*An addendum to the Guidebook on APEC Projects (Edition 15):*

 *The APEC Project Event Recording Policy[[1]](#footnote-1)*

[starts]

Any PO who intends to make or commission an audio or visual recording of their project event, whether in full or part, whether the event is virtual or physical, for any purpose including public dissemination, must identify this intention in the Work Plan of the Concept Note and subsequent Project Proposal, or Self-Funded Project Proposal Coversheet. The purpose for making the recording must be stated clearly, for e.g., notetaking by the PO; making recordings available to nominated event participants unable to participate on the day of the event; or for purposes of public dissemination consistent with the capacity building objectives of the project, such as distribution of edited content or usage within video productions.

Authority to make the recording is subject to a) endorsement of the Project Proposal/Self-Funded Project Proposal Coversheet by the proposing forum or fora and b) pre-agreement by all event attendees, based on disclosure of the recording format and purpose, via the event General Information Circular or other project communications as appropriate. Full and unedited recordings of project events cannot be publically disseminated. In the interest of free exchange, certain parts of project events, such as where participants engage in open discussion, cannot be publically disseminated. Project events may not be livestreamed, except to approved remote participants, project experts, speakers and contractors.

Edited recordings of APEC project events, such as recordings of panel or speaker presentations, or usage of edited recordings in video productions, which are intended to be publically disseminated, must adhere to relevant APEC policies and guidelines, including, but not limited to APEC Nomenclature, Non-Member Participation, the APEC Branding Manual, APEC Privacy Policy and Sponsorship. The APEC proposing forum or fora must endorse the edited recording, or the associated production, prior to public dissemination on any platform.

[ends]

1. Text agreed by BMC on 15 December. The text will be incorporated into the draft 16th Edition of the Guidebook on APEC Projects (October 2021 tbc). [↑](#footnote-ref-1)