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| **Section** | **Description**  |
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| **Chapter 2. Roles and Responsibilities** |
| 2-10 | To clarify that the approach of APEC-funded projects is not to be confused with academic funding vehicles or community sector grants. |
| 2-13 | To clarify that Program Executives support all APEC-funded travellers (participants, experts and contractors) |
| **Chapter 3. Funding and Accounts** |
| 3-31 | Addition of a privacy statement. |
| **Chapter 5. Applying for Funding**  |
| 5-3 | POs cannot (in a given Project Session) create competitive advantage by submitting duplicate Concept Notes or submitting the same Concept Note against multiple funding accounts.  |
| 5-4 | Redundant ‘Step’ deleted.  |
| **Chapter 8. Multi-Year Projects**  |
| 8-1 to 8-10 | Chapter intended to guide MYP Pilot phase. MYP Pilot phase has been completed. Chapter deleted for Edition 15. |
| **Chapter 8. APEC Project Expenses**  |
| 8-5 | Confirming that supported events includes virtual events and events with a mix of both physical and remote access participation. Confirming that honoraria is not accorded to participants.  |
| 8-12 | ANSSR projects have all been closed (redundant reference). |
| 8-29 | Per diem is not payable if no travel is required. |
| 8-50 | POs must not include personal data that relates to any project participant in APEC Publications and Project Reports. |
| 8-60 | To clarify that Project Event Costs are capped at the BMC-approved level but can be adjusted to support the necessary adoption of virtual/remotely-accessed events where physical events are impractical. |
| 8-61 | Confirming that travel eligible participants, speakers and contractors can access support to enable ICT accessibility to virtual or remotely-accessed events (unless already provided through a contract or work undertaking). Confirming that POs can access support to stage virtual or remote access events as part of hosting expenses (unless already provided through a contract or work undertaking). |
| **Chapter 9. General Disbursement Procedures** |
| 9-10 | Clarification that the rule in 9-10 applies to POs. |
| 9-11 | For clarity, establishing the payment currency and currency movements clause as a separate clause. |
| 9-13 | The Secretariat may from time to time, pay reimbursements below $100 on a case-by-case basis in relation to claims under 8-60 above. |
| **Chapter 10. Changing a Project** |
| 10-1 | Clarification that budget surplus by itself does not justify substantial design amendments, such as the addition of new project events, after the original events have been completed. |
| 10-4 | Clarification on the project withdrawal process. |
| 10-6 | Clarification of a situation where BMC may be requested to increase an approved budget. |
| 10-9 | To clarify that extensions granted by the Secretariat are with reference to the standard project end-date that applies to the project in question (either 31 December or 30 June).  |
| **Chapter 11. Contracting** |
| 11-10 | Clarification regarding the limits of the Secretariat’s ability to manage and enforce certain forms of intellectual property. Advice that the Secretariat does not vary the standard Rights in Data clause in the APEC Standard Project Contract. |
| 11-33 | Clarification of the outcome notification process for RFPs. |
| **Appendices** |
| *Appendix A* | Addition of a privacy statement to the PO Information and Declaration. |
| *Appendix B* | Updates mainly to enhance data capture in relation to the Gender Criteria for APEC Project Proposals. Addition of a privacy statement to the PO Information and Declaration. |
| *Appendix C* | Addition of a privacy statement to the PO Information and Declaration. |
| *Appendix F* | A range of enhancements to focus questions, and improve the capture of project data in support of collective evaluation. Advice that attendance lists and agenda are collected for Secretariat internal use and not for circulation (consistent with APEC Privacy Policy). |
| *Appendix L* | A new appendix to contain the APEC Privacy Policy.  |

Guidebook on APEC Projects Edition 15: Summary of Edits