## APEC Project Completion Report

Please submit to your APEC Secretariat Program Director within 2 months of the Project Completion Date. Please append participants list.

SECTION A: Project profile

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| --- | --- | --- | --- |
| **Project number & title:** |  | | |
| **Project time period:** |  | **Date submitted:** |  |
| **Committee / WG / Fora:** |  | | |
| **Project Overseer Name / Organisation / Economy:** |  | | |

SECTION B: Project report and reflection

1. **Project description: Summarise the project and its overall objective, and identify the planned project outcomes that support the objective (refer to Project Proposal).**

1. **Outputs: Describe the main project outputs and the associated measures/indicators. Refer to the Project Proposal. Include a row for each output, and describe each event in a separate row. This will include workshops, tools, research papers, reports, recommendations, best practices, action plans, etc.**

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|  |  |  |  |
| --- | --- | --- | --- |
| **Indicators**  *(Edit or Insert rows as needed)* | **# planned** | **# actual** | **Details or notes** |
| # research / studies |  |  | *(titles of research/studies)* |
| # workshops / events |  |  | *(titles of workshops/events)* |
| # economies attended |  |  | *(names of economies)* |
| # participants (M/F) |  |  |  |
| # participants from travel-eligible economies (M/F) |  |  |  |
| # participants funded by APEC (M/F) |  |  |  |
| # speakers/experts engaged (M/F) |  |  |  |
| # APEC-funded speakers/experts (M/F) |  |  |  |
| # other organizations engaged |  |  | *(names of organizations)* |
| # businesses and/or academic organizations engaged |  |  | *(names of business or academic organizations)* |
| # surveys |  |  |  |
| # publications distributed |  |  | *(publication titles, linked URLs, etc)* |
| # recommendations/best practices/action plans |  |  |  |
| # reports |  |  | *(report titles, linked URLs, etc)* |
| Other outputs (websites, etc) : |  |  | *(titles, linked URLs, etc)* |
| Other proposed indicators: |  |  |  |

1. **Participants/ Speakers Summary Table (compulsory for events):** Must be gender-disaggregated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Economy**  *(Insert rows as needed)* | **# male** | **# female** | **Total** |
|  |  |  |  |
| **Participants** |  |  |  |
| **Speakers** |  |  |  |

**Comments: What was the approach undertaken for participant nomination/selection and targeting? Please provide details. What follow-up actions are expected? How will participants/beneficiaries continue to be engaged and supported to progress this work?**

1. **Outcomes and Objective: List each of the project outcomes and the associated measure or indicator. Did you deliver each of these outcomes and if not, why not? If not, do you feel that you still achieved the project objective (describe how)? Describe the process undertaken to measure the project’s outcome measure/indicators and evaluate the project upon completion. Provide analysis of results of evaluations conducted, and where possible include information on impacts on gender. *NB: Evaluation data needs to be included as an appendix.***

1. **Capacity building: Describe how capacity has been built through the project. Did you achieve the capacity building impact you anticipated? How has the project contributed to APEC’s capacity building goals, objectives and operational principles? How many developing economies participated in the project’s events and activities?**
2. **Medium term changes: Describe any specific medium-term changes to policy, processes or behaviour that can, or are expected to result from this activity. Please include details on:**

**a. What indicators were used to measure medium-term impact? (Example indicators: type/number of policies/ regulations/processes changed, % of businesses conforming to new standards, change in sector’s commercial activity, # individual action plans developed, # agencies using resource or tools etc.) b. Monitoring plans in place and proposed indicators to measure impacts, including any impacts on gender. Please summarise relevant information.**

1. **Gender: Reflecting on the relevant *Gender Pillars* identified in your Project Proposal, did you implement all of the steps identified in your Project Proposal to incorporate gender perspectives and ensure the participation and engagement of both men and women in project activities? If not, why not? Did you achieve the gender targets set for project events? If not, why not? Also explain how the project outcomes will benefit women and girls.**
2. **Key findings: Describe 1-3 examples of key findings, challenges, success stories or recommendations arising from the project (e.g. research or case studies results, policy recommendations, roadblocks to progress on an issue, impacts on gender).**

1. **Next steps: Describe any planned follow-up steps or projects, such as workshops, updates in your forum meetings, post-activity evaluations, or research to assess the impact of this activity. How will the indicators from Question 6 be tracked? How will this activity inform any future APEC activities?**

**10. Feedback for the Secretariat: Do you have suggestions for more effective support by APEC fora or the Secretariat? Any assessment of consultants, experts or other stakeholders to share?** *The Secretariat examines feedback trends to identify ways to improve our systems.*

SECTION C: Budget

Attach a detailed breakdown of the APEC- provided project budget, including:

* **Planned costs:** (using most recently approved budget figures)
* **Actual expenditures**
* **Variance notes:** An explanation of any budget line under- or over-spent by 20% or more.

SECTION D: Appendices

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| --- | --- | --- |
| *Please attach the following documentation to the report.* **🗸** | **Appendices** *Insert additional rows if necessary* | **Notes** |
|  | **Participant contact list** in correct format\* |  |
|  | **Experts / consultants list** in correct format\* |  |
|  | **Event Agenda** |  |
|  | **APEC Publications and Project Reports** (links or attached  Documents) |  |
|  | **Websites or other resources** (links or attached documents) |  |
|  | **Post activity survey** or other evaluation data (raw and/or aggregated) |  |
|  | **Other information or resources** |  |
| **FOR APEC SECRETARIAT USE ONLY** *APEC comments: Were APEC project guidelines followed? Could the project have been managed more effectively or easily by the PO?* | | |
| * \* View [**Correct format: APEC Attendance List for Completion Report**](https://www.apec.org/-/media/Files/Projects/Resources/2018/projects/APEC-Event-Attendance-List-for-Completion-Report--correct-format.xlsx?la=en&hash=03AC86BBCEC9C7512B414CF2C670100BA56A1241)**.xls** at***:*** [***https://www.apec.org/Projects/Forms-and-Resources***](https://www.apec.org/Projects/Forms-and-Resources) | | |