|  |  |
| --- | --- |
| **Page** | **Description** |
| **Chapter 3. Funding and Accounts and Chapter 4. APEC Project Cycle** | |
| 3-2 | Affirming that Projects can be a funded by a mix of APEC and self-funding. |
| 3-22 | Key project rules apply to both part APEC funded projects and fully APEC funded projects. |
| 3-25 | NMP, APEC Logo Guidelines, APEC Publication Guidelines apply to self-funded projects. |
| 4-6 | Deadlines fall at midnight local time, unless the Secretariat states an alternative time. |
| **Chapter 5. Applying for Funding and Chapter 6. Project Implementation and Monitoring.** | |
| 5-1 | POs should prepare their Concept Note as early as possible. |
| 5-4 | Concept notes presentation rules clarified. |
| 5-5 | At least 2 co-sponsors must be secured before the ISD, to optimize the use of time between the ISD and FSD. Co-sponsorship is between a PO and an economy representative in the proposing forum. |
| 5-7 | Co-sponsorships secured after the FSD can be reflected on the Project Proposal. |
| 5-8 | Concept Notes must be submitted to the PD by the ISD to maximize the amount of time allowed for subsequent circulation and endorsement. |
| 5-11 | Co-endorsement process is clarified, based on the principle of bringing Concept Note forward as early as possible. |
| 5-23 to 5-29 | Clarification of steps and actions, including the role of comments during endorsement. |
| 6-7 | Monitoring Reports are due annually either 1 April or 1 October, to suit project implementation time-lines. |
| **Chapter 7. Project Completion** | |
| 7-1 | Project Completion Date (PCD) established. Defined to include the completion of all outputs and activities, including those self-funded by POs, as well completion of all disbursements. |
| 7-2 | All projects have between 18-21 months to implement. |
| 7-3 | New project timeframes are created (31 December and 30 June) so Project Session 2 projects enjoy similar timeframe to Project Session 1 projects. |
| 7-4 | POs can identify an earlier PCD if appropriate. |
| 7-7 | Establish a clear process for the handling of completion reports that clarifies the roles of the Secretariat and the forum, underscored by the idea that POs should be given an opportunity to benefit from Secretariat feedback before seeking comments/finalisation within the forum. |
| 7-11 | Recognise the ‘Longer-Term Evaluation of APEC Projects’ and expectations regarding participation. |
| **Chapter 9. APEC Project Expenses** | |
| 9-30 | Reference to the ‘Elsewhere’ rates in the UN tables, which apply when a city is not quoted in the tables (e.g. Brisbane) |
| 9-47 | Clarification that Secretariat receives waiver for funding PO travel in the first instance. RAASR re-inserted to address editing omission in Edition 12. |
| 9-48 | Electronic publications are strongly preferred on efficiency ground. |
| 9-50 | Work submitted to the Secretariat for publication must be high quality and not require any further copy-editing. |
| **Chapter 10. General Disbursement Procedures** | |
| 10-1 | Incorporation of PCD. |
| 10-2 | Claims processed within 20 (Singapore) working days. |
| 10-18 | Requests for advance payment must be lodged at least 8 (Singapore) working days prior the event. |
| **Chapter 11. Changing a Project** | |
| 11-3 | Identifying the APEC Project Design Amendment and Extension and the APEC Project Budget Amendment forms. |
| 11-6 | Linking extension requests to the form requirements in 11-3. Extension should be based on compelling grounds. |
| **Chapter 12. Contracting** | |
| 12-3 & 12-6 | Distinguishing Terms of Reference and Scope of Services. |
| **Appendices** | |
| Appendix A | Clearer presentation guidelines. PCD introduced. ’Project Summary’ specifications revised. ’Relevance’: fund priorities added. ’Objective’ defined as the project’s single overarching goal, supported by the project’s ‘Outcomes’. ’Work Plan’ required in simple table. ’Indicators’ for outcomes to be outlined. |
| Appendix B | Clearer presentation guidelines. PCD introduced. ’Project Summary’ specifications revised. ’Relevance’: fund priorities added. ’Objective’ defined as the project’s single overarching goal, supported by the project’s ‘Outcomes’. ’Outputs’ must be numbered and linked to Outcomes. ’Outcomes’ are key to the objective and must be measurable and stem from the project. ’Work Plan’ should be tabular. ‘Monitoring & Evaluation’ define measures and indicators for Outputs and Outcomes. Data should be sex-disaggregated. |
| Appendix C | Extended length to 3 pages (to match at least the Concept Note template) |
| Appendix D | Added ‘Outcomes’ to analysis. |
| Appendix E | Requirement to actively cross-reference the Project Proposal. A focus on ‘Outcomes’. |
| Appendix F | Form restructured. ’Outcomes’ and ‘Objective’ considered together. ’Capacity Building’ and ‘Medium Term Changes’ treated in dedicated questions. |