

Decisions by the SOM Steering Committee on ECOTECH on Fora Assessment

With a view to make the current program of Independent Assessment more focused, effective and cost-efficient, the SOM Steering Committee on ECOTECH (SCE) decides the following:

Development of Standardized Program for Assessments in 2017

1. The APEC Secretariat (hereinafter referred to as “the Secretariat”) will engage an outside expert to develop a standardized program for assessments, including i) a set of indicators to assess the performance and governance of the fora; ii) a survey questionnaire template; iii) a possible scope of survey; iv) a list of useful information and data for the assessment; v) the methodology of processing such data; and vi) a reporting template. The procurement of such expert and the final outcome of this service contract will be submitted to the SCE for approval. The SCE fora will also be consulted during the development.

Annual Assessments from 2018

2. Pursuant to the terms of reference of SCE sub-fora, the Secretariat will identify and recommend to the SCE at the last SCE meeting of a year a potential list of the SCE fora that could be reviewed in the next year. The SCE may further decide to conduct review on other fora when necessary.
3. The SCE at the last SCE meeting of that year will also establish an assessment team comprising the representatives from the preceding, current, and next year’s SCE chairing economies as well as any other volunteering economies (hereinafter referred to as “the Assessment Team”) for the assessment of the following year. The Assessment Team may conduct its work virtually.
4. The Secretariat will engage a service provider to conduct the standardized program as developed by paragraph 1 above for a minimum of two years sufficiently in advance of any Annual Assessment. The final selection of such service provider will be subject to the endorsement by the SCE. The Secretariat will also monitor and guide the implementation of the program by the service provider. The Secretariat will review and forward the processed data and information produced by the service provider to the Assessment Team.
5. The Assessment Team with the assistance of the Secretariat will study the material forwarded by the Secretariat and produce draft recommendations to the SCE for its consideration prior to the last meeting of SCE.
6. The Assessment Team will also review the responses from the fora which have been subject to the assessments from the previous year(s) and make recommendations, if appropriate, on how to follow up on the responses.

Comprehensive Fora Review

7. The SCE may decide to conduct a comprehensive fora review following the completion of a round of Annual Assessments on all the fora, focusing on the overall organizational efficiency and based on the compiled data, records of Annual Assessments and the review of the responses from the fora on recommendations.