APEC Projects  
Project Session 1, 2018: Overview of Changes

APEC Project Management Unit

# Overview

The way APEC Projects are selected for funding will change in 2018. The purpose of this overview is to provide Project Overseers (POs) and APEC forum members with a summary of the changes they can expect regarding the way APEC Projects are selected, as well as an overview of some of the other changes in support of project governance.

The new selection process will be based on an updated Concept Note (CN) template and a new APEC Scoring Template which will used to support both project eligibility assessment and scoring. The Project Proposal template is changing too. These changes will be introduced for Project Session 1, 2018. At the same time, other governance changes will happen, including a number of practical changes to incorporate the 2016 APEC Capacity Building Policy into the way APEC Projects are selected, implemented and evaluated.

Please note this overview is intended to be a guide only and you are strongly encouraged to review to the latest copy of the Guidebook on APEC Projects. You can locate a copy of the 12th edition of the Guidebook here: <https://www.apec.org/Projects/Forms-and-Resources.aspx>. You can also view the new APEC Scoring Template on the Forms and Resources page of [www.apec.org](http://www.apec.org).

## A new way of selecting APEC projects

Whilst a number of key aspects of selection are changing, much of the process will be familiar to existing POs. POs will still prepare CNs, taking care to ensure all parts of the CN are properly completed, and otherwise compliant with the Guidebook. But for Project Session 1, 2018:

* **POs will need ensure that their CN specifically identifies the APEC fund or sub-fund they are looking to use.** 
  + *For example, with ASF, POs must nominate either ASF General, or one of the ASF sub-funds (for example, ASF Human Security). Don’t simply nominate “ASF”.*
* **POs will need to demonstrate how the CN meets the eligibility of the funding source in question.** 
  + *Every funding source has eligibility criteria, in some cases very specific, and you should ensure familiarity with the criteria. See* [*https://www.apec.org/Projects/Funding-Sources*](https://www.apec.org/Projects/Funding-Sources)*.*
* **The APEC Funding Criteria will no longer be used; instead, CNs will be scored by the degree to which they meet the funding priorities/criteria already established for the fund or sub-fund in question.** 
  + *As the GPA does not have specific funding priorities, priorities will be set at ISOM by Senior Officials, combining the priority themes of the incoming and outgoing hosts. See* [*https://www.apec.org/Projects/Funding-Sources*](https://www.apec.org/Projects/Funding-Sources)*.*

Please note that all CNs will still need to be endorsed by the proposing forum, and CNs will still need to have a minimum of 2 co-sponsoring economies, or more as required by specific fora or the eligibility criteria of certain funding sources. Please also note that the eligibility criteria of some funding sources require co-endorsement from a forum other than the proposing forum. These processes will still need to be finalized before the CN is submitted at the Final Submission Deadline.

Further changes in 2018 include:

* **The CN will no longer be scored by the proposing forum – instead, once the Final Submission Deadline has passed, the Secretariat will pass all compliant CNs to one of the *Responsible APEC Fora* who will then assess the eligibility of the CN and score the CN, using the APEC Scoring Template.**
  + *Each fund and sub-fund has been assigned to a specified fora for the purposes of eligibility assessment and scoring, including SOM, who are responsible for the GPA and the ASF General Fund. All economies still participate in the eligibility and scoring process, and the Secretariat will still process the results. These scores alone will determine the funding recommendation to BMC. Principal Decision Makers (PDMs) will no longer need to settle the final result.*
* **A CN will be ineligible if any economy decides that it does not meet the eligibility criteria**.
  + *If a CN is considered ineligible, reasons should be given. If a CN is ineligible it cannot proceed in the selection process but may re-apply in a subsequent project session. There will be no ‘fall-back’ to the ASF General Fund for concepts found to be ineligible for one of the ASF sub-funds*

## Other governance changes to know about

Capacity building is fundamental to APEC Projects. The APEC Capacity Building Policy describes the operational principles for capacity building in APEC Projects, and accordingly, a number of changes are happening to translate these principles into practice across APEC Projects. From 2018:

* **The 12th edition of the Guidebook contains new content to integrate the Policy, such as in the Introduction, Chapters 3 and 5, and in the Self-Funded Project Proposal Coversheet.** 
  + *The CN and Project Proposal templates now ask how the project will build the capacity of APEC economies, particularly developing economies, in the case of APEC Support Fund projects. The Capacity Building Goals, Objectives and Principles from the Policy are presented in Appendix K of the Guidebook.*
  + *The new APEC Scoring Template allocates 10 points (from 60) for projects that support the goals, objectives and principles that are expressed in Appendix K.*
* **The 12th edition of the Guidebook better describes the opportunities for private sector sponsorship of projects, and has been updated to clarify the role that the private sector can play in project implementation.**
* **Only one Monitoring Report a year will be required for projects approved in Project Session 1, 2018, and onwards. This will be due on 1 April each year. Existing projects must continue to provide two a year (1 February and 1 August).**
* **Members of the proposing fora won’t be required to complete a Quality Assurance Framework (QAF) document as part of the peer review of Project Proposals.**
* **Project Proposals that miss the advertised submission deadline will be given a week’s grace, after which they will be considered withdrawn and BMC’s ‘in-principle’ approval of the project will be revoked.**

***ANY QUESTIONS PLEASE CONTACT YOUR PROGRAM DIRECTOR OR THE***

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