



Asia-Pacific  
Economic Cooperation

# APEC PROJECTS

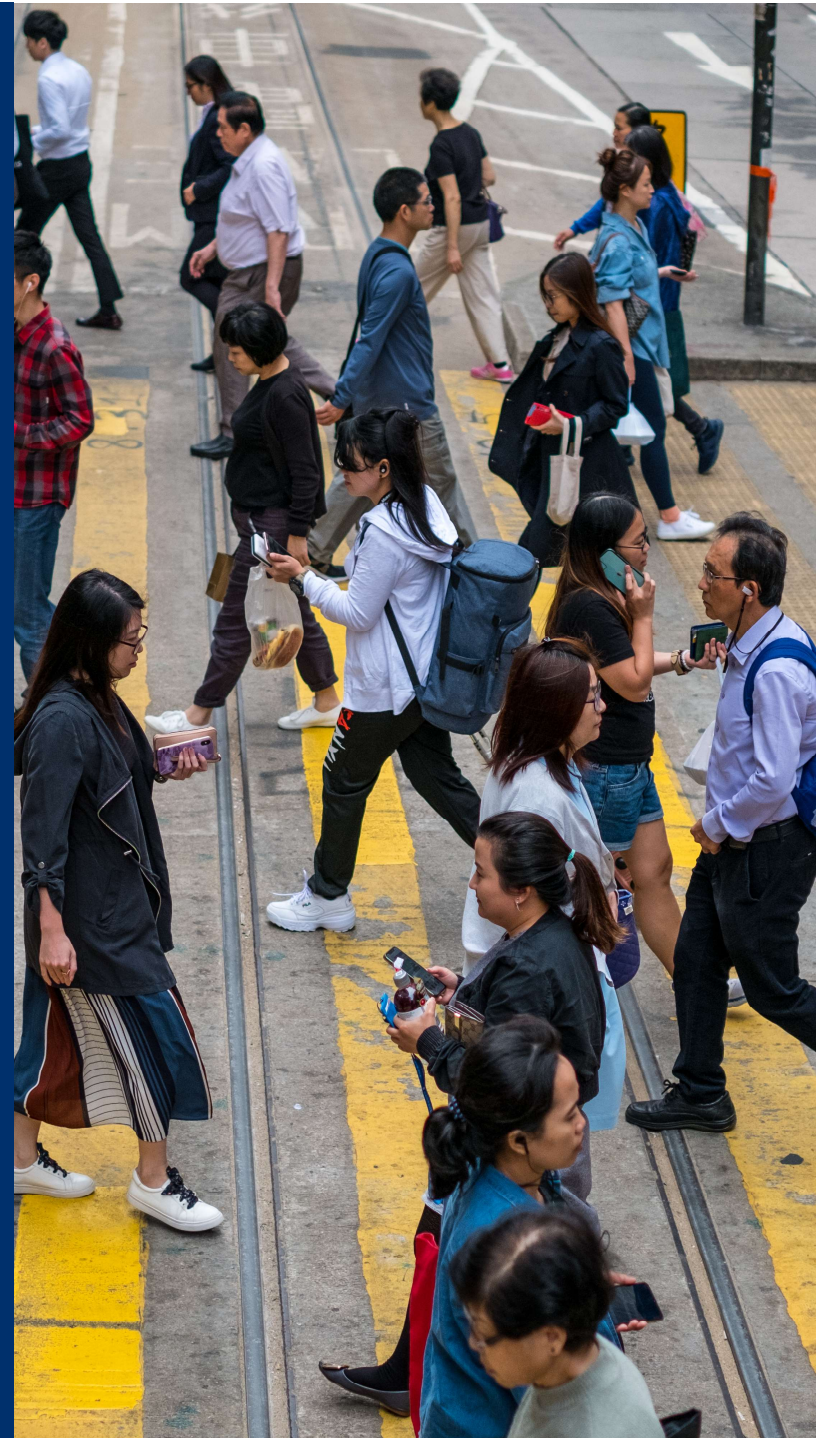
## Project Event Preparation

APEC Project Management Unit  
APEC Secretariat

February 14, 2022

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

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# Agenda

This section covers:

- Resources
- Process Overview
- Event Recording Policy
- Honorarium
- Summary



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# Project Event Preparations

## Hosting an APEC Event (Resources)

Useful guides- Acceptance Letter, Guidebook, PO Toolkit

### Key Policies and Information Resources

- [Guidebook on APEC Projects \(Edition 16\)](#) - the central APEC Project policy document
- [Edition 16: Edit Summary](#) - an overview of new content in the current edition of the Guidebook

### Hosting an APEC Project Event

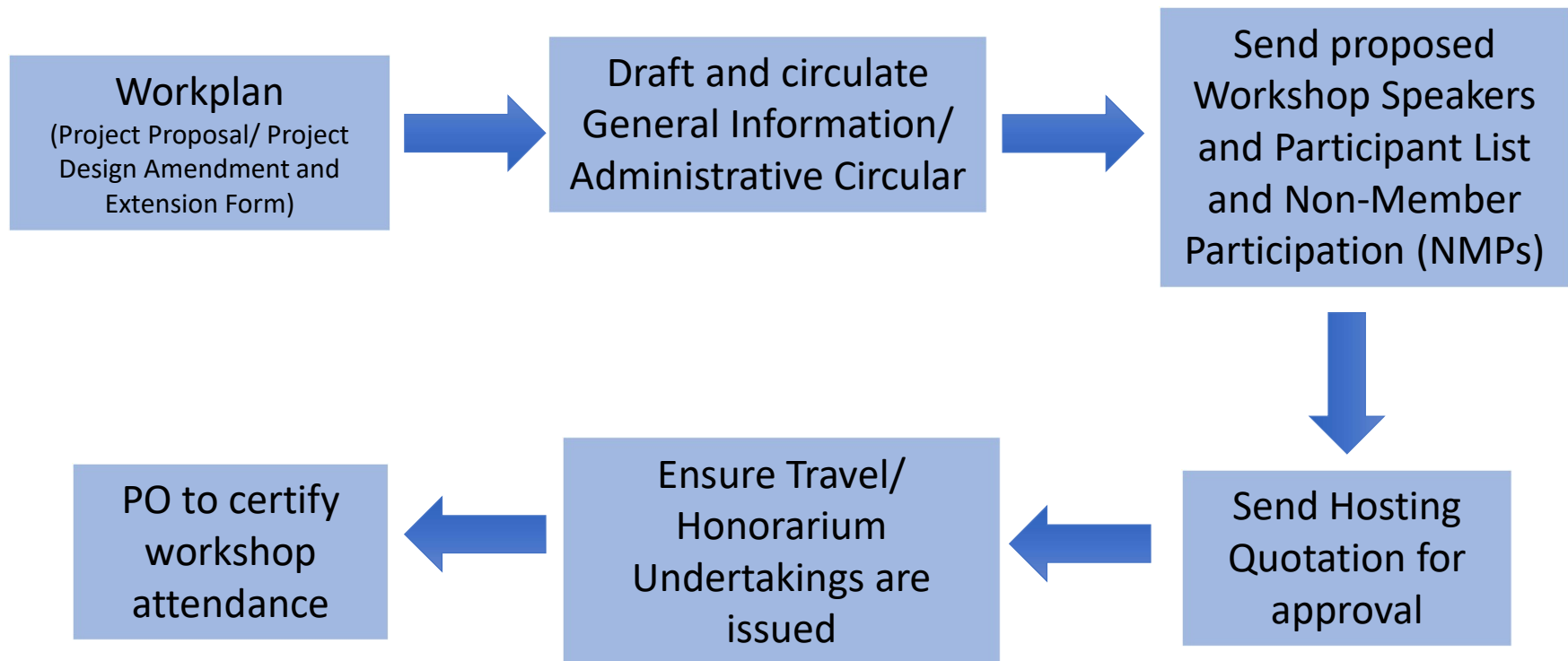
- [APEC Event Timeline](#) - guidance on planning and implementing an event (workshop, seminar, etc.)
- [APEC Workshop General Information Circular Template](#) - template for the project event General Information Circular
- [APEC Guidelines on Managing Cooperation with Non-Members](#) - policy to guide cooperation with non-APEC members
- [Correct format: APEC Attendance List for Completion Report](#) - mandatory format for collating attendance lists at project events
- [Payment Request for Project Event Costs](#) - reimbursement claim for project costs
- [Per Diem and Attendance Certification](#) - certify event attendance for funded travelers
- [Travel Undertaking Template](#) - undertaking for travelers funded on reimbursement or advance payment



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# Project Event Preparations

## Hosting an APEC Event (Overview)



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# Project Event Preparations

## Hosting an APEC Event (Event Recording Policy)

- Must be identified in the Concept Note, Project Proposal, or Self-Funded Project Proposal.
- Purpose of recording must be stated clearly.
- Authority to make the recording is subject to:
  - a) endorsement by the proposing forum or fora and
  - b) pre-agreement by all event attendees
- Full and unedited recordings cannot be publicly disseminated.
- No livestream, except to approved remote participants, project experts, speakers and contractors.



# Project Event Preparations

## Hosting an APEC Event (Honorarium)

- Endorsed by BMC on 21<sup>st</sup> June 2021. This Schedule is effective immediately.

### Honorarium Payment Schedule

Time spent at the event	Honorarium Rates \$US (includes preparation time)
Up to 1 hour	Up to \$500
Between 1 hour and 3 hours	Up to \$700
Between 3 and 6 hours	Up to \$800
More than 6 hours but less than 8 hours	Up to \$1000
8 hours or more (or one whole-day event where event is 8 hours or more)	Up to \$1200
Multiple-day event (each event day is 8 hours or more)	Up to \$1500



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# Project Event Preparations

## Hosting an APEC Event (Summary)

- If project is going to be delayed, alert PD/PE at least 6 weeks in advance and complete the Project Design Amendment and Extension form.
- Send proposed Workshop Speakers and Participant List and Non-Member Participation (NMPs) to us 6 weeks in advance.
- Do not enter into any financial commitment with any providers. APEC will not be liable for any non-allowable expenses incurred.
- POs need to capture final attendance list rather than the event registration list.
- Do ensure that event complies with APEC Hosting Guidelines.



# Thank You!



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