APEC Projects  
Project Session 1, 2019: Overview of Changes

APEC Project Management Unit (PMU)

# Overview

In preparation for the first Project Session of 2019, the APEC Secretariat has introduced updated versions of the following templates:

* Concept Note
* Project Proposal
* Monitoring Report
* Completion Report

From 2019, the amount of implementation time allocated to some projects will change too. Historically, all projects have a standard project end date which falls on 31 December the year after a project is funded, irrespective of whether the project is selected in the first or second project session. Now, all projects funded in the second project session (starting with projects funded in PS2 2019) will be given an additional 6 months of standard implementation time. This means that all APEC Projects will have 18-21 months to complete, irrespective of project session.

There are some other changes, too. These are all outlined below. All the changes are captured in the latest edition of the Guidebook on APEC Projects – Edition 13. It is always important to be familiar with the Guidebook. You can locate a copy of the latest edition of the Guidebook in the PO Toolkit: https://www.apec.org/Projects/Forms-and-Resources

## Concept Note and Project Proposal

Changes have been made to various parts of the Concept Note and Project Proposal templates. These amendments will change the way that POs complete the *Project Summary, Objectives, Outputs, Outcomes and Monitoring and Evaluation* sections of these forms. There are some other minor changes in these forms too. It is important that you carefully read both forms before you apply for funding.

PMU has produced seperate detailed guidance on the changes called ‘What do I need to know about the new Concept Note and Project Proposal templates?’ Look for it in the PO Toolkit: <https://www.apec.org/Projects/Forms-and-Resources>

## Monitoring Report and Completion Report

In the new version of the Monitoring Report, POs will be required to actively cross-reference their Project Proposal when describing the current status of their project, including the work-plan, outputs, outcomes and budget. The new version of the Completion Report reflects some of the changes in the Project Proposal. It also has specific questions in relation to Capacity Building and Medium-Term Changes.

Please note that from 2019, all Completion Reports must be *first* submitted to the APEC Secretariat for quality assessment before they can be submitted to the relevant forum for endorsement.

Please note: the new versions of the Monitoring and Completion Report only apply to projects which are selected in 2019. If your project was selected in 2018 or earlier please use the earlier versions of these templates. You will find the template you need in the PO Toolkit or please ask your PD or PMU for assistance: [PMU@apec.org](mailto:PMU@apec.org)

## The ‘PCD’ and longer implementation time-lines for Project Session 2 projects

The concept of the Project Completion Date (PCD) will be introduced for all 2019 projects. The PCD is clearly established as the definitive date by which all aspects of project implementation, including disbursements, are to be completed or wrapped-up. POs therefore need to ensure they allocate enough time to make sure that all financial claims are finalised before the PCD. The PCD replaces ‘expected completion date’ in the Concept Note and Project Proposal.

Starting with Project Session 2 in 2019, all Project Session 2 projects are now afforded a similar duration to those projects selected in Project Session 1, by establishing 30 June as the standard PCD for Project Session 2 projects. This is six months following the standard 31 December PCD for Project Session 1. This means all projects will have 18-21 months to complete (or less if the PO can demonstrate a sound time-line). Project extensions are still permissible, subject to Secretariat approval and BMC approval, where required.

## Concept Notes must be submitted by the Internal Submission Deadline (ISD) and have no less than 2 co-sponsors already agreed

From 2019, all Concept Notes **must be lodged by the Internal Submission Deadline** (ISD), to optimise the time allocated to the *endorsement phase* of the project selection process. Concept Notes **must have the minimum two co-sponsors** when submitted at the ISD. Co-sponsorships are to be based on agreements between POs and the official economy representatives from the proposing forum (not third parties such as academia).

## APEC Publications draft quality

Many projects generate documents which are released as APEC Publications. APEC Publications are in the public domain and are a vital dissemination tool. The Guidebook on APEC Projects now states that all work submitted to the APEC Secretariat intended publication must be high quality at the outset and not require any further copy-editing by the APEC Secretariat. Electronic formats are strongly preferred in APEC.

## Other changes in Edition 13 of the Guidebook on APEC Projects

Other revisions include: clearer rules regarding Concept Note formatting; clarifications on managing co-endorsement of Concept Notes; recognising 1 April or 1 October as the once-yearly Monitoring Report due dates, depending on the project; clarifying APEC Secretariat Finance payment timelines; providing an extension to the length of the Self-funded Proposal Cover Sheet; and incorporating project ‘Outcomes’ into Appendix D of the Guidebook (Quality Criteria for Assessing APEC Projects).

***Any questions or comments? Please contact your Program Director or the Project Management Unit (PMU) at*** [***PMU@apec.org***](mailto:PMU@apec.org)