Applying for APEC Funding: Developing Quality Projects

APEC Project Management Unit
The APEC Secretariat
SOM 2 2023 Detroit

Advancing Free Trade for Asia-Pacific Prosperity

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Why does APEC have projects?
APEC Projects aim to:

1. **translate** APEC policy objectives into actions and outcomes that advance the *Putrajaya Vision 2040*

2. **progress** the ECOTECH Agenda by *building capacity* in APEC economies
What is capacity building?

...a process to enable member economies to obtain, share, strengthen, maintain and develop knowledge, abilities, skills and technical know-how to improve policies, regulations, systems and institutions in APEC economies.
Overview of APEC-Funded Projects

✓ APEC approves 100+ projects a year, through 2 Project Sessions (funding rounds) in March and June

Projects are proposed, designed and implemented by member economy representatives called Project Overseers

👍 APEC projects must be proposed through an APEC committee or forum, which endorses the Concept Note

There are 17 project funding sources for APEC projects (see website)
Overview of APEC-Funded Projects

Funding application begins with a **Concept Note** written by the **Project Overseer**

Concept Notes must meet minimum number of ‘co-sponsorship’ by other APEC economies

Project selection is a **merit-based process** by economies

Projects have **15~20 months** to complete (on average)

**Guidebook on APEC Projects** is the APEC projects ‘rule book’.

New online application system beginning **from June, 2023**.
APEC Project Cycle – Concept Notes

**CONCEPT NOTE**
- Drafted by PO
- Endorsed by forum
- Scored by economies
- Ranked by PMU
- (If successful) In-principle approval by BMC

**PROJECT PROPOSAL**
- Drafted by PO
- Endorsed by forum
- Quality assessed by PMU until ‘Satisfactory’
- Final Approval by BMC

**IMPLEMENTATION**
- Procurement and contracting
- Deliver outputs according to Workplan
- Submit Monitoring Report (Apr or Oct)
- Complete by PCD
- Evaluate project
- Submit Completion Report

APEC Asia-Pacific Economic Cooperation

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## Available Project Funds

### Project Session 1, 2023

<table>
<thead>
<tr>
<th>Project Fund Name</th>
<th>Available Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Project Account (GPA)</td>
<td>$1,170,000</td>
</tr>
<tr>
<td>Trade &amp; Investment Liberalisation and Facilitation Account (TILF)</td>
<td>$719,932</td>
</tr>
<tr>
<td>APEC Support Fund (ASF) General Fund</td>
<td>$1,492,534</td>
</tr>
<tr>
<td><strong>ASF Sub-funds</strong></td>
<td></td>
</tr>
<tr>
<td>Human Security</td>
<td>$724,170</td>
</tr>
<tr>
<td>Energy Efficiency, Low Carbon and Energy Resiliency Measures</td>
<td>$1,514,179</td>
</tr>
<tr>
<td>Supply Chain Connectivity</td>
<td>$649,485</td>
</tr>
<tr>
<td>Free Trade Area of the Asia-Pacific and Global Value Chains</td>
<td>$786,776</td>
</tr>
<tr>
<td>Innovative Development, Economic Reform and Growth</td>
<td>$697,090</td>
</tr>
<tr>
<td>Connectivity</td>
<td>$902,146</td>
</tr>
<tr>
<td>Micro, Small and Medium Enterprises</td>
<td>$497,434</td>
</tr>
<tr>
<td>Women and the Economy</td>
<td>$350,400</td>
</tr>
<tr>
<td>Economic Development in Remote Areas</td>
<td>$295,938</td>
</tr>
<tr>
<td>Digital Innovation</td>
<td>$1,473,595</td>
</tr>
<tr>
<td>Marine Debris Management and Innovation</td>
<td>$687,695</td>
</tr>
<tr>
<td>Strengthening Economic Legal Infrastructure</td>
<td>$202,800</td>
</tr>
<tr>
<td>APEC Cooperation on Combating COVID-19 and Economic Recovery</td>
<td>$825,760</td>
</tr>
<tr>
<td>Enhanced APEC Agenda for Structural Reform</td>
<td>$1,116,174</td>
</tr>
<tr>
<td><strong>Total Amount Available (GPA+TILF+ASF+Sub-Funds)</strong></td>
<td><strong>$14,106,105</strong></td>
</tr>
</tbody>
</table>
Funding Priorities

1. GPA
   Incoming and outgoing host priority themes

2. ASF General
   The Manila Framework on ECOTECH

3. TILF
   The Osaka Action Agenda

Specific Priorities

- MARINE DEBRIS
- FTAAP & GVCs
- SUPPLY CHAIN CONNECTIVITY
- CONNECTIVITY
- HUMAN SECURITY
- IERG
- EAASR
- ENERGY EFFICIENCY
- MSME
- WOMEN & ECONOMY
- ECONOMY IN REMOTE AREAS
- SELI
- CCER
- DIGITAL INNOVATION
Key dates: Project Session Dates 2023

1. 9 March
   Internal Submission > Final Submission > BMC in-Principal Approval

2. 19 June
   Internal Submission > Final Submission > BMC In-Principal Approval
   *Launch of Online APAS application

Concept Notes
Online Application Process

At a Glance

1. Process begins here:
   - PO submits Concept Notes via email
   - Forum endorses Concept Note OFFLINE

2. (on APAS) PO Updates Endorsed Concept Note

3. (on APAS) RAFs Score Concept Notes

4. (on APAS) PO Drafts Project Proposal
   - PO Receives QA comments and Revises Proposal
   - Forum endorses Project Proposal OFFLINE

5. (on APAS) PO Signs Letter of Acceptance
   - PMU Recommends Satisfactory Proposals to BMC OFFLINE

6. Project work begins

OFFLINE: Processes not conducted on APAS
CONCEPT NOTE
Getting Started

**TEMPLATE**
Download the most current version from the APEC website (Project Overseer Toolkit webpage)
- New Template 2023

**CO-SPONSORS**
Get the minimum required number of co-sponsoring economies

**5-PAGE MAX**
Be clear and concise
Fill out all the sections

**NON-TECHNICAL**
Avoid jargon, write for the general audience, not the experts
The APEC Concept Note template is designed to guide submissions to the 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 10 pt font.

<table>
<thead>
<tr>
<th>Project Title:</th>
</tr>
</thead>
</table>

**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**

1. 
2. 
3.
Deciding the **project topic and outputs**

Avoid these four common **traps** to maximise support for your project

1. Duplication
2. Overly broad scope
3. Activities that present risks to APEC
4. Overly ambitious outputs (number and scope)
Avoid duplication

❓ Has this topic been discussed before

❓ How is my topic angle different

❓ How can my project build on previous work

⚡ Build on previous work or consider multi-phase projects
⚡ Go to the APEC Project Database to research
Avoid overly broad project scopes

Which are your targeted sectors, groups, industries?

Who are your primary targeted participant groups?

Too many dimensions to cover in one project?

(define a targeted audience)

(think of a clear, specific topic)
Avoid activities that present risks

Does my project involve:
industrial design, experiments or inventions,
promotion of specific products or services,
facilitation of investment and commercial relationships

Does it follow:
APEC’s Intellectual Property Policy and the APEC project contract (Standard Conditions)

Note that APEC asserts sole ownership of all project outputs
Avoid overly ambitious outputs

- How much time do I have to complete the project?
- What are the risks that may cause project delays?
- Why is more than one capacity building event necessary?

⚡ Limit to 3 outputs: e.g. research + one event + one report
⚡ Ensure one capacity building event per project
Examples of project outputs

<table>
<thead>
<tr>
<th>Events:</th>
<th>Information Products:</th>
</tr>
</thead>
<tbody>
<tr>
<td>workshops</td>
<td>research reports</td>
</tr>
<tr>
<td>seminars</td>
<td>summary reports</td>
</tr>
<tr>
<td>conferences</td>
<td>recommendations</td>
</tr>
<tr>
<td>dialogues</td>
<td>online tools</td>
</tr>
<tr>
<td>training</td>
<td>APEC publications</td>
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APEC Concept Note

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<tr>
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<table>
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<tr>
<th>Project Completion Date:</th>
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<tr>
<td>See Chapter 7 Guidebook on APEC Projects</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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Setting Start and Completion Dates
Project Duration: 15~20 months

**PS 1**

**Expected Start Date:** Aug to Oct

**Implementation**

**Must Complete:** Dec of 2\textsuperscript{nd} Year

Approved in PS1 2023, must complete by Dec 2024

**PS 2**

**Expected Start Date:** Nov to Jan

**Implementation**

**Must Complete:** Jun of 3\textsuperscript{rd} Year

Approved in PS2 2023, must complete by Jun 2025
APEC Concept Note

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List all project outputs:

For example:
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2. Workshop
3. Project Summary Report

Project Overseers are encouraged to limit outputs to 3 or fewer
Planning the Budget

Decide the Project Value

APEC funding + Self-Funding = Total Project Value (US$)

Develop an initial Budget Plan

• For hosting and travel budget: consider city, venue, event days, platform fees
• For Direct Labor budget: consider contractor’s tasks and work hours
• Understand the non-allowable expenses (p. 36 of the Guidebook on APEC Projects)

Be as accurate as possible

• Once CN is approved, the budget can’t be increased
1. **Relevance - Issues:** What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region?

2. **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.

3. **Relevance - Alignment to Forum:** How does the project align with your forum’s work plan/strategic plan?

4. **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.

5. **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.)

6. **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?
CONCEPT NOTE

Setting the Objective:
the overarching goal or purpose of your project

OBJECTIVE

OUTCOMES

OUTPUTS
The objective of this project is to build the capacity of APEC member economies to combat antimicrobial resistance by increasing access to new antimicrobials. This will be achieved through an assessment of barriers to market entry and new drug development, equitable access, and how current antimicrobials can be preserved through stewardship efforts.

- Clear and concise statement of what you will do, and how
- Don’t use bullet points or lists
- Don’t detail outputs
- 2-3 short sentences
CONCEPT NOTE

Question 1: **Relevance**

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

- Describe the project topic clearly and concisely
- Use data and statistics to substantiate statements
- Demonstrate how the project topic has regional relevance
Question 1: Relevance

a. Issues - What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region?

(Example)

‘A number of APEC member economies, particularly the emerging market economies, have a large percentage of unbanked population, having no access to traditional banking and/or financial products and services. The project Webinar aims to deliver a policy dialogue on digital financial inclusion between key stakeholders. Participation in the Webinar could provide useful information and recommendations that would help APEC member economies in their respective programs on financial inclusion.’ (FMP, 2021)
CONCEPT NOTE

Question 1: **Relevance**

b. **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.

- Link to any other higher level APEC strategies (from last 5 years)
- Quote Leader or Ministerial statements
- Describe how the project links to the Putrajaya Vision 2040 drivers and Aotearoa Plan of Action objectives that you selected in the Annex (Page 3)
CONCEPT NOTE

Question 1: **Relevance**

c. **Alignment to Forum** - How does the project align with your forum’s work plan/strategic plan?

(Example)

‘The project supports the HRDWG’s 2017-2020 Strategic Plan objective to foster strong and flexible labour markets, and responds to the APEC Framework on Human Resources Development in the Digital Age to boost the regional cooperation for the Future of Work in the digital age and labour market policy implications.’ (HRD, 2020)
CONCEPT NOTE

Question 2: Eligibility Criteria and Funding Priorities

2. How does the project fit the Eligibility Criteria and Funding Priorities for the specified funding account?

(Example)

“This project falls under the General Project Account (GPA) fund, and supports directly the GPA’s 2019 funding priorities of: (1) Improving Connectivity and Deepening Regional Economic Integration (integration 4.0) and (iii) Digital Society. Aligning cybersecurity policies and standards promotes interoperability, access to best in class products and services, and economic growth in today’s digital world.” (SCSC, 2019)
Question 3: **Capacity Building**

3. How will the project **Build Capacity** for APEC economies?

- Describe the *skills, information and resources* that the project will provide participants, and how they will benefit from it.
- Briefly describe the *approach to capacity building*.
- For ASF General Fund projects, POs must also state *how the project will address the needs of developing APEC economies*. 
CONCEPT NOTE

Question 3: **Capacity Building**

(Example)

1. *(on skills, information, resources)* “The project will improve participants’ understanding of the barriers to women’s employment in the transportation sector, and therefore improve their ability to develop effective policies in this area.”

2. *(on approach)* presentation of researched findings, inviting expert speakers, presentation of case studies, discussions to identify best practices, lessons learned, recommendations etc.

3. *(on developing economies)* “While developing economies often have fewer resources to devote to combating human trafficking, their contributions to the development of best practices and resources are critical in creating effective solutions. This project would ensure that input is sought from APEC developing economies, and incorporated into the development of best practices and resources that the economies can implement to combat human trafficking across all modes of transportation.”
CONCEPT NOTE

Question 4: Methodology

a. Work Plan

- General project timeline
- Should include all outputs and key tasks:
  - contracting process,
  - conducting research/survey,
  - event preparations,
  - delivering the Workshop,
  - sending post-event survey,
  - drafting and submitting reports
**CONCEPT NOTE**

**Question 4: Methodology**

### a. Work Plan

<table>
<thead>
<tr>
<th>Date</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Aug 2022</td>
<td>Begin contracting process for the project</td>
</tr>
</tbody>
</table>
| 1 Oct 2022 – 31 Jan 2022 | To conduct desktop research  
                       | To conduct research survey  
                       | To draft initial Research Report                                                                                                          |
| 1 Feb 2023       | To develop the agenda and logistical plan for the workshop.  
                       | To invite speakers and participants from relevant ministries or agencies, academia and international organisations among APEC economies. |
| 15 Jun 2023      | To send Workshop Admin Circular with agenda                                                                                           |
| 15 Aug 2023      | To hold workshop at SOM3  
                       | To present a brief about the outcomes of the workshop at CTI3 and relevant meetings.                                                   |
| 1 Sep 2023 – 31 Oct 2023 | To draft and submit the Project Report  
                       | Submit the Monitoring Report                                                                                                          |
| 28 Feb 2024      | To submit the Completion Report two months after Project Completion Date                                                              |
CONCEPT NOTE

Question 4: **Methodology**

b. **Beneficiaries** – Focus on **direct beneficiaries** such as event participants or resource users. Create a Target Participant Profile.

- What **experience or expertise** should the participants have, to be able to contribute to the Workshop?
- If public officials, which **ministries or agencies** would they work for, and what **roles** should they hold (e.g. technical officers, policymakers)?
- If private sector, which **sectors or organisations** are most relevant?
b. **Beneficiaries** – Focus on **direct beneficiaries** such as event participants or resource users

(Example)

“The target webinar participants are *policymakers responsible for* financial inclusion policies from central banks and Finance or Treasury Ministries among APEC member economies. Resource speakers will be individuals or institutions with *significant involvement on* digital financial inclusion initiatives, for example, focal persons of pilot projects. There may also be speakers from monetary and financial authorities of APEC economies, academe, international organizations (such as the International Monetary Fund, World Bank, Asian Development Bank, Bank for International Settlements, among others), fintech companies, and consumer groups.” (FMP, 2021)
CONCEPT NOTE
Question 4: **Methodology**

c. **Evaluation** – *setting indicators*

- Measurable and achievable
- Quantitative and qualitative
- Measures project’s **Outputs** *(event, report)*
  - Participation rates, number of economies, number of speakers, number of Best Practices/Recommendations
- Measure project’s **Outcomes** *(knowledge increase, collaboration, changes to policies and practices)*
  - Event Evaluation survey *(ex-ante and ex-post)*
- **Gender** indicators
  - Female Participation Rate, Female Speaker Rate, alignment to women’s economic empowerment pillars
c. **Evaluation – setting indicators to measure your success**

(Example)

‘PO will conduct a *post-event evaluation survey of participants* to seek feedback on the relevance and impact of the Workshop, including their assessed *knowledge gain* in the targeted policy areas. In addition, the PO organisation will undertake a *follow up survey 6 months after the project*, to seek feedback from participants on how/whether they implemented recommendations from the project report. PO will also report on the *outputs by the event participation statistics* (attendance by economies, participants and speakers, disaggregated by gender) and report them in the Completion Report at the end of the project.
CONCEPT NOTE

Question 4: Methodology

d. Linkages

• **Previous work in and outside APEC**
  – Is this a follow-up phase, or build on previous accomplishments?
  – How is this project not duplicating?

• **Cross Fora Collaboration**
  – Engagement with other APEC fora (e.g. forming steering committee, develop agenda, invite speakers etc.)

• **Outside APEC**
  – Relevance to other APEC or non-APEC groups
  – Consider how they will be engaged to add value to the project e.g. expert speakers invited from relevant international organisations, industry bodies, ABAC
**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 column, 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.

### Table of PV 2040 Drivers and APA Objectives

<table>
<thead>
<tr>
<th>PV 2040 Driver</th>
<th>APA Objective</th>
<th>APA Objective Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Driver 1: Trade and Investment</strong></td>
<td>1</td>
<td>Regional trade and investment: “To assure 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.”</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>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.”</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>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.”</td>
</tr>
<tr>
<td><strong>Driver 2: Innovation and Digitalization</strong></td>
<td>1</td>
<td>Structural reforms and innovation: “We will pursue structural reforms and sound economic policies to promote innovation as well as improve productivity and dynamism.”</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>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.”</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>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.”</td>
</tr>
<tr>
<td><strong>Driver 3: Strong, Balanced, Secure, Sustainable and Inclusive Growth</strong></td>
<td>1</td>
<td>Economic resilience and health &amp; 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 palatable benefits and greater health and wellbeing to all, including MSMEs, women and others with untapped economic potential.”</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>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.”</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Environmental &amp; 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 future.”</td>
</tr>
</tbody>
</table>

**Note:** You are encouraged to elaborate on how your project aligns with the selected Objective(s) above in section (B) Relevance - Alignment.
The PV 2040 Drivers and APA Objectives

Select 2 OBJECTIVES your project closely aligns with

<table>
<thead>
<tr>
<th>Driver One</th>
<th>Driver Two</th>
<th>Driver Three</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trade and Investment</strong></td>
<td><strong>Innovation and Digitalization</strong></td>
<td><strong>Strong, Balanced, Secure, Sustainable and Inclusive Growth</strong></td>
</tr>
<tr>
<td><strong>Objectives</strong></td>
<td><strong>Objectives</strong></td>
<td><strong>Objectives</strong></td>
</tr>
<tr>
<td>1: Regional trade and investment</td>
<td>1: Structural reforms and innovation</td>
<td>1: Economic resilience and health &amp; wellbeing inclusiveness</td>
</tr>
<tr>
<td>2: Multilateral trading system and international trade flows</td>
<td>2: Digital economy and global interconnectedness</td>
<td>2: Human resource development and skills for the future</td>
</tr>
<tr>
<td>3: Bogor Goals and economic integration in the region</td>
<td>3: Digital infrastructure and transformation</td>
<td>3: Environmental &amp; climate challenges and natural disasters</td>
</tr>
<tr>
<td>4: Connectivity and supply chains</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APEC Project Cycle

**CONCEPT NOTE**
- Drafted by PO
- Endorsed by forum
- Scored by economies
- Ranked by PMU
- (If successful) In-principle approval by BMC

**PROJECT PROPOSAL**
- Drafted by PO
- Endorsed by forum
- Quality assessed by PMU until ‘Satisfactory’
- Final Approval by BMC

**IMPLEMENTATION**
- Procurement and contracting
- Deliver outputs according to Workplan
- Submit Monitoring Report (Apr or Oct)
- Finalise by PCD
- Evaluate project
- Submit Completion Report
Template
Make sure you download the most current version from the APEC website (Project Oversee’s Toolkit)

Consistency
Follow elements stated in the approved Concept Note

14-Page Max
Elaborate with details and fact-based statements

Budget
Develop a detailed Budget Plan in line with approved funding amounts
A. RELEVANCE
  Objective
  Relevance
  Capacity Building

B. IMPACT
  Outputs
    Outcomes
    Beneficiaries
    Dissemination
    Gender

C. EFFECTIVENESS
  Work Plan
  Risks
  Monitoring and Evaluation
  Linkage

D. SUSTAINABILITY
  Sustainability
  Project Overseers

E. EFFICIENCY
  Budget
  Direct Labor and Waivers
Section B: Project Impact

Question 4: Outputs

- Limit outputs to 3
- Use the same name throughout
- Align with the outcomes
- Describe in detail – activities/events, written products
- Present in chronological order
- Publications should have at least 12-15 pages

<table>
<thead>
<tr>
<th>research</th>
<th>event</th>
<th>website</th>
<th>report</th>
</tr>
</thead>
<tbody>
<tr>
<td>scope</td>
<td>purpose</td>
<td>purpose</td>
<td>purpose</td>
</tr>
<tr>
<td>methodology</td>
<td>format</td>
<td>target user</td>
<td>content</td>
</tr>
<tr>
<td>targets</td>
<td>duration</td>
<td>expected lifetime</td>
<td>page length</td>
</tr>
<tr>
<td>result</td>
<td>target audience</td>
<td>hosting</td>
<td>audience</td>
</tr>
<tr>
<td>presentation</td>
<td>rough agenda</td>
<td>maintenance cost</td>
<td>rough structure</td>
</tr>
</tbody>
</table>

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Section B: Project Impact
Question 4: Outputs

Example:

1. Background Research Paper
2. 2-day virtual Workshop
Project Proposal

15 QUESTIONS

1. Objective
2. Relevance
3. Work Plan
4. Sustainability
5. Efficiency

RELEVANCE
- Objective
- Relevance
- Capacity Building

IMPACT
- Outputs
- Outcomes
- Beneficiaries
- Dissemination
- Gender

QUALITY CRITERIA

EFFECTIVENESS
- Risks
- Monitoring and Evaluation
- Linkage

SUSTAINABILITY
- Sustainability
- Project Overseers

EFFICIENCY
- Budget
- Direct Labor and Waivers
## Section C: Project Effectiveness

### Question 9: Workplan

A detailed plan with specific, chronological steps to implement the outputs.

<table>
<thead>
<tr>
<th>Time</th>
<th>Tasks</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>July-Aug 2022</td>
<td>• Draft and finalise procurement documents (Terms of Reference); Identify and sign contractor</td>
<td>Signed contract</td>
</tr>
<tr>
<td>Sept-November</td>
<td>• Research and draft Background Research Report, including survey of APEC economies</td>
<td>Background Research Report</td>
</tr>
<tr>
<td>Sept-Oct</td>
<td>• Develop Workshop agenda; Identify and contact speakers; Confirm Workshop venue; Draft the General Information Circular (GIC), including nomination form</td>
<td>Agenda, confirmed speaker list, confirmed venue, draft GIC</td>
</tr>
<tr>
<td>October</td>
<td>• Submission of Monitoring Report to Secretariat (by 1 October)</td>
<td>Monitoring Report submitted</td>
</tr>
<tr>
<td>November</td>
<td>• Disseminate GIC</td>
<td>Disseminated GIC</td>
</tr>
<tr>
<td>November-December</td>
<td>• Register participants, review speaker presentations, participant and speaker travel arrangements (with Secretariat); Send Background Research Report to registered participants</td>
<td>Registered participants, confirmed travel arrangements, Background Research Report disseminated</td>
</tr>
<tr>
<td>January 2023</td>
<td>• Hold 2-day Workshop</td>
<td>Delivery of Workshop</td>
</tr>
<tr>
<td>February 2023</td>
<td>• Disseminate participant feedback survey</td>
<td>Dissemination of survey, collation of results</td>
</tr>
</tbody>
</table>

Consistency with Names (Outputs)
Reminders

- Start the Workplan from the **Expected Start Date (ESD)**
- Must complete by default **Project Completion Date (PCD)**
- The Deliverables must match the same Output names
- Always begin with the contracting process (**8 wks**), if applicable
- **4-month** notice to change event format
- General Information Circular (GIC) sent out **no later than 2 months** before event date
- Project Report (publication) submitted **8 weeks before PCD**, for Secretariat’s review and approval, followed by forum’s endorsement
Section C: Project Effectiveness

Question 9: Workplan

Include required reporting tasks

**During Implementation**

- Monitoring Reports are submitted annually on *1 Apr or 1 Oct*

**At Completion**

- A Completion Report must be submitted within 2 months *after* the Project Completion Date (PCD)
The budget approved in the Concept Note is the ceiling for the project.

### Section E: Project Efficiency

#### Question 15: Budget

The budget approved in the Concept Note is the ceiling for the project.

<table>
<thead>
<tr>
<th>Project Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund Source (Select one):</strong></td>
<td></td>
</tr>
<tr>
<td>□ General Project Account (GPA)</td>
<td></td>
</tr>
<tr>
<td>□ Trade and Investment Liberalization and Facilitation Special Account (TILF)</td>
<td></td>
</tr>
<tr>
<td>□ APEC Support Fund (ASF) – General Fund</td>
<td></td>
</tr>
<tr>
<td>□ APEC Support Fund (ASF) – Sub-Fund. Please nominate the sub-fund here:</td>
<td></td>
</tr>
<tr>
<td><strong>APEC forum:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Proposing APEC economy:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Co-sponsoring economies:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Expected start date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Expected completion date:</strong></td>
<td></td>
</tr>
</tbody>
</table>

- **Project summary:**
  - Describe the project in under 150 words.
  - Your summary should include the project topic, planned activities, timing and location.
  - (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
  - By category: Travel:  
  - Hosting:  
  - Other:  

- **Total amount being sought from APEC (USD):**
  - By category: Travel:  
  - Hosting:  
  - Publication & distribution:  
  - Other:  

(See Guidebook on APEC Projects. Ch. 9 to ensure all proposed costs are allowable.)
Section E: Project Efficiency

Question 15: Budget

Cost Efficient = Good Project Value

- **Capacity Building**: include travel and hosting costs
- **Travel Eligible**: Budget for all 11 Travel Eligible* Economies
- **Honorarium**: Follow the Honorarium Payment Schedule
- **Research**: Seek quote and check other project budgets
- **Expenses**: Understand the allowable and non-allowable
- **Direct Labor**: List contractor’s tasks and work hours

*11 TEE: Chile, China, Indonesia, Malaysia, Mexico, PNG, Philippines, Peru, Russia, Thailand, Viet Nam
## Building a Budget Plan

### Budget Items to Fund

<table>
<thead>
<tr>
<th>for All Events</th>
<th>for Physical Event</th>
<th>for Virtual Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Honoraria for Experts</td>
<td>• Speakers Travel</td>
<td>• Platform Rental</td>
</tr>
<tr>
<td>• Hosting (room rental)</td>
<td>• Participants Travel</td>
<td>• Internet Access</td>
</tr>
<tr>
<td>• Direct Labour</td>
<td>• Contractors Travel (<em>only as experts and not as logistics provider</em>)</td>
<td>Subsidies for Participants (<em>only travel eligible</em>)</td>
</tr>
<tr>
<td>• Short-Term Clerical</td>
<td></td>
<td>• Video and Audio Equipment Rental</td>
</tr>
<tr>
<td>• Publications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Building a Budget Plan

An APEC Project Example

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

**AMOUNT SOUGHT FROM APEC**
- ~$120,000 (physical)
- ~$50,000 (virtual)

**LOCATION & DATE**
- Bangkok, Thailand
- October, 2022
# Building a Budget Plan for a Physical Event

## Direct Labour

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Labour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker's honorarium (government officials ineligible)</td>
<td>(# of speakers) 6</td>
<td>$800</td>
<td><strong>4800</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term clerical fees</td>
<td>(# of hours) 125</td>
<td>$20</td>
<td><strong>2500</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour) | | | |  | • Research  
• Project Report Writing |
| Contractor fees | (# of hours) 250 | $80 | **20000** |  | |
| (contractors Secretary’s fees to be included in cost and packaged together) | | | |  | |
| Contractor fees | (# of hours) 125 | $80 | **10000** |  | |
| (contractors Secretary’s fees to be included in cost and packaged together) | | | |  | Event Management |

**Direct Labour Total:** $20,000

**Self-Funding Total:** $10,000

**Notes:**
- Speaker’s honorarium: government officials are ineligible.
- Contractor fees include Secretary’s fees, which should be included in the cost and packaged together.
- Short-term clerical fees require details of scope of work and deliverables in Budget Note 1 - Direct Labour.
- Event Management notes.
# Building a Budget Plan for a Physical Event

## Travel

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel (Speaker, Experts, Researchers)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem (incl. accommodation and &quot;75% additional payment&quot;)</td>
<td>(# of persons and days) 6 ( \times 3.75 )</td>
<td>$232</td>
<td>$5220</td>
<td></td>
<td>2 days Bangkok</td>
</tr>
<tr>
<td>Airfare</td>
<td>(# of persons and trips) 6</td>
<td>$5000</td>
<td>$30000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel for Participants (from travel-eligible economies only. Active participants only)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem (incl. accommodations and &quot;75% additional payment&quot;)</td>
<td>(# of persons and days) 22 ( \times 3.75 )</td>
<td>$232</td>
<td>$19140</td>
<td></td>
<td>2 days Bangkok</td>
</tr>
<tr>
<td>Airfare (restricted economy class)</td>
<td>(# of persons and trips) 6</td>
<td>$2500</td>
<td>$20000</td>
<td></td>
<td>Latin America/PNG</td>
</tr>
<tr>
<td>Airfare (restricted economy class)</td>
<td>(# of persons and trips) 14</td>
<td>$1000</td>
<td>$14000</td>
<td></td>
<td>The rest</td>
</tr>
</tbody>
</table>
## Building a Budget Plan for a physical event

### OTHER ITEMS

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

| Total:           | $117,000  | $24160    |

All Figures in USD
# Building a Budget Plan for a virtual event

## DIRECT LABOUR

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Labour</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker’s honorarium (government officials ineligible)</td>
<td>(# of speakers) 6</td>
<td>$800</td>
<td>4800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term clerical fees</td>
<td>(# of hours) 125</td>
<td>$20</td>
<td>2500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Contractor fees | (# of hours) 250 | $80 | 20000 | | • Research
 • Project Report Writing |
| (contractors Secretary’s fees to be included in cost and packaged together) | | | | | |
| Contractor fees | (# of hours) 125 + equipment | $40 | 10000 | | Event Management (may include equipment) |
# Building a Budget Plan for a virtual event

## OTHER ITEMS

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

**Total:** $47300
FORMS & RESOURCES

Our ‘rulebook’ to applying and implementing APEC projects

THE GUIDEBOOK

Guides Project Overseer through phases of implementation

PROJECT WEBSITE

Download template, CN & PP development materials

PO TOOLKIT

Project Database

Research all past and current APEC projects

CONTACT US

Contact your PD or PE, or ask PMU questions
QUESTIONS?