# Appendix G

## APEC Project Completion Report

Please submit through your APEC Secretariat Program Director within 2 months of project completion. Reports should be 3-4 pages. Please append participants list.

SECTION A: Project profile

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

SECTION B: Project report and reflection

1. **Project description: In 3-4 sentences, please describe the project and its main objectives.**

1. **Meeting objectives: Describe how the project met each of its proposed objectives. Please outline any challenges you may have encountered in delivering the activity.**

1. **Evaluation: Describe the process undertaken to evaluate the project upon completion. (e.g. evaluation through participant surveys, peer reviews of outputs, assessments against indicators, statistics demonstrating use of outputs etc.). Provide analysis of results of evaluations conducted and where possible include information on impacts on gender. *Evaluation data needs to be included as an appendix.***

1. **Output indicators: Describe the main project outputs below. This may include workshops, tools, research papers, reports, recommendations, best practices, action plans.**

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| --- | --- | --- | --- |
| **Indicators** *(Edit or Insert rows as needed)* | **# planned** | **# actual** | **Details or notes** |
| # workshops / events  |       |       |       |
| # participants (M/F) |       |       |       |
| # economies attending |       |       |       |
| # speakers engaged |       |       |       |
| # other organizations engaged |       |       |       |
| # publications distributed |       |       |       |
| # recommendations agreed on  |       |       |       |
| Other:  |       |       |       |

**Comments:**

1. **Outcomes: Describe any specific medium-term changes to policy, processes or behaviour that can be attributed to result from this activity. Please include details on:**
* **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.)**
* **Monitoring plans in place and proposed indicators to measure impacts, including any impacts on gender. Please summarise relevant information.**

1. **Participants: This section contains a summary of participants and must be gender-disaggregated. (Note that a full participant contact list is a mandatory requirement for all project events. The full participant list must contain contact info, gender, and job titles. It may be included as an appendix or inserted below).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Economy***(Insert rows as needed)* | **# male** | **# female** | **Details**  |
|       |       |       |       |
| Other:       |       |       |       |

**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. **Key findings: Describe 1-3 examples of key findings, challenges or success stories 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, post-activity evaluations, or research to assess the impact of this activity. How will the indicators from Question 5 be tracked? How will this activity inform any future APEC activities?**

1. **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

Please attach the following documentation to the report as required. **Note that the participant contact list is a mandatory requirement for all Project Completion Reports**.

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| **🗸** | **Appendices** | **Notes** |
|  | **Participant contact list**: contact info, gender, job titles (mandatory) |  |
|  | **Experts / consultants list**: contact info, job titles, roles, gender |  |
|  | **Event Agenda** |  |
|  | **Reports, websites or resources** created: links or soft copies |  |
|  | **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?*  |
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