Priority</i>	<i>Time Frame</i>	<i>Responsibilities</i>
<p>APEC Home Page Funding Implications: This will cut down the number of inquiries that the Secretariat has to respond to since the information will mostly be available on the web. Also cut down cost of transmission through fax. APEC Secretariat Administration yearly budget.</p>	<p>providing hard copies.</p> <ul style="list-style-type: none"> - APEC Secretariat to enter into distribution agreements with some books distributors. For example, there is a Singapore company that specializes in book distribution to libraries all over the world. - To maintain the web site as point of reference on all APEC matters as it is APEC's window to the world. - To update the web site on a continuous basis so that information remains updated. - To make the web site user-friendlier to respond to needs and demands of end users. - To encourage respective economies/project overseers to set up their own web sites and link to the Secretariat web site. Each respective Program Director will be responsible in working with respective Chair/Lead Shepherds on ways to maintain and update the relevant web sites of the Fora. 	<ul style="list-style-type: none"> - For the APEC Secretariat to do the selling for publications. Lack of resources at the Secretariat to do major selling of APEC publication. Main reason to go for distribution agreements with book sellers - The Secretariat to maintain databases and updates the various pages of member economies or project overseers. This should be done by the respective member economies, Lead Shepherd or project coordinators. 	<ul style="list-style-type: none"> - Every quarter or whenever new information is available. - Fora websites should be updated after each Fora meeting 	<p>charge of respective APEC Fora.</p> <ul style="list-style-type: none"> - Director (Public Affairs) & Publication Manager - Webmaster with support from all Program Directors, APEC member economies and Fora - Economies, Fora, Project Overseer

<i>Priorities Priority A</i>	<i>High Priority</i>	<i>Low Priority</i>	<i>Time Frame</i>	<i>Responsibilities</i>
	It is also an opportunity to highlight the work of each Fora on specific project/links.			
Media Relations. Funding Implications: Savings on fax transmission tremendously (Saving on the APEC Secretariat Administration budget).	<ul style="list-style-type: none"> - To continue to distribute press advisories/releases to the media through email and post them on the Secretariat web site. - Specific press inquiries be referred to specific Director (Program) responsible to that particular APEC Fora. Each Program Director will be responsible for the outreach for the Fora they are responsible for. - To provide assistance to media on how they can contact relevant people for press interviews. - To respond to media inquiries positively. 	<ul style="list-style-type: none"> - To send press advisory / releases via fax. This has been unproductive in terms of resources and feedback. 	<ul style="list-style-type: none"> - Continually, when new information to the media is available - As required - As required - As required 	<ul style="list-style-type: none"> - Director (Public Affairs) - Program Directors - Director (Public Affairs) - Director (Public Affairs)
Business Outreach. Funding Implication: Nil	<ul style="list-style-type: none"> - To provide information to the business sector through two new electronic newsletters aimed primarily at business. One reports key APEC achievements of interest to 		<ul style="list-style-type: none"> - Quarterly 	<ul style="list-style-type: none"> - Program Director Responsible for Business Coordination

<i>Priorities Priority A</i>	<i>High Priority</i>	<i>Low Priority</i>	<i>Time Frame</i>	<i>Responsibilities</i>
	<p>business, the other on ABAC's initiatives. These will be updated roughly quarterly by the Program Director responsible for business liaison.</p> <ul style="list-style-type: none"> - To raise the profile of APEC activities of interest to the business/private sector through the APEC Secretariat web site. 			<ul style="list-style-type: none"> - Program Director Responsible for Business Coordination
<p>Document Access Funding Implication: Cost of scanning and labour.</p>	<ul style="list-style-type: none"> - To have the APEC documents available to the public. - APEC Member economies, Fora and project overseers to extend cooperation to the APEC Secretariat to achieve this by providing the relevant documents electronically to the APEC Secretariat 		<ul style="list-style-type: none"> - After 30 days of every APEC Meeting - During APEC Meeting 	<ul style="list-style-type: none"> - Librarian, with support of all Program Directors. APEC Members must support Program Directors on this task.
<p>Miscellaneous Inquiries Funding Implication: Nil.</p>	<ul style="list-style-type: none"> - To respond to public inquiries effectively and encourage them to visit the APEC Web site 		<ul style="list-style-type: none"> - As required 	<ul style="list-style-type: none"> - All Program Directors

Priority B	High Priority	Low Priority	Time Frame	Responsibilities
Speeches Funding Implications: Cost of passage for trips	<ul style="list-style-type: none"> - The Executive Director respond to demands by the public groups for talking engagements on APEC - Upon invitation from the public, each respective Program Director will speak on the respective subject matter that they are handling at the Secretariat. 		<ul style="list-style-type: none"> - As and when necessary. Need to be Selective 	<ul style="list-style-type: none"> - Executive Director, Deputy Executive Respective Program Director - All Program Directors
Visitors Funding implications: Cost of hospitality	<ul style="list-style-type: none"> - To provide briefings on APEC to visitors and visiting students as this will increase greater awareness of APEC on the part of the public. All PSMs at the APEC Secretariat has a role to play in this priority. 		<ul style="list-style-type: none"> - As and when necessary 	<ul style="list-style-type: none"> - Director (Public Affairs) with support from other Program Directors

Priority C	High Priority	Low Priority		
Video Funding implication: Cost of making the videos, converting to CD-ROM and updating the video on every 2-3 years period.	<ul style="list-style-type: none"> - To produce a short APEC Video to show the success stories/ achievements of APEC, to facilitate greater awareness of APEC on the public. 		<ul style="list-style-type: none"> - To be updated every 2-3 years in line with major developments in APEC 	<ul style="list-style-type: none"> Director (Public Affairs) with support from other Program Directors

<i>Priority C</i>	<i>High Priority</i>	<i>Low Priority</i>		
Exhibitions Booths Funding implications: Cost of booth if any, installation charges, phone line and labour charges, poster updates expenses, courier charges and travelling expense of PSM.	<ul style="list-style-type: none"> - To set up APEC booths at major APEC events. However, booth & supporting cost utilities, etc must be provided gratis by host economy . - Participation to be selective and approved by the Executive Director in view of cost. 		<ul style="list-style-type: none"> - As and when Necessary. - To be selective 	Respective Program Director in charge of Fora with support from Director (Public Affairs) and Host economies.

Conclusion

There could be some budgetary implications on the above action plan in view of the web site upgrading. However, serious considerations are given on maximizing efforts with a view of cost effectiveness.

The BAC may wish to take note and approve the above.

**List of Visitors to the
APEC Secretariat since January 1998**

1. 2nd January, visit by HE Nguyen Duc Hung, Ambassador of Vietnam to Singapore
2. 2nd January, visit by HE Mikhail M Bely, Ambassador of Russia to Singapore
3. 2nd January, visit by Mr Pablo Albarracin, Second Secretary, Embassy of Peru, Singapore
4. 8th January, visit by Mr K Kado, JETRO Singapore
5. 9th January, visit by HE Chen Baoliu, Ambassador of China to Singapore
6. 10th January, visit by Dr Frances Lai, Executive Director, SEAPOL, Thailand
7. 12th January, visit by Mr Alexander P Losyukov accompanied by HE Mikhail M Bely, Ambassador of Russia to Singapore; Mr Serguei V Vassiliev, Counsellor; & Mr Vladimir V Zavaroukhin, Reference Secretary; Embassy of Russia in Singapore
8. 12th January, visit by Officials from ICC International Chamber
9. 12th January, briefing to Sandra Chan of PSB and 8 officials from Ministry of Education and Ministry of Trade and Industry
10. 13th January, visit by HE Raymond Loretan, Ambassador of Swiss Confederation to Singapore
11. 13th January, visit by Officials from Russia
12. 15th January, visit by Mr Thomas Tso, Director, Hong Kong Economic & Trade Office, Singapore
13. 20th January, visit by HE Toheed Ahmad, High Commissioner of the Islamic Republic of Pakistan to Singapore
14. 23rd January, courtesy visit by Mr Pierre Gagne, Administrator for the Special Telecom Development Programme, ITU Telecom, Indonesia
15. 23rd January, visit by Mr Inbom Choi, Managing Director, APEC Education Foundation, Korea
16. 23rd January, visit by, HE Maria Emma Mejia, Minister of Foreign Affairs, Colombia
17. 26th January, visit by Mr Juan Carlos Gamarra, Director for Asia-Pacific, Peru
18. 4th February, interview by Mr Fernando Lezama, Journalist from Mexico
19. 6th February, visit by Mr Peter Starr, AFP Bureau Chief in Kuala Lumpur, Malaysia
20. 6th February, visit by the US Investors Mission led by Mr Bill Anawaty
21. 10th February, visit by Mr Walter Jamieson, University of Calgary
22. 11th February, visit by HE David Kersey, New Zealand High Commissioner to Singapore
23. 23rd February, visit by HE Jukka Jalmari Leino, Ambassador of Finland to Singapore
24. 25th February, visit by Mr Steward Goodings, HRD Lead Shepherd & Ms Lin Buckland, Canada
25. 3rd March, visit by Mr Rob Johnson, Vice President, Public Affairs for Cargill & Mr Michael L Humphrey, Senior Economist, Cargill Asia
26. 12th March, visit by Mr Satoshi Matsunaga, an expert with the APEC Business Volunteer Program

27. 16th March, visit by HE Alan C Hunt, British High Commissioner to Singapore; Mr Martin Rickerd, Head of Chancery; and Mr Fraser Addiscott, Third Secretary – Political, British High Commission
28. 16th March, visit by Mr P C Leung, Director General & Mr Kenji Tanaka, Director, PECC International Secretariat
29. 17th March, visit by Mr Xiao Zheng Rong, Charge d' Affairs, Embassy of the People's Rep. Of China, Singapore
30. 17th March, visit by Dr Jens Jorgensen, Official from WHO Agency, Geneva
31. 19th March, visit by HE Vladimir Gasparic, Ambassador of Slovenia To Singapore
32. 20th March, visit by Mr Adam Le Mesurier, Director, Credit Suisse First Boston
33. 23rd March, interview by Irene Ngoo, Straits Times
34. 26th March, visit by Dr Bill Saywell, Chairman of Canadian PECC Committee
35. 27th March, briefing for 35 Undergraduates from the National University of Singapore on the organization of APEC
36. 24th March, visit by Ms Laura Torrebruno and delegation, Ministry of Finance, France. Discussion on regional economic development especially the Asian economic turmoil.
37. 2nd April, visit by Mr Kim Salkeld, Deputy Secretary of the Planning, Environment and Lands Bureau, Hong Kong
38. 2nd April, briefing for 30 MBAs students from Henry Blooch School of Business and Public Administration, University of Missouri, USA on the organization of APEC
39. 2nd April, visit by Mr John Bowdler, Deputy Secretary, Department of Transport and Regional Development and Mr Paul Porteous, Director, Integrated Logistic
40. 3rd April, visit by HE Ruy Antonio Neves Pinheiro de Vasconcellos, Ambassador of Federative Rep of Brazil to Singapore
41. 21st April, visit by Professor Tommy Koh, Executive Director, Asia-Europe Foundation
42. 23rd April, visit by Mr Paul Lim, Conference Chairman, Mr Albert Chan and Jacqueline Ng, Senior Project Manager, Integrated Logistics Asia 98
43. 24th April, courtesy visit by Ambassador Charlie Phua, Singapore Ambassador to Argentina, Chile & Peru
44. 27th April, visit by Mr Ho Cheok Sun, Deputy Secretary, Ms Margaret Liang, Mr Loh Tuck Keat and Ms Ang Bee Lian from Ministry of Foreign Affairs, Singapore
45. 6th May, HE Carlos Tudela, Ambassador of Chile to Singapore and 6 member delegation from City of Iquique; courtesy visit by Mayor of Iquique, Chile
46. 12th May, visit by Ms Ching Chabo from International Confederation of Free trade Unions Asian and Pacific Regional Organization. Discussion on role of Women in APEC and HRD
47. 18th May, visit by HE Juan C Capunay, Ambassador of Peru to Singapore
48. 20th May, visit by 5 member delegation of HE Sardenberg, Ministry of External Relations of Brazil, inquiring on linkage and membership in APEC
49. 28th May, visit by Dr Margaret Karns, Fellow from USA, on the organization of APEC
50. 2nd June, visit by Mr Renaud Sorieul of UNCITRAL Secretariat
51. 4th June, visit by HE Antonio Sewerd, Ambassador of Argentina to Singapore
52. 11th June, courtesy visit by HE Chung Kie Ok, Ambassador of Korea to Singapore

53. 11th June, courtesy visit by HE Eduardo Ramos-Gomez, Ambassador of Mexico to Singapore
 54. 25th June, briefing for 16 undergraduates from Jeonju University, Korea on organization of APEC
 55. 26th June, briefing for 10 visitors from Laos, Vietnam, Myanmar on organization of APEC
 56. 26th June, briefing for 35 undergraduates from the University of Utrecht, Netherlands on organization of APEC
 57. 29th June, briefing for 13 undergraduates from Australia and the USA from Curtin Business School of Curtin University of Australia, on organization of APEC
 58. 6th July, visit by HE Jorgen Orstrom Moller, Ambassador of Denmark to Singapore
 59. 7th July, visit by HE Steven Green, Ambassador of USA to Singapore
 60. 8th July, visit by HE Wisber Loeis, Executive Director, ASEAN Foundation, Indonesia
 61. 10th July, visit by Mr P Y Chin, Asia Inc
 62. 20th July, visit by Ms Mario Ruiz, Embassy of Brazil
 63. 23rd July, visit by Mr Robert Scollar, APEC Study Centre, New Zealand
 64. 4th August, visit by Mr Robert Warner and Mr Keith Horton, Consultants, Centre for International Economics
 65. 19th August, visit by Dr Bernardo F Adiviso, Director, Colombo Plan Staff College for Technical Education, Philippines
 66. 25th August, visit by HE Antonio Sewerd, Ambassador of Argentina to Singapore
 67. 26th August, visit by Mr Takashi Izumi, General Secretary, ICFTU-APRO
 68. 2nd September, visit by Mr Robert Lees, PBEC Secretariat, USA
 69. 17th September, visit by Ms Jane Anderson, Deputy Executive Director/Conference Coordinator and Mr Rob Smith, Documents Officer; APEC 1999 Task Force, New Zealand
 70. 18th September, visit by Mr Joseph Caron, APEC Senior Official for Canada
 71. 25th September, visit by Mr Alexander Karchava, Charge d'Affaires, Embassy of Russia
 72. 29th September, visit by Mr Michael Barnett, Chair of Auckland Chamber CIC &
 73. Mr David Truscott, ANZ Trade Council
 74. 30th September, visit by HE (Mrs) Eva Walder-Brundin, Ambassador of Sweden to Singapore
 75. 30th September, visit by Ms Genivieve Koh and Ms Lisa De Cruz, Radio Corporation of Singapore
 76. 15th October 1998, visit and briefing for 36 undergraduates from Korea
 77. 27th November 1998, visit & briefing for 10 officers from Myanmar, Laos & Vietnam., at the request of ISEAS
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**List of Speeches by
Ambassador Dato' Noor Adlan
Executive Director
and
Ambassador Timothy Hannah
Deputy Executive Director
APEC Secretariat**

1.	The 2 nd APEC Technomart Opening Ceremony 21 January 1998, Chinese Taipei
2.	First APEC SOM for the 10 th APEC Ministerial Meeting 16-17 February 1998, Penang, Malaysia
3.	<ul style="list-style-type: none"> • Review of the APEC Agenda and the SOM Program/Discussions for 1998 • Focus on how the APEC Secretariat can help ABAC generate a stronger international image ABAC Meeting, 27 February 1998, Mexico City
4.	Overview from the Secretariat by ED BAC Meeting 24 March 1998, APEC Secretariat
5.	A National Seminar On APEC And The Peruvian State At Lima 4 th March 1998, Peru
6.	Opening Ceremony of the 17 th Meeting of the Telecommunications Working Group 11-14 March 1998, Bandar Seri Begawan, Brunei Darussalam
7.	Trade Development Alliance of Greater Seattle Study Mission to Singapore 24 March 1998, Singapore
8.	Agenda Item VII: Economic and Technical Cooperation relating to Evaluation of Current ECOTECH Activities ECOTECH Meeting, 28-29 April 1998, APEC Secretariat
9.	APEC and the Asian Crisis: Can APEC Make A Difference? The Sir Hermann Black Lecture 5 May 1998, Sydney, Australia
10.	APEC in Action 11-15 May 1998, Hanoi, Vietnam
11.	Introductory Remarks As Chair of the PBEC Roundtable Discussion entitled “Maintaining Political Stability in the Face of Economic Hardships” 22-27 May 1998, Santiago, Chile
12.	APEC and Asia's Crisis Editorial published in <i>Far Eastern Economic Review</i> , 28 May, 1998
13.	Presentation to the AMCHAM – APEC In Action 2 June 1998, Kuala Lumpur, Malaysia
14.	At the Opening of the 3 rd APEC Ministerial Meeting on the Telecommunications and Information Industry 3 June 1998, Singapore
15.	Statement to the APEC Customs-Industry Dialogue (ACID) 8 June 1998, Kuala Lumpur, Malaysia
16.	Second APEC SOM for the 10 th APEC Ministerial Meeting 18-20 June 1998, Kuching, Malaysia
17.	BAC Meeting 29-31 July 1998, APEC Secretariat

18.	The Opening Ceremony of the 1 st APEC Youth Science Festival 14 August 1998, Seoul, Korea
19.	Fifth Meeting of Ministers Responsible for SMEs 7-8 September 1998, Kuala Lumpur, Malaysia
20.	Third APEC SOM for the 10 th APEC Ministerial Meeting 13-15 September 1998, Kuantan, Malaysia
21.	Fourth Conference of the ICFTU Asia Pacific Labour Network (ICFTU/APLN) 29 September 1998, Kuala Lumpur, Malaysia
22.	Roundtable on the Consumer New Strategies for New Realities on September 30, 1998, in Singapore
23.	Market Access – The Impact of Multilateral Trading Agreement in Asia (organised by The Economist Conferences) 30 September 1998, Singapore
24.	Opening Ceremony of the 2 nd APEC SME Technology Exchange and Fair, 6-10 October, Yantai, China
25.	Building An Integrated Logistics Network Across Asia (organised by Singapore Freight Forwarders Association) 15 October 1998, Singapore
26.	Women Ministerial Meeting 15-16 October 1998, Manila, Philippines
27.	Industrial Science & Technology Ministerial Meeting 21 October 1998, Mexico City, Mexico

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1994	APEC Energy Statistics 1992, Oct 1994	YY	\$40.00	\$30.00	880	Rm1	170	122	48
1995	APEC Energy Statistics 1993, Dec 1995	YY	\$40.00	\$30.00	1080	Rm1	79	16	63
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1995	Directory of Demand Side Management Program Service Providers and Vendors	YY	\$40.00	\$30.00	680	Rm1	77	26	51
1995	Natural Gas for Vehicles, 1995	YY	\$15.00	\$10.00	100	Rm1	11	8	3
1996	APEC Energy Statistics 1994 (wef : Nov 1996)	YY	\$55.00	\$40.00	2060	Rm1	28	15	13
1996	Report of Regulation Strategies for Energy Efficiency and Conservation in Transportation Sector December 1996	YY	\$15.00	\$10.00	480	Rm1	97	14	83
1997	APEC Energy Statistics 1995	YY	\$60.00	\$40.00	1025	Rm1	115	32	83
1997	APEC High Value End-Use Applications Analysis	YY	\$15.00	\$10.00	300	Rm1	52	1	51
1997	Assessment and Development of Technology Cooperation, Needs, Skills & Capabilities for Sustaining Area-based New and Renewable Energy Projects	YY	\$15.00	\$10.00	280	Rm1	46	0	46
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1997	Study on Atmospheric Emissions Regulations in APEC economies	YY	\$15.00	\$10.00	480	Rm1	4	0	4
1997	Third APEC Coal Flow Seminar, 1996	YY	\$0.00	\$0.00	1070	Rm1	17	0	17
1998	APEC Energy Statistics 1996	YY	\$60.00	\$40.00	960	Rm1	350	285	65
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1998	The Inaugural APEC Coal Trade & Investment Liberalisation & Facilitation Workshop	YY	\$45.00	\$30.00	1220	Rm1	29	5	24

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1993	Survey of Species requiring International Cooperation in Resources Management and Exiting Management and/or Scientific Supporting	CP	\$0.00	\$0.00		Out of Stock	0	0	0
1995	Who is who in Fish Inspection in APEC Economies 1995	CP	\$15.00	\$10.00	300	Rm1	58	19	39
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Overseer HRD

1995	Economic Development Zones Senior Managers Training Project in the Asia-Pacific Region	SFA	\$20.00	\$15.00	400	Rm1	31	1	30
1995	The Role and Status of Women's Human Resources Development in Social & Economic Development of Asia-Pacific Region	SFA	\$15.00	\$10.00	480	Rm1	22	0	22
1996	Marketing Case Studies and a Training Curriculum for SME Managers in the APEC Region, 1996	SFA	\$35.00	\$25.00	500	Rm1	400	320	80
1997	APEC Education Forum School Based Indicators of Effectiveness: Experiences and Practices in APEC Members	SFA	\$0.00	\$0.00	70	Rm1	84	0	84
1997	APEC Education Forum: Utilization of Computer networks in schools	SFA	\$20.00	\$15.00	86	Rm1	87	0	87
1997	Leadership Development in Small and Medium Enterprises	SFA	\$26.00	\$19.00	229	Rm1	400	294	106
1997	Lifelong Learning	SFA	\$0.00	\$0.00	640	Rm1	48	37	11
1998	Capacity Building of Human Resources Development of Key Basic Industries in the Aisa-Pacific Region	SFA	\$38.00	\$25.00	580	Rm1	40	10	30
1998	School Education Statistics in the Asia-Pacific Region	SFA	\$0.00	\$0.00	360	Library	3	0	3
1998	Trends in Management and Executive Development	SFA	\$15.00	\$10.00	80	Rm1	105	10	95

Overseer IST

1997	Guidebook to Industrial Science and Technology Algae Project (1 volume)	SJW	\$20.00	\$15.00	308	Rm1	935	921	14
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Year	Pubs Titles	PSM	Price (\$\$)	Price (US\$)	Weight (gsm)	Location	IN	Taken	ACTUAL Balance
Overseer <u>MRC</u>									
1995	1995 - Final Report of Red Tide/Toxic	YY	\$0.00	\$0.00	547	Rm1	114	16	98
1995	1995 - Final Report of Red Tide/Toxic Algae Project (2 volume) Cooperation	YY	\$0.00	\$0.00	120	Rm1	15	9	6
1995	International Coastal Zone Management Policies and Activities. Proceedings of Workshop	YY	\$0.00	\$0.00	140	Rm1	47	15	32
1996	Integrated Management on Semi-enclosed Bays	YY	\$0.00	\$0.00	480	Rm1	22	14	8
Overseer <u>PBF</u>									
1995	The Osaka Action Plan: Roadmap to Realising the APEC Vision		\$7.00	\$5.00	333	Rm1	1342	1245	97
Overseer <u>SME</u>									
1996	APEC Directory of Support Organizations for Small and Medium Enterprises, 1996	RC	\$22.00	\$15.00	640	Rm1	65	57	8
1998	Eco-Efficiency in Small and Medium Enterprises - Final Report	RC	\$70.00	\$50.00	440	Rm4	369	269	100
1998	Eco-Efficiency in Small and Medium Enterprises - Food & Beverages Industry	RC	"	"	100	Rm4	824	266	558
1998	Eco-Efficiency in Small and Medium Enterprises - Machinery & Electrical Equipment Industry	RC	"	"	100	Rm4	905	305	600
1998	Eco-Efficiency in Small and Medium Enterprises - Paper & Printing Industry	RC	"	"	100	Rm4	873	273	600
1998	Eco-Efficiency in Small and Medium Enterprises - Steel and Metal Products Industry	RC	"	"	100	Rm4	883	333	550
1998	Eco-Efficiency in Small and Medium Enterprises - Textile Industry	RC	"	"	100	Rm4	883	333	550
1998	Eco-Efficiency in Small and Medium Enterprises - The Chemicals & Plastic Industry	RC	"	"	100	Rm4	883	293	590
1998	Eco-Efficiency in Small and Medium Enterprises - The Leather Products Industry	RC	"	"	100	Rm4	884	326	558
1998	Eco-Efficiency in Small and Medium Enterprises - Vehicle Parts & Assembly Industry	RC	"	"	100	Rm4	883	283	600
Overseer <u>TEL</u>									
1993	Vol. 1: The State of Telecommunications Infrastructure and Regulatory Environment of APEC Economies, Nov.93	CR	\$20.00	\$15.00	1130	Rm1	256	240	16

Year	Pubs Titles	PSM	Price (\$)	Price (US\$)	Weight (gsm)	Location	IN	Taken	ACTUAL Balance
1994	Communications Policy Issues Associated with EDI and Electronic Commerce, 1994	CR	\$20.00	\$15.00	302	Rm1	166	100	66
1994	Communications Policy Issues... EDI and Electronic Commerce, 1994 EXECUTIVE SUMMARY	CR	\$0.00	\$0.00	20	Rm1	204	153	51
1994	HRD Manual/Guidelines: How to Approach Training within a Telecommunications Organization, 1994	CR	\$15.00	\$10.00	452	Rm1	156	89	67
1994	Vol. 2: The State of Telecommunications Infrastructure and Regulatory Environment of APEC Economies, 1994	CR	\$20.00	\$15.00	480	Rm1	343	326	17
1995	APEC EDI Pilot on Electronic Commerce, 1995	CR	\$7.00	\$5.00	526	Rm1	113	64	49
1996	Telecommunications Regulatory Environment in APEC Member Economies 1996	CR	\$50.00	\$35.00	1040	Rm1	138	111	27
1997	Economic and Commercial Effects of Liberalisation of Telecommunications	CR	\$20.00	\$15.00	380	Rm1	211	42	169
1997	Practical Manual for Network Planning	CR	\$30.00	\$20.00	680	Rm1	17	2	15
Overseer <u>TPT</u>									
1994	Report on Transportation Data Survey, 1994	JB	\$7.00	\$5.00	60	Cabinet 3	863	828	35
1994	Transportation Systems and Services Survey, 1994	JB	\$60.00	\$40.00	1240	Rm3	166	128	38
1995	APEC Database of Transportation Technology Research	JB	\$25.00	\$15.00	560	Cabinet 3	249	50	199
1997	Congestions Points Study Phase III: Best Practices..... Report (Vol 1 : Air)	JB	\$70.00	\$50.00	655	Rm3	28	-376	404
1997	Congestions Points Study Phase III: Best Practices..... Report (Vol 2 : Sea)	JB			830	Rm3	28	-493	521
Overseer <u>TWG</u>									
1995	Tourism & the Environment Symposium	CR	\$15.00	\$10.00	380	Cabinet 4	140	100	40
1996	A Tourism Training Manual for Tourism Administrators ...Region (Vol.1)	CR	\$20.00	\$15.00	620	Cabinet 4	17	13	4
1996	Environmentally Sustainable Tourism in APEC Member Economies	CR	\$28.00	\$20.00	390	Cabinet 4	176	48	128
1996	Impediments to Tourism Growth in the APEC Region	CR	\$28.00	\$20.00	340	Cabinet 4	500	416	84
1997	Tourism and the Environment, Best Practices	CR	\$60.00	\$40.00	360	Cabinet 4	15	4	11
1998	The Economic Impact Travel and Tourism Development in the APEC Region	CR	\$25.00	\$18.00	180	Rm4	2000	200	1800

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Total Publication Sales Revenue (Estimated)
For the Year 1998
As at 12 October 1998

	Jan-1998 S\$	Feb-1998 S\$	Mar-1998 S\$	Apr-1998 S\$	May-1998 S\$	Jun-1998 S\$	Jul-1998 S\$	Aug-1998 S\$	Sep-1998 S\$	Oct-1998 S\$	Nov-1998 S\$	Dec-1998 S\$
Total Publications Sold	92	127	149	25	9	44	41	52	78	25		
Gross Publication Sales	\$ 2,165.00	\$ 3,720.00	\$ 3,848.00	\$ 568.00	\$ 315.00	\$ 1,045.00	\$ 1,006.50	\$ 1,444.50	\$ 1,869.00	\$ 1,103.00		
Credit Sales	\$ 1,190.60	\$ 648.60	\$ 292.00	\$ 217.00	\$ -	\$ 255.00	\$ 278.00	\$ 426.00	\$ 50.00	\$ 30.00		
Australian Study Ctr	\$ 352.00	\$ -	\$ 320.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Select Books	\$ 170.00	\$ 1,712.00	\$ 280.00	\$ 40.00	\$ -	\$ 125.00	\$ 107.50	\$ 55.50	\$ -	\$ 740.00		
Cash/Cheque	\$ 804.40	\$ 1,359.40	\$ 3,276.00	\$ 311.00	\$ 315.00	\$ 665.00	\$ 621.00	\$ 963.00	\$ 1,819.00	\$ 333.00		
Less												
3% Commission	\$ 41.14	\$ 25.34	\$ 12.31	\$ 9.77	\$ -	\$ 10.84	\$ 11.23	\$ 14.94	\$ 2.02	\$ 0.90		
Discounts	\$ 70.40	\$ -	\$ 64.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ -		
<i>Net Sales Revenue</i>	\$ 2,053.46	\$ 3,694.66	\$ 3,771.69	\$ 558.23	\$ 315.00	\$ 1,034.16	\$ 995.27	\$ 1,429.56	\$ 1,836.98	\$ 1,102.10		

Note:

* Gross Publication Sales: Price of books sold to customers/booksellers. It excludes mailing fee & handling fee.

* Discounts: Irregular discounts given to sale orders.

Annex 22

Total S\$	
642	
\$	17,084.00
\$	3,387.20
\$	672.00
\$	3,230.00
\$	10,466.80
\$	128.49
\$	164.40
\$	16,791.11

APEC Publications: Royalty Payment.

Introduction

Over the past years, APEC has been very proactive in its publication policy with the primary objective of disseminating information towards the public so as to better educate the public on the work carried by APEC. The APEC Publication Policy has been able to achieve this objective.

However, on the issue of royalty payment, there is no guideline or mentioned in the APEC Publication Policy for the simple reason that APEC is a young organization and the past publications have been confined to cater for APEC circle. In the past, the APEC Secretariat has only allowed certain groups to reproduce or republish on the condition they do not resell any of APEC's material.

The observations and experiences of the APEC Secretariat in this area recently has been that there is an increasing interest in media firms and business to reprint APEC's work. The APEC Secretariat has received a couple of inquiries from commercial publishers interested in publishing APEC's work commercially. For example, the APEC Secretariat has been negotiating with the Financial Times for use of APEC's work on investment data, on their electronic database

It is therefore the intention of this paper, to discuss the need to tackle this. A policy is therefore required to guide the APEC Secretariat on how to handle inquiries from commercial publishers wanting to reproduce APEC's work as there is potential, not only to generate extra funds but also to get better out reach results for APEC's work. Also, a policy on copyright will be useful guidance as well.

For the purpose of this paper, publications should be referred to the information derived from an APEC activity in the form of report being printed on hard copy or CD-ROM and reprinting pertaining to electronic format such as web sites.

These polices should be meant for APEC Central Funded activities and joint Central and Self-funded project since APEC has some exercise of rights over the copyrights questions of these reports since the consultants engaged in drafting the reports have been paid out of the APEC Central Fund.

Argument for Royalty Payment

One question that you may ask is that why does APEC need such a policy since APEC is a non-profit regional organization. The answer is simply that there has been increasing interest in APEC publications by publishing firms and business that wish to market them and getting greater out reach. APEC should use this opportunity to market APEC's work. Also, APEC members have contributed to the APEC Central Fund, which are being used to finance APEC activities. The APEC Publications are then sold at a cost recovery basis.

Also, opportunities presented to us which will allow us to tap wider audiences, recoup the cost and help APEC finances eventually. APEC should take advantage of the opportunity like this in getting greater access to APEC's work. It will also push for wider public-private sector linkages since APEC will be dealing with commercial publishers.

How then should APEC handle this question of interest by publishing firms and business? APEC should ask a small royalty from publishing firms that want to re-publish APEC's work since these commercial firms will profit from selling these publications. By implementing a royalty payment, it will make better standing for APEC's work rather than giving them away freely.

Practices of other organizations

The APEC Secretariat has done some research at looking at the experiences of some regional organizations on how they handle the royalty question. Institutions such as Institute of South East Asian Studies (ISEAS) charge the commercial publisher a royalty payment a one lump sum payment before the commercial publisher is given the right to reprint. They have what they call, a sliding scale. This depends on a couple of factors, number of copies and pages, background of the publisher - non-profit organization will be charged lower compared to commercial entities, the country they come from, the intending circle of circulation, ranging from one country to a region, and the use of films or diskettes.

The ASEAN Secretariat does not have an extensive publication policy compared to the APEC. There has been 2 or 3 cases whereby commercial publishers print ASEAN documents and the ASEAN Secretariat is provided freely 500 copies but no royalty is charged. The publisher is allowed to sell the documents freely. If the ASEAN Secretariat wants additional copies, it can be purchased at cost price from the publishers. This policy also applies to the PECC Secretariat.

Proposed Policy

Looking at the examples of the above, it does make sense for APEC to have a royalty policy. For APEC, it is proposed that intending commercial publishers be charge a small fee for usage of APEC reports since they will be profiting from such an exercise. The following guidelines are suggested and recommended:

1. In view of the limited resources at the APEC Secretariat to monitor the transactions, it would be cost effective for APEC to charge the publisher a flat rate and payment before the printing is done. APEC should charge the publisher 25% of the total amount being paid out of the APEC Central Fund in carrying out the work. For example, a consultant was paid US\$ 10,000 to write a report for an APEC project. Therefore, if a publisher wants to reprint the report, the intending publisher must pay US\$ 2,500 for the work.
2. This does not prejudice the number of copies the publisher is making giving them unlimited copies.

3. It will be a non-exclusive right, giving the APEC Secretariat, the rights to grant similar approval for other competing publishers wishing to publish the same publication.
4. The current APEC style and nomenclature guidelines should still apply.
5. No advertisements are allowed in the commercial publication. However, the company logo should be allowed but with the logo shown as no bigger than 3/4 of the APEC logo.
6. Acknowledgement will be made to the APEC Secretariat to recognize APEC's contribution towards the publication.
7. The Executive Director of the APEC Secretariat will be given the flexibility to exercise or waive the royalty for Government, Non-profit organizations to reprint APEC's work.
8. In the case of reprinting through electronic means, the case will be dealt differently in view of the nature of delivery, as the cost will be charged towards client users for the information. A 35% of the net revenue should be made as royalty payment towards the APEC Secretariat.

Conclusion

By having such policies, APEC will then be able manage the inquiries on the above matter. However, APEC should monitor the policy after one year whether they have been effective or other wise. Once the above policy is agreed, the current APEC Publication policy will be amended accordingly and be distributed to APEC Fora for implementation.

The BAC 's approval is therefore sought on the above matter.



M:pub-aff/sfa/policy/royalty

APEC Publications Policy

(Approved by SOM, September 1998)

A. OBJECTIVES

1. Dissemination

The primary objective of APEC publications¹ is to disseminate information.

As an intergovernmental forum aimed at achieving trade and investment liberalization and facilitation and economic cooperation in the region, APEC should make its objectives, activities, and accomplishments as openly available and as widely known and understood as possible. One of the ways that APEC member economies and APEC Fora, supported by the APEC Secretariat, can do this is through a publication policy aimed at producing and distributing policy information, data and analysis for public dissemination.

APEC's publishing activities are aimed at:

- promoting a better understanding of liberalization, facilitation, and economic and technical cooperation issues;
- sharing APEC's perceptions and experience with government, public and private institutions, researchers, academic and business communities, and individuals in member economies and elsewhere;
- stimulating broad discussion and participation in APEC's activities; and
- developing and maintaining understanding by private sector and business people, academics, and journalists of APEC's programs and activities.

2. Cost Recovery

The APEC Secretariat provides sufficient complimentary copies of publications to member economies, APEC Fora, and libraries under the APEC Secretariat library depository program. As appropriate, however, the APEC Secretariat may charge a price for APEC publications to recover, to the extent possible, costs of production, marketing, and dissemination, based on the perceived value of the product in the market.

¹ These include all APEC publications intended for public dissemination, including books, research studies, working papers, conference proceedings, and basic information documents such as brochures and newsletters, in electronic or hard copy form. Documents meant for internal purposes according to APEC's access policy and not intended for general public dissemination are not covered by this publication policy.

B. RESPONSIBILITIES AND ROLES OF THE APEC SECRETARIAT AND APEC FORA

The responsibility for publications shall be vested in the APEC Secretariat, which shall be responsible for coordinating with APEC Fora the publication, marketing, and dissemination of publications produced by APEC Fora.

The goals of this joint effort are to have greater consistency and professionalism, and to ensure the quality in APEC publications. APEC Fora, in consultation with the APEC Secretariat, are responsible for editing manuscripts prior to publication, and the quality and presentation of their publications.

All APEC Fora will comply with the *approved style and nomenclature guidelines in Attachment 1*. They should also **consult their respective Program Directors at the APEC Secretariat** before printing.

The following checklist summarizes the requirements to be met in publication production outside the APEC Secretariat:

1. All covers shall carry the APEC logo, title of the conference or issue studied, date(s) of the conference and of publication, the word “*Asia-Pacific Economic Cooperation*”, and name of the APEC Fora issuing the report.
2. The spine of the book shows the publication’s title and year of publication.
3. The back cover should have an International Standard Book Number (ISBN) and APEC reference number to be issued by the Secretariat's Publications Manager, which will be standard to all APEC publications, including those not printed in Singapore. Please read Attachment 1 for further details on how to obtain these numbers.
4. The names of cosponsoring organizations may appear on the cover, as appropriate, as long as they conform to the agreed APEC nomenclature (Attachment 1).
5. The text shall also conform to the accepted APEC style and nomenclature guidelines (Attachment 1). The text should be expertly and thoroughly edited by the appropriate APEC Fora before it is sent to the Secretariat. The Secretariat reserves the right of textual amendments to ensure it conforms to the accepted APEC style and nomenclature guidelines.

The APEC Secretariat can assist APEC Fora in producing their publications using relevant project funds of the APEC Central Fund. In such cases, the following **additional** requirements must be observed:

1. The APEC Fora should submit requests to the relevant Program Directors at APEC Secretariat. Each Program Director will then consult with Director (Public Affairs) or Publications Manager, who will be responsible for tenders, correspondence with the printers and proofreaders, requests for ISBN/ISSN numbers, assigning of APEC reference numbers and on depository of copies for sale.
2. For liaison, the **Program Directors** for relevant APEC Fora will be responsible for correspondence with the authors or coordinators for compiling of document, budget, etc.; the

distribution, mailing of the publications to their mailing lists and contacts, and advise on estimated print run.

3. Publications submitted must reach APEC Secretariat both in hard copy and on 3½ inch computer discs in Microsoft Word at least 40 days before the intended date of publication. Please label with document name, version and date.
4. Text should be accompanied with complete list of copyright sources or acknowledgement where materials are obtained for the publication. For example, quoted passages, diagrams or tables taken from other sources.
5. Text should be accompanied by a style sheet, any photographs, figures, etc to be used in the publication.
6. Since the APEC Fora will retain responsibility for the content of its publications, the APEC Secretariat will consult with the Project Coordinator of any changes for their consent.

Other important considerations are listed below in the following paragraphs.

Financing of APEC Publications

- Contracting for publications should be subject to APEC Financial Guidelines.
- Publications will be financed by the funds approved for allocation for such publication, or financed under the budgets of the relevant APEC Fora or the APEC Central Fund.
- For centrally funded publications, the sum approved for publications must not be exceeded without prior authorization.
- All unspent funds for publications must be returned to the APEC Central Fund.
- All revenues must be returned to the APEC Central Fund. Unless a prior sales agreement has been reached with publishers and distributors, and cleared with the APEC Secretariat, revenues generated by the sale of publications may not be used to defray production costs, which must be paid up front.

Translations

The main objective of APEC publication policy is dissemination. In line with this policy, we encourage efforts by member economies to translate APEC publications into other languages. Therefore, member economies should have the ability to translate the publication into their own languages and publish the publication within their own economies, provided that such publication and distribution are non-profit-making.

Member economies should individually bear the cost of, and otherwise be responsible for, any such translation and distribution. Should there eventually be any profit or royalty from the sale of the publication, that profit or royalty shall be returned to the APEC central fund. Profit in the case of publications is defined as a sum exceeding the cost of production and distribution.

Each translation will require a written agreement from the APEC Secretariat. With this agreement, APEC member economies may obtain the right to make as literal a translation as possible into a language other than English and to print a pre-arranged number of copies of the translated document. The translation should include an acknowledgment to the effect that it is “a translation by (name of person or body responsible) from the official English language original” – and quoting the APEC document reference number of the original for ease of identification. Such acknowledgment shall appear on the inside (verso) of the title page of the translated edition. No abridgments or editing of the text shall be permitted without the prior written agreement of the APEC Secretariat. The APEC Secretariat reserves the right to verify the quality of all translations of APEC documents and reports.

Acknowledgement of the original English version shall be made on the inside of the title page of the bound volume. The APEC reference number, obtained from the APEC Secretariat, should be printed on the back cover of the volume. The ISBN obtained from the member economy's principal library or deposit library of record shall be printed on the right hand side of the back cover and on the verso page of the volume. Five copies of the translated publication shall be provided free of charge to the APEC Secretariat for its archive.

Production of Publications

APEC publications will be published in close cooperation with a commercial publisher or other such institutions.

Every effort shall be made to be consistent with professional standards: the use of new technology in desktop publishing, photocopying, and electronic publishing, but at the same time, to keep the cost of printing as low as possible.

Given the distance between the APEC member economies and highly technical nature of many of the working groups, it is sometimes desirable and cost-effective to publish some titles outside Singapore.

Dissemination: Print Run

APEC Fora, in consultation with the APEC Secretariat, should estimate the market for their publication by using the *Distribution Plan form in Attachment 2*. It aims to gauge a sufficiently large print run that will account for inventory to meet estimated public demand as well as distribution to member economies, APEC study centers, the APEC Secretariat library depository contact list, and the ABAC.

In addition, APEC Fora should also deposit five copies and one electronic copy of all publications with the APEC Secretariat for its archives. The Secretariat's librarian will store the publications electronically and in hard copy. Publications will eventually be electronically retrievable by APEC reference numbers.

The APEC Secretariat may work directly with commercial distributors, and through member economies and APEC Fora, indirectly, to disseminate APEC publications.

Marketing and Advertising

APEC Fora and APEC Officials in member economies, in consultation with the APEC Secretariat, should promote the publication in relevant sectors or member economy, especially by developing a distribution network for publications, both those for sale and those distributed gratis. The Secretariat will also work together with distributors or booksellers directly to establish sales agreement to promote sales/dissemination to reach the networks in different APEC economies and non-APEC countries.

Copyright of APEC Publications

The APEC Secretariat will hold the copyright for all major APEC publications. APEC should be credited if anyone wants to quote parts of the APEC publications. The APEC Secretariat will take appropriate steps to protect and strengthen its rights to decide how work produced by APEC Fora will be published, including its copyright in such materials. The rights of external publishers with respect to an APEC publication and royalties from co-published books will be negotiable. Whenever necessary, externally published material will carry a disclaimer that the views expressed and the conclusions reached are those of the author and not necessarily the consensus view of APEC member economies. Under the APEC royalty policy, that is when commercial publishers are charged a small fee for usage of APEC publications when they will be profiting from such an exercise, the following guidelines should be observed:

1. The policy is meant for APEC Central Funded and Joint-funded activities (Central and Self-funded projects).
2. The publisher will be charged a flat payment rate of 25% of the total amount being paid out of the APEC Central Fund in carrying out the work. For example, a consultant is paid US\$10,000 to write a report for an APEC project. Thus, if a publisher wants to reprint the report, the publisher must pay APEC Secretariat US\$2,500 as a royalty payment, which will be returned to the APEC Central Fund.
3. The publisher is not prejudice from making unlimited number of copies of APEC work.
4. It will be a non-exclusive right, giving the APEC Secretariat the rights to grant similar approval for other competing publishers who wish to reprint the same publication.
5. The current APEC style and nomenclature guideline should apply and adhered to.
6. No advertisements are allowed in the commercial publication, with exception of the company logo. The company logo shown must not bigger than $\frac{3}{4}$ of the APEC logo's size.
7. The publisher must make an acknowledgement to the APEC Secretariat to recognize APEC's contribution towards the publication.
8. The Executive Director of the APEC Secretariat reserves the rights to exercise or waive the royalty payment for APEC member economies and non-profit organizations to reprint APEC's work.
9. In the case of reprinting through electronic means, the case will be dealt differently in view of the nature of reproducing APEC's work as the cost will be charged towards client users for the information. A royalty payment of 35% of the net revenue will be made towards the APEC Central Fund.

Style Manual and Accepted Nomenclature

This manual and the guidelines herein are intended for all persons involved in the design and production of APEC publications to ensure that APEC publications are presented with a consistent style. Materials submitted to the APEC Secretariat for publication may, in consultation with the author, undergo adjustments to ensure conformity.

APEC Publications - Covers, Title Page, and Verso

- **All publications** should have a title page and table of contents.
- The **cover** must have the title of the publication, the year of publication, the volume (if applicable), the current APEC logo and the name of the APEC forum. The names and logos of cosponsoring organizations, if any, may also appear on the cover, but they must conform to accepted APEC nomenclature and should be in smaller print (at least four points smaller) than the APEC acronym and logo. The **APEC logo** is available from the Director (Public Affairs) at the APEC Secretariat in Singapore.
- The **title page** must show the title, author (committee, working group and, if applicable, subgroup, and other APEC fora), the year of publication, and the publisher.
- The **back of the title page** (verso) must contain the edition number if applicable, the year of publication, the APEC publication number, the ISBN and the APEC's copyright rights. If appropriate, 'Published by (name of publisher) for APEC' should also be shown. The local APEC contact address should be given when the publication is produced in Singapore. When the publication is produced outside of Singapore, and where there is no local address, the address of the APEC Secretariat in Singapore should be given.
- The **back cover** of documents published in Singapore should show the APEC document number, the ISBN, the APEC logo and the address of the APEC Secretariat in Singapore. When the publication is produced outside Singapore, the local contact address (if available), the APEC publication number and ISBN should be shown.
- The **spine** of the document should show the publication's title, name of author and year of publication.
- The **APEC publication number** is available from the Publications Manager at the APEC Secretariat in Singapore.
- The **International Standard Book Number (ISBN)** is available from the Publications Manager at the APEC Secretariat for books published in Singapore. Publications produced outside of Singapore should have an ISBN number available from the principal Library of the member economy where the book is published.

Font Type and Paper Size

- The preferred **font type** is Times New Roman or Arial with minimum **font size** of 10 point for the main (body) text. The standard **paper size** is A4. When submitting documents to the APEC Secretariat in Singapore, please format for A4 paper size even if the accompanying hard copy is on paper of a different size.

Spelling and Grammar

- Standard English is acceptable. Spelling should be consistent within each document or publication. If terms or acronyms are used and they do not appear in a Standard English dictionary, they should be defined at first use.
- For the sake of readability of the final documents, overuse of brackets, colons and lists should be avoided. Sentences should be kept relatively short while paragraphs should not exceed ten lines.

Proof Reading

Proof read the document and make a note on a *style sheet* of:

- All proper names and unusual spelling or phrases so that we can make sure they are correctly spelled in the final document.
- Acronyms and their meanings.

Styles and Terms

- **Upper Case Letters**

The use of upper case letters should be confined to standard English use, that is, for proper nouns such as **APEC Secretariat** or the **Human Resources Development Working Group** but not common nouns, the **working group** or the **secretariat**. See also acronyms and abbreviations.

- **Use of Bold and Italic Letters**

Use **bold** for first definition of terminology, where appropriate.

Use *italics* (sparingly) for emphasis, for the titles of books and journals and for non-anglicized foreign phrases: *ad hoc*, *et al.* and so on.

- **Punctuation**

Do not use **full points** after contractions. For example, in 'Dr', 'Mr', or 'Ltd'. However, full points are used when the last letter of the abbreviation is not the last letter of the word as in initials, 'Mr J. B. Priestley'.

Hyphens and dashes should be used as little as possible, and be consistent. **Hyphens** should be used in compound adjectives to clarify the meaning, for example, ‘two-year-old children’ (which means something different from two year old children). Only hyphenate those words that would otherwise be ambiguous or unpleasant, for example, use

‘coordinate’ not ‘co-ordinate’

‘cooperate’ not ‘co-operate’

BUT use

‘co-routine’ not ‘coroutine’

‘meta-level’ not ‘metalevel’

Never use a **dash** with a colon, as in :-; the dash is unnecessary.

- **Parentheses**

A full point should come before the closing parenthesis if the whole sentence is in parentheses, otherwise after the closing parenthesis.

- **Terms**

The **Senior Officials’ Meetings** or **SOMs** prepare for the annual Ministerial Meeting, which has been followed by an informal **APEC Economic Leaders’ Meeting** since 1993. The Leaders’ Meeting should not be referred to as a ‘summit meeting’. Leaders should not be referred to as ‘Presidents’, ‘Prime Ministers’, or ‘Chiefs of State’, but as Economic Leaders.

Please refer to the **Chair**, rather than the chairman or chairperson. The **Executive Director** heads the **APEC Secretariat**, which should not be referred to as a ‘headquarters’. His/her deputy is the **Deputy Executive Director**. They oversee professional (PSM) and support staff (SSM) of the APEC Secretariat.

Members of APEC should be referred to as ‘member economies’ or ‘members’ or ‘economies’. The terms ‘nation’, ‘national’ or ‘country’ must not be used as a synonym for an APEC member economy. The term ‘member economy government’ may be used as appropriate.

Acronyms and abbreviations

- **Acronyms** should be expressed in all upper case letters with no periods (full stops) between letters. Since many APEC reports are read by people unfamiliar with APEC acronyms and abbreviations, all acronyms and abbreviations used must be defined at first use. If many are used, please include a glossary at the end of the document.
- The following abbreviations should be used when referring to:

Committees

ESC

SOM Sub Committee on Economic and Technical Cooperation

CTI	Committee on Trade and Investment
BAC	Budget and Administrative Committee
EC	Economic Committee

Working groups

EWG	Energy
FWG	Fisheries
HRD	Human Resources Development
IST	Industrial Science and Technology
MRC	Marine Resource Conservation
TEL	Telecommunications
TID	Trade and Investment Data Review
TP	Trade Promotion
TPT	Transportation
TWG	Tourism

Other APEC Fora

PLGSME	Policy Level Group on Small and Medium Enterprises
ATC	Agricultural Technical Cooperation Expert Group

Advisory Group

ABAC	APEC Business Advisory Council
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- **Accepted abbreviations and names for member economies.**

When using graphs or charts it is sometimes necessary to use abbreviations. The following abbreviations should be used:

AUS	Australia
BD	Brunei Darussalam
CDA	Canada
CHL	Chile
PRC	People's Republic of China (China also acceptable)
HKC	Hong Kong, China
INA	Indonesia
JPN	Japan
ROK	Republic of Korea (Korea also acceptable)
MAS	Malaysia
MEX	Mexico
NZ	New Zealand
PNG	Papua New Guinea
PE	Peru
RP	The Republic of the Philippines (Philippines also acceptable)

RUS	The Russian Federation
SIN	Singapore
CT	Chinese Taipei
THA	Thailand
VN	Vietnam
US or USA	United States

When listing member economies, the above sequence should be observed, and names should be separated by semi-colons (e.g. Australia; Brunei Darussalam; Canada; etc).

The term 'three Chinas' must not be used. Always refer separately to the People's Republic of China; Hong Kong, China; and Chinese Taipei.

- **Other Abbreviations**

Avoid using 'e.g.', and 'i.e.', 'NB' and 'etc.' Either write them out in full or restructure the sentence as necessary. Do not use an ampersand (&) in place of 'and' except in company names.

DISTRIBUTION PLAN**WORK SHEET**

Size of print run	Total	_____
Free Distribution		
Free Distribution to Member economies: Amount _____ * 18 =		_____
Required for Archives and library use:		_____ 10 _____
Free distribution by Secretariat:		_____
Other Free Distribution:		
Indicate to whom _____		_____
	Free Distribution SUBTOTAL	_____
COPIES FOR SALE = Total – Free Distribution Subtotal		_____

Issues

- ◆ If you are going to have any publications for sale (or more than 20 copies for free distribution), please identify who is your target market. Who is interested in this publication? How many copies of the publication do you expect your target audience to buy?
- ◆ Please also ask the publication's author and the lead shepherd/chair for market contacts and estimates of likely publication sales. For example, if a specific industry would be interested in the book, please supply the names and contact information for the industry associations in member economies.

Members' Contributions for 1998
Received by the APEC Secretariat as at 30 September 1998

Australia	262,000
Brunei	97,000
Canada	378,000
Chile	97,000
People's Republic of China	273,000
Hong Kong , China	106,000
Indonesia	97,000
Japan	695,000
Republic of Korea	218,000
Malaysia	97,000
Mexico	163,000
New Zealand	106,000
Papua New Guinea	97,000
Philippines	40,071.43 [1]
Singapore	106,000
Chinese Taipei	183,000
Thailand	97,000
United States of America	695,000
TOTAL	3,807,071.43

Note:

[1] Balance contribution of US\$56,928.57 was received in 02 October 1998.

OPERATIONAL ACCOUNT AS AT 30 SEPTEMBER 1998	1996 Approved Projects		1997 Approved Projects		1998 Approved Projects	
	Residual of Approved Budget Carried-Over	Actual Disbursement from 1-Jan-98 to 30-Sep-98	Residual of Approved Budget Carried-Over	Actual Disbursement from 1-Jan-98 to 30-Sep-98	Approved Budget	Actual Disbursement from 1-Jan-98 to 30-Sep-98
	US\$	US\$	US\$	US\$	US\$	US\$
<u>(I) WORKING GROUPS</u>						
1 Energy Working Group	-	-	236,710	44,720	224,600	4,551
2 Fisheries	-	-	58,456	19,067	19,388 ^[4]	5,436
3 Human Resources Development	16,693 ^[1]	6,493	165,055	12,000	316,866 ^[5]	44,761
4 Industrial Science & Technology	-	-	150,030	54,913	194,750	23,379
5 Marine Resource Conservation	-	-	83,544 ^[11]	7,709	153,700	31,342
6 Telecommunications	100,000 ^[2]	86,639	143,448	52,120	225,000	48,257
7 Tourism	-	-	124,000	29,713	68,700 ^[6]	11,760
8 Trade and Investment Data	-	-	32,200	32,200	84,400	42,960
9 Trade Promotion	-	-	19,500	19,500	7,000 ^[7]	1,133
10 Transportation	-	-	25,000	20,000	165,750	-
<u>(II) COMMITTEES</u>						
1 Committee on Trade & Investment	10,000 ^[3]	-	129,244	28,151	305,573 ^[8]	40,832
2 Economic Committee	-	-	41,360	10,836	138,000 ^[9]	20,360
<u>(III) AD-HOC GROUPS/PROJECTS</u>						
1 Ad-hoc Policy Level Group on SMEs	-	-	153,900	-	160,000 ^[10]	-
TOTAL	126,693	93,132	1,362,447	330,929	2,063,727	274,771

Note:

[1] This relates to HRD 07/96 & HRD 09/96 which lapsed on 30 June 1998

[2] This relates to TEL 01/96 which lapsed on 30 April 1998

[3] This relates to CTI 03/96 which has been extended to 31 December 1998, Approved by March BAC 1998

[4] FWG 02/98 - Cancelled by Lead Shepherd of the FWG : USD 79,000

[5] Approved USD 59,590 for HRD 07/98, April 1998 SOM (Circulation)

[6] Approved USD 19,000 for TWG 02/98, March BAC 1998

[7] Approved USD 7,000 for TP 01/98, March BAC 1998

[8] Approved USD 1,000 for CTI 04/98 & USD 11,425 for CTI 07/98, March BAC 1998; Approved USD 52,850 for CTI 05/98 & USD 90,000 for CTI 06/98, April 1998 SOM (Circulation)

Approved an addition of USD30,100 for CTI 01/98, April 1998 SOM (Circulation); Approved USD56,600 for CTI 03/98, May 1998 SOM (Circulation); Approved USD 7,498 for CTI 08/98, July BAC 1998

[9] Approved USD 37,000 for EC 02/98, April 1998 SOM (Circulation)

[10] Approved USD 10,000 for SME 04/98, March BAC 1998

[11] Disbursement deadline for MRC 01/97 has been extended to 30 June 1999. Approved July 1998 BAC Meeting

TILF SPECIAL ACCOUNT AS AT 30 SEPT 1998	1997 Approved Projects		1998 Approved Projects	
	Residual of Approved Budget Carried-Over	Actual Disbursement from 1-Jan-98 to 30-Sep-98	Approved Budget	Actual Disbursement from 1-Jan-98 to 30-Sep-98
	US\$	US\$	US\$	US\$
(I) WORKING GROUPS				
1 Energy Working Group	535,813	318,865	391,950	-
2 Fisheries Working Group	-	-	75,000	24,000
3 Human Resources Development	421,366	218,542	548,400	-
4 Industrial Science & Technology	-	-	148,000	-
5 Trade and Investment Data	-	-	84,500	24,300
6 Telecommunications	173,221	25,451	181,000 [2]	-
7 Transportation	128,248	20,294	- [1]	-
(II) COMMITTEES				
1 Committee on Trade & Investment	1,104,639	460,910	1,835,585 [2]	172,809
2 Economic Committee	70,733	40,774	342,000	47,574
(III) AD-HOC GROUPS/PROJECTS				
1 Ad-hoc Policy Level Group on SMEs	387,154	143,905	110,000	-
TOTAL	2,821,174	1,228,741	3,716,435	268,683

Note :

[1] TPT 01/98T - Cancelled by TPTWG : USD38,000.00

[2] TEL 01/98T & CTI 17/98T - Approved, Jul 1998 BAC Meeting, endorsed by Senior Officials by circulation, Aug 1998

1998 Administrative Account as at 30 September 1998

	Approved Budget US\$	Actual Expenditure US\$
(1) TRAINING/SEMINARS		
1.1 Course fees, registration fees and related items	10,000	1,219
(2) PUBLICATIONS		
2.1 Publication of APEC Literature	59,000	30,020
2.2 Support for press media and outreach programs	1,000	1,286
	60,000	31,306
(3) LIBRARY		
3.1 Subscriptions	13,000	3,161
3.2 General reference books/Encyclopedia	4,200	606
3.3 Databases	26,000	11,623
3.4 CD ROMs and others	3,300	399
3.5 Scanning	21,000	-
	67,500	15,789
(4) PUBLIC RELATIONS		
4.1 Official functions/Receptions	12,000	4,215
4.2 Others	8,000	4,991
	20,000	9,206
(5) EQUIPMENT		
5.1 Office equipment, furniture and fittings, etc	144,400	86,169
(6) TRAVEL		
6.1 Exec-Dir/Deputy Exec-Dir	70,000	55,242
6.2 Professional Staff	257,600	198,084
6.3 Support Staff	15,000	9,091
6.4 Other related expenses	5,000	140
	347,600	262,557
(7) PERSONNEL - SUPPORT STAFF		
7.1 Recruitment costs	10,000	1,011
7.2 Salaries and bonus	706,000	384,707
7.3 Insurance	27,000	19,297
7.4 Others	3,000	-
	746,000	405,015
(8) RESEARCH AND ANALYSIS		
8.1 Research work	40,000	6,816
(9) ADMINISTRATION		
9.1 Communications	250,000	103,584
9.2 Professional Fees	12,600	4,627
9.3 Maintenance/Insurance of vehicles	15,600	7,565
9.4 Stationery	40,000	18,102
9.5 Postage and courier charges	42,700	27,389
9.6 Office and building maintenance	44,900	30,835
9.7 Others	13,000	5,664
	418,800	197,766
(9) ACDS		
9.1 Operational Costs	64,600	28,953
9.2 Development Costs	39,700	5,266
9.3 Miscellaneous Expenses	10,000	3,686
	114,300	37,905
TOTAL	1,968,600	1,053,748

APEC Operational & Administrative Accounts:
Uncommitted Reserves as at 30 September 1998

	US\$
Uncommitted reserves as at 30 April 98	722,000
 <u>Add</u>	
Returned funding for expired 1996 projects (HRD 07/96 & TEL 01/96)	23,561
Returned funding for cancelled 1998 project (FWG 02/98)	79,000
Reduction in 1998 Administrative Account	277,500
Bank interest income (1.5.98 to 30.9.98)	102,505
Net publications sales (1.5.98 to 30.9.98)	3,546
Other income (1.5.98 to 30.9.98)	959
1999 Members contribution expected (to be approved by Ministers)	3,338,000
 <u>Less</u>	
New funding for 1998 projects (CTI 03/98 & CTI 08/98)	(64,098)
1999 Operational Account (to be approved by Ministers)	(2,142,727)
1999 Administrative Account (to be approved by Ministers)	(2,207,200)
Provision for EWG 02/99	(40,000)
Provision for ESC 01/99	(20,000)
 Uncommitted reserves as at 30 September 98	 <u><u>73,047</u></u>

TILF Special Account: Uncommitted Reserves as at 30 September 1998

	US\$
Uncommitted reserves as at 30 April 98	736,000
<u>Add</u>	
1998 TILF contributions	3,757,703
Bank interest income (1.5.98 to 30.9.98)	133,429
<u>Less</u>	
1998 TILF Special Account	(3,736,685)
Uncommitted reserves as at 30 September 98	<u><u>890,448</u></u>

APEC SECRETARIAT OPERATIONAL PLAN

At their meeting on 13-15 September 1998, Senior Officials:

- Noted the attached Operational Plan and directed the Executive Director to manage the production of its outputs on behalf of APEC member economies.
- Invited the APEC Secretariat to report its Operational Plan* to SOM I annually.

* *The annual component of the plan will be drawn up by the Secretariat each year in the light of new directives by Leaders and Ministers regarding future APEC activities and priorities.*

Introduction

The APEC Secretariat was established in February 1993. Singapore was selected as its site at the APEC Ministerial meeting in September 1992 in Bangkok.

The Bangkok Declaration on Asia-Pacific Economic Cooperation (APEC) Institutional Arrangements determined the principal functions, financial arrangements and staffing of the Secretariat. Refinements were made in 1995 in the *Report of the Task Force For the Review of the APEC Secretariat* and the 1996 and 1997 *Reports of the Task Force on Management Issues*.

From an initial complement of 11 professional staff seconded from among the then 15 member economies, the Secretariat has grown to number (22) from among the current 18 member economies. Local support staff personnel totals 23.

The position of Executive Director is filled on secondment from the member economy chairing APEC. The position of Deputy is similarly filled by the economy chairing APEC in the next year.

Vision Statement

To support and facilitate the achievement of APEC goals.

Statement of Business

The Secretariat is the core support mechanism for the APEC process.

The Secretariat provides advisory, operational and logistic/technical services to Member Economies and APEC fora to coordinate and facilitate conduct of the business of the organisation.

On behalf of Member Economies, it provides preparatory advice on formulation of APEC projects, manages project funding and evaluates projects funded from the APEC Operational and TILF Accounts.

The Secretariat produces a range of publications, liaises with the media and maintains a website to provide information and public affairs support on APEC's role and activities, including specific outreach efforts to business. It acts on behalf of APEC members as and when directed.

The Secretariat maintains a capacity to support research and analysis in collaboration with APEC Study Centres and PECC as required by APEC fora.

The Executive Director is responsible to APEC Senior Officials through the SOM Chair and manages the Secretariat in line with priorities set by SOM on behalf of Ministers.

Annual Operational Priorities and Accountability

APEC's operational priorities and activities are established annually by Leaders' and Ministers' tasking directions to Senior Officials. APEC Senior Officials (SOM) manage activities and may adjust priorities on behalf of Ministers in the course of the year.

The Executive Director of the Secretariat is responsible to Senior Officials through the SOM Chair and manages the Secretariat in line with priorities determined as above. Secretariat staff are responsible to the Executive Director for fulfillment of their respective responsibilities.

The Executive Director will provide performance accountability statements to SOM, as purchaser of Secretariat outputs, at its periodic regular meetings and also annually to Ministers.

The Executive Director will also provide relevant reports to the Budget and Administrative Committee (BAC).

Statement of Outputs

Each output description is complemented with a more detailed description of specific related activities and collective performance indicators – Annex I (not included)

Output I

Logistic and Advisory Support for APEC Fora: This output involves delivery of a wide range of support services for the different fora (Committees, Working Groups, Ad hoc groups, Task Forces, etc.) and associated bodies (e.g. ABAC) through which APEC conducts its business. Fora meet periodically, hosted by different Member Economies. Support is also provided to Ministerial meetings and meetings held at the APEC Secretariat in Singapore.

Output II

Support for the SOM Chair: This output involves delivery of support services to the SOM Chair

Output III

Management of the APEC Operational and TILF Accounts: This output involves delivery of financial services for APEC-funded projects. These projects are designed to build capacity in support of the objectives of APEC Leaders and Ministers.

Output IV

Public Relations/Provision of Information on APEC: This output involves delivery of information on APEC to academic, business and the general public. It includes both generic information on APEC and its objectives as well as specific support to fora and their activities.

Output V

APEC Project Evaluation: This output involves assistance to the BAC in assessing completed APEC projects.

Output VI

Research and Analysis Support : This output involves research and analysis as requested by APEC fora.

Specific Output Targets for 1999

To be completed based on 1999 work programme as decided by SOM

Intra-Secretariat services required to produce outputs

Each service description is complemented with a more detailed description of specific related activities and collective performance indicators – Annex I (not included)

Service I

Communication and Information Services: This service involves maintenance of operational capacities to facilitate current information flows and storage within the APEC Secretariat.

Service II

Management of APEC Administrative Budget This service involves the development and prudential management of the Secretariat's operating budget.

Service III

Management Support: This service involves management of terms and conditions of employment for Secretariat locally engaged staff. It also includes assistance to seconded staff.

Service IV

Secretarial and Administrative Services: This service involves provision of secretarial, logistic and word processing services for professional staff and at SOM, CTI, ESC and EC meetings as well as others held in Singapore.

Specific Service Targets for 1999

To be completed by beginning of 1999

Annex I	Activities and Performance Indicators for Outputs and Services
Annex II	Accommodation and host-economy agreement
Annex III	APEC policies and procedures administered by the APEC Secretariat
Annex IV	Operational diagram

** Annex I to Annex IV are not included.*