



Asia-Pacific
Economic Cooperation

APEC Senior Officials' Report on

Economic and Technical Cooperation 2012

Advancing Free Trade for Asia-Pacific Prosperity



**Asia-Pacific
Economic Cooperation**

**2012 Senior Officials' Report on
Economic and Technical Cooperation**

**SOM Steering Committee on Economic and Technical
Cooperation**

September 2012

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A Letter from the SCE Chair

It is with great pleasure that I present to you the 2012 SOM Steering Committee on ECOTECH Report.

The key focus of the SCE in 2012 was to achieve significant realignment with one of the organizing themes and priorities of the Manila Framework for Strengthening Economic Cooperation and Development of 1996, in which Ministers urged “Working Groups and other relevant APEC fora to coordinate with each other and integrate their work on cross-cutting issues to achieve focused outcomes and demonstrate breakthroughs in advancing the goals of APEC in the light of Part II of the Osaka Action Agenda...”

SCE found practical approaches in coordinating the work of related working groups and fora, harnessing and increasing APEC’s capacity for concerted actions when tackling the challenges of our times. The approach was manifested through a SCE-COW Policy Dialogue among related fora, the creation of a Framework that guides related fora in working on issues of common nature, and the creation of a Steering Council for Travel Facilitation Initiative to ensure better coordination of work.

In addition to seeking ways to enhance cooperation amongst the fora, the year 2012 has also been a highly productive year with considerable progress in many areas. We continued efforts to right-size ECOTECH foras. We strengthened accountability and communications by leveraging fora’s medium term-plan into strategic plan. We continued independent assessment of ECOTECH foras. More details on the key achievements over the past year are provided in this report.

As you will notice in this report, SCE and its sub-fora contributed greatly to APEC’s ECOTECH agenda in 2012; we could not have done so without the outstanding commitment, hard work and contributions of the sub-fora and all member economies in fulfilling APEC’s ECOTECH objectives. In particular, I would like to thank SCE members, especially the SCE Vice-Chair, Ambassador Gennady Ovechko, for their support during my chairmanship.

I would also like to take this opportunity to welcome China as the new Chair of SCE in 2013 and wish them well in guiding the SCE to meeting APEC’s ECOTECH goals over the coming year. I look forward to coordinating and working closely with China.

While considerable progress has been made, continued effort is warranted. Only with strong commitment from SCE members, we would be able to accomplish more work, deliver economic and technical co-operation, reduce economic disparities among APEC economies and improve the quality of economic growth in the region so that it will be more balanced, inclusive, sustainable, innovative, and secure.

Yours faithfully,



Ambassador Yuri Thamrin
Chair, SOM Steering Committee on ECOTECH

Executive Summary

In 2012, the SOM Steering Committee on Economic and Technical Cooperation (SCE) met on two occasions on the margin of SOM meetings to discuss, *inter alia*, strategic planning of sub-fora, improving coordination on cross-cutting issues, improving public communication by fora and continuation of past SCE priorities of streamlining and independent assessment. SCE also held the seventh SCE – Committee of the Whole (COW) meeting with Chairs and Lead Shepherds of APEC committees and fora to discuss various policy issues as well as a Dialogue on Food Security as a cross-cutting issue in APEC.

The Committee had strong performance in 2012, meeting all commitments outlined in its annual work-plan¹. Key achievements include the development of a “Framework to Discuss Cross-Cutting issues”, creating a Steering Council to guide APEC’s implementation of the Travel Facilitation Initiative and updating the SCE Terms of Reference. The SCE also instructed the Industrial Science and Technology Working Group to consider possible revision to its Terms of Reference in order to include the active participation of business and academia in order to build innovation policies on a market driven basis, this work was completed intersessionally.

SCE also considered and approved the annual work-plans of 15 working groups and task forces, endorsed the Terms of Reference for the Ocean and Fisheries Working Group and considered the revised Terms of Reference for the Health Working Group as well new Terms of Reference for the High Level Policy Dialogue on Agricultural Biotechnology. The SCE also considered the revised medium-term work plan of the Transportation Working Group.

SCE assessed and ranked all project proposals of SCE working groups/taskforces applying for APEC funding ahead of presentation to the Budget Management Committee (BMC).

Section 3 of this report provides a progress report on the APEC Growth Strategy. This update serves as the follow-up the Leaders’ request that Senior Officials conduct “annual progress reviews on APEC’s relevant work programs while finding ways to take stock of progress, and making any needed adjustments in the work programs to maximize APEC’s efforts to promote the Five Growth Attributes.”

Section 4 of this report highlights some of the projects undertaken by various SCE fora to support economic and technical cooperation. Notably, during the period from October 2011 to August 2012, APEC working groups and taskforces have registered 94 ECOTECH-related projects. These include 73 projects approved by the BMC for APEC funding and 21 self-funded projects initiated and implemented by individual economies and/or groups of economies. In addition, the SCE itself had one APEC funded project during this period.

Section 5 of this report outlines key achievements of the SCE fora and ongoing efforts to strengthen the implementation of APEC’s economic and technical cooperation.

¹ A copy of the 2012 Annual Work Plan is contained in Annex 1 to this report.

Recommendations

The following recommendations are proposed to the 24th APEC Ministerial Meeting (AMM):

1. Endorse the 2012 SOM Report on Economic and Technical Cooperation;
2. Welcome the progress of work on strengthening APEC ECOTECH activities and enhancing fora accountability and communications, in particular the development of the Framework to Discuss Cross-Cutting issues” and the Steering Council to guide APEC’s implementation of the Travel Facilitation Initiative;
3. Welcome the achievements of the Working Groups and SOM Task Forces and welcome the ongoing improvements that have been achieved through the Program of Independent Assessment of all SCE fora; and
4. Welcome 2012 contributions to the APEC Support Fund from Australia, Japan, Russia and the United States.

1. Introduction

In 1998, the SOM Sub-Committee on Economic and Technical Cooperation was established with the mandate to “assist SOM in improving the management and coordination of ECOTECH activities among APEC fora”. The Sub-Committee was later elevated to the SOM Committee on Economic and Technical Cooperation (ESC) in 2002. In 2006, as part of the APEC reform process, the ESC was transformed into the SOM Steering Committee on ECOTECH (SCE) with an enhanced mandate to strengthen the prioritisation and effective implementation of ECOTECH activities by various APEC fora. In 2009, SOM agreed to further strengthen SCE’s policy guidance role as recommended by SCE’s internal review, the Terms of Reference (ToR) of the SCE were revised in 2010 and again in 2012 to reflect the working arrangements of the Committee.

In 2012, the SCE was chaired by Ambassador Yuri Thamrin, APEC Senior Official from Indonesia. The Vice Chair of the SCE was Ambassador Gennady Ovechko, APEC Senior Official from Russia.

The Committee met on two occasions during the year to discuss:

- (a) strategic planning by sub-fora to better align APEC’s work with its overall vision and objectives;
- (b) improving coordination on cross-cutting issues;
- (c) improving public communication by fora;
- (d) continuation of past SCE priorities of streamlining and the conduct of independent assessments.

The first SCE meeting of 2012, along with the seventh annual SCE-COW meeting and a Policy Dialogue on Food Security as a cross-cutting issue in APEC, were held on 16 February 2012 in Moscow, Russia on the margins of SOM1 meetings.

The Policy Dialogue on Food Security as a cross-cutting issue in APEC was held to inject substantial discussion on the issue of Food Security among SCE-COW members. Members discussed ways to contribute to APEC’s goals and priorities and to coordinate ECOTECH objectives and priorities set by APEC’s Economic Leaders and Ministers. The Dialogue was also aimed at supporting Russia’s priority on Food Security and ensuring continuity of the Niigata Declaration on Food Security and the Niigata Action Plan. The Dialogue also discussed the many aspects and facets of Food Security in APEC, ASEAN and G20. SCE-COW members agreed on the need to coordinate among related members so to achieve cross-fertilization of issues, while taking into account the need to complement the work plans of fora that are related to Food Security.

The SCE-COW was attended by representatives of eleven fora and offered a time for open discussion with SCE members on a number of important issues that will help to guide the work of APEC in near future. The key outcome of these discussions was an agreement that all ECOTECH fora will develop a Strategic Plan to be completed in 2013. Another important discussion was on ways to encourage and support APEC sub fora in collaborating on issues that cut across the expertise of several working groups, specifically noting the Travel Facilitation Initiative approved in 2011 and sustainable development of oceans: discussions in this area were continued at SCE2.

Other issues discussed at these meetings included ways in which the APEC Secretariat communications team can help fora to publicize their work, endorsement of a minor amendment to the Guidelines for Lead Shepherd/Chair and Deputy Lead Shepherd/Chair of APEC Working Groups and SOM Task Forces to recognize that it is always the role of the APEC Secretariat Program Directors to take notes during meetings, and a proposal on promoting evidence based policy making to support regional economic integration and sustainable growth. The SCE also endorsed revised Terms of Reference for the Health Working Group and the medium term work plan of the Transportation Working Group.

The second SCE meeting of 2012 took place in Kazan, Russia on 31 May 2012 on the margins of the SOM2 meetings. During this meeting the SCE endorsed a new Framework to Discuss Cross-Cutting Issues to encourage fora to work together on issues that cut across the expertise of the various working groups and suggest ways in which this cooperation can take place. The SCE also endorsed the creation of a Steering Council for Travel Facilitation Initiative. During the SCE2 meeting, members discussed a proposal to transform the Industrial Science and Technology Working Group into a Policy Partnership on Innovation mandate to include the active participation of business and academia in order to build innovation policies on a market driven basis, ISTWG members were requested consider the changes required for this to take place at their next meeting in August, and submit the TOR to the SCE for intersessional approval. The SCE also endorsed revised Terms of Reference for the OFWG, agreed to extend the MTF mandate for an additional three years (2012-2014), and endorsed the 2012 Annual Work Plans of the EGILAT, OFWG and EPWG.

With the endorsement of the five medium term ECOTECH priorities in the Framework to Guide APEC ECOTECH Activities in 2010, this report includes a summary of the work undertaken in 2012 on the implementation of these priorities. During the period from October 2011 to August 2012, APEC committed to fund a total of 74 ECOTECH projects proposed by the SCE and its fora. In addition, 20 projects initiated and self-funded by individual member economies or group of economies were undertaken to advance work in priority areas and support economic and technical cooperation in APEC.

There were 9 additional ECOTECH projects from other Committees of APEC: 6 projects from the Committee on Trade and Investment (CTI), 2 projects from the Economic Committee (EC) and 1 project from the Senior Officials Meeting (SOM), all of which received funding from the APEC Support Fund. The outcomes of these projects will be reported in the reports to Leaders and Ministers from the respective forum.

2. 2012 Highlights and Priorities

2.1 Strengthening ECOTECH activities in APEC

Two main threads of work supported this key agenda of SCE in 2012. One was a continuation of the work done in 2011 to reform APEC structures and seeking ways to enhance cooperation amongst the fora. The other was addressing the issues of accountability and communications to increase the responsiveness of APEC fora to the overall goals and objectives of APEC as set by Leaders and Ministers.

a. SCE Fora Reform

Focusing on Intensive Cooperation to Foster Innovative Growth

Following on the success in 2011 where significant changes were made to the organizational structure of APEC's ECOTECH fora, the SCE continued discussions in 2012 to continue to seek ways to adopt a more strategic and holistic approach to ECOTECH activities, focusing APEC resources on achieving the outcomes most important to its members and maximizing APEC's contribution to the region.

One of the four key priorities of APEC in 2012 is Intensive Cooperation to Foster Innovative Growth, and in line with this priority, the SCE discussed a proposal from Russia that would enhance the agenda of the Industrial Science and Technology Work Group to include a broader focus on innovation by amending the mandate to become a Policy Partnership on Innovation.

The proposed Policy Partnership on Innovation is an expansion of the current ISTWG to include the active participation of business and academia in order to build innovation policies on a market driven basis.

Strategic Planning to Align the Work of Fora with Overall APEC Objectives

In 2011 the SCE with the support of the APEC Technical Assistance and Training Facility (TATF) developed a Strategic Planning Process Guide to help working groups map out how they will reach their goals and objectives. The strategic plan for the working group will establish a foundation so that all of APEC knows what is planned and what is expected of the working group. On the margins of both SOM1 and SOM2 a consultant was made available to ECOTECH fora to help them with the development of a strategic plan and assist in the strategic planning exercise of leveraging medium-term work plans into strategic work plans. The SCE agreed that all ECOTECH fora will develop a strategic plan, submit a written update at SCE2 in 2013 and submit the final strategic plan before CSOM 2013, with the view of presenting it at SCE-COW 2014.

Renewing the Mandate of the Mining Task Force (MTF)

SCE members discussed the importance of mining to APEC economies and the contributions that the MTF can make to APEC's agenda and the region. While concerns had been expressed in 2011 about the effectiveness of the MTF in meeting APEC objectives, several economies noted that the current status of the MTF as a task force having to seek a renewed mandate every two years may be limiting its ability to be effective. SCE members endorsed an MTF mandate extension for a period of three years (2012-2014) noting that SCE is willing to consider a formal proposal to change the MTF status into a working group at a future meeting.

Renewing the Mandate of the Counter-Terrorism Task Force

In August 2012 the Counter-Terrorism Task Force submitted a request for a two year mandate extension during the month of August 2012. This request was considered and endorsed by the SCE intersessionally.

Terms of Reference for the High Level Policy Dialogue on Agricultural Biotechnology (HLPDAB)

During 2011 the SCE discussed a possible merger between the High Level Policy Dialogue on Agricultural Biotechnology and the Agricultural Technical Cooperation Working Group. During these discussions it was noted that the HLPDAB did not have any Terms of Reference which could help members to gauge the level of mandate overlap that exists between the groups. The outcome of this discussion was a request to the HLPDAB to develop a set of Terms of Reference for delivery to the SCE in 2012. The requested Terms of Reference were developed by HLPDAB members and approved by SCE and SOM intersessionally following SCE2. These Terms of References are attached as Annex 3.

b. Coordination Among APEC Fora

Framework to Discuss Cross-Cutting Issues

The SCE-Chair presented a framework which outlines a number of processes in which issues that have a natural home in many APEC fora can be discussed or coordinated between the fora. The Framework describe the various processes that are commonly practiced in APEC, such discussion at the SCE-COW or policy dialogues, joint meetings, activities or projects, or through intersessional communication. The SCE endorsed the framework (Annex 4) and noted that it matches well with the emphasis being placed on strategic planning and ensuring that APEC work is effective. Members also cautioned that care will need to be taken in implementing these measures to ensure that each forum is enabled to provide unrestricted contributions.

The document will be further distributed to SCE fora to serve as is a living document that guide SCE fora when working on cross-cutting issues identified by Leaders, Ministers, and Senior Officials, to ensure alignment with APEC's overall goals and objectives.

Creation of a Travel Facilitation Initiative Steering Council

The United States presented a proposal to create a Steering Council to coordinate, guide and report on the work being undertaken within APEC towards the Travel Facilitation Initiative (2012/SOM2/SCE/011). The proposal was endorsed by the SCE. A member economy noted the importance of the Steering Council providing updates to both SCE and CTI given the involvement of sub-fora under both groups. It was also agreed that the United States would take on the coordination role for the TFI Steering Council and that should the SCE fora involved in the TFI not appoint a representative to the Steering Council, the SCE will assume that this role is to be taken by the Chair of the forum involved.

Promoting Blue Economy Initiatives

Indonesia presented a concept paper on "Promoting Blue Economy Initiatives to Strengthening Food Security Linked to Climate Change in the Asia-Pacific Region" (document 2012/SOM1/SCE/005) as a way to mainstream ocean issues, address all elements for achieving sustainable development of oceans and marine resources, and in supporting regional economic integration in line with the Leaders' Growth Strategy. The APEC Ocean Related Mapping Exercise (2012/SOM2/SCE/012) was also presented to emphasize the importance of this issue as

cross-cutting. SCE considered “Promoting Blue Economy Initiatives” as a cross-cutting issue that will be further elaborated and agreed to further discuss the development of the issue within APEC.

c. Fora Accountability and Communications

Strategic Planning

The key outcome of the SCE-COW meeting was an agreement that all ECOTECH fora will develop a Strategic Plan to be completed in 2013. This follows on the work of the SCE and the Executive Director of the APEC Secretariat in 2011 to help fora better align their work plans with APEC’s overall vision and objectives. SCE-COW agreed that all ECOTECH fora develop a strategic plan, submit a written update at SCE2 in 2013 and submit the final strategic plan before CSOM 2013, with a view to presenting it at SCE-COW 2014.

The development work on this guide was led by the APEC Technical Assistance and Training Facility (TATF) and provided a consultant to hold a series of meetings with chairs and lead shepherds consultations on how to develop a strategic plan and to attend the meetings of a significant number of fora to provide specific advice and assistance to the strategic planning exercise of leveraging medium-term work plans into strategic work plans.

The SCE welcomed the idea of SCE applying strategic planning to coordinate cross-cutting issues. SCE identified cross-cutting issues which may benefit from a strategic planning exercise such as food security, disaster management, Travel Facilitation Initiative, blue economy and on advancing science and technology.

Supporting Public Communications by APEC Fora

In order to help fora with their communications activities, the Director of the APEC Secretariat Communications and Public Affairs Unit presented to the SCE-COW on ways that the Secretariat can support public communications and outreach activities by fora. The presentation included the kind of support provided by the unit as well as Program Directors and noted the importance of aligning the public messages from fora with APEC’s ECOTECH and broader annual priorities.

Guidelines for Lead Shepherd/Chair and Deputy Lead Shepherd/Vice-Chair of APEC Working Groups and SOM Task Forces

The SCE endorsed a change to the Guidelines for Lead Shepherd/Chair to clarify that it is always the role of Program Directors to take notes at APEC meetings. The revised policy is contained in Annex 5.

2.2 Independent Assessment of SCE Fora

In 2012, the SCE conducted four independent assessments involving of five working groups and task forces: a joint assessment of the Agricultural Technical Cooperation Working Group and the High Level Policy Dialogue on Agricultural Biotechnology and individual assessments of the Anti-Corruption and Transparency Working Group, the Telecommunications and Information Working Group and the Policy Partnership on Women and the Economy. The SCE’s decisions related to the independent assessment of these groups are set out respectively in Annexes 6, 7, 8 and 9. All groups were requested to implement SCE’s decisions and report progress regularly to SCE.

The Committee received reports on the implementation of the independent assessment recommendations from the Emergency Preparedness Working Group, Small and Medium Enterprises Working Group, Ocean and Fisheries Working Group, and the Mining Task Force.

The SCE also commenced the review of five other fora including the Energy Working Group, Industrial Science and Technology Working Group, Experts Group on Illegal Logging and Associated Trade and Counter Terrorism Task Force. Independent assessments will be conducted for these fora in 2013.

During 2012 the SCE undertook a survey of the consultants who have conducted previous assessments, APEC economies and sub-fora Chairs and Lead Shepherds on ways to improve the process of independent assessments. Recommendations were provided for the APEC Secretariat, the SCE and sub-fora Chairs/Lead Shepherds.

At SCE1 the APEC Secretariat provided a response to the recommendations and proposed way forward to implement the recommendations. This plan was endorsed by SCE members and the recommendations implemented as possible for the 2012 assessments. The recommendations for the APEC Secretariat included: creating a package of background materials for assessors and sub-fora Chairs/Lead Shepherds; a document setting out roles and responsibilities during an assessment; creating a report template/guidance on key components for assessors. The SCE also endorsed the recommendation that the incoming SCE Chair economy will be the key point of contact for assessors. The incoming SCE Chair economy will help communicate the expectations of the SCE to the assessor.

2.3 APEC Support Fund

In 2004, Ministers endorsed the Australian proposal to set up the APEC Support Fund (ASF) to serve as a flexible funding mechanism to complement the existing Operational Account (OA) and Trade and Investment Liberalisation Fund (TILF) for meeting capacity building needs for APEC developing economies in APEC's agreed high priority sectors for economic and technical cooperation. Since its inception, the fund has received contributions from many economies including Australia; China; Hong Kong, China; Japan; Korea; Russia; Chinese Taipei; and the United States. This has significantly boosted resources available to build capacity in the region for economic and technical cooperation activities.

Contributions to the ASF in 2012 were received from Australia, Japan, Russia and the United States.

In December 2011, Australia provided a contribution to the 2012 ASF General Fund of AUD1.5 million (USD1,539,900), this was part of the AUD10.1 million provided in the years 2008-2013 under a Memorandum of Understanding (MOU) with the APEC Secretariat which was revised in 2011.

Thus far in 2012 Japan has provided funds for the ASF totaling JPY87,480,000 (USD1,045,786). These funds were designated for ASF Sub-Fund D - Energy Efficiency.

In August of 2012 Russia provided the remaining funds from their 2011 MOU with the APEC Secretariat to provide US\$3 million over two years for the ASF. A total of USD2 million was provided split evenly between Sub-Fund A – Human Security and Sub-Fund C – Science and Technology.

Under a grant agreement from 2009, the United States committed USD392,000 for ASF Sub-Fund D – Energy Efficiency which was drawn down in May 2012.

From October 2011 to September 2012, the ASF funded 69 ECOTECH capacity-building projects in wide range of areas such as food security, emergency preparedness, avian influenza and harmonization of standards.

3. Progress Review of the APEC Growth Strategy

In 2010 APEC Economic Leaders agreed upon a Growth Strategy to improve the quality of economic growth in the region so that it will be more balanced, inclusive, sustainable, innovative, and secure. In the Leaders statement on this strategy it was requested that APEC Senior Officials conduct “annual progress reviews on APEC’s relevant work programs while finding ways to take stock of progress, and making any needed adjustments in the work programs to maximize APEC’s efforts to promote the Five Growth Attributes”.

SCE sub-fora have undertaken work to promote all five growth attributes during 2012. In particular Sustainable Growth, Inclusive Growth, and Secure Growth each form an aspect of APEC’s medium term ECOTECH priorities, structural reforms that will gradually unwind imbalances a raise potential outputs is an important component of Balanced Growth and is also a medium term ECOTECH priority.

Balanced Growth

In the area of balanced growth APEC Leaders have stated that they “seek growth across and within our economies through macroeconomic policies and structural reforms that will gradually unwind imbalances and raise potential output. Two SCE sub-fora reported activities in 2012 which support this priority.

The Mining Task Force reported contributing to APEC’s work in the area of balanced growth through a self-funded study on the impact of EU nickel compounds’ classification on APEC economies. An APEC publication was issued containing the report of the study.

The Human Resources Development Working Group (HRDWG) also reported efforts in this area through work on a number of projects to define and renew the way that higher education is measured and taught across APEC economies. Specific areas of focus include maths and language education.

Inclusive Growth

In the area of inclusive growth APEC Leaders have stated that they “seek to ensure that all our citizens have the opportunity to participate in, contribute to, and benefit from global economic growth.” Five SCE sub-fora reported activities in 2012 which support this priority.

The Health Working Group (HWG) continued work in 2012 in the area of strengthening health systems through an APEC Non-Communicable Disease Action Plan which is currently in the implementation phase and which will be reported separately to AMM. The HWG has also begun a new initiative on Mother and Child Welfare for the protection of women’s health and lowering infant mortality rates.

In 2012 the MTF held a workshop under the ongoing project “Capacity Building of Mining Stakeholders in APEC Economies on Corporate Social Responsibility (Phase 2)” to enhance understanding and encourage the practice of sustainable development in the mining sector by providing a multi-stakeholder, stage-by-stage approach to CSR in mining by conducting the train-the trainer program designed during Phase 1.

The Ocean and Fisheries Working Group (OFWG) is holding the “13th APEC Round Table Meeting on the Involvement of the Business/Private Sector in the Sustainability of the Marine Environment.” Recognizing the great importance to business and industry of oceans and coasts, this projects gives representatives from the private sector, academia, NGOs and other stakeholders an opportunity to share views with government officials on public marine affairs and on shaping ocean and coastal management.

HRDWG efforts in the area of inclusive growth are focused on two areas. The first is entitled “Advancing Inclusive Growth through Social Protection” and focusses on capacity-building capacity for strong social safety nets to ensure that the economic benefits gained via globalization are broadly shared and will result in increased public support for regional trade and investment. The second is a project focused on decent work during/after maternity and childcare leave. This project aims to supply economies with recommendations to provide such work and will reinforce the cross-cutting nature of gender activities.

The Small and Medium Enterprises Working Group (SMEWG) also reported work on inclusive growth through their project on Business Ethics Capacity Building for SME’s in the medical devices, construction and bio-pharmaceutical sectors. Work on this project has been focused on helping APEC economies draft voluntary codes of ethics for the medical and bio-pharmaceutical sectors.

The Telecommunications and Information Working Group (TEL) held a seminar in 2012 on ICT Applications for People with Special Needs (seniors and people with Disabilities), the final outputs of the project are expected by the end of 2012 and will address the issues restricting the development of ICT applications for people with special needs in order to enable them to bridge the digital divide.

The Tourism Working Group (TWG) held a Conference on Enhancing Tourism and Air Connectivity in the Asia-Pacific Region. The conference aimed to closely integrate and align the tourism and air transport policies to enhance and facilitate regional integration.

Sustainable Growth

In the area of sustainable growth APEC Leaders have stated that they “seek growth compatible with global efforts for protection of the environment and transition to green economies.” Seven SCE sub-fora reported activities in 2012 which support this priority.

The Industrial Science and Technology Working Group (ISTWG) project entitled “APEC Network Building: Applied Space Technology Centres” seeks to enhance transfer of satellite technologies to APEC developing economies through the application of satellite data for monitoring in order to lead to a synergy effect in “economic development, and improvement of governance on all levels. In particular, remote methods are used for precise control such as: forests protection and support of measures against climate change - illegal logging identification; forest fires monitoring”. The ISTWG also continued work on two projects from 2011 on climate change adaptation and using climate information for decision making in agriculture.

The SMEWG is currently undertaking work towards a Green Technology Initiative which seeks to develop a technology and business network in 2012, and will host a two-day conference promoting study on the state of the art of green technology and green technology database support system among APEC SME policy development officials and SME employees. The SMEWG also held a second “Green Initiative Workshop” in conjunction with the 34th SMEWG Meeting. The workshop provided a venue for member economies to share their Green Action Plans (GAPs) and

best practices, as well as an opportunity to discuss future plans and identify areas of cooperation among APEC economies.

The Ocean and Fisheries Working Group (OFWG) continued its project on “Potential Contribution of Small Pelagic Fish to Food Security within Asia Pacific Region.” The project is aimed at contributing to long-term food security by offering a sustainable source of high-quality protein at low cost.

Many Energy Working Group (EWG) projects have focused on improving the quality of life by investigating better technology that enhances the environment through measures such as low-carbon cities, energy efficiency, green transport, electric vehicles, smart grids, renewable energy, lean utilization of coal, natural gas, unconventional gas, and even marine current energy and nuclear energy among others. New EWG projects will also seek to reinforce a better quality of life for APEC economies and a better environment for the region. The EWG is also working on the Energy Smart Communities Initiative, which has four key components – Smart Transport, Smart Buildings, Smart Grids and Smart. There are also two cross-cutting elements – Low Carbon Model Towns (LCMT) and a Knowledge Sharing Platform.

The Transportation Working Group (TPTWG) worked on Phase 2 of a 2011 project on Sustainable Intermodal Transportation, which examines short sea shipping to improve intermodal efficiency and reduce pollution, congestion, fuel costs and greenhouse gas emissions.

The TWG will hold a workshop on the margins of the Global Eco Asia-Pacific Conference to be held in Cairns, Australia in mid-October 2012. At the workshop, the TWG will consider the initial findings of the research report on best practice for sustainable tourism. A final report will be produced and published by the end of 2012.

The HRDWG held a symposium on Human Capital Policies for Green Growth and Employment on March 20-21, 2012. The project aims to adjust training, education, and development policies for sustainable/ green/ energy efficient growth and employment through a survey of member economies. The proposed project examined the status of policies within APEC economies to adjust training, education, and development policies through a survey of member economies.

Innovative Growth

Innovative Growth, which seeks to create an economic environment that promotes innovation and emerging economic sectors, was supported by the work of five SCE sub-fora in 2012. This area of the growth strategy also formed an APEC annual priority for 2012.

The ISTWG conducted work in 2012 to help foster an enabling environment for innovation through the creation of an APEC Co-Incubation Network which seeks to integrate the technology innovation and economy development: to push the technology and market collaboration among companies and incubators in APEC member economies by generating an internal network with policies and resources equally shared among incubators and companies; to provide soft landing services, improve the business environment to ease the way of doing business for small technology companies by providing networked incubation services; to promote human resources development by encouraging entrepreneurship and creating new jobs. The ultimate outcome is to form a system that will further promote the innovation, regional economic integration and entrepreneurship, based on a view of technology-based small companies.

The OFWG completed the “Seminar on Satellite Data Application for Sustainable Fishery Support in APEC” and published the final report in 2012. The project served to improve the capacity of APEC developing economies in the application of satellite data for sustainable fishery support,

marine biodiversity conservation, and recognition of interaction between climate change and fisheries.

The SMEWG worked on ways to enhance the prospect for innovation, job creation, economic growth, and business opportunities in the APEC region through two conferences held in June to share start-up policies and best practices to promote entrepreneurship in the APEC region.

The Agricultural Technical Cooperation Working Group (ATCWG) undertook a number of projects in 2012 focused on improving food security in the APEC region including through innovation to increase food productivity.

The HRDWG has developed a project in 2012 which will examine Entrepreneurship Skills Development for the Unemployed by developing an APEC basic entrepreneurial training courses (incl. long distant version) and holding an APEC Workshop-training to discuss and improve findings, select the best relevant practices and prepare pilot master-trainers in APEC economies.

The Tourism Working Group (TWG) is currently working on a project on Creating Business Growth Opportunities in the New APEC Economy. This project will develop a set of policy recommendations for APEC economies for overcoming impediments to travel and tourism growth in the region and how to take advantage of the opportunities, including through technology and innovative tourism policy

Secure Growth

Secure Growth, which seeks to protect the region's citizens' economic and physical well-being and to provide the secure environment necessary for economic activity, was supported by the work of eleven SCE sub-fora in 2012.

As a joint effort between the EPWG and the SMEWG, work has begun in 2012 on a multi-year project to enhance SMEs' resiliency to natural disasters. The project will be implemented through three phases: 1) a survey to assess the status of business continuity plans in the APEC region; 2) holding of a Focal Point Network Meeting and an Expert's Meeting; and 3) hold a "Symposium on Promoting Business Continuity Plans to Enhance SMEs' Participation in Global Production Chains".

The ATCWG continued efforts to implement the Niigata APEC Action Plan on Food Security and the ATCWG 2010-2015 work plan to strengthen regional food security. The Asia-Pacific Food Security Information Platform was successfully launched in 2012. ATCWG Projects conducted in 2012 examined other issues affecting food security including Ease of Doing Business in the Agricultural Sector, technology transfer in the agricultural sector, plant biotechnology, a feasibility study on establishing the APEC Food Emergency Response Mechanism, symposium on Climate Change: Adaptation Strategies with Mitigation Potential for Food and Water Security use of indigenous vegetables, food safety and good animal husbandry practices, workshop on the Application of Remote Sensing and GIS Technology on Crops Productivity among APEC Economies, and an International Conference on Natural Resources and Infrastructure Management for Agriculture.

The EWG conducted work in the area of energy security, principally through the Energy Security Initiative (ESI) through which members address short and long term energy security challenges in a sustainable manner in APEC. The ESI comprises a series of short-term measures to respond to temporary energy supply disruptions and longer-term policy responses that are practical and achievable to address the broader challenges facing the region's energy supply. The 10th Energy

Ministerial Declaration issued in 2012 was entitled "Energy Security: Challenges and Strategic Choices", underlining the importance of energy security issues.

The HWG has developed the APEC Action Plan to reduce the economic burden of NCD disease in the region through sharing best practices and the establishment of innovative public-private partnerships for the prevention and control of non-communicable diseases. Work completed in 2012 included the development of the APEC NCD Action Plan Implementation Template which has been completed by a number of economies. In 2012, APEC economies have also begun work to address priority health issues and their economic challenges including Maternal Newborn and Child Health (MNCH) which will provide a significant social and economic return to economies, reducing the economic burden of disease, stimulating growth, increasing productivity, and transforming health "as a cost" to an economic asset and driver of growth.

The OFWG conducted a self-funded project entitled "Seminar on Sharing the Experiences of Mitigating the Impact of Extreme Climate on Aquaculture and Fisheries," which allowed APEC economies share experiences to better understand, prepare for, and respond to changing climate conditions and thereby reduce negative effects on aquaculture and fisheries.

In 2012 the TPTWG completed its work on the Port Security Visit Program which has successfully met all its objectives. The TPTWG has also continued implementation of a number of projects focused on security and safety of transportation and transportation infrastructure.

The TELWG has implemented a project on "Application of ubiquitous information & communications technologies (ICT) for customized management in emergency situations".

In 2012 the Anti-Corruption and Transparency Working Group (ACT) implemented two projects enhancing APEC work in the area of Secure Growth. The first was a workshop on "Effectively Combating Corruption and Illicit Trade through Tracking Cross-Border Financial Flows, International Asset Recovery and Anti-Money laundering Efforts: Its Impact on Poverty Reduction and Economic Growth. A seminar for the second project, entitled "Implementation of the APEC Code of Conduct for Business (Integrity and Transparency Principles of the Private Sector)", will take place in September 2012. The ACT has also begun working on a Multi-Year Project on "Capacity Building Workshops on Designing Best Models on Prosecuting Corruption and Money Laundering Cases Using Financial Flow Tracking Techniques and Investigative Intelligence for Effective Conviction and Asset Recovery to Promote Regional Economic Integration" which will be implemented from 2012 to 2016.

The Counter Terrorism Task Force (CTTF) is undertaking several capacity building initiatives in each of the four cross-cutting activity areas of the APEC Counter-Terrorism and Secure Trade Strategy: Secure Supply Chains, Secure Travel, Secure Finance, and Secure Infrastructure. Projects undertaken in 2012 in these areas include: preparation of a multi-year project on Trade Recovery Communications Mechanisms; holding of a 3rd workshop on Air Cargo Security; three self-funded APEC workshops that will be implemented jointly with the TPTWG (Bus Anti-Terrorism Workshop, canine screening and aviation security workshop, and a workshop on low cost/no cost aviation security and checkpoint optimization capabilities); a joint BMG-CTTF project proposal to develop characteristics for Trusted Traveler" programs; a work program focused on preventing Designated Non-Financial Businesses and Professions (DNFBPs) from being misused for terrorist financing; anti-money laundering and improving governance in Southeast Asia; Major Event and Tourist Security.

The HRDWG is implementing a project on Emergency Preparedness Education to develop the teaching program against disasters for schools. HRDWG is also implementing a project on

“Building natural disaster response capacity – sound workforce strategies for recovery and reconstruction” with a view to sharing knowledge on the design and effect of different approaches taken by government, business and community stakeholders to maintain employment and support recovery in various disaster situations.

Recognizing safety as a part of the tourist product and signifier of a higher quality of tourist service, the TWG worked on an APEC Guidelines on Ensuring Tourist Safety in consultation with CTTF. TMM7 endorsed the Guidelines and further encouraged members to consider practical and focused action to implement the provisions of the Guidelines

4. APEC Projects in Action

With the endorsement of the new Framework to guide ECOTECH activities in APEC, from 2010, SCE reports annually against the five medium-term priorities. These priorities for APEC's economic and technical cooperation are:

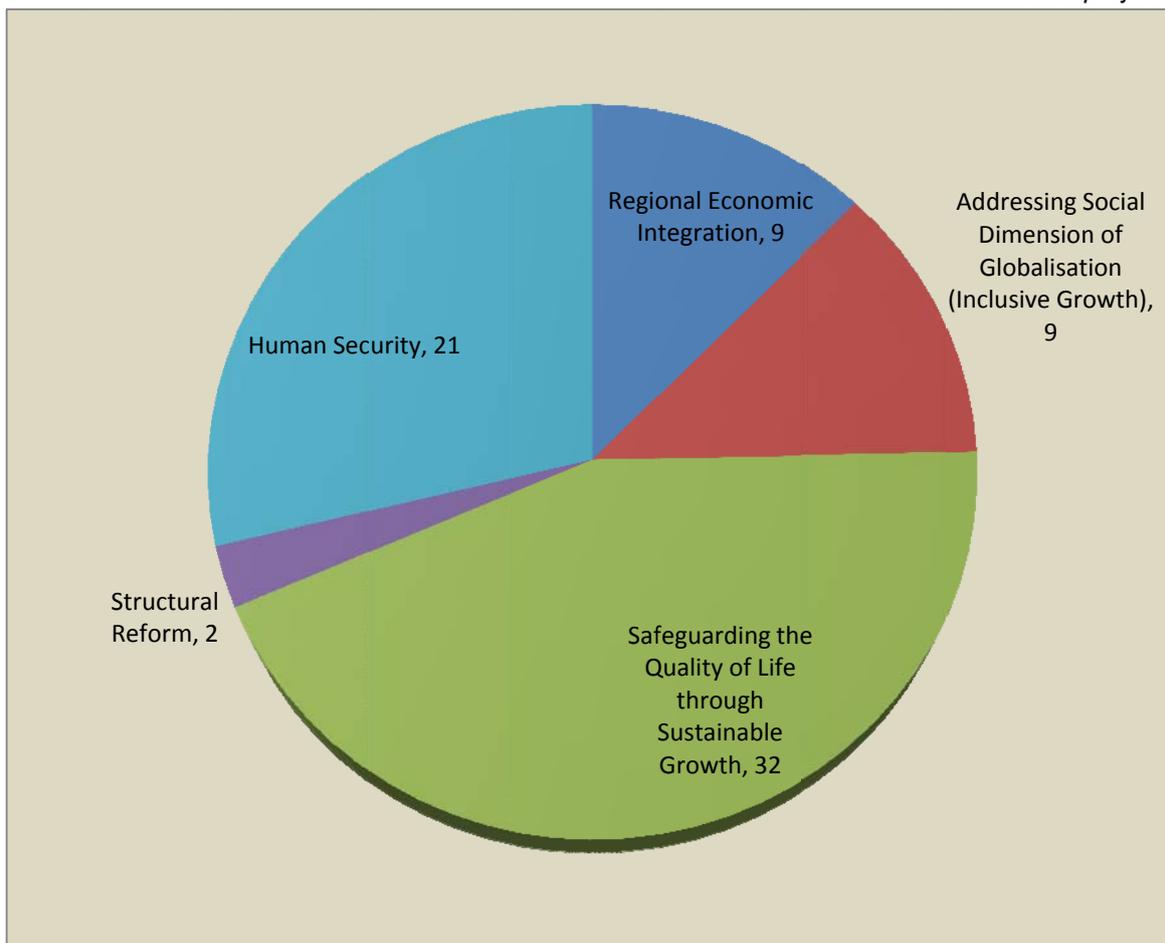
- Regional Economic Integration;
- Addressing Social Dimension of Globalisation (Inclusive Growth);
- Safeguarding the Quality of Life through Sustainable Growth;
- Structural Reform; and
- Human Security.

During the period from October 2011 to August 2012, APEC committed to fund a total of 74 ECOTECH projects proposed by the SCE and its fora. Out of the 74 projects, 4 projects received funding from the TILF Special Account, 10 projects were funded by the OA and 60 projects by the ASF. In addition, 21 projects initiated and self-funded by individual member economies or group of economies were undertaken to advance work in priority areas and support economic and technical cooperation in APEC. There were also 9 additional ECOTECH projects from other Committees of APEC: 6 projects from the CTI, 2 projects from the EC and 1 project from the SFOM, all of which received funding from the APEC Support Fund. The outcomes of these projects will be reported in the reports to Leaders and Ministers from the respective forum.

The following section highlights projects/activities undertaken by various SCE fora to support economic and technical cooperation. Projects approved for APEC funding during the period from October 2011 to August 2012 are summarized in the following charts; self-funded projects are not included in the data unless specifically noted, the SCE project for the independent assessment of SCE fora has also been excluded where necessary as it could not be classified into one of the ECOTECH priority areas.

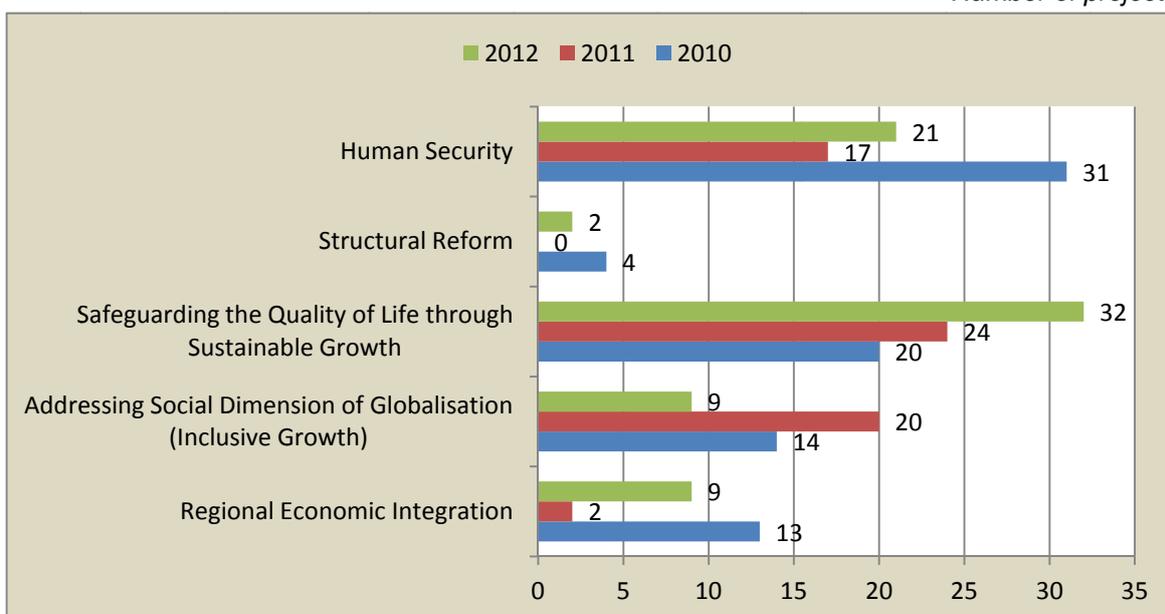
ECOTECH Projects by Priorities (period 10/2011 – 08/2012)

**Number of projects*



ECOTECH PROJECTS BY PRIORITIES 2010 – 2012²

**Number of projects*



² APEC’s medium term ECOTECH priorities were set in 2010

NUMBER OF APEC FUNDED PROJECTS INITIATED BY SCE FORA UNDER EACH ECOTECH PRIORITY WORK STREAM (10/2011 – 08/2012)

APEC Forum	ACT	ATCWG	EWG	EGILAT	EPWG	HWG	HRDWG	ISTWG	OFWG	PPWE	SME	TEL	TWG	TPTWG	CTTF	MTF	Total
Priority Work Stream																	
Regional Economic Integration			1				2	1			1			4			9
Addressing Social Dimension of Globalisation (Inclusive Growth)			1			1	2	1			3					1	9
Safeguarding the Quality of Life through Sustainable Growth		1	21					4	1		2	1	1	1			32
Structural Reform							2										2
Human Security		5			1	9	3					1		1	1		21

SUMMARY OF ECOTECH PROJECTS CONDUCTED BY SCE FORA ACCORDING TO FUNDING SOURCE (10/2011 – 08/2012)

APEC Forum	ACT	ATCWG	EWG	EGILAT	EPWG	HWG	HRDWG	ISTWG	OFWG	PPWE	SME	TEL	TWG	TPTWG	CTTF	MTF	SCE	Total
Source of Funding																		
Operational Account			4				1		1		2			1			1	10
APEC Support Fund		6	19		1	10	7	6			4	2	1	2	1	1		60
TILF Special Account							1							3				4
Self-Funded					2		4	1	3			7			4			21
Total	0	6	23	0	3	10	13	7	4	0	6	9	1	6	5	1	1	95

a. Funding criteria for all APEC projects

The introduction of holistic funding priorities is designed to ensure that all proposals are prioritized in line with APEC Leaders' and Ministers' instructions, and that there is a common basis for making funding decisions given that the demand for project funding significantly exceeds the supply.

In 2009, SCE took the first step to strengthen the SCE Policy Criteria by replacing the old six-tier ranking framework with the new four-tier rankings based on the nexus between the project proposal and the achievement of APEC's core objectives. In 2010 the SCE oversaw the creation of a uniform set of funding criteria for all of APEC regardless of the originating forum, the CTI and EC were also involved in the development of these funding criteria. These criteria are aligned with the APEC medium-term ECOTECH priorities, but are reviewed and revised each year to meet Leaders' and Ministers' instructions and APEC annual objectives. The 2012 funding criteria are attached as Annex 8.

5. Implementation of the APEC Medium-term ECOTECH Priorities

Section 3 of this report contains a progress review of the implementation of the APEC Growth Strategy and provides a breakdown of the activities of APEC sub-fora contributing to the five growth attributes. Also noted in the APEC Growth Strategy Review is that the five growth attributes sought by APEC coincide significantly with the five medium-term ECOTECH priorities. In order not to duplicate the information already provided, this current section will only highlight the 2012 implementation of the ECOTECH priority of Regional Economic Integration, the one priority area not already discussed with the APEC growth strategy. A brief summary of the four ECOTECH priorities already covered previously:

1. *Addressing Social Dimension of Globalization (Inclusive Growth)*: Seven (7) groups (HWG; HRDWG, MTF, OFWG, SMEWG, TEL, TWG) reported activities supporting this priority area.
2. *Safeguarding the Quality of Life through Sustainable Growth*: Seven (7) groups (ISTWG, SMEWG, OFWG, EWG, TPTWG, TWG, HRDWG) reported activities supporting this priority area.
3. *Structural Reform*: Two (2) groups (HRDWG, MTF) reported activities supporting this priority area.
4. *Human Security*: Twelve (12) groups (EPWG, SMEWG, ATCWG, EWG, HWG, OFWG, TPTWG, TEL, ACT, CTF, HRDWG; TWG) reported activities supporting this priority area.

a. Regional Economic Integration

Activities to support regional economic integration occur across many fora and cover various areas from supply chain connectivity, environmental goods and services to investment in specific sectors. In 2012 five (5) groups reported activities supporting this ECOTECH priority.

The SMEWG held a workshop to enhance the capacities of SMEs to cope with high transportation and related costs and will deliver a report later in 2012 which includes a “Compendium of Innovative Strategies Available to SMEs for Reducing Transportation Costs” as the deliverable for the project.

The TEL continues to work on issues relating to regulatory cooperation on issues related to the telecommunications industry, including through the promotion of Mutual Recognition Arrangements (MRA) through the work of the TEL MRA Task Force. TEL has also been working to promote competition in interconnection and international mobile roaming markets.

With the increased demand for electricity in the region the EWG project “Engagement by APEC Economies in International ‘Smart Appliance’ Standards for Air Conditioners and Other Appliances” will contribute to Regional Economic Integration by helping to harmonize standards across the region and remove a potential barrier to trade. The EWG has also undertaken a number of projects that will contribute to reducing barriers to energy trade and investment, particularly in the areas of alternative fuels.

A significant aspect of the work of the TPTWG is related to the Supply Chain Connectivity Framework (SCC) which is led by the CTI and is focused on REI. Specific activities in this regard in 2012 included projects on supply chain Security, trans border logistics, road safety measures, third party logistics, and enhancing visibility of maritime container transportation,

The HRDWG will achieve the following two major tasks in 2012: 1) nurturing Human Resources for achieving REI; and, 2) educating and promoting the Leaders' goal and REI to HRDWG stakeholders. With these, HRDWG is aiming at being a practical foundation to be the fundamental platform of APEC promotion and implementation among APEC region by combining diverse stakeholders such as governments, educational institutes, enterprises, training centers, non-profit organizations, and research institutes in the APEC region.

6. Key Outcomes

Selected key achievements of SCE fora

Fora	KEY OUTCOMES AND EXPECTED DELIVERABLES
ACT	<ul style="list-style-type: none"> • APEC Declaration on Fighting Corruption which is anticipated to be a deliverable for APEC Economic Leaders during their meeting in Vladivostok. • ACT – ABAC Dialogue on Combating Corruption to Promote Economic Growth and Competitiveness. • The ACT-OECD workshop on fighting corruption in business transactions.
ATCWG	<ul style="list-style-type: none"> • Voluntary principles on Food Defense • APEC Workshop on Cultivation Technology of Protected Horticultural Crops • ATCWG Biofuels Network Annual Symposium and Biotrade/Technical Training Workshop.
EWG	<ul style="list-style-type: none"> • Inauguration of the Energy Smart Communities Initiative • Progress with APEC Peer Review of Energy Efficiency (PREE) and Cooperative Energy Efficiency Design for Sustainability (CEEDS) • Intensify work on standards and testing methods for key energy-intensive appliances and building components • undertaking projects on renewable energy and alternative fuels
EGILAT	<ul style="list-style-type: none"> • Development of proposals for Capacity Building Activities • Information Sharing Among APEC economies and other relevant groups and organizations
EPWG	<ul style="list-style-type: none"> • Guidelines on promoting SME business continuity plans (BCP) to strengthen reliability of supply chains • Disaster Recovery Checklist • Implementation APEC Strategy for Disaster Risk Reduction and Emergency Preparedness and Response in The Asia Pacific Region: 2009 - 2015
OFWG	<ul style="list-style-type: none"> • Endorsement of Terms of Reference • Completion of four highly effective capacity building projects and two APEC publications “Report for Workshop on Satellite Data Application for Sustainable Fishery Support in APEC” and “Marine Ecosystem Assessment and Management in the Asia-Pacific Region Phase III – Pilot APEC Large Marine Ecosystems”; as well as anticipated completion of two additional projects
HWG	<ul style="list-style-type: none"> • Health Policy Dialogue on Using Health IT to Connect and Strengthen the Health Care System • Implementation on APEC NCD Action Plan • HWG/LSIF high level dialogue on Driving a Healthy Life Course in the APEC Region: <i>Investment in Health as an Economic Asset and Driver of Growth</i>.
HRDWG	<ul style="list-style-type: none"> • 5th APEC Education Ministerial Meeting (AEMM) • Development of Joint Project with other APEC Fora such as EC and EPWG on APEC Future Economies and APEC Future Rescuers
ISTWG	<ul style="list-style-type: none"> • APEC Youth Festival • Projects on APEC Co-Incubation Network and Development of Engineering Professionals in APEC Economies • Workshop on Innovative Service Chain Based on Information Technology • APEC Network Building – Applied Space Technology Centres

PPWE	<ul style="list-style-type: none"> • Development of Individual Action Plans for Women and the Economy that set out policies and programs that individual economies are implementing in order to achieve the sustainable and inclusive growth objectives and include women as an economic growth strategy.
SMEWG	<ul style="list-style-type: none"> • Improved efficiency of the SMEWG and ministerial meetings, allowing greater productivity and enhanced policy outcomes to benefit SMEs/MEs. • Progress on SMEWG multi-year projects
TEL	<ul style="list-style-type: none"> • Hosting a second annual Cybersecurity Awareness Day on 29 October. Cybersecurity awareness activities were also conducted at TELMIN9. • 9th APEC Telecommunications and Information Ministerial Meeting (TELMM)
TPTWG	<ul style="list-style-type: none"> • 7th APEC Special Transportation Ministerial Meeting (STMM) • Final visits, training sessions and reports completed for the International Ship and Port Facility Security Code Implementation Assistance Program.
TWG	<ul style="list-style-type: none"> • Adoption of APEC Tourism Strategic Plan • Endorsement of APEC Guidelines on Ensuring Tourist Safety • Development of recommendations on joint tasks or work program for achieving greater integration and convergence of tourism and air connectivity policies for immediate and future cooperation among APEC member economies • Policy recommendations for APEC economies as to how to overcome the impediments to tourism growth and how to take advantage of the potential business opportunities tourism growth presents. • Identification of methodology for sustainable practices to develop tourism destinations and products that are applicable to all APEC economies • Active engagement in the APEC Travel Facilitation Initiative
CTTF	<ul style="list-style-type: none"> • Publication of a best practices document for Major Event Security • Hosting of three self-funded workshops jointly with the TPTWG on Bus Anti-Terrorism, canine screening and aviation security, and low cost/no cost aviation security and checkpoint optimization capabilities.
MTF	<ul style="list-style-type: none"> • Successful Conclusion of 4th Meeting of Ministers Responsible for Mining, and Issuance of Joint Ministerial Statement • Completion of project on Socio-Economic Study of Impact of EU Nickel Compounds Classification on APEC Economies and publication of project report • Expected completion of project on Capacity Building of Mining Stakeholders in APEC Economies on Corporate Social Responsibility (Phase 2)

7. Recommendations

Recommendations

The following recommendations are proposed to the 24th APEC Ministerial Meeting (AMM):

1. Endorse the 2012 SOM Report on Economic and Technical Cooperation;
2. Welcome the progress of work on strengthening APEC ECOTECH activities and enhancing fora accountability and communications, in particular the development of the Framework to Discuss Cross-Cutting issues” and the Steering Council to guide APEC’s implementation of the Travel Facilitation Initiative;
3. Welcome the achievements of the Working Groups and SOM Task Forces and welcome the ongoing improvements that have been achieved through the Program of Independent Assessment of all SCE fora; and
4. Welcome 2012 contributions to the APEC Support Fund from Australia, Japan, Russia and the United States.

ANNEX 1

SOM Steering Committee on Economic and Technical Cooperation 2012 Work Plan

1. Proposed Work for 2012 in Response to Leaders'/ Ministers'/SOM Decisions and SCE Priorities.

- Provide policy recommendations that are related to ECOTECH groups, to SOM;
- Coordinate and supervise all ECOTECH-related Working Groups and SOM Special Taskforces, as well as initiatives such as the Travel Facilitation Initiative;
- Provide strategic policy guidance on the ECOTECH agenda in the development of foras' strategic planning document;
- Stocktake capacity building needs to deepen regional economic integration and to facilitate the realization of the Bogor Goals;
- Conduct Independent Assessments of APEC fora in accordance with the approved schedule and monitor the implementation of previous reviews' recommendations by relevant fora;
- Subject to the new ranking procedure, approve and rank all ECOTECH-related project proposals ahead of presentation to the Budget Management Committee (BMC);
- Prepare annual SCE Fora Report and SOM Report on ECOTECH to Ministers.

2. Proposed an Activity in Response to Ministers' Call for Greater Engagement with:

- International Organisations other than APEC; and
- Asia-Pacific Business Community

3. Work on cross-cutting issues and its coordination among and across Fora

- Promote joint-meetings and capacity building across APEC fora;
- Identify further cooperation in cross-cutting issues in APEC as identified in the APEC Leaders Declaration and Ministerial Statements;
- Encourage that cross-cutting issues are reflected in the annual work plan of all ECOTECH-related Working Groups and SOM Special Taskforces.

4. Expected Outcomes/Deliverables for 2012

- Development of strategic planning document by fora
- Successful implementation of the Independent Assessments of the fora scheduled for completion this year, specifically
 - Telecommunications and Information Working Group (TELWG)
 - Agricultural Technical Cooperation Working Group (ATCWG) and High Level Policy Dialogue on Agricultural Biotechnology (HLPDAB) – jointly
 - Anti-Corruption and Transparency Working Group (ACT)

- Policy Partnership on Women and the Economy (PPWE)
 - Commencement of new independent assessments for 2013;
 - Development of a working framework on cross-cutting issues in APEC;
 - 2012 SCE Fora Report;
 - Submission of the annual *SOM Report on ECOTECH to Ministers* in September 2012.

ANNEX 2

APEC PPSTI DRAFT NEGOTIATED AT 43rd ISTWG MEETING

TERMS OF REFERENCE

1. Mandate

The policy directions of the APEC Industrial Science and Technology Working Group (ISTWG) were set by APEC Economic Leaders, and are guided by APEC Ministers responsible for Science and Technology (S&T). In 2012, APEC Senior Officials agreed to broaden the mandate of ISTWG to include issues of innovation policy development by transforming ISTWG into a PPSTI to intensify cooperation among the relevant stakeholders – government, private sector and academia. The PPSTI should be the APEC community's primary forum to engage actors involved in joint scientific research and in the technology inception, dissemination and commercialization cycle, with both its competitive commercial sectors and non-profit elements.

PPSTI will work to further the objectives set out in these Terms of Reference, in accordance with the scope of work of APEC, by pursuing positive gains for each member economy, the region, and the world economy, by enhancing member economies' innovative capacity, and by helping to strengthen collaboration and build human capacity. PPSTI will also exchange innovation policy information, and develop modern market-driven innovation mechanisms with the active participation of relevant stakeholders.

The PPSTI shall have no set term. In 2005, the SOM Steering Committee on Economic and Technical Cooperation (SCE) was established through APEC reform, and the mandate of the PPSTI will continue to be subject to the SCE. The SCE, with ABAC support, will forward PPSTI recommendations, as appropriate, to APEC Senior Officials, Ministers and Leaders.

2. Goals

The PPSTI will support the development of science and technology cooperation as well as effective innovation policy in APEC economies. The PPSTI's strategic aim is to enhance economic growth, trade and investment opportunities, as well as social progress, in harmony with sustainability, through the development of an enabling environment for market-based innovation policy in support of commercialization, the promotion of innovation capacity, and the facilitation of innovation cooperation among member economies. The PPSTI's main tasks are:

- to develop common approaches to science, technology and innovation (STI) policies that promote the development, dissemination and commercialization of innovative technologies and R&D;
- to encourage economies' innovation capacity building, including absorptive capacity, through the development of human capital, scientific research and infrastructure;
- to encourage the establishment of seed and venture capital investment funds, as well as technology business incubation and acceleration organizations, within APEC by propagating successful models, best practices and success stories in this area.
- to encourage an environment that enables cross-border investment in cutting-edge technologies.
- to develop networks/platforms that foster STI cooperation.
- to strengthen cooperative projects and programs related to the technology inception, dissemination and commercialization cycle;

- to facilitate voluntary, market-driven dissemination of technology and promote measures to create a relevant legal framework and regulatory environment; and
- to discuss potential mechanisms to evaluate the level and impact of innovation cooperation within APEC to better develop policy recommendations.

In pursuing these tasks, the PPSTI should be guided by the priorities and principles of the PPSTI work plan.

3. Scope of Activity

3.1 Alignment with International Frameworks

The activities under the PPSTI shall be conducted in alignment with international frameworks for STI.

To this end, PPSTI will endeavour to:

- pursue regional cooperation, in accordance with international agreements which regulate activities under the PPSTI, such as those issued by the United Nations and other international organizations, e.g., WTO, WIPO;
- identify areas for alignment with international frameworks and review, on a regular basis, member economies' activities, with a view, where appropriate, to aligning them with international frameworks;
- explore practical options for regulatory cooperation to reduce the negative impact of different regulatory requirements on regional STI collaboration; and
- where appropriate, complement the work of specialist regional bodies in the development and review of STI, including in cooperation with other APEC members and the OECD.

PPSTI may also endeavour to:

- consider ways in which member economies could give positive consideration to adopting the policies in other member economies, in order to achieve the objectives;
- exchange information on STI policies and programs;
- identify and discuss issues, bottlenecks, or incidents, either domestic, APEC or others in international fora which might be of vital importance to, and impact on the activities of the PPSTI, or which the PPSTI might be able to influence.

3.2 Cooperation with Regional and International Bodies

The PPSTI's activities will be designed to complement and strengthen STI-related work already taking place in regional or multilateral organizations such as the ASEAN Committee on Science and Technology (COST). In addition, the PPSTI's work will be aimed at developing a more coherent regional perspective for articulation in broader international bodies. To enhance closer regional cooperation, member economies will endeavor to:

- collaborate with specialist regional and multilateral bodies;
- consider, where appropriate, joint action within appropriate international fora towards shared objectives;
- coordinate the PPSTI's work program with, and where appropriate, draw upon the expertise and the experience of regional and international bodies;
- foster an effective interface between regional and international fora; and

- ensure that the PPSTI's work builds upon, rather than duplicates, the work undertaken in regional and international bodies.

4. Mode of Operation

The PPSTI will normally meet twice a year, unless otherwise decided by member economies.

The PPSTI will operate on the basis of consensus, and in line with agreed APEC rules and guidelines.

The PPSTI will organize Innovation Technology Dialogues (ITD), Innovation Policy Dialogues (IPD) and APEC Research and Technology Program (ART) workshops. The recommendations of ITD, IPD and ART workshops will be submitted to the PPSTI for possible SOM consideration. The PPSTI may, as appropriate and with the consensus of all member economies, establish subgroups, *ad hoc* task forces, STI-focused dialogues, workshops or expert groups it considers necessary to assist the conduct of its work program.

4.1 Participation

The PPSTI shall be open to all APEC member economies. Participation of non-members shall be guided by the principals and procedures outlined in the APEC Guidelines on Managing Cooperation with Non-Members.

Leadership: The PPSTI Governing Board will consist of a Chair, two Vice Chairs and an ABAC representative to serve as the principal advisor. The Chair of the PPSTI shall be elected from the representatives of member economies' delegations for a two-year term. The Vice-Chairs shall be government representatives: one will be elected from representatives of the member economies who will serve for a two-year term and the other Vice-Chair will be a representative of the current hosting economy who will serve for a one-year term. The selection process for the principal advisor will be an open and transparent process, conducted by ABAC, in consultation with APEC Senior Officials. The role of the principal advisor is to serve as a liaison to ABAC. The term of the principal advisor will be two years.

Member Economy Delegations: The delegation of member economies to the PPSTI meeting may consist of representatives of governments, academia and private sector.

Government: The government representatives to the PPSTI should represent the views of multiple domestic agencies/ministries which are responsible for STI-related policies.

Private Sector: ABAC may nominate private sector representatives to the PPSTI; ABAC should inform the PPSTI Governing Board, through the APEC Secretariat, of its nominees ahead of any PPSTI meeting.

4.1.a Observers and Guests

Research and Academic Institutions, Associations: The PPSTI Chair, in consultation with other PPSTI members, may invite such institutions or separate groups of researchers that member economies believe will add value to the PPSTI process to send observers/advisers to the PPSTI meeting.

APEC Sub Fora and Multilateral Organizations: The PPSTI Chair, in consultation with other PPSTI members, may invite representatives from other APEC sub fora, ASEAN, OECD and/or other international bodies to send observers/advisers to the PPSTI meetings.

5. Coordination

The PPSTI will take account of the activities of other APEC fora with which its work should be coordinated.

6. Reporting Requirements

The PPSTI will report annually to the SOM Steering Committee for ECOTECH through the SCE Fora Report and to Senior Officials, as requested.

7. Review Clause

The PPSTI will evaluate its effectiveness on a regular basis in line with current APEC guidelines. The terms of reference will be reviewed periodically, particularly if there is a change in situation, with a view to modification or amendment. As part of the recommendation 12 of the SCE Fora Review, the PPSTI will be independently assessed every four years according to the Independent Assessment Schedule endorsed by the SCE. The review will be based on achievements against stated objectives and outputs, as well as consideration whether the group should continue to operate.

ANNEX 3

TERMS OF REFERENCE

APEC High Level Policy Dialogue on Agricultural Biotechnology

Background

At its inception in 2001, APEC Senior Officials affirmed the benefits of biotechnology and called for the establishment of a High Level Policy Dialogue on Agricultural Biotechnology (Policy Dialogue). As APEC economies incorporate biotechnology into their agricultural sectors, the Policy Dialogue will continue to serve as an important forum for these economies to share information, to exchange experiences, to promote capacity building, and also to identify and begin to address common challenges associated with the responsible adoption and informed use of innovative agricultural biotechnology.

Goals and Objectives

The goal of the Policy Dialogue is for policy makers in APEC's 21-member economies to exchange information, encourage capacity building, and promote public policy development to support the responsible use, development and informed adoption of innovative agricultural biotechnology as a tool to increase agricultural productivity, raise farm income and farmer's welfare, spur economic growth, protect the environment, mitigate and adjust to impacts of climate change, and to strengthen food security in the Asia-Pacific region. To this end, the Policy Dialogue will support efforts toward the following objectives:

- Exchange information and promote capacity building regarding the responsible use, development and informed adoption of agricultural biotechnology as a tool to increase agricultural productivity, raise farm income, spur economic growth, protect the environment, mitigate and adjust to impacts of climate change, and to strengthen food security in the Asia-Pacific region.
- Promote transparent, science-based, and functioning regulatory systems to ensure safety and to facilitate investment in and the development and application of innovative biotechnologies.
- Build upon the work of international fora and existing international standards, such as the Codex Alimentarius Commission, to promote regulatory harmonization among APEC economies and public confidence in those systems.
- Support outreach and capacity building activities to help achieve above objectives.

Scope

The Policy Dialogue should be the primary APEC forum for the exchange of information and discussion of policy issues, taking into consideration economies' internal laws regulations, and capacities, regarding the responsible use, development and informed adoption of agricultural biotechnology as a tool to increase agricultural productivity, raise farm income, spur economic growth, protect the environment, and to strengthen food security in the Asia-Pacific region. This will include policies pertaining to the trade of products of innovative agricultural biotechnology.

Among other things, the Policy Dialogue will undertake work on:

- Enabling policies, risk assessment, risk management, field trial management, new traits including insect resistance management, and potential animal biotechnology applications to better enable APEC Economies to commercialize beneficial biotechnologies to address challenges of food security, climate change, and promote economic growth and regional integration.
- Risk communication to improve the ability of APEC Economies to effectively communicate biotechnology issues and nurture public confidence in biotechnology regulatory systems.
- Continued outreach on international standards and guidance to provide Economies with tools to facilitate trade of biotechnology crops, including the Codex Annex on food safety assessment in situations of low level presence of rDNA plant materials in food (LLP).
- Continued outreach on the Cartagena Protocol on Biosafety.
- The Policy Dialogue will establish both short-term (annual) and medium term-term (three – five year) work plans to support HLPDAB and APEC objectives.

Structure and Membership

- The Policy Dialogue will be composed of interested government officials from APEC's 21 member economies involved with agricultural biotechnology policy.
- The Policy Dialogue will have a Chair and Coordinator who are government representatives of the current host economy. The Chair and Coordinator will be appointed with the consensus of Policy Dialogue. The Chair and Coordinator will rotate annually to the host economy. Government representatives from another APEC economy, with consensus of the Policy Dialogue, can serve as Chair and Coordinator.
- The Policy Dialogue will report to Senior Officials. For project evaluation and reporting purposes, the Policy Dialogue will report to the SOM Steering Committee on Economic and Technical Cooperation (SCE) or as otherwise requested by Senior Officials.
- The Chair of the Policy Dialogue, in consultation with Policy Dialogue members, will liaise with other related APEC sub-fora, including the Agricultural Technical Cooperation Working Group (ATCWG) and Policy Partnership on Food Security (PPFS), as appropriate, as well as World Bank, Asian Development Bank, Inter-American Development Bank, Food and Agriculture Organization, World Trade Organization, private industry, and other groups to send observers/advisers to the Policy Dialogue.

Meetings & Venue

The Policy Dialogue will meet at least annually in plenary. The duration of the meeting shall be determined by the agenda. Other plenary meetings, or subgroup meetings, may be scheduled as necessary, in order to meet Policy Dialogue objectives. If possible, this will include an annual meeting of a Policy Dialogue Steering Committee. The Steering Committee will be composed of government representatives of APEC's 21 member economies who are committed to the work of the Policy Dialogue and will include the Chair and Coordinator. The Steering Committee meeting will ideally take place in the APEC host economy. The purpose of the Steering Committee is to plan and coordinate the work of the Policy Dialogue for onward endorsement by Policy Dialogue members. A Private Sector Day, organized by private sector representatives, to meet in conjunction with the Policy Dialogue plenary, is encouraged.

Support

The APEC Secretariat will serve as the primary support for the Policy Dialogue. Virtual links to other existing institutions shall be used to increase resources. The Program Director at the APEC Secretariat will help to organize meetings, provide guidance regarding APEC guidelines and protocols and serve as a focal point for the distribution of information regarding the Policy Dialogue.

Sunset Clause

The Policy Dialogue will evaluate its effectiveness on a regular basis in line with current APEC guidelines. The Terms of Reference as well as other aspects of Policy Dialogue operations will be reviewed periodically, particularly if there is a change in situation, with a view to modification or amendment.

ANNEX 4

Framework to Discuss Cross-Cutting Issues in APEC: Creating Effective and Closer Coordination among SCE fora

Since its inception, APEC has been dealing with cross-cutting themes and issues that are affected by a myriad of factors and require action across a broad range of areas. APEC is well-positioned to play a constructive role as it has the institutional structures in place to address these cross-cutting issues.

Many of APEC cross-cutting issues impact the work of a number of SCE-fora. To achieve better coordination and a more efficient and effective allocation of resources, SCE sets this Framework to Discuss Cross-Cutting Issues in APEC.

The Framework describes the processes that are commonly practiced in APEC, as well as outline some ways forward. Thus this Framework is a living document and serves as guide to assist SCE fora when working on cross-cutting issues identified by Leaders, Ministers, and Senior Officials, to ensure alignment with APEC's overall goals and objectives.

SCE-COW	<p>Lead Shepherds and Chairs and Deputy Lead Shepherd/Chair of APEC Working Groups and SOM Task Forces duties include their attendance to the annual SCE Committee-of the Whole (COW) meeting.</p> <p>SCE-COW is held on the margins of the first SCE meeting of each year.</p> <p>During the SCE-COW, Lead Shepherds and Chairs and Deputy Lead Shepherd/Chair of APEC Working Groups and SOM Task Forces will</p> <ul style="list-style-type: none"> - update the SCE on its annual work plan and activities for the year and underline activities specific to a cross-cutting issue, - inform or report of past and upcoming joint meetings, joint activities or joint projects. - seek opportunities to increase coordination and interaction with other SCE-fora.
SCE-COW Policy Dialogue	<p>As required, SCE may hold a Policy Dialogue on a specific cross-cutting issue.</p> <p>Policy Dialogues enable SCE-COW to engage in a constructive and in-depth discussion on a cross-cutting issue, create better coordination among SCE fora and with international organization, and identify capacity building needs and future work.</p> <p>The SCE-COW Policy Dialogue is an integral part of the SCE-COW meeting and all SCE-COW members, Senior Officials, Lead Shepherds and Chairs and Deputy Lead Shepherd/Chair of APEC Working Groups and SOM Task Forces, are expected/encouraged to attend.</p> <p>SCE may invite speakers from international organizations while following the APEC Guidelines for Non-member participation, to add value, align, avoid duplication to ongoing work, and ensure coordination of efforts between APEC and other organizations that may have similar objectives.</p> <p>The results of the SCE-COW Policy Dialogue could be further reported to SCE fora members and translated into the annual work plans of the SCE fora.</p>
Joint Meetings of SCE fora	<p>SCE may suggest the holding of joint meetings between different SCE fora to ensure closer collaboration and to avoid duplication of mandates on cross-cutting issues.</p>

	<p>SCE fora may also want to explore holding joint meetings to identify and discuss cross-cutting issues.</p> <p>The joint meeting should be based on a clear agenda and objective so to maximize the outcome of the meeting.</p> <p>The result of a joint meeting could be joint projects and joint activities that have benefits broader than a single forum.</p> <p>Joint meetings should not be limited to SCE fora but can also include the fora under other APEC Committees.</p>
Joint Activities	<p>APEC Activities could be more effectively coordinated for better results and higher impact.</p> <p>APEC activities are events approved and conducted by APEC fora with participation from APEC members.</p> <p>APEC activities include fora meetings, workshops, seminars, symposiums, and training courses.</p> <p>SCE fora with activities that are cross-cutting in nature, may consider formally inviting related APEC fora to send a representative or member.</p> <p>Joint activities should not be limited to activities among fora under the SCE, but also with fora under other APEC Committees.</p>
Joint Projects	<p>APEC Projects could be more effectively coordinated for better results and higher impact.</p> <p>SCE fora should consult and coordinate with other related fora when developing projects of a cross-cutting nature.</p>
Intersessional Communication	<p>SCE fora should make use of intersessional communication as the main tool for closer coordination and interaction among members and across APEC fora.</p> <p>This tool will take into account the duties of all related officials as stated in the Guidelines for Lead Shepherd/Chair and Deputy Lead Shepherd/Chair of APEC Working Groups.</p>

ANNEX 5

REVISED GUIDELINES FOR LEAD SHEPHERD/CHAIR AND DEPUTY LEAD SHEPHERD/CHAIR OF APEC WORKING GROUPS AND SOM TASK FORCES

(Excluding the Budget Management Committee (BMC); the Committee of Trade and Investment (CTI) and its sub-fora; the Economic Committee (EC) and its sub-fora; the SOM Steering Committee for Economic and Technical Cooperation (SCE) and Finance Ministers Process (FMP)).

Basic principles and objectives of the Guidelines

1. These guidelines are consistent with APEC principles of voluntarism and consensus building, as any member economy may express its interest and be selected as Lead Shepherd/Chair or Deputy Lead Shepherd/Chair of a working group or other APEC fora.
2. These guidelines aim to enhance wider participation, shared leadership, and accountability; to ensure that more members embrace the role and responsibility of Lead Shepherd/Chair or Deputy Lead Shepherd/Chair; and to promote greater synergy in the activities of working groups and other APEC fora.
3. APEC principles applying to chairing APEC Ministerial and Leaders' Meetings are not impacted by these Guidelines.

Guidelines

1. Each APEC working group and other APEC fora will select a Lead Shepherd/Chair, who will have a minimum two-year term (two calendar years). Exceptions to this rule require approval by the groups concerned as well as the SCE.¹
2. One or more Deputy Lead Shepherds/Chairs will be selected by the working groups and other APEC fora to assist the Lead Shepherd/Chair. The Deputy Lead Shepherd(s)/Chair(s) will be selected from a different APEC economy than the Lead Shepherd/Chair, and their tenure will be staggered by one year with that of the Lead Shepherd/Chair, where possible. The resulting one-year "overlap" period is designed to ensure continuity of leadership and to allow new incoming Lead Shepherds/Chairs to benefit from the advice of an experienced Deputy. Exceptions to this rule, due to specific group circumstances, will be granted on a case-by-case basis and will require approval by the groups concerned as well as the SCE.
3. In the event that the Lead Shepherd/Chair could not continue with his/her duties, the Deputy Lead Shepherd/Chair will assume the position of the Lead Shepherd/Chair for the remainder of the calendar year, or until a new Chair is nominated.
4. If the Deputy Lead Shepherd/Chair is unable to continue with his/her duties, a new Deputy Lead Shepherd/Chair would be selected.
5. At the last meeting—within the time frame of the two-year term—a new Lead Shepherd/Chair and a new Deputy Lead Shepherd/Chair will be selected—on a rotation or volunteer basis—by each APEC working group and/or APEC fora.

¹ Suggestions have been made that this be a "minimum of two years" to enable flexibility for fora with longer term chairs.

6. A Lead Shepherd/Chair should not normally serve for more than two consecutive two-year terms as Lead Shepherd/Chair of a working group and other APEC fora.
7. None of the above mentioned procedures prevent a particular working group and other APEC fora—on the grounds of their own reality—from establishing an advisory committee to ensure assistance, support and continuity in the tasks and responsibilities allocated to the Lead Shepherd/Chair or Deputy Lead Shepherd/Chair of a working group and other APEC fora.

The duties of the Lead Shepherd/Chair of a working group and/or other APEC fora:

- Coordinate the schedule and chair meetings as well as prepare reports of the meetings.
- Foster constructive and active dialogue at sub-fora meetings.
- Lead the implementation of the action program and other activities to fulfill instructions given by APEC Leaders, Ministers and Senior Officials and report to Senior Officials on the development of these issues.
- Coordinate the development of a medium-term strategic plan aligned with the organization's overall objectives.
- Ensure the timely submission of annual fora workplans to the first SCE meeting of each year.
- Attend the annual SCE Committee-on-the-Whole (COW) meeting, held on the margins of the first SCE meeting of each year, to update the SCE on fora activities and ensure that these are in line with APEC priorities.
- Oversee the development of activities ensuring that the fora's work is responding to Leaders' and Ministers' priorities.
- Liaise with the APEC Secretariat, other APEC fora and international organisations to enhance the quality of activities, including project proposals with well-defined outcomes, and track the progress of project implementation.
- Invite ABAC or other relevant non-governmental actor(s) to contribute to the fora's plenary meeting agenda and activities (e.g., seminars, workshops).
- Oversee the prioritization/ranking of the fora's project proposal concept notes using the APEC-wide funding criteria in advance of the deadline for each project approval session.
- Once fora projects are approved, ensure that the project overseer works with the APEC Secretariat Communications team to provide a short statement on the activity to be published on the APEC website, if appropriate.
- As major project milestones or deliverables are completed (e.g. workshops, reports, etc), ensure that the project overseer provides a statement (e.g. press release, article, etc.) on the outcomes of the activity to be published on the APEC website and that he/she works with the APEC Secretariat Communications team, as well as local and international media, to promote and encourage media coverage of APEC project-related activities.
- Once projects are fully completed, ensure that project overseers work with the APEC Secretariat Communications team to provide a write-up of the project's accomplishments and planned follow-up.
- Ensure that mandatory monitoring and final completion and evaluation reports on relevant APEC-funded projects are submitted by Project Overseers and that the relevant program director in the APEC Secretariat provides such reports in a timely manner to the BMC.
- Act as the spokesperson and key advocate for the relevant working group or APEC fora, actively working to build synergies with other APEC fora, as well as relevant international organizations, and actively promoting the practical efforts that fora are undertaking to advance APEC priorities.
- Ensure that the forum website, as appropriate, is linked to the APEC Secretariat website and remains up-to-date, providing a current reflection of the forum's priorities and activities.

The duties of the Deputy Lead Shepherd/Chair will be to assist the Lead Shepherd/Chair to fulfill the mandate and the activities of the working group or other APEC fora. Further information to assist Lead Shepherds and Chairs in hosting meetings can be found in the *Guidebook on APEC*

Procedures and Practices; Guidelines for Hosting APEC meetings; and the Guidebook on APEC projects.

The level of assistance that the Chair/Lead Shepherd can expect from the APEC Secretariat's Program Director

The Program Directors (PDs) are officials seconded by member economies to work for the APEC Secretariat for a duration of normally three years. They are usually officials with different backgrounds and experience and may not possess technical expertise in the particular subject area of the forum. As their responsibilities may cover more than one forum or assignment, PDs are unable to fully support the Chair/Lead Shepherd as a full-time assistant. It is desirable that the Chair/Lead Shepherd seek his/her own staff for personal assistance and utilise the PD in a way that best serves the group.

While the Chair/Lead Shepherd of an APEC forum is responsible for coordination and overseeing of the activities conducted by that forum, the PD can assist the Chair/Lead Shepherd in the following areas:

- providing a link to the APEC Secretariat and other fora;
- conveying results of the discussions held at the SCE, SOM, AMM and AELM;
- providing advice as to how the sub-fora could incorporate leaders' and ministerial directives into their work plans;
- maintaining the relevant public website and APEC Collaboration System (ACS) site for the group;
- maintaining an up-to-date contact list of group members;
- preparing the draft meeting agenda, if requested;
- coordinating with members of the group;
- conveying messages from the Chair/Lead Shepherd with regard to the meeting;
- taking minutes and/or preparation of the summary record of the meeting;
- liaising with the APEC Secretariat communications team to arrange media outreach and coverage of sub-fora meetings/events and projects;
- following-up on the agreed decisions by the group during the inter-sessional period;
- supporting the Chair/Lead Shepherd during each project approval session with prioritizing/ranking the group's project proposal concept notes and submitting these rankings to the overseeing Committee in advance of the specified deadline;
- supporting implementation and reporting on status and completion of APEC projects; and
- ensuring final completion reports with outcomes of APEC-funded projects are completed within specified guidelines (2 months post-activity) and submitted to the BMC for review.

Maintenance of Public Website and ACS Site for the group

All APEC fora will have their webpage posted in the APEC Secretariat's website for public access. The group's ACS site serves as an online space for members to undertake inter-sessional work, collaboration, discussion and information-sharing. The PD will be responsible for maintaining and updating the contents of both sites.

The APEC Secretariat's website also contains the Events Calendar which provided information on APEC-related events throughout the year. The PD can assist in publicising events or meetings when information is available from the Chair/Lead Shepherd or organiser of the events.

PD's support for meetings

The role of the PD is to facilitate the meeting.

If requested, the PD can assist in the preparation of drafting the meeting agenda based on the outcomes of the previous meeting. Once this is approved by the Chair/Lead Shepherd, the PD can

circulate the draft to all members for comment and keep it up to date. It is desirable that the draft agenda be circulated at least four weeks before the meeting.

PDs also provide information on the latest developments in APEC; and advise on procedural matters regarding participation in APEC meetings, participation of APEC officials in non-APEC meetings, submission of meeting documents and implementation of APEC projects. PDs can serve as a resource for member questions or to clarify issues regarding procedures and practices in APEC relating to project implementation, the application for different sources of APEC funding (Operational Account, TILF Fund, APEC Support Fund), etc.

At the first annual meeting of the forum, it is customary that the PD will table a report on APEC developments so that the group is informed of the current theme, sub-themes, priorities and major decisions adopted by Leaders, Ministers and Senior Officials since their last meetings. In addition, the PD may brief the group on other issues of interest to the forum such as SOM and relevant committee-level instructions, project deadlines and any other important but yet unresolved issue within the group for consideration.

The documentation process is vital to ensure that all meeting documents are complete and kept by the APEC Secretariat Library for dissemination to members and the public. The PD will help the host and the Chair/Lead Shepherd to properly prepare all documents according to the Meeting Documents Guidelines. Once the meeting is completed, the PD will need to collect all meeting documents and submit to the APEC Secretariat Library.

Coordination with members of the group

As the issues discussed in APEC are often cross-cutting or may have wide implications to other fora, PDs will assist in providing information about those cross-cutting or overlapping issues related to the group. PDs can also liaise with other fora, if requested, on behalf of the Chair/Lead Shepherd. This usually can be done through internal coordination with other PDs in the Secretariat or directly with the Chair/Lead Shepherd of the other fora.

If the forum wishes to invite non-APEC members to their meeting, it should consult the PD who will advise the forum on the correct procedure based on the most current version of the *Consolidated Guidelines on Non-Member Participation in APEC Activities*.

Conveying messages from the Chair/Lead Shepherd with regard to the meeting

Once agreement has been made to host a meeting, the host economy is expected to move as quickly as possible to decide on the location and exact meeting dates and inform all appropriate APEC contact points. The PD can help disseminate information to all APEC contact points, and advise the host economy and the Chair/Lead Shepherd on suitable arrangements. Every effort should be made to hold meetings in conjunction with one of the SOMs, in order to enable the broadest possible participation, coordination of efforts with other sub-fora, and wider understanding of other sub-fora efforts. If the meeting is not held in conjunction with the SOM and Related Meetings, it is advisable that an Administrative Circular be prepared by the host in coordination with the PD and the Chairperson. The Administrative Circular usually includes information such as the responsible host economy contact points, meeting venue, registration/accreditation, arrival/entry formalities, accommodation arrangements, delegates' facilities, document reproduction and distribution procedures, and other useful information. It is preferable to have the Administrative Circular available at least six weeks before the meeting.

If the forum meeting is held on the margins of SOM, the PD will liaise with the Host Economy Representative (HER) of the APEC Secretariat who will act as the coordinator with the Task Force or Organizing Committee of the host and provide necessary information including the number of participants, meeting room arrangements, necessary equipment needed to conduct the meeting and the preferred meeting schedule as requested by their fora.

The Secretariat has produced two documents, namely the *Guidebook on APEC Procedures and Practices* and the *Guidelines for Hosting APEC Meetings* which can help the host in preparing the APEC meetings. These can be requested from the PD.

Taking minutes or preparing the summary record of the meeting

As PDs may not be an expert on technical issues discussed in the group, it is advisable that the Chair/Lead Shepherd reach a common understanding with the PD on the level of support in taking minutes or preparing the summary record of the meeting.

As the forum/working group may be required to present its report to higher bodies (e.g. CTI, SCE, and SOM), PDs can assist the Chair/Lead Shepherd in preparing a Fora Report to the relevant committee. The template, procedure and deadline of submission of fora reports are usually advised by the relevant Committee's Coordinator.

Following-up the agreed decisions by the group during the inter-sessional period

After the meeting is completed, the PD can assist the Chair/Lead Shepherd to develop a list of inter-sessional work items and circulate to members through the ACS site or e-mail or for follow-up. The list shall contain items to be followed up, specific actions required, responsible economy or entity and deadlines. Such a list will help the group to keep track of the agreed follow-up actions or activities. The PD can help to regularly update and follow up with or remind the relevant economy to ensure the completion of the agreed work plan.

The PD can also assist the Chair/Lead Shepherd to contact other fora for follow-up or joint activities, if requested. Coordination with other fora can be done through contacting the relevant fora directly and/or through internal coordination within the Secretariat.

Supporting implementation of APEC projects

The PD will be responsible for supporting Project Proponents and Project Overseers (POs) through all stages of the project approval and implementation process, from the initial stage of drafting the project concept note; through the sub-fora, Committee, and Principal Decision-Maker ranking process; and finally through the final quality assessment of full project proposals. PDs should remind POs of the necessary requirements e.g., financial rules as spelled out in the *Guidebook on APEC Projects* during the implementation, and collect the evaluation report after the project is completed. Throughout the complete project cycle – from development and approval to implementation to monitoring and evaluation – POs are encouraged to consult with PDs in a collaborative manner to ensure their projects adhere to APEC's quality standards and financial guidelines.

If projects are submitted for OA and ASF funding, the PD can assist with the guidelines and procedures to complete the Quality Assessment Framework (QAF). Full details about how to undertake the Quality Assessment Framework can be seen in the *Guidebook on APEC Project*. Alternatively, the group may encourage members to establish a Small Group on Evaluation to facilitate an effective evaluation process.

In the process of implementation, e.g., the arrangement of APEC-funded travelers to the meeting or workshop, the PD and his/her Program Assistant (PA) will assist in responding to requests from POs and APEC-funded travellers with regard to authorisation for funding and reimbursement claims.

In principle, the PD does not attend any APEC-funded or self-funded meeting organised by the PO. However, an exception may be made if a request is made in writing by the PO to the Executive Director to have a representative from the Secretariat participate in the meeting. Preferably, such a request should be made with the understanding that the PO or organiser is ready to provide funding for the participation of the Secretariat's representative. In any case, it is at the

discretion of the Executive Director of the APEC Secretariat to decide on a case-by-case basis whether to send a representative.

If the project is going to produce a publication (e.g. final reports, proceedings of dialogues, workshops) or set-up a website, the PD, with the assistance of the Director of Communications and team members, can advise on APEC publication and website guidelines, including the use of APEC logo and its copyrights, and APEC style and nomenclature.

Dissemination of output from APEC projects can be useful and newsworthy. The PD, with the assistance of the Director of Communications, can assist the PO in preparing media release that can be of interest to the group or public. The PD, with the assistance of the News Manager can also assist the Chair/Lead Shepherd to arrange a briefing or interview with the media on the work done by the group or forum after the meeting.

ANNEX 6

INDEPENDENT ASSESSMENT OF THE ECOTECH IMPLEMENTATION OF APEC WORKING GROUPS AND SOM TASKFORCES: TELECOMMUNICATIONS AND INFORMATION WORKING GROUP (TELWG)

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or TELWG	Proposed timeline to implement the recommendation by SCE or TELWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>Recommendation to SCE1. Raise the awareness to the other working groups on the work elaborated by TEL and on its relevance in terms of infrastructure. At least 5 working groups have been identified whose activities can be complemented with the ones done by TEL.</p>		SCE to continue and expand efforts to encourage fora to work in a collaborative fashion.	Ongoing	Yes
<p>Recommendation to SCE2. Foster communications between the groups chairs: a better communication between the groups chairs could end in joint working sessions that could be beneficial to some of the activities of the working groups. This kind of work will strengthen APEC's position and already prestigious reputation.</p>		SCE to continue and expand efforts to encourage fora to work in a collaborative fashion.	Ongoing	Yes
<p>Recommendation to SCE3. Detailed objectives, expected results and targeted audiences: TEL WG is responding to the priorities and demands from APEC Leaders and Ministers. Nevertheless a more detailed plan with clear objectives, expected outputs and the targeted audience can be useful for the organization of the work and activities.</p>		SCE to consider further guidance that can be provided to fora to encourage greater alignment with overall APEC objectives.	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or TELWG	Proposed timeline to implement the recommendation by SCE or TELWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
Recommendation to SCE4. Assign a clerk for each working group: that will help TEL SOM to work with the economies in order to achieve the strategic plan's objectives.	APEC Secretariat The current APEC Secretariat mandate and resources offer limited scope for additional fora support as envisaged in the recommendation. The Secretariat would, however, welcome suggestions for ways to improve the services we offer to all fora.	TELWG to discuss further clerical support that economies might be able to provide that would meet the objectives of this recommendations	SCE2 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or TELWG	Proposed timeline to implement the recommendation by SCE or TELWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO TELWG				
Recommendation to TELWG 1. Establish mechanisms to determine when a topic had been sufficiently discussed: elaborate a report that will include the important amount of information sharing as well as the workshops results on a particular subject and submit these documents to the economies for consideration. This mechanism will also help identify the topics that have not been sufficiently discussed.	SCE Members ...	As per the recommendation	SCE2 2013 / Ongoing	Yes
Recommendation to TELWG 2. Plan ahead. The identification of subjects ahead of time gives the Economies more time to plan and finance the workshops attendance as well as to invite relevant stakeholders that could enrich the discussions.		As per the recommendation	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or TELWG	Proposed timeline to implement the recommendation by SCE or TELWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO TELWG				
<p>Recommendation to TELWG 3. Add two categories to the project proposals. In order to facilitate the organization of the processes the project proposals should include two more categories, one with information on the expected result and the second on its contribution to TEL Strategic Plan and objectives.</p>	<p>APEC Secretariat The format for project proposals is standardized across APEC. It should be possible to implement this recommendation within the existing concept note and project proposal templates.</p>	<p>TELOWG to consider expected results and contribution to the TEL Strategic Plan when reviewing / endorsing project proposals.</p>	<p>SCE2 2013 / Ongoing</p>	<p>Yes</p>
<p>Recommendation to TELWG 4. Targeted audience. A clear definition of the expected outcomes from TELs activities will permit the member economies to identify the targeted audience.</p>		<p>As per the recommendation</p>	<p>SCE2 2013</p>	<p>Yes</p>
<p>Recommendation to TELWG 5. If possible set the venues of the meeting as the major SOM meetings or propose in the next TEL WG to elaborate a list of venues for the next TEL meetings following an agreed order. In these difficult economic times with budgetary constraints it would be beneficial for TEL work to be able to establish a list of TEL meeting venues.</p>		<p>As per the recommendation and SCE Policy on Scheduling of meetings, TEL is encouraged to schedule it's meetings on the margins of the major SOM meetings rather than at separate times and locations. This would also encourage collaboration with other APEC fora.</p>	<p>SCE2 2013</p>	<p>Yes</p>
<p>Recommendation to TELWG 6. Participation should be encourage. The strength and fruitfulness of the meetings depends directly upon the economies' participation.</p>		<p>As per the recommendation</p>	<p>Ongoing</p>	<p>Yes</p>

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or TELWG	Proposed timeline to implement the recommendation by SCE or TELWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO TELWG				
Recommendation to TELWG 7. Remote participation. Remote participation to the meetings should be considered.		As per the recommendation	SCE2 2013	Yes
Recommendation to TELWG 8. Elaboration of a roadmap. The elaboration of a roadmap that will organize future topics to be developed in the different steering groups could enhance participation and collaboration in the meetings.		As per the recommendation	SCE2 2013	Yes

ANNEX 7

INDEPENDENT ASSESSMENT OF THE ECOTECH IMPLEMENTATION OF APEC WORKING GROUPS AND SOM TASKFORCES: ANTI-CORRUPTION AND TRANSPARENCY WORKING GROUP (ACT)

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ACT	Proposed timeline to implement the recommendation by SCE or ACT	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO ACT				
Recommendation to ACT 1. The ACT reverts to the biannual rotation of the Chair in line with Consolidated Guidelines on the Rotation System for Lead Shepherd/Chair and Deputy Lead Shepherd/Chair of APEC Working Groups and Other APEC Fora.		ACT to discuss the feasibility of this recommendation.	SCE2 2013	Yes
Recommendation to ACT 2 and 3. Annual Work plans prepared by the Chair are to include a table listing the proposed activities to be addressed for the relevant period. The table is to include reference to the link between the particular activity and the Terms of Reference of the ACT and section indicating the action taken relative to this particular activity. <i>(combining recommendations #2 and #3)</i>		As per the recommendation	SCE2 2013 / Ongoing	Yes
Recommendation to ACT 4. The Chair (at the end of his/her period) is to provide a status report on each of the activities. This report to address which activities were successfully completed, those not achieved (with reasons why) and those terminated.		As per the recommendation	SCE2 2013 / Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ACT	Proposed timeline to implement the recommendation by SCE or ACT	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO ACT				
<p>Recommendation to ACT 5. The incoming Chair (with the support of the ACT) is to identify what specific activities will be carried over from the previous period. These activities will then form part of the work plan for that period. Reasons must be provided if it is determined any activity is to be terminated.</p>		As per the recommendation	SCE2 2013 / Ongoing	Yes
<p>Recommendation to ACT 6. All work plans and attachments (including tables) must be presented and form part of the formal record of the relevant SOM.</p>		ACT to present full work plans. Including attachments at the annual SCE-COW meeting. Updates to be provided as necessary at other SCE meetings.	SCE-COW 2013 / Ongoing	Yes
<p>Recommendation to ACT 7 and 8. The Chair of the ACT (or nominee/s) examines the involvement of all Economies in specific projects to identify the Economies that have not been active in either proposing or participating in specific programs. That, once these Economies have been identified, the Chair of ACT (or nominee/s) to meet with these Economies to identify ways they can either directly sponsor or become a co-sponsor of specific initiatives. <i>(combining recommendations #7 and #8)</i></p>		As per the recommendation	SCE2 2013	Yes
<p>Recommendation to ACT 9.</p>		As per the	SCE2 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ACT	Proposed timeline to implement the recommendation by SCE or ACT	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO ACT				
<p>The Chair of the ACT (or nominee/s) identify a sub-group within the ACT to identify programs such as workshops, symposiums or conferences which could be conducted in Economies that have not been directly involved in previous events. This may involve an Economy providing financial assistance and/or guidance in the presentation of the program.</p>		recommendation		
<p>Recommendation to ACT 10. The Chair of the ACT (or nominee/s) reviews the current Terms of Reference of all other APEC Work Groups and Task Forces a to identify any potential synergistic relationships with the purpose of the ACT as outlined in the Terms of Reference of the ACT.</p>		As per the recommendation	SCE-COW 2013	Yes
<p>Recommendation to ACT 11. Once this occurs, the Chair of the ACT (or nominee/s) is to arrange meetings with the respective Fora to explore this relationship.</p>		As per the recommendation	SCE-COW 2013	Yes
<p>Recommendation to ACT 12. The Chair of the ACT (or nominee/s) is to explore scheduling of SOM meetings to allow direct liaison between Fora where there is a common linkage.</p>		As per the recommendation	SCE2 2013 / Ongoing	Yes
<p>Recommendation to ACT 13.</p>		As per the	SCE2 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ACT	Proposed timeline to implement the recommendation by SCE or ACT	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO ACT				
The Chair of the ACT (or nominee/s) identifies other organisations engaging in similar anti-corruption activities within the APEC region in order to determine where the ACT and these organisations engage in similar activities.		recommendation		
Recommendation to ACT 14. The Chair of the ACT (or nominee/s) is to identify unique activities in line with the ideals of APEC and consistent with the Terms of Reference of the ACT to allow the ACT to differentiate its activities from other similar organizations.		As per the recommendation	SCE2 2013	Yes
Recommendation to ACT 15. The Chair of the ACT (or nominee/s) is to then develop projects and/or programs to allow the ACT to capitalise on this unique positioning.		As per the recommendation	SCE2 2013	Yes
Recommendation to ACT 16. The Chair of the ACT (or nominee/s) identifies an appropriate process to enable quantitative and qualitative measurement of all ACT projects and/or programs.	APEC Secretariat The BMC is currently undertaking a pilot to review the effectiveness of a small subset of APEC projects. In undertaking work in this regard the ACT may wish to engage the BMC to encourage synergies in effort.	ACT to examine ways in which evaluations of project effectiveness can be undertaken.	SCE2 2013	Yes
Recommendation to ACT 17. The results of this research to be utilised to monitor and modify projects and/or programs to ensure APEC achieves maximum results from these activities.		As per the recommendation	SCE2 2013	

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ACT	Proposed timeline to implement the recommendation by SCE or ACT	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO ACT				
<p>Recommendation to ACT 18. Member Economies should be encouraged to nominate women either as representatives of the Economy or guests at ACT meetings and/or seminars, the workshops, symposiums.</p>		As per the recommendation	SCE2 2013 / Ongoing	Yes
<p>Recommendation to ACT 19. The Chair of the ACT (or nominee/s) to form a sub-group with representatives from the PPWE to ensure the interests of women are considered in all planned activities.</p>		As per the recommendation	SCE2 2013	Yes
<p>Recommendation to ACT 20. That the web site for the ACT is subject to regular review at least once every six months to ensure the links are updated and operative.</p>	<p>APEC Secretariat Responsibility for ensuring the ACT section of the APEC website lies with the relevant Program Director. Updates are expected following each ACT meeting.</p>	APEC Secretariat Program Director to review the ACT website on a regular basis as per the recommendation.	Ongoing	Yes

ANNEX 8

INDEPENDENT ASSESSMENT OF THE ECOTECH IMPLEMENTATION OF APEC WORKING GROUPS AND SOM TASKFORCES: AGRICULTURAL TECHNICAL COOPERATION WORKING GROUP (ATCWG) AND HIGH LEVEL POLICY DIALOGUE ON AGRICULTURAL BIOTECHNOLOGY (HLPDAB)

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ATCWG & HLPDAB	Proposed timeline to implement the recommendation by SCE or ATCWG & HLPDAB	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>Recommendation to SCE1. A merger of the ATCWG and HLPDAB is not supported. The ATCWG and HLPDAB operate consistently within their respective mandates and both have clear distinctive roles and expertise required for delivery of APEC goals.</p>		SCE to conclude discussions on the proposed merger at SCE1 2013.	SCE1 2013	Yes
<p>Recommendation to SCE2. The HLPDAB has lost some of its impact through an expectation of high-level (Ministerial) involvement in annual meetings. The SCE should consider redefining the Dialogue, informed through the strategic planning process, and renaming the Dialogue accordingly (e.g. to the Policy Dialogue on Agricultural Biotechnology–PDAB).</p>		SCE to consider the name of the forum at SCE1 2013	SCE1 2013	Yes
<p>Recommendation to SCE3. The SCE to endorse the BMC initiative on project evaluation and proactively seek the SWGE to commission several impact assessments of selected workshops/symposia to gauge the effectiveness and level of behavioural change attributed to APEC investment in ATCWG and HLPDAB projects. Importantly this should focus on the</p>	<p>APEC Secretariat As project evaluation falls within the mandate of the BMC, the Secretariat can work with the SCE Chair to facilitate the process required to ensure BMC members are made aware of this recommendation.</p>	SCE Chair to inform the BMC about this recommendation.	SCE1 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ATCWG & HLPDAB	Proposed timeline to implement the recommendation by SCE or ATCWG & HLPDAB	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
level of change in capacity and capability across the APEC region.				
Recommendation to SCE4. The SCE should empower the APEC Secretariat in providing incentives to Economies for volunteering to the role of Lead Shepard. This might include, for example, providing an option of support to the Lead Shepard in terms of a facilitator for preparing and conducting annual meetings.	APEC Secretariat The current APEC Secretariat mandate and resources offer limited scope for additional fora support as envisaged in the recommendation, however we would welcome suggestions for ways to improve the services we offer to all fora regardless of whether there is any difficulty in finding volunteers to take on leadership roles.	SCE to discuss as required. APEC Secretariat to note	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ATCWG & HLPDAB	Proposed timeline to implement the recommendation by SCE or ATCWG & HLPDAB	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO ATCWG & HLPDAB				
Recommendation to ATCWG & HLPDAB 1. Each fora should, as a priority, develop detailed strategic plans that include clear SMART indicators of success towards delivery of their medium term goals. Strategic plans should be developed with input from complimentary fora.		As per the recommendation	SCE2 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ATCWG & HLPDAB	Proposed timeline to implement the recommendation by SCE or ATCWG & HLPDAB	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO ATCWG & HLPDAB				
<p>Recommendation to ATCWG & HLPDAB 2. The Terms of Reference of each fora should be amended to include key selection criteria (or key attributes) for the nomination of future Lead Shepard roles. This should include specific abilities in adherence to the role of the fora as well as the ability to drive meetings efficiently.</p>		Proposals for amendments to the Terms of Reference for the fora should be discussed during a meeting of the groups.	SCE2 2013	Yes
<p>Recommendation to ATCWG & HLPDAB 3. A membership education program should be developed for new members, and each meeting should reconfirm the roles, functions and expectations of members. A short manual developed by the APEC Secretariat could support this.</p>	<p>SCE Members Canada: Canada agrees with efforts to increase the understanding of new members as sessions can involve high turnover, however, care needs to be taken to ensure membership education does not constrain what are already short agendas for the meetings.</p>	As per the recommendation	SCE2 2013	Yes
<p>Recommendation to ATCWG & HLPDAB 4. Future meetings should continue to align with other major APEC meetings. Further, each fora should consider setting aside formal opportunities for intra and inter fora networking and engagement, including joint sessions dedicated to synergistic issues/opportunities.</p>		As per the recommendation	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ATCWG & HLPDAB	Proposed timeline to implement the recommendation by SCE or ATCWG & HLPDAB	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO ATCWG & HLPDAB				
<p>Recommendation to ATCWG & HLPDAB 5. Engagement strategies between technical and policy fora should be developed and incorporated into annual and medium term work plans. These should include formal cross cutting interactions through examination of opportunities for collaborative projects/programs.</p>		As per the recommendation	Ongoing	Yes
<p>Recommendation to ATCWG & HLPDAB 6. The Dialogue should recognise that the majority of economies are signatories to and utilise the Cartagena Protocol on Biosafety. Noting the challenges for implementing and adherence to the protocol, it should feature more prominently in the agricultural biotechnology policy dialogue work plans. Further, recognising the policy gaps between developing and developed economies across the APEC region, the Dialogue work plan should focus on narrowing these gaps as well addressing current and emerging issues relevant to all economies (e.g. Low Level Presence, synthetic biology, GM animals).</p>	<p>SCE Members Canada: While Canada agrees that discussions on the Cartagena Protocol on Biosafety (BSP) in year's when the Meetings of the Party are being held may be important (i.e. - every second year), Canada strongly disagrees with any recommendation that the BSP form the basis for discussions and agenda setting at the Dialogue. There is an important role for the Dialogue, as captured in its work plan and annual priorities, for discussions around the safe introduction of agricultural biotechnologies. A focus on the transboundary movement of LMO's would limit important discussions on regulatory frameworks and approvals and means to collaboratively address issues such as asynchronous approvals. Furthermore, two of the most active economies in the dialogue – Canada and the United States – are not signatories to the protocol.</p>	As per the recommendation	SCE2 2013	No
<p>Recommendation to ATCWG & HLPDAB 7. The Dialogue work plan should consider setting an annual target of submitting 5</p>		As per the recommendation	ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ATCWG & HLPDAB	Proposed timeline to implement the recommendation by SCE or ATCWG & HLPDAB	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO ATCWG & HLPDAB				
<p>Concept Notes for APEC Funding (either as the lead and/or in partnership with other fora). An initial performance indicator of gaining 2 APEC funded or self-funded projects per annum should also be considered.</p>				
<p>Recommendation to ATCWG & HLPDAB 8. Fora should develop joint policy papers on new and emerging technologies and policy challenges for APEC economies and strategies to achieve evidence based regulatory harmonisation for agricultural biotechnology based products. Outcomes and consensus positions should be developed and communicated to APEC SOM and Ministers.</p>		As per the recommendation	Ongoing	Yes
<p>Recommendation to ATCWG & HLPDAB 9. Fora should develop and deliver educational packages for:</p> <ul style="list-style-type: none"> • agricultural technologists in research promotion, communication and dissemination; and • policy practitioners in research assessment, management and utilization. 	<p>SCE Members Canada: Canada could support the development of educational packages, but would seek additional details on the nature of the educational packages and the objectives to be achieved and how these objectives align with delivering on the priorities of each committee.</p>	As per the recommendation	SCE2 2014	Yes
<p>Recommendation to ATCWG & HLPDAB 10. Each fora should introduce an annual self-assessment 'health check' to</p>		As per the recommendation	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or ATCWG & HLPDAB	Proposed timeline to implement the recommendation by SCE or ATCWG & HLPDAB	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO ATCWG & HLPDAB				
ascertain performance over the previous years activities to guide continuous improvement.				

ANNEX 9

INDEPENDENT ASSESSMENT OF THE ECOTECH IMPLEMENTATION OF APEC WORKING GROUPS AND SOM TASKFORCES: POLICY PARTNERSHIP ON WOMEN AND THE ECONOMY (PPWE)

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or PPWE	Proposed timeline to implement the recommendation by SCE or PPWE	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>Recommendation to SCE1. Develop and Implement an efficient publicity and communications strategy both within Member Economies and across APEC Fora to elevate recognition on gender achievements. To help with this work the following actions could be implemented:</p> <ul style="list-style-type: none"> • A compound including gender actions and achievements since 1996 could be prepared and be widely distributed and publicized. • This compound should be publicized at APEC and WEF websites, should include links to this section from other fora web pages. Email alerts can be sent to all focal points as and when new information and updates are uploaded into the websites. • Maintain this compound updated by providing a summary of achievements at the beginning of each PPWE meeting. • Report relevant achievements on gender-inclusiveness at the beginning of other fora meetings 	<p>APEC Secretariat The APEC Secretariat Communications and Public Affairs Unit will continue to support APEC in implementing agreed communications strategies and is prepared to work with members to design such strategies.</p>	<p>Communications strategy design to be led by PPWE and presented to a subsequent SCE meeting.</p>	SCE3 2013	Yes
<p>Recommendation to SCE2. Review current PPWE mechanism to request that all Economies and APEC Fora report on the proportion of women and men on their</p>		<p>PPWE should be invited to make a presentation and formal proposal in this regard</p>	SCE-COW 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or PPWE	Proposed timeline to implement the recommendation by SCE or PPWE	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
delegations and meetings to be effectively reported.		at the next SCE-COW meeting.		

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or PPWE	Proposed timeline to implement the recommendation by SCE or PPWE	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO PPWE				
<p>Recommendation to PPWE 1. Adopt as soon as possible PPWE's Strategic Plan. In this regard the following is recommended:</p> <ul style="list-style-type: none"> • Take advantage of APEC's Secretariat proposal to technically assist sub-fora in the creation of a strategic plan. • Adopt a strategic plan with a clear vision and objectives from which a Working Plan will be easier to define. • To continue to set a reduced number of targeted topics for each meeting to focus PPWE's work and make it more efficient. • To review PPWE work plan annually through the efforts of volunteering economies representing different development levels. The review outcomes and suggestions should be reported in PPWE meetings for economies to follow. 	<p>APEC Secretariat Technical assistance in the creation of strategic plans is offered with the generous assistance of the APEC Technical Assistance and Training Facility rather than through the Secretariat itself.</p>	As per the recommendation	SCE2 2013	Yes
<p>Recommendation to PPWE 2. Create a Performance Chart which would include concrete variables of advancement on</p>		As per the recommendation	SCE2 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or PPWE	Proposed timeline to implement the recommendation by SCE or PPWE	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO PPWE				
<p>gender issues for both Member Economies and APEC fora to provide PPWE concrete tools to measure progress and success. Introducing gender variables in the vital information of APEC economies' performances would also help Leaders to better include gender into economic development policies.</p>				
<p>Recommendation to PPWE 3. Prioritize and focus on a small set of strategies and achievement of targets that should be followed up over the following year.</p>		As per the recommendation	SCE2 2013	Yes
<p>Recommendation to PPWE 4. Strengthening HLPDWE as a formal mechanism of the PPWE to elevate its recommendations within APEC. To do so, the following could be considered:</p> <ul style="list-style-type: none"> • Include it as part of PPWE Terms of Reference. • Invite Economic and Trade Ministers and Advisers to attend the HLPDWE to ensure better mainstreaming across APEC • Assure that the HLPDWE includes closed sessions to lead to agreement on actions and not only restrict the meeting to the presentation of country-statements. A closed session may also facilitate the host economy to delegate activities to other economies to follow up throughout the year to promote the integration of gender considerations within APEC 		As per the recommendation	SCE2 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or PPWE	Proposed timeline to implement the recommendation by SCE or PPWE	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO PPWE				
Recommendation to PPWE 5. Implement strategies to encourage former WLN members to actively participate		As per the recommendation	SCE2 2013	Yes
Recommendation to PPWE 6. Formalize as soon as possible PASC to be able to reassume PPWE’s work in assuring the use of gender-sensitive criteria in APEC projects.		As per the recommendation	SCE2 2013	Yes
Recommendation to PPWE 7. Strengthen the assessment process through the following actions: <ul style="list-style-type: none"> • Defining the assessment framework to be followed within PPWE to evaluate projects. Results from the APEC Symposium on GFPN Strategies held in Chinese Taipei in May 2010 could be revised. The correlation with other fora should be carefully addressed. • Extend gender considerations in the QAF. Currently they form one part of consideration of whether a project is satisfactory or unsatisfactory against “impact criteria”. The inclusion of a specific, stand-alone criterion in the QAF to determine if an economy has adequately mainstreamed gender in project methodology, implementation and anticipated impact could be very helpful to assure a successful gender perspective. 		As per the recommendation	SCE2 2013	Yes
Recommendation to PPWE 8. Evaluate the Gender Equality Guideline. To receive other fora feedback on the use of the		As per the recommendation	SCE2 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or PPWE	Proposed timeline to implement the recommendation by SCE or PPWE	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO PPWE				
Gender Equality Guideline and be able to improve it, a half day workshop on the topic could be very useful. Currently Economies are unaware if the Guideline has been successful and facilitates other fora activities.				
Recommendation to PPWE 9. Assist to other fora meetings and promote consciousness regarding gender equality principles and the importance of their inclusion in project proposals.		As per the recommendation	ongoing	Yes
Recommendation to PPWE 10. Increase the capacity for cross-fora project funding and collaboration. Identify 2 or 3 Working Groups with whom to work on an activity or project to address gender as a cross cutting issue.		As per the recommendation	SCE2 2013	Yes
Recommendation to PPWE 11. Identify a strategy to reactivate former WLN members to actively participate in PPWE. <ul style="list-style-type: none"> • Take advantage of PPWE newly creation to ask Member Economies to provide a point of contact list for private sector delegates. • Evaluate the possibility of reusing APEC funded scholarships for female private sector delegates to attend as part of their economies delegation. 		As per the recommendation	SCE2 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or PPWE	Proposed timeline to implement the recommendation by SCE or PPWE	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO PPWE				
<p>Recommendation to PPWE 12. Implement actions to share amongst PPWE, ABAC's women activities to identify projects to collaborate and avoid effort duplication.</p>		As per the recommendation	SCE2 2013	Yes
<p>Recommendation to PPWE 13. To increase interaction during the Public-Private Dialogue on Women, identify one issue on best practices of public-private collaboration per meeting and discuss it on a round table.</p>		As per the recommendation	SCE2 2013	Yes
<p>Recommendation to PPWE 14. Create an executive (including only relevant information in a synthesized manner), easy to access, to read and to update database on best gender integration best practices.</p>	<p>APEC Secretariat The APEC Secretariat Information Technology Unit is willing to provide support on the development of relevant IT projects, however there may constraints on the level of support due to resource limitations.</p>	As per the recommendation	SCE2 2013	Yes
<p>Recommendation to PPWE 15. Create an executive (including only relevant information in a synthesized manner), easy to access, to read and to update database on APEC's gender achievements.</p>	<p>APEC Secretariat The APEC Secretariat Information Technology Unit is willing to provide support on the development of relevant IT projects, however there may constraints on the level of support due to resource limitations.</p>	As per the recommendation	SCE2 2013	Yes
<p>Recommendation to PPWE 16. Both databases should be available on APEC website and publicized for Member Economies and all fora to visit. E mail alerts could be considered once new information is available.</p>	<p>APEC Secretariat The APEC Secretariat Information Technology Unit is willing to provide support on the development of relevant IT projects, however there may constraints on the level of support due to resource limitations.</p>	As per the recommendation	SCE2 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or PPWE	Proposed timeline to implement the recommendation by SCE or PPWE	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO PPWE				
<p>Recommendation to PPWE 17. Individual Action Plans should also be circulated prior to PPWE meetings in a standardized manner to give Member Economies an opportunity to compare and contrast with their own.</p>		As per the recommendation	SCE2 2013	Yes
<p>Recommendation to PPWE 18. Agenda could be decided and circulated to PPWE points of contact earlier. Host Economies could commence their collaboration on preparing agenda for next year right after the meeting and generate pre-PPWE teleconferences to enrich the agenda and to help enhance communication among economies.</p>		As per the recommendation	Ongoing	Yes
<p>Recommendation to PPWE 19. PPWE Management Council (PPWEMC) should meet before PPWE Meeting in order to effectively guide PPWE efforts. It should take place back to back with other relevant WG meetings to enable collaboration. Economies are encouraged to have a long term participation in the PPWEMC to facilitate the comprehensiveness and the coherence of the agenda preparation as well as the improvement for economies participation in PPWE meetings.</p>		As per the recommendation	Ongoing	Yes
<p>Recommendation to PPWE 20. Include in PPWE Strategic plan a specific strategy to increase cross fora</p>		As per the recommendation	SCE2 2013	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or PPWE	Proposed timeline to implement the recommendation by SCE or PPWE	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO PPWE				
<p>cooperation. Actions such as the following could be considered:</p> <ul style="list-style-type: none"> • Identify three APEC relevant Working Groups to work with in an annual base. Include in this cooperation the assistance to their meetings as well as an invitation to PPWE's ones and share relevant documentation. • Name other working groups co-chairs as gender contacts to share PPWE's information or achievements, remind about the importance of use of gender criteria in project development and assist to PPWE's meetings 				

FUNDING CRITERIA FOR ALL APEC-FUNDED PROJECTS IN 2012

In assessing APEC-funded projects in 2012, priority should be given – pursuant to instructions from Leaders and Ministers – to funding capacity-building activities, with special emphasis on developing economies, in accordance with the following rankings. These criteria will be used for ranking all of APEC's funded projects.

Rank 1: Projects that specifically and significantly contribute to promoting regional economic integration via free and open trade and investment

This includes projects related to:

- Next generation trade and investment issues
- Strengthening multilateral trading system and supporting FTAs/RTAs
- Promoting innovation policy
- Promoting greater alignment in regulatory approaches, including through standards, regulatory coherence and cooperation, technical regulations, conformity assessment, risk assessment
- Trade facilitation and supply chain performance
- Environmental goods and services
- Cooperation in information technology and digital economy
- Investment
- Services
- Ease of doing business
- Promotion and development of SMEs and entrepreneurship

Rank 2: Projects that directly support the Action Plan in the APEC Leaders' Growth Strategy

This includes, but is not limited to, projects closely related to:

Sustainable Growth

- Energy security
- Renewable energy development, alternative energy sources
- Reducing energy intensity and promoting energy-efficient technologies
- Phasing out inefficient fossil fuel subsidies
- Low-emissions development strategies (LEDS)
- Facilitating trade in remanufactured goods
- Conservation, sustainable management, and rehabilitation of forest resources, combating illegal logging and associated trade
- Green jobs education and training
- Climate change mitigation and adaptation
- Sustainable development of oceans and their crucial role in climate change and food security

Secure Growth

- Food security and agricultural technology cooperation
- Food safety
- Emergency preparedness and natural disasters
- Strengthening health system
- Counter terrorism initiatives/anti-money laundering activities
- Fighting corruption and improving governance and transparency

Inclusive Growth

- Human resources development
- Women and the economy

Other issues connected with Innovative Growth

- Education
- Research cooperation

Balanced Growth

- Implementation of the APEC New Strategy for Structural Reform (ANSSR)
- Strengthening financial markets (including financial regulatory systems and capital market development), financial inclusion and ensuring long-term fiscal sustainability

Rank 3: Projects that are linked to other priorities identified by Leaders and Ministers but are less closely linked to regional economic integration via free and open trade and investment

For example:

Activities which contribute to balanced, inclusive, sustainable, innovative and secure growth in the longer-term, such as:

- Youth issues
- Initiatives which support trade recovery (e.g. the APEC Trade Recovery Programme)
- Tourism

NOTES

Cross-cutting issues: All projects should maximise: developing human capital; building linkages between APEC economies; gender equality; engagement of other APEC fora, ABAC, the private sector and other multilateral organisations; multi-year capacity building opportunities; and the spectrum of capacity building models and activities, although the extent to which projects incorporate these methodologies will not affect their priority rankings.

Prioritisation within a rank: In the event that there are more project proposals than available funding for initiatives within a particular rank, projects will be prioritized in accordance to the degree to which they contribute to its rank's objective (and therefore to APEC's overall objective of furthering the goal of economic integration via free and open trade and investment).

ANNEX 11

APEC COUNTER-TERRORISM TASK FORCE

TERMS OF REFERENCE

1. Introduction

APEC member economies recognize that creating a secure environment for economic activity is an important part of any strategy for regional growth and prosperity. APEC plays a valuable and constructive role in helping to: protect the economic systems of the Asia-Pacific region from attack, disruption, and misuse; protect the flow of legitimate trade and travel from compromise; and promote human security and a safe business environment.

In October 2001, following the terrorist attacks in the United States on September 11, APEC Leaders in Shanghai issued a Leaders Statement on Counter-Terrorism. They underlined that terrorism was a direct challenge to APEC's vision of free, open and prosperous economies, and to the fundamental values that APEC members hold. Leaders built on their commitments and instructions in a further Statement on Fighting Terrorism and Promoting Growth in 2002 in Los Cabos, as well as in every subsequent Leaders Statement. Leaders agreed to take appropriate individual and joint actions to follow up on the commitments in line with their respective circumstances and in accordance with APEC principles. APEC Ministers, including sectoral Ministers, have also supported Leaders' commitments and instructions on countering terrorism in their ministerial statements and activities.

Bearing in mind Leaders' instructions to monitor progress and build capacity in counter-terrorism, APEC Senior Officials established an APEC Counter-Terrorism Task Force (CTTF) in May 2003.

2. Mission

The mission of the Counter-Terrorism Task Force is to:

- Coordinate, monitor, and review the implementation of the Leaders' and Ministers' commitments and instructions on countering terrorism and securing trade, using the APEC Counter-Terrorism Action Plans as the foundation for this work;
- Assist APEC member economies to identify, assess, and address counter-terrorism and secure trade needs, including by developing, sponsoring, and coordinating targeted capacity building and technical assistance programs;
- Facilitate close coordination and collaboration among relevant APEC fora on counter-terrorism and secure trade issues;
- Advise APEC Senior Officials, as appropriate, on current and emerging trends in counter-terrorism and secure trade efforts and report on proposals and projects as necessary;
- Build partnerships with relevant multilateral organizations, including multilateral financial institutions, and the private sector to advance Leaders' and Ministers' instructions and avoid unnecessary duplication of efforts.

3. Structure and Administration

CTTF membership will be open to all interested APEC member economies. Where appropriate, invitations to relevant APEC fora, multilateral organizations, private sector representatives, etc. to participate in CTTF meetings, can be extended by the Chair in consultation with CTTF members.

Invitations will be issued in accordance with the “APEC Guidelines on Managing Cooperation with Non-Members.”

The Task Force will be managed by a Chair and Vice Chair, with support from the APEC Secretariat, in accordance with the APEC “Guidelines for Lead Shepherd/Chair and Deputy Shepherd/Chair of APEC Working Groups and SOM Task Forces”. The Task Force will be supported at the working level by the “Friends of the Chair (FOTC)” who will provide recommendations, advice, and input and develop work programs as required.

The Task Force’s current priorities and projected outputs will be outlined in its annual Workplan, which will be reported to Senior Officials through the SCE Fora Report. The activities and deliverables of the CTTF will be included in the SCE Fora Report.

The Task Force will meet on the margins of the Senior Officials’ meetings and conduct business via email intersessionally. The Task Force will report to SOM and have a two year term from 2011-2012. Towards the end of its mandate, the CTTF will review its achievements and outputs and invite SOM to consider its future.

ANNEX 12

SOM STEERING COMMITTEE ON ECONOMIC AND TECHNICAL COOPERATION

TERMS OF REFERENCE

(MAY 2012)

Introduction

In 1996, Ministers adopted the Framework for Strengthening Economic Cooperation and Development to further strengthen economic and technical cooperation (ECOTECH) in APEC. To effectively implement the ECOTECH agenda, the SOM Sub-Committee for Economic and Technical Cooperation (ESC) was established in 1998. This was later elevated to the SOM Committee on Economic and Technical Cooperation in 2002. As part of the reform process, with effect from 2006, the ESC was transformed into the SOM Steering Committee on ECOTECH (SCE) with an enhanced mandate to strengthen the prioritisation and effective implementation of ECOTECH activities by various APEC fora. In 2009, SOM agreed to further strengthen the SCE's policy guidance role as recommended by the SCE internal review. In 2010, a new [Framework to Guide ECOTECH activities](#) was endorsed to guide the APEC-funded capacity building and all ECOTECH activities.

Objectives

- To strengthen implementation of the APEC's ECOTECH activities by prioritising in accordance with Leaders' and Ministers' commitments, coordinating and providing oversight of the work of APEC fora.
- To provide policy guidance on ways to contribute to APEC's ECOTECH goals.
- To coordinate ECOTECH objectives and priorities set by APEC's Economic Leaders and Ministers.

Membership

- All Senior Officials of APEC economies.
- Chairs/Lead Shepherds of relevant APEC fora will be invited to participate in the first SCE meeting of the year at SOM I as the Meeting of the ECOTECH Committee of the Whole (SCE-COW).

Internal organisation arrangements

- The operation and effectiveness of the SCE will be reviewed periodically, no less than every two years.
- SCE will report directly to the SOM.
- Chair to be the Senior Official of the incoming host economy and Vice-chair to be the Senior Official of the host economy.
- SCE will be assisted by the APEC Secretariat.

Meeting arrangements

- SCE will meet in the margins of each SOM. At SOM I, SCE-COW will be convened and include Chairs/Lead Shepherds of relevant APEC fora.
- Policy elements of the SCE agenda will be discussed in the SCE-COW Meeting; routine and technical matters will be discussed at regular SCE meetings which will be scheduled back to back with SOMs.

Work mandate

The SCE will coordinate action-oriented and integrated strategies in accordance with Leaders' and Ministers' commitments, the 1996 APEC Framework for Strengthening Economic Cooperation and Development, and the APEC Framework to guide ECOTECH activities. It will:

- Provide policy recommendations on APEC ECOTECH-related issues to SOM.
- Periodically review the 1996 Framework for Strengthening Economic Cooperation and Development and the APEC-wide ECOTECH priorities identified in the APEC Framework to guide ECOTECH activities and make recommendations to SOM.
- Develop APEC-wide medium-term ECOTECH priorities, annual work plan and funding criteria to best implement APEC's ECOTECH activities.
- Coordinate and supervise ECOTECH-related Working Groups and SOM Special Task Groups and provide policy guidance to these groups on the ECOTECH agenda.
- Assess and direct realignment of individual work plans of Working Groups and SOM Special Task Groups with the APEC-wide medium-term ECOTECH priorities and annual objectives as outlined in the ECOTECH framework; to this purpose, all Working Groups and SOM Special Task Groups should submit their strategic and annual work plans to the SCE no later than three weeks prior to SOM I for consideration at the SCE-COW.
- Approve and rank (in terms of relevance to policy priorities), all ECOTECH-related project proposals ahead of presentation to the Budget Management Committee (BMC).
- Evaluate the progress of Working Groups and SOM Special Task Groups in implementing and achieving APEC's ECOTECH priorities.
- Compile progress and evaluation reports under the program of Independent Assessments of Working Groups and SOM Special Task Groups for review and report to SOM.
- Review the role and operation of Working Groups and Task Forces with a view to making recommendations to the SOM on establishing, merging, disbanding or reorienting these bodies.
- Review the 1996 Framework for Strengthening Economic Cooperation and Development and the APEC-wide ECOTECH priorities identified in 2009 and make recommendations to SOM.
- Encourage active participation of relevant stakeholders in the capacity-building activities of economic and technical cooperation in accordance with the APEC rules, guidelines and practices.

ANNEX 13

ABBREVIATIONS AND ACRONYMS

ABAC	APEC Business Advisory Council
ACT	Anti Corruption and Transparency Working Group
AI	Avian Influenza
AMM	APEC Ministerial Meeting
APEC	Asia-Pacific Economic Cooperation
ART	APEC Research and Technology Program
ASEAN	Association of Southeast Asian Nations
ASF	APEC Support Fund
ATCWG	Agricultural Technical Cooperation Working Group
BCP	business continuity plans
BMC	Budget Management Committee
CEEDS	Cooperative Energy Efficiency Design for Sustainability
COW	Committee of the Whole
CSOM	Concluding Senior Officials' Meeting
CTI	Committee on Trade and Investment
CTTF	Counter-Terrorism Task Force
DNSSEC	Domain Name Service Security Extension
EC	Economic Committee
EPWG	Emergency Preparedness Working Group
ESC	Economic and Technical Cooperation
ESI	Energy Security Initiative
EWG	Energy Working Group
FMP	Finance Ministers Process
FOTC	Friends of the Chair
HLPDAB	High Level Policy Dialogue on Agricultural Biotechnology
HWG	Health Working Group
ICT	Information and Communications Technology
IPD	Innovation Policy Dialogues
ISTWG	Industrial Science and Technology Working Group
ITD	Innovation Technology Dialogues
LCMT	Low Carbon Model Town
LEDS	Low Emission Development Strategies
MOU	Memorandum of Understanding
MRA	Mutual Recognition Arrangement
MRA-CA	MRA for Conformity Assessment
MRM	Ministers Responsible for Mining
MTF	Mining Task Force
NGO	Non-Governmental Organizations
OA	Operational Account
OFWG	Ocean and Fisheries Working Group
PASC	Project Assessment Standing Committee (<i>under PPWE</i>)

PATA	Pacific Asia Travel Association
PMU	Project Management Unit (<i>under APEC Secretariat</i>)
PPFS	Policy Partnership on Food Security
PPSTI	Policy Partnership on Science, Technology and Innovation
PPWE	Policy Partnership on Women and the Economy
QAF	Quality Assessment Framework
SCE	Steering Committee on Economic and Technical Cooperation
SMEWG	Small and Medium Enterprises Working Group
SOM	Senior Officials' Meeting
TELWG	Telecommunications and Information Working Group
TILF	Trade and Investment Liberalisation Fund
TMM	Tourism Ministerial Meeting
ToR	Terms of Reference
TPTWG	Transportation Working Group
TWG	Tourism Working Group
UNCSD	United Nations Commission on Sustainable Development
UNWTO	United Nations World Tourism Organization
WTTC	World Travel and Tourism Council



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