APEC PROJECTS
Project Event Preparation

APEC Project Management Unit
APEC Secretariat

February 14, 2022
Agenda

This section covers:

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

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
Project Event Preparations
Hosting an APEC Event (Overview)

- Workplan (Project Proposal/Project Design Amendment and Extension Form)
- Draft and circulate General Information/Administrative Circular
- Send proposed Workshop Speakers and Participant List and Non-Member Participation (NMPs)

- PO to certify workshop attendance
- Ensure Travel/Honorarium Undertakings are issued
- Send Hosting Quotation for approval
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 21st June 2021. This Schedule is effective immediately.

Honorarium Payment Schedule

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