

# **Asia-Pacific Economic Cooperation**

## **2001 Report of the Executive Director of the APEC Secretariat to the 13<sup>th</sup> APEC Ministerial Meeting**

**APEC Secretariat**

**October 2001**

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# **2001 Report of the Executive Director of the APEC Secretariat to the Thirteenth Ministerial Meeting**

**Shanghai, China  
17-18 October 2001**

## **EXECUTIVE SUMMARY**

During the first year of the new millennium, the APEC Secretariat, as the main APEC supporting mechanism, continues to provide support and advice to the whole APEC process in line with its mandate approved by APEC Ministers and its 2001 Operational Plan approved by SOM.

In addition to its routine functions, a major challenge for the year was for the Secretariat to develop the APEC Communications and Outreach Strategy as approved by SOM in 2000. The aim of the Strategy is to improve the effectiveness and reach of APEC communications efforts to achieve better understanding and support amongst key audiences of APEC's role and agenda and more widely promote its achievements and continuing relevance.

With the inputs from APEC member economies and fora, and assistance of a PR consulting company, the Secretariat was able to complete this task and present the proposed strategy for endorsement by SOM last August.

Following endorsement of the strategy, the Secretariat took or is taking a number of actions to implement the strategy, including development of a detailed implementation program for the strategy, reorganization of existing staff within the Secretariat to the core of the recommended integrated communications team, issuing of invitations for secondment of additional specialist staff, assessment of the just completed first key phase of an internal information audit, initial work on key message development for APEC, analysis of ways in which better communications/PR support might be provided to the host economy in particular along with support to other economies and fora, and initial work on development of more proactive media and business information programmes and development of sponsorship guidelines for communications and outreach. Preliminary planning on major upgrade work for the website has also begun.

It is indeed an honor for me to serve this great organization at the beginning of the new millennium. I would like to take opportunity to express my deep appreciation to the trust and support provided to me in the past year by member economies and APEC fora. My thanks also go to all Secretariat staff without whom I can't fulfill my mission successfully. I am confident that under the leadership of Amb. Alejandro de la Peña from Mexico, the Secretariat will continue to provide high-quality service to the APEC process.

Ambassador Zhang Yan  
Executive Director



## **INTRODUCTION**

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The following outlines the Secretariat's efforts and outcomes since the 12<sup>th</sup> APEC Ministerial Meeting held in Nov. 2000 in fulfilling its 2001 Operational Plan approved by SOM I in February 2001, which appears as **Annex A**.

## **SECTION A: SECRETARIAT OUTPUTS**

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### **Output I: Logistic and Advisory Support to APEC Fora**

This major output involves all Secretariat staff and comprises on-the-ground support for APEC meetings/events. In 2001 Secretariat staff provided support to numerous APEC meetings/events, including: MRT, SME and HRD Ministerial Meetings; High-Level Meeting on Human Capacity Building; SOM and APEC fora meetings; and APEC Invest Mart and APEC Technomart IV. Support was also provided to ABAC and APEC-related meetings such as the APEC Study Centres Consortium Meeting and CEO Summit.

Highlights of the support provided to APEC fora include:

- Continued updating of the 'APEC Project Database' which contains details of several hundreds APEC projects with links to APEC's ECOTECH Clearing House website.
- Worked closely with the Project Team (Australia, Brunei and Singapore) and system developers (Aretae) to improve and refine the eIAP system to ensure that it is fully utilized and operational in 2001 as directed by APEC Leaders in November 2000.
- Updating the password-accessible websites for the distribution of papers for BMC meetings.
- Drafting of the CTI, ESC and BMC Reports to Ministers.
- Provision of briefing and advice to facilitate hand-over of Lead Shepherds of WGs.
- Provision of appraisal commentary on draft projects seeking APEC funding.
- Preparation of agendas, background papers, and briefing/talking points for various APEC fora and their Chairs/Lead Shepherds.
- Reports to fora on general developments in APEC and other fora.
- Coordination with meeting organizers on logistical arrangements, and provision of advice on APEC policies and procedures.
- Circulation of pre-meeting documents.
- Drafting of meeting records.
- Assistance with the updating of OAA and the development of 2001 work programs.

### **Output II: Support for the SOM Chair**

During the year the Secretariat also provided assistance to the SOM Chair including:

- Provision of initial draft annotated agendas for SOM, Joint Fora Meeting, and APEC Ministerial Meetings.
- Preparation of documents and background documents, including the APEC Food System Report, Review of Implementation of Initiatives Arising from Sectoral Ministerial Meetings, Report on the Implementation of the Framework for the Integration in APEC and the APEC Outreach and Communications Strategy.

- Compilation and Summarizing of documents, including IAPs, EAPs, Updated OAA, and WG reports.
- Provision of advice on APEC policies and procedures.
- Uploading SOM and Ministerial meetings papers to the password-accessible websites for the use of member economies prior to the meetings.

The Secretariat has continued to manage non-member participation requests/proposals and provide advice as necessary to the SOM Chair and APEC fora on related matters. In summary, since September 2000:

- The Secretariat has received 11 requests/proposals for non-member participation in APEC activities. In addition, the Secretariat has been informed of 6 requests/proposals for non-member participation in APEC activities (excluding one-off, non-policy activities).
- The SOM has approved 16 requests/proposals for non-member participation in APEC activities.
- APEC fora have reached consensus to accept 18 requests/proposals for non-member participation in APEC activities and declined 2 (excluding one-off, non-policy activities).

Details of non-member participation applications/proposals and decisions (excluding one-off, nonpolicy activities) since September 2000 are attached as **Annex B**.

### **Output III: Management of the APEC Operational and TILF Accounts**

The Secretariat has provided ongoing support and advice to project overseers, including the organization of tendering for ongoing projects, in accordance with the *Guidebook on APEC Projects*. The Secretariat also managed preparations for the March and July/August BMC meetings, and provided advice on proposals seeking project reprogramming, additional funding and new funding.

Inter-sessionally, the Secretariat managed the process of approval of urgent project proposals, acting as an intermediary between project proponents and BMC members, and also between the SOM Chair and the BMC.

The Statement of Accounts for the Operational and TILF Accounts is included under Service II below.

### **Output IV: Public Affairs/Provision of Information on APEC**

The major exercise for the Secretariat for the year has been the development of the APEC Communications and Outreach Strategy, with inputs from APEC member economies and fora, and assistance of an international PR consulting company. The proposed strategy was presented to SOM III and was approved by SOM. The strategy is aimed at improving the effectiveness and reach of APEC communications efforts to achieve better understanding and support amongst key audiences of APEC's role and agenda, and more widely promote its achievements and continuing relevance.

Since its endorsement, the Secretariat has taken the following actions to implement the strategy:

- Developed a comprehensive implementation program for the strategy.
- Formation of the integrated communications team with existing staff.
- Issuing of invitations to member economies for secondment of additional specialist staff.
- Assessment of the just completed first key phase of an internal information audit to develop better systems for intra-APEC information sharing.
- Initial work on key message development for APEC, and analysis of ways in which better communications/PR support might be provided to the host economy in particular along with support to other economies and fora.
- Initial work on development of sponsorship guidelines for communications and outreach.

Over the coming months more proactive media and business information programs will also be developed along with plans for major upgrading of the website.

### **General Outreach**

The APEC Secretariat has played an instrumental role in responding to expanding APEC outreach requirements and expectations. During the course of the year the Executive Director represented APEC at a number of international events and made several trips to APEC member economies to assist the APEC Chair, member economies and fora, in publicizing APEC and its work. Trips with an outreach focus were made by the Executive Director/Deputy Executive Director to Indonesia, Mexico, Peru, Chile and Papua New Guinea. Productive outcomes were achieved through discussions with government officials and members of the public on issues relating to APEC and in showing them how to become involved in the APEC process. The feedback received by the Secretariat has been extremely positive.

Program Directors at the Secretariat also supported outreach efforts by speaking at a number of international meetings and events throughout the year.

A list of speeches and presentations is attached as **Annex C**.

### **Media Liaison, Media Briefings and Press Releases**

On-the-ground media liaison support has been provided by the Secretariat for SOM meetings in Beijing, Shenzhen and Dalian as well as the MRT in Shanghai. The Secretariat provided direct support to China media secretariat staff in responding to international media requests, assisting with media briefings and setting up interviews for Ministers, Senior Officials, APEC fora chairs and other key players. Assistance was extended before and during meetings to support coverage by international, regional and local media outlets and additional background information provided as necessary. Assistance has also been provided by the Secretariat to a number of television and video crews from China to support the production of programs to be aired during the year and in the lead up to the Leaders' Meeting.

Media releases and advisories have been issued and disseminated regularly via email gateway and posted on the website on behalf of APEC member economies and fora, and direct

contact made with journalists to encourage media coverage of key APEC events and activities, for example, in the lead up to APEC sectoral Ministerial Meetings.

### **Production of General Information Resources on APEC**

The Secretariat produced a range of publications during 2001 as part of its publishing program including the *APEC 2001 Brochure*, *Update of Activities Within APEC*, *Key APEC Documents 2000 and Beijing Initiative*. These were distributed to all APEC economies, media contacts and other regular recipients on the Secretariat's distribution list and disseminated at relevant APEC meetings throughout the year.

Regular consignments of publications, videos and CD-ROMs have been supplied to China for use in their publicity program as host for APEC 2001.

Through sales/marketing agreements with book agents/distributors in Australia; Brunei Darussalam; Hong Kong, China; Malaysia; New Zealand; Singapore; USA and the United Kingdom net total revenue of approximately S\$6,373 was realized from the sale of APEC publications and CD ROMs for the year. With increasing use of online and free downloadable versions of publications off the website, the Secretariat will continue to maintain a close watch on sales patterns and monitor print runs, sales figures and web statistics to ensure electronic/hard-copy publishing combinations support both information dissemination objectives and user needs.

The Secretariat continues to manage the production and sale of publications on behalf of APEC fora. A full list of publications is attached as **Annex D** and Total Sales Revenue as **Annex E**.

### **APEC Website**

The Secretariat continues to record increasing use of the APEC website for information gathering. The most frequently accessed information from the website includes background information on APEC, new announcements and press releases and advisories. In line with the refinement of the electronic Individual Action Plans (e-IAP) system, the APEC Secretariat has taken the initiative in revamping the system website to make it more user-friendly and accessible. Several new features have been incorporated into the new revamped system.

The summary statistics log (access rate) of the APEC website in the past 8 months is contained in **Annex F**.

### **Management of APEC Document Access Policy**

The Secretariat continues to look at ways to improve and strengthen its management of APEC documents in line with the document access policy.

The Secretariat continues to receive a high volume of research and information requests from all over the world via telephone, fax and increasingly by email. With more APEC documents uploaded onto its website, the Secretariat is now able to refer most of these requests directly to information published on the website or other online sources.



## **Output V: APEC Project Evaluation**

The Secretariat is playing a growing role in supporting the BMC's efforts to monitor and evaluate APEC projects. The Secretariat has provided comments on evaluation reports submitted by fora. In response to an ESC recommendation last year, Canada has seconded an officer to the Secretariat to assist in program evaluation.

## **SECTION B: INTRA-SECRETARIAT SERVICES REQUIRED TO PRODUCE OUTPUTS**

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### **Service I: Communication and Information Services**

Communication and information technology continues to be critical to the work of the APEC Secretariat and to require substantial resources. This year, a number of projects were undertaken to improve the IT system and to ensure that it maximizes the efficiency of the Secretariat's operation and APEC in general.

- All staff members attended in-house courses on the worldwide web and specially tailored courses were organized to meet computer-skills requirements of specific staff members.
- Continual posting of the declassified APEC meeting documents on the website, and improvement of the organization and content of the website to facilitate access to meeting papers and publications.
- Ongoing Current Awareness Service to keep subscribers abreast of developments and media coverage relevant to APEC.
- Two members of the Secretariat's IT team provided technical assistance for the eIAP training session which was held at the margin of SOM III in Dalian. This is part of the strategy to enhance member economies' capability to prepare their IAPs in the new revamped system.
- Close coordination with the Ministry of Foreign Affairs of Singapore to ensure that the Secretariat's communication needs are met in the planning for the new Secretariat office planned for end 2002.
- A new firewall and virus scanning software have been implemented in the web server and communication server to protect the Secretariat's IT system.
- The existing project database is being revamped to accommodate more data fields to meet APEC fora's information request.

### **Service II: Management of the APEC Central Fund**

The Secretariat manages three accounts under the APEC Central Fund--the Administrative Account, the Operational Account and the TILF Special Account. The following financial report covers all these accounts.

## Financial Report for the Period Ending 31 August 2001

### 1. Asset 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 mostly made in US dollars. Singapore-dollar denominated expenditures are required for local costs of the APEC Secretariat. The relevant US dollar accounts are drawn upon and converted to Singapore dollars when such expenditures are necessary.

As at 31 August 2001, the total assets under the Operational and Administrative Accounts were as follows:

Fixed Deposit Account	US\$	6,002,200
Current Account		8,300
Amounts maintained in Singapore dollars (S\$231,300)		133,100 *
Total:		6,143,600

The total assets under the TILF Special Account were as follows:

Fixed Deposit Account	US\$	14,045,800
Amounts maintained in Singapore dollars (S\$18,600)		10,700 *
Total:		14,056,500

(\* Per exchange rate as at 31 August 2001)

### 2. Revenue

The total revenue for the period 1 January to 31 August 2001 for the Administration and Operational Accounts was US\$3,287,700 (**Annex G**).

The total revenue from 1 January to 31 August 2001 under the TILF Special Account was US\$4,521,300 (**Annex H**).

### 3. Expenditure

#### *Operational Account*

The total approved amount under the Operational Account for 1999, 2000 and 2001 projects was US\$6,622,000. The APEC Secretariat had, up to 31 August 2001, disbursed a total of US\$3,076,800 (46.5%) (Details are at **Annex I**).

#### *TILF Special Account*

The total approved amount under the TILF Special Account for 1999, 2000 and 2001 projects was US\$12,730,300. The Secretariat had, up to 31 August 2001, disbursed a total of US\$3,387,400 (26.6%) (Details are at **Annex J**).

### *Administrative Account*

The Administrative Account covers the costs of running the APEC Secretariat Office in Singapore and production of Operational Plan outputs. In 2001, the Secretariat continues to exercise prudence and tight control in managing this account. In July 2001, the Secretariat returned mid-year savings of US\$125,700, or 6% of the 2001 budget, to the Central Fund. As a result, the BMC approved an adjusted 2001 Administrative Account budget of US\$1,976,600. The expenditure incurred from 1 January to 31 August 2001 was US\$882,800 (44.7%) (Details are at **Annex K**).

#### 4. Uncommitted Reserves

The uncommitted reserves are the total funds under the management of the APEC Secretariat which are not committed by the BMC for any specific purpose at a specific point of time. These reserves consists of members' contributions, savings from expired and cancelled projects, bank interest and any other income, minus all the committed expenditures.

The uncommitted reserves for the Administrative and Operational Account as of 31 August 2001 amounted to US\$2,294,800 (Details are at **Annex L**).

The uncommitted reserves for the TILF Special Account as of 31 August 2001 amounted to US\$5,692,000 (Details are at **Annex M**).

#### 5. Forecast

The Secretariat presented the forecast of administrative and operational account budgets for 2001-2005 to the BMC. The BMC agreed that a prudent financial management approach should be adopted. It agreed that the total amount to be allocated to 2002 projects should continue to be capped at US\$2 million of which US\$0.5 million should be set aside for urgent 2002 projects.

## **Service III: Management Support**

The Secretariat welcomed Ambassador Alejandro de la Peña of Mexico on 3 May 2001 as the new Deputy Executive Director

The new secondees who joined the Secretariat as Program Directors since Ministers last met are Mr. Chutintorn Sam Gongsakdi of Thailand, Mr. Kim Sun Kiu of Korea, Mr. Timothy Hsiang of Chinese Taipei, Ms Anita Douglas of Canada, Mr. Sergey B. Shipilov, a first secondee from Russia, and Mr. Geoffrey Woodhead of Hong Kong, China.

The Secretariat bade farewell to Ambassador Serbini Ali and Mr Shaikh Fadilah Ahmad of Brunei Darussalam, Mr. Chirachai Punkrasin of Thailand, Mr Ji Hye Yang of Korea, Mr John Lai of Chinese Taipei, and Mr So Kam Shing of Hong Kong, China.

The Secretariat is expecting a major cyclic change of Professional Staff Members which will result in replacement of over 40% of PSMs seconded by member economies in the remainder of this year and at the beginning of next year. Nevertheless, necessary measures

will be taken in order to reduce the impact of the change and to ensure high- quality support to APEC member economies and fora.

The attrition rate of our support staff remains low. Their dedication and loyalty provide valuable support and continuity to the Secretariat. To enhance the working environment, the Secretariat implemented several measures to promote greater interaction and mutual co-operation among the professional staff and support staff. The measures include promotion of teamwork, organization of more social activities etc. In recognition of their dedication and loyalty, the Secretariat conferred long and meritorious service awards to 3 professional staff and 8 support staff who had put in more than 5 years and above of service in August 2001. A more favorable working environment was also created for support staff assigned to support meetings abroad through improvement in staff compensation benefits and more systematic working arrangements.

## **Service IV: Secretarial and Administrative Services**

### **Training Courses For Secretariat Staff**

The newly arrived professional staff members completed an internal programme of introductory briefings arranged by the Secretariat with the help of the existing professional staff members. The programme covered key areas of the Secretariat's capacities and activities. The objectives of the programme are to assist the new professional staff members to settle into their work quickly and to ensure better co-ordination of APEC work amongst them. In-house computer training programs were also organized for them in Lotus Notes (project data based), refresher courses in Microsoft Windows, the basic of Internet Surfing, creating multi-media presentation, using Microsoft Powerpoint 97 and numerous other related IT training.

Seventeen support staff members attended an Administrative and Secretarial training course, conducted in-house by the British Council, from 23–24 August 2001. The objectives of the course are to assist staff members in time management, organizing themselves and their job, enhancing APEC public image through written and oral communication skills and handling interpersonal skills. Computer training courses were also conducted for the selected groups of support staff members on Lotus Notes and Microsoft Access for project data based entry, administrative and financial work.

To further boost staff competency and efficiency, the Secretariat is planning a course in handling media interviews and press conferences for the professional staff members. The Secretariat will continue to provide suitable training for its staff to ensure that a highly professional, flexible, efficient and skilled APEC team staffs the Secretariat.

The Secretariat, aware of the development of the IT sector, encourages its IT team to attend seminars/courses in Singapore such as symposium and seminars on IT development as and when the opportunities arise.

## **Meetings at the APEC Secretariat**

The Secretariat organized the following meetings at the Secretariat's 19th storey conference room in Singapore.

21–22 February	Opening Conference of APEC OECD Cooperative Initiative On Regulatory Reform
28–29 March	BMC Meeting
31 Jul – 2 August	BMC Meeting
27–31 August	CTI: GATS Basic Telecommunications Seminar

## **Construction of New APEC Secretariat Building**

Construction of the new Secretariat building has started and is targeted for completion by mid 2002. An internal committee has been set up in the Secretariat to oversee user requirements relating to the new building and to make plans for the subsequent relocation. The committee has been working closely with the Ministry of Foreign Affairs of Singapore to monitor the progress of construction work, and has set aside a budget for one-off relocation and maintenance of the new building in the coming year. A site visit will be arranged for the Secretariat staff in October.

APEC Secretariat expresses its gratitude to the Ministry of Foreign Affairs of Singapore for the early and on-going consultation and look forward to see the fruition and the completion of the new Secretariat building.

## **CONCLUSIONS**

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It is indeed an honor for me to serve this great organization at the beginning of the new millennium. I would like to take opportunity to express my deep appreciation to the trust and support provided to me in the past year by member economies and APEC fora. My thanks also go to all Secretariat staff without whom I cannot fulfill my mission successfully. I am confident that under the leadership of Ambassador Alejandro de la Peña from Mexico, the Secretariat will continue to provide high-quality service to the APEC process.

Version: 17 January 2001

## APEC SECRETARIAT 2001 OPERATIONAL PLAN

### Contents

- (i) Introduction
- (ii) Vision statement
- (iii) Statement of business
- (iv) Annual operational priorities and accountability
- (v) Statement of outputs
- (vi) Intra-Secretariat services required to produce outputs

### 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. (Annex I contains the Secretariat accommodation and host-economy agreement)

*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 21 member economies. Local support staff totals 24.

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 the following 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 forum.

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 member economies as and when directed.

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

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 Management Committee (BMC).

## Statement of Outputs

<b>Output I : Logistic and Advisory Support for APEC Fora</b>	
<p>This output involves delivery of a wide range of support services for the different fora (Committees, Working Groups, <i>ad hoc</i> groups, Task Forces, etc.) and associate 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 in Singapore, including at the APEC Secretariat.</p>	
Output Description	Collective Performance Indicators
<p>The Secretariat provides direct support to the Chair/Lead Shepherd at and between meetings as follows:</p> <p>A Managing document circulation at meetings and drafting documents, including</p> <ul style="list-style-type: none"> <li>– <i>Agendas</i></li> <li>– <i>Meeting records</i></li> <li>– <i>Other documents, including background papers, as requested by fora</i></li> </ul> <p><u>Primary Responsibility</u>: Program Directors as assigned to fora</p> <p>B Providing regular briefings and advice on APEC policies and procedures contained in Annex II, including</p> <ul style="list-style-type: none"> <li>– <i>Consolidated Guidelines on Non-Member Participation in APEC Working Group Activities</i></li> <li>– <i>Use of APEC Logo and Acronym</i></li> <li>– <i>APEC Publication Policy</i></li> <li>– <i>Selection, Terms and Functions of Lead Shepherds of APEC WGs</i></li> <li>– <i>Guidebook on Financial Procedures</i></li> <li>– <i>Guidelines for Hosting APEC Meetings</i></li> <li>– <i>Guidelines on APEC Database Projects</i></li> <li>– <i>Guidelines on Information Sharing Among APEC Fora</i></li> <li>– <i>Guidelines for Evaluation and Reporting System for APEC Projects</i></li> <li>– <i>Implementation of the New Document Access Policy</i></li> <li>– <i>Guidelines on Ecotech Activities</i></li> <li>– <i>Guidelines for Business/Private Sector Involvement in activities of CTI, ESC, EC and their sub-fora</i></li> </ul>	<p>Member Economies representatives, in particular SOM Chair and Fora Chairs/Lead Shepherds/host economies express satisfaction with Program Director's support and delivery of agreed services. No complaints received by Executive Director.</p> <p>Executive Director's deployment of staff is considered by SOM and Fora Chairs to be in line with agreed support requirements.</p>

<p>– <i>Guidelines for Updating and Reporting System for IAPs</i></p> <p><u>Primary Responsibility:</u> Program Directors as assigned to fora</p> <p>C Providing comprehensive information on relevant activities of other APEC fora, including Leaders/Ministerial/SOM tasking <u>Primary Responsibility:</u> Program Directors as assigned to fora</p> <p>D Representing the interests of particular fora in the Secretariat’s general service areas (public affairs, the APEC website, and the project funding/management process) and acting as necessary as a channel of communication and coordination. <u>Primary Responsibility:</u> Program Directors as assigned to fora <u>Support from:</u> Director (Public Affairs), Publications Manager, Director (IT)</p> <p>E Managing the production of publications on behalf of fora including collating information, sourcing printers/proofreaders/internet authoring and distribution. <u>Primary Responsibility:</u> Program Directors as assigned to fora <u>Support from:</u> Director (Public Affairs), Publications Manager, Director (IT)</p> <p>F Providing preparatory advice to Fora and project proponents on formulation and financing of projects, managing applications to BMC for APEC Operational and TILF account funding and providing BMC with independent advice on levels of support/participation, TILF linkage (for TILF projects), possible overlaps, and conformity with financial guidelines <u>Responsibility:</u> Director Finance, Project Coordinator, Program Directors as assigned to fora</p>	<p>Fora have information at hand when planning activities</p> <p>Accurate and timely flows of information maintained</p> <p>Publications produced in accordance with <i>APEC Publication Policy</i></p> <p>Fora/project proponents fully advised of relevant procedures and requirements. Project applications to BMC are accompanied by accurate and complete Secretariat commentary. No surprises in BMC meeting.</p>
<p>G Providing electronic support to virtual taskforces <u>Responsibility:</u> Director (IT) <u>Support from:</u> Program Directors as assigned to fora</p> <p>Cost:</p>	<p>Support provided to maximise efficiencies of electronic communications, within Secretariat resources</p>

<b>Output II : Support for SOM Chair</b>	
This output involves delivery of support services to the SOM Chair	
<b>Output Description</b>	<b>Collective Performance Indicators</b>
<p>A Providing analysis, advice and administrative support to the SOM Chair on substantive and procedural issues  <u>Primary Responsibility:</u> Executive Director, Special Assistant to ED  <u>Support from:</u> Relevant Program Directors</p> <p>B Drafting documentation for SOM Meetings, including;            – <i>Agenda</i>            – <i>Detailed notes and Chair’s Summary Record</i>            – <i>Annual tasking statements</i>            – <i>Executive Director’s Report</i>            – <i>Other papers as requested by SOM Chair.</i>  <u>Primary Responsibility:</u> Special Assistant to ED  <u>Support from:</u> Relevant Program Directors</p> <p>C Documentation for annual Ministerial Meeting including:            – <i>Annual Report on Ecotech Activities</i>            – <i>CTI Annual Report</i>            – <i>EC Annual Report</i>            – <i>Annual Overview of APEC Activities in Sustainable Development</i>  <u>Primary Responsibility:</u> Program Directors for relevant fora</p> <p>D Management of the annual e-IAP collation and distribution process  <u>Primary Responsibility:</u> CTI Coordinator  <u>Support from:</u> Director Information Systems</p>	<p>Support delivered in a timely and proactive way which meets with the approval of the SOM Chair.</p> <p>Secretariat responsibilities undertaken in accordance with the <i>Guidelines for Updating and Reporting System for IAPs</i> and the timeframes agreed with SOM Chair and providing support for the work programs to be carried out in 2001 as directed by Ministers.</p>

<p>E Support with media relations and information</p> <ul style="list-style-type: none"><li>- Managing press contacts and liaison at SOM meetings</li><li>- Drafting press releases</li><li>- Providing APEC Brochure and Update publications for distribution by SOM Chair</li><li>- Assisting with information distribution to media through Secretariat email journalist gateway</li></ul> <p><u>Primary Responsibility:</u> Director (Public Affairs) <u>Support from:</u> Program Directors</p> <p>F Liaison with the SOM Chair on behalf of the EC, ESC, CTI and BMC Chairs</p> <p><u>Primary Responsibility:</u> Relevant Program Directors</p> <p>Cost:</p>	
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<b>Output III : Management of the APEC Operational and TILF Accounts</b>	
This output involves delivery of financial management services for APEC-funded projects. These projects are designed to build capacity in support of the objectives of APEC Leaders and Ministers.	
<b>Output Description</b>	<b>Collective Performance Indicators</b>
<p>A Disbursement of funds for approved projects in liaison with relevant project proponents and fora.</p> <p>B Providing advice to fora and project proponents on project implementation processes including contracts and tendering (Requests for Proposals -RFPs)</p> <p><u>Primary Responsibility:</u> Director Finance</p> <p><u>Support from:</u>Project Coordinator, Program Directors whose fora propose projects.</p> <p>Cost:</p>	<p>Check lists of administrative requirements supplied to project overseers. Funds disbursed on time and according <i>Guidebook on Financial Procedures</i>. Project evaluation and progress reports submitted to BMC. Project proponents and BMC satisfied with Secretariat inputs.</p>

### Output IV : Public Affairs/Provision of Information on APEC

This output involves delivery of information on APEC to academics, 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 Description	Collective Performance Indicators
<p>A Production of general information resources on APEC</p> <ul style="list-style-type: none"> <li>- <i>APEC Update</i> publication (twice annually)</li> <li>- <i>APEC Brochure</i> publication (once annually)</li> <li>- APEC video (as required)</li> <li>- APEC posters for exhibition purposes</li> </ul> <p><u>Primary Responsibility:</u> Director (Public Affairs), Publications Manager <u>Support from:</u> All Program Directors</p> <p>B Marketing APEC publications in accordance with the <i>APEC Outreach Strategy</i> <u>Primary Responsibility:</u> Director (Public Affairs), Publications Manager</p> <p>C Press liaison, media briefings and press releases in accordance with <i>Procedures for Issuing Press Advisories/Releases from the APEC Secretariat</i> <u>Primary Responsibility:</u> Director (Public Affairs) <u>Support from:</u> All Program Directors</p> <p>D Speeches and briefings for outside groups and visitors to Secretariat <u>Primary Responsibility:</u> Director (Public Affairs) <u>Support from:</u> All Program Directors</p> <p>E Support for Fora Chairs in Media Relations. <u>Primary Responsibility:</u> Director (Public Affairs) <u>Support from:</u> All Program Directors Website uploading: Director (Information Systems)</p>	<p>Information about APEC readily accessible and responsive approach to enquiries, positive response to requests for media briefings and speeches; website updated as and when required and reviewed bi-monthly, all meeting documents archived in hard copy and where possible electronically.</p>

<p>F Secretariat web site  <u>Primary Responsibility:</u> Director (Information Systems)  <u>Content update responsibility:</u> All Program Directors, IT Staff, Information Manager</p> <p>G ECOTECH Clearing House web site  <u>Primary Responsibility:</u> Information Manager  <u>Content update responsibility:</u> Relevant Program Directors, Information Manager  <u>Website uploading:</u> Information Manager</p> <p>G Management of APEC document access policy, including procedures for collection of meeting documents, and maintenance of archives of APEC meeting documents and other publications. Report to BMC annually on document access policy and any problems encountered.  <u>Primary Responsibility:</u> Information Manager  <u>Support from:</u> All Program Directors.</p> <p>H Provision of Current Awareness Service to member economies  <u>Primary Responsibility:</u> Information Manager</p> <p>I Provision to ABAC and internet publication of quarterly <i>Business Briefing Newsletters</i> publication on key APEC activities  <u>Primary Responsibility:</u> Program Director assigned to ABAC</p> <p>J Management of intellectual property (APEC logo, copyright for publications and data) on behalf of APEC members and provision of relevant advice to them.  <u>Primary Responsibility:</u> Director (Administration), Director (Public Affairs)  <u>Support from:</u> All Program Directors.</p>	<p>Responsibilities of PSM fulfilled in accordance with <i>Responsibility and Timing Table to Update APEC Documents</i></p> <p>PSMs deliver a full set of meeting documents to library immediately following meetings.</p>
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<p>K Maintenance of a comprehensive manual of APEC Policies and Procedures containing the guidelines listed in Output 1 B  <u>Primary Responsibility</u>: Program Director (Management Issues)  <u>Support from</u>: Director (Administration), All Program Directors.</p> <p>L Secretariat representation at APEC fairs  <u>Primary Responsibility</u>: Relevant Program Directors  <u>Support from</u>: Director (Public Affairs).</p> <p>M Outreach activities f in APEC member economies as requested.</p> <p>Cost:</p>	<p>All policies and procedures reviewed internally at least annually and changes/updates recommended where appropriate.</p> <p>Representation undertaken in accordance with the <i>Guidelines on APEC Secretariat's Participation in Exhibitions</i>.</p> <p>Seminar presentations on APEC in member economies.</p>
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<b>Output V : APEC Project evaluation</b>	
This output involves assistance to the BMC and ESC in assessing completed APEC projects.	
<b>Output Description</b>	<b>Collective Performance Indicators</b>
<p>A Administering the <i>Guidelines for Project Evaluation</i> as follows:</p> <ul style="list-style-type: none"> <li>– Proactive liaison with APEC fora to ensure that progress and evaluation reports conform to Guidelines</li> <li>– Advice to the BMC and ESC on the progress and evaluation of specific projects</li> </ul> <p><u>Primary Responsibility</u>: Project Coordinator  <u>Support from</u>: Director (Finance), Program Directors whose fora undertake projects</p> <p>B Providing advice to the BMC on the development and implementation of the APEC project evaluation guidelines</p> <p><u>Primary Responsibility</u>: Project Coordinator  <u>Support from</u>: Director (Finance), Program Directors whose fora undertake projects</p> <p>Cost:</p>	<p>Progress and evaluation reports supplied to BMC conform with procedures. Secretariat input on project evaluation regarded by BMC and ESC as proactive and constructive.</p>

<b>Output VI : Research and Analysis Support</b>	
This output involves supporting research and analysis as requested by APEC fora.	
<b>Output Description</b>	<b>Collective Performance Indicators</b>
<p>A Research requested by APEC fora, subject to approval on a case by case basis.  <u>Primary Responsibility</u>: Relevant Directors (Program)</p> <p>B Liaison with APEC Study Centres and PECC  <u>Primary Responsibility</u>: Director (Research and Analysis)  Support from:Program Directors for fora requiring research.</p> <p>C Support, within the resources of the Secretariat library, for researchers on APEC.  <u>Primary Responsibility</u>: Information Manager</p> <p>Cost:</p>	<p>Research delivered in a cost-efficient way and to the satisfaction of the commissioning fora</p> <p>Research synergies and information flows maximised.</p>

<b>Specific Output Targets for 2001</b>	
<b>Output Description</b>	<b>Collective Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ To provide advice to SOM on review of implementation of initiatives from sectoral Ministerial Meetings <u>Primary Responsibility:</u> Relevant Directors (Program)</li> <li>• To provide support and assistance to SOM/CTI for the continual development of the e-IAP system as directed by Leaders/Ministers to ensure that the system is fully utilised and operational in 2001; updated and improved as an electronic tool in future years. <u>Responsibility:</u> Relevant Directors (Program)</li> <li>• Development of APEC Communications and Outreach Strategy for the consideration of SOM.</li> </ul>	<p>To be completed to the satisfaction of SOM.</p> <p>To be completed to the satisfaction of SOM/CTI.</p> <p>To be completed to the satisfaction of SOM.</p>

### Intra-Secretariat services required to produce outputs

<b>Service I: Communication and Information Services</b>	
This service involves maintenance of operational capacities to facilitate current information flows and storage within the APEC Secretariat	
<b>Service Description</b>	<b>Collective Performance Indicators</b>
<p>A Maintaining an IT system to meet word processing, communication, database, website support, and other IT requirements.  <u>Primary Responsibility:</u> Director Information Systems  <u>Support from:</u> IT staff</p> <p>B Maintaining a library of historical and current APEC-related material for reference or research by APEC Secretariat staff  <u>Primary Responsibility:</u> Information Manager</p> <p>C Maintaining a record management (storage and retrieval) system for APEC Secretariat working documents and correspondence.  <u>Primary Responsibility:</u> Director (Administration)  <u>Support from:</u> Program Directors, Support Staff</p> <p>Cost:</p>	<p>Systems meet needs of APEC Secretariat users in a cost efficient way.</p>

<b>Service II: Management of APEC Administrative Budget</b>	
This service involves the development and prudential management of the Secretariat's operating budget	
<b>Service Description</b>	<b>Collective Performance Indicators</b>
<p>A Preparation of an annual budget estimate for consideration by BMC and subsequent outturn reporting on it</p> <p>B Cost effective and prudential management of expenditure in accordance with the Administrative Budget approved by the BMC.</p> <p><u>Primary Responsibility:</u> Director (Finance)  <u>Support from:</u> Finance Staff</p> <p>Cost:</p>	<p>BMC satisfied with Secretariat performance</p>

<b>Service III: Management Support</b>	
This service involves management of administrative systems and the terms and conditions of employment for Secretariat locally engaged staff. It also includes assistance to seconded staff.	
<b>Service Description</b>	<b>Collective Performance Indicators</b>
<p>A Assistance to seconded staff with the following administrative matters:</p> <ul style="list-style-type: none"> <li>– <i>facilitation of privilege and immunities</i></li> <li>– <i>liaison work with government departments</i></li> <li>– <i>obtaining visas for official travel</i></li> <li>– <i>assistance for newly arrived seconded staff, including Guidance Booklet for New Arrivals</i></li> </ul> <p>B Administration of the following policies and procedures for locally engaged staff:</p> <ul style="list-style-type: none"> <li>– <i>Recruitment policy</i></li> <li>– <i>Development of skills for learning</i></li> <li>– <i>Terms and conditions for local staff</i></li> <li>– <i>Annual review of performance</i></li> </ul> <p>C Property management: office equipment and security of premises  <u>Primary Responsibility:</u> Director Administration  <u>Support from:</u> Administration staff</p> <p>D Maintenance of a comprehensive manual of APEC Secretariat Internal Guidelines and Procedures (Refer Annex III).  <u>Primary Responsibility:</u> Director (Administration)  <u>Support from:</u> All Program Directors.</p> <p>Cost:</p>	<p>Staff matters processed efficiently and according to policies and procedures.  <i>Guidance Booklet for New Arrivals</i> updated each February.</p> <p>All policies and procedures reviewed at least annually and changes/updates recommended where appropriate.</p>

<b>Service IV: Secretarial and administrative services</b>	
This service involves the provision of secretariat, logistical and wordprocessing services for professional staff and at SOM, CTI, ESC, BMC and EC meetings, as well as others held in Singapore.	
<b>Service Description</b>	<b>Collective Performance Indicators</b>
<p>A Word processing and administrative support to Program Directors</p> <p>B Planning and organisation of conference facilities – management and support services for meetings held in Singapore, particularly at Secretariat.</p> <p><u>Primary Responsibility:</u> Director (Administration), Support Staff</p> <p>Cost:</p>	<p>Accurate and timely services provided to Program Directors</p>



<b>Specific Service Targets for 2001</b>	
<b>Output Description</b>	<b>Collective Performance Indicators</b>
<ul style="list-style-type: none"> <li>• Prepare a strategy for BMC's consideration to address the potential problems relating to the bleak outlook forecast for year 2004, without increasing members' contributions. <u>Responsibility:</u> Director (Finance)</li>   <li>▪ Closely coordinate with Singapore MFA to ensure that the Secretariat's long term requirements are met in the planning for the new Secretariat office. <u>Responsibility:</u> Director (Administration)</li> </ul>	<p>Strategy prepared and submitted to BMC.</p> <p>Work to continue until completion of building in 2002. To ensure continuity, an ad-hoc committee (Secretariat) is formed to follow -up progress. Progress report to SOM</p>

## **PARTICIPATION ISSUES**

*Since September 2000, the Secretariat has received the following requests:*

- A letter from the Economic and Social Commission for Asia and the Pacific of UN (ESCAP) in September 2000 requesting attendance to the meeting of Port Export Group (PEG) under TPT during TPT18;
- A letter from Global Telecommunications Action Committee (GATC) in September 2000 applying for guest status in TEL;
- A letter from IEA International Centre of Gas Technology Information (ICGTI) in November 2001 requesting renewal of its guest status in EWG;
- A letter from Venezuela in December 2000 requesting renewal of its guest status in the EWG for 2001;
- A letter from International Telecommunications Users Group (INTUG) in January 2001 applying for guest status in TEL activities;
- A letter from the Energy Charter Secretariat (ECS) in January 2001 applying for guest status in EWG21;
- A letter from International Energy Agency (IEA) January 2001 applying for guest status in Energy Regulators Forum (ERF) and Expert Group on Data and Analysis (EGEDA) both under EWG;
- A letter from Macao SAR in March 2001 applying for guest status in IST, SME, TEL, TP, TPT, and TWG;
- A letter from World Association of Small and Medium Enterprises (WASME) in May 2001 applying for guest status in SME;
- A letter from the International Confederation of Free Trade Unions/Asian Pacific Labor Network (ICFTU/APLN) in July 2001 applying guest status in the activities of HRD; and
- A letter from Pakistan in September 2001 requesting renewal of its guest status in EWG and TP starting from 2002.

*During the same period, the Secretariat was also informed of the following requests/proposals:*

- A proposal in September 2000 to invite ESCAP to participate in TPT activities as guest (for 3-year);

## Annex B

- A proposal in September 2000 to invite the International Commission on Shipping (ICS) and the Secretariat of Tokyo MOU on Port State Control (TMOUPSC) to attend a meeting of Expert Group of Maritime Safety (EGMS) under TPT during TPT18;
- A proposal in December 2000 to invite IEA to attend the forthcoming meeting of EGEDA under EWG;
- A proposal in March 2001 to renew guest status of both Pacific Asia Travel Association (PATA) and World Tourism Organization (TWO) in TWG;
- A proposal in April 2001 to invite Southeast Asian Fisheries Development Center (SEAFDEC), Intergovernmental Organization for Marketing Information and Technical Advisory Services for Fishery Products in the Asia and Pacific Region (INFOFISH), Network of Aquaculture Centers in Asia Pacific (NACA), International Centre for Living Aquatic Resource Management (ICLARM), the United Nation Food and Agriculture Organization (FAO), the International Marineline Alliance (IMA), World Resource Institute (WRI), Nature Conservancy (WC), and World Conservancy Union (WCU) to attend FWG12; and
- A proposal in June 2001 to invite World Trade Organization (WTO) and Organization for Economic Cooperation and Development (OECD) to attend policy dialogue session of a meeting of MAG under CTI.

In May 2001, the Secretariat also received a letter from ESCAP exploring the possibility for it to attend APEC meetings in Shanghai.

*During the same period, SOM has made the following decisions on non-member participation:*

- Approval, in September 2000, of the request from ESCAP to participate in the meeting of PEG under TPT during TPT18;
- Approval, in October 2000, of the proposal to invite ICS and TMOUPSC to attend the meeting of Expert Group of Maritime Safety (EGMS) under TPT during TPT18;
- Approval, in January 2001, of the request ICGTI to renew its guest status in EWG for 2001;
- Approval, in January 2001, of the proposal to invite IEA the forthcoming meeting of EGEDA under EWG;
- Approval, in January 2001, of the request from GTAC for guest status in TEL;
- Approval, in February 2001, of the request from Venezuela to renew its guest status in EWG;
- Approval, in March 2001, of the request from ECS for guest status in EWG21;

## **Annex B**

- Approval, in March 2001, of the request from IEA for guest status in ERF and EGEDA under EWG;
- Approval, in March 2001, of the request from Macao SAR for guest status in TPT;
- Approval, in April 2001, of the proposal to renew the guest status in TWG for PATA and WTO;
- Approval, in May 2001, of the proposal to invite SEAFDEC, INFOFISH, NACA, ICLARM, FAO, IMA, WRI, WC, and WCU to attend FWG12 as guests, on the understanding that this one-off participation does not imply their guest status in the future FWG activities;
- Approval, in May 2001, of the request from Macao SAR for guest status in TWG;
- Approval, in May 2001, of the request from INTUG for guest status on the condition that it does not participate in TEL activities in politically sensitive places;
- Approval, in July 2001, of the proposal to invite WTO and OECD to attend policy dialogue session of a meeting of MAG under CTI;
- Approval, in July 2001, of the request from Macao SAR for guest status in SME;
- Approval, in August 2001, of the request from Macao SAR for guest status in TP and;
- Approval, in September 2001, of the request from Macao SAR for guest status in IST.

*Since the same period, APEC fora have made the following decisions on non-member participation:*

- TPT decided in September 2000 to accept the request from ESCAP to attend the PEG meeting during TPT18;
- TPT did not reach consensus in September 2000 on the proposal to grant (3-year) guest status in TPT for ESCAP;
- TPT decided in September 2000 to accept the proposal to invite ICS and TMOUPSC to attend the meeting of EGMS under TPT during TPT18;
- TEL decided in November 2000 to accept the request from GTAC for guest status in TEL;
- EWG decided in December 2000 to accept the request from ICGTI to renew its guest status in EWG for 2001;
- EWG decided in December 2000 to accept the proposal to invite IEA the forthcoming meeting of EGEDA under EWG;

## Annex B

- EWG decided in January 2001 to accept the request from Venezuela to renew its guest status in EWG;
- EWG decided in February 2001 to accept the request from IEA for guest status in both ERF and EGEDA under EWG;
- EWG decided in February 2001 to accept the request from ECS for guest status in EWG21;
- TPT decided in March 2001 to accept the request from Macao SAR for guest status in TPT;
- TWG decided in March 2001 to accept the proposal to renew guest status in TWG for both PATA and WTO;
- TWG decided in April 2001 to accept the request from Macao SAR for guest status in TWG;
- FWG decided in April 2001 to accept the proposal to invite SEAFDEC, INFOFISH, NACA, ICLARM, FAO, IMA, WRI, WC, and WCU to attend FWG12 as guests;
- TEL decided in May 2001 to accept the request from INTUG for guest status in TEL;
- CTI decided in July 2001 to accept the proposal to invite WTO and OECD to attend the policy dialogue session of a meeting of MAG under CTI;
- SME decided in July 2001 to accept the request from Macao SAR for guest status in SME;
- TP decided in July 2001 to accept the request from Macao SAR for guest status in TP;
- IST decided in August 2001 to accept the request from Macao SAR for guest status in IST;
- HRD did not reach consensus in August 2001 to accept the application from ICFTU/APLN for guest status in HRD; and
- TEL decided in September 2001 to accept the request from Macao SAR for guest status in TEL.

*In addition, APEC fora, on the authorization of SOM, have also approved numerous cases for non-member participation in one-off, non-policy APEC activities during the same period.*

**List of Speeches & Interviews by  
Ambassador Zhang Yan  
Executive Director  
And  
Ambassador Alejandro de la Peña  
Deputy Executive Director  
APEC Secretariat**

1.	Interview by Journalist from Xinhua News Agency, China Radio International & China Economic Daily 18 January 2001, Secretariat
2.	Speech at the Annual Meeting of Economic and Finance Counsellors from Canadian Diplomatic Mission in Asia Pacific 27 February 2001, Singapore
3.	Speech at APEC Senior Officials Meeting I 12-13 February 2001, Beijing, China
4.	Interview by Asia Pacific Development Magazine February 2001, Secretariat
5.	Speech on “APEC 2001: Programme and Priorities” at the Seminar on Enhancing Human Resources Development in APEC and Indonesia’s Expectation 22 March 2001, Padang, Indonesia
6.	Speech on “APEC 2001 and the Business Sector” at the Seminar on Enhancing Human Resources Development in APEC and Indonesia’s Expectation 23 March 2001, Padang, Indonesia
7.	Remarks to Budget & Management Committee Meeting 29 March 2001, Singapore
8.	Speech at PECC Coordinating Group & Standing Committee Meeting 10 April 2001, Kyoto, Japan
9.	Interview by US Chamber of Commerce Magazine May 2001
10.	Speech on APEC Communications & Outreach Strategy at APEC Senior Officials Meeting II 2-3 June 2001, Shenzhen, China
11.	Speech at APEC Senior Officials Meeting II 2-3 June 2001, Shenzhen, China
12.	Speech at 23 <sup>rd</sup> HRD Working Group Meeting 27 June 2001, Mexico City, Mexico
13.	Workshop Symposium on Transforming the Digital Divide into Digital Opportunity 24 July 2001, Chinese Taipei
14.	Remarks at Budget & Management Committee Meeting 31 July – 2 August 2001, Singapore
15.	Interview by Shanghai Oriental TV Station 16 July 2001, Secretariat
16.	Interview by Peruvian newspapers “sintesis” & gave a press conference to Peruvian media in Lima July 2001, Lima
17.	Interview by Chilean media July 2001, Santiago, Chile
18.	Speech at the APEC Customs Business Dialogue 13-14 August 2001, Shanghai, China

19.	Interview by (xxxxxxx), August 2001
20.	Speech on APEC Communications & Outreach Strategy at APEC Senior Officials Meeting III 23-24 August 2001, Dalian, China
21.	Speech at APEC Senior Officials Meeting III 23-24 August 2001, Dalian, China
22.	Speech at the 8 <sup>th</sup> APEC Small & Medium Enterprises Ministerial Meeting 29-31 August 2001, Shanghai, China
23.	Remarks at the National Awareness Seminar on APEC & WTO Issues 24-28 September 2001, Lae, Morobe Province, Papua New Guinea
24.	Speech at APEC Senior HRD Officials Meeting 27-28 September 2001, Kumamoto, Japan
25.	Remarks at the APEC HRD Ministerial Meeting 29-30 September 2001, Kumamoto, Japan

**PUBLICATIONS PRODUCED BY  
THE APEC SECRETARIAT IN 2001  
As at 30 September 2001**

**APEC Secretariat***APEC Brochure, 2001*

APEC#201-SE-05.2      ISSN 0219-3752      (Price: Free)

*Update of Activities within APEC, February 2001*

APEC#201-SE-05.1      ISSN 0219-1113      (Price: Free)

*Update of Activities within APEC, October 2001*

APEC#201-SE-05.3      ISSN 0219-1113      (Price: Free)

**Committee on Trade and Investment***2001 CTI Annual Report to Ministers*

APEC #201-CT-01.5      ISSN 0219-1865      (Price: Free)

**Economic Committee***2001 APEC Economy Outlook*

APEC #201-EC-01.1      ISBN 9810448376      (Price: To be finalized)

*The New Economy and APEC, 2001*

APEC #201-EC-01.2      ISBN 9810450575      (Price: To be finalized)

**Sub-Committee on ECOTECH***2001 SOM Report on Economic and Technical Cooperation*

APEC #201-ES-01.1      ISBN 981044835X      (Price: Free)

**Group on Economic Infrastructure***Defining APEC Infrastructure Agenda, Proceedings of 2000 Infrastructure Dialogue*

APEC #201-GE-04.1      ISBN 9810441029      (Price: To be finalized)

**Energy Working Group***APEC Energy Statistics 1999*

APEC#201-RE-01.7      ISSN 0219-0842      (Price: To be finalized)

*APEC Energy Handbook 1999*

APEC#201-RE-03.2      ISBN 981-04-5018-4      (Price: To be finalized)

*APEC Energy Database 2001*

APEC#201-RE-07.1      ISBN 981-04-5019-2      (Price: To be finalized)

**Human Resource Development Working Group***APEC High Level Meeting on Human Capacity Building, Selected Documents, 2001*

APEC#201-HR-04.1      ISBN 981-04-5020-6      (Price: To be finalized)





**Total Sales Revenue (Estimated)**  
**For the Year 2001**  
**As at 30 September 2001**

	Jan-2001 S\$	Feb-2001 S\$	Mar-2001 S\$	Apr-2001 S\$	May-2001 S\$	Jun-2001 S\$	Jul-2001 S\$	Aug-2001 S\$	Sep-2001 S\$	Oct-2001 S\$	Nov-2001 S\$	Dec-2001 S\$	Total S\$
<b>Total Publications Sold</b>	14	12	42	48	32	28	18	12	68				274
<b>Gross Publication Sales</b>	\$ 429.00	\$ 315.50	\$ 895.50	\$ 1,136.50	\$ 812.50	\$ 800.50	\$ 569.50	\$ 405.50	\$ 1,108.50	\$ -	\$ -	\$ -	\$ 6,473.00
Credit Sales	\$ 305.00	\$ 95.00	\$ -	\$ 210.00	\$ 257.00	\$ 232.00	\$ 330.00	\$ -	\$ 105.00	\$ -	\$ -	\$ -	\$ 1,534.00
Distributors													
> Cyber Bookstore	\$ -	\$ 175.00	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195.00
> Australian Study Ctr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56.00	\$ -	\$ -	\$ -	\$ -	\$ 56.00
> Select Books	\$ 49.00	\$ 21.00	\$ 10.50	\$ -	\$ 45.50	\$ 458.50	\$ 59.50	\$ 59.50	\$ -	\$ -	\$ -	\$ -	\$ 703.50
> Other Distributors	\$ -	\$ 24.50	\$ -	\$ 836.50	\$ -	\$ -	\$ -	\$ 210.00	\$ 10.50	\$ -	\$ -	\$ -	\$ 1,081.50
Cash/Cheque	\$ 75.00	\$ -	\$ 885.00	\$ 90.00	\$ 510.00	\$ 110.00	\$ 160.00	\$ 80.00	\$ 993.00	\$ -	\$ -	\$ -	\$ 2,903.00
<b>Less</b>													
3% Commission	\$ 13.89	\$ 4.40	\$ -	\$ 8.48	\$ 11.66	\$ 10.55	\$ 13.91	\$ 2.67	\$ 4.81	\$ -	\$ -	\$ -	\$ 70.37
Discounts/Ecomz	\$ -	\$ 26.25	\$ -	\$ -	\$ -	\$ -	\$ 3.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29.25
<b>Net Sales Revenue</b>	\$ 415.11	\$ 284.85	\$ 895.50	\$ 1,128.02	\$ 800.84	\$ 789.95	\$ 552.59	\$ 402.83	\$ 1,103.69	\$ -	\$ -	\$ -	\$ 6,373.38

Note:

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

\* Discounts: One time discounts given to sale orders.

## Summary Statistics for the APEC Website

From 1 Jan to 30 Sept 2001 (March 2001 excluded\*)

### 1. General statistics (8 months)

Total successful requests: 17,519,553  
 Total data transferred: 99,464 MB  
 Average successful requests per day: 64,174  
 Average requests for pages per day: 7,891  
 Average data transferred per day: 373MB

### 2. Monthly Report (Requests for pages)

Jan 2001: 1,865,790  
 Feb 2001: 1,824,137  
 April 2001: 2,093,425  
 May 2001: 2,514,349  
 June 2001: 2,351,516  
 July 2001: 2,039,872  
 Aug 2001: 2,245,973  
 Sept 2001: 2,584,491

### 3. Top 10 Downloads

1. Getting Results for Business (1999) – 6263
2. APEC Energy Demand and Supply Outlook, September 1998 – 5743
3. Information & Guidelines for APEC 2nd Senior Officials' Meeting – 3031
4. 2000 APEC Economic Outlook – 1496
5. Towards Knowledge-based Economies in APEC – 1104
6. Guidebook on APEC Publications, Website and Meeting Documents – 1085
7. Key APEC Documents, 2000 – 1005
8. Update on Activities within APEC Fora (Feb Edition) – 1002
9. APEC Brochure 2001 – 979
10. Building the Future of APEC Economies – “Move Forward in the New Economy and Entrepreneurship” – 824

### 4. Top 10 Downloaded APEC Publications

1. Getting Results for Business (1999) – 6263
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10. APEC e-Commerce Readiness Assessment Guide – 804

\* The summary statistics of March 2001 was destroyed due to the harddisk crash.

**Revenue for Administration and Operational Accounts**  
**01 January to 31 August 2001**

	Amount USD	Total USD
<b>(1) 2001 Members' Contributions received as at 31 August 2001</b>		
Australia	224,000	
Brunei	50,000	
Canada	303,000	
Chile	50,000	
People's Republic of China	258,000	
Hong Kong, China	92,000	
Indonesia (Note 1)	25,000	
Japan	601,000	
Republic of Korea	198,000	
The Russian Federation	135,000	
Malaysia	50,000	
Mexico	0	
New Zealand	92,000	
Papua New Guinea	0	
Peru	50,000	
Philippines	50,000	
Singapore	92,000	
Chinese Taipei	158,000	
Thailand	50,000	
United States of America	601,000	
Viet Nam	50,000	<b>3,129,000</b>
<b>(2) Bank Interest (January - August 2001)</b>		<b>155,919</b>
<b>(3) Publication Sales (January - August 2001)</b>		<b>2,760</b>
<b>(4) Other Income (January - August 2001)</b>		<b>31</b>
<b>Total</b>		<b>3,287,710</b>

Note:

1. Partial payment with a balance of US\$25,000 yet to be received.

**Revenue for TILF Account  
01 January to 31 August 2001**

	<b>Total USD</b>
(1) 2000 Contribution received on 04 June 2001	4,186,126
(2) Bank Interest (January - August 2001)	334,457
(3) Other Income	728
<b>Total</b>	<b><u>4,521,311</u></b>

**Projects Financed by Central Fund**  
**Status of Approved Budget & Actual Expenditure (01.01.99 - 31.08.2001)**

	1999 Projects		2000 Projects		2001 Projects	
	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement
	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)
<b>A. <u>WORKING GROUPS</u></b>						
1. Agricultural Technical Cooperation	-	-	15,000	574	15,000	-
2. Energy	289,100	265,227	304,310	81,973	347,795	-
3. Fisheries	216,130	192,023	157,000	67,816	192,885	-
4. Human Resources Development	224,330	137,211	296,035	41,382	159,000	15,000
5. Industrial Science & Technology	313,050	152,341	26,530	10,314	37,990	11,350
6. Marine Resources Conservation	152,650	106,079	239,000	109,852	222,650	-
7. Small & Medium Enterprises	70,000	62,265	54,810	-	92,500	-
8. Telecommunications	266,900	226,430	176,000	141,312	172,464	26,580
9. Tourism	123,764	108,768	-	-	144,750	22,000
10. Trade and Investment Data	4,350	4,350	-	-	-	-
11. Trade Promotion	-	-	133,450	55,929	-	-
12. Transportation	185,300	182,090	283,300	234,030	68,405	9,849
<b>B. <u>COMMITTEES/AD-HOC GROUPS</u></b>						
1. Committee on Trade and Investment	227,475	189,775	204,025	61,986	19,525	-
2. Economic Committee	190,600	111,994	102,300	38,352	88,200	-
3. Ad Hoc Advisory Group on Gender Integration	-	-	64,330	39,012	155,730	24,141
4. Sub-Committee on ECOTECH	11,425	4,905	115,013	113,364	-	-
5. APEC Finance Ministers Process	25,658	17,881	135,530	66,998	149,590	20,655
6. Senior Officials' Meeting	136,200	122,967	12,000	-	-	-
<b>TOTAL</b>	<b>2,436,932</b>	<b>1,884,306</b>	<b>2,318,633</b>	<b>1,062,894</b>	<b>1,866,484</b>	<b>129,575</b>

Note : Ex-gratia payment of US\$50,000 for TPT 01/98 and US\$49,220 for EWG 07/99 were approved in Jul/Aug 2001 BMC Meeting

**Projects Financed by TILF Fund**  
**Status of Approved Budget & Actual Expenditure (01.05.99-31.08.2001)**

	1999 Projects		2000 Projects		2001 Projects	
	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement
	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)
<b>A. WORKING GROUPS</b>						
1. Agricultural Technical Cooperation	-	-	-	-	60,000	-
2. Energy	284,000	252,713	576,850	163,812	689,450	32,000
3. Fisheries	84,005	84,005	-	-	176,070	-
4. Human Resources Development	-	-	196,500	54,048	411,200	-
5. Marine Resources Conservation	-	-	149,100	-	149,100	-
6. Small & Medium Enterprises	424,753	169,378	-	-	226,490	-
7. Telecommunications	63,000	63,000	181,000	-	381,700	-
8. Tourism	-	-	-	-	245,100	-
9. Trade Promotion	-	-	18,000	14,000	156,956	-
10. Transportation	67,000	66,965	122,096 <sup>b</sup>	70,980	194,750	-
<b>B. COMMITTEES/AD-HOC GROUPS</b>						
1 Committee on Trade and Investment	2,915,019 <sup>a</sup>	1,706,537	1,522,732	400,262	3,081,186 <sup>c</sup>	244,964
2 Senior Officials Meeting	-	-	-	-	354,280	64,695
<b>TOTAL</b>	<b>3,837,777</b>	<b>2,342,598</b>	<b>2,766,278</b>	<b>703,102</b>	<b>6,126,282</b>	<b>341,659</b>

Note :

a An ex-gratia payment of US\$36,775 for CTI 02/99T was approved in Jul/Aug 2001 BMC Meeting.

b Additional funding of US\$8,346.00 for TPT 03/2000T was approved in Jul/Aug 2001 BMC Meeting.

c New funding of US\$27,000, US\$189,000 and US\$231,320 for CTI 28/2001T, CTI 29/2001T and CTI 30/2001T respectively were approved in Jul/Aug 2001 BMC Meeting.

## 2001 Administrative Account as at 31 August 2001

	Revised Budget ** US\$	Actual Expenditure US\$
<b>(1) TRAINING/SEMINARS</b>		
1.1 Course fees, registration fees and related items	10,000	2,457
<b>(2) PUBLICATIONS</b>		
2.1 Publication of APEC Literature (e.g. APEC Brochure)	65,000	21,172
2.2 Support for press media and outreach programs	10,000	3,992
2.3 APEC Communications & Outreach Strategy Study	50,000 *	50,000
	<b>125,000</b>	<b>75,164</b>
<b>(3) LIBRARY</b>		
3.1 Subscriptions (e.g. newspapers, journals, etc)	8,000	2,230
3.2 General reference books/Encyclopedia	3,500	257
3.3 Databases (electronic information)	20,000	6,261
3.4 CD ROMS and others	3,300	0
3.5 Scanning	17,400	0
	<b>52,200</b>	<b>8,748</b>
<b>(4) PUBLIC RELATIONS</b>		
4.1 Official functions/receptions	15,000	1,621
4.2 Others	8,000	2,747
	<b>23,000</b>	<b>4,368</b>
<b>(5) EQUIPMENT</b>		
5.1 Office equipment, furniture and fittings, etc.	80,000	32,809
<b>(6) TRAVEL</b>		
6.1 Exec-Director/Deputy Exec-Director	105,100	40,387
6.2 Professional Staff	426,400	164,643
6.3 Support Staff	51,300	11,765
6.4 Other related expenses	5,000	0
	<b>587,800</b>	<b>216,795</b>
<b>(7) PERSONNEL -SUPPORT STAFF</b>		
7.1 Recruitment costs	3,000	2,042
7.2 Salaries and bonus	750,000	403,586
7.3 Insurance	27,000	18,033
	<b>780,000</b>	<b>423,661</b>
<b>(8) RESEARCH AND ANALYSIS</b>		
8.1 Research	10,000	0
<b>(9) ADMINISTRATIVE SUPPORT</b>		
9.1 Communications	80,000	13,647
9.2 Professional Fees	9,500	2,855
9.3 Maintenance/Insurance of Vehicles	19,300	8,839
9.4 Stationery	17,000	8,076
9.5 Postage and courier charges	25,200	10,670
9.6 Office and Building maintenance	51,300	30,123
9.7 Others	16,000	6,962
	<b>218,300</b>	<b>81,172</b>
<b>(10) INFORMATION TECHNOLOGY</b>		
10.1 Operational Costs	55,000	28,795
10.2 Development Costs	30,000	7,177
10.3 Miscellaneous Expenses	5,300	1,632
	<b>90,300</b>	<b>37,604</b>
<b>Grand Total :</b>	<b>1,976,600</b>	<b>882,778</b>

\* Approved, SOM III September 2000

\*\* Approved in Jul/Aug 2001 BMC Meeting



**APEC Operational & Administrative Accounts :  
Uncommitted Reserves as at 31 August 2001**

	US\$
Uncommitted reserves as at 31 Dec 2000	1,864,906
<u>Add</u>	
Returned funding for expired 1999 projects (EWG 07/99, FWG 01/99, FWG 03/99, TEL 05/99 and CTI 06/99)	111,340
Amount set aside for urgent 2001 projects	500,000
Mid-year savings for 2001 Administrative Account *	125,700
Bank interest income (Jan - Aug 2001)	155,919
Net publications income (Jan - Aug 2001)	2,760
Other Income (Jan - Aug 2001)	31
<u>Less</u>	
Urgent 2001 projects approved at Mar 2001 BMC meeting (EWG 08/01, TEL 05/01, TEL 06/01, TWG 01/01, TWG 02/01, TWG 04/01, AGGI 02/01, AGGI 03/01 and FIN 05/01)	(366,644)
Ex-gratia payment * (EWG 07/99 and TPT 01/98)	(99,220)
<b>Uncommitted reserves as at 31 Aug 2001</b>	<b><u><u>2,294,792</u></u></b>

\* Approved in Jul/Aug 2001 BMC meeting

**TILF Special Account: Uncommitted Reserves as at 31 August 2001**

	US\$
Uncommitted reserves as at 31 Dec 2000 before approval of 2001 projects	7,030,850
<u>Add</u>	
Bank interest income (Jan - Aug 2001)	334,457
2001 TILF Contributions (Received 4 Jun 2001)	4,186,126
Returned funding for expired 1999 projects (EWG 03/99T, EWG 05/99T, SME 03/99T, TEL 03/99T, CTI 02/99T, CTI 06/99T, CTI 07/99T, CTI 08/99T, CTI 11/99T, CTI 15/99T, CTI 25/99T and CTI 32/99T)	311,217
Other Income	728
<u>Less</u>	
Funding of 2001 TILF Projects (approved MM, Nov 2000)	(3,609,780)
New funding for CTI 15/01T, CTI 16/01T, CTI 17/01T, SOM 01/01T and SOM 02/01T (approved intersessionally)	(530,980)
Additional funding for SOM 02/01T (approved BMC Mar 2001)	(87,000)
Urgent 2001 TILF projects approved at Mar 2001 BMC meeting (TWG 01/01T, TWG 02/01T, TWG 03/01T, TWG 04/01T, TWG 05/01T, CTI 18/01T, CTI 19/01T, CTI 20/01T, CTI 21/01T, CTI 22/01T and CTI 23/01T)	(915,170)
New funding for CTI 24/01T, CTI 25/01T, CTI 26/01T and CTI 27/01T (approved intersessionally)	(536,032)
Additional funding for TPT 03/00T *	(8,346)
Ex-gratia payment to CTI 02/99T *	(36,775)
New funding for CTI 28/01T, CTI 29/01T and CTI 30/01T *	(447,320)
<b>Uncommitted reserves as at 31 Aug 2001</b>	<b><u><u>5,691,975</u></u></b>

\* Approved in Jul/Aug 2001 BMC meeting