**COMPLETION REPORT SUPPORTING DOCUMENT CHECKLIST**

*(updated August 2021)*

This tool is designed to assist PDs to make a basic assessment of the completeness of submitted **Completion Reports**. Kindly put a check (**🗸**) next to the supporting documents that are included with the submitted Completion Report. Please refer to the **Project Proposal** and any approved **APEC Project** **Design Amendment Forms** to identify the necessary information or documents to be submitted by the PO. The *Outputs* and the *Work Plan* sections of the Project Proposal and the Design Amendment Form(s), if applicable, are two key reference points.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project number & title:** | |  | |
| **🗸** | **Supporting Documents** | | **Notes** |
|  | **Event Attendance List** should include with name, email address, gender, economy in the correct format (refer to template) | |  |
|  | **Event Agenda** | |  |
|  | **Publications** as links (Add rows where necessary) | |  |
|  | 1. **Name of Publication:** | | *(Must provide link)* |
|  | **Non-Publication Reports** as links or soft copies (Add rows where necessary) | |  |
|  | 1. **Name of Report:** | | *(Must provide attachment or Link)* |
|  | **Websites or other Resources** as links or soft copies | |  |
|  | **Post activity survey** or other evaluation data | |  |
|  | **Other information or resources**: | |  |
| **Reviewed by Program Director (Y/N):** | | | |

To facilitate communication and minimize turnaround time of documents, upon receiving the CR and all relevant documents, it is important that you make sure the PO’s submission is complete and accurate. Please **ensure compliance** by checking off  the list below to ensure that information you received is consistent and accurate. If information is missing or incomplete, please engage the PO to correct or supply the required information before forwarding the CR on to PMU.

1. **Financial Disbursements –**

Has been completed, for all travel participants ( Check off if no event)

Has been completed, for all contracts ( Check off if no contract)

*\* Note that a project cannot be considered ‘complete’ if there are remaining financials disbursements.*

1. **Publication and/or Other Report(s) –**

Is/Are submitted according to the Outputs section of the Project Proposal

Has already been published and link is provided (if a publication). *A project should not be considered ‘completed’ if the publication hasn’t been published. A CR should not be submitted at this point.*

Is attached or link is provided (if a non-publication). *A project should not be considered ‘completed’ if a Project Report hasn’t been submitted.*

1. **Completion Report** –

Uses correct template. There are two: one for projects approved in **2018** and before, another for **2019** and beyond

Reports consistent participant data between the **Outputs Indicator Table** and **the Participant/Speaker Summary Table** sections. *This means the totals and sex-disaggregated numbers reported in the two sections need to be the same.*

Reports consistent speaker data between the **Outputs Indicator Table** and **the Participant/Speaker Summary Table** sections. *This means the totals and sex-disaggregated numbers reported in the two sections need to be the same.*

Reports consistent participant and speaker data between the **Outputs Indicator Table** and the **Event Attendance List**. *This means the totals and sex-disaggregated numbers reported in the two documents are not too far off from each other (but don’t need to be exactly the same). A reference point is no more than a difference of 5 - 10% in number of participants between the two.*

Providescomprehensivedetailed breakdown of the project budget in **Budget Section C**. *The budget information should be complete to allow an analysis of the variance between planned cost and actual expenditure. The PO should also provide an explanation if budget variance is more than 20%.*

PO has completed Budget Section C based on the **latest** budget information from **PJC and PDAEF/BAF** that you have provided. *PO needs to complete this section with accurate and latest budget information. If not, please furnish the PO with the necessary information to fill-up Section C accurately before submission.*

1. **Event Attendance List** –

Is submitted (if project event(s))

Uses correct template (excel)

Includes data for all attending participants, not only APEC-funded

Includes all email addresses (a must!). As much as possible, please ensure that every email address is individual and distinct.

Disaggregates gender (female/male) for both participants and speakers

Indicates Participant or Speaker role and Economy

1. **Project Overseer (PO) contact details for LTEAP** –

Provide the up-to-date contact details of all Project Overseers (and assistant/s if relevant) below, to enable the Secretariat to contact the PO in relation to the annual LTEAP survey.

|  |  |
| --- | --- |
| **Main PO:** | Name:  Email Address:  Organisation Name:  Gender:  Contact Number: |
| **PO Assistant**\* (if relevant):  (\*Not the contractor) | Name:  Email Address:  Organisation Name:  Gender:  Contact Number: |
|  | (Add rows as necessary.) |

**Comment in the box below to PMU (to address any issue you may have in the compliance check work).** *For instance, if you have requested info from the PO but PO has not been able to provide you with the required info.* Your compliance check efforts are greatly appreciated!

*(Type here)*