



Asia-Pacific
Economic Cooperation

**2006 Report of the Executive Director of the
APEC Secretariat to
the 18th APEC Ministerial Meeting**

November 2006

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APEC Secretariat
35 Heng Mui Keng Terrace Singapore 119616
Tel: (65) 67756012 Fax: (65) 67756013
Email: info@apec.org Website: www.apec.org

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**2006 Report of the Executive Director of the APEC
Secretariat to the Eighteenth APEC Ministerial
Meeting**

Purpose: Consideration
Submitted by APEC Secretariat



**Concluding Senior Officials' Meeting
Ha Noi, Viet Nam
12-13 November 2006**

EXECUTIVE SUMMARY

The *Report of the Executive Director of the APEC Secretariat to the 18th APEC Ministerial Meeting* represents the Executive Director's annual performance accountability statement to Ministers. This has been a commitment and practice since 1999.

Over the past year, the APEC Secretariat, as the main APEC supporting mechanism, has continued to provide advisory services and logistical support to the APEC process in accordance with its mandate as approved by Ministers and the *2006 Operational Plan* as endorsed by Senior Officials during SOM I in 2006. The *Operational Plan* outlines specific service targets and outputs for 2006 covering the following areas:

1. Logistic and Advisory Support to APEC Fora;
2. Support to the SOM Chair;
3. Management of the APEC Operational, TILF and ASF Accounts;
4. Communications and Public Affairs/Information Services;
5. APEC Project Evaluation; and
6. Research and Analysis Support

The report shows that the APEC Secretariat has, in a satisfactory and professional manner, fulfilled a full range of services to APEC economies and fora according to the 2006 Operational Plan.

Recommendations

1. That **CSOM** to recommend the *Report of the Executive Director of the APEC Secretariat to the 18th APEC Ministerial Meeting* to Ministers for endorsement.
2. That **AMM** to endorse the *Report of the Executive Director of the APEC Secretariat to the 18th APEC Ministerial Meeting*.

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EXECUTIVE DIRECTOR'S OVERVIEW

In 2006, the APEC Secretariat continued to provide a full range of support services to the APEC processes according to the mandates as approved by Ministers and the 2006 APEC Operational Plan¹ as endorsed by Senior Officials in March 2006.

The major focus of the APEC Secretariat's work in 2006 is on six key areas:

1. Logistic and Advisory Support to APEC Fora;
2. Support to the SOM Chair;
3. Management of the APEC Operational, TILF and ASF Accounts;
4. Communications and Public Affairs/Information Services;
5. APEC Project Evaluation; and
6. Research and Analysis Support

In addition to satisfactorily completing these six activities, the APEC Secretariat has made important contributions to specific target outputs in 2006 in such areas as the IAP Peer Review Process, introduction and expansion of the APEC Information Management Portal, APEC Reform, APEC Participation in Non-member Activities, ISO 9001: 2000 Quality Management Certification, WTO Capacity Building Activities, the Ha Noi Action Plan to implement the Busan Roadmap, Trade Facilitation Process, Model Measures on FTAs/RTAs, ECOTECH priorities and the Manila Framework.

General Assessment of the 2006 work of the APEC Secretariat can be summed up as follows:

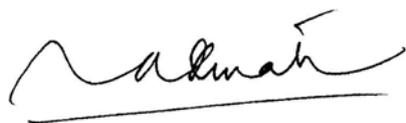
- *Best practices in providing logistic and advisory services to APEC fora and economies have been institutionalized through the development of the Best Practices Guidelines for APEC Program Directors to assist Program Directors to discharge their duties and for their better understanding with chairs/lead shepherds and APEC stakeholders on what they can expect from the Secretariat. These Guidelines are now being finalized.*
- *The quality of services provided by the Secretariat to fora and economies have been further strengthened by continued implementation of processes certified under the ISO 9001: 2000 Quality Management Certification. The ISO quality of service mindset has taken a firm hold in the Secretariat. The Secretariat raised the key performance targets on some of its ISO quality policy objectives after a successful review of its past performance. In 2006, the Secretariat also developed Manpower Development Guidelines and the Annual Training Program to help improve staff skills and performance.*
- *The APEC Secretariat has become increasingly involved in contributing substantive analysis and research to facilitate SOM policy discussion. At the SCE, the Secretariat assisted in developing its Terms of Reference, priorities and policy criteria, collating background information for the Fora review, and reviewing the Manila Framework. The Secretariat also provided an analysis of the operational and financial implications of the*

¹ The 2006 APEC Operational Plan can be found within the "2006 Secretariat's Management Basic Direction" report in Annex A at page 14.

Chief Operations Officer at the request of the BMC. This positive tendency needs to be further encouraged in the future.

- *The Secretariat has made intensive efforts to serve as a bridge linking APEC fora and members by pro-active application of the APEC Information Management Portal (AIMP). The AIMP has been set up to implement this activity. As of October 2006, eleven working groups or fora and SOM have benefited from this tool. The Secretariat is planning to extend the AIMP to the remaining fora by 2007.*

With a modest operational budget and a small number of secondees from member economies and locally-recruited support staff, the APEC Secretariat has made every effort in fulfilling the tasks as assigned by APEC Senior Officials and Ministers. Yet, inside the APEC Secretariat, there is deep awareness of the fact that the context, in which the APEC Secretariat operates, has changed greatly over the past few years. On the one hand, with the increase in the number of APEC fora, the APEC Secretariat is faced with a greater demand for its services. On the other, with the APEC's status growing as a pre-eminent regional economic forum, the Secretariat is increasingly requested to represent APEC to participate in activities of other regional and international organisations. In such a context, the APEC Secretariat has, over the past year, been trying to look for more innovative and effective ways of doing business so as to enhance its efficiency and effectiveness. Yet, it is also recommended that Senior Officials and Ministers continue to pay attention to strengthening the APEC Secretariat in terms of provision of needed resources and a clearer mandate so that it could better serve the APEC process in a more professional and efficient way.



Tran Trong Toan
Ambassador and Executive Director
APEC Secretariat

SECTION A: GENERAL OUTPUTS

Output I: Logistic and Advisory Support to APEC Fora

This major output involves all Secretariat staff and comprises on-the-ground support for APEC meetings/events. Highlights of the support provided to APEC fora include:

- Provided support to over 100 meetings/activities of APEC fora including 5 ministerial meetings on Avian and Influenza Pandemic, Trade, SMEs, Finance, Tourism, and the High-Level Meeting on Sustainable Development.
- Supported APEC fora in accordance with the agreed division of responsibilities between APEC fora and the APEC Secretariat.
- Put into place and expand the coverage of AIMP to SOM and other fora/working groups.
- Provided coordination and support for the implementation of the new cycle of the IAP Peer Review Process.
- Applied the new On-Line Meeting System for the BMC meetings at the Secretariat in March and October 2006.
- Prepared the Secretariat Report on APEC Developments for SOM I, II and III.
- Coordinated the ABAC 2006 Recommendations and APEC Actions Matrix, the Update on SME related activities, the Update on Gender-related activities
- Drafted the annual Reports for CTI, EC, and SCE.

Output II: Support for the SOM Chair

- Provided advice and support to the APEC 2006 SOM Chair on the preparation and hosting of Senior Officials, Ministerial and Leaders Meetings.
- Prepared the draft annotated agenda, draft expanded annotated agenda, draft Chair's Summary Conclusions and other substantive documents for the above-mentioned meetings.
- Provided guidance and on-site operational support for management of documentation process for SOM, MRT, and AMM.
- Provided support in terms of background papers as required by the Reform FOTC for discussions on APEC Reform.
- Processed non-member participation requests/proposals².
- Provided communications expertise and support throughout the year to the host economy.

² A detailed record on participation issues is attached as Annex B at page 42.

Output III: Management of the APEC Operational, TILF and ASF Accounts

- Provided ongoing support and advice to Project Overseers (POs), including organising tendering, negotiating contracts and reimbursement for APEC funded projects in accordance with the 6th Edition of the Guidebook on APEC Projects and the ISO 9001: 2000 Quality Management System.
- Managed preparations for the BMC meetings and provided advice on project proposals seeking reprogramming, additional funding and new funding..
- Assisted SCE2 in its exercise to categorise the ECOTECH projects from Working Groups and Task Forces. The Secretariat Project Assessment Team assisted BMC in providing assessment matrices for all projects seeking funding at BMC 2. The results of the assessments were passed to project proponents for improving their projects and the resulting revised proposals were reassessed. The BMC found the exercise helpful.
- Managed the process of approval of urgent project proposals, acting as an intermediary between project proponents and BMC members, and also between the SOM Chair and the BMC. Also managed the requests for reprogramming received throughout the year.
- Conducted training courses on project management in the margins of SOM III for member economies and in a few economies such as Thailand, Peru and Viet Nam.. Conducted similar training courses inside the Secretariat for Program Directors and Support staff to have common understanding and provide consistent advice and support to member economies on project application and management.
- The Statement of Accounts for the Operational and TILF Special Accounts and the ASF is included under Service II below.

Output IV: Communications and Public Affairs/Information Services

- Continued to extend the range of communications services and support provided to fora and economies to help publicise the activities and achievements of APEC and to strengthen overall coordination of effort.
- Provided strategic advice to fora in the planning and execution of communications related projects as well as in the development of promotional and editorial material.

Media Relations

- Provided on-the-ground media liaison support for all SOMs and major Ministerial Meetings as well as the STAR IV Conference, CSOM and forthcoming AMM and AELM.
- Provided assistance with managing media and publicity requirements to all APEC fora and economies for major meetings, events and projects to help generate news opportunities.

APEC Website and Online Services

- The APEC website remains the key delivery mechanism for information about the APEC process to stakeholders and the public. Peak access occurs in the lead-up to Leaders and

requests to the website are anticipated to be about 10,000,000 for the month of November³.

- Continued to issue APEC e-Newsletter via e-mail delivery to a subscription database of businesses, academics, government officials and interested members of the public. Each issue provides an analysis of APEC's activities and the tangible benefits accruing from discussion and decisions reached in the forum. The list of self-subscribers now numbers in excess of 3,200. And online access to the e-newsletter numbers some 25,000 per month.

Outreach

- Trips with an outreach focus made by the Executive Director (ED) involved a range of activities engaging with key groups from the business sector, media, the academic community and government agencies to promote the work of APEC and encouraging greater involvement and input into the APEC process.
- The Deputy ED and Program Directors (PDs) also supported outreach efforts by delivering presentations to government, business and student groups⁴.

Production of General Information Resources on APEC

- Produced and distributed a wide range of publications during 2006 as part of its publishing program including promotional brochures and a variety of reports, studies and other annual publications on behalf of APEC fora⁵.
- Produced and published the APEC Quicktionary, which is an expanded and updated version of the existing APEC Glossary

Output V: APEC Project Monitoring and Evaluation

- Assisted BMC to monitor ongoing projects and to evaluate completed projects.
- Assisted SCE and BMC with the implementation of the new and refined project quality assessment, monitoring and evaluation frameworks for all Operational Account and ASF projects, and a new evaluation format for TILF projects.

Output VI: APEC Research and Analysis

Despite resource constraints, conducted the following activities:

- Provided active support to the PECC and the APEC Study Center (ASC) Network through participating in and contributing to their conferences.
- Joined the Australian ASC in publishing "The APEC 2006 Perspectives", which comprises a diverse spectrum of perspectives from academia, businesspersons and officials on APEC current issues.
- Prepared a basic analysis of the financial and managerial implications of the recruitment of the COO at the request of the BMC.

³ Summary statistics for the website are attached as Annex C at page 57

⁴ A list of outreach activities undertaken by the ED, DED and by PDs appears as Annex D at page 63

⁵ The lists of publications produced and supported by the Secretariat; and sales revenue received during 2006 appears as Annexes E and F at pages 67 and 71 respectively.

- Held discussion with and provided APEC-related materials to a number of scholars and students from various institutions and economies to facilitate their research activities.

SECTION B: SPECIFIC OUTPUT TARGETS FOR 2006

Output A: IAP Peer Review Process

Facilitated the preparation for the IAP Peer Reviews by applying the newly revised IAP Peer Review Guidelines in 2006. Assigned PDs as members of the review teams for IAPs of Australia; Hong Kong, China; Japan; and Chinese Taipei whose review sessions will be held in SOM I, 2007, and served as a liaison between the economies under review and the experts.

Output B: APEC Reform

Continued to assist SOM and Reform FOTC in their efforts to undertake broad APEC Reform. The ED and DED were ex-officio members of the FOTC and took part in all its sessions in the margins of SOMs and at the special meeting held in Australia in August 2006. In addition, assisted the Reform FOTC through the preparation of some background papers and, in conjunction with the SOM Chair, the reports of the meetings.

Prepared the 2007 budget including the post of COO, in line with the broad consensus of the Reform FOTC, and developed a draft job description for the post. This was discussed at BMC2. Followed up on the BMC2 discussions on the post and prepared a discussion paper for CSOM.

On **project implementation**, assisted in developing the Terms of References (TORs) for the new SCE and prepared the consequential revisions to the TORs of the BMC.

Output C: Secretariat Reform

Took proactive steps to improve its functioning in a more efficient and cost-effective way. Introduced several initiatives during 2006 and reviewed those initiatives implemented in 2005 to assess their effectiveness. These initiatives include:

- The outsourcing of the Receptionist's post, which yielded efficiency gains;
- Implementation of Fixed-Term Contract Employment (FTCE) for four specialist Support Staff positions, the objective being to enable Secretariat to manage its staffing needs better – in terms of job specifications and the flexibility to meet the need for specific posts from time to time; and

Output D: ISO 9001: 2000 Quality Management Certification

Continued implementation of processes certified under the ISO 9001: 2000 Quality Management Certification and ensure that the ISO quality of service mentality takes a firm hold in the Secretariat.

- Over the course of 2005-6, there were four ISO Audits; two by the Internal Audit

Team consisting of Secretariat volunteers trained in the process, and two external audits conducted by Lloyds Register Quality Assurance. Also held 6 meetings of the ISO Committee and 4 meetings of the Management Review Committee to address the issues that can lead to further improvement of its services to stakeholders.

- With effect from August 2006, raised the key performance targets on some of its ISO quality policy objectives after successful review of its past performance.
- In an ongoing process, continues to review its Operational Manual to ensure that its policies, procedures and guidelines remain relevant.

Output E: Financing of Project Proposals

Concluded in May 2006 a MOU with Chinese Taipei on contribution to the ASF on human security and negotiated with Korea and Australia for MOUs regarding contributions/ further contributions to ASF. The more effective approval process approved for ASF projects was extended to all other projects through the establishment of Secretariat Project Assessment panels. The panels prepared assessment matrices which were used by SCE to categorise ECOTECH projects and by BMC to recommend approval of all projects. This process proved to be an effective means of assessing projects, enabling the BMC to focus on key issues and approve projects quickly.

Output F: APEC Information Management Portal (AIMP)

During 2006, worked with Microsoft and its affiliate @Quest and completed development of AIMP. Launched several forum collaboration sites, conducted an extended campaign of awareness raising, training and support, deployed and supported a new online meeting system, and actively prepared a new Meeting Document Database and Project Database for full deployment early in 2007.

AIMP offers new tools for APEC fora and economies to collaborate and work together better. The four AIMP modules include:

- APEC Collaboration System – an online collaborative workspace for sharing information and working together intersessionally; several forum sites are operational, launched in April 2006.
- Online Meeting System – a system to provide online documentation and coordination for supported APEC meetings, launched in March 2006 at BMC 1.
- Meeting Document Database – a new database/archive of historical APEC meeting documents, launch in early 2007.
- Project Database – a structured online project process covering design and development, approval, implementation, and evaluation, as well as a database of APEC projects, launch in early 2007.

Output G: APEC Participation in Non-member Activities

Helped SOM to promote interactions and cooperation between APEC and non-APEC organizations through facilitating the attendance of APEC (and its constituent fora) at non-APEC events and the participation of international organizations in the activities of APEC and its constituent fora.

- At SOM III, in response to a request from the Energy Working Group (EWG), SOM approved a one-year trial period, as a step toward a longer-term arrangement, in which EWG and its sub fora could participate in events and activities organized by the International Energy Agency (IEA).
- In May, SOM approved a request to allow the HTF Chair to make presentation at an EU Senior Officials' Meeting on avian and human influenza pandemic.
- In May, SOM approved a request from TELWG to allow its representative to participate in the 20th OECD Working Party on Information Security and Privacy (WPISP) meeting.

Output H: WTO Capacity Building Activities

Assisted and supported the WTO Capacity Building Group (WCBG) in its evaluation, endorsed by Ministers, of APEC's past capacity building activities under a two-phase WTO Capacity Building Review project (CTI 24/2005T). . Provided support and advice to the WCBG for the organization of the Training Course on Multi-stakeholder Trade Policy Consultations in Viet Nam, on 22-24 March 2006. The training course recommended to rethink capacity-building in the context of APEC and to take a long-term programmatic approach, instead of the current event-centred approach.

Output I: Action Plan to Implement the Busan Roadmap

Provided support and assistance to the Action Plan Friends of the Chair (FOTC-AP) in the drafting of the action plan to implement the Busan Roadmap. ED and DED participated in FOTC-AP as ex-officio members. Also supported CTI, SCE and EC in the compilation of inputs for the FOTC-AP.

Output J: Trade Facilitation Process

Provided support to CTI in overseeing the implementation of the Trade Facilitation Action Plan (TFAP), including the preparation of the CTI TFAP Report to Ministers.

Oversaw the implementation of two projects under CTI: Public-Private Dialogue on Trade Facilitation and TFAP 2006 – Final Review, which served as important inputs to the TFAP report to Ministers. The Public-Private Dialogue on Trade Facilitation was successfully concluded in the margins of SOM II.

Output K: FTAs/RTAs

Provided support and assistance to the CTI Chair in the management of CTI's coordinating role in the development of model measures of RTAs/FTAs. Acted as the repository and dissemination channel for the work undertaken by various drafting economies on the 14 proposed chapters.

Also assisted the SOM Chair and CTI Chair in the organisation of the 4th SOM Policy Dialogue on the RTAs/FTAs in May and a Trade Policy Dialogue on "Optimising the benefits of a free-trade agreement" in September. Oversaw the implementation of three projects that could help enhance understanding of RTA/FTAs and their implications: APEC workshop on Best Practices in Trade Policy for RTAs/FTAs in May; a

Symposium on the Impact of Regional Economic Integration in East Asia on APEC Trade Liberalization in September and the Catalytic Role of the APEC Process: Behind the Border, Beyond the Bogor Goals, held at Chiba University in Japan in March 2006.

Output L: ECOTECH priorities and Manila Framework

Assisted SOM on the identification and implementation of capacity building projects under the four ECOTECH priorities. Supported SCE in identification and coordination of ECOTECH activities across Working Groups and Fora.

Also supported SCE by assisting with the development of its TOR, priorities and policy criteria, collating background information for the Fora review, and reviewing the Manila Framework. Continued to assist with the implementation of the independent assessments of the SMEWG and the TWG and the Quality Assessment, Monitoring and Evaluation Frameworks.

Output M: Promoting Counter Terrorism Initiatives

Worked closely with CTTF throughout the year to continuously promote APEC's efforts in countering the economic impact of terrorism and promoting secure trade. This has included generating media exposure through interviews and news releases and insertion of content on this important topic in key speeches, editorial and published material.

Output N: Gender Issue

Conducted from 2006 a gender assessment on all APEC project proposals using APEC gender criteria.

Output O: Youth Issue

Collaborated with the National Committee on Youth in Vietnam to successfully host the APEC Youth Forum "Strengthening Cooperation among the Youth in the Asia-Pacific Region for Sustainable Development" in Hanoi in August.

SECTION C: INTRA-SECRETARIAT SERVICES REQUIRED TO PRODUCE OUTPUTS

Service I: Communications and Information Services

Continued to increasingly use IT to improve work processes and productivity. Leave applications, fixed assets management, booking of meeting rooms and purchase requisitions are now performed electronically. Some of these functions were developed during 2005 and completed/enhanced during 2006.

Service II: Management of the APEC Central Fund

Manages four accounts under the APEC Central Fund – the Administrative Account (AA), the Operational Account (OA), the TILF Special Account, and the ASF. The following

financial report covers all four accounts.

Financial Report for the Period Ending 30 September 2006

1. Asset Status

Maintains all assets in deposits, most in the form of US dollar fixed deposits. Members' contributions are made in US dollars. Eventual disbursements to approved projects are also mostly made in US dollars. Singapore-dollar denominated expenditures are required for the majority of the local costs of the APEC Secretariat. The relevant US dollar accounts are drawn upon and converted to Singapore dollars when such expenditures are necessary.

As at 30 September 2006, the total assets under the OA and AA were as follows:

Fixed Deposit Account	US\$	3,821,100
Current Account		144,200
USD Petty Cash		2,800
Amounts maintained in Singapore dollars (<i>S\$218,900</i>)		<u>137,900*</u>
Total:		4,106,000

The total assets under the TILF Special Account were as follows:

<i>Fixed Deposit Account</i>	<i>US\$</i>	<i>10,764,800</i>
<i>Current Account</i>		<i>267,900</i>
<i>Amounts maintained in Singapore dollars (<i>S\$21,000</i>)</i>		<u><i>13,300</i></u> *
Total:		11,046,000

(* Per exchange rate as at 30 September 2006)

The total assets under the ASF were as follows:

Fixed Deposit Account	US\$	2,336,800
Current Account		<u>46,400</u>
Total:		2,383,200

2. Revenue

The total revenue for the period 1 January to 30 September 2006 for the AA and OA was US\$3,496,200⁶. Contributions from member economies are required to be deposited in the APEC Central Fund by 31 March each year. The tendency for some economies to make their contributions late is becoming more marked – two major contributions were not received until mid-September 2006. The APEC Secretariat budget is now prepared on a disciplined net basis without contingencies. For this to work also requires discipline from APEC member economies to provide their annual contributions on the agreed time-scale.

The total revenue from 1 January to 30 September 2006 under the TILF Special Account was US\$2,211,800⁷.

⁶ Details of revenue for Administrative and Operational Accounts appears as Annex G at page 72

⁷ Details of revenue for TILF Special Account appears as Annex H at page 73

The total net revenue from 1 January to 30 September 2006 under ASF was US\$1,722,400⁸.

3. Expenditure

Projects have a disbursement period of two years although they may be extended with the approval of the BMC.

Operational Account

The total approved amount under the OA for 2003, 2004, 2005 and 2006 projects was US\$8,188,400. The APEC Secretariat had, up to 30 September 2006, disbursed a total of US\$4,615,500 (56.4%)⁹.

TILF Special Account

The total approved amount under the TILF Special Account for 2003, 2004, 2005 and 2006 projects was US\$19,671,200. The Secretariat had, up to 30 September 2006, disbursed a total of US\$9,285,700 (47.2%)¹⁰.

APEC Support Fund

The total approved amount under ASF 2006 projects was US\$828,400. The Secretariat had, up to 30 September 2006, disbursed a total of US\$91,800 (11.1%)¹¹.

Administrative Account

The AA covers the costs of running the APEC Secretariat Office and the production of Operational Plan outputs. In 2006, the Secretariat continues to exercise prudence and tight control in managing this account. Economizing measures were made in the management of APEC Secretariat staff travel to support meetings and an external review of APEC Secretariat staffing was commenced. The expenditure incurred from 1 January to 30 September 2006 was US\$1,370,300 (61.4%)¹². BMC 2 approved minor revisions to the AA budget.

4. Uncommitted Reserves

The uncommitted reserves are the total funds under the management of the APEC Secretariat which are not committed by the BMC for any specific purpose at a specific point of time. These reserves consist of members' contributions, savings from expired and cancelled projects, bank interest and any other income, minus all the committed expenditures.

The uncommitted reserves for the AA and OA as of 30 September 2006 amounted to US\$1,311,000¹³, before approval of projects at BMC 2.

The uncommitted reserves for the TILF Special Account as of 30 September 2006 amounted

⁸ Details of revenue for APEC Support Fund appears as Annex I at page 74

⁹ Details of projects financed by operational account appears as Annex J at page 75

¹⁰ Details of projects financed by TILF special account appears as Annex K at page 78

¹¹ Details of projects financed by ASF account appears as Annex L at page 79

¹² Details of Administrative Account appears as Annex M at page 80

¹³ Details of uncommitted reserves from operational and administrative accounts appears as Annex N at page 84

to US\$ 4,332,200¹⁴, before approval of projects at BMC 2.

The uncommitted reserves for ASF as at 30 September 2006 amounted to US\$1,646,600¹⁵ after the deduction of 5% for Administrative overhead and before the approval of projects at BMC 2.

5. Forecast

As part of the 2005 APEC Reform process on financial sustainability it has been agreed that Members contributions will increase from 2007 from an aggregate US\$3,338,000 to US\$3,864,000 – the amount Members had contributed in 1998. The net amount allocated to OA projects will increase from US\$1,700,000 to US\$1,900,000 also from 2007. The BMC agreed that the total amount committed for 2007 projects could rise to US\$2,300,000 million (net approximately US\$1,900,000) of which around 25% should be set aside for urgent 2007 projects. The next financial review will take place in 2007 for implementation from 2009.

Service III: Management Support

Staff Movements

The Secretariat bade farewell to Ambassador Choi Seok Young of Korea, 2005 Executive Director, in December 2005, and Mr Bruce Bennett of Australia in February 2006.

Ambassador Colin Heseltine of Australia joined the Secretariat as the new Deputy Executive Director in January 2006.

Secondes who joined the Secretariat as Directors (Program) since Ministers last met were Mr Takashi Hattori of Japan, Mr Alexander Sukhov of Russia, Mr Luis Romero of Peru, and Ms Susan J Coles of Australia.

A new post of IT Portal Administrator (ITPA) was created. The post was given in-principle approval by CSOM/2005, and formal approval was obtained from BMC2/2006. The responsibilities of the ITPA include assisting in the development and operation of the AIMP, supporting users, including training, and ensuring system maintenance and updates.

Best Practices Guidelines for APEC Program Directors (PD)

A key objective of the Secretariat's Basic Management Direction is to raise the efficiency of its operations. The standardization of the services that it provides to the APEC process is instrumental in achieving this goal, given the constant turnover of PDs. While the Secretariat has coped well with the frequent changes of staff, measures are needed to minimise any impact that such transitions may have on Secretariat's support to member economies and fora. There is a need to institutionalize the retention of the knowledge and expertise that PDs have accumulated over the years, so as to facilitate the work of new PDs. With this objective in mind, developed and are now finalizing the *Best Practices Guidelines for APEC Program Directors* to assist new PDs in the discharge their duties and for their better understanding

¹⁴ Details of uncommitted reserves from TILF special account appears as Annex O at page 85

¹⁵ Details of uncommitted reserves from ASF account appears as Annex P at page 86

with chairs/lead shepherds and APEC stakeholders on what they can expect from the Secretariat.

APEC Secretariat Internship Framework (ASIF)

ASIF provides Secretariat with the services of qualified persons specialised in various professional fields, at the same time giving the intern the opportunity to work in a regional organisation with a multicultural environment and to interact with/learn from experienced professionals. The attachment program is designed to give interns different perspectives of the work and operations of the Secretariat.

ASIF started in 2005, when the Secretariat had three interns. The 2006 intake comprised two interns from China, and one each from Chinese Taipei and Viet Nam.

Service IV: Secretariat and Administrative Services

Training Program for Secretariat Staff

Recognizing the importance to have a skilled and productive workforce, developed an annual training program for its staff. Targeted courses include those aimed at enhancing the performance of staff, and/or which will contribute towards self-development. In line with this development, the Guidelines on Manpower Development were implemented to put staff training on a more structured basis.

Also developed a more streamlined induction program for new staff. For seconded staff, it will incorporate more focused briefings and training sessions on their work – including management of Committees, Working Groups, Task Forces, and projects; key elements of the APEC process; Secretariat's Quality Management System; budgetary process - and is aimed at enabling PDs to be functional within the shortest period of time.

Meetings and Visits Hosted by the APEC Secretariat

Hosted five meetings at its premises in 2006 – the two BMC meetings in March and October, the 18th TPWG Meeting in April, the 31st ISTWG Meeting in September, and a SCCP WG Meeting in November.

Provided support services to those meetings – assistance in obtaining hotel quotations and reservations, and coordinating with meeting organisers on logistical requirements.

In addition, hosted meetings with the Senior Officials of Peru (January), Japan (February) and Chile (August), and the Secretary-General of the ASEAN Secretariat, during the year.

Also received several personalities and groups as part of its ongoing interaction with officials from member economies, other international organizations, think tanks, educational institutions, as well as its outreach program.

APEC 2006 SECRETARIAT'S MANAGEMENT BASIC DIRECTION
Presentation by the Executive Director
(SOM I, 1-2 March 2006)

The year 2006 looks set to be the eventful year for APEC. As mandated by APEC Leaders, member economies are faced with the important tasks of making concerted efforts to realize the Busan Roadmap toward the Bogor Goals, re-doubling efforts to ensure the successful conclusion of the Doha Development Agenda negotiations, enhancing capacity building to narrow the development gap among members, continuing to cope with various challenges facing the region, as well as enhancing reform to make APEC more effective and responsive to the fast changing environment and interests of its stake-holders.

As the core support mechanism for the APEC process, the APEC Secretariat will strive its utmost to effectively implement the tasks assigned by Senior Officials, Ministers and Leaders. In particular, in 2006, the APEC Secretariat will make every effort with regard to the following assigned tasks:

- To provide advisory, operational and logistical/technical services to member economies and APEC fora to coordinate and facilitate the effective conduct of business of the forum.
- To provide preparatory advice on formulation of APEC projects, manage project funding and evaluate projects funded from the APEC Operational and TILF Special Accounts and the APEC Support Fund.
- To provide coordination and support for APEC's communications and outreach programs, promote understanding and support of APEC's role and agenda through a range of targeted communications activities, which include print and web publishing, media, promotional and information services, and outreach to business and other stakeholders.
- To maintain a level of capacity to support research and analysis in collaboration with APEC Study Centres and PECC as required.

In the meantime, the rising expectations from SOM, APEC fora and stakeholders, the broadening of scope of work in APEC cooperation with an increasing number of ad hoc groups or task forces, the requirement for higher efficiency of APEC activities and the financial constraint do pose challenges to the Secretariat in terms of managing resources to provide uninterrupted and effective support to SOM and APEC fora.

The APEC Secretariat considers these challenges as opportunities for us to sharpen the effectiveness and efficiency of the APEC Secretariat's operation. With this in mind, and in line with the reform efforts undertaken in 2005, the basic directions of APEC Secretariat's management in 2006 are set as follows:

1. Priorities will be given to managing the Secretariat in a more efficient, transparent and cost-effective manner; better services and coordination with APEC fora and meetings;

enhancing the public image of APEC through more effective outreach and communications activities;

2. Particular attention will be paid to encouraging regular experience- and information-sharing among the Secretariat staff to draw on their experience on how best to serve APEC fora, providing them more training opportunities to improve their performance, taking steps to standardize their quality services through development of best professional practices and guidelines, strengthening the coordination and team spirit of the staff in a unique multi-cultural working environment;
3. The *Ad hoc Group on APEC Secretariat Reform (SRG)*, established in 2005, will continue to address specific issues/tasks aimed at improving the functioning of the Secretariat. The Group will continually look at areas for improvement, with pros and cons of proposed measures. It will outline the Secretariat's initiatives, plans/preliminary views and recommendations on how the Secretariat can function more efficiently and cost-effectively. All this would be done in line with the overall reform process of APEC and the work expected of the APEC Secretariat.
4. The SRG will also support, where appropriate, the work by the Friends of the Chair (FOTC) on the APEC Reform agenda. It will critically and proactively assess the recommendations of the Reform FOTC, which would have implications for the Secretariat in terms of its ability to provide the required support to SOM and APEC Fora, and financial implication for the Secretariat.
5. The Secretariat will continue to play a pro-active role in proposing and implementing necessary measures to ensure efficient, transparent and cost-effective mode of operation. It will continue to implement the initiatives undertaken by the Secretariat in 2005 as part of the reform process and consider further initiatives such as e-reporting...
6. The Secretariat will work diligently to ensure the effective utilization of the APEC Information Management Portal (AIMP) and to introduce policy guidelines and a training plan for its use, and encourage APEC fora to adopt the AIMP with a view to involving them into the integrated APEC information management tool.

The APEC Secretariat 2006 Operational Plan (the full text can be accessed via www.apec.org) is presented with specific output targets. Among them are:

- To support and provide assistance to the implementation of the strengthened IAP Peer Review Process and the Busan Roadmap;
- To continue assisting SOM and the Friends of the Chair to undertake broad APEC reforms;
- To continue with implementation of the ISO9001: 2000 Quality Management Certification and review the areas where improvement can further be made;
- To intensify coordination with APEC fora with a view to better incorporating the Leaders' and Ministers' Tasking Statement as well as ABAC's recommendations and the 2006 priorities approved by SOM into their respective 2006 work plans;
- To further improve the Communications and Outreach Program for 2006.

Below are the highlights of the Secretariat's 2006 Work Plans on Administration, Finance, Information Technology (IT), and Communications and Outreach.

Highlight of the Administration Work plan:

The Administration's mission is to ensure that the Secretariat functions optimally so that its activities are implemented effectively and efficiently. Its services are governed by the policies, guidelines and procedures in the Secretariat's Operational Manual, which defines the manner and direction in which administrative and project support activities should be carried out and enables the Secretariat to operate and manage those activities in a systematic and transparent manner. Policies, guidelines and procedures are reviewed regularly to ensure that they remain relevant to the organisation's needs and are consistent with established protocol. In the light of increasing concerns expressed by Member Economies about the cost of running the Secretariat, Admin will address those concerns on a continuous basis. As such, Admin will approach 2006 with the following objectives:

- consolidate processes and procedures
- continually and proactively explore innovative ways to make the Secretariat function smarter and more cost-effectively.
- critically examine the role of the Secretariat and how things are done, to assess if it has performed its role adequately and has met the needs of stakeholders, internal and external

This will be the general approach of Admin Section. Besides its routine responsibilities, Admin will focus on the following areas:

- Monitoring of the performance of contractors providing maintenance services for the Secretariat building, upon the transfer of various maintenance responsibilities to Secretariat with effect from January 2006, following the conclusion of the Supplemental Agreement between the Government of Singapore and the Secretariat in December 2005;
- Implementation of a structured and more proactive training program for Support Staff Members (SSM); and implementation of a more stringent SSM performance appraisal system, with a view to reward good performers;
- Explore better usage of the facilities at the International Conference Centre (ICC), in consultation with the Managing Agent of the HMK Complex;
- Continue to work in consultation with IT Team to explore increasing use of IT to improve work processes and productivity; and to encourage innovation by staff members in carrying out their tasks.

Highlights of the Finance Work plan:

The Finance Division (Finance) manages the financial systems of the Secretariat in line with established policies, guidelines and objectives. The mission of Finance is to assist other divisions within the Secretariat to ensure that decisions with financial consequences are made with due regard to cost-effectiveness, affordability and the relevant approved budget. Finance manages the day to day payments under the Administrative Account for the

operation of the Secretariat. It also does the same for projects under the Operational and TILF Special Accounts and the APEC Support Fund. These streams of work are continuous and time-sensitive and account for the bulk of the work of Finance. There is also a small amount of work under various other ad hoc arrangements, such as administering the Auto Dialogue Account.

After an eventful 2005, 2006 will be a time for consolidation as the new budgetary arrangements approved as part of the APEC Reform process come into play. Following the approval in 2005 of the new APEC Intellectual Property Policy the APEC Secretariat will trial the new contracts for projects during the first half of 2006. The *Guidebook on APEC Projects* will be kept under review to include the results of this trial and of experience in using the *Guidebook*. Finance proposes to implement an e-reporting scheme for ease of distribution of payslips and to explore arrangements to improve the reporting of income of SSMs to the tax authorities in Singapore so as to be more convenient to the Secretariat and the staff.

Highlights of the IT Work plan:

The Secretariat IT department continues to be critical to the work of the Secretariat and requires substantial resources. A number of projects were undertaken to improve the IT system and to ensure that it maximizes the efficiency of the Secretariat's operation and APEC activities in general. The new projects and improvements of these systems demonstrate the continual effort taken by Secretariat in providing innovative initiatives in supporting the Secretariat activities as well as the APEC processes. The objectives Information Technology in 2006 can be highlighted as follows:

- The full deployment of the APEC Information Management Portal (AIMP) is targeted in June 2006. ACMS/LPMS module will be launched for BMC I and SOM II 2006.
- In-house ACMS will be continually enhanced in responding to user demands as an alternative tool for APEC activity supports.
- The on-going e-Secretariat initiatives will be undertaken to enhance features of the Secretariat processes including e-Leave, e-Inventory and e-IAP database.
- Enhance Server/network monitoring and corrective action for secure and reliable IT infrastructure.

Highlight of the Communication Work plan:

The objectives of APEC Communications are to: complement the work of the host economy in the planning and execution of its host year communications program, resources permitting; support APEC's core mission and goals through the delivery of effective communications and outreach to stakeholders; and work with member economies and fora to facilitate coordinated and complementary approaches in furthering APEC communications objectives. In order to do so, the Secretariat will continue to follow the Ogilvy Report which was endorsed by Senior Officials in late 2001.

In addition to the ongoing work of the Secretariat's communications efforts the following are a few of the activities, which will be undertaken to achieve these objectives:

- Actively engage with APEC Communication Expert's Group with view to gathering Best Practices and sharing of information
- Investigate the possibility of participating in public broadcasting program
- Develop and implement an expanded Outreach Strategy for APEC Secretariat visits to member economies
- Provide active support and advice to host economy

It should be emphasized that the Operational Plan and initiatives therein can be implemented effectively only with the full support and cooperation by all members. The APEC Secretariat needs clear instructions and guidance from Senior Officials and the SOM Chair Office, and assures that the Secretariat will try its utmost to provide quality service to SOM, fora and the APEC process as a whole.

Required Action/Decision Points

It is recommended that SOM:

Take note of the APEC Secretariat's 2006 Operational Plan and give further instructions, if any, for the Secretariat's operations.

APEC SECRETARIAT 2006 OPERATIONAL PLAN

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Introduction

The APEC Secretariat was established in February 1993. Singapore was selected as its site at the 4th APEC Ministerial Meeting in September 1992 in Bangkok. The permanent site of the APEC Secretariat at 35 Heng Mui Keng Terrace was officially opened on 6 September 2003.

The Bangkok Declaration on Asia-Pacific Economic Cooperation (APEC) Institutional Arrangements determined the principal functions, financial arrangements and staffing of the Secretariat. Refinements were made in 1995 in the *Report of the Task Force For the Review of the APEC Secretariat* and the 1996 and 1997 *Reports of the Task Force on Management Issues*. The 14th APEC Ministerial Meeting in October 2002 in Los Cabos, Mexico welcomed the *Report on Improving the Functioning of the APEC Secretariat*, took note of the recommendations therein and supported their prompt implementation.

From an initial complement of 11 professional staff seconded from among the then 15 member economies, the Secretariat has grown to number 24 professional staff seconded from among the current 21 member economies. The Secretariat's support staff totals 26.

The position of Executive Director is filled on secondment from the member economy chairing APEC. The position of Deputy Executive Director is similarly filled by the economy chairing APEC the following year.

Vision Statement

To support and facilitate the achievement of APEC goals.

Statement of Business

The Secretariat is the core support mechanism for the APEC process.

The Secretariat provides advisory, operational and logistical/technical services to member economies and APEC for a to coordinate and facilitate the conduct of business of the forum.

On behalf of member economies, it provides preparatory advice on formulation of APEC projects, manages project funding and evaluates projects funded from the APEC Operational and TILF Accounts.

The Secretariat provides coordination and support for APEC's communications and outreach programs and promotes understanding and support of APEC's role and agenda through a range of targeted communications activities which include print and web publishing, media, promotional and information services, and outreach to business and other stakeholders.

The Secretariat maintains a limited capacity to support research and analysis in collaboration with APEC Study Centres and PECC as required.

The Executive Director is responsible to APEC Senior Officials through the SOM Chair and manages the Secretariat in line with priorities set by SOM on behalf of Ministers. The Secretariat acts on behalf of APEC member economies as and when required or directed.

Annual Operational Priorities and Accountability

APEC's operational priorities and activities are established annually by Leaders' and Ministers' tasking directions to Senior Officials. APEC Senior Officials manage activities and may adjust priorities on behalf of Ministers in the course of the year.

The Executive Director is responsible to Senior Officials through the SOM Chair and manages the Secretariat in line with priorities determined as above. Secretariat staff are responsible to the Executive Director for fulfilment of their respective responsibilities.

The Executive Director will provide performance accountability statements to SOM at its periodic regular meetings and also annually to Ministers.

The Executive Director will also provide relevant reports to the Budget and Management Committee (BMC).

Statement of Outputs

Output I: Logistical and Advisory Support for APEC Fora

This output involves delivery of a wide range of support services for the different fora (Committees, Working Groups, *Ad hoc* Groups, Task Forces, etc.) and associate bodies (e.g. ABAC) through which APEC conducts its business. Fora meet periodically, hosted by different member economies. Support is also provided to Ministerial meetings and meetings held in Singapore at the APEC Secretariat.

Output Description	Collective Performance Indicators
<p>The Secretariat provides direct support to the Chair/Lead Shepherd at and between meetings as follows:</p> <p>A. Managing document circulation at meetings and drafting documents, including:</p> <ul style="list-style-type: none"> – Agendas; – Meeting records; – Other documents, including background papers, as requested by fora. <p><u>Primary Responsibility:</u> Directors (Program) as assigned to fora.</p> <p>B. Providing regular briefings and advice on APEC policies and procedures, including:</p> <ul style="list-style-type: none"> – <i>Consolidated Guidelines on Non-Member Participation in APEC Working Group Activities</i> – <i>Guidebook on APEC Publications, Websites and Meeting Documents</i> – <i>Selection, Terms and Functions of Lead Shepherds of APEC WGs</i> – <i>Guidebook on APEC Projects</i> – <i>Guidelines for Hosting APEC Meetings</i> – <i>Guidelines on APEC Database Projects</i> – <i>Guidelines on Information Sharing Among APEC Fora</i> – <i>Guidelines for Evaluation and Reporting System for APEC Projects</i> 	<p>Member economies representatives, in particular SOM Chair and Fora Chairs/Lead Shepherds/host economies express satisfaction with Directors' (Program) support and delivery of agreed services. No complaints received by the Executive Director.</p> <p>Fora have information at hand when planning activities.</p>

Output Description	Collective Performance Indicators
<ul style="list-style-type: none"> – <i>Implementation of the New Document Access Policy</i> – <i>Guidelines on ECOTECH Activities</i> – <i>Guidelines for Updating and Reporting System for IAPs</i> – <i>Guidelines for IAP Peer Reviews</i> <p><u>Primary Responsibility:</u> Directors (Program) as assigned to fora.</p> <p>C. Maintenance of a comprehensive Operational Manual of APEC Policies and Procedures containing the guidelines listed in Output I B. <u>Primary Responsibility:</u> Director (Administration) with support from all Directors (Program).</p> <p>D. Providing comprehensive information on relevant activities of other APEC fora, including Leaders/Ministerial/SOM taskings. <u>Primary Responsibility:</u> Directors (Program) as assigned to fora.</p> <p>E. Representing the interests of particular fora in the Secretariat’s general service areas (communications and public affairs, the APEC website, and the project funding/management process) and acting as necessary as a channel of communication and coordination. <u>Primary Responsibility:</u> Directors (Program) as assigned to fora with support from Director (Communications and Public Affairs), Director (Finance), Publications Manager and Webmaster.</p> <p>F. Managing the production of publications on behalf of fora including collating content, sourcing printers/proofreaders/Internet authoring, print production management and distribution. <u>Primary Responsibility:</u> Directors (Program) as assigned to fora, Communications and Public Affairs Director, and Publications Manager</p>	<p>All policies and procedures kept under internal review and changes/updates recommended where appropriate.</p> <p>Accurate and timely flows of information maintained.</p> <p>Publications produced in accordance with <i>Guidebook on APEC Publications, Websites and Meeting Documents</i>.</p> <p>Fora/project proponents fully advised of relevant procedures and requirements.</p>

Output Description	Collective Performance Indicators
<p>G. Providing preparatory advice to fora and project proponents on formulation and financing of projects, managing applications to BMC for APEC Operational and TILF Special Account funding and providing BMC with independent advice on levels of support/participation, TILF linkage (for TILF projects), possible overlaps, and conformity with financial guidelines. <u>Primary Responsibility:</u> Director (Finance), Project Overseers and Directors (Program) as assigned to fora.</p> <p>H. Providing electronic support to virtual taskforces, as required. <u>Primary Responsibility:</u> Director (Information Technology) with support from Directors (Program) as assigned to fora.</p> <p>I. Provision of support and assistance to the strengthened IAP Peer Review Process. - To support and provide assistance for the implementation of the strengthened IAP Peer Review Process by, among other things, selecting experts and seeking agreements on the Review Teams for member economies under review. <u>Primary Responsibility:</u> Executive Director supported by Director (Program) responsible for coordination of IAP Peer Reviews and Directors (Program) in charge of specific IAP Peer Reviews. - To provide technical/logistical support to the Review Teams, including preparation of draft reports after the visits, and to prepare Reports of the Peer Review Sessions for the consideration of SOM. <u>Primary Responsibility:</u> Director (Program) responsible for coordination of IAP Peer Reviews and Directors (Program) in charge of specific IAP Peer Reviews.</p> <p>J. Provision of program evaluation services. <u>Primary Responsibility:</u> Directors (Program) responsible for program evaluation supported by other Directors (Program) and Director (Finance).</p>	<p>Project applications to BMC are accompanied by accurate and complete Secretariat commentary. No surprises in BMC meeting.</p> <p>Support provided to maximize efficiencies of electronic communications within Secretariat resources.</p> <p>To the satisfaction of SOM, member economies under review and Review Teams.</p>

Output II: Support for SOM Chair

This output involves delivery of support services to the SOM Chair.

Output Description	Collective Performance Indicators
<p>A. Providing analysis, advice and administrative support to the SOM Chair on substantive and procedural issues. <u>Primary Responsibility:</u> Executive Director, Special Assistant to Executive Director with support from relevant Directors (Program).</p> <p>B. Providing support as and when appropriate for the work of the Friends of the Chair (FOTC) on APEC Reform agenda through the establishment of an Ad hoc Group on APEC Secretariat Reform (SRG) <u>Primary Responsibility:</u> Executive Director supported by members of the SRG.</p> <p>C. Drafting documentation for SOM Meetings, including:</p> <ul style="list-style-type: none">- Draft Annotated Agenda- Draft Expanded Annotated Agenda- Chair’s Summary Conclusions- Annual Tasking Statements- Executive Director’s Report- Other papers as requested by SOM Chair or SOM <p><u>Primary Responsibility:</u> Special Assistant to Executive Director with support from relevant Directors (Program).</p>	<p>Support delivered in a timely and proactive way which meets with the approval of the SOM Chair.</p>

Output Description	Collective Performance Indicators
<p>D. Documentation for Annual Ministerial Meeting including:</p> <ul style="list-style-type: none"> – Annual Report on ECOTECH Activities – CTI Annual Report – EC Annual Report – CTTF Annual Report <p><u>Primary Responsibility:</u> Relevant Directors (Program).</p> <p>E. Management of the annual IAPs collation and summarization process. <u>Primary Responsibility:</u> CTI Coordinator with support from Assistant to the CTI Chair and Director (Information Systems)</p> <p>F. Support for media management and liaison:</p> <ul style="list-style-type: none"> – Managing media logistics and liaison at SOM and related meetings; – Assistance with drafting and issuing of news releases; – Production and dissemination of backgrounders, APEC publications and information materials; – Providing background briefings to journalists; – Assisting with interview and news conference arrangements and other media opportunities; – Recording audio and video content for webcast and distribution to regional broadcasters. – Shooting and editing of news photographs for provision to media outlets <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team with support from Directors (Program) assigned to fora.</p> <p>G. Liaison with the SOM Chair on behalf of the EC, SCE, CTI, BMC and CTTF Chairs. <u>Primary Responsibility:</u> Relevant Directors (Program).</p>	<p>Secretariat responsibilities undertaken in accordance with the <i>Guidelines for Updating and Reporting System for IAPs</i> in compliance with the timeframes agreed with SOM Chair and providing support for the work programs to be carried out in 2005 as directed by Ministers.</p>

Output III: Management of the APEC Operational and TILF Accounts

This output involves delivery of financial management services for APEC-funded projects. These projects are designed to build capacity in support of the objectives of APEC Leaders and Ministers.

Output Description	Collective Performance Indicators
<p>A. Disbursement of funds for approved projects in liaison with relevant project overseers and fora.</p> <p>B. Providing advice to fora and project proponents on project implementation processes including contracts and tendering (Requests for Proposals-RFPs). <u>Primary Responsibility:</u> Director (Finance) with support from Project Overseers, Directors (Program) whose fora propose projects.</p>	<p>Checklists of administrative requirements supplied to Project Overseers. Funds disbursed on time and according to <i>Guidebook on APEC Projects</i>. Project evaluation and progress reports submitted to BMC. Project proponents and BMC satisfied with Secretariat inputs. Compliance with ISO 9001: 2000 quality management requirements.</p>

Output IV: Communications and Public Affairs/ Information Services

This output involves delivery of information on APEC and engagement with key audiences including media, government, academic and business audiences and the general public. It includes generic information on APEC and its objectives as well as specific support to fora and their activities.

Output Description	Collective Performance Indicators
<p>A. Production of general information and promotional resources on APEC such as:</p> <ul style="list-style-type: none">- Printed and electronic publications providing regular updates on the work of APEC;- Online and web-based tools and resources including e-Newsletter;- Audio/video material suitable for use by electronic media as required;- APEC promotional material for event use. <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team, with support from Directors (Program).</p> <p>B. Dissemination of APEC publications.</p> <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team.</p> <p>C. Media relations program including press liaison, development and dissemination of press releases, backgrounders, advisories and other information materials for media; and production of audio and video content for distribution to global broadcasters.</p> <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team with support from relevant Directors (Program).</p> <p>D. Presentations, speeches and briefings for business, industry, academic and other groups and visitors to Secretariat.</p> <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs), Communications Team and relevant Directors (Program)</p>	<p>Information about APEC readily accessible; efficient processing of enquiries; external audiences regularly updated on APEC developments via website, media coverage, publications, briefings, presentations, and speeches.</p> <p>Publications distributed on timely basis.</p>

Output Description	Collective Performance Indicators
<p>E. Support for Fora Chairs in media relations. <u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team with support from Directors (Program) as assigned to fora.</p> <p>F. Management of the APEC Secretariat website. <u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team with support from relevant Directors (Program).</p> <p>G. Management of APEC document access policy, including procedures for collection of meeting documents and, maintenance of archives of APEC meeting documents and other publications. Report to BMC annually on document access policy and any problems encountered. <u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Information Manager with support from Directors (Program) as assigned to fora.</p> <p>H. Provision of APEC News Monitor. <u>Primary Responsibility:</u> Information Manager.</p> <p>I. Activities to support outreach to business. <u>Primary Responsibility:</u> Director (Program) assigned to ABAC and Director (Communications and Public Affairs).</p> <p>J. Management of intellectual property (APEC logo, copyright for publications and data) on behalf of APEC member economies and provision of relevant advice. <u>Primary Responsibility:</u> Director (Communications and Public Affairs), Director (Administration), with support from relevant Directors (Program).</p>	<p>Directors (Program) deliver a full set (hard and soft copies) of meeting documents to library within fifteen working days of meeting's conclusion.</p>

Output Description	Collective Performance Indicators
<p>K. Outreach activities in APEC member economies as agreed. <u>Primary Responsibility:</u> Executive Director with support from relevant Directors (Program) and Director (Communications and Public Affairs).</p>	<p>Identify opportunities for cost-effective outreach e.g. combined with other official APEC travel.</p> <p>Effectively support requesting member economies in delivery of information to APEC stakeholders.</p>

Output V : APEC Project Monitoring and Evaluation	
This output involves assistance to the BMC and ESC in assessing completed APEC projects.	
Output Description	Collective Performance Indicators
<p>A. Administering the <i>Guidelines for Evaluation and Reporting System for APEC Projects</i> as follows:</p> <ul style="list-style-type: none"> – Proactive liaison with APEC fora to ensure that progress and evaluation reports conform to guidelines; – Advice to the BMC and ESC on the progress and evaluation of specific projects. <p><u>Primary Responsibility:</u> Project Overseer with support from Director (Finance), Directors (Program) whose fora undertake projects, Director (Program) responsible for Project Evaluation.</p> <p>B. Providing advice to the BMC on the development and implementation of the <i>Guidelines for Evaluation and Reporting Systems for APEC Projects</i>.</p> <p><u>Primary Responsibility:</u> Project Overseer with support from Director (Finance), Directors (Program) whose fora undertake projects, Director (Program) responsible for Project Evaluation</p>	<p>Progress and evaluation reports supplied to BMC conform to procedures. Secretariat input on project evaluation regarded by BMC and ESC as proactive and constructive.</p>

Output VI: Research and Analysis Support

This output involves supporting research and analysis as requested by Ministers, SOM and APEC fora.

Output Description	Collective Performance Indicators
<p>A. Research requested by Ministers, SOM or APEC fora (the latter, subject to approval on a case by case basis). <u>Primary Responsibility</u>: Relevant Directors (Program).</p> <p>B. Liaison with APEC Study Centres and PECC. <u>Primary Responsibility</u>: Directors (Program) in charge.</p> <p>C. Support, within the resources of the Secretariat library, for researchers on APEC. <u>Primary Responsibility</u>: Information Manager.</p>	<p>Research delivered in a cost-efficient way and to the satisfaction of the commissioning body or fora.</p> <p>Research synergies and information flows maximized.</p>

Specific Output Targets for 2005	
Output Description	Collective Performance Indicators
<p>A. To support and provide assistance for the implementation of the strengthened IAP Peer Review Process. <u>Primary Responsibility:</u> Executive Director supported by Director (Program) responsible for coordination of IAP Peer Reviews and Directors (Program) in charge of specific IAP Peer Reviews.</p>	To the satisfaction of SOM, member economies under review and the Review Teams.
<p>B. To continue assisting SOM and the Friends of the Chair (FOTC) in its efforts to undertake a broad APEC Reform and financial sustainability of APEC. <u>Primary Responsibility:</u> All Directors (Program)</p>	To the satisfaction of SOM.
<p>C. To implement and introduce further improvements to the APEC Communications and Outreach Program for 2006 with emphasis on the following areas:</p> <ul style="list-style-type: none"> - Communications planning and support services to host economy; - Engagement with fora on development of fora-specific communications plans and tactics to improve outreach to key audiences; - Implement business outreach strategy and strengthen networks with business community; - Proactive media relations and information program; - Further extend APEC Internet presence through expansion of web-based information and communications services; - Development of extended range of generic communications resources and tools. 	To the satisfaction of SOM.

Output Description	Collective Performance Indicators
<p>D. To continue implementation of processes certified under the ISO 9001: 2000 Quality Management Certification and ensure that the ISO quality of service mentality takes a firm hold in the Secretariat. <u>Primary Responsibility:</u> Executive Director supported by ISO Quality Management Representative, Management Review Committee and ISO Committee.</p>	<p>To the satisfaction of SOM. Retention of the ISO 9001: 2000 Quality Management Certification.</p>
<p>E. To review and assess towards the end of 2006 whether it would be appropriate to obtain ISO 9001: 2000 Quality Management Certification for further Secretariat processes. <u>Primary Responsibility:</u> Executive Director supported by ISO Quality Management Representative, ISO Management Review Committee and ISO Committee.</p>	<p>To the satisfaction of SOM.</p>
<p>F. Keep under review the strategy developed in 2001 to address the potential financial problems relating to the forecasted expenditure for year 2006, minimising any increases in members' contributions, in line with work on APEC reform and financial sustainability.</p>	<p>Update and submit any recommendations to BMC, FOTC and SOM as necessary.</p>
<p>G. To consider means to expand the financing of project proposals, in particular to develop proposals for the operational modalities of the APEC Support Fund; to seek Members' views and report on progress. <u>Primary Responsibility:</u> Director (Finance).</p>	<p>Update and submit any recommendations to BMC, FOTC and SOM as necessary.</p>
<p>H. To design, develop and maintain the SOM Database on Implementation of APEC Commitments, when reaffirmed by Senior Officials at SOM I/2005 and the APEC Project Database. This needs to be changed to reflect the AIMP <u>Primary Responsibility:</u> Director (Information Technology) with support from all Directors (Program).</p>	<p>To the satisfaction of SOM.</p>

Output Description	Collective Performance Indicators
<p>I. To improve the process of approval for APEC participation in non-member activities ensuring appropriate representation and outreach. To propose to SOM a guideline that properly considers the needs of representation and outreach.</p>	<p>To the satisfaction of SOM</p>
<p>J. <u>Primary Responsibility:</u> Relevant Directors (Program).To contribute to SOM with the review of the experience gained in terms of capacity building identifying measures and practices that may contribute to improve WTO capacity building activities. <u>Primary Responsibility:</u> Director (Program) and support from all other relevant Directors (Program).</p>	<p>To the satisfaction of SOM</p>
<p>K. To contribute to the trade facilitation process through the compilation of information about best practices and propose a project so that it may be made available in local languages of APEC. <u>Primary Responsibility:</u> Director (Program) and Director (Communications and Public Affairs).</p>	<p>To the satisfaction of SOM</p>
<p>L. To assist in further refining the template for reporting the implementation by economies of the General Transparency Standards and make these standards publicly available to the business community. <u>Primary Responsibility:</u> Director (Program) and Director (Communications and Public Affairs).</p>	<p>To the satisfaction of SOM</p>

Intra-Secretariat Services Required to Produce Outputs

Service I: Communication and Information Services This service involves maintenance of operational capacities to facilitate current information flows and storage within the APEC Secretariat.	
Service Description	Collective Performance Indicators
<p>A. Maintaining an IT system to meet word processing, communication, database, website support, and other IT requirements. <u>Primary Responsibility:</u> Director (Information Systems) with support from IT Committee and IT Staff.</p> <p>B. Maintaining a library of historical and current APEC-related material for reference or research by APEC Secretariat staff. <u>Primary Responsibility:</u> Information Manager.</p> <p>C. Maintaining a record management (storage and retrieval) system for APEC Secretariat working documents and correspondence. <u>Primary Responsibility:</u> Director (Administration) with support from all Directors (Program) and Support Staff.</p>	<p>Systems meet needs of APEC Secretariat and external users in a cost efficient way.</p>

Service II: Management of APEC Administrative Budget	
This service involves the development and prudential management of the Secretariat's operating budget.	
Service Description	Collective Performance Indicators
<p>A. Preparation of an annual budget estimate for consideration by BMC and subsequent outturn reporting on it. <u>Primary Responsibility:</u> Director (Finance) with support from Finance Staff.</p> <p>B. Cost effective and prudential management of expenditure in accordance with the Administrative Budget approved by the BMC. <u>Primary Responsibility:</u> Director (Finance) with support from Finance Staff.</p> <p>C. Implement other pro-active cost-saving measures in line with the basic direction of management for 2005 and as recommended by the Ad hoc Group on APEC Secretariat Reform (SRG) <u>Primary Responsibility:</u> Executive Director and Deputy Executive Director with support from the entire Secretariat.</p>	BMC is satisfied with Secretariat performance.

Service III: Management Support

This service involves management of administrative systems and the terms and conditions of employment for Secretariat locally-engaged staff. It also includes assistance to seconded staff.

Service Description	Collective Performance Indicators
<p>A. Assistance to seconded staff with the following administrative matters:</p> <ul style="list-style-type: none">– Facilitation of privileges and immunities;– Liaison work with government departments;– Obtaining visas for official travel;– Assistance for newly arrived seconded staff, including <i>Guidance Booklet for New Arrivals</i>. <p>B. Administration of the following policies and procedures for locally-engaged staff:</p> <ul style="list-style-type: none">– Recruitment policy, including the possibility of a Fixed-Term Contract Employment (FTCE);– Development of skills for learning;– Terms and conditions for local staff;– Annual review of performance. <p>C. Property management: office equipment and security of premises. <u>Primary Responsibility:</u> Director (Administration) with support from Administration Staff.</p> <p>D. Maintenance of a comprehensive <i>Operational Manual of APEC Secretariat Guidelines and Procedures</i>. <u>Primary Responsibility:</u> Director (Administration) with support from all Directors (Program).</p>	<p>Staff matters processed efficiently and according to policies and procedures.</p> <p>Staff matters processed efficiently and according to policies and procedures. Development of annual training plan for SSMs</p> <p>All policies and procedures kept under review and changes/updates recommended where appropriate.</p>

Service IV: Secretarial and Administrative Services

This service involves the provision of secretariat, logistical and word processing services for professional staff and at SOM, CTI, ESC, BMC and EC meetings, as well as others held in Singapore.

Service Description	Collective Performance Indicators
<p>A. Secretarial and administrative support to Directors (Program).</p> <p>B. Planning and organization of conference facilities – management and support services for meetings held in Singapore, particularly at Secretariat. <u>Primary Responsibility:</u> Director (Administration), Director (Program) responsible for the relevant forum and Support Staff.</p> <p>C. Implementing APEC Secretariat’s Internship Program. <u>Primary Responsibility:</u> Director (Administration) supported by relevant Director (Program) and Support Staff.</p>	<p>Accurate and timely services provided to Directors (Program).</p> <p>Timely coordination with responsible Chairperson/Lead Shepherd/Project Overseer, and relevant PSM and SSM, on logistical requirements</p> <p>Achieving the objective as stated in the APEC Secretariat Internship Framework.</p>

RECORD OF PARTICIPATION SINCE CSOM IN NOVEMBER 2005
(Compiled by the APEC Secretariat)

As of 31 October 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
<i>Economy</i>				
Cambodia	APEC	Officially applied for APEC membership	Received in June 2006	Message passed on to SOM for consideration
Pakistan	APEC	Reiterated Pakistan's strong interest in becoming a full APEC member	Received in September 2006	Message passed on to SOM for consideration
Mr. Todor Yalamov of Bulgaria	ACT	Invited for one-off participation in ACT Workshop on Anti-Corruption Measures for the Development of SMEs held in Hanoi on February 24-25, 2006	Received in February 2006	Approved by ACT in February 2006
Mr. Peter Rooke of Germany	ACT	Invited for one-off participation in ACT Workshop on Anti-Corruption Measures for the Development of SMEs held in Hanoi on February 24-25, 2006	Received in February 2006	Approved by ACT in February 2006
Prof. Kader ASMAL of South Africa	ACT	Invited for one-off participation in the 3 rd ICAC International Symposium on Anti-Corruption held in Hong Kong, China on May 9-11, 2006	Received in April 2006	Approved by ACT in April 2006
Ms. Rosalind WRIGHT of UK	ACT	Invited for one-off participation in the 3 rd ICAC International Symposium on Anti-Corruption held in Hong Kong, China on May 9-11, 2006	Received in April 2006	Approved by ACT in April 2006
Ms. Helen GARLICK of UK	ACT	Invited for one-off participation in the 3 rd ICAC International Symposium on Anti-	Received in April 2006	Approved by ACT in April 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
		Corruption held in Hong Kong, China on May 9-11, 2006		
Mr. Robert HODGKINSON of UK	ACT	Invited for one-off participation in the 3 rd ICAC International Symposium on Anti-Corruption held in Hong Kong, China on May 9-11, 2006	Received in April 2006	Approved by ACT in April 2006
Professor Mark PIETH of Switzerland	ACT	Invited for one-off participation in the 3 rd ICAC International Symposium on Anti-Corruption held in Hong Kong, China on May 9-11, 2006	Received in April 2006	Approved by ACT in April 2006
Mr. Nazhat SHAMEEM of Fiji	ACT	Invited for one-off participation in the 3 rd ICAC International Symposium on Anti-Corruption held in Hong Kong, China on May 9-11, 2006	Received in April 2006	Approved by ACT in April 2006
Laos, PDR	TFEP	Invited for one-off participation in APEC Pandemic Response Simulation Exercise held on June 7-8, 2006	Received in May 2006	Approved by TFEP in May 2006
Cambodia	TFEP	Invited for one-off participation in APEC Pandemic Response Simulation Exercise held on June 7-8, 2006	Received in May 2006	Approved by TFEP in May 2006
Myanmar	TFEP	Invited for one-off participation in APEC Pandemic Response Simulation Exercise held on June 7-8, 2006	Received in May 2006	Approved by TFEP in May 2006
Laos, PDR	TFEP	Invited for one-off participation in the Debrief Workshop on APEC Pandemic Response Simulation Exercise held in Singapore on August 14-15, 2006	Received in May 2006	Approved by TFEP in May 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
Cambodia	TFEP	Invited for one-off participation in the Debrief Workshop on APEC Pandemic Response Simulation Exercise held in Singapore on August 14-15, 2006	Received in May 2006	Approved by TFEP in May 2006
Myanmar	TFEP	Invited for one-off participation in the Debrief Workshop on APEC Pandemic Response Simulation Exercise held in Singapore on August 14-15, 2006	Received in May 2006	Approved by TFEP in May 2006
Laos, PDR	HTF	Invited for one-off participation in HTF Seminar on Assessing Pandemic Preparedness held in Singapore on 16-17 August 2006	Received in July 2006	Approved by HTF in July 2006
Cambodia	HTF	Invited for one-off participation in HTF Seminar on Assessing Pandemic Preparedness held in Singapore on 16-17 August 2006	Received in July 2006	Approved by HTF in July 2006
Mongolia	HTF	Invited for one-off participation in HTF Seminar on Assessing Pandemic Preparedness held in Singapore on 16-17 August 2006	Received in July 2006	Approved by HTF in July 2006
Cambodia	IPEG/CTI	Invited for one-off participation in the IPEG Workshop on Effective Strategies for IP Public Education to be held in Hong Kong in November 2006	Received in September 2006	Approved by CTI in October 2006
Laos, PDR	IPEG/CTI	Invited for one-off participation in the IPEG Workshop on Effective Strategies for IP Public Education to be held in Hong	Received in September 2006	Approved by CTI in October 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
		Kong in November 2006		
<i>Governmental Org</i>				
UN/CEFACT	ECSG	Request for guest status in ECSG	Received in February 2006	Approved by ECSG in February 2006
OECD's Working Party on SMEs and Entrepreneurship (WPSME)	SMEWG	Request for renewal of its guest status in SMEWG	Received in February 2006	Approved by SMEWG in February 2006
IEA	EWG	Proposal to grant IEA guest status in EWG	Received in July 2006	Approved by EWG in August 2006
Ms. Marie-France Houde Senior Economist, Investment Division, OECD	IEG/CTI	Invited for one-off participation in IEG meeting and IEG/MAG Joint Workshop held in Hanoi, Viet Nam in February 2006	Received in December 2005	Approved by CTI in January 2006
Ms. Anna Joubin-Bret, UNCTAD	IEG/CTI	Invited for one-off participation in IEG meeting and IEG/MAG Joint Workshop held in Hanoi, Viet Nam in February 2006	Received in December 2005	Approved by CTI in January 2006
WIPO	IPEG/CTI	Invited for one-off participation in IPEG XXII held in Hanoi, Viet Nam in February 2006	Received in January 2006	Approved by CTI in January 2006
Mr Olav Stokkmo of IFRRO	IPEG/CTI	Invited for one-off participation in IPEG XXII held in Hanoi, Viet Nam in February 2006	Received in January 2006	Approved by CTI in January 2006
Ms. Houde of OECD	IEG/CTI	Invited for one-off participation in IEG meeting and IEG/MAG Joint Workshop	Received in January 2006	Approved by CTI in January 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
		held in Hanoi, Viet Nam in February 2006		
Ms. Joubin-Bret of UNCTAD	IEG/CTI	Invited for one-off participation in IEG meeting and IEG/MAG Joint Workshop held in Hanoi, Viet Nam in February 2006	Received in January 2006	Approved by CTI in January 2006
Mr. Patrick Moulette of OECD	ACT	Invited for one-off participation in ACT Workshop on Anti-Corruption Measures for the Development of SMEs held on February 24-25, 2006	Received in February 2006	Approved by ACT in February 2006
ADB	ACT	Invited for one-off participation in ACT Workshop on Anti-Corruption Measures for the Development of SMEs held on February 24-25, 2006	Received in February 2006	Approved by ACT in February 2006
ADB	HTF	Invited for one-off participation in HTF Symposium on Emerging Infectious Diseases held in Beijing on 4-5 April 2006.	Received in March 2006	Approved by HTF in March 2006
ILO	HTF	Invited for one-off participation in HTF Symposium on Emerging Infectious Diseases held in Beijing on 4-5 April 2006.	Received in March 2006	Approved by HTF in March 2006
UNAIDS	HTF	Invited for one-off participation in HTF Symposium on Emerging Infectious Diseases held in Beijing on 4-5 April 2006.	Received in March 2006	Approved by HTF in March 2006
UN	HTF	Invited for one-off participation in HTF Symposium on Emerging Infectious Diseases held in Beijing on 4-5 April 2006.	Received in March 2006	Approved by HTF in March 2006
WHO	HTF	Invited for one-off participation in HTF Symposium on Emerging Infectious Diseases held in Beijing on 4-5 April 2006.	Received in March 2006	Approved by HTF in March 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
Mr. Arun Kendall of Asia/Pacific Group on Money Laundering	ACT	Invited for one-off participation in ACT Workshop on Denial of Safe Haven, Assets Recovery and Extradition held in Shanghai on April 24-26, 2006	Received in April 2006	Approved by ACT in April 2006
Mr. Rainer Buhner of INTERPOL	ACT	Invited for one-off participation in ACT Workshop on Denial of Safe Haven, Assets Recovery and Extradition held in Shanghai on April 24-26, 2006	Received in April 2006	Approved by ACT in April 2006
Mr. Fujino Akiro of UNODC	ACT	Invited for one-off participation in ACT Workshop on Denial of Safe Haven, Assets Recovery and Extradition held in Shanghai on April 24-26, 2006	Received in April 2006	Approved by ACT in April 2006
Mr. Patrick Moulette of OECD	ACT	Invited for one-off participation in ACT Workshop on Denial of Safe Haven, Assets Recovery and Extradition held in Shanghai on April 24-26, 2006	Received in April 2006	Approved by ACT in April 2006
FAO	APEC Ministerial Meeting	Invited for one-off participation in APEC Ministerial Meeting on Avian and Influenza Pandemics held in Da Nang, Viet Nam on 4-6 May 2006.	Received in April 2006	Approved by HTF in April 2006
WHO	APEC Ministerial Meeting	Invited for one-off participation in APEC Ministerial Meeting on Avian and Influenza Pandemics held in Da Nang, Viet Nam on 4-6 May 2006.	Received in April 2006	Approved by HTF in April 2006
OIE	APEC Ministerial Meeting	Invited for one-off participation in APEC Ministerial Meeting on Avian and Influenza Pandemics held in Da Nang, Viet	Received in April 2006	Approved by HTF in April 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
		Nam on 4-6 May 2006.		
WB	APEC Ministerial Meeting	Invited for one-off participation in APEC Ministerial Meeting on Avian and Influenza Pandemics held in Da Nang, Viet Nam on 4-6 May 2006.	Received in April 2006	Approved by HTF in April 2006
UN	APEC Ministerial Meeting	Invited for one-off participation in APEC Ministerial Meeting on Avian and Influenza Pandemics held in Da Nang, Viet Nam on 4-6 May 2006.	Received in April 2006	Approved by HTF in April 2006
ADB	APEC Ministerial Meeting	Invited for one-off participation in APEC Ministerial Meeting on Avian and Influenza Pandemics held in Da Nang, Viet Nam on 4-6 May 2006.	Received in April 2006	Approved by HTF in April 2006
Mr. Yasuhisa Kawamura of OECD	IEG/CTI	Invited for one-off participation in IEG meeting in Ho Chi Minh City, Viet Nam in May 22-23, 2006	Received in February 2006	Approved by CTI in February 2006
Mr. Kiyoshi Adachi of UNCTAD	IEG/CTI	Invited for one-off participation in IEG Seminar on Transnational Private Investment in Ho Chi Minh City, Viet Nam in May 19-20, 2006	Received in September 2005	Approved by CTI in September 2005
OIE	TFEP	Invited for one-off participation in APEC Pandemic Response Simulation Exercise held on June 7-8, 2006	Received in May 2006	Approved by TFEP in May 2006
FAO	TFEP	Invited for one-off participation in APEC Pandemic Response Simulation Exercise held on June 7-8, 2006	Received in May 2006	Approved by TFEP in May 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
WHO	TFEP	Invited for one-off participation in APEC Pandemic Response Simulation Exercise held on June 7-8, 2006	Received in May 2006	Approved by TFEP in May 2006
UN	TFEP	Invited for one-off participation in APEC Pandemic Response Simulation Exercise held on June 7-8, 2006	Received in May 2006	Approved by TFEP in May 2006
World Bank	TFEP	Invited for one-off participation in APEC Pandemic Response Simulation Exercise held on June 7-8, 2006	Received in May 2006	Approved by TFEP in May 2006
ADB	TFEP	Invited for one-off participation in APEC Pandemic Response Simulation Exercise held on June 7-8, 2006	Received in May 2006	Approved by TFEP in May 2006
OIE	TFEP	Invited for one-off participation in the Debrief Workshop on APEC Pandemic Response Simulation Exercise held in Singapore on August 14-15, 2006	Received in May 2006	Approved by TFEP in May 2006
FAO	TFEP	Invited for one-off participation in the Debrief Workshop on APEC Pandemic Response Simulation Exercise held in Singapore on August 14-15, 2006	Received in May 2006	Approved by TFEP in May 2006
WHO	TFEP	Invited for one-off participation in the Debrief Workshop on APEC Pandemic Response Simulation Exercise held in Singapore on August 14-15, 2006	Received in May 2006	Approved by TFEP in May 2006
UN	TFEP	Invited for one-off participation in the Debrief Workshop on APEC Pandemic Response Simulation Exercise held in	Received in May 2006	Approved by TFEP in May 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
		Singapore on August 14-15, 2006		
World Bank	TFEP	Invited for one-off participation in the Debrief Workshop on APEC Pandemic Response Simulation Exercise held in Singapore on August 14-15, 2006	Received in May 2006	Approved by TFEP in May 2006
ADB	TFEP	Invited for one-off participation in the Debrief Workshop on APEC Pandemic Response Simulation Exercise held in Singapore on August 14-15, 2006	Received in May 2006	Approved by TFEP in May 2006
IFRRO	IPEG/CTI	Invited for one-off participation in IPEG XXIII held in Guadalajara, Jalisco, Mexico on August 15-16, 2006	Received in June 2006	Approved by CTI in July 2006
INTA	IPEG/CTI	Invited for one-off participation in IPEG XXIII held in Guadalajara, Jalisco, Mexico on August 15-16, 2006	Received in June 2006	Approved by CTI in July 2006
WIPO	IPEG/CTI	Invited for one-off participation in IPEG XXIII held in Guadalajara, Jalisco, Mexico on August 15-16, 2006	Received in August 2006	Approved by CTI in August 2006
WHO	HTF	Invited for one-off participation in HTF Seminar on Assessing Pandemic Preparedness held in Singapore on 16-17 August 2006	Received in July 2006	Approved by HTF in July 2006
FAO	HTF	Invited for one-off participation in HTF Seminar on Assessing Pandemic Preparedness held in Singapore on 16-17 August 2006	Received in July 2006	Approved by HTF in July 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
Dr. Joachim Pohl of ADB/OECD Anti-Corruption Initiative	ACT	Invited for one-off participation in ACT Public and Private Dialogue on Anti-Corruption and Ensuring Transparency in Business Transactions held in Danang on September 9-10, 2006	Received in August 2006	Approved by ACT in August 2006
Mr. Ms. Marie-France Houde of OECD	IEG/CTI	Invited for one-off participation in IEG meeting and IEG/OECD Seminar on PFI in September 8-10, 2006	Received in May 2006	Approved by CTI in May 2006
Mr. Rainer Geiger of OECD	IEG/CTI	Invited for one-off participation in IEG meeting and IEG/OECD Seminar on PFI in September 8-10, 2006	Received in May 2006	Approved by CTI in May 2006
WHO	HTF	Invited for one-off participation in HTF Symposium on Functioning Economies in Times of Pandemic in Da Nang, Viet Nam on 10-11 September 2006.	Received in August 2006	Approved by HTF in August 2006
UN	HTF	Invited for one-off participation in HTF Symposium on Functioning Economies in Times of Pandemic in Da Nang, Viet Nam on 10-11 September 2006.	Received in August 2006	Approved by HTF in August 2006
UN	HTF	Invited for one-off participation in HTF Capacity Building Seminar on Avian Influenza: Preventing AI at its Source and a Dialogue on Indemnity in Hoi An, Viet Nam on 12-13 September 2006.	Received in September 2006	Approved by HTF in September 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
FAO	HTF	Invited for one-off participation in HTF Capacity Building Seminar on Avian Influenza: Preventing AI at its Source and a Dialogue on Indemnity in Hoi An, Viet Nam on 12-13 September 2006.	Received in September 2006	Approved by HTF in September 2006
WB	HTF	Invited for one-off participation in HTF Capacity Building Seminar on Avian Influenza: Preventing AI at its Source and a Dialogue on Indemnity in Hoi An, Viet Nam on 12-13 September 2006.	Received in September 2006	Approved by HTF in September 2006
WHO	HTF	Invited for one-off participation in HTF Capacity Building Seminar on Avian Influenza: Preventing AI at its Source and a Dialogue on Indemnity in Hoi An, Viet Nam on 12-13 September 2006.	Received in September 2006	Approved by HTF in September 2006
<i>Non-Governmental Org</i>				
APCERT	TELWG	Request for guest status in TELWG	Received in September 2005	Approved by TELWG in December 2005
GBDe	TELWG	Request for renewal of its guest status	Received in March 2006	Approved by TELWG in March 2006
APCC	TELWG	Request for guest status in TELWG	Received in June 2005	Request was turned down by TELWG in March 2006
GBDe	ECSG	Request for renewal of its guest status	Received in March 2006	Approved by ECSG in August 2006
PAA	ECSG	Request for renewal of its guest status	Received in September 2006	Request forwarded to ECSG for consideration in October 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
ICC	ECSG	Request for guest status in ECSG	Received in May 2005	Approved by ECSG in January 2006
Mr. Rooke of Transparency International (TI)	ACT	Invited for one-off participation in ACT Workshop on Anti-Corruption Measures for the Development of SMEs held on February 24-25, 2006	Received in February 2006	Approved by ACT in February 2006
Mr. Liao Ran of TI	ACT	Invited for one-off participation in ACT Workshop on Denial of Safe Haven, Assets Recovery and Extradition held in Shanghai on April 24-26, 2006	Received in April 2006	Approved by ACT in April 2006
Dr. Michel van Hulten of FLEVO Research	ACT	Invited for one-off participation in ACT Workshop on Denial of Safe Haven, Assets Recovery and Extradition held in Shanghai on April 24-26, 2006	Received in April 2006	Approved by ACT in April 2006
Mr. Keith Henderson of TI/Berlin and IFES/Washington	ACT	Invited for one-off participation in ACT Workshop on Denial of Safe Haven, Assets Recovery and Extradition held in Shanghai on April 24-26, 2006	Received in April 2006	Approved by ACT in April 2006
Mr. Stephen Olson of PBEC	ACT	Invited for one-off participation in ACT Workshop on Denial of Safe Haven, Assets Recovery and Extradition held in Shanghai on April 24-26, 2006	Received in April 2006	Approved by ACT in April 2006
Mr. Stephen MALOY of General Electric Company	ACT	Invited for one-off participation in the 3 rd ICAC International Symposium on Anti-Corruption held in Hong Kong, China on May 9-11, 2006	Received in April 2006	Approved by ACT in April 2006

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
Mr. Andrew P. LONG of HSBC	ACT	Invited for one-off participation in the 3 rd ICAC International Symposium on Anti-Corruption held in Hong Kong, China on May 9-11, 2006	Received in April 2006	Approved by ACT in April 2006
Mr. Michael RAKE of KPMG International	ACT	Invited for one-off participation in the 3 rd ICAC International Symposium on Anti-Corruption held in Hong Kong, China on May 9-11, 2006	Received in April 2006	Approved by ACT in April 2006
<i>Outgoing Participation</i>				
EWG	IEA	Long-term interaction with IEA for a trial period of one year starting from September 2006 to September 2007	Request received in August 2006	Approved by SOM in September 2006
TELWG	CE	Invited for one-off participation in the Cybercrime Convention Committee meeting of the Council of Europe held in Strasbourg, France on 20-21 March 2006	Received in March 2006	Approved by SOM in March 2006
TELWG	APCERT	Invited for one-off participation in APCERT and CNCERT Conference held in Beijing, China on 28-31 March 2006	Received in March 2006	Approved by SOM in March 2006
TELWG	CNCERT	Invited for one-off participation in APCERT and CNCERT Conference held in Beijing, China on 28-31 March 2006	Received in March 2006	Approved by SOM in March 2006
CPDG	ADB	Invited for one-off participation in The ADB's Roundtable on Competition Law and Policy held in New Delhi on May 16-17, 2006.	Received in March 2006	Approved by SOM in September 2006
LSIF	ICH-GCG	Invited for one-off participation in The	Received in July	Approved by SOM in

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by Fora since CSOM Nov 2005
		International Conference on Harmonization Global Cooperation Group (ICH-GCG) conferences held in Chicago, USA from 23 to 26 October 2006.	2006	September 2006
HTF	EU	Invited for one-off participation in an EU Senior Officials' Meeting on avian and human influenza pandemic held in Vienna, Austria on 6-7 June 2006.	Received in April 2006	Approved by SOM in May 2006
TELWG	OECD	Invited for one-off participation in a meeting of the OECD Working Party on Information Security and Privacy (WPISP) and to the ICCP Foresight Forum on Next Generation Networks held in Budapest, Hungary on 2-4 October 2006	Received in September 2006	Approved by SOM in September 2006

Note: With delegation of authority from SOM on non-member participation in activities of the APEC fora from 1 January 2006, this Record of Participation Issues has been reformatted. The decision-making authority has been delegated to all APEC working groups, committees, SOM task forces, and ECSG on a trial basis until the end of 2008. The purpose of this Record is to keep SOM informed on the issue and provide the opportunity for APEC fora to seek SOM's guidance whenever it is deemed necessary.

Acronyms:

ADB	Asia Development Bank
AOEMA	Asia Oceania Electronic Marketplace Association
APCERT	Australian Computer Emergency Response Team
APCC	Asia-Pacific Carriers Coalition
APDC	Asia Disaster Preparedness Center
APLAC	Asia-Pacific Laboratory Accreditation Cooperation
APT	Asia-Pacific Telecommunity
CABI	CAB International
CE	Council of Europe
CNCERT	China National Computer network Emergency Response Technical Team
EU	European Union
FAO	Food and Agriculture Organization
IADB	Inter-American Development Bank
ICC	International Chamber of Commerce
ICRC	International Committee of Red Cross
IEA	International Energy Agency
IFCRC	International Federation of Red Cross and Red Crescent
IFRRO	International Federation of Reproduction Rights Organisations
ILO	International Labour Organization
INTA	International Trademark Association
OECD	Organization of Economic Cooperation and Development

OIE	Office Internationale Epizooties (French: Office of International Epizootics)
OPEC	Organization of the Petroleum Exporting Countries
PAA	Pan-Asian E-Commerce Alliance
PBEC	Pacific Basin Economic Cooperation
TI	Transparency International
UN	United Nations
UNAIDS	United Nations AIDS Program
UNCTAD	United Nations Conference of Trade and Development
UN/CEFACT	United Nations Center for Trade Facilitation and Electronic Business
UNECE	United Nations Economic Commission for Europe
UNESCAP	United Nations Economic and Social Commission for Asia and the Pacific
UNESCO	United Nations Education, Science and Culture Organization
UNODC	United Nations Office on Drugs and Crime
WB	World Bank
WCO	World Customs Organization
WHO	World Health Organization
WTO	World Trade Organization
WTTC	World Travel and Tourism Council

Report on the APEC Website
(For the period 1 January to 30 September 2006)

1. Summary

For the nine month period from January to September 2006, the APEC website received a total of 45,558,128 requests as compared to 22,653,099 requests for the same period in 2005. This is a two-fold increase in the number of requests. The estimated number of visitors has also doubled from 315,084 in 2005 to 686,850 in 2006.

The average monthly number of requests during the period of January 2005 to September 2005 was about 350,000. In October, November and December 2005, the requests were 745,823, 965,970 and 595,399 respectively. As of January 2006, the average monthly requests have numbered about 500,000. Though it is difficult to say with certainty what has contributed to this significant increase, factors that played an important role are the availability of more content; mainly news, meeting documents, and publications. Also contributing to the increase in number of requests is the faster access to content due to upgrading and tuning of supporting components of the content management system.

While CQ 3.5.1, the content management system used to run the APEC website, will be upgraded at the end of the year, supporting components of the system have been upgraded and tuned to improve the performance of the system as well as to cope with the increased access to the APEC website.

Key improvements that are scheduled to be incorporated into the APEC website by the end of the year, includes the workflow system and the improved page layout. These improvements are in the final stages of testing.

More detailed statistics on the APEC website can be found in the next section (**2. Summary Statistics for the APEC Website**).

2. Summary Statistics for the APEC Website

2.1 General statistics (Jan – Sept 2006)

Total successful requests: **45,558,128**

Total successful requests for pages: **7,559,704 pages**

Total data transferred: **394.07 GB**

Average successful requests per day: **169,908**

Average requests for pages per day: **27,691 pages**

Average data transferred per day: **1.44 GB**

Estimated number of visitors: **686,850**

2.2 Requests for pages (Monthly)

Jan 2006: **630,277**

June 2006: **744,215**

Feb 2006: **742,287**

July 2006: **755,880**

March 2006: **831,442**

Aug 2006: **897,166**

April 2006: **987,557**

Sep 2006: **1,027,601**

May 2006: **897,141**

2.3 Total requests, includes pdf, images, docs, etc (Monthly)

Jan 2006: **4,218,608**

June 2006: **4,581,437**

Feb 2006: **5,070,710**

July 2006: **4,236,651**

March 2006: **5,229,566**

Aug 2006: **5,128,921**

April 2006: **5,545,451**

Sep 2006: **5,858,281**

May 2006: **5,688,503**

2.4 Top 10 Most Accessed Pages

Page	No. of access
Homepage	686,850
News and Media	76,478
Events Calendar	68,426
News Releases	44,354
Speeches	42,602
Documents and Reports	41,082
About APEC	37,000
About APEC - History	35,911
Member Economies	34,866
Contact Us	32,285

2.5 Page-access on Main Sections on the APEC website

Information	No. of access
News and Media	855,101
Documents and Reports	710,836
APEC Groups	489,596
Ministerial Statements	480,516

About APEC	317,742
Publications	247,680
Leaders Declarations	184,837
Business Resources	172,042
Member Economies	111,181
Events Calendar	68,426
Projects	29,915

2.6 Top 10 Most Downloaded APEC Publications

Publication	No. of access
APEC at a Glance	150,685
APEC Outcomes and Outlook, 2004/2005(SEC 2005)	71,117
2005 APEC Economic Outlook	7,470
2000 Report to the APEC Economic Leaders(ABAC, 2000)	2,245
2004 APEC Economic Outlook	2,167
Guide to the Investment Regimes of the APEC Member Economies (5th Edition), July 2003(CTI)	1,986
Report on Economic and Technical Cooperation, 2005(SEC, GEI)	1,431
2005 ABAC Report to APEC Economic Leaders(ABAC, 2005)	1,410
A Mid-term Stocktake of Progress towards the Bogor Goals, December 2005(SEC 2005)	1,395
Compendium on Rules of Origin, 1997(CTI)	1,327

2.7 Top 10 Most Accessed Information on APEC Groups

APEC Groups	No. of access*
CTTF	144,287
ECSG	121,565
SMEWG	118,304
ATCWG	112,495
HRDWG	109,365
SCSC	104,530
SCCP	104,190
HTF	85,752
IEG	82,504
IPEG	82,099

* access to groups page and groups' meeting documents (2002 – 2006)

3 Summary Statistics for the News and Media

3.1 General statistics (Jan – Sept 2006)

Total number of news and media posted on the APEC website in 2006: **97**

Total successful requests: **2,214,943**

Total successful requests for pages: **908,746**

Total data transferred: **41.84 GB**

Average successful requests per day: **8,113**

Average requests for pages per day: **3,328**
Average data transferred per day: **156.94 MB**

3.2 Number of news and media posted on the APEC website (Monthly)

Jan 2006: 7	June 2006: 3
Feb 2006: 11	July 2006: 9
March 2006: 5	Aug 2006: 9
April 2006: 7	Sep 2006: 24
May 2006: 22	

3.3 Requests for pages (Monthly)

Jan 2006: 90,039	June 2006: 106,627
Feb 2006: 83,150	July 2006: 91,484
March 2006: 94,949	Aug 2006: 91,105
April 2006: 123,108	Sep 2006: 100,368
May 2006: 124,914	

3.4 Top 10 Most Accessed Releases for period Jan – Sept 2006

Release	No of Access
New Executive Director for APEC Secretariat in 2006 Highlights Focus for APEC Viet Nam Year -- Singapore, December 28, 2005	5,417
APEC Business Delegation to Consult and Coordinate with European Business to Advance WTO -- Singapore, 25 January, 2006	5,052
APEC Business Leaders Call on Large and Small Businesses to Prepare Avian Influenza Response Contingency Plans -- Singapore, 25 January, 2006	4,873
Viet Nam Deputy Prime Minister Opens APEC Senior Officials' Meeting - Webcast Available -- Ha Noi, Viet Nam, March 2, 2006	4,805
Themes set for 2006 APEC Finance Ministers' Meeting -- Quang Ninh, Viet Nam, December 13, 2005	4,797
APEC Biosafety Policy Options Conference Underway in the Philippines -- Makati City, The Philippines, January 17, 2006	4,673
New APEC Secretariat Deputy Executive Director -- Singapore, January 27, 2006	4,540
Korean Buddhist Scripture Unveiled at APEC Secretariat -- Singapore, December 15, 2005	4,391
Additional information on the Tripitaka Koreana woodblock carvings – Fact Sheet	4,269
APEC Support Fund Receives Contribution from Chinese Taipei Boosting Security and Preparedness Emergency and Disaster Preparedness -- Chinese Taipei, January 11, 2006	4,183

3.5 Top 10 Most Accessed Video/Audio Webcast

Release	No of Access*
Deputy Prime Minister of Viet Nam, Vu Khoan Speech - Viet Nam Deputy Prim Minister Opens APEC Senior Officials' Meeting - Webcast Available, Ha Noi, Viet Nam, March 2, 2006	9705
Opening Comments by Mr Cao Duc Phat , Viet Nam Minister for Agriculture - APEC Officials to Share Views on Cartagena Protocol, Ha Noi, Viet Nam, February 25, 2006	3451
Opening Comments by Dr J.B. Penn, United States Under Secretary for Agriculture - APEC Officials to Share Views on Cartagena Protocol, Ha Noi, Viet Nam, February 25, 2006	2410
Welcome remarks by Mr Jesus Orta Martinez, Chair of the APEC Economic Commerce Steering Group - APEC 2006 Viet Nam Underway Importance of Privacy Protection in E-Commerce Highlighted, Ha Noi, Viet Nam, February 20, 2006	1122
Welcome remarks by Mr. Nguyen Khoa Son, President of Vietnamese Academy of Science and Technology - APEC 2006 Viet Nam Underway Importance of Privacy Protection in E-Commerce Highlighted, Ha Noi, Viet Nam, February 20, 2006	1015
Opening address by Dr. Le Danh Vinh, Deputy Minister of Trade of Viet Nam - APEC 2006 Viet Nam Underway Importance of Privacy Protection in E-Commerce Highlighted, Ha Noi, Viet Nam, February 20, 2006	1003
Address from Minister of Foreign Affairs from Peru - Peru Foreign Minister Addresses Anti-Corruption Workshop, Ha Noi, Viet Nam, February 24, 2006	998
Welcoming Remarks by H.E. 1st Deputy Minister of Foreign Affairs of Viet Nam, 2006 APEC SOM Chair, Mr. LE Cong Phung - Counter Terrorism Public-Private Partnership Boost at STAR Conference, Ha Noi, Viet Nam, February 24, 2006	916
Keynote speech by Mr. Malcolm Crompton - 2006 Viet Nam Underway Importance of Privacy Protection in E-Commerce Highlighted, Ha Noi, Viet Nam, February 20, 2006	614
China's Finance Minister on exchange rate flexibility - Finance Ministers' Press Conference Webcast and Joint Statement, Ha Noi, Viet Nam, September 8, 2006	398

*refers to downloading of video/audio files made available via the release

4 Summary Statistics for the eNewsletter

4.1 General statistics (Jan – Sept 2006)

Total successful requests on e-Newsletters: **226,622**

Total successful requests for e-Newsletter pages: **126,867**

Average requests per day: **828**

Average requests for pages per day: **463**

Total access via APEC website: **11907**

4.2 Request on all existing issues

Vol. 1 (Dec 2003): **10,155**

Vol. 2 (March 2004): **10,902**

Vol. 3 (Aug 2004): **11,484**
 Vol. 4 (Dec 2004): **10,626**
 Vol. 5 (April 2005): **13,868**
 Vol. 6 (July 2005): **17,128**
 Vol. 7 (Jan 2006): **22,309**
 Vol. 8 (April 2006): **26,096**
 Vol. 9 (July 2006): **14,228**

4.3 Top 10 Most Accessed Articles

eNewsletter Article	No of Access
APEC Encourages Public-Private Partnerships to Secure Trade(Vol8, April 2006)	5470
APEC's Collective Seat at the WTO Table and What This Means for the Doha Development Agenda (Vol 7, Jan 2006)	3611
APEC Finance Ministers Discuss Taxes and Capital Flows (Vol9, July 2006)	2411
Trade Ministers Provide New Impetus for WTO Discussions(Vol6, Jul 2005)	2023
FTAs: Working Towards Bogor Goals(Vol3, Aug 2004)	1939
Anti-Corruption and FTAs/RTAs amongst Key Issues Discussed by Leaders(Vol4, Dec 2004)	1784
Protecting Intellectual Property for SMEs in APEC(Vol8, April 2006)	1472
Combating Pandemic Influenza: APEC's MultiLateral, Cross-Border Response(Vol8, April 2006)	1434
Behind the Scenes - Delivering a Successful APEC Viet Nam 2006(Vol8, April 2006)	1420
Upcoming Events (Vol8, April 2006)	1393

APEC Secretariat Participation in Meetings and Outreach Activities in 2006

OUTREACH ACTIVITIES

Date	Participation and Title of Meeting or Event
9-13 January 2006	Outreach visit to Hong Kong, China by ED and Director (Program).
17-18 January 2006	Participation of the ED at the International Pledging Conference on Avian and Human Pandemic Influenza in Beijing, China
20 January 2006	Participation of the ED at a Workshop at the APEC Study Center, University of Tsukuba, Japan
13-17 March 2006	Outreach visit to China by ED and Director (Program)
22-24 March 2006	Participation of the ED at the WHO Meeting of Partners on Dengue Prevention & Control in Asia-Pacific, Bangkok & Chiang Mai
6-11 June 2006	Participation of the Director (Program) at the Counter-Terrorism Compliance Project in Hague, Netherlands
14-16 June 2006	Participation of the ED at the World Economic Forum in Tokyo, Japan
28 June-1 July 2006	Participation of the ED at the APEC Digital Opportunity Center (ADOC) Week in Taipei, Chinese Taipei
17-19 July 2006	Outreach visit to Peru by ED and Director (Program)
27-28 July 2006	Participation of the Director (Program) at the OSCE-Working Level CT – Practitioners Roundtable from Relevant Regional and Select Sub-Regional Organizations in Copenhagen, Denmark
9-10 October 2006	Participation of the Director (Program) at the International Economic Forum organized by the Russian Business Academy, Moscow, Russia

PARTICIPATION OF ED and DED IN MEETINGS

Date	Participation and Title of Meeting or Event
22-25 January 2006	Participation of the ED and DED and the responsible Director (Program) at the 1 st ABAC Meeting in Singapore
6-7 February 2006	Participation of the DED at the Asia-Pacific Roundtable Meeting, Singapore
24-25 February 2006	Participation of the ED, DED and Director (Program) and speech delivered by the ED at the Secure Trade in the APEC Region (STAR) Conference IV, Ha Noi, Viet Nam
8-9 April 2006	Participation of the ED at the PECC Standing Committee

	Meeting in Ha Noi, Viet Nam
10-11 April 2006	Participation of the DED at the 62 nd Session of UNESCAP in Jakarta, Indonesia
24-26 April 2006	Participation of the ED and the responsible Director (Program) at the ACT Workshop on Denial of Safe Haven, Asset Recovery & Extradition, Shanghai, China
4-6 May 2006	Participation of the ED and the responsible Director (Program) at the Ministerial Meeting on Avian and Influenza Pandemic (AI MM) in Danang, Viet Nam
18-19 May 2006	Participation of the ED and the responsible Director (Program) at the 2 nd E-Commerce Business Alliance, Qingdao, China
18-21 May 2006	Participation of the ED and the responsible Director (Program) at the 4 th SME Technology Conference and Fair, Qingdao, China
23-24 May 2006	Participation of the DED at the China Economic Summit 2006 in Beijing, China
6-7 July 2006	Participation of the ED and the responsible Director (Program) at the APEC Total Supply chain Security Symposium, Singapore
20-21 July 2006	Participation of the ED and the responsible Director (Program) at the High Level Meeting on Sustainable Development, Chile
2-4 August 2006	Participation of the ED, DED, Special Assistants and Director (Program) at the APEC Australia 2007 Symposium & Senior Officials Retreat
12-13 August 2006	Participation of the ED and the responsible Director (Program) at the 3rd ABAC Meeting & 10th Anniversary Conference, Cebu, Philippines
7-8 September 2006	Participation of the ED, DED and the responsible Director (Program) at the Finance Ministers' Meeting, Hanoi, Viet Nam
27-30 September 2006	Participation of the ED and responsible Director (Program) at the SME Ministerial Meeting, Hanoi, Viet Nam
4-7 October 2006	Participation of the ED at the Inter-Cultural and Faith Symposium, Yogyakarta, Indonesia
15-19 October 2006	Participation of the ED and responsible Director (Program) at the Tourism Ministerial Meeting, Hoi An, Viet Nam
5-9 November 2006	Participation of the ED and responsible Director (Program) at the APEC-OECD Global Conference, Athens, Greece

VISITS TO SECRETARIAT

Date	Participation and Title of Meeting or Event
7 January 2006	Visit by Mr Theodore Huang from ABAC, Chinese Taipei
26 January 2006	Visit by Amb Carlos Juan Capunay, APEC Senior Official of Peru
1 February 2006	Visit by Dr Indroyono Soesilo, MRC Lead Shepherd, Dr. Tonny Wagey, Ms. Elvi Wijayanti, and Mr. Sam Baird (from the outgoing Lead Shepherd's office)
9 February 2006	Visit by Mr Nobuhiko Sasaki, APEC Senior Official & his deputy
15 February 2006	Visit by HE Eduardo Real, Ambassador of Panama to Singapore
16 February 2006	Visit by Mr Goto Kenji, Energy Agency, Japan
17 February 2006	Visit by Ms Anne Witheford, PECC International Secretariat
23 February 2006	Visit by group of Vietnamese journalists (organized by The World Bank)
8 March 2006	Visit by Professor Mariko J. Honma, Faculty of Economics, Soka University, Hachioji, Tokyo, Japan and group of undergraduate students
9 March 2006	Visit by Ambassador Ilan Ben-dov, Israeli Ambassador to Singapore
9 March 2006	Visit by Dr Loke Wai Hong, CABI (Malaysia) on ATCWG issues
15 March 2006	Visit by Mr Miguel Angel Ramirez Ramos, Special Envoy to the President of Cuba and Mr Jorge Porfirio Leon Cruz, Ambassador-Designate to Singapore
24 March 2006	Visit by Mr Ong Keng Yong, Secretary-General, ASEAN Secretariat
28 March 2006	Visit by Amb Park Joon Woo, new Korean Ambassador to Singapore
28 March 2006	Visit by Mr Kunihiko Shinoda, METI, Japan
3 April 2006	Visit by Ambassador Patricia Herbold, US Ambassador to Singapore
17 April 2006	Research visit by Mr Matt Ngui, University of Wollongong, Australia
5 June 2006	Visit by Mr David Parker, Deputy Secretary and Executive Director, & Dr Gordon de Brouwer, General Manager of G-20 and APEC Secretariat, Macroeconomic Group in Australia Treasury Department
8 June 2006	Visit by Ms Bernadette Ryan, General Manager, Media & Communications, Australian Govt

12 June 2006	Visit by HE Kem Mongkol, Ambassador of Cambodia regarding Membership Issue
23 June 2006	Visit by Mr Gary Kichenside, Director and Mr Ian Goss, General Manager, International Cooperation, Australia
29 June 2006	Visit by Mr James Wallar, Chief of Party & Resident Trade Specialist, ASEAN-US Technical Assistance and Training Facility, ASEAN Secretariat
6 July 2006	Visit by Mr Noriyuki Suzuki, Secretary General of the International Confederation of Free Trade Unions (Asia and Pacific Regional Organization), ICFTU in Singapore
17 July 2006	Visit by Prof. Dr Le Bo Linh, Head of the Institute of South East Asian Studies, Viet Nam
19 July 2006	Visit Dr Lung-Sing Liang, Global Chair of GBDe (Global Business Dialogue on E-Commerce); Mr Ross Burrell, GBDe Secretariat, Mr Naoyuki Tsunematsu, NTT Data Corp, Japan/Chinese Taipei
26 July 2006	Visit by Mr Bill Shields, AUSPECC, Australia
15 August 2006	Visit by Mr German King, Chilean Acting SOM & Amb.Graciela Fernandez, Chilean Ambassador to Singapore
17 August 2006	Visit by Ms Penny Burt, Deputy High Commissioner, Australia High Commission, Singapore
22 August 2006	Visit by Ms Carolyn Bull, AusAID Director, Australia
22 August 2006	Visit by Amb Risto Rekola, Ambassador of Finland to Singapore
4 September 2006	Visit by H.E. Mr Sajjad Ashraf, High Commissioner of Pakistan to Singapore
5 September 2006	Visit by the Vice President delegation from Shanghai Institute for International Studies
22 September 2006	Visit by Mr Tony Greenwell, General Manager, Office of Small Business, Department of Industry Tourism and Resources, Australian Government & Mr Mark Riffel & Ms Megan Watson
25 September 2006	Visit by Mr David Ward, Virtual Trade Mission, new Zealand on “Voices of the Future”
26 September 2006	Visit by Amb Liliane Bloem, EU Council, Deputy Peter Van de Velde, Amb Marc Calcoen, Belgium Ambassador to Singapore & Mr Hugo Verbist, Deputy HOM
27 September 2006	Visit by Mr Kim Taeho, Provincial Governor of Gyeongsangnam-do, Republic of Korea
29 September 2006	Visit by Prof. Juan Jose Ramirez, Director of the Centre for Asian and African Studies and delegation, Mexico

Publications Produced by the APEC Secretariat

JANUARY – OCTOBER 2006

	APEC Group	Publication Title
1.	APEC	APEC Outcomes & Outlook 2005/2006
2.	APEC	Compilation of 2005 Reports (CD) - 11 Titles
3.	APEC	APEC Fora Fact Sheets (4 kinds)
4.	APEC	APEC Perspectives 2006 – <i>‘Towards a Dynamic Community for Sustainable Development and Prosperity’</i>
5.	APEC	Executive Summaries of Committee Reports (3 kinds)
6.	EC	2006 APEC Economic Policy Report (Formerly APEC Economic Outlook)
7.	EC	Socio-Economic Disparity in the APEC Region, 2006
8.	EWG	APEC Energy Statistical Analysis Tool 2005 (CD)
9.	EWG	APEC Energy Overview 2005
10.	SCE	2006 APEC Senior Officials’ Report on Economic and Technical Cooperation
11.	TP	Benchmarking Knowledge Management Technologies
	Forthcoming Publications	
12.	CTI	2006 CTI Annual Report to Ministers
13.	APEC	APEC publications (November-December 2006) – CD Rom
14.	APEC	APEC at a Glance, 2006 – An update
15.	APEC	2006/2007 APEC Outcomes and Outlook
16.	APEC	2006 Key APEC Documents (with CD Rom)

**Number of Fora Publications Supported by the APEC Secretariat
JANUARY – 20 OCTOBER 2006**

	Publication Title
	ATC
1.	Seminar on Networking of Agricultural Technology Transfer & Training, Dec 2005 Proceedings
2.	9th APEC Workshop on Technical Cooperation, Capacity Building, Risk Mgmt and Emerging Issues in Agricultural Biotechnology, November 2005 (in CD)
3.	APEC Workshop on Enhancing Capacity for APEC member economies in applying SPS measures (in CD)
	CTI
4.	Capacity Building for Trade Facilitation
5.	Canada's Aircraft and Aircraft Parts Industry: Industrial Outlook Winter 2006
6.	Practical Application of OIML Recommendation R87 on Prepackaged Goods, September 2006
7.	SCCP IPR Inventory, 2006
8.	Shanghai Accord - Final Trade Facilitation Working Group Report, September 2006
9.	2006 CTI Annual Report to Ministers

	Publication Title
10.	Report of Training Course on Fuel Dispensers
11.	Handbook on Verification of Non-Automatic Weighing Instruments 2005
12.	Handbook on Electricity Meters, APEC/APLMF Training Course in Legal Metrology, 2006
13.	Training Course on CNG Fuel Dispensers, June 2006
14.	2006 Compendium on Customs-Business Partnership Programmes
15.	A Guide to RMAL, 2006 (earlier marked as 206-CT-03.5)
16.	APEC/ABAC FTA/RTA Catalogue, 2006
17.	APEC Workshop on Best Practices in Trade Policy for RTA.FTA: Practical lessons and experiences for developing economies (Done in CD), 2006
18.	Seminar on Automated Sphygmomanometers, July 2006
19.	APEC Workshop on Intellectual Property for SMEs and Micro-Enterprises in APEC Member Economies (in CD)
20.	Working Together on Investment for Development, APEC-OCED Investment Seminar, November 2005 (Reproduced in June 2006)
21.	4th SOM Dialogue on RTA/FTA - Proceedings (in CD)
22.	Public-Private Dialogue on Trade Facilitation, May 2006, Ho Chi Minh City (in CD)
23.	APEC Workshop on WTO Rules Negotiation on Trade in Services, 2006
24.	APEC Seminar on Transparency in Procurement and E-Procurement, September 2006
25.	APEC IPR Public Education and Awareness Platform, 2006 – Workshop on Effective Strategies for IPR Public Education
26.	APEC Investment Regime Guidebook (Vietnamese Translation)
27.	APEC Customs Blueprint (Vietnamese Translation)
28.	APEC/ABAC Customs & Trade Facilitation Handbook (2005) (Vietnamese Translation)
29.	APEC Travel Handbook (Vietnamese Translation)
	EC
30.	2006 Economic Policy Report (Replaces Economic Outlook)
31.	Socio-economic Disparity in the APEC Region, November 2006
32.	APEC Symposium on Socio-Economic Disparity, Proceedings, June 2006
33.	2005 APEC Economic Outlook (Vietnamese Translation)
	EWG
34.	APEREC Energy Demand and Supply Outlook 2006
35.	A Strategic Vision for International Cooperation on Energy Standards and Labeling: A Monograph with Commentary by International Experts, June 2006
36.	Potential for Growth of Natural Gas as a Clean Energy Source in APEC Developing Economies, July 2006
	FWG
37.	Ecosystem based Approach: A Comparative assessment of the institutional response in fisheries management within APEC economies: the case of demersal fisheries (Phase I), April 2006
38.	Workshop on Sustainable Fisheries Development in the Region, 2006
39.	Seminar on Sharing Experiences in Managing Fishing Capacity, September 2006
	HRD

	Publication Title
40.	Workforce Retraining through Digital English Instruction Media for SMEs, 2006 (DVD- Resource instruction)
	IST
41.	Cleaner Production and Sustainable Technology, 2006
42.	Future Fuel Technology, 2006
	SCE
43.	2006 SOM ECOTECH Report
44.	Role of Voluntary initiatives in Sustainable Production, Trade and Consumption in the APEC Region
	SEC
45.	Outcomes & Outlook 2005/2006
46.	2006 APEC Perspectives
47.	2006 Key APEC Documents
48.	APEC at a Glance, December 2006
49.	APEC Outcomes and Outlook 2006/2007
50.	APEC Publications & Website Guidebook (Vietnamese Translation)
51.	APEC Projects Guidebook (Vietnamese Translation)
52.	APEC At A Glance (Vietnamese Translation)
53.	Trade Facilitation Brochure (Vietnamese Translation)
54.	Mid-Term Stocktake Brochure (Vietnamese Translation)
55.	Outcomes & Outlook 2005/2006 (Vietnamese Translation)
56.	APEC at a Glance (Spanish)
57.	Compilation of 2005 Reports (CD format)
	SME
58.	Small and Micro Enterprise Financing: a Tool for Mainstreaming the informal Sector?, September 2006
59.	Tsunami Recovery: Vocational Training and Consultancy for MSME Development, Dec 2006
60.	2006 Expert Forum on APEC SME Innovation Policy, 2006
61.	Small and Micro Enterprise Financing: a Tool for Mainstreaming the informal Sector? - Spanish Translation
62.	APEC Symposium on Industrial Clustering for SME (in CD)
	SOM
63.	APEC 4th STAR Conference (proceedings) Done in CD
	TEL
64.	APECTEL Regulatory Training Program - Final Report, April 2006
65.	APECTEL Regulatory - Program Resource (Module 1)
66.	APECTEL Regulatory - Program Resource (Module 2)
67.	APECTEL Regulatory - Program Resource (Module 3)
68.	APECTEL Regulatory - Program Resource (Module 4)
69.	APECTEL Regulatory - Program Resource (Module 5)
70.	APECTEL Regulatory - Program Resource (Module 6)
71.	APECTEL Regulatory - Program Resource (Module 7)
72.	APEC Symposium on Information Privacy Protection in E-Government and E-Commerce, February 2006 (done in CD)
73.	APEC GRID Workshop - Summary Report
74.	Establishment of Government CIO Training Model and Network for e-Government Development

	Publication Title
75.	APEC Privacy Framework, 2005 (Translation to Vietnamese)
76.	APEC Privacy Framework, 2005 (Translation to Mexican)
	TP
77.	Franchising Opportunities in China, Japan & Singapore, 2006
78.	Benchmarking Knowledge Management Technologies and Behaviours
79.	Enhancing Virtual Exhibition for Trade Promotion - Proceedings Seminar & Workshop (CD)
	TWG
80.	Best Practices in Sustainable Tourism Management Initiatives for APEC Economies
81.	Tourism Risk Management: An Authoritative Guide to Managing Crises in Tourism, October 2006

**2006 Total Publications Sales Revenue (Estimated)
January–September 2006**

	Jan-2006 S\$	Feb-2006 S\$	Mar-2006 S\$	Apr-2006 S\$	May-2006 S\$	Jun-2006 S\$	Jul-2006 S\$	Aug-2006 S\$	Sep-2006 S\$	Total S\$
Total Printed Publications Sold	14	12	13	15	5	2	0	300	15	376
Publication Sales	\$ 407.00	\$ 378.00	\$ 447.00	\$ 647.00	\$ 90.50	\$ 58.00	\$ -	\$ 3,000.00	\$ 515.00	\$ 5,542.50
<i>Resellers(Invoice)</i>	\$ 42.00	\$ 280.00	\$ 357.00	\$ 357.00	\$ -	\$ -	\$ -	\$ -	\$ 210.00	\$ 1,246.00
<i>Cash/Cheque</i>	\$ 365.00	\$ 98.00	\$ 90.00	\$ 290.00	\$ 90.50	\$ 58.00	\$ -	\$ 3,000.00	\$ 305.00	\$ 4,296.50
<i>Add:</i>										
Royalty Fees	\$ -	\$ 2,155.00	\$ 730.00	\$ -	\$ 2,780.40	\$ -	\$ -	\$ 1,307.40	\$ -	\$ 6,972.80
<i>Total Publications Sales (SGD)</i>	\$ 407.00	\$ 2,533.00	\$ 1,177.00	\$ 647.00	\$ 2,870.90	\$ 58.00	\$ -	\$ 4,307.40	\$ 515.00	\$ 12,515.30
<i>Total Publications Sales (USD) (USD1=SGD1.66)</i>	\$ 262.58	\$ 1,634.19	\$ 759.35	\$ 417.42	\$ 1,852.19	\$ 37.42	\$ -	\$ 2,778.97	\$ 332.26	\$ 8,074.39

Exchange Rate USD1 = SGD1.55

Revenue for Administrative and Operational Accounts
01 January to 30 September 2006

	Amount USD	Total USD
(1) 2006 Members' Contributions received as at 30 September 2006		
Australia	224,000	
Brunei	50,000	
Canada	303,000	
Chile	50,000	
People's Republic of China	258,000	
Hong Kong, China	92,000	
Indonesia	50,000	
Japan	601,000	
Republic of Korea	198,000	
Malaysia	50,000	
Mexico	134,000	
New Zealand	92,000	
Papua New Guinea	50,000	
Peru	0	<i>1</i>
Philippines	12,598	<i>2</i>
Russia	135,000	
Singapore	92,000	
Chinese Taipei	158,000	
Thailand	50,000	
United States of America	601,000	
Viet Nam	50,000	3,250,598
(2) Bank Interest (January - September 2006)		149,420
(3) Publication Sales (January - September 2006)		7,295
(4) 5% Administrative Overhead for ASF		88,505
(4) Other Income (January - September 2006)		410
Total		3,496,228

Notes

- 1 US\$50,000 received in November 2006
2 Balance of US\$37,402.39 to be received.

**Revenue for TILF Account
01 January to 30 September 2006**

	Total USD
(1) 2006 Contribution received on 21 April 2006	1,753,110
(2) Bank Interest (January - September 2006)	358,690
Total	<hr/> 2,111,800 <hr/>

**Net Revenue for ASF Account
01 January to 30 September 2006**

	Total USD
(1) Contribution received from Chinese Taipei on 09 Jun 2006	1,000,000
(2) 2006 Contribution received from Australia on 18 Aug 2006	770,100
(3) Bank Interest (January - September 2006)	40,800
(4) 5% Admin Fee (ASF to Opn)	(88,505)
Total	<u>1,722,395</u>

Projects Financed by Operational Account
Status of Approved Budget & Actual Expenditure (01.01.2003 - 30.09.2006)

	2003 Projects		2004 Projects		2005 Projects		2006 Projects	
	Approved Budget	Disbursement						
	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)
A. <u>WORKING GROUPS</u>								
1. ATCWG	133,560	89,579	76,500	49,735	67,500	36,103	107,550	25,833
2. EWG	249,400	201,037	192,800	149,448	266,500	199,236	200,000	47,900
3. FWG	60,500	47,942	138,420	97,070	52,700	18,500	75,800	22,186
4. HRDWG	218,825	136,227	289,808	203,568	180,269	113,246	314,540	89,179
5. ISTWG	284,985	171,911	139,660	83,438	220,179	160,546	48,000	6,178
6. MRCWG	193,810	170,372	182,816	137,801	84,000	57,953	87,640	7,550
7. SMEWG	37,500	28,364	224,836	172,920	197,750	90,405	228,140	44,181
8. TELWG	219,230	200,821	116,700	92,117	309,024	262,148	184,826	43,671
9. TWG	80,740	80,487	86,335	84,418	103,570	91,307	49,370	-

10. TPWG	-	-	-	-	-	-	-	-
11. TPTWG	188,776	177,925	90,670	40,899	135,000	9,000	150,560	-
B. <u>COMMITTEES/ AD-HOC GROUPS</u>								
1. CTI	87,390	67,984	7,900	7,900	12,000	12,000	150,216	-
2. EC	43,200	43,120	47,500	46,134	28,500	26,500	95,400	35,300
3. ACT						-	28,000	3,678
4. AGGI	-	-	-	-	-	-	-	-
5. CFPN						-	75,849	7,544
6. ESC	25,950	25,450	-	-	70,000.00	62,265	30,480	3,854
7. FIN	66,960	54,424	155,480	86,831	51,230	8,532	-	-
8. GFPN		-		-		-	92,100	-
9. HTF	-	-	37,500	-	274,575	87,175	140,939	17,004
10. SOM	130,400	95,790	211,605	138,631	56,440	44,133	-	-
TOTAL	2,021,226	1,591,433	1,998,530	1,390,910	2,109,237	1,279,049	2,059,410	354,058

**Projects Financed by TILF Special Account
Status of Approved Budget & Actual Expenditure (01.01.2003 - 30.09.2006)**

	2003 Projects		2004 Projects		2005 Projects		2006 Projects	
	Approved Budget	Disbursement						
	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)
A. <u>WORKING GROUPS</u>								
1. ATCWG	66,100	29,601	62,900	52,891	370,269	105,182	317,720	53,570
2. EWG	607,650	574,077	486,910	470,881	169,500	63,813	375,000	-
3. FWG	68,140	46,537	67,860	21,635	-	-	55,000	-
4. HRDWG	193,400	131,097	157,690	131,151	128,000	30,777	128,500	-
6. ISTWG	66,550	19,425	68,050	33,699	123,050	37,573	121,450	-
5. MRCWG	-	-	72,900	57,294	-	-	-	-
7. SMEWG	74,320	70,640	191,800	137,680	138,000	84,227	197,720	24,345
8. TELWG	231,125	120,254	167,700	167,641	-	-	57,860	23,496
9. TWG	-	-	45,400	45,400	-	-	21,500	-
10. TPWG	371,200	190,713	291,220	154,842	234,890	177,283	152,111	-

11. TPTWG	202,191	149,953	155,319	76,295	388,100	72,937	86,713	16,330
B. <u>COMMITTEES/ AD-HOC GROUPS</u>								
1. CTI	3,019,597	1,592,540	2,335,471	1,267,069	1,882,950	942,409	2,463,865	619,216
2. EC	28,000	22,076	43,840	41,076	87,660	30,681	76,250	9,867
3. ACT	-	-	-	-	-	-	80,910	6,536
4. CTTF	-	-	100,200	45,715	134,931	86,471	170,870	76,540
5. DAB	-	-	-	-	15,000	6,774	-	-
6. ECSG	-	-	91,202	71,662	251,929	103,168	377,648	110,053
7. FIN	112,600	19,391	118,000	20,176	-	-	23,200	-
8. SOM	186,600	178,241	844,848	593,599	-	-	511,800	71,183
TOTAL	5,227,473	3,144,545	5,301,310	3,388,706	3,924,279	1,741,295	5,218,117	1,011,136

Projects Financed by ASF Account

Status of Approved Budget & Actual Expenditure (01.01.2006 - 30.09.2006)

		2006 Projects	
		Approved Budget	Disbursement
		(US\$)	(US\$)
A. <u>WORKING GROUPS</u>			
1.	ATCWG	156,748	22,293
2.	EWG	100,000	9,000
3.	HRDWG	218,438	
4.	MRCWG	44,160	10,285
5.	SMEWG	36,865	1,329
B. <u>COMMITTEES/ AD-HOC GROUPS</u>			
1.	HTF	225,856	17,073
2.	SOM	46,320	31,839
TOTAL		828,387	91,818

2006 Administrative Account as at 30 September 2006

	Approved Budget US\$	Actual Expenditure US\$	(%)
<u>(1) TRAINING/ SEMINARS</u>			
1.1 Course fees, Registration Fees and Related Items	10,000.00	6,974.19	69.74
<u>(2) PUBLISHING/COMMUNICATIONS</u>			
2.1 <u>Publishing</u>			
2.1.1 Publication of APEC Literature (e.g. APEC Brochure)	55,000.00	3,008.96	5.47
2.1.2 Publication of APEC Committee Reports	45,000.00	-	-
	<u>100,000.00</u>	<u>3,008.96</u>	3.01
2.2 <u>Communication</u>			
2.2.1 Website Redevelopment and Electronic Publishing Support for Media and Outreach Programs	57,000.00	10,000.00	17.54
2.2.2 Outreach Programs	32,000.00	3,680.93	11.50
	<u>89,000.00</u>	<u>13,680.93</u>	15.37
2.3 <u>Salaries and Bonus</u>	275,600.00	170,879.47	62.00
Total for Publishing /Communications Expenditure	<u>464,600.00</u>	<u>187,569.36</u>	40.37
<u>(3) LIBRARY</u>			
3.1 Subscriptions (e.g. Newspapers, Journals, etc)	2,000.00	1,357.65	67.88
3.2 General reference Books/Encyclopedia Databases (Electronic Information)	1,500.00	584.29	38.95
3.3 Information)	13,000.00	9,866.39	75.90
	<u>16,500.00</u>	<u>11,808.33</u>	71.57
<u>(4) PUBLIC RELATIONS</u>			
4.1 Official Functions/ Receptions	12,000.00	160.32	1.34
4.2 Meetings at the Secretariat	6,000.00	1,186.14	19.77
4.3 Exhibitions/ APEC	5,000.00	2,260.05	45.20

	Promotional Items			
		23,000.00	3,606.51	15.68
(5)	<u>EQUIPMENT</u>			
	Office Furniture and			
5.1	Equipment	15,000.00	10,247.33	68.32
5.2	Computer	33,500.00	11,912.37	35.56
		48,500.00	22,159.70	45.69
(6)	<u>TRAVEL</u>			
	<u>Exec-Director/Deputy Exec-</u>			
6.1	<u>Director</u>			
	SOM & Related Meetings,			
6.1.1	AMM, AELM	20,600.00	25,408.57	123.34
6.1.2	Ministerials, FMP and WGs	36,000.00	7,973.38	22.15
6.1.3	Outreach	24,000.00	25,180.15	104.92
		80,600.00	58,562.10	72.66
	<u>Professional and Support</u>			
6.2	<u>Staff</u>			
	SOM & Related Meetings,			
6.2.1	AMM, AELM	139,400.00	159,871.64	114.69
6.2.2	Ministerials, FMP and WGs	124,000.00	62,373.88	50.30
6.2.3	Outreach	42,000.00	22,267.52	53.02
		305,400.00	244,513.04	80.06
	Total for Travel Expenditure	386,000.00	303,075.14	78.52
(7)	<u>PERSONNEL -SUPPORT STAFF</u>			
7.1	Recruitment Costs	2,000.00	237.33	11.87
7.2	Insurance	25,000.00	22,046.20	88.18
		27,000.00	22,283.53	82.53
(8)	<u>RESEARCH AND ANALYSIS</u>			
8.1	Research	2,000.00	-	-
(9)	<u>ADMINISTRATIVE SUPPORT</u>			
9.1	<u>Communications</u>			
9.1.1	Fax Charges	3,000.00	2,179.64	72.65
9.1.2	Telephone	22,000.00	9,149.42	41.59
		25,000.00	11,329.06	45.32
9.2	<u>Professional Fees</u>			

9.2.1	Audit fee	4,000.00	7,194.02	179.85
9.2.2	Legal & Professional fees	5,000.00	874.20	17.48
		9,000.00	8,068.22	89.65
	<u>Maintenance/Insurance of</u>			
9.3	<u>Vehicles</u>			
9.3.1	Insurance	5,000.00	2,433.71	48.67
9.3.2	Vehicle Running Expenses	11,000.00	10,218.04	92.89
		16,000.00	12,651.75	79.07
9.4	<u>Stationery</u>			
	Photocopying Charges and			
9.4.1	Paper	4,000.00	3,363.40	84.09
	Printed Stationery and			
9.4.2	Others	7,000.00	5,955.91	85.08
		11,000.00	9,319.31	84.72
9.5	<u>Postage and courier charges</u>	30,000.00	19,065.35	63.55
	<u>Office and Building</u>			
9.6	<u>maintenance</u>			
9.6.1	Office Supplies	2,100.00	324.06	15.43
9.6.2	Office Maintenance	52,000.00	36,264.18	69.74
9.6.3	Utilities	64,000.00	62,651.83	97.89
9.6.4	Insurance	4,000.00	625.94	15.65
	Building Maintenance &			
9.6.5	Security Charges	60,000.00	46,469.41	77.45
		182,100.00	146,335.42	80.36
9.7	<u>Others</u>			
	Local Transport, Overtime			
9.7.1	Meals, etc.	5,000.00	3,656.41	73.13
9.7.2	Bank Charges	10,000.00	8,866.89	88.67
9.7.3	Other Expenses	700.00	313.07	44.72
9.7.4	Staff Welfare	5,000.00	1,120.71	22.41
		20,700.00	13,957.08	67.43
9.8	<u>Salaries and Bonus</u>			
9.8.1	Administration	383,200.00	269,969.23	70.45
9.8.2	Project Management	289,300.00	176,949.64	61.16
		672,500.00	446,918.87	66.46
	Total for Administrative Support Expenditure	966,300.00	667,645.06	69.09

(10) INFORMATION TECHNOLOGY

10.1	<u>Operational Costs</u>			
	Telecommunications Lines			
10.1.1	and Service Charges	55,000.00	25,610.06	46.56
10.1.2	Maintenance of Hardware	49,700.00	24,704.33	49.71
10.1.3	Maintenance of Software	6,300.00	-	-
10.1.4	Others	29,000.00	-	-
		140,000.00	50,314.39	35.94
10.2	<u>Development Costs</u>			
10.2.1	New Projects	15,000.00	5,000.00	33.33
10.2.2	Upgrading	20,000.00	-	-
		35,000.00	5,000.00	14.29
10.3	<u>Miscellaneous Expenses</u>			
	Computer Accessories, CD			
10.3.1	Rom, etc.	6,500.00	2,420.58	37.24
10.4	<u>Salaries and Bonus</u>	106,700.00	87,430.90	81.94
	Total for IT expenditure	288,200.00	145,165.87	50.37
	Grand Total :	2,232,100.00	1,370,287.69	61.39

APEC Operational & Administrative Accounts : Uncommitted Reserves as at 30 September 2006		<i>Annex N</i>
		US\$
Uncommitted reserves as at 31 Dec 2005		1,064,530
<u>Add</u>		
Amount set aside for urgent 2006 projects		574,065
Returned funding for expired 2003 projects in 2006 [TPT 06/2003]		2,108
Returned funding for expired 2004 projects in 2006 [TPT 01/2004, FWG 02/2004, IST 02/2004 & IST 05/2004]		73,295
Bank interest income (Jan - Sep 2006)		149,420
Net publications income (Jan - Sep 2006)		7,295
5% Administrative Overhead for ASF		88,505
Other Income (Jan - Sep 2006)		410
<u>Less</u>		
<u>Funding of urgent 2006 projects</u>		
<i>Intersessionally in Feb 2006</i> [HTF 02/2006]		(37,950)
<i>2006 BMC 1 Meeting</i> [HRD 09/2006, TEL 04/2006, TWG 01/2006, CTI 03/2006, EC 02/2006, ACT 01/2006, GFPN 01/2006 & HTF 03/2006]		(506,276)
<i>Intersessionally in Sep 2006</i> [CFPN 01/2006 & SME 04/2006]		(89,249)
<i>Ex-gratia payment approved Intersessionally in Sep 2006</i> (TPT 01/2004)		(15,100)
Uncommitted reserves as at 30 September 2006		<u>1,311,053</u>

TILF Special Account: Uncommitted Reserves as at 30 September 2006

	US\$
Uncommitted reserves as at 31 December 2005 <u>after</u> approval of 2006 Projects	3,864,521
<u>Add</u>	
Bank interest income (Jan - Sept 2006)	358,690
Returned funding for expired 2003 project (CTI 11/2003T)	49,430
Returned funding for expired 2004 projects (TEL 01/2004T, TP 03/2004T, TPT 02/2004T, CTI 12/2004T & CTI 25/2004T)	206,163
2006 Contribution received on 21 Apr 2006	1,753,110
<u>Less</u>	
<u>Urgent 2005 projects approved</u>	
<i>Approved intersessionally Jan 2006</i> (ATC 05/2005T)	(63,179)
<i>Approved intersessionally Feb 2006</i> (ATC 04/2005T)	(73,282)
<u>Urgent 2006 projects approved</u>	
<i>Approved intersessionally Feb 2006</i> (TEL 02/2006T & CTI 24/2006T)	(90,060)
<i>Approved in BMC I Mar 2006</i> (SME 02/2006T, TPT 02/2006T, CTI 25/2006T, CTI 26/2006T, CTI 27/2006T, CTI 28/2006T, CTI 29/2006T, CTI 30/2006T, CTI 31/2006T, EC 01/2006T, EC 02/2006T, ACT 01/2006T, CTF 02/2006T, ECSG 04/2006T, FIN 01/2006T, SOM 01/2006T, SOM 02/2006T & SOM 03/2006T)	(1,540,780)
<i>Approved intersessionally Jun 2006</i> (CTI 32/2006T & EC 03/2006T)	(126,384)
<u>Ex-gratia request approved</u>	
<i>BMC I Mar 2006</i> (MRC 01/2004T)	(6,000)
Uncommitted reserves as at 30 September 2006	<u><u>4,332,229</u></u>

ASF Account: Uncommitted Reserves as at 30 September 2006

Uncommitted Reserves as at 31 December 2005	US\$ 92,520
<u>Add</u>	
Contribution received from Chinese Taipei on 09 Jun 2006	1,000,000
2006 Contribution received from Australia on 18 Aug 2006	770,100
Bank interest income (Jan - Sep 2006)	40,800
<u>Less</u>	
5 % Admin fee transferred to APEC Administrative Account (Chinese Taipei's contribution of US\$1M & Australia's Contribution of US\$770,100)	(88,505)
Urgent 2006 projects approved	
<i>Approved intersessionally on 20 Feb 2006</i> (HTF 02/2006A)	(80,000)
<i>Approved BMC I Mar 2006</i> (HTF 03/2006A)	(88,356)
Uncommitted Reserves as at 30 September 2006	<u><u>1,646,559</u></u>