



Asia-Pacific
Economic Cooperation

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?

**A Set of
Actions**

Quality

Implementation

Framework

Assess

Objectives

Quality

Implementation

Outcomes



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Economic Cooperation

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



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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.



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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’.

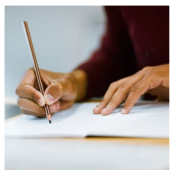


New online application system beginning **from June, 2023**.



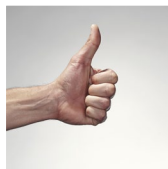
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APEC Project Cycle – *Concept Notes*



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



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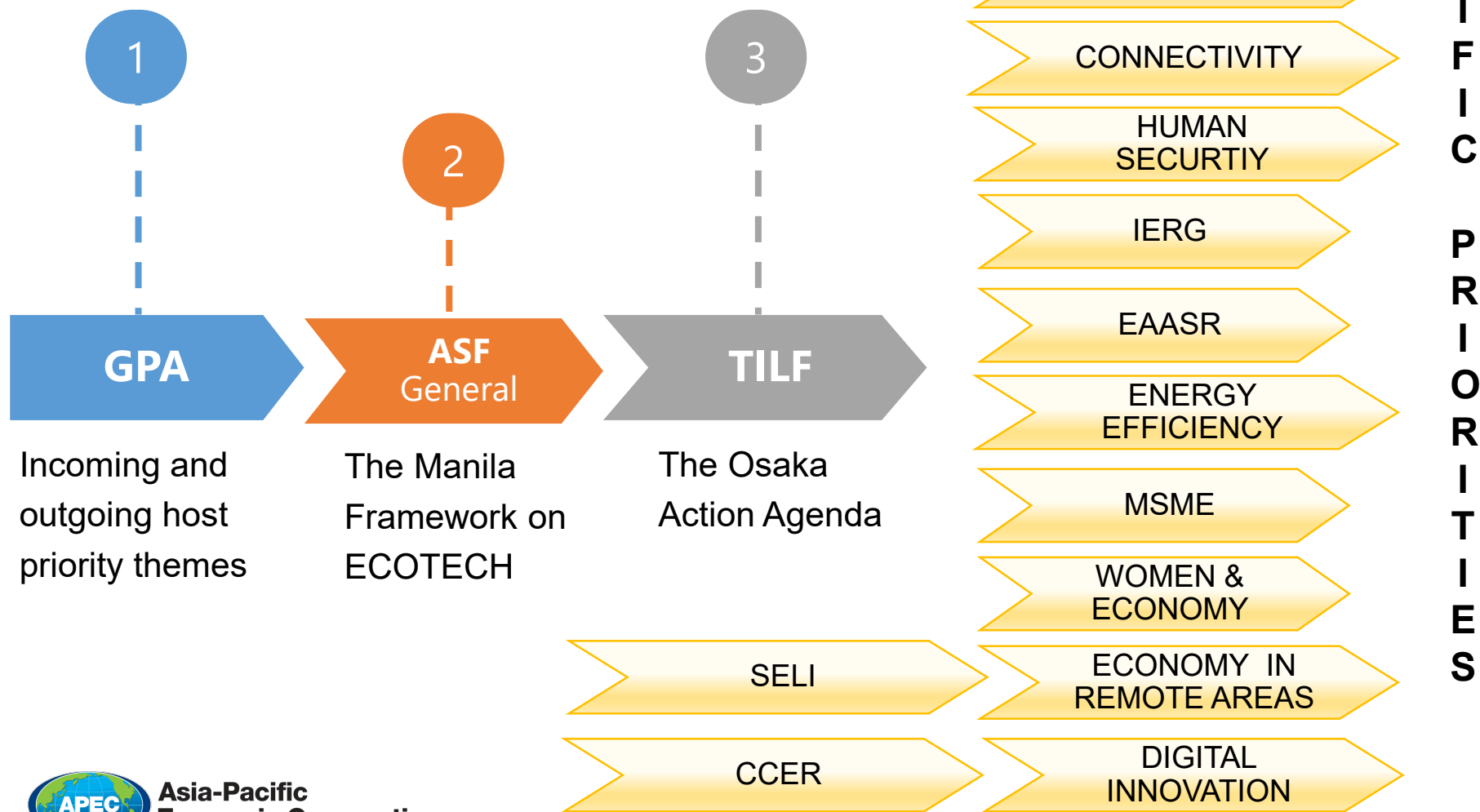
Available Project Funds

Project Session 1, 2023

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



Funding Priorities



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Key dates: Project Session Dates 2023

Concept Notes

1

9 March

30 March

15 May

Internal Submission > Final Submission > BMC in-Principal Approval

2

19 June

18 July

1 September

Internal Submission > Final Submission > BMC In-Principal Approval

***Launch of Online APAS application**

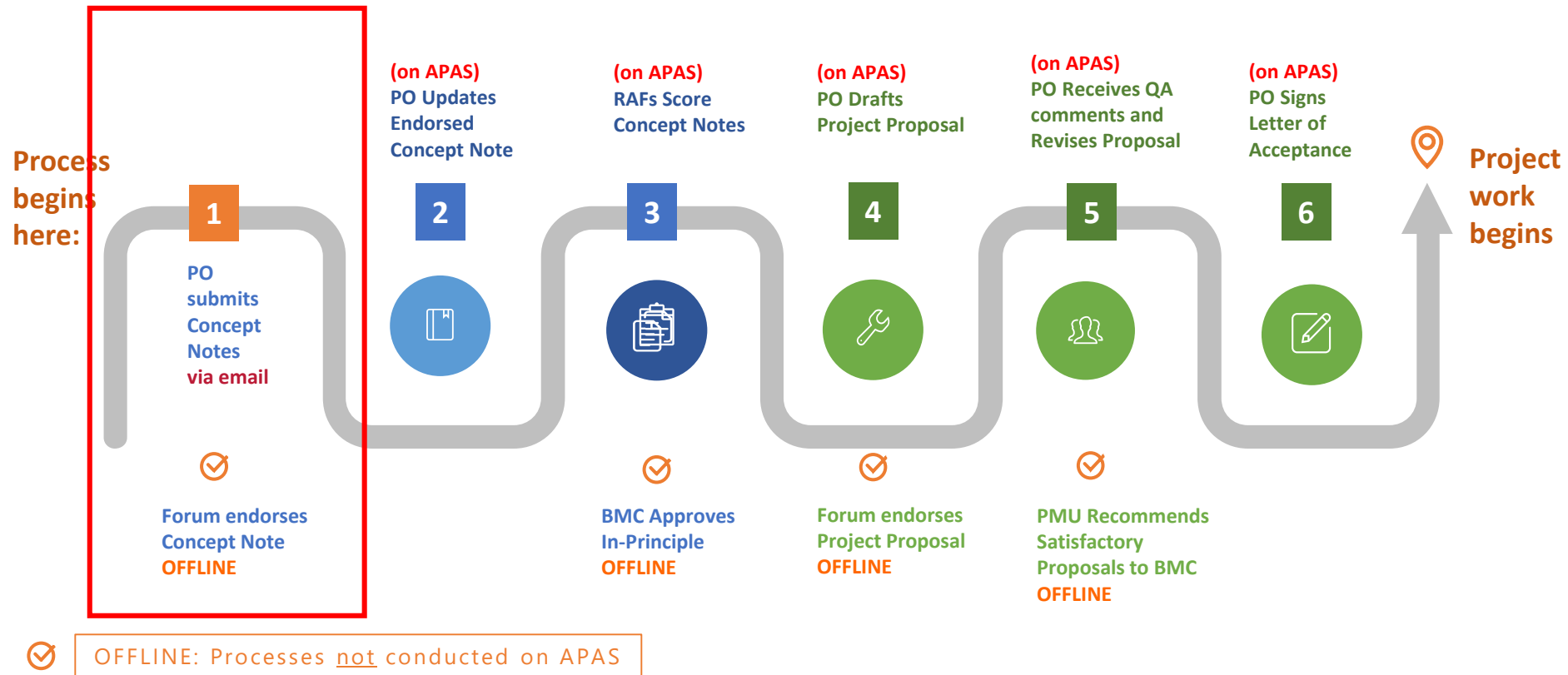


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APEC PROJECT ADMINISTRATION SYSTEM (APAS)

Online Application Process

At a Glance



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CONCEPT NOTE

Getting Started



TEMPLATE

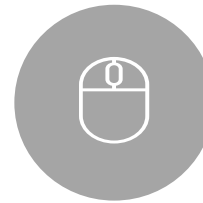
Download the most **current** version from the APEC website (Project Overseer Toolkit webpage)

- **New Template 2023**



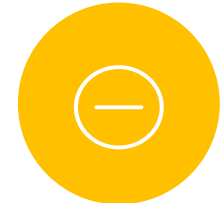
CO-SPONSORS

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



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the CONCEPT NOTE Template:

Page 1

Project Title

Outputs

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.

Project Title: <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. You must nominate the Sub-fund here:	
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: <input type="text"/> <i>In 150 words -</i> <ul style="list-style-type: none"> 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. <i>(Summary must be no longer than the box provided. Cover Sheet must fit on one page)</i>	
Total cost of proposal: (APEC funding + self-funding): USD <input type="text"/>	Total amount being sought from APEC (USD): <input type="text"/> By category: 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>
List all project outputs: <i>For example:</i> <ol style="list-style-type: none"> Research and Background Paper Workshop Project Summary Report 	Project Overseers are encouraged to limit outputs to 3 or fewer <ol style="list-style-type: none">



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



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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



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Examples of project outputs

Events:

workshops
seminars
conferences
dialogues
training

Information Products:

research reports
summary reports
recommendations
online tools
APEC publications



the CONCEPT NOTE Template:

Page 1

ESD

Expected Start Date:

PCD

Project Completion Date:
See Chapter 7 Guidebook on APEC Projects

APEC Concept Note

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List all project outputs: <i>For example:</i> <ol style="list-style-type: none"> Research and Background Paper Workshop Project Summary Report 	<i>Project Overseers are encouraged to limit outputs to 3 or fewer</i> <ol style="list-style-type: none">



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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 2nd Year

Approved in PS1 2023, must complete by Dec 2024

PS 2

Expected Start
Date:
Nov to Jan

Implementation

Must Complete:
Jun of 3rd Year

Approved in PS2 2023, must complete by Jun 2025



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the CONCEPT NOTE Template:

Page 1

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.)	



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APEC Concept Note

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Proposing APEC Economy:	
Co-sponsoring Economies:	
Expected Start Date:	
Project Completion Date: <small>See Chapter 7 Guidebook on APEC Projects</small>	
Project Summary: <i>In 150 words -</i> <ul style="list-style-type: none"> 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. <i>(Summary must be no longer than the box provided. Cover Sheet must fit on one page)</i>	
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List all project outputs: <i>For example:</i> <ol style="list-style-type: none"> Research and Background Paper Workshop Project Summary Report 	Project Overseers are encouraged to limit outputs to 3 or fewer <ol style="list-style-type: none">

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**



the CONCEPT NOTE Template:

Page 2

Objective

Project Synopsis

Project Objective:

Enter text here

- 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'.

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?
2. **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
3. **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.)
4. **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



CONCEPT NOTE

Setting the Objective:

the overarching goal or purpose of your project

OBJECTIVE

‘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**



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?

(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)



CONCEPT NOTE

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

Date	Tasks
1 Aug 2022	Begin contracting process for the project
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 CT13 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?



CONCEPT NOTE

Question 4: **Methodology**

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



CONCEPT NOTE

Question 4: **Methodology**

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



the CONCEPT NOTE Template: Page 3 – the Annex

Project Alignment to Putrajaya Vision 2040 through Aotearoa Plan of Action



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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.

SELECT below:

1 Primary objective <input type="radio"/>	1 (optional) Secondary objective <input type="radio"/>	Table of PV 2040 Drivers and APA Objectives (To see PV 2040 in full, click here . To see APA in full, click here .)
<input type="radio"/>	<input type="radio"/>	Driver 1 Trade and Investment
<input type="radio"/>	<input type="radio"/>	Objective: <i>Regional trade and investment</i> 1 "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."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Multilateral trading system and international trade flows</i> 2 "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."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Bogor Goals and economic integration in the region</i> 3 "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."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Connectivity and supply chains</i> 4 "We will promote seamless connectivity, resilient supply chains and responsible business conduct."
<input type="radio"/>	<input type="radio"/>	Driver 2 Innovation and Digitalization
<input type="radio"/>	<input type="radio"/>	Objective: <i>Structural reforms and innovation</i> 1 "We will pursue structural reforms and sound economic policies to promote innovation as well as improve productivity and dynamism."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Digital economy and global interconnectedness</i> 2 "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."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Digital infrastructure and transformation</i> 3 "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."
<input type="radio"/>	<input type="radio"/>	Driver 3 Strong, Balanced, Secure, Sustainable and Inclusive Growth
<input type="radio"/>	<input type="radio"/>	Objective: <i>Economic resilience and health & wellbeing inclusiveness</i> 1 "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."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Human resource development and skills for the future</i> 2 "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."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Environmental & climate challenges and natural disasters</i> 3 "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(h) Relevance – Alignment

The PV 2040 Drivers and APA Objectives

Select **2 OBJECTIVES** your project closely aligns with

Driver One

Trade and Investment

Objectives

- 1:** Regional trade and investment
- 2:** Multilateral trading system and international trade flows
- 3:** Bogor Goals and economic integration in the region
- 4:** Connectivity and supply chains

Driver Two

Innovation and Digitalization

Objectives

- 1:** Structural reforms and innovation
- 2:** Digital economy and global interconnectedness
- 3:** Digital infrastructure and transformation

Driver Three

Strong, Balanced, Secure, Sustainable and Inclusive Growth

Objectives

- 1:** Economic resilience and health & wellbeing inclusiveness
- 2:** Human resource development and skills for the future
- 3:** Environmental & climate challenges and natural disasters



APEC Project Cycle



CONCEPT NOTE

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IMPLEMENTATION

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



Asia-Pacific
Economic Cooperation

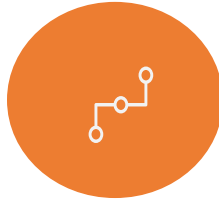
Project Proposal

Getting Started



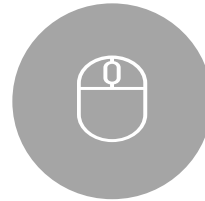
TEMPLATE

Make sure you download the most current version from the APEC website (Project Overseer's Toolkit)



CONSISTENCY

Follow elements stated in the approved Concept Note



14-PAGE MAX

Elaborate with details and fact-based statements



BUDGET

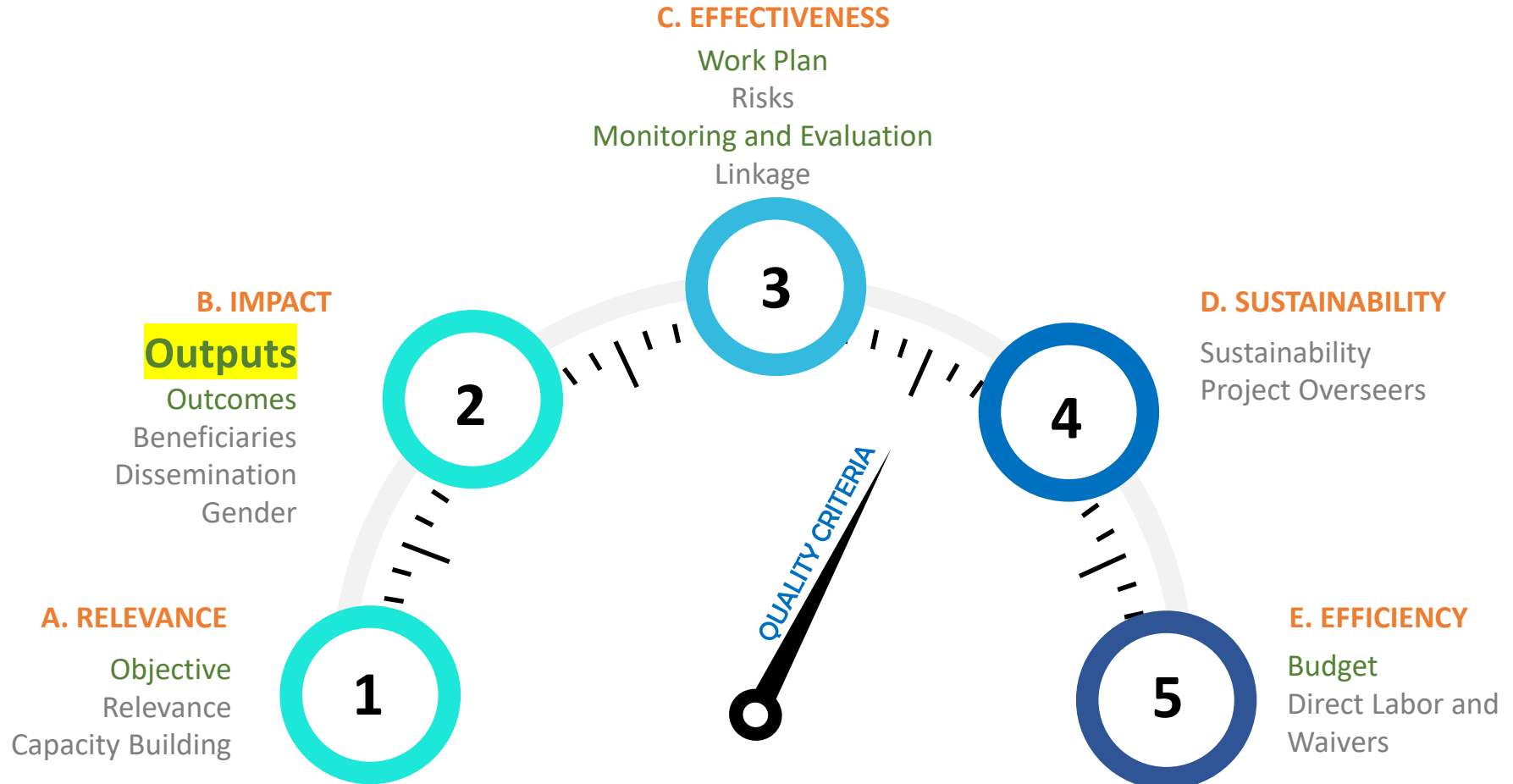
Develop a detailed Budget Plan in line with approved funding amounts



**Asia-Pacific
Economic Cooperation**

Project Proposal

15 QUESTIONS



Asia-Pacific
Economic Cooperation

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

research

- scope
- methodology
- targets
- result presentation

event

- purpose
- format
- duration
- target audience
- rough agenda

website

- purpose
- target user
- expected lifetime
- hosting
- maintenance cost

report

- purpose
- content
- page length
- audience
- rough structure



Section B: Project Impact

Question 4: Outputs

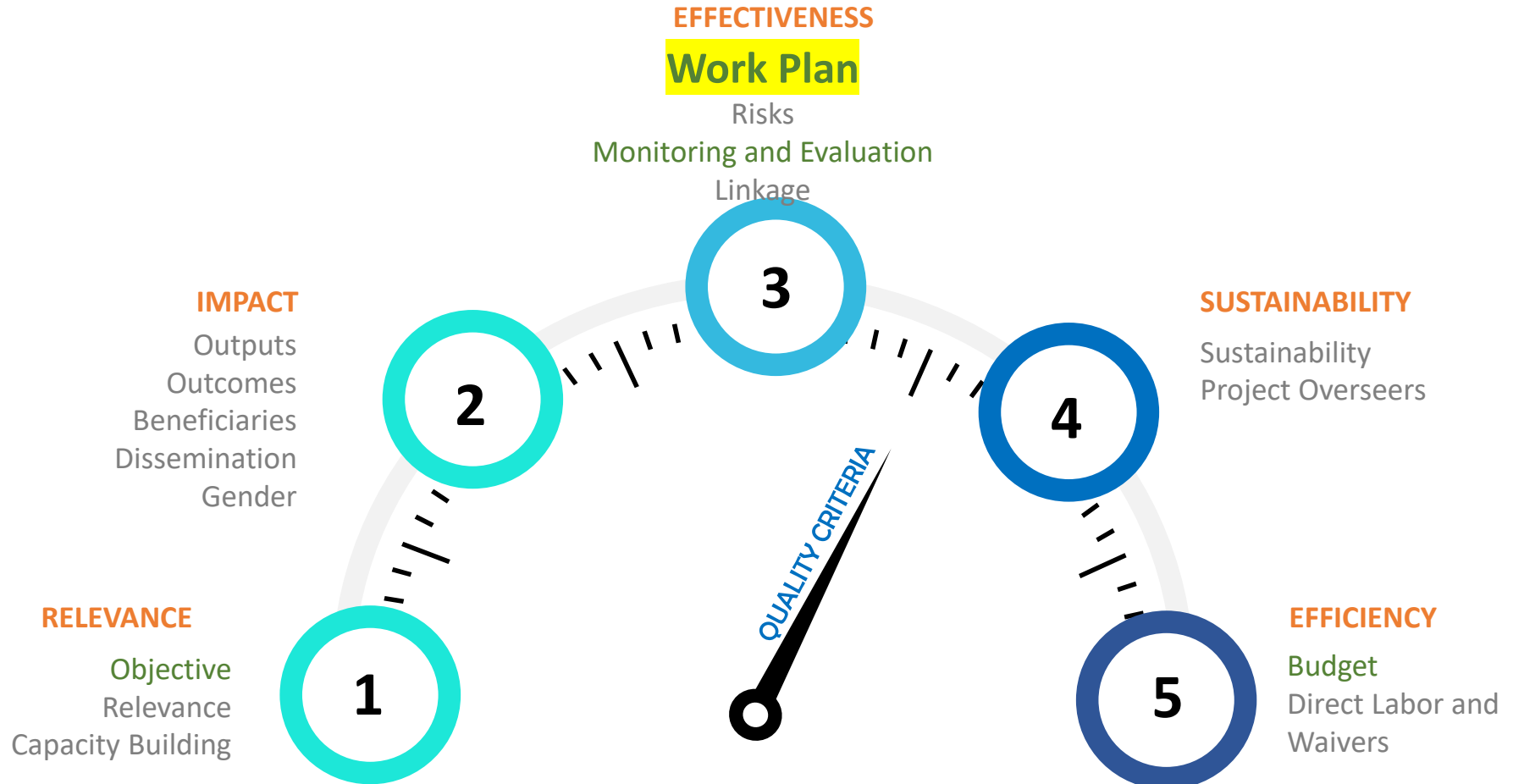
Example:

1. Background Research Paper
2. 2-day virtual Workshop
3. Report on Supply Chains: Impacts and Adaptation during Covid-19 (including policy recommendations for APEC economies)



Project Proposal

15 QUESTIONS



Asia-Pacific
Economic Cooperation

Section C: Project Effectiveness

Question 9: Workplan

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

Time	Tasks	Deliverables
July-Aug 2022	<ul style="list-style-type: none">Draft and finalise procurement documents (Terms of Reference); identify and sign contractor	Signed contract
Sept-November	<ul style="list-style-type: none">Research and draft Background Research Report, including survey of APEC economies	Background Research Report
Sept-Oct	<ul style="list-style-type: none">Develop Workshop agendaIdentify and contact speakersConfirm Workshop venueDraft the General Information Circular (GIC), including nomination form	Agenda, confirmed speaker list, confirmed venue, draft GIC
October	<ul style="list-style-type: none">Submission of Monitoring Report to Secretariat (by 1 October)	Monitoring Report submitted
November	<ul style="list-style-type: none">Disseminate GIC	Disseminated GIC
November-December	<ul style="list-style-type: none">Register participants, review speaker presentations, participant and speaker travel arrangements (with Secretariat)Send Background Research Report to registered participants	Registered participants, confirmed travel arrangements Background Research Report disseminated
January 2023	<ul style="list-style-type: none">Hold 2-day Workshop	Delivery of Workshop
February 2023	<ul style="list-style-type: none">Disseminate participant feedback survey	Dissemination of survey, collation of results

Consistency with **Names** (Outputs)



Section C: Project Effectiveness

Question 9: Workplan

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*

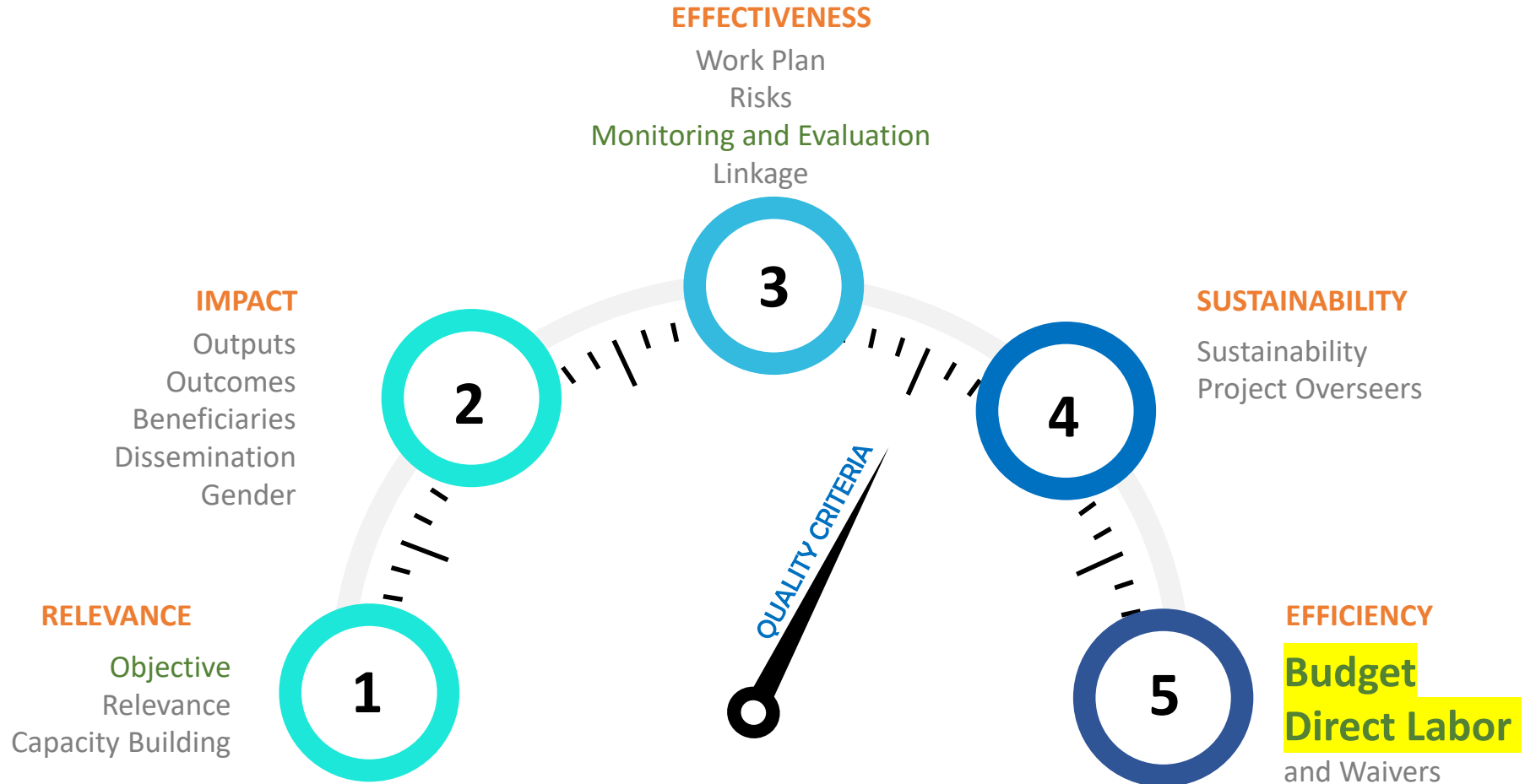
At Completion

- A **Completion Report** must be submitted within 2 months **after** the Project Completion Date (PCD)



Project Proposal

15 QUESTIONS



Asia-Pacific
Economic Cooperation

Section E: Project Efficiency

Question 15: Budget

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

Project Title: <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>Please 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"/>
Expected completion date:	<input type="text"/>
Project summary: Describe the project <u>in</u> under 150 words. Your summary should include the project topic, planned activities, timing and location: (Summary <u>must be</u> no longer than the box provided. Cover sheet must fit on one page)	<input type="text"/>
Total cost of proposal: (APEC funding + self-funding): USD <input type="text"/>	Total amount being sought from APEC (USD): <input type="text"/> By category: Travel: <input type="text"/> Labor costs: <input type="text"/> Hosting: <input type="text"/> Publication & distribution: <input type="text"/> Other: <input type="text"/> (See Guidebook on APEC Projects. Ch. 9 to ensure all proposed costs are allowable.)



Section E: Project Efficiency

Question 15: Budget

- ✓ **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 ✓

Cost Efficient = Good Project Value



Asia-Pacific
Economic Cooperation

*11 TEE: Chile, China, Indonesia, Malaysia, Mexico, PNG, Philippines, Peru, Russia, Thailand, Viet Nam

Building a Budget Plan

Budget Items to Fund

for All Events

- Honoraria for Experts
- Hosting (room rental)
- Direct Labour
- Short-Term Clerical
- Publications

for Physical Event

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

for Virtual Event

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



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

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
Direct Labour					
Speaker's honorarium (<i>government officials ineligible</i>)	(# of speakers) 6	\$800	4800		
Short-term clerical fees (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours) 125	\$20	2500		
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 250	\$80	20000		<ul style="list-style-type: none"> • Research • Project Report Writing
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 125	\$80	10000		Event Management



Building a Budget Plan

for a physical event

TRAVEL

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



**Asia-Pacific
Economic Cooperation**

Building a Budget Plan

for a physical 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
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
Total:			\$117,000	\$24160	



Building a Budget Plan

for a virtual event

DIRECT LABOUR

<u>All Figures in USD</u>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
Direct Labour					
Speaker's honorarium (<i>government officials ineligible</i>)	(# of speakers) 6	\$800	4800		
Short-term clerical fees (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours) 125	\$20	2500		
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 250	\$80	20000		<ul style="list-style-type: none"> • Research • Project Report Writing
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 125 + equipment	\$40	10000		Event Management (may include equipment)



Building a Budget Plan

for a virtual event

OTHER ITEMS

<u>All Figures in USD</u>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
Other items					
Publication/distribution of report	(# of copies)		\$2000		Graphic design
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:			\$47300		

FORMS & RESOURCES

Our 'rulebook'
to applying and
implementing
APEC projects



**THE
GUIDEBOOK**

Guides Project
Overseer
through phases
of
implementation



**PO
TOOLKIT**

Contact your
PD or PE, or
ask PMU
questions



**CONTACT
US**



**PROJECT
WEBSITE**

Download
template, CN &
PP
development
materials



**PROJECT
DATABASE**

Research all
past and
current APEC
projects



**Asia-Pacific
Economic Cooperation**



QUESTIONS?



**Asia-Pacific
Economic Cooperation**