



Asia-Pacific  
Economic Cooperation

# APEC PROJECTS

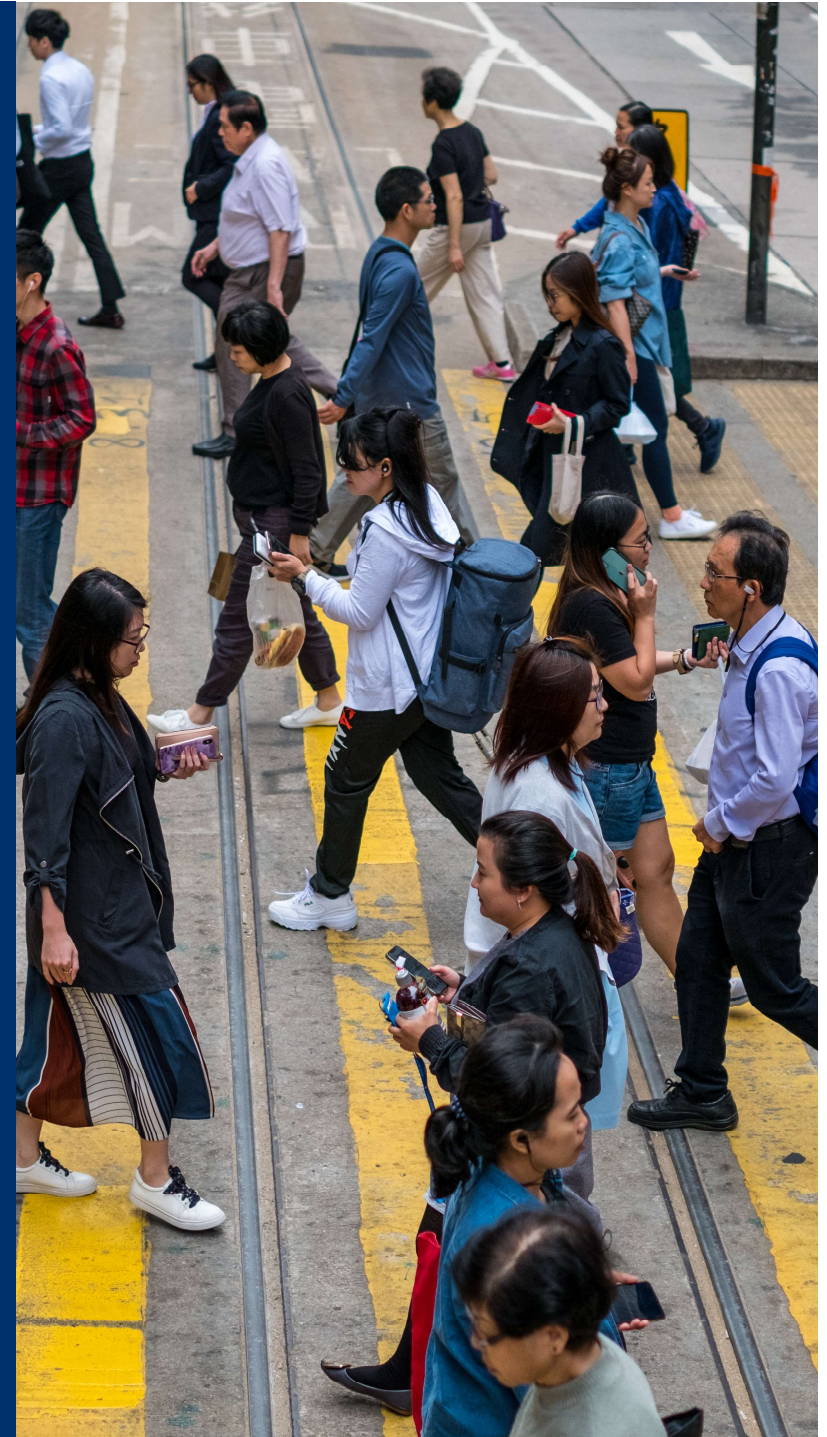
## Event Budgeting

APEC Project Management Unit  
The APEC Secretariat

SOM 1 Thailand  
February 2022

**Advancing** Free Trade  
for Asia-Pacific **Prosperity**

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# AGENDA

This presentation covers:

- Planning the Project Event Budget
- Budget Items Using APEC Funding
- Budget Plan Sample – Physical Event
- Budget Plan Sample – Virtual Event
- Reminders



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# BUDGET

## in the Concept Note Template

Budget

Total amount being sought from APEC (USD):

By category: Travel:  Labor costs:   
 Hosting:  Publication & distribution:  Other:

(See Guidebook on APEC Projects, Ch. 9 to ensure all proposed costs are allowable.)

### APEC Concept Note

Please submit to APEC Secretariat Program Director. Concept Notes exceeding **4 pages** (including cover page) and incomplete submissions will not be considered. Responses must be no less than 10pt font.

<b>Project Title:</b> <input type="text"/>	
<b>Fund Source (Select one):</b> <input type="checkbox"/> General Project Account (GPA) <input type="checkbox"/> Trade and Investment Liberalization and Facilitation Special Account (TILF) <input type="checkbox"/> APEC Support Fund (ASF) – General Fund <input type="checkbox"/> APEC Support Fund (ASF) – Sub-fund. <u>You must nominate the Sub-fund here:</u> <input type="text"/>	
<b>APEC Forum:</b> <input type="text"/>	
<b>Proposing APEC Economy:</b> <input type="text"/>	
<b>Co-sponsoring Economies:</b> <input type="text"/>	
<b>Expected Start Date:</b> <input type="text"/>	
<b>Project Completion Date:</b> <input type="text"/> <small>See Chapter 7 Guidebook on APEC Projects</small>	
<b>Project Summary:</b> <input type="text"/> <i>In 150 words -</i> <ul style="list-style-type: none"> <li>What is the issue that you will address or examine in your project?</li> <li>Outline the key things your project will do, in terms of what, where, when and with whom.</li> </ul> <small>(Summary must be no longer than the box provided. Cover Sheet must fit on one page)</small>	
<b>Total cost of proposal: (APEC funding + self-funding):</b> <b>USD</b> <input type="text"/>	<b>Total amount being sought from APEC (USD):</b> <input type="text"/> <b>By category:</b> Travel: <input type="text"/> Labor costs: <input type="text"/> Hosting: <input type="text"/> Publication & distribution: <input type="text"/> Other: <input type="text"/> <small>(See Guidebook on APEC Projects, Chapter 9 to ensure all proposed costs are allowable)</small>
<b>List all project outputs:</b> For example: 1. Research and Background Paper 2. Workshop 3. Project Summary Report	Project Overseers are encouraged to limit outputs to 3 or fewer 1. 2. 3.



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# BUDGET

## in the Project Proposal Template

Budget —

### APEC Project Proposal

Please submit through relevant APEC Secretariat Program Director.  
Proposals must be no longer than 12 pages, including budget and title page.

Project title and number: <input type="text"/>			
Fund Source (Select one): <input type="checkbox"/> General Project Account (GPA) <input type="checkbox"/> Trade and Investment Liberalization and Facilitation Special Account (TILF) <input type="checkbox"/> APEC Support Fund (ASF) – General Fund <input type="checkbox"/> APEC Support Fund (ASF) – Sub-Fund. <u>You must nominate the sub-fund here:</u> .....			
APEC forum: <input type="text"/>			
Proposing APEC economy: <input type="text"/>			
Co-sponsoring economies: <input type="text"/>			
Expected Start Date: <input type="text"/>			
Project Completion Date: <input type="text"/> <small>See Chapter 7 Guidebook on APEC Projects</small>			
Project summary: <i>In 150 words -</i> <ul style="list-style-type: none"> <li>What is the issue that you will address or examine in your project?</li> <li>Outline the key things your project will do, in terms of what, where, when and with whom.</li> </ul> <i>(Summary must be no longer than the box provided. Cover sheet must fit on one page)</i>			
Summary of Proposed Budget (USD):		APEC funding	Self-funding
<input type="text"/>		<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	

#### Project Overseer Information and Declaration:

Name:

Title:

Organization:

Tel:

E-mail:

As Project Overseer and on behalf of the above said Organization, I declare that this submission was prepared in accordance with the Guidebook on APEC Projects and any ensuing project will comply with said Guidebook. Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document's budget table, in the case of any inconsistencies within the document. By submitting this APEC Project Proposal to the APEC Secretariat, you (each Project Overseer or point of contact) agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Project Proposal, which you have provided to the APEC Secretariat, in accordance with the Singapore's Personal Data Protection Act 2012 and our (the APEC Secretariat) data protection policy (<https://www.apec.org/PrivacyPolicy>). The APEC Secretariat will transfer any data provided on this form, which may contain personal data of Project Overseer(s), to APEC member economies overseas via the APEC Secretariat.

Name of Project Overseer / Date



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# BUDGET Planning

## Budget

APEC funding + Self-Funding = Total Project Value

## Be accurate

- Realistic estimates
- Cost efficient is good project value
- Once approved, CN budget becomes the ceiling

## Develop a Budget Plan

- Use the Budget section of Project Proposal template
- Consider location, event time, event days
- Understand the non-allowable expenses (p. 36)



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# BUDGET Planning

## Match budget line to proposed **outputs**

- Consider **human** and **financial** resources to implement or produce research, event, online tools, reports
- Research costs

## Ensure **balanced** allocation of budget

- Budget to support **capacity building** events – travel, hosting, platform fees
- Reasonable Direct Labour cost – honoraria and contractor fees



# Budget Planning

## Key Reminders

### ✓ Capacity Building

Allocate budget to event related costs

### ✓ Expenses

Understand the allowable and non-allowable

### ✓ Research

Make sure costs are accurate and realistic



### Honorarium

Follow the Honorarium Payment Schedule

### Breakdown

Provide unit costs as much as possible

### Direct Labor

Breakdown of Contractor's tasks into **work hours**



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# Project Proposal: the template

## SECTION E: Project Efficiency

15. **Budget:** Complete the Itemized Budget and Budget Notes for the project in the template below. The Budget should include calculation assumptions (e.g., unit costs) and Self-funding contributions. Please consult the *Guidebook on APEC Projects* for eligible expenses.

### APEC Project Itemized Budget

Please consult the eligible expenses in the *Guidebook on APEC Projects*

All Figures in USD	# of Units	Unit Rate	APEC Funding	Self-funding	Notes
<b>Direct Labour</b>					
Speaker's honorarium (government officials ineligible)	(# of speakers)				
Short-term clerical fees (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours)				
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours)				
<b>Travel (Speaker, Experts, Researchers)</b>					
Per diem (incl. accommodation and "75% additional payment")	(# of persons and days)				(location of event)
Airfare	(# of persons and trips)				
<b>Travel for Participants (from travel-eligible economies only. Active participants only)</b>					
Per diem (incl. accommodations and "75% additional payment")	(# of persons and days)				(location of event)
Airfare (restricted economy class)	(# of persons and trips)				
<b>Other items</b>					
Publication/distribution of report	(# of copies)				
Specialized equipment or materials (please describe)	(type, #, and # of days)				
Photocopying	(# of copies)				
Communications (telephone, fax, mail, courier)					
Hosting (provide breakdown, e.g., room rental, stationery)	(units as appropriate)				
<b>Total:</b>					

**Budget Note 1: Direct Labour** - Provide information for APEC-funded positions, including a list of general duties, total hours per contracted tasks and who will be contracted, if known. (It is not acceptable to contract staff from your own organization or government employees.)

- 1) Honorarium – please refer to the Honorarium Payment Schedule at Appendix M of the Guidebook when proposing an honorarium rate for each Speaker/Expert:

Please use one row for <u>each</u> Speaker/Expert you propose APEC to fund*:				
No.	Indicate Role: Speaker? Moderator? Panelist?	Total time spent at the Project Event (in hours)	Proposed Honorarium Rate	Additional Information, if any
1.				
2.				
3.				

\*The roles/details of speakers/experts may be restructured according to final project requirements.

- 2) Contractors to be funded by APEC (Short-Term Clerical Staff, Event Logistics Provider, Consultant and Researcher) - Please use one table per Direct Labor item and list all relevant tasks to be performed by the Contractor(s). Please provide the number of work hours for each task.

No.	Specific Tasks	No. of Hours
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
<b>Total:</b>		

**Budget Note 2: Waivers** - Provide details of any requests for waivers from the normal APEC financial rules, with justifications in the 'Notes' column of the budget table, or below if the waiver requires a detailed explanation.



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# Budget

## APEC-Funded Items in the Table

### All Events

- Honorarium
- Contractor's Fees
- Short-Term Clerical
- Hosting
- Publications
- Specialized Equipment

### Physical Event

- Speakers Travel
- Participants Travel
- Contractors Travel  
(only as experts and  
not as logistics  
provider)

### Virtual Event

- Platform Rental
- Internet Access  
Subsidies for  
Participants (only  
travel eligible)
- Video and Audio  
Equipment Rental
- Enhanced Internet



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# Budget

## Budget Plan Samples

### Sample APEC Project

#### OUTPUTS

1. Pre-Event Research
2. Event (2 days)
3. Project Report (20 pages)

#### AMOUNT SOUGHT FROM APEC

US\$120,000 (physical)  
US\$50,000 (virtual)

#### LOCATION & DATE

Bangkok, Thailand  
October, 2022



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# Budget

## Budget Plan Sample – Physical Event

### DIRECT LABOUR

<u>All Figures in USD</u>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
<b>Direct Labour</b>					
Speaker's honorarium ( <i>government officials ineligible</i> )	(# of speakers) <b>6</b>	<b>\$800</b>	<b>4800</b>		
Short-term clerical fees  (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours) <b>125</b>	<b>\$40</b>	<b>5000</b>		
Contractor fees  (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) <b>250</b>	<b>\$80</b>	<b>20000</b>		<ul style="list-style-type: none"> <li>• Research</li> <li>• Project Report Writing</li> </ul>
Contractor fees  (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) <b>125</b>	<b>\$80</b>	<b>10000</b>		Event Management



# Budget

## Budget Plan Sample – Physical Event

### TRAVEL

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
<b>Travel (Speaker, Experts, Researchers)</b>					
Per diem (incl. accommodation and "75% additional payment")	(# of persons and days) <b>6 X 3.75</b>	<b>\$232</b>	<b>\$5220</b>		2 days Bangkok
Airfare	(# of persons and trips) <b>6</b>	<b>\$5000</b>	<b>\$30000</b>		
<b>Travel for Participants (from travel-eligible economies only. Active participants only)</b>					
Per diem (incl. accommodations and "75% additional payment")	(# of persons and days) <b>22 X 3.75</b>	<b>\$232</b>	<b>\$19140</b>		2 days Bangkok
Airfare ( <i>restricted economy class</i> )	(# of persons and trips) <b>6</b>	<b>\$2500</b>	<b>\$20000</b>		Latin America/PNG
Airfare ( <i>restricted economy class</i> )	(# of persons and trips) <b>14</b>	<b>\$1000</b>	<b>\$14000</b>		The rest



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# Budget

## Budget Plan Sample – Physical Event

### OTHER ITEMS

<i>All Figures in USD</i>					
	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
<b>Other items</b>					
Publication/distribution of report	(# of copies)		\$2000		Graphic design/copy editing
Specialized equipment or materials (please describe)	(type, #, and # of days)				
Photocopying	(# of copies)				
Communications (telephone, fax, mail, courier)					
Hosting (provide breakdown, e.g., room rental, stationery)	(units as appropriate)	\$7000	\$14000		2 days
<b>Total:</b>			\$120000	\$24160	



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# Budget

## Budget Plan Sample – Virtual Event

### DIRECT LABOUR

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
<b>Direct Labour</b>					
Speaker's honorarium ( <i>government officials ineligible</i> )	(# of speakers) <b>6</b>	<b>\$800</b>	<b>4800</b>		
Short-term clerical fees  (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours) <b>125</b>	<b>\$40</b>	<b>5000</b>		
Contractor fees  (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) <b>250</b>	<b>\$80</b>	<b>20000</b>		<ul style="list-style-type: none"> <li>• Research</li> <li>• Project Report Writing</li> </ul>
Contractor fees  (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) <b>125</b> <b>+ equipment</b>	<b>\$40</b>	<b>10000</b>		Event Management (may include equipment)



# Budget

## Budget Plan Sample – Virtual Event

### OTHER ITEMS

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
Other items					
Publication/distribution of report	(# of copies)		\$2000		Graphic design/copy editing
Specialized equipment or materials (please describe)	(type, #, and # of days)		\$4000		1. Audio/Visual equipment 2. Internet access subsidies
Photocopying	(# of copies)				
Communications (telephone, fax, mail, courier)					
Hosting (provide breakdown, e.g., room rental, stationery)	(units as appropriate)	\$2000	\$4000		2 days
Total:			\$49800		



# Budget

## Final Reminders

- Consider event format change **4 months in advance** of the event
- Make changes through a **Budget Amendment Request** – contact PD or PE
- Budget practical and reasonable spending – the goal should not be to expend all funding
- Understanding the **allowable** and **non-allowable** expenses (Chapter 8 of the Guidebook)
  - No honorarium for the government officials or the contractor
  - No website maintenance fees



Thank You!



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