## APEC Project Monitoring Report

Please submit through your APEC Secretariat Program Director

SECTION A: Project profile

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| **Project number & title:** |  |
| **Time period covered in report:** |  | **Date submitted:** |  |
| **Committee / WG / Fora:** |  |
| **Project Overseer Name: Organization / Economy** |  |

SECTION B: Project update

***If you have submitted previous Monitoring Reports, focus on progress since the last report.***

1. **Current status of project: Please cross-reference the Work Plan, Outputs, Outcomes and Budget in your Project Proposal, or where amended through approved APEC Project Design Amendment & Extension and Budget forms.**
* **On schedule: YES / NO (has an extension been requested YES / NO)**
* **On budget: YES / NO (was a budget re-program requested: YES / NO)**
* **On target to deliver project outcomes: YES / NO**

**If NO, why not? How far off schedule, budget or outcomes? What actions are being taken to resolve delays? What support is needed from your Forum or the Secretariat?**

1. **Implementation: Describe progress against the project work plan and proposed outcomes.**
* **Were adjustments made to the scope or timing of the project?**
* **What outputs (e.g. agenda, report, workshop, tools, best practices) have been delivered? How have/are these outputs being utilised? *(\*When referring to outputs, please use the same output names as in your Project Proposal)***

1. **Evaluation: What are the measures and indicators developed under the project to measure progress/success? Has baseline information or evaluation results been collected? How will any potential impacts on gender be measured? How is the project contributing to APEC’s capacity building goals, objectives and operational principles? If relevant please provide details.**

1. **Challenges: If you answered ‘no’ in Q1, describe any issues which impacted (or might still impact) on the effective delivery of the project. How have these affected the outputs, timeline or budget? What will you do to ensure the project will still achieve all outcomes, and hence, realise the project’s objective? What are the risk management strategies in place to manage potential or real risks?**

1. **Engagement: Describe the engagement and roles of stakeholders in the implementation of the project, including other APEC fora, experts and participants.**
2. **Gender: To what extent have the gender-related steps stated in your Project Proposal been taken? If an event has been held, identify if you achieved your gender targets. If an event is upcoming, report on how you are tracking gender targets and what steps will be taken to ensure that all targets will be met. *(\*if expressing goals in percentage terms, please ensure they are the same as in your Project Proposal*)**

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| **FOR APEC SECRETARIAT USE ONLY** *APEC comments: Is the project management effective? How could it be improved? Are APEC guidelines being followed?* |
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