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| **Page** | **Description** |
| Throughout | A range of minor revisions to enhance expression and establish consistent formatting and style. |
| 7 | Acronym table updated to reflect deletion of Quality Assurance Framework (QAF) and Principle Decision Maker (PDM). |
| **Chapter 1. Introduction** | |
| 8 | New Introduction, including references to the *APEC Capacity Building Policy (2015)* |
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| **Chapter 2. Roles and Responsibilities** | |
| 10-11 | The roles and responsibilities of Senior Officials (or delegates) updated to reflect eligibility and scoring roles for GPA and ASF General Fund. PDM role is deleted. Proposing forum no longer score; QAF requirement removed; and Monitoring Report due once a year (1 April) for projects selected from 2018 onwards. APEC Committee information is deleted. Replaced with a new section describing the roles and responsibilities of ‘Responsible APEC Fora’, who oversee eligibility and scoring for specified funding sources. Specific fora/funding source information will be placed on [www.apec.org](http://www.apec.org) |
| 11 | Project Overseers (POs) need not be government officials, subject to sponsoring economy support. |
| 13 | Program Directors (PDs) authority for waivers, extensions and design amendments clarified. |
| **Chapter 3. Funding and Accounts** | |
| 15 | Update to specify that the funding priorities of the General Project Account (GPA) shall be combined host-year priorities of the outgoing APEC host economy and the incoming host economy, as agreed by Senior Officials. |
| 16-17 | Clarifications regarding the operation and structure of the TILF and ASF project funding accounts. |
| 17 | Update to specify that the funding priorities of the ASF General Fund are the Priority Themes of the Manila Framework for Strengthening Economic Cooperation and Development. Deletion of statement that Concept Notes found ineligible for ASF sub-funds, will be otherwise eligible for ASF General Fund. |
| 18-19 | Expanded coverage of Self-funding. New content in relation to non-APEC sources of funding (e.g. private sector). |
| **Chapter 4. APEC Project Cycle; Chapter 5. Applying for Funding; Chapter 6. Project Implementation and Monitoring; Chapter 7. Project Completion and Chapter 8. Multi-Year Projects.** | |
| 21-22 | Clarification on the preparation, endorsement and submission of Concept Notes |
| 23-24 | A number of changes to reflect the new project scoring and selection mechanism (i.e., ‘responsible APEC fora’ undertake eligibility and scoring; a single layer of scoring; no PDM process, etc.) |
| 24 | Clarification that Project Proposals not submitted by the Project Proposal deadline will be given a grace period of one week following the deadline, after which they will be considered withdrawn and ‘in-principle’ approval will be revoked. |
| 24-25, 27 | References to the QAF have been deleted. Operating guidance for project Steering Committees added. |
| 28 | New annual requirement for Monitoring Reports (1 April) is recorded (projects commencing from 2018). |
| **Chapter 9. APEC Project Expenses and Chapter 10. General Disbursement Procedures** | |
| 34 | Clarification that honoraria must be framed in a travel/work undertaking and cannot be paid on a retrospective claims basis. |
| 35 | Clarification around ‘simultaneous interpretation costs’ (definition, waivers and contracting) |
| 36 | Inclusion of RAASR sub-fund within interpretation/translation policy that applied to the preceding ANSSR sub-fund. |
| 36 | Clarification regarding activities that constitute ‘Direct Labour’ |
| 37 | Clarification that contractors can be individuals or entities. |
| 38 | Clarification regarding the meaning of “airfare”. |
| 38-39 | Clarification on reference rates and basis for per diem calculations. |
| 41 | Clarifications regarding per diem and other aspects of non-allowable travel expenses; and PO travel expenses. |
| 43 | Clarification of policy regarding the expenses for translation and reproduction of final project reports. |
| 43 | Clarification regarding the funding of items such as stationery, communication, portable memory devices, or items deemed to promotional, or as gifts. Also clarification regarding translation costs. |
| 46-47 | Clarification regarding disbursements, including deadlines, and honoraria, travel expenses and other payment types. |
| 48 | Clarification regarding advance payments, instalments etc. |
| **Chapter 12. Contracting** | |
| 51 | Clarification on the extent to which APEC meets the travel and per diem expenses of contractors engaged to provide clerical, administrative or logistical support. |
| 51-54 | Explanation of the ‘notice of declaration’ requirements for contractors, across all procurement thresholds. |
| **Appendices** | |
| Appendix A | Concept Note template modified to reflect new project selection and scoring process, and for POs to specify the developing economy beneficiaries of ASF projects (to assist eligibility checking). |
| Appendix B | Project Proposal template aligned to modifications in Concept Note template. |
| Appendix C | Self-Funded Coversheet expanded to include ‘Self-Funded Project Synopsis’. |
| Appendix E | Monitoring Report modified to reflect the new annual reporting requirement. |
| Appendix K | New appendix: Capacity Building Goals, Objectives and Principles |

*Revised version 31 October 2017*