**APEC Concept Note**

***Please submit to APEC Secretariat Program Director. Concept Notes exceeding 5 pages (including cover page and Annex A) and incomplete submissions will not be considered. Responses must be no less than 10pt font.*** *From Project Session 1, 2023, Project Overseers must complete the* ***attached*** *Annex A to align projects with the APEC Putrajaya Vision and Aotearoa Plan of Action.*

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| **Project Title:** |  |
| **Fund Source *(Select one):***  General Project Account (GPA)  Trade and Investment Liberalization and Facilitation Special Account (TILF)  APEC Support Fund (ASF) – General Fund  APEC Support Fund (ASF) – Sub-fund. You must nominate the Sub-fund here: ……………………… | |
| **APEC Forum:** |  |
| **Proposing APEC Economy:** |  |
| **Co-sponsoring Economies:** |  |
| **Expected Start Date:** |  |
| **Project Completion Date:**  ***See Chapter 7 Guidebook on APEC Projects*** |  |
| **Project Summary:**  ***In 150 words -***   * **What is the issue that you will address or examine in your project?** * **Outline the key things your project will do, in terms of what, where, when and with whom.**   *(Summary must be no longer than the box provided. Cover Sheet must fit on one page)* |  |
| **Total cost of proposal:** *(APEC funding + self-funding):*  ***USD*** | **Total amount being sought from APEC (USD):**  ***By category:***  *Travel:*       *Labor costs:*  *Hosting:*        *Publication & distribution:*       *Other:*  *(See Guidebook on APEC Projects, Chapter 9 to ensure all proposed costs are*  *allowable)* |
| **List all project outputs:**  *For example:*   1. *Research and Background Paper* 2. *Workshop* 3. *Project Summary Report* | *Project Overseers are encouraged to limit outputs to 3 or fewer* |

***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, I agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Project Proposal, which I have provided to the APEC Secretariat in accordance with Singapore’s Personal Data Protection Act 2012 and the APEC Secretariat’s 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*

**Project Synopsis**

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| **Project Objective:**   * **State the overarching objective of the project in 100 words or less.**   *The objective is the overarching goal of your project. For example: ‘The objective of this project is to improve the capacity of APEC economies to collect and report gender data, in order to enhance collaboration on regional gender initiatives, including the implementation of the APEC La Serena Roadmap’.* | Enter text here |

1. **a) Relevance – Issues: What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region?**

**b) Relevance – Alignment to APEC: Describe specific APEC priorities, goals, strategies and/ or statements that the project supports, and explain how the project will contribute to their achievement**.

**c) Relevance – Alignment to Forum: How does the project align with your forum’s work plan/ strategic plan?**

1. **Eligibility and Fund Priorities: How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated Fund or Sub‑fund?** *Refer to the APEC website*

1. **Capacity Building: How will the project build the capacity of APEC member economies. For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.)**

1. **Methodology: How do you plan to implement the project? Briefly address the following:**

* ***Workplan:* In a simple table, outline the project from start to end. Show key project outputs and activities and associated dates or timelines.** Indicate if you intend to record any project event. Refer to the *APEC Project Event Recording Policy* at Annex N of the Guidebook.

* ***Beneficiaries:* Selection criteria for participants, beneficiary profiles (e.g. participants, end users, policy makers, researchers/ analysts, gender) and how they will be engaged.**

* ***Evaluation:* Outline the indicators which will be used to measure progress towards the project outcomes. Where possible, provide indicators which could assess impacts on women.**

* ***Linkages:* Information on other APEC and non-APEC stakeholders and how they will be engaged. If and how this proposal builds on (but does not duplicate) the work of other projects. How will this activity promote cross fora collaboration?**

**Annex A: Project Alignment to APEC’s Putrajaya Vision 2040 & Aotearoa Plan of Action**

All APEC projects must align with the **Putrajaya Vision 2040** (PV 2040) and **Aotearoa Plan of Action** (APA).

The **table** below lists the **10** **APA Objectives** under the **3 PV 2040 Drivers**. Using the radio buttons in the left-hand columns, please select one Primary Objective your project most closely aligns with. You may also select one (optional) Secondary Objective, from the same or a different PV 2040 Driver.

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| **SELECT below:** | | | |
| **1**  **Primary**  **objective** | **1** *(optional)*  **Secondary**  **objective** | **Table of PV 2040 Drivers and APA Objectives**  (To see **PV 2040** in full, click [here](https://www.apec.org/Meeting-Papers/Leaders-Declarations/2020/2020_aelm/Annex-A). To see **APA** in full, click [here](https://aotearoaplanofaction.apec.org/).) | |
|  |  | ***Driver 1* Trade and Investment** | |
|  |  | **1** | Objective: ***Regional trade and investment***  “To ensure that the Asia-Pacific remains the world’s most dynamic and interconnected regional economy, we acknowledge the importance of, and will continue to work together to deliver, a free, open, fair, non-discriminatory, transparent and predictable trade and investment environment.” |
|  |  | **2** | Objective: ***Multilateral trading system and international trade flows***  “We reaffirm our support for agreed upon rules of the WTO in delivering a well-functioning multilateral trading system and promoting the stability and predictability of international trade flows.” |
|  |  | **3** | Objective: ***Bogor Goals and economic integration in the region***  “We will further advance the Bogor Goals and economic integration in the region in a manner that is market-driven, including through the work on the Free Trade Area of the Asia-Pacific (FTAAP) agenda which contributes to high standard and comprehensive regional undertakings.” |
|  |  | **4** | Objective: ***Connectivity and supply chains***  “We will promote seamless connectivity, resilient supply chains and responsible business conduct.” |
|  |  | ***Driver 2* Innovation and Digitalization** | |
|  |  | **1** | Objective: ***Structural reforms and innovation***  “We will pursue structural reforms and sound economic policies to promote innovation as well as improve productivity and dynamism.” |
|  |  | **2** | Objective: ***Digital economy and global interconnectedness***  “To empower all our people and businesses to participate and grow in an interconnected global economy, we will foster an enabling environment that is, among others, market-driven and supported by digital economy and innovation.” |
|  |  | **3** | Objective**:** ***Digital infrastructure and transformation***  “We will strengthen digital infrastructure, accelerate digital transformation, narrow the digital divide, as well as cooperate on facilitating the flow of data and strengthening consumer and business trust in digital transactions.” |
|  |  | ***Driver 3* Strong, Balanced, Secure, Sustainable and Inclusive Growth** | |
|  |  | **1** | Objective**: *Economic resilience and health & wellbeing inclusiveness***  “To ensure that the Asia-Pacific region is resilient to shocks, crises, pandemics and other emergencies, we will foster quality growth that brings palpable benefits and greater health and wellbeing to all, including MSMEs, women and others with untapped economic potential.” |
|  |  | **2** | Objective: ***Human resource development and skills for the future***  “We will intensify inclusive human resource development as well as economic and technical cooperation to better equip our people with the skills and knowledge for the future.” |
|  |  | **3** | Objective: ***Environmental & climate challenges and natural disasters***  “We will promote economic policies, cooperation and growth, which will support global efforts to comprehensively address all environmental challenges, including climate change, extreme weather and natural disasters, for a sustainable planet.” |

*Note: You are encouraged to elaborate on how your project aligns with the selected Objective(s) above in section* ***1(b) Relevance – Alignment to APEC*** *of the Concept Note (page 2).*