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| **Page** | **Description** |
| Throughout | A range of minor revisions to enhance expression and establish consistent formatting and style. |
| 10 | Acronym table updated to reflect deletion of Quality Assurance Framework (QAF) and Principle Decision Maker (PDM). |
| **Chapter 2. Roles and Responsibilities** | |
| 13 | The roles and responsibilities of Senior Officials (or delegates) updated to reflect eligibility and scoring roles for GPA and ASF General Fund. |
| 14 | Information regarding PDMs is deleted. |
| 14 | 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) |
| 15 | QAF reference deleted from ‘Proposing Forum’ information. New annual requirement for Monitoring Reports (due 1 April) is recorded. |
| 17 | Minor change to the role of the Project Management Unit (PMU) – ‘selection’ rather ‘prioritization’. |
| **Chapter 3. Funding and Accounts** | |
| 19 | 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. |
| 21 | 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. |
| **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.** | |
| 24-25 | Delete Project Cycle graphic. |
| 26-33 | A number of changes to reflect the new project scoring and selection mechanism (i.e., assigned or ‘responsible’ fora undertake eligibility and scoring; a single layer of scoring; no PDM process, etc.) |
| 33 | 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Proposal deadline will be given a grace period of one week following the deadline, after which they will be considered withdrawn and ‘in-principle’ approval will be revoked. |
| 34-35 | References to the QAF are deleted. |
| 37-38 | New annual requirement for Monitoring Reports (due 1 April) is recorded. |
| 41-42 | References to the QAF and PDMs are deleted. |
| **Chapter 9. APEC Project Expenses and Chapter 10. General Disbursement Procedures** | |
| 44 | Clarification that honoraria must be framed in a travel/work undertaking and cannot be paid on a retrospective claims basis. |
| 45-46 | Clarification around ‘simultaneous interpretation costs’ (definition, waivers and contracting) |
| 46 | Inclusion of RAASR sub-fund within interpretation/translation policy that applied to the preceding ANSSR sub-fund. |
| 46 | Clarification regarding activities that constitute ‘Direct Labour’ |
| 48 | Clarification that contractors can be individuals or entities. |
| 49-51 | Clarification on reference rates and basis for per diem calculations. |
| 52 | Clarification regarding travel expenses for POs. |
| 53 | Clarification to include Scope of Services under tasks. |
| 53 | Clarification of policy regarding the translation and reproduction of final project reports |
| 54-55 | 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. |
| 57-59 | Clarification regarding disbursements, including deadlines, and honoraria, travel expenses and other payment types. |
| 60 | Clarification regarding advance payments, instalments etc. |
| **Chapter 12. Contracting** | |
| 64 | Clarification on the extent to which APEC meets the travel and per diem expenses of contractors engaged to provide clerical, administrative or logistical support. |
| 64-67 | Explanation of the ‘notice of declaration’ requirements for contractors, across the various 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 E | Monitoring Report modified to reflect the new annual reporting requirement. |