APEC Projects Administration System (APAS)

User Guide



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4.

1. APAS Overview

The APEC Project Administration System, or APAS, is an online system that automates the APEC project funding application process, which includes the submission of Concept Notes and Project Proposals, the quality assessment of the Project Proposals, and the approval and acceptance of funding.

Several roles are involved in the application process:

- **Project Overseer (PO)**—Applies for project funding through the submissions of Concept Notes and Project Proposals
- Program Director (PD)—Manages APEC fora and facilitates project funding applications
- **Program Executive (PE)**—Supports the Program Director in the facilitation of the project funding applications
- **Responsible APEC Forum (RAF)**—Responsible for a specific project funding source(s) and scores Concept Notes applying to that particular funding source(s)
- **Project Management Unit (PMU)**—Oversees and manages the overall application process and conducts Quality Assessments of Project Proposals

These are the key steps in the project funding application process, some of which involve the use of email as a form of communications between the users:

- 1. A Project Overseer (PO) submits a Concept Note via email for endorsement of the APEC forum.
- 2. Once the Concept Note is endorsed, the PO copies and pastes content from the endorsed Concept Note onto an APAS form and submits to the PD or PE. The PD or PE reviews the Concept Note and sends it to the PMU.
- 3. The PMU receives the endorsed Concept Note and initiates the scoring process in APAS. The RAF delegate provides the scores for the Concept Note in APAS.
- 4. The successful PO drafts the Project Proposal in APAS and submits it for endorsement by the APEC forum. Once it is endorsed, PO updates the endorsed Project Proposal in APAS and submits it to the PD or PE.
- 5. The PMU receives the endorsed Project Proposal and initiates the Quality Assessment process. The PO revises the Proposal until it receives a Satisfactory rating.
- 6. The PMU recommends the Proposal to the Budget and Management Body for final approval.
- 7. The PO signs the Letter of Acceptance in APAS.

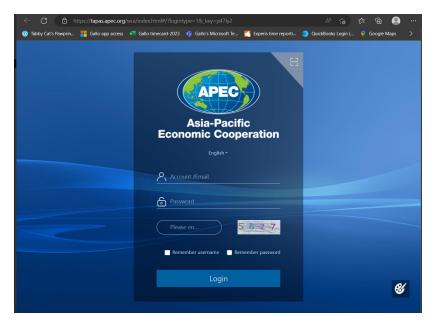
1.1 Accessing the APAS Website

APAS works best with the desktop versions of these web browsers:

- Google Chrome
- Microsoft Edge
- Safari for the Macintosh

To access the APAS website:

- 1. Launch the web browser on your desktop.
- 2. Navigate to <u>https://apas.apec.org</u>.



- 3. In the Account/Email field, enter your user ID.
- 4. In the **Password** field, enter your password.

Note: If you are an APEC Collaboration System (ACS) user, your AIMP user ID and password are the same for APAS.

5. In the field below your password, enter the four-digit number shown in the gray box on the right.



- 6. If you want APAS to remember your username and/or password the next time you log in, check one or both of these boxes:
 - Remember username
 - Remember password
- 7. Click Login. The Dashboard displays.

AP	EC Project Administral	tion System	✿ III Home 👪					🧶 🕸 I 🌔	Apaspo4 🗸
⊒	My Inbox								⊘ ноне»
⊞	My Inbo	×	My Outbox	Processed By Me	Completed		All Involved Processes		
	Workflow Type	Title						Received on	Received on
	Project Proposal	Draft: (EWO	6_101_2023A) SET 04 - CN 03 PF	APAS DEMO				2023-06-16	04:03:52
	Project Proposal	Under Quali	ty Assessment: (EWG_102_2023	A) SET 04 - CN 04 PP QA APAS DEMO				2023-05-20	17:56:23
	· Project Proposal	Draft: (EWO	G_101_2023A) SET 04 - CN 03 PF	APAS DEMO				2023-05-15	17:22:58
	Concept Notes		Ø	Latest News		G Houses	Project Proposal		e
	Create Concept Note			For PO: Complete and submit your Concept	Note online by 14 July		Draft a New Project Proposal ***		
	My Concept Notes			For RAF delegates: Scoring for PS2, 2023 w	ill open 25 July		My Project Proposals		
	Pending Approval			For POs: Funding outcomes to be notified v	a email by 1 September		Under Review and Endorsement		
	Approved In-Principle			Remember to submit your draft Proposal by	25 May 2023.		Under Quality Assessment		
	Not Approved			The newest Project Guidebook is available t	o download.		Approved		
	Withdrawn						Not Approved		
				Useful Links		Ċ	Withdrawn		
				Email to APAS Admin					
				APAS User Guide					
				Videos on Key Tasks					
				Guidebook on APEC Projects					
				Project Overseer's Toolkit					
				Standard Guidelines to Drafting Proposals					
				Change Password					

1.2 Navigating APAS and the Dashboard

After you log into APAS, you see the Dashboard. The Dashboard is like a home page on a website. This is where you can access all the tasks you need to complete for your role.

Му	y Inbox								e ,
	My Inbo	x	My Outbox	Processed By Me	Completed		All Involved Processes		
	Workflow Type	Title						Received on	Received
	Project Proposal	Draft: (EW	G_101_2023A) SET 04 - CN 03	PP APAS DEMO				2023-06-16	04:03:52
	Project Proposal	Under Qual	ity Assessment: (EWG_102_202	3A) SET 04 - CN 04 PP QA APAS DEMC)			2023-05-20	17:56:23
1.0	Project Proposal	Draft: (EW	G_101_2023A) SET 04 - CN 03 I	PP APAS DEMO				2023-05-15	17:22:58
Co	oncept Notes		G	Latest News		G HOME>	Project Proposal		
Cr	reate Concept Note			For PO: Complete and submit your Concept	t Note online by 14 July	-	Draft a New Project Proposal ***		
м	ly Concept Notes			For RAF delegates: Scoring for PS2, 2023 v	vill open 25 July		My Project Proposals		
Pe	ending Approval			For POs: Funding outcomes to be notified v	ia email by 1 September		Under Review and Endorsement		
A	pproved In-Principle			Remember to submit your draft Proposal b	y 25 May 2023.		Under Quality Assessment		
N	lot Approved			The newest Project Guidebook is available	to download.		Approved		
w	/ithdrawn						Not Approved		
				Useful Links		G	Withdrawn		
				Email to APAS Admin					
				APAS User Guide					
				Videos on Key Tasks					
				Guidebook on APEC Projects					
				Project Overseer's Toolkit					
				Standard Guidelines to Drafting Proposals					
				Change Password					

Your view of the Dashboard varies, depending on your role.

1.2.1 Useful Features in the Dashboard for All Users

These features in the Dashboard are available to all users:

- Advanced Search
- Notification center
- Latest News
- Useful Links

1.2.1.1 Advanced Search

If you have many Concept Note or Project Proposal tasks, Advanced Search can help you find what you need easier and faster.

To use Advanced Search:

1. In the top right corner of the Dashboard, click the **More** button.

APEC	C Project Administra	ation System	A III Home				🧶 🗢 I 🌔	APASPO4
=	My Inbox							С моне
œ	My Inb	ox	My Outbox	Processed By Me	Completed	All Involved Processes		
	Workflow Type	Title					Received on	Received on
	Project Proposal	Draft: (EWC	G_101_2023A) SET 04 - CN 03 PP	P APAS DEMO			2023-06-16	04:03:52
	· Project Proposal	Under Qual	ity Assessment: (EWG_102_2023	BA) SET 04 - CN 04 PP QA APAS DEMO			2023-05-20	17:56:23
	Project Proposal	Draft: (EWG	G_101_2023A) SET 04 - CN 03 PP	P APAS DEMO			2023-05-15	17:22:58

My Inbox displays in a new tab.

🧿 My Inbox										Batch Su	bmit 🔻 🗮
All										Q A	dvanced Search
▼ For Action	Created On	Created	Workflow	Priority	Process Title	Current	Received on	Operating	Current Sta	Process No.	Users (W/O
Create Concept Note Project Proposal	2023-05-20 02:25:32	APASPO4	Project Proposal	Normal	Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO	PO QA	2023-05-20 02:56:23	2023-05-29 13:36:28	PD to PO (QA)		APASPO4
	2023-05-15 02:22:58	APASPO4	Project Proposal	Normal	Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO	Creator (PO)	2023-05-15 02:22:58	2023-05-15 02:23:08			APASPO4
	2023-05-15 00:56:12	APASPO4	Create Concept Note	Normal	Draft: SET 04 - CN 01 APAS DE MO	PO Draft	2023-05-15 00:56:12	2023-05-15 00:56:17			APASPO4
							3 records in	total K		10 ~	Go to 1

2. In the top right corner of **My Inbox**, enter a keyword in the **Advanced Search** field.

All	Q										Q A	dvanced Search
✓ For Action		Created On	Created	Workflow	Priority	Process Title	Current	Received on	Operating	Current Sta	Process No.	Users (W/O
Create Concept Note Project Proposal		2023-05-20 02:25:32	APASPO4	Project Proposal	Normal	Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO	PO QA	2023-05-20 02:56:23	2023-05-29 13:36:28	PD to PO (QA)		APASPO4
		2023-05-15 02:22:58	APASPO4	Project Proposal	Normal	Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO	Creator (PO)	2023-05-15 02:22:58	2023-05-15 02:23:08			APASPO4
		2023-05-15 00:56:12	APASPO4	Create Concept Note	Normal	Draft: SET 04 - CN 01 APAS DE MO	PO Draft	2023-05-15 00:56:12	2023-05-15 00:56:17			APASPO4

Here is an example of a keyword entered in the Advanced Search field.

quality assessment O Advanced Search

3. Press Enter. The results of your search display in My Inbox.

📀 My Inbox										Batch	Submit 💌 🗮
All									quality assessm	ent 💿 🔍	Advanced Search
▼ For Action	Created On	Created By	Workflow	Priority	Process Title	Current S	Received on	Operating on	Current Status	Process No.	Users (W/O A
Project Proposal	2023-05-20 02:25:32	APASPO4	Project Proposal	Normal	Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO	PO QA	2023-05-20 02:56:23	2023-05-29 13:36:28	PD to PO (QA)		APASPO4
								1 records in total	: < 1 >	× 10×	Go to 1

Tip: When your search displays several results, you can click on a column name to sort your results in ascending or descending order.

4. Open a process by clicking its title in the **Process Title** column.

Created On	Created	Workflow	Priority	Process Title	Current	Received on	Operating	Current Sta	Process No.	Users (W/O
2023-05-20 02:25:32	APASPO4	Project Proposal	Normal	Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO	PO QA	2023-05-20 02:56:23	2023-05-29 13:36:28	PD to PO (QA)		APASPO4
						1 records in	total K <		× 10 ×	Go to 1

Workflow :Process - Project Propose Workflow Form Workflow Chart		loaded Attachments			Preview Save			
Project Pr	posal - I	Revise Draft						
PO:								
You have received comme	ave received comments from the Secretariat to revise the draft Proposal. Please submit revisions by the stated Revision Due Date .							
		he Quality Assessment Documen nts from the Secretarlat.	ts field and review the comments	s in the document. Also cheo	the General Comment			
2. View, respond or comm	ent in the General Cor	mment box to any general message	or overall comments from the S	ecretariat.				
3. Edit and revise the cont	ent in the subsections o	f the Proposal according to the com	ments in the QA document.					
4. Click Preview to review	v the full draft Project I	Proposal (You can come back to edit	if necessary.)					
Project Proposals			Quality Assessment Documents	⊥ Upload attachment	Maximum 5M			
Project Number	EWG_102_2023A	Current Status Under Quality Assessment	Endorsed Concept Note	CN_EWG_103_2023				
Project Title	SET 04 - CN 04 PP Q	A APAS DEMO						
QA Round	d 1 Revision Due Date 20-05-2023							
General Comments								
(Use this box to comment & response. Please date your comment	20 + 3X (U)	_						

The workflow page displays for the process in a separate tab in your web browser.

If you receive a lot of results, you might need to refine, or *filter*, your search. To do this, click the **Advanced Search** button to display a screen with more options. You can filter by the type of process, priority, process number, workflow, the name of the person who created the project, and a wide variety of other conditions.

📀 My Inbox							Ranch Sadorak 💌 🗮
AI 0,						quality assurance	© Q. Advanced Search
* For Action Create Concept Note	Fiters						^
Project Proposal	Process Title :	quality assurance		Process No. :			
	Type :			Workflow :			Q
	Priority :		¥	Created By :	Staff	¥	٩
	Other Condition						A
	Department of Crea		0	Division of Creator :			Q
			Search	Reset			

Enter the information you want to filter in the appropriate fields, and press the Search button to see the results.

1.2.1.2 Notification Center

The Notification Center displays your messages in two categories:

- For Action
- For Information

4 🔅 APEC | Project Administration System Home \equiv My Inbox Completed All Involved Processes My Inbox My Outbox Processed By Me Workflow Type Title Received on Received on Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO Project Proposal 2023-05-20 17:56:23 Project Proposal Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO 2023-05-15 17:22:58 Create Concept Note Draft: SET 04 - CN 01 APAS DEMO 2023-05-15 15:56:12 \mathbf{O} Notification Center \$\$ Q 7 See details 6 For Action 2023-05-20 02:50:27 For Information 13 For Action Draft: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO -3 Phase 2 Forms Created by: APASPO4 processed Time: 2023-05-20 02:25:32 See details 2023-05-20 02:56:27 For Action Under Quality Assessment: (EWG 102 2023A) SET 04 - CN 04 PP QA APAS DEMO Created by: APASPO4 Time: 2023-05-20 02:25:32 See details

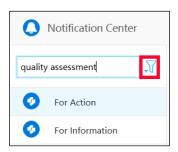
Click the bell in the top right corner of the Dashboard to open the Notification Center.

If you need to find a specific notification:

1. Enter a keyword in the Filter field in the upper left corner of the Notification Center.

0	Notification Center						
quality assessment							
Ø	For Action						
Ø	For Information						

2. Click the **Filter** icon.



A box displays below the **Filter** field with your keyword in the **Message type** field.

quali	ty assessme	ent	7.
Mes	sage type :		
qu	ality assessr	nent	
Мо	dule :		
Al	l		~
	search	Reset	

3. Select the module where the notification is located from the **Module** dropdown. In this example, all modules are selected.

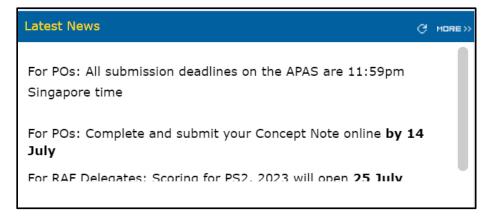
quality assessment	₹,
Message type :	
quality assessment	
Module :	
All	~
search Reset	

4. Click **Search** to display the results.

O Notification Center		¢ ×
quality assessment		Q
	See details >	
	2023-05-20 02:50:27	
	For Action	
	Draft: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO	
	Created by: APASPO4 Time: 2023-05-20 02:25:32	
	Time: 2023-05-20 02:25:32	
	See details >	
	2023-05-20 02:56:27	
	For Action	
	Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO	
	Created by: APASPO4 Time: 2023-05-20 02:25:32	
	See details >	

1.2.1.3 Latest News

The Latest News widget shows a list of important information, such as deadlines and key project guidelines. The first item always listed at the top of this widget is, "For POs: All Submission deadlines on the APAS are 11:59 pm Singapore time." This reminds APAS users who reside outside of Singapore that they need to be aware of this new deadline guideline.



1.2.1.4 Useful Links

The Useful Links widget provides a list of resources that will help you complete your tasks. Access any resource in the list by clicking its name.

Useful Links	Q
Email to APAS Admin	
APAS User Guide	
Videos on Key Tasks	
Guidebook on APEC Projects	
Project Overseer's Toolkit	
Standard Guidelines to Drafting Proposals	

1.2.2 The Dashboard

Your view of the Dashboard varies depending on the role you have because each role has different tasks to complete. Look for your role in the subheadings below to get more details about what you will see on your Dashboard.

1.2.2.1 Dashboard for the Project Overseer (PO) Role

When you log into APAS as a PO, your view of the Dashboard will look like the picture below.

	My Inbox								с но
	My Inbo	x	My Outbox	Processed By Me	Completed		All Involved Processes		
	Workflow Type	Title						Received on	Received or
	Project Proposal	Draft: (EW	G_101_2023A) SET 04 - CN (03 PP APAS DEMO				2023-06-16	04:03:52
	Project Proposal	Under Qual	ity Assessment: (EWG_102_	2023A) SET 04 - CN 04 PP QA APAS DEMO	1			2023-05-20	17:56:23
	Project Proposal	Draft: (EW	G_101_2023A) SET 04 - CN (03 PP APAS DEMO				2023-05-15	17:22:58
	Concept Notes		d	Latest News		С номе»	Project Proposal		
17	Create Concept Note			For PO: Complete and submit your Concept	Note online by 14 July	1	Draft a New Project Proposal ***		
	My Concept Notes			For RAF delegates: Scoring for PS2, 2023 v	vill open 25 July		My Project Proposals		
	Pending Approval			For POs: Funding outcomes to be notified v	ia email by 1 September		Under Review and Endorsement		
	Approved In-Principle			Remember to submit your draft Proposal b	25 May 2023.		Under Quality Assessment		
	Not Approved			The newest Project Guidebook is available	to download.		Approved		
	Withdrawn						Not Approved		
				Useful Links		G	Withdrawn		
				Email to APAS Admin					
				APAS User Guide					
				Videos on Key Tasks					
				Guidebook on APEC Projects					
				Project Overseer's Toolkit					
				Standard Guidelines to Drafting Proposals					
				Change Password					

As a PO, you'll work the most with these features in the Dashboard:

• Inbox—This is where you receive messages for the tasks assigned to you.

My Inbox		My Outbox	Processed By Me	Completed	All Involved Processe	25	
Workflow Type	Title					Received on	Received on
Project Proposal	Under Quali	ty Assessment: (EWG_102_2023A)	SET 04 - CN 04 PP QA APAS DEMO			2023-05-20	17:56:23
Project Proposal	Draft: (EWG	6_101_2023A) SET 04 - CN 03 PP A	PAS DEMO			2023-05-15	17:22:58
· Create Concept Note	Draft: SET (04 - CN 01 APAS DEMO				2023-05-15	15:56:12

- **Processed By Me**—This tab, in the middle of the picture above, shows all the tasks you have acted upon.
- **Concept Note**—This widget has a list of all your tasks for completing a Concept Note. Access any task in the list by clicking its name.

Concept Notes	G
Create Concept Note	
My Concept Notes	
Pending Approval	
Approved In-Principle	
Not Approved	
Withdrawn	

• **Project Proposal**—This widget has a list of all your tasks for completing a Project Proposal. Access any task in the list by clicking its name.

Concept Notes	G
Submit PO Details	
Complete List	
Generate Scoring Template	
Pending Approval	
Approved In-Principle	
Not Approved	
Withdrawn	

1.2.2.2 Dashboard for the Responsible APEC Forum (RAF) Role

When you log into APAS as a RAF delegate, your view of the Dashboard will look like the picture below.

My Inbox							e
My Inbox	(3)	My Outbox	Processed By Me	Completed (21)	All Involved Processes		
Workflow Type	Title					Received on	Received
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Marine	Debris Management and Innovati	on (MDMI) *	2023-06-16	12:06:4
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Marine	Debris Management and Innovati	on (MDMI) *	2023-06-16	12:06:43
· Scoring Template	RAF Scoring	: (Hong Kong, China;) APEC Sup	port Fund (ASF) - ASF: Marine Debris	Management and Innovation (MDMI)		2023-06-12	18:04:3
Concept Notes		G	Scoring		C Project Proposal		
Complete List			Submitted Scores				
			Latest News	ø	HORESS		
			For PO: Complete and submit your Concept	Note online by 14 July			
			For RAF delegates: Scoring for PS2, 2023 w	ill open 25 July			
			For POs: Funding outcomes to be notified v	ia email by 1 September			
			Remember to submit your draft Proposal by	25 May 2023.			
			The newest Project Guidebook is available t	o download.	•		
			Useful Links		0		
			Email To APAS Admin				
			APAS User Guide				
			Videos on Key Tasks				
			Guidebook on APEC Projects				
			Project Overseer's Toolkit				

As a RAF delegate, you'll work the most with these features in the Dashboard:

• **Inbox**—This is where you receive messages for the tasks assigned to you.

My Inbox (18)	My Outbox	Processed By Me	Completed (0)	All Involved Proce	sses	
Workflow Type	Title					Received on	Received on
· Scoring Template	RAF Scorin	g: (Brunei Darussalam;) APEC S	upport Fund (ASF) - ASF: Suppl	y Chain Connectivity (SCC) •		2023-05-23	02:27:14
· Scoring Template	RAF Scorin	g: (Brunei Darussalam;) APEC S	upport Fund (ASF) - ASF: Suppl	y Chain Connectivity (SCC) •		2023-05-23	02:26:40
· Scoring Template	RAF Scorin	g: (Brunei Darussalam;) APEC S	upport Fund (ASF) - ASF: Suppl	y Chain Connectivity (SCC) *		2023-05-22	16:27:42
· Scoring Template	RAF Scorin	g: (Brunei Darussalam;) APEC S	upport Fund (ASF) - ASF: Digita	Innovation (Digital) •		2023-05-22	15:26:28

- Processed By Me—This tab, in the middle of the picture above, shows all the tasks you have acted upon.
- **Scoring**—This widget has a link to all the scores submitted for the projects assigned to you in a separate tab in your web browser.

Scoring	G
Submitted Scores	

1.2.2.3 Dashboard for the Program Director (PD) and Project Executive (PE) Roles

When you log into APAS as a PD or PE user, your view of the Dashboard will look like the picture below.

My Inbox							
My Inbox	(12)	My Outbox	Processed By Me	Completed (13)	All Involved Processes		
Workflow Type	Title					Received on	Receiv
· Scoring Template	RAF Scoring	ı: (Brunei Darussalam;) APE	C Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and En	ergy Resiliency Measures (EELCM) •	2023-06-30	23:29:
· Scoring Template	RAF Scoring): (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Energy	Efficiency, Low Carbon and Ene	rgy Resiliency Measures (EELCM) *	2023-06-30	23:29:
· Scoring Template	RAF Scoring	j: (Brunei Darussalam;) APE	C Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and En	ergy Resiliency Measures (EELCM) *	2023-06-30	23:29
· Scoring Template	RAF Scoring	j: (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Energy	Efficiency, Low Carbon and Ene	rgy Resiliency Measures (EELCM) *	2023-06-30	23:29:
· Scoring Template	RAF Scoring	ı: (Brunei Darussalam;) APE	C Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and En	ergy Resiliency Measures (EELCM)*	2023-06-30	23:29:
· Scoring Template							23:29
· Project Proposal	Proposal Satisfactory for BMC Recommendation: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO*					2023-06-19	05:05:
· Scoring Template	RAF Scoring	j: (Hong Kong, China;) APEC	C Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELC			2023-06-16	23:29
· Scoring Template	RAF Scoring	j: (Brunei Darussalam;) APE	C Support Fund (ASF) - ASF: Energ	ergy Resiliency Measures (EELCM) •	2023-06-16	23:29:	
· Notify PD	Notification	to start the scoring*				2023-06-13	12:09:
· Scoring Template	RAF Scoring	j: (Brunei Darussalam;) APE	C Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and En	ergy Resiliency Measures (EELCM) •	2023-06-13	11:38:
· Scoring Template	RAF Scoring): (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Energy	Efficiency, Low Carbon and Ene	rgy Resiliency Measures (EELCM) •	2023-06-13	11:38
Concept Notes		G	Scoring		C Project Proposal		
Submit PO Details			Consolidate Scores		Complete List		
Complete List			Exported Scores		Under Review and Endorsement		
Generate Scoring Temp	ate		Latest News		Under Quality Assessment		
Pending Approval					Approved		
Approved In-Principle			For PO: Complete and submit your Concept		Not Approved		
Not Approved			For RAF delegates: Scoring for PS2, 2023 w	ill open 25 July	Withdrawn		

As a PD or PE user, you'll work the most with these features in the Dashboard:

• Inbox—This is where you receive messages for the tasks assigned to you.

My Inbox (2)		My Outbox	Processed By Me	Completed (6)	All Involved Processes			
Workflow Type	Title					Received on	Received on	
· Create Concept Note	Create Concept Note Under Review (PD): SET 04 - CN 01 APAS DEMO*							
· BMC Status Update	MC Status Update BMC Status Update: Approved In-Principle Concept Notes							

- **Processed By Me**—This tab, in the middle of the picture above, shows all the tasks you have acted upon.
- Concept Note—This widget has a list of all your tasks for completing a Concept Note. Access any task
 in the list by clicking its name.



• **Scoring**—This widget has a link to all your tasks for completing the scoring. Access any task in the list by clicking its name.

Scoring	Q
Consolidate Scores	
Exported Scores	

• **Project Proposal**—This widget has a list of all your tasks for completing a Project Proposal. Access any task in the list by clicking its name.

Project Proposal	G
Complete List	
Under Review and Endorsement	
Under Quality Assessment	
Approved	
Not Approved	
Withdrawn	

1.2.2.4 Dashboard for the Project Management Unit (PMU) Role

When you log into APAS as a PMU user, your view of the Dashboard will look like the picture below.

My Inbox							
My Inbox (77)	My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Workflow Type	Title					Received on	Rec
Project Proposal	[return] Under Qu	ality Assessment: (CTI_102_2	023A) SET 06 - CN 03 PP APAS D	ЕМО		2023-06-28	20:0
· Project Proposal	Satisfactor	y for BMC Recommendation: (EW	G_101_2023A) SET 04 - CN 03 PP AF	PAS DEMO		2023-06-23	11:
· Initiate RAF Scoring	RAF Scori	ng: (APEC Support Fund (ASF)) ASF: Micro Small and Medium I	Enterprises (MSMEs) *		2023-06-16	12:3
· Create Concept Note	Under Revi	ew (PMU): (SET 25) - (PE 8 TASK	2) CN 01-2			2023-06-16	12:3
· Initiate RAF Scoring	RAF Scori	ng: (APEC Support Fund (ASF)) ASF: Connectivity (Connectivit	y) •		2023-06-16	12:
· Initiate RAF Scoring	RAF Scori	ng: (APEC Support Fund (ASF)) ASF: Women and the Economy	(WtE)*		2023-06-16	12:3
· Create Concept Note	Under Revi	ew (PMU): (SET 11) - (PE 1 TASK	1) CN 01-1			2023-06-16	12:3
· Create Concept Note	Under Rev	view (PMU): (SET 15) - (PE 3	FASK 2) CN 01-2			2023-06-16	12:
· Create Concept Note	Under Re	view (PMU): (SET 17) - (PE 4	FASK 2) CN 01-2 •			2023-06-16	12:
Concept Notes		¢	Scoring		Project Proposal		
Complete List			PMU Consolidate Scores		Complete List		
Pending Approval			PMU Exported Scores		Under Review and Endorsement		
Approved In-Principal			Latest News		Under Quality Assessment		
Not Approved				at the contract for the first state	Approved		
Withdrawn			For PO: Complete and submit your Conce For RAF delegates: Scoring for PS2, 2023		Not Approved		
			For POs: Funding outcomes to be notified		Withdrawn		
			Remember to submit your draft Proposal I				
			The newest Project Guidebook is available	e to download.			
			Useful Links		e		
			Email To APAS Admin				
			APAS User Guide				
			Videos on Key Tasks				
			Guidebook on APEC Projects				
			Project Overseer's Toolkit				

As a PMU user, you'll work the most with these features in the Dashboard:

• **Inbox**—This is where you receive messages for the tasks assigned to you.

My Inbox (18)		My Outbox	Processed By Me	Completed (15)	All Involved Processes				
Workflow Type	Title				Re	eceived on	Received on		
· Initiate RAF Scoring	* Scoring RAF Scoring: (APEC Support Fund (ASF)) ASF: Supply Chain Connectivity (SCC)* 2023-057								
· Initiate RAF Scoring	AF Scoring RAF Scoring: (APEC Support Fund (ASF)) ASF: Supply Chain Connectivity (SCC)* 2								
· Initiate RAF Scoring	Initiate RAF Scoring RAF Scoring: (APEC Support Fund (ASF)) ASF: Supply Chain Connectivity (SCC)* 2023-05-2								

- **Processed By Me**—This tab, in the middle of the picture above, shows all the tasks you have acted upon.
- **Concept Note**—This widget has a list of all your tasks for completing a Concept Note. Access any task in the list by clicking its name.

Concept Notes	Q
Complete List	
Pending Approval	
Approved In-Principal	
Not Approved	
Withdrawn	

• **Scoring**—This widget has a link to all the scores submitted for the projects assigned to you in a separate tab in your web browser.

Scoring	G
PMU Consolidate Scores	
PMU Exported Scores	

 Project Proposal—This widget has a list of all your tasks for completing a Project Proposal. Access any task in the list by clicking its name.

Project Proposal	G
Complete List	
Under Review and Endorsement	
Under Quality Assessment	
Approved	
Not Approved	
Withdrawn	

1.2.3 The Internal Webpages

If you log in as PO and click on Create a Concept Note or Draft a New Project Proposal from the widgets, the webpages that launch should all have a header, instructions for the role inside the header box, an

icon that resembles an outline that if clicked, has more features, one of them being Print, where you can download documents in PDF format.

If you are a PO, here are several features that will be helpful when you are either creating a Concept Note or drafting a Project Proposal. You will find these features on these two pages in APAS:

- Concept Note: Create Draft
- Project Proposal Create Draft

Header Box

The header box has instructions for creating a Concept Note or drafting a Project Proposal. Here are examples of these instructions from each of these pages:

Concept Note Header

Concept Note: Create Draft
PO: Please draft the CN by filling in the fields below. Make sure you copy and paste all the information exactly as presented and endorsed in the Word-version of the Concept Note. Please do not add,
remove or edit anv information from the Word-version and ensure that contents are exactly the same.

Project Proposal Header

Project Proposal - Create Draft

PO:

Click on each subsection tab below and provide information in all the required fields to draft the Project Proposal. You will notice that some sections have been pre-populated from your endorsed CN.
 Use the **General Comments** box for any comment to the Secretariat.
 Click **Preview** to review the full draft Project Proposal (You can come back to **edit** if necessary.)

Buttons

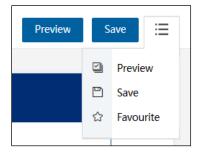
There are some buttons at the top right corner of these pages:

- **Submit**, on the **Concept Note: Create Draft** page only, lets you send the Concept Note to the PD or PE for review after you complete the draft.
- **Preview**, on the **Project Proposal Create Draft** page only, lets you view a copy of the Project Proposal while you're working on it to review the content before it is submitted to the Secretariat.
- **Save**, on both pages, lets you save the work you have done for the Concept Note or Project Proposal. When you resume work later, you can start where you left off.

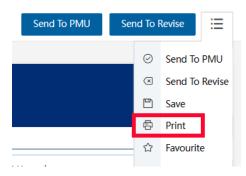


Dropdown Menu

The dropdown menu is on the top right corner of the page, just to the right of the **Preview** and **Save** buttons. It's the icon that looks like a bulleted list. The options in this menu vary, depending on your role. For the PO login, the options in this menu are **Preview**, **Save**, and **Favourite**.



The most important option to note in this menu is **Print**, which is available for all logins. This option creates a downloaded file in PDF of the Concept Note or Project Proposal you created in APAS. You can then convert the PDF document to Microsoft Word to compare with the original Concept Note document.



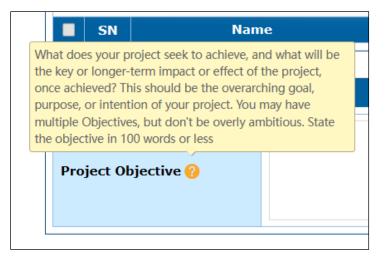
Expanding Fields

Here is another helpful feature when you're entering information in many of the fields in APAS. Whenever you see this icon in the bottom right corner of a field, you can click and drag the field to make it bigger. This is very helpful when you need to add a lot of text to a field.



Tooltips

Tooltips are also very helpful when you're working in APAS. Whenever you see a tooltip icon \mathcal{O} , you can hover your mouse pointer over it to display information or instructions related to the feature where the icon is located.



1.3 Managing User Accounts

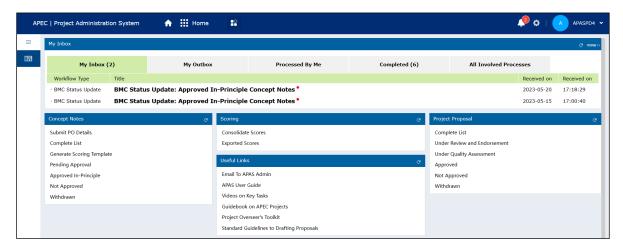
This section has the steps for creating accounts for the POs and focal point accounts for the RAFs.

1.3.1 Creating a PO Account

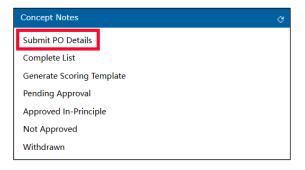
The PD or PE creates accounts for each PO who has an endorsed Concept Note. Any PO, whether new or existing, must have a unique APAS account to use APAS. The POs who have Concept Notes that are not endorsed will not have an account created for them.

To create a PO account:

1. Log into APAS as a PD or PE user, if you're not logged in already. Your Dashboard displays.



2. In the Concept Note widget on the Dashboard, click Submit PO Details.



The Create New PO Account page displays in a new tab. You will extract and enter the relevant information that appear in the **Main PO** field in the endorsed Concept Note (Word document).

/orkflow : Create	- Create New PO Account - Cr Workflow Chart Process Star						Process PO Acco
			Crea	te New PO Acco	unt		
Forum			Q *				
SN 5	Search User	Existing Account?	Name (0	Email	Economy (old)	# =
1		Q No		*		*	Q *

3. In the **Forum** field, enter the Proposing Forum name and press **Enter**. The name of the forum displays in a list. Select the forum by clicking on it, and then it displays in the **Forum** field.

Forum	Energy Working Group (EWG)	Q
-------	----------------------------	---

4. In the **Search User** column, enter the PO's name, and press **Enter**. If the name exists in the system, it displays in a list. Select the name by clicking on it, and then it displays in the row.

s	SN	Search User	Existing Account?	Name 🕜	Email	Economy (old)
	1	Joe Test Q	Yes	Joe Test	phtestacs09@gmail.com	Australia; Q

If the name does not exist, fill out the fields in the Name, Email, and Economy columns.

					H
SN	Search User	Existing Account?	Name 🕜	Email	Economy
1	Joe Test	Yes	Joe Test	phtestacs09@gmail.com	Q *

5. You may create multiple PO accounts from endorsed Concept Notes. To do this, click the + button at the top right of the table and repeat step 4.

					🛨 🖬
SN	Search User	Existing Account?	Name 🕜	Email	Economy (old)
1	Joe Test Q	Yes	Joe Test	phtestacs09@gmail.com	Australia; Q
2	Q	No	Sally Wong	sally.wong@email.com	China; Q
3	Jane Stacey	Yes	Jane Stacey	jane.stacey@oecd.org	Malaysia; Q

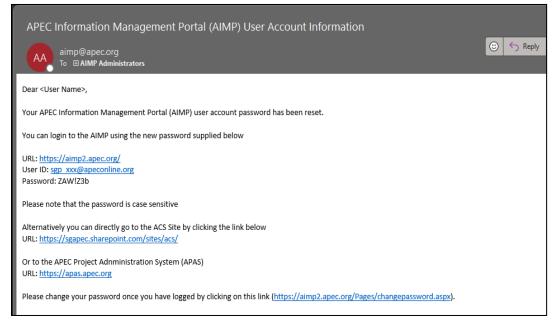
6. When you are finished adding POs, click the **Process PO Accounts** button to send the request to the ITU.

Workflow Form Workflow Chart Process Status									
	Create New PO Account								
Forum		m Energy Working Group (EWG) Q							
							•		
	SN	Search User		Existing Account?	Name 🕜	Email	Economy (old)		
	1	Joe Test	Q	Yes	Joe Test	phtestacs09@gmail.com	Australia;		
	2		Q	No	Sally Wong	sally.wong@email.com	China;		
		Jane Stacey		Yes			Malaysia;		

After you send the request, an email notification is sent to the POs to notify them that their account creation is in progress. A separate email notification is sent to the ITU to create the list of PO accounts. When the accounts are created, the ITU notifies the POs by email. The POs can now log in using their account information. This process may take up to 48 hours.

1.3.2 Logging in for the first time

After the ITU creates your PO account, you will receive an email notification that looks like this:



When the you <u>log into your account</u> for the first time after receiving this email, you need to <u>change your</u> <u>password</u>.

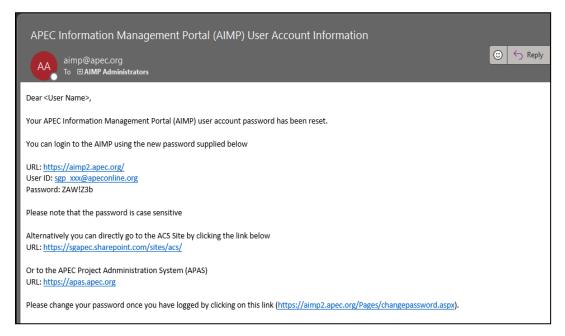
1.3.3 Creating a RAF Focal Point Account

This is the process for creating the RAF focal point accounts:

- Each RAF economy from every APEC Funding Source will have <u>one</u> user account to score the Concept Notes. At the start of each project session, the PD or PE responsible for APEC Funding Sources sends an email notification requesting the RAF economies to provide <u>one</u> representing point of contact. Each economy submits <u>one</u> email address through an online form by a set deadline before the Scoring process begins.
- The PMU collects and manages the list of RAF point of contact emails for each Project Session. The PD or PE monitors and requests submissions by economies in their responsible APEC Funding Sources.
- 3. The ITU creates RAF economy accounts from the submitted information and sends an email notification to the RAF economies once their APAS account is created.

1.3.4 Logging in for the first time

After the RAF accounts are created, an email notification with the account information is sent to each RAF economy. The email notification looks like this:



When you <u>log into your account</u> for the first time after receiving this email, you need to <u>change your</u> <u>password</u>.

1.4 Changing the Account Password

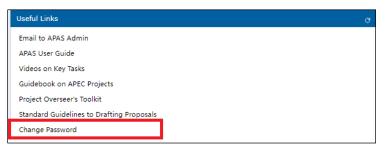
1.4.1 Changing an Account Password as a PO User

If you are a PO, when you receive a password from IT Admin, we recommend that you change it immediately by following these steps:

1. Log into your account with your username and current password. Your Dashboard displays.

EC Project Adr	ninistration S	stem	🛧 🏭 Home 📑				↓ ∞ •	<u>^</u> ^
My Inbox								
	My Inbox		My Outbox	Processed By Me	Completed	All Involved Processes		
Workflow Typ	re Titl						Received on	Recei
Create Conce		urn] ft: (SET 2	1) - (PE 6 TASK 2) CN 01-2				2023-06-16	12:21
Create Conce		urn] ft: (SET 1	1) - (PE 1 TASK 2) CN 01-2				2023-06-16	12:18
· Create Conce		urn] ft: (SET 1	3) - (PE 2 TASK 1) CN 01-1				2023-06-16	12:10
Create Conce		urn] ft: (SET 1	2) - (PD 2 TASK 1) CN 01-1				2023-06-16	12:16
Create Conce		urn] ft: (SET 1	0) - (PD 1 TASK 1) CN 01-1				2023-06-16	12:13
Create Conce	pt Note [re	urn]	4) - (PD 8 TASK 2) CN 01-2				2023-06-16	12:10
Create Conce		urn] ft: (SET 2	1) - (PE 6 TASK 1) CN 01-1				2023-06-16	12:09
Create Conce	pt Note [re	urn]	7) - (PE 9 TASK 2) CN 01-2				2023-06-16	12:09
Create Conce		urn] ft: (SET 2/	0) - (PD 6 TASK 1) CN 01-1				2023-06-16	12:08
· Create Conce	pt Note [re	urn]	7) - (PE 9 TASK 1) CN 01-1				2023-06-16	12:07
Create Conci	pt Note [re	urn]	5) - (PE 3 TASK 1) CN 01-1				2023-06-16	12:04
· Create Conce	pt Note [re	urn]	3) - (PE 7 TASK 2) CN 01-2				2023-06-16	12:02
· Create Conci	pt Note [re	urn]	5) - (PE 8 TASK 1) CN 01-1				2023-06-16	12:02
· Create Conce	pt Note [re	urn]	6) - (PD 4 TASK 1) CN 01-1				2023-06-16	12:00
- Create Conci	pt Note [re	urn]	6) - (PD 9 TASK 1) CN 01-1				2023-06-16	11:58

2. In the Useful Links widget on the Dashboard, click Change Password.



3. The APEC Information Management Portal webpage launches.

Ec	Asi	APEC ia-Pacific ic Cooperation	Mana	Information agement Porta	I (AIMP)	
ł	lome	APEC Collabora	tion System	Online Meeting System	Meeting Document Database	Project Database
	Passwo Passwo	more informa ord Policy rds must meet the f Must be at least 6 c	ollowing minim	um requirements:	bassword, kindly downlo	oad this help guide. 🗐Link
	÷	Cannot contain all o Must contain at leas Must contain at leas Must contain at leas	or part of the ac st 1 lowercase o st 1 numeric ba		etc.).	
	Accou		sgp_xxx			
		assword:				
	New P	Password:				
	Confir	m New Password:	Change Pa	assword		

- a. Enter the old password in the **Old Password** field.
- b. Enter your new password twice: Once in the **New Password** field and again in the **Confirm New Password** field.

Your new password must meet these minimum requirements:

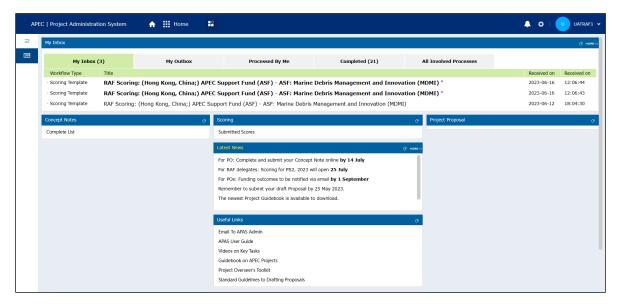
- The password must be at least six characters.
- The password can't contain all or part of an account name.
- The password must contain at least one lowercase character (a-z).
- The password must contain at least one number (0-9).
- The password must contain at least one special character like !, #, \$, or %.
- c. Click the Change Password button.

Note: If you forget your old password, send an email to <u>apas@apec.org</u> to request a new password.

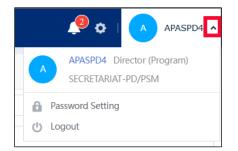
1.4.2 Changing an Account Password as a RAF Delegate User

If you are a RAF delegate, when you receive a password from IT Admin, we recommend that you change it immediately by following these steps:

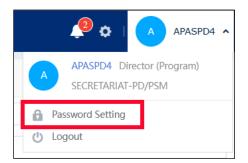
1. Log into your account with your username and current password. Your Dashboard displays.



2. In the top right corner of the Dashboard, click the up arrow next to the user ID.



3. Select **Password Setting** from the menu that drops down.



The Password Settings page displays in a separate tab in your web browser.

Password Settings			Save
Login password Secondary Verification Pas	isword		
	Old Password :	1	*
	New Password :		*Must contain letters, numbers
	new rashera :		and special characters. Minimum length should be 8.
	Confirm Password :		*
	Verification code :		* 8 3 3 7

4. Enter your current password in the **Old Password** field.

Old Password :	•••••

5. Enter your new password in the **New Password** field. Your new password must be at least eight characters long and contain letters, numbers, and special characters like \$, @, #, %, %, , etc.

New Password :	••••••
	Strong

The strength of your password displays in a color code below the **New Password** field. Red means the password is weak, yellow means it's average, and green means it's strong. Make your password strong so others can't guess it.

6. Type your new password again in the **Confirm Password** field.

Confirm Password :	••••••

7. Enter the four-digit code shown at the right of the Validation code field in the Validation code field.

Verification code :	8337	8 3 3 7
		at the second

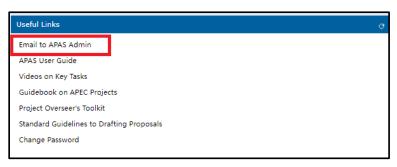
8. Click the **Save** button at the top right corner of the **Password Settings** page.

Password Settings	Save
Login password Secondary Verification Password	

1.5 Updating User Emails

If you want to change the email that is registered in your APAS account, you need to request APAS Admin support. To do this, follow these steps:

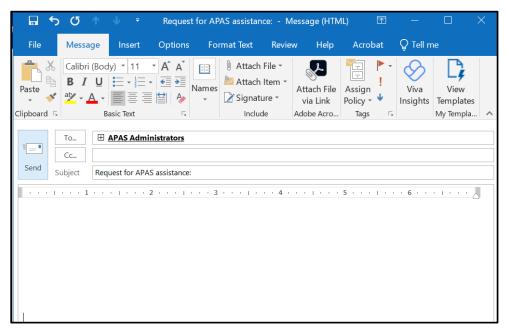
1. In the Useful Links widget on your Dashboard, click Email to APAS Admin.



An email form launches from your default email system (such as Outlook).

2. Write your email change request in the email form and click **Send**.

If an email form does not launch, email apas@apec.org with your email change request.



2. The Concept Note

2.1 Overview of the Concept Note Process Flow

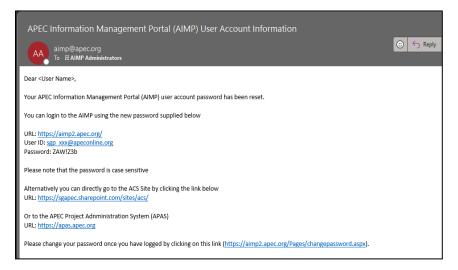
These are the steps for the creation and approval of a Concept Note:

- 1. The PO downloads the Concept Note Template (in Word format) from apec.org and creates a draft Concept Note.
- 2. The PO emails the draft (Word document) to the PD or PE to review and submit to the APEC Forum for their endorsement.
- 3. Once the Concept Note is endorsed, the PO logs into APAS and fills in the online form based on the endorsed document and sends it to the PD or PE to review.
- 4. The PD or PE compares the Word version of the Concept Note with the version created in APAS to verify they match. Then the PD or PE submits the APAS version to the PMU.
- 5. The PMU accepts the Concept Note and notifies the PD or PE to start the scoring process.
- 6. The PD or PE generates a template for scoring the Concept Notes in APAS and notifies the RAFs to complete the scoring.
- 7. The RAFs download and review the Concept Notes, determine whether the Concept Note is eligible for funding, and provides scores in APAS before a set deadline.
- 8. The PD or PE consolidates all the scores and sends them to the PMU.
- 9. The PMU ranks the Concept Notes based on their scores and determines the top Concept Notes to be funded based on the amount available in each APEC Funding Source.
- 10. The PMU recommends the selected Concept Notes to the BMC via email and updates the Project In-Principle Approval status in APAS.

2.2 Submitting a Concept Note

2.2.1 Creating a Concept Note from an Endorsed Version in APAS

After the Concept Note is created and endorsed offline, the PO logs into APAS and opens the online Concept Note form. Then the PO uploads the endorsed Concept Note (Word document) and all the cosponsorship confirmation emails, and then copies and pastes the information from the endorsed Concept Note (Word document) into the online template. When a Concept Note is ready to be created in APAS, the PO receives an email notification similar to the example below:

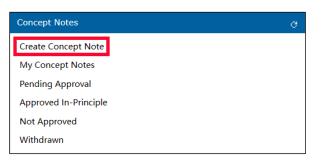


Then the PO follows these steps to create a Concept Note in APAS:

1. Log into APAS as a PO user, if you're not logged in already. Your Dashboard displays.

My Inbox								e,
My Inboy	¢	My Outbox		Processed By Me	Completed	All Involved Proce	esses	
Workflow Type	Title						Received on	Received
· Project Proposal	Under Quali	ty Assessment: (EWG_1	02_2023A)	SET 04 - CN 04 PP QA APAS DEMO			2023-05-20	17:56:23
· Project Proposal	Draft: (EWO	5_101_2023A) SET 04 -	CN 03 PP A	APAS DEMO			2023-05-15	17:22:58
· Create Concept Note	Draft: SET (04 - CN 01 APAS DEMO					2023-05-15	15:56:12
Concept Notes		G	Useful Lin	ks	G	Project Proposal		
Create Concept Note			Email to A	PAS Admin		Draft a New Project Proposal ***		
My Concept Notes			APAS Use	r Guide		My Project Proposals		
Pending Approval			Videos on	Key Tasks		Under Review and Endorsement		
Approved In-Principle			Guideboo	k on APEC Projects		Under Quality Assessment		
Not Approved			Project Ov	verseer's Toolkit		Approved		
Withdrawn			Standard	Guidelines to Drafting Proposals		Not Approved		

2. In the Concept Notes widget on the Dashboard, click Create Concept Note.



Workflow : Create - Create Conce	pt Note - Create			
Workflow Form Workflow Chart	Process Status		Submit Save	:=
Concept N	ote: Create Draft			
PO: Please draft the CN by Note, Please do not add, re	filling in the fields below. Make sure you copy and paste all move or edit any information from the Word-version and er	the information exactly as pres	sented and endorsed in the Word-version of the Concept the same.	
		in a contract of the states,		
Upload Endorsed		Upload Co-Sponsorship		
Concept Note	∴ Upload attachment Maximum 5M	Confirmation Docs	∴ Upload attachment Maximum 5M	
Project Overview				
Project Session	م	Project Year		
Project Title 🕜				
			<u></u>	
Fund Source 🔞	0	Sub-Fund	Not Applicable	
APEC Forum ?	~	Additional APEC Forum		
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	(if any applicable) Co-Sponsoring APEC	3	
Proposing APEC Economy(ies)	۵		Q	
Expected Start Date	iii 30-05-2023	Project Completion Date	<b> </b>	
CN Final Submission Date	<b>#</b>	Project Topic(s) 🕜	Q	
Type here to search	🔒 H 🔿 👧 📻 🐖 🐖	Ps	🕜 57°F Cloudy \land Ϋ 👄 🖼 🍘	

The Concept Note template displays in a separate tab in your web browser.

- 3. In the top section, follow these steps:
  - a. In the **Upload Endorsed Concept Note** field, click the **Upload attachment** button.



The Open window displays on your computer.

💽 Open				×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ $>$ This is	PC > Desktop	ٽ ~		
Organize   New folder				
> 💑 LavaCon 2023 \land	Name	Date modified	Туре	Size ^
> 🛃 LavaCon Food Pl	Alaska All in One Tour (2-19-23)	2/22/2023 4:52 PM	File folder	
> 🔷 OneDrive - Person	AMCG-Portland appraisals	5/8/2023 8:39 AM	File folder	
	Ametek	5/28/2023 6:39 PM	File folder	
🗸 🍠 This PC	Anchorage Aurora Quest (2-20-23)	2/24/2023 9:56 AM	File folder	
> 🧊 3D Objects	APAS User Guide	5/30/2023 2:44 PM	File folder	
> 📃 Desktop	Armchair photo tours to finish in August	8/23/2021 6:46 PM	File folder	
> 🖹 Documents	Armchair photo tours-fall	12/7/2022 11:41 AM	File folder	
> 🖊 Downloads	Armchair photo tours-spring	12/7/2022 11:42 AM	File folder	
> 🎝 Music	Armchair photo tours-summer	12/7/2022 10:49 AM	File folder	
> 📰 Pictures	Armchair photo tours-winter	12/31/2022 6:40 PM	File folder	
> Videos	Audience Axis Course	8/23/2021 7:51 PM	File folder	~
Videos V <				>
File name:		~	All files (*.*)	~
			Open	Cancel

 Navigate to the Word version of the endorsed Concept Note on your computer, and select the Endorsed Concept Note (Word Document) emailed to you by the PD or PE.
 Note: The file size limit is 5 MB.

- → ~ ↑ 📕 > Th	is PC > Desktop > APAS User Guide	V O Sea	rch APAS User Guide
Organize 🔹 New folde	r		III • 🔟 🕜
占 LavaCon 2023 \land	Name	Date	Туре
💑 LavaCon Food Pi	Contract	5/20/2023 8:58 AM	File folder
OneDrive - Person	Images	5/29/2023 1:30 PM	File folder
	Reference materials	5/14/2023 4:50 PM	File folder
This PC	01_CN_PO Upload Endorsed Concept Note.do	cx 5/14/2023 10:29 PM	Microsoft Word D
3D Objects	02A_Co-Sponsorship Email.eml	6/19/2022 11:39 PM	E-mail Message
Desktop	02B_Co-Sponsorship Email.eml	6/20/2022 2:45 AM	E-mail Message
Documents	APAS Full User Guide r2.docx	11/21/2022 12:11 AM	Microsoft Word D
🖶 Downloads	磨 APAS User Guide-Chapter 1 draft (5-29-23).do	cx 5/30/2023 1:30 PM	Microsoft Word D
Music	Description of APAS Process Steps for User Gu	i 5/29/2023 9:18 PM	Microsoft Excel W
E Pictures	📄 Notes from APAS demo (5-10-23).docx	5/14/2023 5:29 PM	Microsoft Word D
Videos	🖷 The User Guide Index_17May23.docx	5/17/2023 5:17 AM	Microsoft Word D
·	<		>
File nan	ne: 01_CN_PO Upload Endorsed Concept Note.docx	<ul> <li>All files (¹</li> </ul>	*,*) ~

c. Click the **Open** button to finish the upload. The file displays in the **Upload Endorsed Concept Note** field.

Upload Endorsed Concept Note		oad Endorsed Concept Note. 67.7K	
	∴ Upload attachment	Maximum 5M	

d. In the **Upload Co-Sponsorship Confirmation Docs** field, repeat steps a-c to upload the two (or more) sponsorship confirmation emails.

**Note**: You should upload all the emails containing the co-sponsorship agreement by the co-sponsoring economies listed in your Concept Note.

When you're finished, the uploaded emails display in this field as shown in the example below.

Upload Co-Sponsorship Confirmation Docs	<ul> <li></li></ul>		43.6K 38.7K
	∴ Upload attachment Maximum 5M	. Jownload All	

4. Open the Concept Note Word document on your computer, and follow steps 7-17 to enter the information from the Concept Note Word document into the template.

Important: Remember that you must enter the information exactly as it is from the Word document. Do not add new or different information.

- 5. In the **Project Overview** section of the Concept Note template, follow these steps:
  - a. Click the magnifying glass icon at the right of the **Project Session** field and select number 1 or 2 from the list that pops up.

	Project Session		Q
	Project Session	1	Q
b.	Enter the year in the <b>P</b>	roject Year field.	

Project Year	2023

c. Enter the title of the Concept Note in the **Project Title** field.



- d. Click the magnifying glass icon at the right of these fields and select the appropriate item from the list that pops up:
  - Fund Source
  - APEC Forum
  - Proposing APEC Economy(ies)
  - Sub-Fund
  - Additional APEC Forum (if any applicable)
  - Co-Sponsoring APEC Economies

Fund Source 😢	APEC Support Fund (ASF)	Sub-Fund	ASF: Energy Efficiency, Low Carbon and Energy Resiliency $\hfill Q$ Measures (EELCM)
APEC Forum 💡	Energy Working Group (EWG)	Additional APEC Forum (if any applicable)	٩
Proposing APEC Economy(ies)	Indonesia; Q	Co-Sponsoring APEC Economies 🕜	Australia; Brunei Darussalam; Canada; Chile; Q

- e. Click the calendar icon at the left of these fields and select the dates from the calendar that pops up:
  - Expected Start Date
  - Project Completion Date

Expected Start Date	iii 14-05-2023	Project Completion Date 💡	iii 21-03-2023
CN Final Submission Date	<b>1 28-04-2023</b>	Project Topic(s) 🕜	Data Privacy; Digital Economy; Q Digital Technology and Innovation;

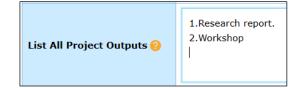
f. Click the magnifying glass icon at the right of the **Project Topic(s)** field. From the list that pops up, select the topic(s) mostly relevant to your project theme.



g. Copy the summary of the project from the Word document and paste it into the **Project Summary** field.

	Project Summary 🕜	MSMEs constitute more than 97% of the businesses and provide more than half of the jobs in APEC economies. However, they face several obstacles that difficult their development, being one of the most important the lack of formal financial access, which got worse since the COVID-19 pandemic, due to quarantines and the stop of operations. In this context, it is important to identify mechanisms for the reactivation of MSMEs that promote financial access, prevention & mitigation of over indebtedness, and the use of alternative ways to accomplish financial inclusion. This project aims to convene experts from public and private sectors to prepare recommendations and identify best practices about how Fintech services can contribute to the recovery of the MSMEs fater the pandemic.	
--	-------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

h. Copy the list of project outputs from the Word document and paste it into the **List All Project Outputs** field. Remember to number the Outputs in the chronological order they are produced.



- 6. In the **Project Alignment to APEC's Putrajaya Vision 2040 and Aotearoa Plan of Action** section of the Concept Note template, refer to the Annex page of the Word Document and identify the driver(s) and objective(s) you selected. Then in APAS, click the magnifying glass icon at the right of these fields and select the appropriate item from the list that pops up:
  - Primary Driver—Select number 1, 2, or 3 and then a Primary Objective.
  - (optional) Secondary Driver—Select number 1, 2, or 3 and then a Secondary Objective.

All APEC projects must align with	<b>Yutrajaya Vision 2040 and Aotearoa Plan of Action</b> a Putrajaya Vision (PV) 2040 <mark>Univer</mark> and Aotearoa Plan of Action I I) Secondary Objective, from the same or a different PV 2040 Driv		<u>ere.</u> To see APA in full, click <u>here.)</u>
Primary Driver	2: Innovation and Digitalization	Primary Objective	3: Digital infrastructure and transformation
Secondary <mark>Driver</mark> (Optional)	3: Strong, Balanced, Secure, Sustainable and Inclusive $$\mathbb{Q}$$ Growth	Secondary <mark>Objective</mark> (Optional)	3: Environmental & climate challenges and natural Q disasters

- 7. In the **Budget** section, enter these costs in U.S. dollars in the corresponding fields. They must follow the exact numbers in the endorsed Word document.
  - a. Labor
  - b. Travel
  - c. Hosting
  - d. Publications and Distribution
  - e. Other

As you enter these numbers, the total costs calculate automatically in the **Total Amount Being Sought** from **APEC and Total Project Value** fields at the bottom of the **Budget** section.

Budget					
a. Labor Costs (USD)	75,000.00				
b. Travel (USD)	25,000.00				
c. Hosting (USD)	12,000.00				
d. Publications & Distribution (USD)	5,000.00				
e. Other (USD)	1,000.00				
Total Amount Being Sought from APEC (a+b+c+d+e) (USD) ?	118,000.00	Self-Funding Amount (USD)	0.00	Total Project Value (USD)	118,000.00

If any self-funding is committed to your project, enter the amount in U.S. dollars in the **Self-Funding Amount** field.

8. In the Main Project Overseer Information section, the Name, Organization, Primary E-mail, Job Title, and Primary Contact No fields are filled in automatically with your information from your APAS account.

**Note**: if the main contact is not the Main Project Overseer, enter the email address of the main contact. This email address will receive all email and task notifications from APAS. If there are several members on the PO's team or multiple POs for the same project, the login information for the Main PO needs to be shared.

Main Project Overseer Inform	ation		
Name	APASPO4	Job Title	Fora Member
Organization	EXTERNAL	Primary Contact No (Economy Code/Area Code + Telephone No)	93447017
Primary E-mail	uday@ionesoftsolutions.com	Alternate Contact No	
Alternate E-mail		(Economy Code/Area Code + Telephone No)	

If there is an alternate contact for the project, enter their email in the **Alternate E-mail** field and their phone number in the **Alternate Contact No** field.

**Note**: The **Alternate E-mail** owner will not receive email notifications from APAS. All email and task notifications from APAS are sent to the email address of the main contact.

9. *(optional)* If you need to add a secondary Project Overseer, click the + at the top right corner of the **Additional Project Overseer Information** section. Add the person's name, job title, organization, contact number (phone), and email in the corresponding columns.

Addi	tional I	Project Overseer Information (Click	on the + sign on the right to add addii	tional Project Overseers)		<b></b>
	SN	Name	Job Title	Organization	Contact No	E-mail
			Juan Carlos Zamalloa	Ministry of Production		
	1	Kyle Johnson			+6593447018	jtb@apec.org
				R		

10. In the **Project Synopsis** section, copy the objective of the project from the Word document and paste it into the **Project Objective** field.

Project Synopsis		
Project Objective 🕜	The objective is to identify models and policies (legal, tax, financial regulation, others) to build a Fintech ecosystem for APEC economies, that contributes to the recovery of the MSME sector through the provision of financial services adapted to their needs, with a special focus on access to financing, and the prevention & mitigation of over indebtedness. This project will also build capacity of APEC economies, through public institutions and the private sector related to the Fintech industry.	

- 11. In the **Relevance** section, follow these steps:
  - a. Copy the issues from the Word document and paste them into the Issues field.
  - b. Copy the alignment to APEC information from the Word document and paste it into the **Alignment to APEC** field.
  - c. Copy the alignment to Forum information from the Word document and paste it in the **Alignment to Forum** field.

1a. Issues 🕜	The negative effects of the pandemic stopped commercial operations and broke the chain of payments in some sectors, affecting MSME finances management. APEC economies provided aid, such as credit guarantee schemes for access to low-cost financing, but these measures are temporal. It is necessary to apply complementary initiatives to enable the reactivation of MSMEs. The financial services provided by Fintech companies could contribute to the financial recovery of the sector; however, their development requires friendly laws and regulations and an adequate understanding about the Fintech needs.
1b. Alignment to APEC 🤣	The action 5 of the Boracay agenda encourages supporting measures to expand financing and lending options for MSMEs, in order to promote their participation in global and regional markets. In the Putrajaya Vision 2040, APEC Leaders committed to foster quality growth that brings palpable benefits and greater health and wellbeing to MSMEs. The Actearoa Plan of Action promotes business creation and improving MSMEs' access to finance, global markets and global value chains in order to ensure that
1c. Alignment to Forum 💡	The Small and Medium Enterprises Working Group - Strategic Plan 2021 - 2024, identifies as among its objectives and Key Performance Indicators (KPIs): "Access to Finance and Alternative Financing Solutions. Improving access to finance for start-ups and SMEs, including women-owned and women-led SMEs and other traditionally disadvantaged communities. Promoting new financial technologies for SMEs, such as innovative financial and data-driven lending instruments".

12. Copy the priorities for eligibility and food from the Word document and paste it in the empty box in the **Eligibility and Food Priorities** section.

2. Eligibility and Fund Priorities 💡							
Fir teo Th	e project supports capacity building needs for APEC developing economies, by enabling APEC officials to obtain recommendations of experts from the public and private sector, to improve the tech ecosystem, as well as sharing knowledge and best practices to support MSMEs access to financing opportunities. Participants in the project workshop will strengthen their abilities and thrical know-how to improve their Fintech policies and regulations. e project aligns with the funding priority of the ASF General Fund, because it supports the ECOTECH Priority Themes articulated in the Manila Framework, specifically: Developing stable, safe d efficient capital markets through structural reform; Strengthening economic infrastructure; and Developing and strengthening the dynamism of SMEs.						
	لا ا						

13. Copy the capacity building information from the Word document and paste it in the empty box in the **Capacity Building** section.



- 14. In the Methodology section, follow these steps:
  - a. Click the calendar icon in the **Start From** and **Finish By** fields and select these dates from the calendar that pops up.

**Note:** it is preferred that a task starts on the first day of the selected month and end by the last day of the selected month.

- b. Copy the task from the Word document and paste it in the **Descriptions of Tasks** field.
- c. Copy any deliverables for the task from the Word document and paste it into the **Deliverables** field.
- d. Repeat steps 14a-c to add another task.

4a.	Work P	lan 🕜 (Click on the + si	ign on the right to add a	project task and deliverable)	
					• •
	SN	Start From 🛛 😗	Finish By 🛛 😗	Description of Tasks	Deliverables
	1	iii 21-05-2023	25-05-2023	Tender documentation and contract signing	
				М	٢
	2	iii 04-06-2023	iii 15-06-2023	Circulation of a survey to identify stakeholders among APEC economies	
				R	

e. If you need to add another task, click the + button at the top right corner of the **Methodology** section. Delete a task by checking the box at the left of the task and clicking the – button.

4	4. Methodology 💡									
	4a. Work Plan 😢 (Click on the + sign on the right to add a project task and deliverable)									
										<b>H</b>
		SN		Start From	?	Finish By	?	Description of Tasks	Deliverables	
Ш										

f. Copy the beneficiaries information from the Word document and paste it in the **Beneficiaries** field.

4b. Beneficiaries 🔗	2Direct beneficiaries will be policy makers, financial sector regulation institutions, local and international Fintech companies, MSMEs without access to financial services or with financial problems. 2Indirect Beneficiaries will be local and foreign investors as well as technology companies in the Fintech Sector.
	لا

g. Copy the evaluation from the Word document and paste it in the **Evaluation** field.



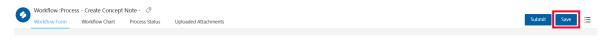
h. Copy the linkages information from the Word document and paste it in the Linkages field.

4d. Linkages 💡	This project will build on existing work of APEC Fora, such as the "APEC Workshop on Building an Enabling Environment for Fintech" (EC 02 2021A), which seeks to create an enabling environment for Fintech to support economic growth, inclusion and sustainability in the recovery of Covid-19, and "Public Policy, Fintech and SMEs: Recommendations for Promoting a New Financing Ecosystem" (SME 09 2019A), which collects and maps the potential for Fintech	
	development for SMEs, identifies policies applied within APEC economies, and future trends in the sector.	ı

15. In the **Project Overseer Declaration** section, read the text and click the **Please check to declare** box to accept the declaration. A check mark displays in the box. Today's date automatically displays in the **Date** field.

Project Overseer Declaration	Please check to declare		Date	15-05-2023
project will comply with said Gu of the information in the docum Overseer or point of contact) and in accordance with the Singapo	uidebook. Failure to do so ma nent's budget table, in the cas gree that the APEC Secretaria re's Personal Data Protection	y result in the BMC denying or revokin the of any inconsistencies within the do t will collect, use, disclose, and transm	ng funding and/or project approva cument. By submitting this APEC nit the data contained in the APEC data protection policy (https://ww	he Guidebook on APEC Projects (the Guidebook) and any ensuing 1. I understand that any funds approved are granted on the basis Concept Note to the APEC Secretariat, you (each Project C Concept Note, which you have provided to the APEC Secretariat, w.apec.org/PrivacyPolicy). The APEC Secretariat will transfer any IPEC Secretariat.

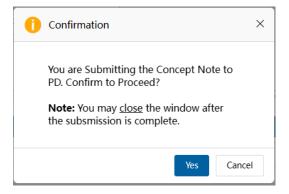
16. *(optional)* If you need to stop working on the Concept Note and return to it later, click the **Save** button in the top right corner of the Concept Note template.



17. When you're finished filling out the Concept Note template, click **Submit** in the top right corner of the Concept Note template to send the Concept Note to the PD or PE.



A confirmation message displays. Click Yes to verify you want to submit the Concept Note.



The message, "Submitting your Concept Note. Please wait," displays. When the Concept Note is submitted to the PD or PE, it moves from the **My Inbox** tab to the **My Outbox** tab in your Dashboard. The title changes to "Under Review."

My Inbox	My Outbox Processed		Processed By Me	Completed	All Involved Processes		
Workflow Type	Title					Received on	Received on
· Project Proposal	Under Qualit	der Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO					
· Create Concept Note	Reviewed fo	Reviewed for Scoring (PMU): SET 04 - CN 04 PP QA APAS DEMO					16:53:44
· Project Proposal	Draft: (EWG	Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO					17:22:58
· Create Concept Note	Reviewed fo	Reviewed for Scoring (PMU): SET 04 - CN 03 PP APAS DEMO					16:41:56
· Create Concept Note	Reviewed fo	eviewed for Scoring (PMU): SET 04 - CN 02 RAF APAS DEMO					16:25:17
· Create Concept Note	Under Revie	w (PD): SET 04 - CN 01 APAS DEM	)			2023-05-15	15:56:12

#### 2.2.2 Reviewing an Endorsed Concept Note

After the PO submits the endorsed Concept Note to the PD or PE, the PD or PE will review and verify that the APAS version matches the endorsed Word version. The PD or PE will download and compare the two versions by following these steps:

1. Log into APAS as a PD or PE user, if you're not logged in already. Your Dashboard displays.

APE	C   Project Administration System	n 🏭 Home 😭					🔎 🕸 🗏	APASPD4
	My Inbox							С ноя
	My Inbox (2)	My Outbox	Processed By Me	Completed (6)		Involved Processes		
	Workflow Type Title						Received on	Received or
	· Create Concept Note Under Re	view (PD): SET 04 - CN 01 APA	S DEMO *				2023-06-01	21:45:12
	BMC Status Update     BMC Statu	us Update: Approved In-Princip	le Concept Notes *				2023-05-15	17:00:40
	Concept Notes Submit PO Details Complete List Generate Scoring Template		Scoring Consolidate Scores Exported Scores Useful Links		¢	Project Proposal Complete List Under Review and Endorsement Under Quality Assessment		
	Pending Approval Approved In-Principle		Email To APAS Admin APAS User Guide		G	Approved Not Approved		
	Not Approved Withdrawn		APAS User Guide Videos on Key Tasks Guidebook on APEC Projects			Withdrawn		
			Project Overseer's Toolkit Standard Guidelines to Drafting Proposals					

2. In the Inbox, look for the Concept Note message and click its title.

My Inbox (:	2)	My Outbox	Processed By Me	Completed (6)	All Involved Processes						
Workflow Type	Title	le Received on Received on									
· Create Concept Note	cept Note Under Review (PD): SET 04 - CN 01 APAS DEMO* 2023-06-01 21:45:12										
· BMC Status Update	BMC Statu	MC Status Update: Approved In-Principle Concept Notes * 202									

The Concept Note displays in a separate tab in your web browser.

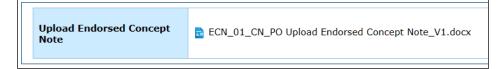
Concept Note: Review Draft         Db: Please review the Concept Note and ensure that the information below is accurate. When done, click on the Submit button.         Upload Endorsed Concept       ECN_01_CN_PO Upload Endorsed Concept Note_V1.docx       67.7K Confirmation Docs       SPD_02A_Co-Sponsorship Email_V1.eml AASPO4 2023-05-15 00:35         Vpload Co-Sponsorship Email_V1.eml       AASPO4 2023-05-15 00:35       2023-05-15 00:35       SPD_02B_Co-Sponsorship Email_V1.eml AASPO4 2023-05-15 00:36         Project Overview       Image: Concept Concept Concept Concept Note_V1.docx       Project Year       2023-05-15 00:36	43
PD: Please review the Concept Note and ensure that the information below is accurate. When done, click on the Submit button.         Upload Endorsed Concept       ECN_01_CN_PO Upload Endorsed Concept Note_V1.docx       67.7K       Upload Co-Sponsorship       SPD_02A_Co-Sponsorship Email_V1.eml APASPO4       2023-05-15 00:36         Project Overview       Project Overview       Image: Concept Note on the Submit Docs       Image: C	
Upload Endorsed Concept Note Project Overview	
Upload Endorsed Concept Note ECN_01_CN_PO Upload Endorsed Concept Note_V1.docx 67.7K Upload Co-Sponsorship SPD_022_CO-Sponsorship Email_V1.eml APASPO4 2023-05-15 00:36 SPD_022_CO-Sponsorship Email_V1.eml APASPO4 2023-05-15 00:36 Journioad All Project Overview	
Upload Endorsed Concept Note       ECN_01_CN_PO Upload Endorsed Concept Note_V1.docx       67.7K       Upload Co-Sponsorship Confirmation Docs       SPD_022B_Co-Sponsorship APASPO4       2023-05-15 00:36         Upload Co-Sponsorship	38
Note     APASPO4     2023-05-15 00:35     Confirmation Docs     Confirmation Docs       Project Overview	
Project Overview	
Project Overview	
SET 04 - CN 01 APAS DEMO	
Project Title 📀	
Fund Source 🤌 APEC Support Fund (ASF) Q Sub-Fund ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	су
APEC Forum ? Energy Working Group (EWG)	
Proposing APEC Economy(ies) Indonesia; Co-Sponsoring APEC Economy(ies) Australia; Brunei Darussalam; Canada; Chile;	
APEC Forum () Energy Working Group (EWG) Additional APEC Forum () Measures (EELCM) Additional APEC Forum () Additional APEC Forum () Additional APEC Forum () Co-Sponsoring APEC	
Expected Start Date 14-05-2023 Project Completion Date	

3. Verify the fields in the Concept Note are filled in.

**Note**: The PDs or PEs use the downloaded emails as verification of the economies who signed up as co-sponsors for the project. See the field, **Co-Sponsoring APEC Economies**. For example, if four economies are listed, then the PO should upload four emails.

AutoSave 💽 🗑 🏷 🗸 APAS version - APASPO4-	2023-05-15.docx -	Compatibility Mode • Saved V	€ Search		Cheryl Landes	♥ <i>\[C\]</i>	<b>B</b> –	θ×
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• •	¶ Fund•Source¤	APEC·Support·Fund·(ASF)×	¶ Sub-Fund¤	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM) ×				
	APEC¶ Forum¤	∏ Energy∙Working∙Group∙(EWG)×	Additional APEC·Forum (if·any· applicable)¤	2	Þ			
		Indonesia;¶	Co Sponsoring-	Australia;¶ Brunei Darussalam;	D, Focus			▼ + 110%

4. At the top of the **Concept Note** page, look for the endorsed concept document in the **Upload Endorsed Concept Note** field and click on it.



The endorsed Concept Note displays in a separate tab in your web browser. Click the **Download** button in the top right corner of the tab.

Attachn	nent : ECN_01_CN_PO Upload Endor	sed Concept Note_V1.docx (V1)	 07	en Documents Download
				version
Please	submit to APEC Secretariat Pro	APEC Concept Note gram Director. Concept Notes exceeding <u>4 pages</u> (including cover pa insidered. Responses must be no less than 10pt font.	ae) and	
incom		nsidered. Responses must be no less than 10pt font. Building a Fintech ecosystem for the recovery of the MSME sector		
	Fund Source (Select one): General Project Account (GPA) Trade and Investment Liberalization APEC Support Fund (ASF) – Genera	and Facilitation Special Account (TILF) Fund		
	APEC Support Fund (ASF) – Sub-fur	nd. You must nominate the Sub-fund here:		
		SMEWG		
	Proposing APEC Economy:	Peru		
	Co-sponsoring Economies:	Australia; China; Hong Kong, China; Mexico; the Philippines; Singapore; Chinese Taipei; Viet Nam		
	Expected Start Date:	January 2023		
	Project Completion Date: See Chapter 7 Guidebook on APEC Projects	March 2024		
-	Project Summary: In 150 words - • What is the issue that you will address or examine in your project?	MSMEs constitute more than 97% of the businesses and provide more than half of the jobs in APEC economies. However, they face several obstacts that difficult their development, being one of the since the COVID-19 pandemic, due to quarantines and the stop of operations. In this context, it is important to identify mechanisms for		

- 5. Open the downloaded the endorsed Concept Note. Compare the first page (Cover Page) and the third Page (Annex Drivers and Objectives) against the corresponding sections in APAS. Make sure that the content is the same. If there are incorrect changes made in APAS:
  - a. **Option 1** Correct these changes on APAS on PO's behalf. Make a note of these changes in an email (using Outlook) for the PO. On APAS, click **Send to PMU**.

Ø	Workflow Process - Create Concept Note - PO to PD 🔗 Workflow Form Workflow Chart Process Status Uploaded Attachments	Send To PMU	Send To Revise	≔
	Concept Note: Review Draft PD: Please review the Concept Note and ensure that the information below is accurate. When done, click on the Submit button.			

A confirmation message displays. Click Yes to continue.

1 Conf	irmation	×
	Submitting the Concept Note to . Confirm to Proceed?	
	Yes	Cancel

The message, "Submitting your Concept Note. Please wait," displays. When the Concept Note is submitted to the PD or PE, it moves from the **My Inbox** tab to the **Processed by Me** tab in your Dashboard. The title changes to "Draft."

My Inbox (	1)	My Outbox	Processed By Me	Completed (6)	All Involved Processes			
Workflow Type	Title					Received on	Received on	
· Create Concept Note	Under Revie	nder Review (PMU): SET 04 - CN 01 APAS DEMO						
Project Proposal	Under Qual	der Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO						

b. **Option 2** - Make a note of these changes in an email (using Outlook) for the PO. When you're finished, click the **Send to Revise** button at the top of the Concept Note in APAS. Then send the email with the changes to the PO.



A confirmation message displays. Click Yes to continue.

1	Confirmation	×
	You Submitting the Concept Note to PO to Revise. Confirm to Proceed?	
	Yes Cance	el

The message, "Submitting your Concept Note. Please wait," displays. When the Concept Note is submitted to the PD or PE, it moves from the **My Inbox** tab to the **Processed by Me** tab in your Dashboard. The title changes to "Draft."

My Inbox (	1)	My Outbox	Processed By Me	Completed (6)	All Involved Processes					
Workflow Type	Title					Received on	Received on			
Create Concept Note	Draft: SET 04	Draft: SET 04 - CN 01 APAS DEMO 2023-06-01 21:45:12								
Project Proposal	Under Quality	der Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO								

If the document does not have any tracked changes, then you can forward the Concept Note to the PMU for approval. Click the **Send to PMU** button to finish this task.

Workflow: Process - Create Concept Note - PO to PD           Workflow: Form           Workflow: Form           Workflow: Form	Send To PMU	Send To Revise	≡
Concept Note: Review Draft PD: Please review the Concept Note and ensure that the information below is accurate. When done, dick on the Submit button.			

A confirmation message displays. Click Yes to continue.

1	Confirmation	×
	You Submitting the Concept Note to PMU. Confirm to Proceed?	
	Yes Cance	1

### 2.2.3 Revising an Endorsed Concept Note

If an endorsed Concept Note is sent back to be revised, the PO receives an email notification from APAS. The PO follows these steps to make the revisions:

1. Log into APAS as a PO user, if you're not logged in already. Your Dashboard displays.

APE	C   Project Administrati	on System	🛧 🏭 Home 🔡					🔎 🌣 I 🌔	APASPO4 🗸
⊒	My Inbox								C Hore»
	My Inbox		My Outbox	Processed By Me	Completed	А	ll Involved Processes		
	Workflow Type	Title						Received on	Received on
	· Create Concept Note	[return] Draft: SET	04 - CN 01 APAS DEMO					2023-06-02	01:41:54
	· Project Proposal	Under Quali	ty Assessment: (EWG_102_2023/	A) SET 04 - CN 04 PP QA APAS DEMO				2023-05-20	17:56:23
	Project Proposal	Draft: (EWG	G_101_2023A) SET 04 - CN 03 PP	APAS DEMO				2023-05-15	17:22:58
	Concept Notes		Ğ	Useful Links		G	Project Proposal		G
	Create Concept Note			Email to APAS Admin			Draft a New Project Proposal ***		
	My Concept Notes			APAS User Guide			My Project Proposals		
	Pending Approval			Videos on Key Tasks			Under Review and Endorsement		
	Approved In-Principle			Guidebook on APEC Projects			Under Quality Assessment		
	Not Approved			Project Overseer's Toolkit			Approved		
	Withdrawn			Standard Guidelines to Drafting Proposals			Not Approved		
							Withdrawn		

2. In your inbox, look for the Concept Note that needs to be revised and click the message to open it.

My Inbox		My Outbox	Processed By Me	Completed	All Involved Processes		
Workflow Type	Title					Received on	Received on
Create Concept Note	[return] Draft: SET	04 - CN 01 APAS DEMO				2023-06-02	01:41:54
<ul> <li>Project Proposal</li> </ul>	Under Quali	ty Assessment: (EWG_102_2023A)	SET 04 - CN 04 PP QA APAS DEMO			2023-05-20	17:56:23
Project Proposal	Draft: (EWG	6_101_2023A) SET 04 - CN 03 PP A	PAS DEMO			2023-05-15	17:22:58

The Concept Note opens in a new tab.

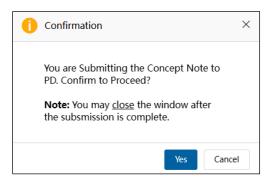
r action from APASPD4 at 2023-06-02 01:41:54				
Workflow :Process - Create Concept Not Workflow Form Workflow Chart Pr	te - PD reject to PO		Submit Saw	
PO: Please draft the CN by filling	e: Create Draft in the fields below. Make sure you copy and paste all the informat rom the Word-version and ensure that contents are exactly the sa	tion exactly as presented and end me.	lorsed in the Word-version of the Concept Note. Please do not add,	
Upload Endorsed Concept Note		Upload Co-Sponsorship Confirmation Docs	+ ≥ SPD_02A_Co-Sponsorship Email_V1.eml         43.6K           APASP04         2023-05-15 00:36           + ≥ SPD_02B_Co-Sponsorship Email_V1.eml         38.7K           APASP04         2023-05-15 00:36           J. Upload attachment         J. Download All	
Project Overview				
Project Session	1 Q	Project Year	2023	
Project Title 🥥	SET 04 - CN 01 APAS DEMO		لا	
Fund Source 🕗	APEC Support Fund (ASF)	Sub-Fund	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Q Measures (EELCM)	
APEC Forum 😢	Energy Working Group (EWG)	Additional APEC Forum (if any applicable)	٩	
Proposing APEC Economy(ies)	Indonesia; Q	Co-Sponsoring APEC Economies ()	Australia; Brunei Darussalam; Canada; Chile; Q	

3. Read the PD's or PE's comments in the email they sent to you and make the changes requested in the Concept Note.

4. Click **Submit** to send the updated Concept Note to the PD or PE for approval.



A confirmation message displays. Click Yes to continue.



The message, "Submitting your Concept Note. Please wait," displays. When the Concept Note is submitted to the PD or PE, it moves from the **My Inbox** tab to the **My Outbox** tab in your Dashboard. The title changes to "Under Review."

My Inbox		My Outbox	Processed By Me	Completed	All Involved Processes			
Workflow Type	Title					Received on	Received on	
· Create Concept Note	Under Review	Jer Review (PD): SET 04 - CN 01 APAS DEMO						
Project Proposal	Under Quality	nder Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO						
· Create Concept Note	Reviewed for S	coring (PMU): SET 04 - CN 04 P	QA APAS DEMO			2023-05-20	16:53:44	
Project Proposal	Draft: (EWG_1	01_2023A) SET 04 - CN 03 PP A	PAS DEMO			2023-05-15	17:22:58	
· Create Concept Note	Reviewed for S	Reviewed for Scoring (PMU): SET 04 - CN 03 PP APAS DEMO						
· Create Concept Note	Reviewed for S	icoring (PMU): SET 04 - CN 02 R	AF APAS DEMO			2023-05-15	16:25:17	

5. The PD or PE confirms the changes were made by following the steps in the section, <u>2.2.2 Reviewing</u> <u>an Endorsed Concept Note</u>. After the changes are verified, the PD or PE submits the Concept Note to the PMU for approval.

# 2.2.4 Accepting an Endorsed Concept Note

When the PD or PE notifies the PMU that a Concept Note is ready for approval, the PMU follows these steps to finish this task:

1. Log into APAS as a PMU user, if you're not logged in already. Your Dashboard displays.

My Inbox							
My Inbox (	19)	My Outbox	Processed By Me	Completed (15)	All Involved Processes		
Workflow Type	Title					Received on	Rece
· Create Concept Note	Under Rev	iew (PMU): SET 04 - CN 01 APA	S DEMO *			2023-06-02	02:2
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Supply Chain Connectivit	y (SCC) •		2023-05-23	02:2
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Supply Chain Connectivit	y (SCC) •		2023-05-23	02:2
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Supply Chain Connectivit	y (SCC) *		2023-05-22	16:2
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Digital Innovation (Digita	al) •		2023-05-22	15:2
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Energy Efficiency, Low Ca	arbon and Energy Resiliency Measu	ires (EELCM) *	2023-05-20	17:0
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Marine Debris Manageme	ent and Innovation (MDMI) *		2023-05-20	13:0
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Women and the Economy	(WtE)*		2023-05-19	13:3
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Micro Small and Medium	Enterprises (MSMEs) *		2023-05-19	12:2
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Digital Innovation (Digita	al) *		2023-05-18	11:1
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Digital Innovation (Digita	al) *		2023-05-18	11:0
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Energy Efficiency, Low Ca	arbon and Energy Resiliency Measu	ires (EELCM) *	2023-05-15	16:5
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Energy Efficiency, Low Ca	arbon and Energy Resiliency Measu	ires (EELCM) *	2023-05-15	16:5
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Marine Debris Manageme	ent and Innovation (MDMI)*		2023-05-15	14:3
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Marine Debris Manageme	ent and Innovation (MDMI) *		2023-05-15	14:3
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Women and the Economy	(WtE)*		2023-05-15	06:3
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Women and the Economy	(WtE)*		2023-05-15	06:3
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Micro Small and Medium	Enterprises (MSMEs) *		2023-05-15	03:2
· Initiate RAF Scoring	RAF Scorir	ng: ( APEC Support Fund (ASF))	ASF: Micro Small and Medium	Enterprises (MSMEs)*		2023-05-15	02:2

2. In your inbox, look for the Concept Note that's ready for approval to move to scoring and click the message to open it.

My Inbox (1	9)	My Outbox	Processed By Me	Completed (15)	All Involved Processes			
Workflow Type	Title					Received on	Received on	
· Create Concept Note	Under Rev	Under Review (PMU): SET 04 - CN 01 APAS DEMO *						
· Initiate RAF Scoring	RAF Scorin	ig: ( APEC Support Fund (ASF))	ASF: Supply Chain Connectivity	(SCC) •		2023-05-23	02:27:11	
· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	ASF: Supply Chain Connectivity	(SCC) •		2023-05-23	02:26:37	

Form Workflow Chart I	te - PD Review to PMU Review 🖉 rocess Status Uploaded Attachments		Accept Revise	
Concept Not	<b>C</b> d Concept Note. If ready to be scored, click on the Accept button. Click	: on Revise if the CN requires rev	isions,	
Upload Endorsed Concept Note	ECN_01_CN_PO Upload Endorsed Concept Note_V1.docx 67.7K APASPO4 2023-05-15 00:35	Upload Co-Sponsorship Confirmation Docs	SPD_02A_Co-Sponsorship Email_V1.eml           APASPO4         2023-05-15 00:36           SPD_02B_Co-Sponsorship Email_V1.eml           APASPO4         2023-05-15 00:36           J_Download All	43 38
Project Overview				
Project Session	1 Q	Project Year	2023	
Project Title 🕜	SET 04 - CN 01 APAS DEMO			
Project Title ? Fund Source ?	SET 04 - CN 01 APAS DEMO APEC Support Fund (ASF)	Sub-Fund	ASF: Energy Efficiency, Low Carbon and Energy Resiliency	
		Additional APEC Forum (if	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	
Fund Source 🕜	APEC Support Fund (ASF)			
Fund Source @ APEC Forum @ Proposing APEC	APEC Support Fund (ASF) Q Energy Working Group (EWG) Q	Additional APEC Forum (if any applicable) Co-Sponsoring APEC	Measures (EELCM)	

The Concept Note displays in a separate tab in your web browser.

- 3. Verify that the fields in the Concept Note are filled in.
- 4. Follow the steps in section <u>2.2.2 Reviewing an Endorsed Concept Note</u>.
- 5. *(optional)* If you need to stop reviewing the Concept Note and return to it later, click the **Save** button in the top right corner of the Concept Note.

6	Workflow :Proces	ss - Create Concept	Note - PD Review	to PMU Review 🧷	<b></b>		
•	Workflow Form	Workflow Chart	Process Status	Uploaded Attachments	Accept Revise	Save	:=

- 6. *(optional)* If changes are needed:
  - a. List the required changes in an email for the PD or PE.
  - b. In APAS, click the **Revise** button in the top right corner of the Concept Note.

6	Workflow : Proces	s - Create Concept N	Note - PD Review	PMU Review 🧷		
0	Workflow Form	Workflow Chart	Process Status	Uploaded Attachments	Accept Revise Save	≣

A confirmation message displays. Click Yes to continue.

0	Confirmation	×
	Send Concept Note to Revise. Confirm to Proceed?	
	Yes Cance	el

The message, "Submitting your Concept Note. Please wait," displays. When the Concept Note is submitted to the PD or PE, it moves from the **My Inbox** tab to the **Processed by Me** tab in your Dashboard. The title changes to "Under Review."

My Inbox (1	.8)	My Outbox	Processed By Me	Completed (15)	All Involved Processes					
Workflow Type	Title					Received on	Received on			
· Create Concept Note	Under Revie	w (PD): SET 04 - CN 01 APAS DEM	D			2023-06-02	02:25:29			
· Project Proposal	Under Qua	lity Assessment: (CTI_101_202	3A) SET 06 - CN 04 PP QA APAS	DEMO *		2023-05-23	03:30:48			
· Project Proposal	Under Qua	Under Quality Assessment: (DESG_102_2023A) SET 05 - CN 04 PP QA APAS DEMO *								
Project Proposal	Under Qualit	Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO								
Project Proposal	Under Qua	Under Quality Assessment: (OFWG_102_2023A) SET 03 - CN 04 PP QA APAS DEMO *								
· Project Proposal	Under Qua	lity Assessment: (SMEWG_102_	2023A) SET 01 - CN 04 PP QA AI	PAS DEMO		2023-05-20	12:04:52			
· Project Proposal	Under Qua	lity Assessment: (PPWE_102_2	023A) SET 02 - CN 04 PP QA APA	S DEMO *		2023-05-20	11:54:38			

- c. Send the email to the PD or PE, who completes the following steps:
  - i. The PD or PE opens the email with the Concept Note in their inbox.

My Inbox (	2)	My Outbox	Processed By Me	Completed (6)	All Involved Processes					
Workflow Type	Title					Received on	Received on			
· Create Concept Note	[return]									
	Under Review (PD): SET 04 - CN 01 APAS DEMO									
· BMC Status Update	BMC Status	BMC Status Update: Approved In-Principle Concept Notes *								

Concept Not	e: Review Draft		
-	lote and ensure that the information below is accurate. When done, cli	ck on the Submit button.	
			SPD_02A_Co-Sponsorship Email_V1.eml
Upload Endorsed Concept	ECN_01_CN_PO Upload Endorsed Concept Note_V1.docx 67.7K	Upload Co-Sponsorship	APASPO4 2023-05-15 00:36 SPD_02B_Co-Sponsorship Email_V1.eml 3
Note	APASPO4 2023-05-15 00:35	Confirmation Docs	APASPO4 2023-05-15 00:36
			⊥ Download All
Project Overview			
Project Session	1 Q	Project Year	2023
	SET 04 - CN 01 APAS DEMO		
Project Title 🕜			
	APEC Support Fund (ASF)	Sub-Fund	ASF: Energy Efficiency, Low Carbon and Energy Resiliency
Fund Source 🙆			
Fund Source 📀		Additional APEC Forum (if	Measures (EELCM)
APEC Forum 😯	Energy Working Group (EWG)	Additional APEC Forum (if any applicable)	Measures (EELCM)
		Additional APEC Forum (if any applicable) Co-Sponsoring APEC Economies	Measures (EELCM) Australia; Brunei Darussalam; Canada; Chile;

The Concept Note displays in a separate tab in your web browser.

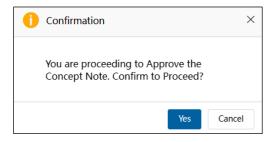
ii. The PD or PE reviews the information in the Concept Note and sends the Concept Note to the PO to correct by clicking the **Send to Revise** button in the top right corner of the Concept Note.

Workflow:Process - Create Concept Note - PO to PD         Ø           Workflow:Form         Workflow Chart         Process Status         Uploaded Attachments	Send To PMU Send To Revise
Concept Note: Review Draft PD: Please review the Concept Note and ensure that the information below is accurate. When done, click on the Submit button.	

- iii. The PD or PE also forwards the email from the PMU with the changes requested.
- iv. The PO follows the steps in the section, <u>2.2.3 Revising an Endorsed Concept Note</u>, to incorporate the changes into the Concept Note.
- v. When the PO completes the changes, they send the Concept Note back to the PD or PE.
- vi. The PD or PE confirms the changes were made by following the steps in the section, <u>2.2.2</u> <u>Reviewing an Endorsed Concept Note</u>. After the changes are verified, the PD or PE submits the Concept Note to the PMU for approval.
- vii. The PMU continues with step 7 to approve the Concept Note.
- 7. If no changes are needed, click the **Accept** button in the top right corner of the Concept Note.



A confirmation message displays. Click Yes to continue.



The message, "Submitting your Concept Note. Please wait," displays. When the Concept Note is submitted to the PD or PE, it moves from the **My Inbox** tab to the **Completed** tab in your Dashboard. The title changes to "Reviewed for Scoring."

My Inbox (1	8)	My Outbox	Processed By Me	Completed (15)	All Involved Processes				
Workflow Type	Title					Received on	Received on		
· Create Concept Note	Reviewed for Scoring (PMU): SET 04 - CN 01 APAS DEMO								
· Create Concept Note	Reviewed for Scoring (PMU): SET 06 - CN 04 PP QA APAS DEMO *								
· Create Concept Note	x Note Reviewed for Scoring (PMU): SET 06 - CN 03 PP APAS DEMO*								

# 2.3 Scoring a Concept Note

The score for a Concept Note determines whether the project will be funded for a given Project Session. The maximum number any Concept Note can receive is 60. For more information about the criteria used to score a Concept Note, go to the section, <u>2.3.3 Viewing and Amending the Scores</u>.

### 2.3.1 Generating a Scoring Template

When a Concept Note is ready to be scored, the PMU starts the scoring process by generating a scoring template. The PMU follows these steps to generate the template:

1. Log into APAS as a PMU user, if you're not logged in already. Your Dashboard displays.

Initiate RAF Scoring RA Initiate RAF Scoring RA Initiate RAF Scoring RA	My Outbox e IF Scoring: ( APEC Support Fund (ASF)) IF Scoring: ( APEC Support Fund (ASF)) IF Scoring: ( APEC Support Fund (ASF))		Completed (15)	All Involved Processes	Received on	
Initiate RAF Scoring RA     Initiate RAF Scoring RA     Initiate RAF Scoring RA     Initiate RAF Scoring RA	IF Scoring: ( APEC Support Fund (ASF)) IF Scoring: ( APEC Support Fund (ASF))		(\$(C)*		Received on	
Initiate RAF Scoring RA     Initiate RAF Scoring RA     Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))		(S(C)*			Receive
Initiate RAF Scoring     RA     Initiate RAF Scoring     RA		ASE: Supply Chain Connectivity	(bee)		2023-05-23	02:27:
Initiate RAF Scoring	F Scoring: ( APEC Support Fund (ASF))	Asi a supply chain connectivity	(SCC)*		2023-05-23	02:26:
		ASF: Supply Chain Connectivity	(SCC)*		2023-05-22	16:27:
Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Digital Innovation (Digital	)*		2023-05-22	15:26:
	F Scoring: ( APEC Support Fund (ASF))	ASF: Energy Efficiency, Low Car	bon and Energy Resiliency Measu	ires (EELCM) *	2023-05-20	17:04:
Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Marine Debris Managemen	t and Innovation (MDMI)*		2023-05-20	13:06:
Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Women and the Economy	(WtE)*		2023-05-19	13:38:
Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Micro Small and Medium E	nterprises (MSMEs) *		2023-05-19	12:24:
Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Digital Innovation (Digital	)*		2023-05-18	11:10:
Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Digital Innovation (Digital	)*		2023-05-18	11:09:
· Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Energy Efficiency, Low Car	bon and Energy Resiliency Measu	ires (EELCM) *	2023-05-15	16:55:
· Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Energy Efficiency, Low Car	bon and Energy Resiliency Measu	ires (EELCM) *	2023-05-15	16:54:
Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Marine Debris Managemen	t and Innovation (MDMI)*		2023-05-15	14:39:
· Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Marine Debris Managemen	t and Innovation (MDMI)*		2023-05-15	14:38:
· Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Women and the Economy	(WtE)*		2023-05-15	06:39:
· Initiate RAF Scoring RA	F Scoring: ( APEC Support Fund (ASF))	ASF: Women and the Economy	(WtE)*		2023-05-15	06:39:
Initiate RAF Scoring	F Scoring: ( APEC Support Fund (ASF))	ASF: Micro Small and Medium E	nterprises (MSMEs) *		2023-05-15	03:23:
Initiate RAF Scoring	F Scoring: ( APEC Support Fund (ASF))	ASF: Micro Small and Medium E	nterprises (MSMEs) *		2023-05-15	02:21

2. On the Dashboard in the **Concept Notes** widget, click **Complete List**.

Concept Notes	G
Complete List	
Pending Approval	
Approved In-Principal	
Not Approved	
Withdrawn	

Con	icept I	Note Number:					Project Title:					
Fund	d Sou	irce:					Sub-Fund:					
		Project Title		Concept Note Number	pp Number	Fund Source	Sub-Fund		Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	BMC Appro Status
C		Building a Finte recovery of the	ch ecosystem for the MSME sector			APEC Support Fund (ASF)	ASF: Women and (WtE)	he Economy	Australia;	Brunei Darussalam; Canada; Chile; China;	Draft	Pending Approv
C			ch ecosystem for the Ocean and Fishery			APEC Support Fund (ASF)	ASF: Marine Debri and Innovation (M		Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Draft	Pending Approv
0		SET 01 - CN 02	RAF APAS DEMO	CN_SMEWG_102_2023		APEC Support Fund (ASF)	ASF: Micro Small a Enterprises (MSMB		Canada;	Australia; Brunei Darussalam; Chile; China;	RAF Scoring	Pendin Approv
C		SET 01 - CN 04	PP QA APAS DEMO	CN_SMEWG_104_2023	SMEWG_1 02_2023A	APEC Support Fund (ASF)	ASF: Micro Small a Enterprises (MSMB		Canada;	Australia; Brunei Darussalam; Chile; China;	Drafted	Approv In- Principl
0		SET 02 - CN 02	RAF APAS DEMO	CN_PPWE_102_2023		APEC Support Fund (ASF)	ASF: Women and (WtE)	he Economy	Australia;	Brunei Darussalam; Canada; Chile; China;	RAF Scoring	Pending Approv
C		SET 02 - CN 03	PP APAS DEMO	CN_PPWE_101_2023	PPWE_101 _2023A	APEC Support Fund (ASF)	ASF: Women and (WtE)	he Economy	Indonesia;	Australia; Brunel Darussalam; Canada; Chile;	Drafted	Approv In- Principl
C		SET 02 - CN 04	PP QA APAS DEMO	CN_PPWE_103_2023	PPWE_102 _2023A	APEC Support Fund (ASF)	ASF: Women and (WtE)	he Economy	China;	Australia; Brunei Darussalam; Canada; Chile;	Drafted	Approv In- Principl
							ACE: Marino Dobri			Australia; Brunei		Dondin

The Concept Note Complete List (PMU) displays in a separate tab in your web browser.

 Select the Concept Note ready to be scored by checking for Reviewed for Scoring (PMU) in the Current Status column. Check the box at the left of its Project Title. If more than one Concept Note is ready to be scored, you can check each one in the list. In the example below, only one Concept Note is selected.

æ	Concept No	te Complete Li	ist (PMU)							Consolidate Concept	Notes
Concept	Note Number:					Project Title:					
Fund Sou	urce:					Sub-Fund:					
	Project Title		Concept Note Number	pp Number	Fund Source	Sub-Fund		Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	BMC Approval Status
	SET 04 - CN 01	APAS DEMO	CN_EWG_104_2023		APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)		Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Reviewed for Scoring (PMU)	Pending Approval
	SET 04 - CN 02	RAF APAS DEMO	CN_EWG_101_2023		APEC Support Fund (ASF)	ASF: Energy Efficie and Energy Resilie (EELCM)		Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	RAF Scoring	Pending Approval

4. Click the **Consolidate Concept Notes** button in the top right corner of the Concept Note list.

¥	Concept No	te Complete L	ist (PMU)							Consolidate Concept	Notes		
Concept	Note Number:					Project Title: Project Title							
Fund So	urce:		Q Sub-Fund:										
	Project Title		Concept Note Number	pp Number	Fund Source	Sub-Fund		Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	BMC Approval Status		
	SET 04 - CN 01	APAS DEMO	CN_EWG_104_2023		APEC Support Fund (ASF)	ASF: Energy Efficie and Energy Resilie (EELCM)		Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Reviewed for Scoring (PMU)	Pending Approval		
	SET 04 - CN 02	RAF APAS DEMO	CN_EWG_101_2023		APEC Support Fund (ASF)	ASF: Energy Efficie and Energy Resilie (EELCM)		Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	RAF Scoring	Pending Approval		

rkflow : Creat	e - Notify PD - Create												
kflow Form	Workflow Chart Pr	rocess Status									Notify	PD for Scoring	
												-	
	Notificatio	on to Start the S	Scoring										
	Dear PDs, The concept notes ar scorers.	re ready for scoring. You n	nay access the so	coring template through	the link provided	below to genera	ate the list of co	ncept notes	hat are to	be scored	by your RAF	F	
	B I U f	S Format - Font	- Size -	Line H • 🛕 • 🚺 •	i= :=   + + +			$\Omega \equiv \Omega$	الله الم	i ~ >	E 20		
				Click to Init	ate the Scoring P	rocess							
	Thank You,												
	PMU4												
	SN	Concept Note	Number	Projec	t Title		RAF PD			RAF P	E		

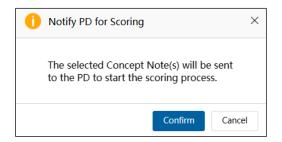
The Notification to Start Scoring displays in a separate tab in your web browser.

5. Click the **Notify PD for Scoring** button to initiate the scoring.

Note: Do not click the green button, Click to Initiate the Scoring Process.

0	Workflow : Create Workflow Form	- Notify PD - Create Workflow Chart Process Status	Notify PD for Scoring	) Save
		Notification to Start the Scoring           Dear PDs,           The concept notes are ready for scoring. You may access the scoring template through the link provided below to generate the list of concept notes that are to be scored be scored.	y your RAF	

A confirmation message displays. Click **Confirm** to continue.



The Notification to Start the Scoring tab closes and the **Concept Note Complete List (PMU)** displays. The Concept Note you selected for scoring has been removed from the list.

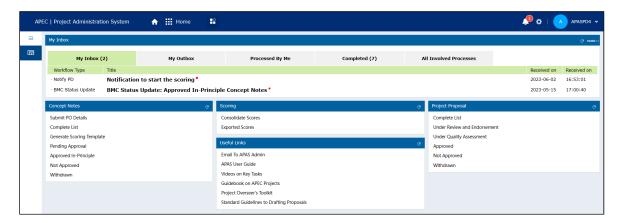
In the Dashboard, the message sent to the PD or PE to start the scoring displays in the **Outbox** tab.

My Inbox (:	16)	My Outbox	Processed By Me	Completed (15)	All Involved Processes			
Workflow Type	Title					Received on	Received on	
· Notify PD	Notification	fication to start the scoring						
· BMC Status Update	BMC Status	1C Status Update: Approved In-Principle Concept Notes						
· Notify PD	Notification	otification to start the scoring						
· BMC Status Update	BMC Status	Update: Approved In-Principle Cone	ept Notes			2023-05-15	17:00:40	
· Notify PD	Notification	tification to start the scoring						

#### 2.3.2 Scoring a Concept Note

When the PD or PE receives an APAS email notification that a concept is ready to be scored, the PD or PE follows these steps to generate a scoring template for the RAFs:

1. Log into APAS as a PD or PE user, if you're not logged in already. Your Dashboard displays.



2. Under the Concept Note widget, click Generate Scoring Template.



The notification displays in a separate tab in your web browser.

3. The **Score Concept Note – select and score** page opens in a new tab. The full list of Concept Notes for all the Fund Accounts displays.

incep	t Note Numbers Connect Mate Mumber			Project Tit	er Prijer Ude				
ind S	ources			Q Sub-Fund					Advanced Sear
	Project Title	Concept Note Number	Fund Source	Sub-Fu	nd	Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	Project Session
	APEC SYSTEM TESTING 1.2	CN_CTI_515	General Project Account (GPA)	Not App	icable (NA)	Australia:	Canada: New Zealand:	Ready for Scoring (PD)	1
	APEC Testing 01	CN_TWG_514	General Project Account (GPA)	Not App	icable (NA)	Australia;	Papua New Guinea: Thailand: Chile:	Ready for Scoring (PD)	1
	Test01- KK-15th November	CN_ATCWG_487	General Project Account (GPA)	Not App	icable (NA)	Brunei Darussalam; Hong Kong China;	Indonesia; Singapore;	Ready for Scoring (PD)	2
	UAT3 SCREENSHOTS	CN_SMEWG_520	APEC Support Fund (ASF)	ASF: Ma	rine Debris Management and Innovation (MDHI)	Australia:	Canada: Chile:	Ready for Scoring (PD)	1

4. Use the filters at the top to find or list Concept Notes by the Number, Project Title, Fund Source and Sub-Fund.

Note that all Scoring Templates are generated by Fund Sources.

Score Conc	ept Note - select and score		Genera
Concept Note Number:	Concept Note Number	Project Title:	
Fund Source:	Q.	Sub-Fund:	م

5. To select all the Concept Notes in the lists, check the box in the header column. Otherwise, check the box at the left of the **Project Title** of specific Concept Notes to be scored.

Concept	Note Number:				Project Title:					
Fund So	und Source: Q Sub-Fund:				Q A	dvanced Searc				
	Project Title		Concept Note Number	Fund Source	Sub-Fund		Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	Project Session
	SET 04 - CN 01	APAS DEMO	CN_EWG_104_2023	APEC Support Fund (ASF)		Efficiency, Low Carbon and ency Measures (EELCM)	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Ready for Scoring (PD)	1

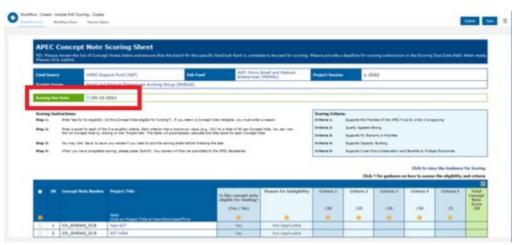
6. Click the Generate Scoring Template button.

Concept	Note Number:				Project Title:						
Fund So	urce:				Sub-Fund:					Advanced Search	
	Project Title		Concept Note Number	Fund Source	Sub-Fund		Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	Project Session	
•	SET 04 - CN 01	APAS DEMO	CN_EWG_104_2023	APEC Support Fund (ASF)		Efficiency, Low Carbon and iency Measures (EELCM)	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Ready for Scoring (PD)	1	

The APEC Concept Note Scoring Sheets page displays in a separate tab in your web browser. This is the scoring template.

orkflow : Cre	eate - Initiate	RAF Scorin	g - Create									<b>C</b> 1
rkflow Form	Workflo	v Chart	Process Status									Subm
PD: Plea	ase review th	e list of Cor	ote Scoring She Incept Notes below and ensure to ady, Please click submit.		ific fund/	sub-fund is complete to b	be sent for s	coring. Please	: provide a dea	dline for scori	ng submissior	n in the
Fund So	ource	APEC Sup	oport Fund (ASF)	Sub-Fund	Carbor	inergy Efficiency, Low 1 and Energy Resiliency res (EELCM)	Project	Session	1, 2023			
Scoring	j Forum	Energy W	orking Group (EWG)									
Scoring	j Due Date	1-06	-2023									
Scoring Step 1:	J Instructio		ility ('Is this Concept Note eligible	for funding?'). If you deem a	Concept I		Scoring Cri Criteria 1:		Priorities of the	APEC Fund to v	which it is apply	ina
Step 2:	you must Enter a se 60 per Co	enter a reas ore for each ncept Note. '		criterion has a maximum value by clicking on the 'Project tit	ie (e.g. /2	D) for a total of	Criteria 2: Criteria 3:	Quality Appea				
Step 3:		1	save your scores if you need to e		inalising tl	ne task.	Criteria 4:	Supports Cap	acity Building			
Step 4:	When you Secretaria		eted scoring, please press 'Submit	. Your scores will then be sub	omitted to	the APEC	Criteria 5:	Supports Cro	ss Fora Collabor	ation and Benef	its to Multiple E	Economies
							ci	ick ? for gui	C dance on hov	lick to view t v to assess tl		
∎ SI	N Concep Number		Project Title	con note e	this icept eligible inding?	Reason for Ineligibility	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Total Concept Note Score
					/ No)		/20	/15	/10	/10	/5	/60

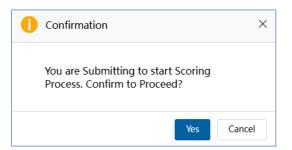
- 7. Make sure that all Concept Notes for the specific APEC Funding Source are listed in the table, found at the bottom of this screen.
- 8. **Important:** You must enter correct the scoring deadline in the **Scoring Due Date** field. The default date is always the current date. For example, if the scoring deadline is 14 August, 2023, make sure 14-08-2023 is displayed.



9. Then click the **Submit** button in the top right corner of the **APEC Concept Scoring Sheets** page.

	ite RAF Scoring - Create						Submit
JIKIOW POINT WORK	Iow chart Process status						
APEC Con	cept Note Scoring S	Sheets					
	loope mote booming b						
PD. Please review	the list of Concept Notes below and ens	sure that the batch for the	specific fund/sub-fund is complete to b	e sent for scoring. Ple	ase provide a deadline for a	scoring submission in the	
PD: Please review Scoring Due Date f	the list of Concept Notes below and ens field. When ready, Please click submit.	sure that the batch for the s	specific fund/sub-fund is complete to b	e sent for scoring. Plea	ase provide a deadline for s	scoring submission in the	
PD: Please review Scoring Due Date	the list of Concept Notes below and ens field. When ready, Please click submit.	sure that the batch for the s		e sent for scoring. Ple	ase provide a deadline for <del>s</del>	scoring submission in the	
PD: Please review Scoring Due Date f	the list of Concept Notes below and ens field. When ready, Please click submit. APEC Support Fund (ASF)	sure that the batch for the s Sub-Fund	specific fund/sub-fund is complete to b ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	e sent for scoring. Plea	ase provide a deadline for s	scoring submission in the	
Scoring Due Date f	field. When ready, Please click submit.		ASF: Energy Efficiency, Low Carbon and Energy Resiliency			scoring submission in the	
Scoring Due Date f	field. When ready, Please click submit.		ASF: Energy Efficiency, Low Carbon and Energy Resiliency			scoring submission in the	

A confirmation message displays. Click Yes to continue.



The APEC Concept Note Scoring Sheets page closes and the **Score Concept Note – select and score page** displays.

In the Dashboard, the initiate RAF scoring message displays in the **Completed** tab.

My Inbox (1	l) My Outbox	Processed By Me	Completed (8)	All Involved Processes		
Workflow Type	Title				Received on	Received on
· Initiate RAF Scoring	RAF Scoring: ( APEC Support Fund	ASF)) ASF: Energy Efficiency, Low Carl	bon and Energy Resiliency Meas	ures (EELCM) •	2023-06-02	17:35:15
· Notify PD	Notification to start the scoring				2023-06-02	16:53:01

## 2.3.3 Viewing and Amending the Scores

The highest score a Concept Note can receive is 60 points, which is broken down among the criteria listed below.

- **Criteria 1** supports the priorities of the APEC fund selected for the project. The maximum score is 20 points.
- Criteria 2 is the quality of the project appears strong. The maximum score is 15 points.
- Criteria 3 supports My Economy's priorities. The maximum score is 10 points.
- Criteria 4 supports capacity building. The maximum score is 10 points.
- **Criteria 5** supports the cross-For a collaboration and benefits to multiple economies. The maximum score is five points.

The RAFs follow these steps to view and score the Concept Notes:

1. Log into APAS as a RAF, if you're not logged in already. Your Dashboard displays.

My Inbox							
My Inbox	(17)	My Outbox	Processed By Me	Completed (2)	All Involved Processes		
Workflow Type	Title					Received on	Receive
<ul> <li>Scoring Template</li> </ul>	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Suppl	y Chain Connectivity (SCC) *		2023-05-23	02:27:
Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Supply	y Chain Connectivity (SCC) *		2023-05-23	02:26:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Suppl	y Chain Connectivity (SCC) *		2023-05-22	16:27:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	Support Fund (ASF) - ASF: Digita	I Innovation (Digital) *		2023-05-22	15:26:
Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and Ener	gy Resiliency Measures (EELCM) *	2023-05-20	17:04:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Marine	e Debris Management and Innova	tion (MDMI) *	2023-05-20	13:06:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Wome	en and the Economy (WtE) *		2023-05-19	13:38:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Micro	Small and Medium Enterprises (M	SMEs)*	2023-05-19	12:24:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Digita	l Innovation (Digital) *		2023-05-18	11:10:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Digita	l Innovation (Digital) *		2023-05-18	11:09:4
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and Ener	gy Resiliency Measures (EELCM) *	2023-05-15	16:55:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and Ener	gy Resiliency Measures (EELCM) *	2023-05-15	16:54:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Marine	e Debris Management and Innova	tion (MDMI) *	2023-05-15	14:39:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Marin	e Debris Management and Innova	tion (MDMI) *	2023-05-15	14:38:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Wome	en and the Economy (WtE)*		2023-05-15	06:39:
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Micro	Small and Medium Enterprises (M	SMEs)*	2023-05-15	03:23:
Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	upport Fund (ASF) - ASF: Micro	Small and Medium Enterprises (M	SMEs)*	2023-05-15	02:21:
Concept Notes			coring		Project Proposal		

2. In your inbox, click the message with the scoring sheet.

My Inbox (1	17)	My Outbox	Processed By Me	Completed (2)	All Involved Processes					
Workflow Type	Title									
<ul> <li>Scoring Template</li> </ul>	RAF Scorin	F Scoring: (Hong Kong, China;) APEC Support Fund (ASF) - ASF: Supply Chain Connectivity (SCC) *								
<ul> <li>Scoring Template</li> </ul>	RAF Scorin	ıg: (Hong Kong, China;) APEC Su	pport Fund (ASF) - ASF: Supply	Chain Connectivity (SCC) *		2023-05-23	02:26:38			
Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC Su	pport Fund (ASF) - ASF: Supply	Chain Connectivity (SCC) *		2023-05-22	16:27:40			

The scoring sheet for the Concept Note displays in a separate tab in your web browser.

		ot Note Scoring S	neel				
RAF : Pleas	e assess the e	_		lease note that you select 'NO' u	nder Eligibility, you must	provide a reason why the Concept Note is inelig	jible.
To review th	he Concept No	te, please click on the Project Titl	es.				
When the s	coring is comp	pleted, please click Submit Scores					
Fund Sour	ce AP	PEC Support Fund (ASF)	Sub-Fund	ASF: Supply Chain Connectivit (SCC)	^y Project Session	1, 2023	
Scorer's II	D UA	ATRAF1	Scoring Economy	Hong Kong, China;	Scoring Forum	Small and Medium Enterprises Working Group (SMEWG)	
Scoring Du	ie Date 30	-06-2023					
Scoring In	structions:			٦	Scoring Criteria:		
Step 1:		or eligibility ('Is this Concept Note elig	ible for funding?'). If you deem a	Concept Note ineligible,	Criteria 1: Supports th applying	e Priorities of the APEC Fund to which it is	
Step 2:	Enter a score f 60 per Concept	or each of the 5 evaluation criteria. Ea t Note. You can view the full Concept alculate the total score for each Conc	Note by clicking on the 'Project titl	e (e.g. /20) for a total of le'. The table will	Criteria 2: Quality App	ears Strong y Economy's Priorities	
Step 3:	You may click '	Save' to save your scores if you need	to exit the scoring sheet before fit	nalising the task.	Criteria 4: Supports Ca	apacity Building	
Step 4:	Address states from the	e completed scoring, please press 'Sul	bmit'. Your scores will then be sub	mitted to the APEC	Criteria 5: Supports Cr Economies	ross Fora Collaboration and Benefits to Multiple	

- 3. Scroll down to the bottom of the scoring sheet, where the scoring table is located. All the Concept Notes with requests for the specific APEC Funding Source should be listed in the table.
- 4. **Note:** If you see only one or too few Concept Notes, it may be that your screen display is scaled at too high (more than 125%).

Go to your computer **settings > display**, set the display scale lower to see all the Concept Notes.

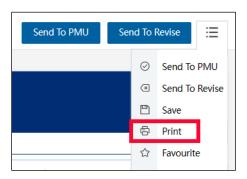
5. In the **Project Title** column, click the title of the Concept Note to view it.

•	SN	Concept Note Number	Project Title Note: Click on Project Title to View/Download/Print	Is this concept note eligible for funding? (Yes / No)
	1	CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	Yes 🗸

The Concept Note displays in a separate tab in your web browser.

t Note Module			
Concept Note			
			SPD_02A_Co-Sponsorship Email_V1.eml 44K
Endorsed CN Document	ECN_CN_PO Upload Endorsed Concept Note_V 68K	Sponsor Confirmation Doc	SPD_02B_Co-Sponsorship Email_V1.eml 39K
Project Overview			
Project Session	1	Project Year	2023
Project Title	SET 06 - CN 04 PP QA APAS DEMO		
Fund Source	APEC Support Fund (ASF)	Sub Fund	ASF: Supply Chain Connectivity (SCC)
APEC Forum	Committee on Trade and Investment (CTI)	Additional APEC Forum (if any applicable)	
Proposing APEC Economy(ies)	Brunei Darussalam;	Co-Sponsoring APEC Economies	Canada; Chile; China; Hong Kong, China;
Expected Start Date	23-05-2023	Project Completion Date	22-03-2023
CN Final Submission Date	29-04-2023	Project Topic(s)	Data Privacy; Digital Economy; Digital Technology and Innovation;
Project Summary	SCC constitute more than 97% of the businesses and provide r development, being one of the most important the lack of for operations. In this context, it is important to identify mechanis indebtedness, and the use of alternative ways to accomplish fit	mal financial access, which got worse since the C ms for the reactivation of MSMEs that promote	OVID-19 pandemic, due to quarantines and the stop of financial access, prevention & mitigation of over
	recommendations and identify best practices about how Finte		
	1.Research report		

- 6. Download the Concept Note to read it offline or share with the relevant agencies by following these steps:
  - a. In the top right corner of the Concept Note, click the bulleted list icon and select **Print** from the menu that drops down.



The Print window displays with a preview of the Concept Note on the right.

nter	Conce	ept Note		
IPIC801CD (HP Color LaserJet V	Upload Endorsed	ECN_01_CN_PO Upl	Sponsor	SPD_02A_Co-Spons orship Email V1.eml
	Concept Note	oad Endorsed Conce pt Note_V1.docx	Confirmation Doc	SPD_02B_Co-Spons orship Email_V1.eml
ait	Project Overv	view		
scape	Project Session	1	Project Year	2023
	Project Title	SET 04 - CN 01 APAS DEMO		
	Fund Source	APEC Support Fund (ASF)	Sub-Fund	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)
	APEC	Energy Working Group (EWG)	Additional APEC Forum (if any	
	Forum		applicable)	
t pages only n pages only g. 1-5, 8, 11-13	Forum Proposing APEC Economy(ies	Indonesia;	applicable) Co- Sponsoring APEC Economies	Australia; Brunei Darussalam; Canada; Chile;
ages only	Proposing APEC	Indonesia;	Co- Sponsoring APEC	Brunei Darussalam;

b. In the **Printer** list on the left side of the **Print window**, click the down arrow and select **Save as PDF**. Then click the **Save** button.

Print ? Total: 5 pages
Printer
Save as PDF 🗸 🗸
Layout
O Portrait
C Landscape
Pages
O All
Odd pages only
Even pages only
e.g. 1-5, 8, 11-13
More settings $\lor$
Print using system dialog (Ctrl+Shift+P)
Save Cancel

The **Save As** window displays. Navigate to the location where you want to save the PDF version of the Project Proposal. Then change the file name to **APAS version** – <*project title*>.pdf, and click the **Save** button.

Save PDF File As				×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ > This PC	C > Desktop	<b>ب ن</b>	Search Desktop	
Organize 👻 New folder			8	• 7
🚴 LavaCon 2019 \land	Name	Date modified	Туре	Size
🛃 LavaCon 2020	Alaska All in One Tour (2-19-23)	2/22/2023 4:52 PM	File folder	
👢 LavaCon 2021	AMCG-Portland appraisals	6/14/2023 9:16 PM	File folder	
🚴 LavaCon 2022	Ametek	5/28/2023 6:39 PM	File folder	
🚴 LavaCon 2023	Anchorage Aurora Quest (2-20-23)	2/24/2023 9:56 AM	File folder	
🚴 LavaCon Food Pł	📕 APAS User Guide	6/18/2023 5:32 PM	File folder	
	📕 Armchair photo tours to finish in August	8/23/2021 6:46 PM	File folder	
OneDrive - Person	Armchair photo tours-fall	12/7/2022 11:41 AM	File folder	
🧢 This PC	Armchair photo tours-spring	12/7/2022 11:42 AM	File folder	
3D Objects	Armchair photo tours-summer	12/7/2022 10:49 AM	File folder	
🗖 Desktop 🗸 <				>
File name: APAS ver	sion - APASPO4-2023-05-15.pdf			~
Save as type: PDF files	(*.PDF)			~
31-1				
<ul> <li>Hide Folders</li> </ul>			Save	Cancel

7. When you're ready to score, log into APAS and find a Concept Note to score. Determine whether the project is eligible for funding in the **Is this Concept Note eligible for funding? (Yes / No)** field. **Yes** is selected by default.

•	SN	Concept Note Number	Project Title	no fo	Is this concept ote eligible or funding (Yes / No)	?	Reason for Ineligibility
			Note: Click on Project Title to View/Download/Print		0		0
	1	CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO		Yes 🗸		Not Applicable

If you do not believe the Concept Note is eligible for funding based on the eligibility criteria for the funding source, click the down arrow in the **Is this Concept Note eligible for funding? (Yes / No)** field and select **No**. You must enter a reason the Concept Note is not eligible in the **Reason for Ineligibility** field.

To enter longer texts, click on the blue arrow on the bottom right corner of the text field and pull it downward and to the right, in order to expand the text field.

•	SN	Concept Note Number	Project Title Note: Click on Project Title to View/Download/Print	Is this concept note eligible for funding? (Yes / No)	Reason for Ineligibility
	1	CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	No 🗸	The project does not support capacity building and multiple <u>economies</u> .

For more guidance on eligibility, click the tool tip (the orange circle with a question mark) under the column heading, **Is this Concept Note eligible for funding (Yes / No)**.

Note: You can only add scores in each field in the Criteria columns when Yes is selected in the Is this Concept Note eligible for funding? (Yes / No) field. The total score calculates automatically.

Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Total Concept Note Score
/20	/15	/10	/10	/5	/60
0	0	0	0	0	
18.00	14.50	10.00	9.50	5.00	57.00

*(optional)* If you need help determining the scores for each criterion, click the **Click to view the Guidance for Scoring** link above the scoring table.

	Click to view the Guidance for Scoring Click ? for guidance on how to assess the eligibility and criteria										
•	SN	Concept Note Number	Project Title	Is this concept note eligible for funding? (Yes / No)	Reason for Ineligibility	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Total Concept Note Score /60
			Note: Click on Project Title to View/Download/Print	0	0	0	?	?	<b>?</b>	0	700
	1	CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	Yes 🗸	Not Applicable	18.00	14.50	10.00	9.50	5.00	57.00

The scoring guide displays in a separate tab in your web browser.

Guida	nce for Scoring		
Scores ou	ıt of 5	Scores ou	ıt of 10
Scores	Guidance	Scores	Guidance
1	Concept note addresses the criterion to a minimal degree but is vague.	1-2	Concept note addresses the criterion to a minimal degree but is vague.
2	Concept note addresses the criterion to a basic degree, but with little or no analysis or justification.	3-4	Concept note addresses the criterion to a basic degree, but with little or no analysis or justification.
3	Concept note addresses the criterion to a satisfactory degree, with some analysis or justification, but is not particularly insightful.	5-6	Concept note addresses the criterion to a satisfactory degree, with some analysis or justification, but is not particularly insightful.
4	Concept note addresses the criterion to a convincing degree, with strong analysis and justification.	7-8	Concept note addresses the criterion to a convincing degree, with strong analysis and justification.
5	Concept note demonstrates high-level insight into the criterion, with excellent analysis and justification.	9-10	Concept note demonstrates high-level insight into the criterion, with excellent analysis and justification.
Scores ou	ıt of 15	Scores ou	ıt of 20
Scores	Guidance	Scores	Guidance
1-3	Concept note addresses the criterion to a minimal degree but is vague.	1-4	Concept note addresses the criterion to a minimal degree but is vague.
4-6	Concept note addresses the criterion to a basic degree, but with little or no analysis or justification.	5-8	Concept note addresses the criterion to a basic degree, but with little or no analysis or justification.
7-9	Concept note addresses the criterion to a satisfactory degree, with some analysis or justification, but is not particularly insightful.	9-12	Concept note addresses the criterion to a satisfactory degree, with some analysis or justification, but is not particularly insightful.

5. Click the **Submit Score** button in the top right corner of the scoring sheet.

•	Workflow :Proces	s - Scoring Templa Workflow Chart	te - Exit 1 🧷 Process Status	Uploaded Attachments			Submit Score	Save	iii

A confirmation message displays. Click **Yes** to continue.

0	Confirmation	×
	You are proceeding to submit your scores. Confirm to Proceed?	
	Yes Cancel	

The message, "Submitting your scores. Please wait," displays. The scoring sheet closes, and your Dashboard displays. A message confirming you submitted scores for the Concept Note displays in the **My Outbox** tab.

My Inbox (16)		My Outbox	Processed By Me	Completed (2)	All Involved Processes				
Workflow Type	Title								
· Scoring Template	Scoring Template RAF Scoring: (Hong Kong, China;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)*								
<ul> <li>Scoring Template</li> </ul>	RAF Scoring	: (Hong Kong, China;) APEC Suppo	t Fund (ASF) - ASF: Supply Chain 0	Connectivity (SCC)		2023-05-23	02:27:12		
· Scoring Template	RAF Scoring: (Hong Kong, China;) APEC Support Fund (ASF) - ASF: Supply Chain Connectivity (SCC) *								

The RAFs can also view or amend submitted scores. Concept Note by following these steps:

1. Log into APAS as a RAF, if you're not logged in already. Your Dashboard displays.

My Inbox							¢
My Inbox	(16)	My Outbox	Processed By Me	Completed (2)	All Involved Processes		
Workflow Type	Title					Received on	Received
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC §	Support Fund (ASF) - ASF: Suppl	y Chain Connectivity (SCC) *		2023-05-23	02:26:3
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC 9	Support Fund (ASF) - ASF: Suppl	y Chain Connectivity (SCC) *		2023-05-22	16:27:40
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC §	Support Fund (ASF) - ASF: Digita	al Innovation (Digital) •		2023-05-22	15:26:20
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and Ener	gy Resiliency Measures (EELCM) *	2023-05-20	17:04:5
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC §	Support Fund (ASF) - ASF: Marin	e Debris Management and Innova	tion (MDMI) *	2023-05-20	13:06:1
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	Support Fund (ASF) - ASF: Wome	en and the Economy (WtE) *		2023-05-19	13:38:1
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	Support Fund (ASF) - ASF: Micro	Small and Medium Enterprises (M	SMEs)*	2023-05-19	12:24:3
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC §	Support Fund (ASF) - ASF: Digita	al Innovation (Digital) *		2023-05-18	11:10:2
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	Support Fund (ASF) - ASF: Digita	al Innovation (Digital) *		2023-05-18	11:09:40
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and Ener	gy Resiliency Measures (EELCM) *	2023-05-15	16:55:1
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC §	Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and Ener	gy Resiliency Measures (EELCM) *	2023-05-15	16:54:4
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC 9	Support Fund (ASF) - ASF: Marin	e Debris Management and Innova	tion (MDMI) *	2023-05-15	14:39:4
Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC §	Support Fund (ASF) - ASF: Marin	e Debris Management and Innova	tion (MDMI) *	2023-05-15	14:38:0
Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC §	Support Fund (ASF) - ASF: Wome	en and the Economy (WtE)*		2023-05-15	06:39:3
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC S	Support Fund (ASF) - ASF: Micro	Small and Medium Enterprises (M	SMEs) •	2023-05-15	03:23:50
Scoring Template	RAF Scoring	(Hong Kong, China;) APEC Supp	oort Fund (ASF) - ASF: Micro Small a	and Medium Enterprises (MSMEs)		2023-05-15	02:21:1
Concept Notes		e s	scoring		C Project Proposal		
Complete List			Submitted Scores				
		L.	Jseful Links		e		
			Email To APAS Admin				

2. In Scoring widget on your Dashboard, click Submitted Scores.

Scoring	Ģ
Submitted Scores	

	Submitted Scores									Select	1 Concept I	Note to Amend Sc	ore
Concep	ot Note Number: Cono				Proje	ect Title:							
Fund S	ource:				Q Sub-	Fund:							
	Concept Note Number	Project Title	Fund Source	Sub-Fund	Amount Sought from APEC (USD)	Total Project Value (USD)	Proposing APEC Economy (ies)	Eligibility	Reasons for Ineligibility	Scoring Economy	Total Score	Current Status	s
	CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	APEC Support Fund (ASF)	ASF: Supply Chain Connectivity (SCC)	119,000.00	119,000.00	Brunei Darussalam;	Yes	Not Applicable	Hong Kong, China;	57.00	Scoring Completed	1
	CN_EWG_104_2023	SET 04 - CN 01 APAS DEMO	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	118,000.00	118,000.00	Indonesia;	Yes	Not Applicable	Hong Kong, China;	0.00	Scoring Completed	1
	CN_PPWE_101_2023	SET 02 - CN 03 PP APAS DEMO	APEC Support Fund (ASF)	ASF: Women and the Economy (WtE)	118,000.00	118,000.00	Indonesia;	Yes	Not Applicable	Hong Kong, China;	0.00	Scoring Completed	1

The Submitted Scores page displays in a separate tab in your web browser.

3. Select the Concept Note you want to view or amend by checking the box at the left of the Concept Note number.

Note: You can view or amend only one Concept Note at a time.

	Concept Note Number	Project Title	Fund Source	Sub-Fund	Amount Sought from APEC (USD)	Total Project Value (USD)	Proposing APEC Economy (ies)	Eligibility	Reasons for Ineligibility	Scoring Economy	Total Score	Current Status	Session
1	CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	APEC Support Fund (ASF)	ASF: Supply Chain Connectivity (SCC)	119,000.00	119,000.00	Brunei Darussalam;	Yes	Not Applicable	Hong Kong, China;	57.00	Scoring Completed	1
)	CN_EWG_104_2023	SET 04 - CN 01 APAS DEMO	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resillency Measures (EELCM)	118,000.00	118,000.00	Indonesia;	Yes	Not Applicable	Hong Kong, China;	0.00	Scoring Completed	1

4. Click the Select 1 Concept Note to Amend Score button.

C	Submitted Score	25								Sel	ect 1 Concep	t Note to Amend	Score
Conce	pt Note Number: Cor					Project Title:							
Fund S	Source:				Q	Sub-Fund:							
	Concept Note Number	Project Title	Fund Source	Sub-Fund	Amount Sought from APEC (USD)	Total Project Value (USD)	Proposing APEC Economy (ies)	Eligibility	Reasons for Ineligibility	Scoring Economy	Total Score	Current Status	Session
	CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	APEC Support Fund (ASF)	ASF: Supply Chain Connectivity (SCC)	119,000.00	119,000.00	Brunei Darussalam;	Yes	Not Applicable	Hong Kong, China;	57.00	Scoring Completed	1
	CN_EWG_104_2023	SET 04 - CN 01 APAS DEMO	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	118,000.00	118,000.00	Indonesia;	Yes	Not Applicable	Hong Kong, China;	0.00	Scoring Completed	1
	CN_PPWE_101_2023	SET 02 - CN 03 PP APAS DEMO	APEC Support Fund (ASF)	ASF: Women and the Economy (WtE)	118,000.00	118,000.00	Indonesia;	Yes	Not Applicable	Hong Kong, China;	0.00	Scoring Completed	1

The scoring sheet for the Concept Note displays in a separate tab in your web browser.

Amend Scores         RAF: Please amend the eligibility selection and the relevant scores. When done, please click submit.         Fund Source       APEC Support Fund (ASF)       Sub-Fund       ASF: Supply Chain Connectivity (SCC)       Project Session         Scorer's ID       UATRAF1       Scoring Economy       Hong Kong, China;       Scoring Forum	1, 2023
Fund Source         APEC Support Fund (ASF)         Sub-Fund         ASF: Supply Chain Connectivity (SCC)         Project Session	,
Fund Source APEC Support Fund (ASF) Sup-Fund (SCC) Project Session	,
Scorer's ID UATRAF1 Scoring Economy Hong Kong, China; Scoring Forum	
	Small and Medium Enterprises Working Group (SMEWG)
Scoring Due Date 30-06-2023	
Scoring Instructions: Scoring	Criteria:
enter a reason.	Supports the Priorities of the APEC Fund to which it is applying
Step 2: Enter a score for each of the 5 evaluation criteria. Each criterion has a maximum value (e.g. / 20) for a cloud of 60 per	: Quality Appears Strong : Supports My Economy's Priorities
Step 3: You may click 'Save' to save your scores if you need to exit the scoring sheet before finalising the task. Criteria 4	Supports Capacity Building
Step 4: When you have completed scoring, please press 'Submit'. Your scores will then be submitted to the APEC Secretariat.	Supports Cross Fora Collaboration and Benefits to Multiple Economies
Click ? for g	idance on how to assess the eligibility and crite

5. Scroll down to the scoring table at the bottom of the page.

Concept Note Number	Project Title	Is this Concept note eligible for funding (Yes/No)	Reason for Inegibility	Criteria 1 /20	Criteria 2 /15	Criteria 3 /10	Criteria 4 /10	Criteria 5 /5	Total Score /60
	Note: Click on Project Title to View/Download/Print	0	0	0	0	0	0	0	
CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	Yes v	Not Applicable	18.00	14.50	10.00	9.50	5.00	57.00

If you need to change the funding eligibility for the Concept Note, select Yes from the **Is this Concept Note eligible for funding?** field. An example is shown below.

•	SN	Concept Note Number	Project Title	Is this concept note eligible for funding? (Yes / No)	Reason for Ineligibility
			Note: Click on Project Title to View/Download/Print	0	0
	1	CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	No 🗸	The project does not demonstrate capacity building benefits for APEC developing economies.

•	SN	Concept Note Number	Project Title	Is this concept ote eligibl or funding	Reason for Ineligibility
			Note: Click on Project Title to View/Download/Print	Yes / No	0
	1	CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	Yes 🗸	Not Applicable

In the **Criteria** columns of the scoring table, enter the scores you want to update. The total score calculates automatically.

Concept Note Number	Project Title	Is this Concept note eligible for funding		Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Total Score
		(Yes/No)		/20	/15	/10	/10	/5	/60
	Note: Click on Project Title to View/Download/Print	0	0	0	0	0	0	0	
CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	Yes v	Not Applicable	19.25	14.75	10.00	9.50	5.00	58.50

6. When you're finished, click the **Submit** button at the top right of the page.

rkflow : Create - Amend Scores - Create	
iddiow Form Workflow Chart Process Status	Submit Save

A confirmation message displays. Click Yes to continue.

1	Confirmation	×
	You are Submitting the Amended Scores. Confirm to Proceed?	
	Yes Cance	el

The scoring sheet closes, and the amended score displays in the Concept Note row on the **Submitted Scores** page.

Concept Note Number	Project Title	Fund Source	Sub-Fund	Amount Sought from APEC (USD)	Total Project Value (USD)	Proposing APEC Economy (ies)	Eligibility	Reasons for Ineligibility	Scoring Economy		Current Status	Session
CN_CTI_103_2023	SET 06 - CN 04 PP QA APAS DEMO	APEC Support Fund (ASF)	ASF: Supply Chain Connectivity (SCC)	119,000.00	119,000.00	Brunei Darussalam;	Yes	Not Applicable	Hong Kong, China;	58.50	Scoring Completed	1

Also, a task confirming you amended the score displays in the **My Outbox** tab.

My Inbox (1	6)	My Outbox	Processed By Me	Completed (2)	All Involved Processes							
Workflow Type	Title	tile										
· Amend Scores	Amend Score	mend Scores: (CN_CTI_103_2023) SET 06 - CN 04 PP QA APAS DEMO										
<ul> <li>Scoring Template</li> </ul>	RAF Scorin	RAF Scoring: (Hong Kong, China;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)*										
· Scoring Template	RAF Scoring	RAF Scoring: (Hong Kong, China;) APEC Support Fund (ASF) - ASF: Supply Chain Connectivity (SCC)										

## 2.3.4 Monitoring and Consolidating Scores

Close monitoring of the score submissions by the economies in Fund Sources managed by the PDs is strongly advised. PDs should monitor submission progresses at least once a week during the scoring period. PDs need to ensure:

- That ineligible scores are timely addressed with the responsible economies (copying PMU in your communication), so there is time to amend scores on APAS.
   Note: In APAS, under Submitted Scores, Concept Notes with ineligible scores are listed on the top of the Concept Note list and marked in red to draw PDs attention.
- That economies provide scores to all the listed Concept Notes in the Fund Source or fill in scores in all 5 criteria fields in a specific Concept Note.
- That economies submit scores by the scoring deadline.

When the deadline to submit scores is reached, the PD or PE consolidates the submitted scores for the Concept Notes of each APEC Funding Source. Consolidation means that each score is averaged to come up with a single score total for each Concept Note.

The PD or PE follows these steps to consolidate the scores from all the RAFs for a Concept Note:

1. Log into APAS as a PD or PE user, if you're not logged in already. Your Dashboard displays.

Project Administrati	ion System	🔒 🏭 Home	••					🧶 🗢 I 🥥	APASPD4 🗸
My Inbox									C HORE >>
My Inbox (	3)	My Outbox		Processed By Me	Completed (8)	AI	I Involved Processes		
Workflow Type	Title							Received on	Received on
<ul> <li>Scoring Template</li> </ul>	RAF Scorin	ıg: (Hong Kong, China;) A	PEC Su	pport Fund (ASF) - ASF: Energy	Efficiency, Low Carbon and Ener	rgy Resil	liency Measures (EELCM) *	2023-06-02	23:29:00
· Scoring Template	RAF Scorin	ıg: (Brunei Darussalam;)	APEC S	Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and En	ergy Res	iliency Measures (EELCM)*	2023-06-02	23:29:00
· BMC Status Update	BMC Statu	s Update: Approved In-Pi	inciple	Concept Notes*				2023-05-15	17:00:40
				-					
Concept Notes			⊘ So	oring		e	Project Proposal		G
Submit PO Details			Co	onsolidate Scores			Complete List		
Complete List			Ex	ported Scores			Under Review and Endorsement		
Generate Scoring Templat	te					_	Under Quality Assessment		
Pending Approval			Us	eful Links		G	Approved		
Approved In-Principle			En	nail To APAS Admin			Not Approved		
Not Approved			AF	PAS User Guide			Withdrawn		
Withdrawn			Vi	deos on Key Tasks					
			GL	uidebook on APEC Projects					
			Pr	oject Overseer's Toolkit					
			St	andard Guidelines to Drafting Proposals					
	My Inbox Workflow Type - Scoring Template - Scoring Template - Scoring Template - BMC Status Updae Concept Notces Submit PO Details Complete List Generate Scoring Templa Pending Approval Approved In-Principle Not Approved	My Inbox (3)           Workflow Type         Title           • Scoring Template         RAF Scorin           • MC Status Update         BMC Status           • Status Update         BMC Status           Compter List         Complete List           Generate Scoring Template         Reproved In-Principle           Not Approved In-Principle         Not Approved In-Principle	Wy Inbox (3) My Outbox Workflow Type Title RAF Scoring: (Hong Kong, China;) A Scoring Template RAF Scoring: (Brunei Darussalam;) MC Status Update BMC Status Update: Approved In-Pr Concept Notes Somit PO Details Complete Lit Generate Scoring Template Pending Approval Approved In-Principle Not Approved	Ny Inbox           Wy Inbox         Ny Outbox           Workflow Type         Title           - scoring Template         RAF Scoring: (Hong Kong, China;) APEC St.           - SMC Status Update:         RAF Scoring: (Brunei Darussalam;) APEC St.           - SMC Status Update:         BMC Status Update: Approved In-Princ/De           - Soumt PO Details	My Inbox       Wy Inbox     My Outbox     Processed By Me       Workflow Type     Title     RAF Scoring: (Hong Kong, China;) APEC Support Fund (ASF) - ASF: Energy RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy RAF Status Update: Approved In-Principle Concept Motes*       Concept Motes     0     Scoring       Submit PO Details     Consolidate Scores     Eported Scores       Generate Scoring Template     Useful Links     Enail To APAS Admin APAS User Guide       Not Approved     APAS User Guide	My Inbox       My Inbox     My Outbox     Processed By Me     Completed (8)       Vendation Type     Title     RAF Scoring: (Hong Kong, China;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Efficiency.	My Inbox     My Outbox     Processed By Me     Complete (8)     Al       Vectrition Type     Title     RAF Scoring: (Hong Kong, China;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resis     Scring Template     RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resis     Scring Template     BMC Status Update: Approved In-Principle     Concept Motes*     Conc	My Inbox     My Outbox     Processed By Me     Complete (8)     All Involved Processes       Workflow Type     Title     RAF Scoring: (Hong Kong, China;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* RAF Scoring: (Brunei Darussalam;) APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* Under Rolei Autoring Approved Autoring Approved In-Principle     Complete List     Under Rolei Autoring Approved A	My falox       My Outbox       Processed By Me       Complete (8)       All Involved Processes         Workflow Type       Tate       RAF Scoring: (Brunei Darussalam); APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)*       2023-06-02         Scoring Template       RAF Scoring: (Brunei Darussalam); APEC Support Fund (ASF) - ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)*       2023-06-02         MK: Status Update: Approved In-Principle Concept Notes*       Concept. Modes*       2023-06-02         Scoring Template       Somit PD Detals       Consolidate Scores       2023-06-02         Scoring Template       Consolidate Scores       Consolidate Scores       2023-06-02         Scoring Template       Consolidate Scores       Eported Scores       Consolidate Scores         Score Scor

2. In Scoring widget on your Dashboard, click Consolidate Scores.

Scoring	c
Consolidate Scores	
Exported Scores	

The Consolidate Scores page displays in a separate tab in your web browser.

	$\bigcirc$	Consolidate S	core	6									Export a	and Update S	tatus
Q	oncept I	lote Number:					Project	Title:							
Fu	und Sou	rce:					Q Sub-Fu	ind:							
		Concept Note Number		Project Title	Fund Source	Sub-Fund	Amount Sought from APEC (USD)	Total Project Value (USD)	Eligibility	Current Status	Average Score	AUS	BD	CDA	CHL
	0	CN_EWG_101_20	123	SET 04 - CN 02 RAF APAS DEMO	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	118,000.00	118,000.00	Yes	RAF Scoring					
		CN_EWG_104_20	123	SET 04 - CN 01 APAS DEMO	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	118,000.00	118,000.00	Yes	RAF Scoring			0.00		

3. Select all Concept Notes in the table by checking the box at the left of the **Concept Note Number** column in the table heading.

Concept	Note Number: Conc				Project	Title:								
und So	urce:				Q Sub-Fu	nd:								
	Concept Note Number	Project Title	Fund Source	Sub-Fund	Amount Sought from APEC (USD)	Total Project Value (USD)	Eligibility	Current Status	Average Score	AUS	BD	CDA	CHL	
•	CN_EWG_101_2023	SET 04 - CN 02 RAF APAS DEMO	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	118,000.00	118,000.00	Yes	RAF Scoring						
CN_EWG_104_202		104_2023 SET 04 - CN 01 APAS DEMO Fund		ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	118,000.00	118,000.00	Yes	RAF Scoring			0.00			

4. Click the Export and Update Status button.

Note: Follow this step only when the deadline for scoring has reached.

$\bigcirc$	Consolidate	Scores	5									atus 🗄		
Concept	Note Number:					Project	Title:							۹
Fund So	urce:					Q Sub-Fu	ind:							Q
	Concept Note Number CN_EWG_101_2023		Project Title	Fund Source	Sub-Fund	Amount Sought from APEC (USD)	Total Project Value (USD)	Eligibility	Current Status	Average Score	AUS	BD	CDA	CHL
2			SET 04 - CN 02 RAF APAS DEMO	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	118,000.00	118,000.00	Yes	RAF Scoring					

- 5. The Average Scores for the Fund Source exports to an Excel spreadsheet. Download and review the scores.
  - Make sure you see no irregularities, such as all zero scores. Zero scores for economies that you know have submitted scores. (Zero scores are fields that economies left blank and did not enter any scores. They are not counted as zeros or averaged in the total score.)
  - Make sure you have exported all the Concept Notes. Count the number of CNs exported. They should match the number of endorsed CNs submitted for your Fund(s).
- 6. Email the Average Score spreadsheet(s) to PMU by the stipulated deadline.

# 2.4 Approving Projects In-Principle

#### 2.4.1 Updating the Project Approval

The BMC in-principle approval of a Concept Note is conducted through email correspondence. When this is finished, the PMU follows these steps to update the approval status of a Concept Note in APAS and notify the PO of the status:

1. Log into APAS as a PMU user, if you're not logged in already. Your Dashboard displays.

APEC	C   Project Administrat	ion System	🛧 🏭 Home 📲				🌲 🗢 I	P PMU4 ~
=	My Inbox							⊘ Hore≫
œ	My Inbox (	16)	My Outbox	Processed By Me	Completed (15)	All Involved Processes		
	Workflow Type	Title					Received on	Received on
	<ul> <li>Initiate RAF Scoring</li> </ul>	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Supply Chain Connectivity	(SCC) •		2023-05-23	02:26:37
	Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Supply Chain Connectivity	• (SCC) •		2023-05-22	16:27:39
	Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Digital Innovation (Digital	I) •		2023-05-22	15:26:25
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Energy Efficiency, Low Car	rbon and Energy Resiliency Measu	ures (EELCM) *	2023-05-20	17:04:50
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Marine Debris Managemen	nt and Innovation (MDMI) •		2023-05-20	13:06:18
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Women and the Economy	(WtE)*		2023-05-19	13:38:09
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Micro Small and Medium E	nterprises (MSMEs) *		2023-05-19	12:24:38
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Digital Innovation (Digital	I) •		2023-05-18	11:10:22
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Digital Innovation (Digital	I) •		2023-05-18	11:09:39
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Energy Efficiency, Low Car	rbon and Energy Resiliency Measu	ures (EELCM) *	2023-05-15	16:55:14
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Energy Efficiency, Low Car	rbon and Energy Resiliency Measu	ures (EELCM) *	2023-05-15	16:54:42
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Marine Debris Managemen	nt and Innovation (MDMI) •		2023-05-15	14:38:03
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Women and the Economy	(WtE)*		2023-05-15	06:39:53
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Women and the Economy	(WtE)*		2023-05-15	06:39:30
	Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Micro Small and Medium E	nterprises (MSMEs) *		2023-05-15	03:23:47
	Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF)	) ASF: Micro Small and Medium E	nterprises (MSMEs) *		2023-05-15	02:21:14
	Concept Notes		G R	Scoring		Project Proposal		G
	Complete List			PMU Consolidate Scores		Complete List		
	Pending Approval			PMU Exported Scores		Under Review and Endorsement		
	Approved In-Principal Not Approved			Jseful Links		C Under Quality Assessment		

2. In **Concept Note** widget on your Dashboard, click **Pending Approval**.



The list of Concept Notes that needs to be approved displays in a separate tab in your web browser.

APE	C   Proje	ct Administration System 🏠 🏠	Concept						🐥 🕸   🕞 м	MU4 ·
=	8	Concept Note Pending Appro	val List (PMU)						Update Funding Status	≔
=		Note Pending Approval List			Project Title:					
Ż	Fund So	urce:			Sub-Fund:					Q
۵		Project Title	Concept Note Number	Fund Source			Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	
*		SET 04 - CN 01 APAS DEMO	CN_EWG_104_2023	APEC Support Fund (ASF)	ASF: Energy Efficie Energy Resiliency	ency, Low Carbon and Measures (EELCM)	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Scoring Consolidated	
		SET 04 - CN 02 RAF APAS DEMO	CN_EWG_101_2023	APEC Support Fund (ASF)	ASF: Energy Efficie Energy Resiliency	ency, Low Carbon and Measures (EELCM)	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Scoring Consolidated	
							2 records in total	К < 1 > Х	25 ~ Go to 1	

3. Check the box at the left of each Concept Note you are approving.

Project Title	Concept Note Number	Fund Source	Sub-Fund	Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status
SET 04 - CN 01 APAS DEMO	CN_EWG_104_2023	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Scoring Consolidated
SET 04 - CN 02 RAF APAS DEMO	CN_EWG_101_2023	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Scoring Consolidated

*(optional)* If you are approving all the Concept Notes in the list, check the box in the header to select all the Concept Notes.

	Project Title	Concept Note Number	Fund Source	Sub-Fund	Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status
	SET 04 - CN 01 APAS DEMO	CN_EWG_104_2023	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Scoring Consolidated
	SET 04 - CN 02 RAF APAS DEMO	CN_EWG_101_2023	APEC Support Fund (ASF)	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Scoring Consolidated

4. Click the **Update Funding Status** button in the top right corner of the page.

¥	Concept Note Pending Approval List (PMU)	Update Funding Status	≣

The BMC Status Update page displays.

WORKNOW. Cre	ate - Bl	MC Status Update - Create									
Workflow Form	We	orkflow Chart Process Statu	IS						Submit	Save	:=
B		Status Up	date								
Ы	10	Status Opt	uale								
PMU:	Please	update the Approval Status	of the Concept Notes below	v by selecting the options in	the Update Status	s To field. When do	one, click Submit.				
Upda	te Apj	proval Status		~ <mark>*</mark>							
Upda	te Apj	proval Status		~ <b>*</b>							
Upda	te App	proval Status		× *					8		
Upda	te App SN	proval Status Concept Note Number	Project Title	× *				PO Name	8		
Upda 0			Project Title Note: Click on Project Titl					PO Name	8		

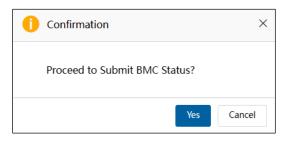
5. Click the Update Approval Status dropdown and select the Approved In-Principle option.

Upda	te App	oroval Status		~	*
				Approved In-F	Principle
2	SN	Concept Note Number	Project Title	Not Approved	l In-Principle

6. Click the **Submit** button in the top right corner of the page to send a notification to the PO that the Concept Note is approved in principle.



A confirmation message displays. Click Yes to continue.



The BMC Status Update page closes, and the **Concept Note Pending Approval List (PMU)** page displays. The Concept Notes you approved in principle no longer display on this page.

æ	Concept No	ote Pending Appro	val List (PMU)						Jpdate Funding Status	≣
Concept	Note Number: Concept Note Number				Project Title: Project Title					
Fund Sou	ce:				Sub-Fund:					
	Project Title		Concept Note Number	Fund Source	Sub-Fund		Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	
	SET 04 - CN 02	RAF APAS DEMO	CN_EWG_101_2023	APEC Support Fund (ASF)	ASF: Energy Efficien Energy Resiliency M	ncy, Low Carbon and leasures (EELCM)	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Scoring Consolidated	
							1 records in total	к < 1 > Я	25 ~ Go to 1	

Also, a message confirming the approved in principle Concept Note displays in the **My Outbox** tab.

My Inbox (16	)	My Outbox	Processed By Me	Completed (15)	All Involved Processes				
Workflow Type	Title					Received on	Received on		
· BMC Status Update	BMC Status	IC Status Update: Approved In-Principle Concept Notes							
· Notify PD	Notification t	to start the scoring				2023-06-02	16:53:01		
· BMC Status Update	BMC Status	Update: Approved In-Principle Cond	ept Notes			2023-05-20	17:18:29		

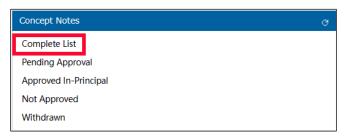
### 2.4.2 Changing the Project Status to Withdrawal

If a project is withdrawn, the PMU follows these steps to update the project status in APAS:

1. Log into APAS as a PMU user, if you're not logged in already. Your Dashboard displays.

My Inbox							
My Inbox (	16)	My Outbox	Processed By Me	Completed (15)	All Involved Processes		
Workflow Type	Title					Received on	Receive
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Supply Chain Connectivity	(SCC) •		2023-05-23	02:26:3
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Supply Chain Connectivity	(SCC) •		2023-05-22	16:27:3
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Digital Innovation (Digita	I) •		2023-05-22	15:26:2
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Energy Efficiency, Low Ca	rbon and Energy Resiliency Meas	ires (EELCM) *	2023-05-20	17:04:5
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Marine Debris Manageme	nt and Innovation (MDMI) *		2023-05-20	13:06:1
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Women and the Economy	(WtE)*		2023-05-19	13:38:
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Micro Small and Medium E	Enterprises (MSMEs) *		2023-05-19	12:24:
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Digital Innovation (Digita	I) •		2023-05-18	11:10:2
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Digital Innovation (Digita	I) •		2023-05-18	11:09:3
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Energy Efficiency, Low Ca	rbon and Energy Resiliency Meas	ires (EELCM) *	2023-05-15	16:55:1
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Energy Efficiency, Low Ca	rbon and Energy Resiliency Meas	ires (EELCM) *	2023-05-15	16:54:4
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Marine Debris Manageme	nt and Innovation (MDMI) •		2023-05-15	14:38:0
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Women and the Economy	(WtE)*		2023-05-15	06:39:5
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Women and the Economy	(WtE)*		2023-05-15	06:39:3
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Micro Small and Medium E	Interprises (MSMEs) *		2023-05-15	03:23:4
· Initiate RAF Scoring	RAF Scoring	g: ( APEC Support Fund (ASF	)) ASF: Micro Small and Medium E	nterprises (MSMEs) *		2023-05-15	02:21:
Concept Notes		Ğ	Scoring		Project Proposal		
Complete List			PMU Consolidate Scores		Complete List		
Pending Approval			PMU Exported Scores		Under Review and Endorsement		

2. In the Concept Notes widget, click Complete List.



The Concept Note Complete List (PMU) page displays in a separate tab.

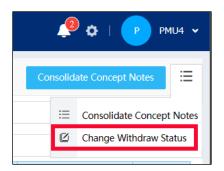
(WH	Co	ncept No	te Complete L	ist (PMU)						Consolidate Concep	t Notes			
Conce	pt Note	Number:					Project Title: Project Title							
Fund	Source:						Q Sub-Fund:							
				Concept Note Number	pp Number	Fund Source	Sub-Fund	Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	BMC Approva Status			
	(SE	T 10) - (PD :	L TASK 1) CN 01-1			APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunei Darussalam; Canada; Chile; China;	Under Review (PD)	Pending Approval			
	(SE	T 10) - (PD :	1 TASK 2) CN 01-2			APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunei Darussalam; Canada; Chile; China;	Under Review (PMU)	Pending Approval			
	(SE	T 10) - (PD :	L TASK 3) CN 02	CN_SMEWG_105_2023		APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunei Darussalam; Canada; Chile; China;	RAF Scoring	Pending Approva			
	(SE	T 10) - (PD :	L TASK 4) CN 03	CN_SMEWG_106_2023		APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunei Darussalam; Canada; Chile; China;	RAF Scoring	Pending Approva			
	(SE	T 11) - (PE 1	TASK 1) CN 01-1			APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunei Darussalam; Canada; Chile; China;	Under Review (PMU)	Pending Approva			
	(SE	T 11) - (PE 1	TASK 2) CN 01-2			APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunei Darussalam; Canada; Chile; China;	Under Review (PD)	Pending Approval			
	(SE	T 11) - (PE 1	TASK 3) CN 02	CN_SMEWG_107_2023		APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunei Darussalam; Canada; Chile; China;	RAF Scoring	Pending Approval			
	(SE	ET 11) - (PE 1	1 TASK 4) CN 03	CN_SMEWG_108_2023		APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunel Darussalam; Canada; Chile; China; Hong Kong, China;	RAF Scoring	Pending Approval			
	(SE	T 12) - (PD 2	2 TASK 1) CN 01-1			APEC Support Fund (ASF)	ASF: Women and the Economy (WtE)	Australia;	Brunei Darussalam; Canada: Chile: China:	Under Review (PD)	Pending Approva			

3. You may look for the specific Concept Note or Project by its Number, Project Title, Fund Source or Sub-Fund.

Select the Concept Note you want to withdraw by checking the box at the left of the **Project Title**.

æ	Concept Note Complete List (PMU)									
Concept	Concept Note Number: Concept Note Number Project Title: Project Title									
Fund Sou	urce:	Q Sub-Fund:						Q		
	Project Title Concept Note PP Number Fund Source		Sub-Fund		Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	BMC Approval Status		
	Ø         (SET 10) - (PD 1 TASK 1) CN 01-1         APEC Support Fund (ASF)		APEC Support Fund (ASF)	ASF: Micro Small and Mec Enterprises (MSMEs)	dium.	Australia;	Brunei Darussalam; Canada; Chile; China;	Under Review (PD)	Pending Approval	

4. In the upper right corner of the page, click the bulleted list icon and select **Change Withdraw Status** from the list that drops down.



The Concept Note you selected displays on the Concept Note Complete List (PMU) page.

APE	C   Project Administrati	ion System 🛛 🏠	Concept	*						🧶 o I 🕑	PMU4 🗸
= 0	Concept N	ote Complete List (	(PMU)							Save Changes	=
:=	Concept Note Number:					Project Title:					
	Fund Source:					Sub-Fund:					
	Project Title	Concept Note Number	PP Number	Fund Source	Sub-Fund		Proposing APEC Economy(	Co-Sponsoring APEC Econ	Current Status	BMC Approval Statu	IS
	(SET 10) - (PD 1 TASK 1) CN 01-1			APEC Support Fund (ASF)	ASF: Micro Sma Medium Enterp (MSMEs)	ll and rises	Australia:	Brunei Darussalam; Canada; Chile; China;	Under Y	Pending ~	
								Total 1 records	к < 1 >	> 50 ~ Go to	1

5. In the **Current Status** column, select **Withdrawn** from the dropdown list.

ote Complete List (I	PMU)							Save Changes	≔
				Project Title:					
				Sub-Fund:					
Concept Note Number	PP Number	Fund Source	Sub-Fund		Proposing APEC Economy(	Co-Sponsoring APEC Econ	Current Status	BMC Approval Statu	s
		APEC Support Fund (ASF)			Australia;	Brunei Danussalam: Canada: Chile: China: Total 1 records	Scoring Completed Scoring Consolidated Approved In-Principle		1
			Concept Note Number Concept Note Number PP Number Fund Source	Concept Note Number  Concept Note Number  PP Number  Fund Source  ASF Surveyor Fund (ASE)  ASF Mero SS	Concept Note Number Project Title: Concept Note Number PP Number Fund Source Sub-Fund: ABEC Support Event (ASS) AFF. More Small and Medium Enterrotions	Concept Note Number Project Title: Project Title: Project Title: Sub-Fund: Sub-Fund: Concept Note Number PP Number Fund Source Sub-Fund Proposing APEC Economy(	Concept Note Number         Project Title         Project Title           Concept Note Number         Sub-Fund         Sub-Fund:           Concept Note Number         PP Number         Fund Source         Sub-Fund:           APEC Support Fund (ASF)         ASE: Micro Small and Medium Enterprises         Australia:         Brunes Dansastem: Canada: Orbiter Chine:	Concept Note Number     Project Title:     Project Title:     Project Title:       Concept Note Number     PP Number     Fund Source     Sub-Fund:       Concept Note Number     PP Number     Fund Source     Proposing APEC Economy( Co-Sponsoring APEC Econ Current Status       Concept Note Number     PP Number     Fund Source     Act: Micro Small and Medum Enterprises     Australia:     Bornei Doncestame Canader Under Chines       Concept Note Number     PP Number     ACE: Micro Small and Medum Enterprises     Australia:     Bornei Doncestame Canader Under Chines     Inder Chines	Concept Note Number Project Title Project Title Project Title Sub-Fund Sub-Fund Sub-Fund Sub-Fund Proposing APEC Economy Co-Sponsoring APEC Econ Current Status BMC Approval Status APEC Support Fund (ASP) ASP: Micro Small and Medium Enterprises Australia: Broni Datastalante Canadat Under APEC Support Fund (ASP) ASP: Micro Small and Medium Enterprises Australia: Total 1 records Reviewed for Scoring (PMU) & Go to Scoring Compileted Scoring Consolidated Approved In-Principle Not Approved In-Principle Withdrawn

6. In the top right corner of the page, click the **Save Changes** button.

Concept No	ote Complete List (I	PMU)							Save Changes	:=
Concept Note Number:				Proje	ect Title:					
Fund Source:				୍ Sub-	-Fund:					Q
Project Title	Concept Note Number	PP Number	Fund Source	Sub-Fund	Pri	roposing APEC Economy(	Co-Sponsoring APEC Econ	Current Status	BMC Approval Status	
(SET 10) - (PD 1 TASK 1) CN 01-1			APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Au	ustralia;	Brunei Darussalam; Canada; Chile; China;	Withdrawn Y	Pending Y	
							Total 1 records	К < 1 > Я	50 ~ Go to 1	1

A confirmation message displays. Click **Save and return** to continue.



7. The full list of Concept Notes display on the Concept Note Complete List (PMU) page, and the status of the Concept Note you withdrew displays with the new status.

£	Concept No	te Complete L	ist (PMU)						Consolidate Concept	Notes
Concept	Note Number:					Project Title: Project Title				
Fund So	urce:					Sub-Fund:				
	Project Title		Concept Note Number	pp Number	Fund Source	Sub-Fund	Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	BMC Approval Status
	(SET 10) - (PD 1	TASK 1) CN 01-1			APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunei Darussalam; Canada; Chile; China;	Withdrawn	Pending Approval
	(SET 10) - (PD 1	TASK 2) CN 01-2			APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunei Darussalam; Canada; Chile; China;	Under Review (PMU)	Pending Approval
	(SET 10) - (PD :	TASK 3) CN 02	CN_SMEWG_105_2023		APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	Australia;	Brunei Darussalam; Canada; Chile; China;	RAF Scoring	Pending Approval

# 3. The Project Proposal

## 3.1 Overview of the Project Proposal Process Workflow

The Project Proposal workflow consists of the following tasks:

- 1. Submitting the Project Proposal
- 2. Endorsing the Project Proposal
- 3. Conducting a quality assessment of the Project Proposal
- 4. Approving the Project Proposal
- 5. Issuing the Letter of Acceptance

**Note**: The abbreviation *LoA* refers to the Letter of Acceptance.

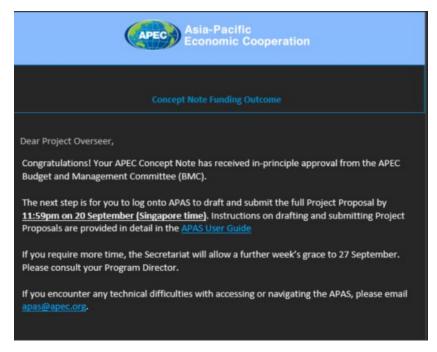
The steps for these tasks are described in detail in this chapter.

## 3.2 Creating a Draft Project Proposal for Endorsement

## 3.2.1 Drafting a Project Proposal

POs receive email notifications on their Concept Note Approval Outcomes. The notifications may notify that the PO's Concept Note is approved or not approved 'in-principle'.

Below is an example of a notification of a Concept Note approved in-principle.



This is an example of a notification of a Concept Note not approved in-principle.

Asia-Pacific Economic Cooperation
Concept Note Funding Outcome
Dear Project Overseer, We regret to inform that your Concept Note submission has not been successful in receiving funding in Project Session 1, 2023. You may use the link below to access APAS and view the status of your Concept Note. Link to APAS
Thank You, APAS System Admin

1. When an approved in principle email notification is received, the PO is ready to create a draft of the Project Proposal In APAS.

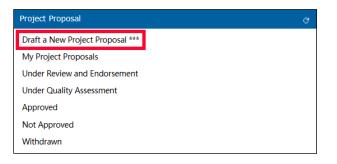
**Note**: Before the PO drafts a Project Proposal, make sure to refer to the **Standard Guidelines to Drafting Proposals** to learn important information with regard to drafting the document. The document is found under **Useful Links** in the Dashboard.

Useful Links	G
Email To APAS Admin	
APAS User Guide	
Videos on Key Tasks	
Guidebook on APEC Projects	
Project Overseer's Toolkit	
Standard Guidelines to Drafting Proposals	

2. Log into APAS as a PO user, if you're not logged in already. Your Dashboard displays.

My Inbox								G
My Inb	DX	My Outbox	Processed By Me	Completed		All Involved Processes		
Workflow Type	Title						Received on	Received
· Project Proposal	Under Qual	ty Assessment: (EWG_102_2023/	A) SET 04 - CN 04 PP QA APAS DEMO				2023-05-20	17:56:23
· Project Proposal	Draft: (EWG	6_101_2023A) SET 04 - CN 03 PP	APAS DEMO				2023-05-15	17:22:58
Concept Notes		øl	atest News		⊘ Hone≫	Project Proposal		
Create Concept Note		1	For POs: Complete and submit your Concep	t Note online by 14 July	-	Draft a New Project Proposal ***		
My Concept Notes		1	For RAF delegates: Scoring for PS2, 2023 w	ill open 25 July		My Project Proposals		
Pending Approval			For POs: Funding outcomes to be notified vi	a email by 1 September		Under Review and Endorsement		
Approved In-Principle			Remember to submit your draft Proposal by	25 May 2023.		Under Quality Assessment		
Not Approved			The newest Project Guidebook is available to	o download.		Approved		
Withdrawn						Not Approved		
			Jseful Links		Q	Withdrawn		
			Email to APAS Admin					
			APAS User Guide					
			Videos on Key Tasks					
			Guidebook on APEC Projects					
			Project Overseer's Toolkit					
			Standard Guidelines to Drafting Proposals					
			Change Password					

3. In the **Project Proposal** box on the **Dashboard**, select **Draft a New Project Proposal**.



The Draft a New Project Proposal page opens in a separate tab.

	¥	Draft a Nev	v Project Propo	sal						Select ONE Prop	osal to Draft
	Concept	Note Number:					Project Title: Project Ti				
	Fund So	urce:					Sub-Fund:				
		Project Title		Concept Note Number	Fund Source	Sub-Fund	d	Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	Created By
ļ		SET 04 - CN 01	APAS DEMO	CN_EWG_104_2023	APEC Support Fund (ASF)		gy Efficiency, Low Carbon y Resiliency Measures	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Approved In-Principle	APASPO4
		SET 04 - CN 03	PP APAS DEMO	CN_EWG_102_2023	APEC Support Fund (ASF)		gy Efficiency, Low Carbon Jy Resiliency Measures	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Approved In-Principle	APASPO4

4. Select your Project Proposal by checking the box at the left of the **Project Title**.

ncept	Note Number:					Project Title:				
nd So	urce:					Sub-Fund:				
	Project Title		Concept Note Number	Fund Source	Sub-Fun	d	Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	Created By
	SET 04 - CN 01	APAS DEMO	CN_EWG_104_2023	APEC Support Fund (ASF)		gy Efficiency, Low Ca gy Resiliency Measure	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Approved In-Principle	APASPO4
	SET 04 - CN 03	PP APAS DEMO	CN_EWG_102_2023	APEC Support Fund (ASF)		gy Efficiency, Low Ci gy Resiliency Measure	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Approved In-Principle	APASPO4

5. Click the Select ONE Proposal to Draft button in the top right corner of the page.

🗑 Draft a Nev	v Project Proposal		Select ONE Proposal to Draft	≣
Concept Note Number:		Project Title:		
Fund Source:	٩	Sub-Fund:		Q

The Project Proposal – **Create Draft** page for the Project Proposal you selected displays in a separate tab.

	low Chart Proc	ess Status	reate Dra	-ft		Preview S	Save 📃
PO: 1. Click on ea 2. Use the <b>G</b>	ch subsection tab	below and provide ir ts box for any com		quired fields to draft t.		ome sections have been pre-populated from your endorsed CN.	
Project Propo	sals				Additional Comments		
Project Numb	er	EWG_101_2023A	Current Status	Draft	Endorsed Concept Note	CN_EWG_102_2023	
Project Title		SET 04 - CN 03 PP	APAS DEMO				
General Com (Use this box to response. Please date you 27/04/2022). Please do not do comments.)	o comment & ur comment (e.g.	← → Ⅲ	5 Normal - Verc	ana -   14 -	Line H •   ▲• ☎•   15 15   = 4€	E ≤ 4 ≡   ∞ ∞   ⊞   © Ξ Ω   ✔ I, ⊡ X	
Submission D	ue Date	29-03-2024					

Throughout this page, several fields have been pre-populated with information from the Concept Note approved in principle:

 At the top of the page, the Project Number, Current Status, Endorsed Concept Note, Project Title, and Submission Due Date fields are pre-populated. Also, there might be some notes for the Secretariat in the General Comments field. In the example below, no comments have been entered yet.

**Note**: If you enter any comments for the Secretariat in the **General Comments** field, make sure you add the date when you make the comments. Use the *<day>/<month>/<year>* format as in this example: 27/04/2022.

Project Proposals				Additional Comments	
Project Number Project Title	EWG_101_2023A SET 04 - CN 03 PP	Current Status	Draft	Endorsed Concept Note	CN_EWG_102_2023
General Comments (Use this box to comment & response. Please date your comment (e.g. 27/04/2022). Please do not delete previous comments.)	~ > <b>E</b>	<b>S</b> Normal - Verd	ana •   14 •	Line H •   A.• Q.•   2= 2=   40 45	k ® , t > Ω ≣ © ⊞   ∞ ∞   ≡ ε ≤ i
Submission Due Date	29-03-2024				لأ

 All tabs in Section A: Overview and Relevance are pre-populated. Click each tab to view the information pre-populated there. When you open one tab, the tab you previously viewed closes. In some cases, you might need to expand or clarify certain pre-populated content in specific sections of the Proposal (such as the Project Summary or Benefits to the Region) by adding or amending the details.

Examples of each of these tabs are shown below.

• Project Details

ose Project Details Project Summary Relevance Objective Allgnment											
oject Title SET 04 - CN 03 PP APAS DEMO	SET 04 - CN 03 PP APAS DEMO										
	М										
nd Source APEC Support Fund (ASF) Sub-Fund ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)	IY										
YEC Forum         Energy Working Group (EWG)         Additional APEC Forum (if any applicable)         Q											
oposing APEC Indonesia; Co-Sponsoring APEC Economy(ies) if any chalae Co-Sponsoring APEC Economy(ies) if any chalae Control Co	Q										
conomy(res) Economy(res) if any Chile;											
pected Start Date 🕜 🛛 📅 14-05-2023											
te 21-03-2023											

#### • Project Summary

lose Project Details Pro	oject Summary Re	elevance Objective	Alignment		
Project Summary 🕢	half of the jobs in that difficult their formal financial a to quarantines an identify mechanis access, preventio alternative ways I convene experts I recommendations	more than 97% of the APEC economies. How development, being or cccess, which got worse di the stop of operation mus for the reactivation n & mitigation of over i to accomplish financial from public and private as and identify best pract	ever, they face seve e of the most impo since the COVID-19 s. In this context, it of MSMEs that pror indebtedness, and tl inclusion. This proje sectors to prepare tices about how Fint	ral obstacles trant the lack of jo pandemic, due is important to note financial e use of ct aims to	
Project Topic(s)	Data Privacy; Dig	gital Economy; Digital	Technology and Inr	ovation; 🔍	
Project Outputs	1.Research report. 2.Workshop				
Project Alignment to APEC's	Putrajaya Vision 20	40 and Aotearoa Plar	of Action		
All APEC projects must align wit	h the Putrajaya Vision	(PV) 2040 and Aotearo	a Plan of Action (AF	A). (To see PV 2040 in full, click here	a. To see APA in full, click <u>here.</u> )
Primary Driver	3: Strong, Balance	d, Secure, Sustainable	and Inclusive Growt	h Primary Objective	2: Human resource development and skills for the future
Secondary Driver (Optional)	2: Innovation and	Digitalization		Secondary Objective (Optional)	3: Digital infrastructure and transformation
Summary of Proposed		APEC Funding (USD		Self-Funding (USD)	Total (USD)

#### • Relevance

#### • Objective

ection A	: Overview and	Relevance			
Close	Project Details	Project Summary	Relevance	Objective	Alignment
2. Object	tive 🕜	regulation, contributes financial se financing, a This project	others) to bu to the recover rvices adapte and the prevent t will also buil	fy models and po Id a Fintech ecos ry of the MSME : d to their needs, ntion & mitigatio d capacity of APR te sector related	ystem for APE ector through with a special of over indet C economies,

#### • Alignment

ose Project Details	Project Summary	Relevance	Objective	Alignment			
3a. APEC 🥝	expand fin participation In the Putr growth that MSMEs.The improving	ancing and len on in global an ajaya Vision 2 It brings palpa Aotearoa Pla MSMEs' access	ding options d regional ma 040, APEC Le ble benefits a n of Action pr s to finance, g	icourages suppor for MSMEs, in ord irkets. aders committed nd greater health omotes business global markets ar	to foster qual and wellbeing creation and d global value	e their lity g to e chains	
3b. Forum 💡	2024, iden (KPIs): "Ad access to f led SMEs a	tifies as amon ccess to Financ inance for star nd other tradi cchnologies for	g its objective ce and Alterna rt-ups and SM tionally disad	orking Group - St es and Key Perfor ative Financing So IEs, including wo vantaged commu as innovative fina	mance Indicat olutions. Impro nen-owned ar nities. Promot	tors oving nd women- ing new	-

When you are finished viewing the tabs, click the **Close** button on the left side of the **Section A** box to close the active tab.

Section A:	Section A: Overview and Relevance													
Close	Project Details	Project Summary	Relevance	Objective	Alignment									

For each main section of the Project Proposal, the **Create Draft** page has tabs that have a Close button like the one shown above.

• In Section B: Impact, the Beneficiaries tab is pre-populated.



• In Section C: Effectiveness, the Linkages tab is pre-populated.

ection C: Effectiveness
12. Linkages 🛛 🥥

6. In Section B: Impact, click the Outputs tab.

Section	B: Impact						
Close	Outputs	Outcomes	Beneficiaries	Dissemination	Gender		
SN	Out	put Name	0			Description	

7. To add a row, click the + (plus) button at the top right corner of the **Outputs** table.

ection B	: Impact				
Close	Outputs	Outcomes	Beneficiaries	Dissemination Gende	er
SN	Out	put Name	0		Description

A new row is added to the table.

Note: to **delete** a row, check the box in the first column and click on the - (minus) button on the right.

See	tion E	8: Impact									
СІ	ose	Outputs	Outcomes	Beneficiaries	Dissemination	Gender					
											<b>H</b>
	SN	Out	put Name	0				Descr	ription		
	1										
				М				M			

8. Enter the **Output Name** and **Description** in the corresponding fields in the new row. The Outputs you create in this section should match the outputs that you listed in the **List your output**' section of the Concept Note.

Close     Outputs     Outcomes     Beneficiaries     Dissemination     Gender       SN     Output Name     Output Name     Output Name     Output Name       Study     The key objectives of the proposed project that could improve the	Section B: Impact													
Study The key objectives of the proposed project that could improve the	Close	0	Outputs	Outcomes	Beneficiaries	Dissemination	Gender							
Study The key objectives of the proposed project that could improve the										🛨 [				
	SN	SN .	Out	put Name	0	Description								
1     formalization process of informal business in the APEC region are as     follows:	1	1	Study		f	ormalization proces								

- 9. Repeat steps 7-8 to add another output.
- 10. In Section B: Impact, click the Outcomes tab.

Section	Section B: Impact												
Close	Outputs	Outcomes	Beneficiaries	Dissemination	Gender								
							🛨 🗖						
	SN					Outcome Description	0						

11. Click the + button at the top right corner of the **Outcomes** table.

Section	B: Impact						
Close	Outputs	Outcomes	Beneficiaries	Dissemination	Gender		
	SN					Outcome Description	0

#### A new row is added to the table.

Section	Section B; Impact												
Close	Outpu	ts Outcomes	Beneficiaries	Dissemination	Gender								
							<b>H H</b>						
	SN					Outcome Description	0						
0	1					×							

12. Enter the **Outcome Description** in the new row.

Section	n B: Imp	act									
Close	Outpu	uts Outcomes	Beneficiaries	Dissemination	on Gender						
						🕂 🗖					
	SN				Outcome Description	0					
	1	The study and workshop will serve as catalysts and facilitators to understand the role of digital connectivity in the formalization process of informal businesses in the Asia-Pacific region and will provide recommendations for further action to businesses, public institutions, academia communities and civil society. The expected outcomes of									

13. Repeat steps 11-12 to add another outcome.

14. Click the **Dissemination** tab.

ection I	B: Impact					
Close	Outputs	Outcomes	Beneficiaries	Dissemination	Gender	
. Disse	emination	0				
						Ъ

15. Enter the information about the dissemination in the **Dissemination** field.

ection E
Close
7. Disse

#### 16. Click the **Gender** tab.

Section B: Impact			
Close Outputs Outcom	mes Beneficiaries Disse	mination Gender	
1. Description of Gender	Inclusion in the Project (	)	
2. Gender Participation Target Goals 🕜	As Participants (%)	As Speakers/Experts (%)	3. Five Pillars of the Gender Criteria 💡
Male			Access to Capital and Assets     Access to Markets
Female			Skills, Capacity Building, and Health
Check this box if no eve	ent is proposed in the project		Innovation and Technology

17. In the **1. Description of Gender Inclusion in the Project** field, enter the description of the Gender Inclusion for your Project.

Sect	tion E	B: Impact					
Clo	se	Outputs	Outcomes	Beneficiaries	Dissemination	Gender	
1.	Descr	iption of	Gender Inc	lusion in the Pr	oject 🕜		
Pa st	acific i rateg	region, as ic decisior	well as their is are essenti	capacity for lead al for APEC econo	itive directors in co ership, commitmer omies. Thus, 50%	, nt, and courag of the survey	hrough It serves
					women entreprene		he expert 🛓

18. In the 2. Gender Participation Target Goals table, follow these steps:

• In the **As Participants (%)** column, enter the target percentage rates of male and female participants for the project event. Gender-balanced target participation rates (50/50) are strongly encouraged.

2. Gender Participation Target Goals ₍ ?)	As Participants (%)	As Speakers/Experts (%)
Male	50	
Female	50	
Check this box if no eve	nt is proposed in the project	

 In the As Speakers/Experts (%) column, enter the percentages of male and females who will be experts the project event. Gender-balanced target participation rates (50/50) are strongly encouraged.

2. Gender Participation Target Goals ₍ ?)	As Participants (%)	As Speakers/Experts (%)
Male	50	50
Female	50	50
Check this box if no eve	nt is proposed in the project	

Note: If the project does not have an associated event, check the **Check this box if no event is proposed in the project**. The percentage rates show 'zero'.

2. Gender Participation Target Goals (	As Participants (%)	As Speakers/Experts (%)								
Male	0	0								
Female	0	0								
Check this box if no eve	Check this box if no event is proposed in the project									

19. In the **3. Five Pillars of the Gender Criteria** section, check the pillars of gender economic empowerment that the project contributes to or promotes.

3. Five Pillars of the Gender Criteria 💡
<ul> <li>Access to Capital and Assets</li> <li>Access to Markets</li> <li>Skills, Capacity Building, and Health</li> <li>Leadership, Voice and Agency</li> <li>Innovation and Technology</li> </ul>

20. In **Section C: Effectiveness**, click the **Work Plan** tab. You should create one row per task. List project tasks in the chronological order they would be implemented.

For instance, your first project task is normally the drafting of the contract.

Section	Section C: Effectiveness														
Close	w	ork Plan	Risks	Monitorin	g & Evaluation	Linkages									
9. Wo	rk Plar	n 🕜													
														H	
	SN	Start From	n Fi	nish By				Desc	ription of Tasl	s			Deliverab	es	

21. Click the + button at the top right corner of the **Work Plan** table.

Section	ection C: Effectiveness										
Close	w	ork Plan	Risks	Monitoring & Evaluation	Linkages						
9. Wo	rk Pla	n 🕜									
							🗄 🗖 🗗				
	SN	Start Fro	m Fi	nish By		Description of Tasks	Deliverables				

A new row is added to the table.

Section	n C: Eff	ectiveness									
Close	Close Work Plan Risks Monitoring & Evaluation Linkages										
9. Wo	9. Work Plan 🕜										
						+ 2 2					
	SN	Start From	Finish By	Description of Tasks	Deliverables						
	1	📅 16-06-2023	<b>16-06-2023</b>	K		للأ					

22. To fill information about each task:

- Enter the first day of the selected month as the **Start From** date and the last day of the selected month as the **Finish By** date.
- In the **Description of Tasks** field, enter the tasks that will be taken to deliver the product or output.
- In the **Deliverables** field, enter the name of the item to be delivered.

In the *example* below:

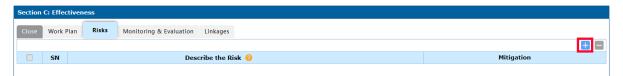
- the Start Date is 01-11-2023,
- the Finish By date is 31-12-2034,
- the Description of Tasks is Contracting and procurement for the management of the workshop, and
- the Deliverable is a signed contract.

Sectior	ection C: Effectiveness									
Close	Close Work Plan Risks Monitoring & Evaluation Linkages									
9. Wo	9. Work Plan 💡									
					🛨 🗖 🖻					
	SN	Start From	Finish By	Description of Tasks	Deliverables					
		-		Contracting and procurement for the management of the workshop	Signed contract					
	1 🛗 31-10-2023	3 📅 30-12-2034	K	للأ						

- 23. Repeat steps 21-22 to add another item to the work plan.
- 24. Click the **Risks** tab.

Section C	ection C: Effectiveness						
Close	Work Plan	Risks	Monitoring & Evaluation	Linkages			
							+ =
	SN Describe the Risk 💡			Mitigation			

25. Click the + button at the top right corner of the **Risks** table.



A new row is added to the table.

Close	Work F	lan Risks	Monitoring & Evaluation	Linkages			
					+		
	SN	Describe the Risk 🥝			Mitigation		
	1						
					للأ		

26. Enter the **Description of the Risk** and your **Mitigation** plan of the risk in the corresponding fields in the new row.

Section	C: Effec	tiveness	
Close	Work P	Ian Risks Monitoring & Evaluation Linkages	
			🗄 🖬
	SN	Describe the Risk 💡	Mitigation
	1	Low response rate of the survey	-Each economy will be permanently monitored to ensure those survey respondents complete the survey. -Approach the co-sponsoring economies and seek their utmost cooperation.

- 27. Repeat steps 25-26 to add another risk.
- 28. Click the Monitoring & Evaluation tab.

To understand how to develop a quality Monitoring and Evaluation valuation plan for your project, click the **Sample Project Evaluation table**. A new screen will launch.

Click to view I	he Sample Project Evaluation T				
TIL Organ					
D SN	Outputs	Indicators	Target Goals	Evaluation Method	Reporting
11h. Outcomes					
SN 58	Outcomes	Indicators	Target Goals	Evaluation Method	Reporting
LLC. Others					
SN SN	Evaluation Focus	Indicators	Target Goals	Evaluation Hethod	Reporting

29. To create your plan, click the + button at the top right corner of the **Monitoring and Evaluation** table.

Section	Section C: Effectiveness							
Close	Work Plan Risk	s Monitoring & Eval	uation Linkages					
🤗 Click to view the Sample Project Evaluation Table								
11a. Ou	11a. Outputs							
	SN	Outputs	Indicators	Target Goals	Evaluation Method	Reporting		

A new row is added to the table. A row should be created for <u>one</u> indicator. You should provide at least one evaluation indicator for <u>each</u> of the outputs you listed in the **Outputs** section.

Section C: Effectiveness						
Close Work Plan Risks Monitoring & Evaluation Linkages						
2 Click to view the Sample Project Evaluation Table						
11a. Outputs						
	SN	Outputs	Indicators	Target Goals	Evaluation Method	Reporting
	1					
				×.	×.	×
		X	J N	L L	R	للا الا

30. Enter information in each corresponding column for each indicator in the new row:

- Outputs: the name of the output you are evaluating
- Indicators: describe what the indicator is
- Target Goals: what the target goal is (e.g. a percentage, a total number, etc.)
- Evaluation Method: how you will evaluate this indicator (e.g. a survey, event summary)
- **Reporting**: where the evaluation result will be reported (e.g. the Completion Report)

Section	Section C: Effectiveness							
Close	Close Work Plan Risks Monitoring & Evaluation Linkages							
🕜 Clic	Click to view the Sample Project Evaluation Table							
11a. C	outputs							
	SN	Outputs	Indicators	Target Goals	Evaluation Method	Reporting		
	1	Literature review	Bibliometric analysis and publication of indexed papers	20	Summary report of the literature review	Completion Report		
		м	للأ	М	М		М	

31. Click the + button at the top right corner of the **Outcomes** table.

11b. (	11b. Outcomes						
	SN	Outcomes	Indicators	Target Goals	Evaluation Method	Reporting	

A new row is added to the table. A row should be created for <u>one</u> indicator. You should provide at least one evaluation indicator for each of the outcomes you listed in the **Outcomes** section.

11b. (	11b. Outcomes						
	SN	Outcomes	Indicators	Target Goals	Evaluation Method	Reporting	
	1						
		لا ا	2	R	R	М	

32. Enter this information in the corresponding fields in the new row:

- Outcomes: the outcome (from the Outcomes section) you are evaluating
- Indicators: describe what the indicator is
- Target Goals: what the target goal is (e.g. a percentage, a total number, etc.)
- Evaluation Method: how you will evaluate this indicator (e.g. a survey, event summary)

• **Reporting**: where the evaluation result will be reported (e.g. the Completion Report)

11b. (	11b. Outcomes							
	SN	Outcomes	Indicators	Target Goals	Evaluation Method	Reporting		
	1	Best practices in the formalization process of informal businesses.	% of businesses report substantially increased knowledge digital connectivity for the formalization process.	50	Tracking economies twelve months after the event	Completion Report		
		R	R	R	R	<u>ار</u>		

33. (optional) Click the + button at the top right corner of the **Others** table.

11c. Others						
SN SN	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting	

A new row is added to the table. You can add indicators that you will use to evaluate items other than Outputs or Outcomes.

11c. Others						🗄 🗖
	SN	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting
	1	K	K	K	K	K

Enter this information in the corresponding fields in the new row:

- Evaluation Focus
- Indicators: describe what the indicator is
- Target Goals: what the target goal is (e.g. a percentage, a total number, etc.)
- Evaluation Method: how you will evaluate this indicator (e.g. a survey, event summary)
- **Reporting**: where the evaluation result will be reported (e.g. the Completion Report)
- 34. In Section D: Sustainability, click the Sustainability tab.

Section D: Sustainability		
Close Sustainability		
13. Sustainability 🤗	×	

35. Enter details about how the project's impact will be sustainable after the project is completed in the **Sustainability** field.

36. In Section E: Efficiency, click the Budget for Events tab. A list of questions displays in this tab.

Section	n E: Effi	ciency			
Close	Buc	lget for Events	Budget for Contractors	Budget for Self-Funding	Waivers
	Event				
	1	Please pr submitte	opose a budget plan for d for each event.) (Note	one project event, by an 2: All unit rates are exp	nswering the set of questions below. (Note 1: Make sure that one set of questions is ressed in US Dollars.)
		1. How m	any days is the project o	event?	
		2. In whi	ch city will the event be ୍	held?	
			aany experts will be APE aany experts will receive		

**Note**: There are 37 questions for each event. If you're planning only one event, answer only the first set of 37 questions in the **Budget for Events** tab.

Follow these steps to complete the budget for the event:

- a. Determine the duration and location of the event.
  - In **Question 1**, enter the number of days for the event.
  - In **Question 2**, enter the location of the event. By entering the event, APAS automatically calculates the per-diem rate of the selected city.

In the example below, the event's duration is two days, and it will be held in Lima, Peru.

1. How many days is t	he project event?
2	
2. In which city will th	e event be held?
Lima	Q

- b. Decide how many experts the project will fund for the event and the number of the total experts who will receive a per diem.
  - In **Question 3**, enter the number of experts that APEC will fund.
  - In **Question 4**, enter how many of these experts will receive a per diem.

In the example below, APEC will fund five experts, and all five experts will receive a per diem.

3. How many experts will be APEC-funded?	3. Hov
5	5
4. How many experts will receive per-diem?	4. Hov
5	5

- c. *(optional)* If you are paying an honorarium to any experts, decide how many of the total experts will receive an honorarium, what their roles will be, and whether different rates will be applied.
  - In **Question 5**, enter the <u>first</u> honorarium rate.
  - In **Question 6**, enter the number of experts who will receive the first honorarium rate entered in Question 5.
  - In **Question 7**, enter the role of the experts who will receive the first honorarium rate entered in Question 5.
  - In **Question 8**, enter the <u>second</u> honorarium rate, if a different rate will be paid to other experts.
  - In **Question 9**, enter the number of experts who will receive the second honorarium rate entered in Question 8.
  - In **Question 10**, enter the role of the experts who will receive the first honorarium rate entered in Question 8.

In the example below, the PO is proposing two different honoraria rates. Three out of the five experts will act as speakers and receive \$500 (the first honorarium rate). The other two experts will be speakers and receive \$700 (the second honorarium rate).

5. Indicate a honoraria rate (1),	if applicable
500.00	
6. How many experts (of the tota	I APEC funded) are receiving honoraria rate (1)?
3	
7. Indicate the role of the expert	s receiving this rate, whether trainers, moderators, speakers, and presenters?
speakers	
8. Indicate a honoraria rate (2), i	if applicable
700.00	
9. How many experts (of the tota	I APEC funded) are receiving honoraria rate (2)?
2	
10. Indicate the role of the exper	ts receiving this rate, whether trainers, moderators, speakers, and presenters?
speakers	

- d. Decide how many of the experts entered in Question 3 will receive funding for airfare and the different airfare unit rates, where applicable.
  - In **Question 14**, enter the first airfare rate for those traveling in International Economy.
  - In **Question 15**, enter how many experts from the funded experts who will receive this airfare rate.
  - In **Question 16**, enter the second airfare rate, if applicable, for those traveling in International Economy.
  - In **Question 17**, enter the number of experts from the funded total who will receive the second airfare rate.

In the example below, there are two airfare unit rates. Two of the five funded experts will travel in international economy, and the proposed airfare rate is \$500 for each traveler. The other three funded experts will travel in International Business class (more than 12 hours), and the proposed airfare rate is \$5,000 for each traveler.

14. Please indicate airfare unit rate 1 (for International Economy travel, in USD) , if applicable
500.00
15.How many experts (of the funded total) are receiving airfare unit rate 1?
16. Please indicate airfare unit rate 2 (for International Business class travel, exceeding 12 hours, in USD), if applicable. 5,000.00
<ul><li>17. How many experts (of the funded total) are receiving airfare unit rate 2?</li></ul>

e. Determine the number of funded participants who will receive APEC funding to participate in the event.

Note: Only the participants from the 11 travel-eligible economies can be funded by APEC.

- In **Question 20**, enter the number of the funded participants who will receive travel funding from APEC.
- In **Question 21**, enter the number of the funded participants who receive a per diem.
- In **Question 22**, enter the airfare rate for the funded participants who will travel in International Economy in close proximity to the event, such as South America to South America or Asia to Asia.
- In **Question 23**, enter the number of the funded participants who travel in International Economy in close proximity to the event.
- In **Question 24**, enter the airfare rate for the funded participants who will travel in International Economy of a longer distance, such as the United States to South America or the United States to Asia.
- In **Question 25**, enter the number of the funded participants who will travel in International Economy of a longer distance.
- In **Question 26**, enter the airfare rate of the funded participants who will travel in Domestic Economy.
- In **Question 27**, enter the number of participants who will travel in Domestic Economy.

In the example below, two of the 11 participants will travel in International Economy of close proximity, and \$1,000 is the proposed airfare for each traveler. Eight participants will travel in International Economy of a longer distance, and \$3,000 is the proposed airfare for each traveler. One participant from the host economy will travel Domestic Economy, and \$250 is the proposed airfare.

20. How many participants will receive travel funding from APEC? (*A maximum of 2 from each travel-eligible economy can be funded.)
11
21. How many participants will receive per-diem?
11
22.Please indicate airfare unit rate 1 (for International Economy of close proximity, e.g. Asia to Asia, in USD), if applicable.
1,000.00
23. How many participants (of the funded total) are receiving airfare unit rate (1)?
2
24. Please indicate airfare unit rate 2 (for International Economy of long distance, e.g. America to Asia, in USD), if applicable.
5,000.00
25. How many participants (of the funded total) are receiving airfare type (2)?
8
26.Please indicate airfare unit rate 3 (for Domestic or other travel, in USD), if applicable.
250.00
27. How many participants (of the funded total) are receiving airfare unit rate (3)?
1

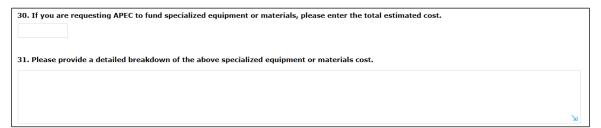
- f. Decide whether you need funding to host the event, and determine the total cost.
  - In **Question 28**, enter the total estimated cost for event hosting.
  - In Question 29, enter a detailed breakdown of the event hosting costs.

In the example below, the PO is requesting \$20,000 from APEC to host a two-day event, which breaks down to \$10,000 for each day for the hotel room and equipment.

If you are requesting APEC to fund event hosting, please enter the total estimated cost.	
,000.00	
Please provide a detailed breakdown of the above event hosting cost.	
10,000 X 2 days for the hotel room and equipment	

- g. *(optional)* Decide whether you need funding for specialized equipment, and determine the total cost.
  - In **Question 30**, enter the total estimated cost of the specialized equipment.
  - In **Question 31**, enter a detailed breakdown of the specialized equipment costs.

In the example below, the PO is not requesting any funding for specialized equipment, so the answer fields for Questions 30 and 31 are left blank.



- h. (optional) Decide whether you need funding for communications, and determine the total cost.
  - In **Question 32**, enter the total estimated costs for communications.
  - In **Question 33**, enter a detailed breakdown of the communication costs.

In the example below, the PO is not requesting any funding for communications, so the answer fields for Questions 32 and 33 are left blank.

32. If you are requesting APEC to fund communications, please enter the total estimated cost.	
33. Please provide a detailed breakdown of the above communications cost.	
	M

- i. *(optional)* Decide whether you need funding for photocopying, and determine the total cost.
  - In Question 34, enter the total estimated costs for photocopying.
  - In Question 35, enter a detailed breakdown of the photocopying costs.

In the example below, the PO is not requesting any funding for photocopying, so the answer fields for Questions 34 and 35 are left blank.

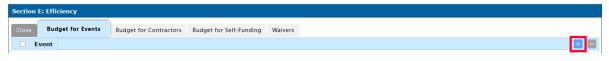
34. If you are requesting APEC to fund photocopying, please enter the total estimated cost.	
35. Please provide a detailed breakdown of the above photocopying cost.	
	×.
	R

- j. Decide whether you need funding for publications and distribution of reports, and determine the total cost.
  - In Question 36, enter the total estimated costs for publications and distribution of reports.
  - In **Question 37**, enter a detailed breakdown of costs of the publications and distribution of reports.

In the example below, the PO is requesting a total of \$2,000 for graphic design services. The graphic design of final report for the story will cost \$1,000, and the graphic design of the workshop proceedings will cost \$1,000.

36. If you are requesting APEC to fund publication/distribution of report(s), please enter the total estimated cost.
2,000.00
37. Please provide a detailed breakdown of the above publication/distribution of report(s), cost.
\$1,000 for graphic design of the the study final report, and \$1,000 for graphic design of the workshop proceedings

37. *(optional)* If you're planning another event, click the + button at the top right corner of the **Budget for Events** tab to insert a new set of 37 questions.



Repeat step 36 to answer the questions for the second event.

38. (optional) If you're hiring contractors for the project, click the Budget for Contractors tab.
 Note: There is a total of two tables in this section, each with a set of fields to be filled out. You will use one table for each Direct Labor contract for the project.
 Note: Only two contracts per project will be allowed in APAS.

ection	E: Efficiency				
Close	Budget for Events	Budget for Contractors	Budget for Self-Funding	Waivers	
Direct	Labor Contractor 1	0			
Please p sets/exp	rovide a general descrip erience and who will be	tion of the contracted role/services contracted.	s (short-term clerical, consulta	nt, researcher	event logistics provider, etc.) including an overview of scope of work (aligning to project outputs), skill
	n to be funded Term Clerical, Consult	ant, Researcher, Event Logistic	s Provider, etc.):		
(Short-	Term Clerical, Consult	ant, Researcher, Event Logistic	rs Provider, etc.):		
(Short- If trav	Term Clerical, Consult	ate total airfare cost (	rs Provider, etc.):		
(Short- If trave Prov	Term Clerical, Consult el is involved, indica ide details of the ai	ate total airfare cost (			
(Short- If trave Prov (num	Term Clerical, Consult el is involved, indica ide details of the ai ber of people, where,	nte total airfare cost ? fare cost whether it is included the total			
(Short- If trave Prov (num	Term Clerical, Consult el is involved, indica ide details of the ai ber of people, where,	nte total airfare cost 🕜			
(Short- If trave Prov (num If trave Prov	Term Clerical, Consult el is involved, indica ide details of the ai iber of people, where, el is involved, indica ide details of the pe	te total airfare cost fare cost whether it is included the tota te total per diem er diem total			
(Short- If trave Prov (num If trave Prov	Term Clerical, Consult el is involved, indica ide details of the ai ber of people, where, el is involved, indica	te total airfare cost fare cost whether it is included the tota te total per diem er diem total			
(Short- If trave (num If trave Prov (num	Term Clerical, Consult el is involved, indica ide details of the ai iber of people, where, el is involved, indica ide details of the pe	te total airfare cost fare cost whether it is included the total ate total per diem or diem total number of days)			

Fill out the table for Direct Labor Contractor 1.

- i. Provide a general description of the contracted role/services and an overview of scope of work.
- ii. Select the type of Position to be funded.
- iii. Indicate the airfare cost, if travel is involved.
- iv. Provide the details of the airfare cost.
- v. Indicate the per-diem total, if travel is involved.
- vi. Provide the details of the total per-diem.
- vii. The Contractor Fee is calculated automatically from the Table of Tasks below it.
- viii. The Total Contract Cost is calculated automatically from items **c**, **e**, and **g** above.

Note: You must fill the Table of Tasks to see the total Contractor Fee and the total Contract Fee.

List all the tasks to be performed by Contractor 1.

Click the + button at the top right corner of the **Tasks** table.

	No.	Specific and Actual Task	Work Hours	Work Hourly ORACE	Notes
0	1	Research Report	200.00	300.00	Prepare a survey with contains questions in order to obtain information about the current to be a survey of the su

A new row is added to the table.

Fill out the following info for <u>each</u> task:

- Give the **task** a title
- Provide the total **work hours** to perform the task
- Provide the **hourly rate** of that task.
- In Notes, describe what the task involves.

Add another row for the next task to be performed by the Contractor.

APAS calculates all the **work hours** multiplied by **hourly rates** for all the listed tasks and provide the total in **step g, Contractor Fee**.

Fill out the table for Direct Labor Contractor 2, if applicable.

39. (optional) If your project has self-funding, click the Budget for Self-Funding tab.

Budget for Events     Budget for Contractors     Budget for Self-Funding     Waivers       Self Funding     Subtotal     Notes       Budget Item     Subtotal     Image: Subtotal       Experts' Honorarium     Image: Subtotal     Image: Subtotal       Experts' Per Diem     Image: Subtotal     Image: Subtotal       Participants' Per Diem     Image: Subtotal     Image: Subtotal       Participants' Airfare     Image: Subtotal     Image: Subtotal       Hosting     Image: Subtotal     Image: Subtotal	Section E: Efficiency		
Budget ItemSubtotalNotesExperts' HonorariumImage: Image: Ima	Close Budget for Events Budget for Cor	Budget for Self-Funding	Waivers
Experts' Honorarium   Experts' Per Diem   Experts' Airfare   Participants' Per Diem   Participants' Airfare   Hosting	Self Funding		
Experts' Per Diem   Experts' Airfare   Participants' Per Diem   Participants' Airfare   Hosting	Budget Item	Subtotal	Notes
Experts' Airfare   Participants' Per Diem   Participants' Airfare   Hosting	Experts' Honorarium		K
Participants' Per Diem     Image: Constant of the second sec	Experts' Per Diem		الا
Participants' Airfare	Experts' Airfare		
Hosting	Participants' Per Diem		L. L
	Participants' Airfare		L. L
	Hosting		K

Fill out the fields in this tab, where applicable.

The system auto-calculates the sum of the cost of each item to be self-funded by the Project Overseer.

40. *(optional)* If there are any waivers for the project, click the **Waivers** tab and enter the details about the waiver.

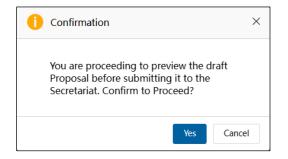
Examples of waivers: no-funding for project site visits, open tendering processes

S	ection	E: Efficiency				
	Close	Budget for Events	Budget for Contractors	Budget for Self-Funding	Waivers	
۷	Vaivers					
		indicate any waive and for open tende		C financial rules and pro	vide a detaile	d explanation for each request. Ex

41. Click the **Preview** button at the top right corner of the **Project Proposal – Create Draft** page to review the information you entered in the Project Proposal before sending the Project Proposal to the PD or PE.

Workflow : Creat	ate - Project Proposal - Create           Workflow Chart         Process Status         Preview         Save	=
Pro	oject Proposal - Create Draft	
2. Use	ick on each subsection tab below and provide information in all the required fields to draft the Project Proposal. You will notice that some sections have been pre-populated from your endorsed CN. se the General Comments box for any comment to the Secretariat.	
3. Clic	ick <b>Preview</b> to review the full draft Project Proposal (You can come back to <b>edit</b> if necessary.)	

#### A confirmation message displays. Click Yes to continue.



The preview of the Project Proposal displays.

<b>Project Pr</b>			ratte				
PO:							
2. To view the project but	n tab to review the draft o Iget, click on the <b>Budget</b> changes, or <b>Send to PD</b>	Preview Screen tab	pelow, under Section				
Project Proposals				Additional Comments			
Project Number	EWG_101_2023A	Current Status	Draft	Endorsed Concept Note	CN_EWG_102_2023		
Project Title	SET 04 - CN 03 PP	APAS DEMO					
General Comments		S   Format →   Font	• Size •	Line H   A- 🛛 -   🚝 📰   🕸 🕸	= ==== ∞ ∞ ⊞ ©	$\Omega \equiv \Omega \mid \checkmark I_{\rm x}$	8 23
response. Please date your comment							

42. Verify that the information you entered in the Project Proposal is correct by clicking on the tabs for each section.

Make sure you scroll down to **Section E. Efficiency** and click the **Budget Preview Section** tab to see the consolidated **Project Budget plan**.



**Part A. Project Budget Plan** displays. The table show the total calculation of the cost items you indicated in the Create Draft page, when you filled out information in the Budget for Event, Contract, and the Self-Funding tabs.

Event Number	1		
Number of event days	1		
Location (city) of the event	Hai Phong City		
Cost Items	Details	Notes	APEC Fundin (USD)
Experts to receive APEC funding	1		
Honorarium Type 1	\$900 X 1	researcher	900.0
Honorarium Type 2	\$0 X 0		0.0
Honorarium Type 3	\$0 X 0		0.0
Per diem	1 X 2.75	\$132 per day	363.0
Airfare Type 1 - International Economy	\$1200 X 1		1,200.0
Airfare Type 2 - International Business	\$0 X 0		0.0
Airfare Type 3 - Domestic or others	\$0 X 0		0.0
Participants to receive APEC funding	1		
Per Diem	1 X 2.75	\$132 per day	363.0
Airfare Type 1 - International Economy (Short Distance)	\$0 X 0		0.0
Airfare Type 2 - International Economy (Long Distance)	\$0 X 0		0.0
Airfare Type 3 - Domestic or others	\$0 X 0		0.0
Hosting	\$12000		12,000.0
Specialized equipment or materials	\$20000		20,000.0
Communications	\$20000		5,000.0
Photocopying	\$2000		2,000.0
Photocopying Publication/distribution of report	\$2000		2,000.0

The table shows the calculations for **Contractors**, **Total APEC Funding**, **Total Self-Funding**, and **Total Project Value**.

Contractor 1		60,000.00
Contractor 2		4,000.00
CN Approved-In Principle Amount		119,000.00
Total APEC Funding	0	105,826.00
Total Self Funding	0	0.00
Total Project Value	0	105,826.00

If the **Total APEC Funding** you are seeking exceeds the amount of the CN Approved In-Principle, the amount displays in red. You must go back to the previous screen to amend your budget request in the **E. Efficiency** section. See step 43.

Contractor 1		200,000.00
Contractor 2		4,000.00
CN Approved-In Principle Amount		119,000.00
Total APEC Funding	0	245,826.00
Total Self Funding	0	0.00
Total Project Value	0	245,826.00

Part B. APEC Funded Contractors, Part C. Self-Funding, and Part D. Waivers display filled information you filled in earlier.

43. If you need to make any changes, click the **Edit** button in the top right corner of the **Project Proposal – Preview Drafts** page. Then complete your changes.



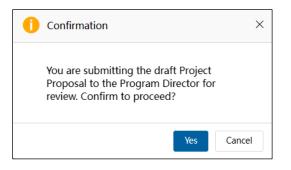
44. When you are finished previewing the Project Proposal, scroll down to the **Project Overseer Declaration** field at the bottom of the **Project Proposal – Preview Drafts** page and check the box, **Please check to declare**.



45. If the draft Project Proposal is ready for the Secretariat's review, click the **Send to PD** button in the top right corner of the **Project Proposal – Preview Drafts** page.

Workflow:Process - Project Proposal - Creator (PO) Preview         Image: Creat	Send To PD Edit Save \Xi
Project Proposal - Preview Drafts	
PO: 1. Click on each subsection tab to review the draft content. Ensure that the content you provided is accurate and complete. 2. To view the project budget, click on the <b>Budget Preview Screen</b> tab below, under Section E. Efficiency. 3. Click <b>Edit</b> to make changes, or <b>Send to PD</b> if the draft is ready to be sent to the Program Director	

46. A confirmation message displays. Click **Yes** to continue.



The **Project Proposal – Preview Drafts** tab closes and the **Draft a New Project Proposal** tab displays. The Project Proposal you just submitted to the PD or PE has been removed from the list in **My Inbox**.

APEO	C   Projec	ct Administratio	on System	Concept						🌲 🔯 I	A APASPO4 🗸
=	æ	Draft a Nev	v Project Propo	sal						Select ONE Prop	osal to Draft 📰
=	Concept	Note Number:					Project Title:				
	Fund Sou	urce:					Sub-Fund:				
=		Project Title		Concept Note Number	Fund Source	Sub-Fun	d	Proposing APEC Economy(ies)	Co-Sponsoring APEC Economies	Current Status	Created By
:=		SET 04 - CN 01	APAS DEMO	CN_EWG_104_2023	APEC Support Fund (ASF)		rgy Efficiency, Low o gy Resiliency Measu	Indonesia;	Australia; Brunei Darussalam; Canada; Chile;	Approved In-Principle	APASPO4
4								1 re	cords in total	1 > > 25	Go to 1

The Project Proposal submission to the PD or PE displays in your **Outbox**.

My Inbox							G HOREX
My Inbox	t i	My Outbox	Processed By Me	Completed	All Involved Processes		
Workflow Type	Title					Received on	Received on
· Project Proposal	Under Revie	w (PD): (EWG_101_2023A) SET 04	4 - CN 03 PP APAS DEMO			2023-06-17	22:36:25
· Project Proposal	Draft: (EWG	6_101_2023A) SET 04 - CN 03 PP A	PAS DEMO			2023-06-16	04:03:52
· Create Concept Note	Reviewed fo	or Scoring (PMU): SET 04 - CN 01 A	PAS DEMO			2023-06-02	01:41:54

## 3.2.2 Submitting a Draft Project Proposal by Deadline

POs must submit a draft Project Proposal to the PD by a stipulated deadline. When the stipulated deadline reaches (generally by 11:59pm Singapore time of a said date), APAS will block any further submission actions by the PO. Inability to submit before the deadline will result in the withdrawal of the project. The PO will receive an email notification notifying them of the non-submission of the Proposal before a deadline and the withdrawal of their project.

## 3.2.3 Reviewing a Draft Project Proposal

After the PO submits the Project Proposal to the PD or PE, the PD or PE will review the APAS Project Proposal, to make sure its readiness to be circulate it to forum members for comments and endorsement.

1. The PD or PE receives an email notification that the draft Project Proposal is ready to review. An example of this email notification is shown below.

	New Project Proposal for PD's Approval
ear APASPD4 and	I UATPE4,
	posal has been submitted by APASPO4 for your consideration. Please to access the Project Proposal:
Project Title	SET 04 - CN 03 PP APAS DEMO
Project Overseer	APASPO4
Economy	Indonesia;
Link to APAS	(Under Review (PD); (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO)

2. Log into APAS as a PD or PE user, if you're not logged in already. Your Dashboard displays.

My Inbox							ø
	y Inbox (6)	My Outbox	Processed By Me	Completed (13)	All Involved Processes		
Workflow Ty	pe Title					Received on	Received of
Project Prop	osal Under Rev	iew (PD): (EWG_101_2023A	) SET 04 - CN 03 PP APAS DEMO *			2023-06-17	23:41:04
· Scoring Ten	plate RAF Scorir	ng: (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Energy	Efficiency, Low Carbon and Ene	rgy Resiliency Measures (EELCM) *	2023-06-16	23:29:05
· Scoring Ten	plate RAF Scorir	ng: (Brunei Darussalam;) APE	C Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and En	ergy Resiliency Measures (EELCM) *	2023-06-16	23:29:05
· Notify PD	Notificatio	n to start the scoring *				2023-06-13	12:09:46
· Scoring Ten	plate RAF Scori	ng: (Brunei Darussalam;) APE	C Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and En	ergy Resiliency Measures (EELCM)*	2023-06-13	11:38:20
· Scoring Ten	plate RAF Scorir	ng: (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Energy	Efficiency, Low Carbon and Ene	rgy Resiliency Measures (EELCM) •	2023-06-13	11:38:01
Concept Note		e	Scoring		Project Proposal		
Submit PO De	tails		Consolidate Scores		Complete List		
Complete List			Exported Scores		Under Review and Endorsement		
Generate Score	ng Template				Under Quality Assessment		
Pending Appr	oval		Latest News		Approved		
Approved In-	rinciple		For POs: Complete and submit your Concep		Not Approved		
Not Approved			For RAF delegates: Scoring for PS2, 2023 w		Withdrawn		
Withdrawn			For POs: Funding outcomes to be notified vi				
			Remember to submit your draft Proposal by The newest Project Guidebook is available b				
			The newest Project Guidebook is available of	download.			
			Useful Links		G		
			Email To APAS Admin				
			APAS User Guide				

3. In the Inbox, look for the Project Proposal task and click its title.

My Inbox (6	5)	My Outbox	Processed By Me	Completed (13)	All Involved Processes		
Workflow Type	Title					Received on	Received on
· Project Proposal	Under Rev	iew (PD): (EWG_101_2023A) SI	T 04 - CN 03 PP APAS DEMO			2023-06-17	23:41:04
· Scoring Template	RAF Scorin	ıg: (Hong Kong, China;) APEC Su	pport Fund (ASF) - ASF: Energy	Efficiency, Low Carbon and Ene	rgy Resiliency Measures (EELCM) *	2023-06-16	23:29:05
· Scoring Template	RAF Scorin	ıg: (Brunei Darussalam;) APEC S	upport Fund (ASF) - ASF: Energy	y Efficiency, Low Carbon and En	ergy Resiliency Measures (EELCM)	2023-06-16	23:29:05

Alternatively, go to the Project Proposals widget and click **Under Review and Endorsement.** 

Project Proposal
Complete List
Under Review and Endorsement
Under Quality Assessment
Approved
Not Approved
Withdrawn

### A list of Project Proposals **Under Review** displays. Click on a project title to review a Proposal.

roject I	Number:			Project Title:					
und So	urce:		Q	Sub-Fund:					Advanced Searc
	Project N	lumber	Project Title	Current Status	Proposi APEC Econom	Forum	Fund Source	Sub-Fund	Proposing Project Value
	PPSTI_20	2_2023A	Enhancing Technology and Innovation Management Practices in APEC Economies: a focus on public policies and Programs to promote academia- industry technology transfer	Under Review (PD)	Peru;	Policy Partnership on Science Technology and Innovation (PPSTI)	APEC Support Fund (ASF)	ASF: Innovative Development, Economic Reform and Growth (IERG)	179,529.2
	EC_204_2	2023A	Greening the Financial System	Under Review (PD)	Chile;	Economic Committee (EC)	APEC Support Fund (ASF)	ASF: Structural Reform and Sustainable Green Growth (SRSGG)	160,000.
	SCSC_20	2_2023A	Best Practices of Quality Infrastructure (QI) in APEC Economies	Under Review (PD)	Malaysia	Sub-Committee on Standards and Conformance (SCSC)	APEC Support Fund (ASF)	ASF: Connectivity (Connectivity)	140,000.

#### The **Project Proposal – Review Draft** page displays in a separate tab in your web browser.

Workflow Workflow	w :Process - Project Proposal - Crea v Form Workflow Chart Proce		ndorse) 🧷 ed Attachments				Send To PMU	Send To PO	Save	
	Project Prop	osal - R	eview Dr	aft						
	<ol> <li>For Fora Endorsement, select process offline.</li> </ol>	PO, click on <b>Send to</b> the <b>General Comm</b> t Print from the page e online Proposal pro- nce the Quality Asses	PO. ents box to provide sh i con on the top right of vides the exact informa ssment process.	corner. The Proposal v	oad a Word document in the <b>Additio</b> ill be printed (saved) to PDF. Convert the Word-format version. If found inc	it to Word-format offline. The	en proceed with the	e Endorsement		
	Project Proposals	⊥ Upload attach	ment Maximum 5M		Additional Comments	⊥ Upload attachment	Maximum 5M			
	Project Number	EWG_101_2023A	Current Status	Under Review (PD)	Endorsed Concept Note	CN_EWG_102_2023				
	Project Title	SET 04 - CN 03 PP	APAS DEMO							
		B I <u>U</u>	S   Format →   Format	t - Size -	Line H • 🛛 🔺 🖾 • 🗍 🚝 🗮 👘 •	# <b>E E E E  M</b> ®	Ω ≣ © ≣ Ω	🖋 I _x 🗄	25	
	Internal comments									
	(Communicate within the secretariat)								24	

4. Verify the fields in the Project Proposal are filled in by clicking on the tabs in each of the sections from **A. Overview and Relevance** to E. **Efficiency**.

Section B:	Impact
Close	Outputs Outcomes Beneficiaries Dissemination Gender
Section C:	Effectiveness
Close	Work Plan Risks Monitoring & Evaluation Linkages
_	
Section D:	Sustainability
Close	Sustainability
Section E:	Efficiency
Close	Budget Preview Screen

5. It is important that the PD or PE assesses the **Project Budget Plan** submitted by the PO. Go to E. Efficiency and click the red **Budget Preview Screen** tab.

Make sure the **Total APEC Funding** amount in the table is not in red. If in red, it means that the budget request from the PO in the Project Proposal has exceeded the APEC Funding Amount approved in the Concept Note (Section A. Overview and Relevance > Project Summary).

art A : Project Budget Plan			
vent Number	1		
umber of event days	2		
ocation (city) of the event	Lima		
ost Items	Details	Notes	APEC Funding (USD)
xperts to receive APEC funding	6		
Honorarium Type 1	\$600 X 6	Speakers	3,600.00
Honorarium Type 2	\$0 X 0		0.00
Honorarium Type 2	\$0 X 0		0.00
Per diem	6 X 3.75	\$289 për day	6,502.50
Airfare Type 1 - International Economy	\$1000 X 6		6,000.00
Airfare Type 2 - International Business	\$0 X 0		0.00
Airfare Type 3 - Domestic or others	\$0 X D		0.00
articipants to receive APEC funding			
Per Diem	0 X 3.75	\$289 per day	0.00
Airfare Type 1 - International Economy (Short Distance)	\$0 X 0		0.00
Airfare Type 2 - International Economy (Long Distance)	\$0 X 0		0.00
Airfare Type 3 - Domestic or others	\$0 X 0		0.00
osting	\$0		
pecialized equipment or materials	\$3500	It includes the material for the event: microphones, projector, au dio configuration, background and additional graphic items	3,500.00
ommunications	\$1400	It includes invitations, dissemination, and communication strateg $\boldsymbol{\gamma}$ in order to publicize the event	1,400.00
hotocopying	\$0		
ublication/distribution of report	0		
ontractor 1			61,250.00
ontractor 2			7,350.00
otal APEC Funding 😣			89,603.00
otal Self Funding			

 To send comment to the PO, use the General Comments box in the top screen to provide short comments, or upload a Word document in the Additional Comments field, for longer, subsectionbased comments

roject Proposals	Upload Attachme	ent Maximum 5M		Additional Comments	Upload Attachment Maximum 5M
roject Number	OFWG_103_2023A	Current Status	Under Review (PD)	Endorsed Concept Note	CN_OFWG_104_2023
roject Title	PD3_TASK1				
		5 Normal - Verdana	-   14 -   Line H		
nternal comments					
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eneral Comments		🖌   Format -   Font	•   Size •   Line H		$\mathbf{z} \equiv [\mathbf{w} \neq  \mathbf{m}  \otimes \equiv 0  \mathbf{m}  \neq \mathbf{x} \otimes \mathbf{z} \mathbf{X}$
Jse this box to comment &					

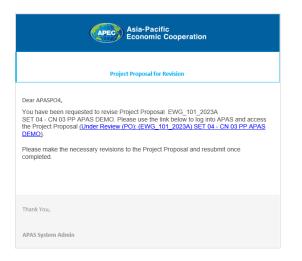
6. To return the Proposal back to the PO for revisions, click **Send to PO**, located on the top right corner of the screen.

	iend To PMU	Send To PO	Save	=
Click `	ies to procee	d.		
0	Confirmation			×
	You are submi to PO. Confirn	itting the Proje n to Proceed?	ect Propo	sal
		l	Yes	Cancel

The Proposal is returned to the PO. The **Project Proposal - Review Draft** tab closes. You will now return to the Dashboard.

## 3.2.4 Revising a Draft Project Proposal

1. The PO receives an email notification that the draft Project Proposal needs to revised. An example of this email notification is shown below.



2. Log into APAS as a PO, if you're not logged in already. Your Dashboard displays.

Ny Tubox         My Outbox         Processed By Me         Completed         All Involved Processes           Vorkflow Type         Title         Received on Under Review (PD): (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO         2023-06-18           • Project Proposal         Draft: (EWG_102_2023A) SET 04 - CN 03 PP APAS DEMO         2023-06-18           • Project Proposal         Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 03 PP APAS DEMO         2023-06-16           • Project Proposal         Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO         2023-05-10           • Project Proposal         Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO         2023-05-10           • Project Proposal         Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO         2023-05-10           • Project Proposal         Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO         2023-05-10           • Project Proposal         Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO         2023-05-10           • Project Proposal         Proft: (Proposal         Draft A New Project Proposal         2023-05-10           My Concept Note         For POS: Complete and submit your Concept Note online by 14 Juby         Proft: Approved         My Project Proposal         My Project Proposal           Not Approved         Proft: Horize         For POS: Runding outcomest Scontig to Vastapit V3 September         Approved	Inbox								œ
Project Proposal Under Review (PD): (EWG_101_2023A) SET 04 - CN 03 PP APAS DENO       2023-06-18         Project Proposal       Under CWC (EWG_101_2023A) SET 04 - CN 03 PP APAS DENO       2023-06-18         Project Proposal       Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16         Project Proposal       Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16         Project Proposal       Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16         Create Concept Notes       For POs: complete and submit your Concept Note on Inor PAG Apages       Project Proposal         Profing Approval       For POs: complete and submit your Concept Note on Inor PAG Apages: Scring for PS2, 2023 will open 25 July       Draft a New Project Proposal         Profing Approval       For POs: complete and submit your Concept Note on Inor PS2, 2023 will open 25 July       Draft a New Project Proposal       My Project Proposal         Profing Approval       For POs: complete and submit your Concept Note on Inor PS2, 2023 will open 25 July       Draft a New Project Proposal       My Project Proposal         Not Approved       The newst Project Gudebook is available to download.       My Project Proposal       Under Review and Endorsement       Under Review and Endorsement         Withdrawn       Email to APAS Admin       APAS User Gude       Withdrawn       Email to APAS Admin         APAS User Gude<	M	Inbox	My Outbox	Processed By Me	Completed		All Involved Processes		
Under Review (PO): (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16         Project Proposal       Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16         Project Proposal       Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16         Project Proposal       Under Quality Assessment: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16         Project Proposal       Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16         Concept Notes       Project Proposal       Project Proposal         Verticet Proposal       Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16         Concept Notes       Project Proposal       Project Proposal         Verticet Proposal       Profect Proposal       Draft a New Project Proposal         Project Proposal       For POS: Complete and submit your Concept Note online by 14 July       Project Proposal         Prodiet Proposal       For POS: Funding outcomes to be notified via email by 1 September       Under Review and Endorsement       Under Quality Assessment         Approved       The newset Broject Guidebook is available to download.       Not Approved       Approved         Not Approved       For RAS Admin       ASAS User Guide       Vertice Note Neg Tasks       Guidebook on APEC Projects	Vorkflow Type	Title						Received on	Received
• Project Proposal       Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO       2023-05-20         • Project Proposal       Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO       2023-05-20         Cricegt Notes       or work       Project Proposal       Project Proposal         Create Concept Notes       or work       Project Proposal       Project Proposal         Project Proposal       For POS: complete and submit your Concept Note online by 14 July       Profina Approved       Draft A New Project Proposal ***       My Project Proposal ***         Prending Approval       For POS: complete and submit your Concept Note online by 14 July       Pro POS: complete and submit your Concept Note online by 14 July       Profina Approved       Draft A New Project Proposal ***       My Pro	roject Proposa		view (PO): (EWG_101_2023A)	SET 04 - CN 03 PP APAS DEMO				2023-06-18	01:09:46
Project Proposal       Draft: (EWG_101_2023A) SET 04 - CK 03 PP APAS DEMC       2023-05-15         Concept Notes       Inter: Nows       Inter: Nows       Project Proposal         Create Concept Notes       For POs: complete and submit your Concept Note online by 14 July       Port APA delegates: Scoring for PS2, 2023 will open 25 July       Draft a New Project Proposal         Pending Approval       For POs: complete and submit your Concept Note online by 14 July       Port PAP delegates: Scoring for PS2, 2023 will open 25 July       Draft a New Project Proposal       My Project Proposal         Approved       For POs: complete and submit your concept Note online by 14 Subject Proposal       My Project Proposal       My Project Proposal       My Project Proposal         Approved       For POs: complete and submit your draft Proposal by 25 May 2023.       The newset Project Guidebook is available to download.       My Project Proposal       My Project Proposal         Withdrawn       Email to APS Admin       Approved       The New Set Project Guidebook is available to download.       My Approved         Vidod own       Email to APS Admin       Approved       The New Set Project Set       My Approved         Vidod own       Email to APS Admin       Approved       My Approved       My Approved         Vidod own APE Projects       Gradebook on APEC Projects       Gradebook on APEC Projects       My Approved	roject Proposa	Draft: (EV	(G_101_2023A) SET 04 - CN 03 PP	APAS DEMO				2023-06-16	04:03:52
Concept Notes       o       Latest Navas       o       Project Proposal         Create Concept Notes       For POs: Complete and submit your Concept Note online by 14 July       Draft a New Project Proposal       Draft a New Project Proposal         My Concept Notes       For RAF delegates: Scring for PSz, 2023 will open 25 July       Draft a New Project Proposal       Draft a New Project Proposal         Pending Approval       Remember to submit your draft proposal by 25 May 2023.       Draft a New Project Proposal       Under Review and Endorsement         Not Approved       The newset Project Guidebook is available to download.       Approved       Not Approved         Withdrawn       Useful Links       or       Mithdrawn       Not Approved         Email to ANS Admin       APSA Suber Guide       The Guide       Mithdrawn       Mithdrawn	roject Proposa	Under Qua	lity Assessment: (EWG_102_2023	A) SET 04 - CN 04 PP QA APAS DEMO				2023-05-20	17:56:23
Create Concept Note     For POs: complete and submit your Concept Note online by 14 July     Draft a New Project Proposal       My Concept Notes     For RAF delegates: Scring for PS2, 2023 will open 25 July     My Project Proposal       Pending Approval     For POs: funding outcomes to be notified via email by 1 September     My Project Proposal       Approved     member to submit your draft Proposal by 25 May 2023.     Under Quality Assessment       Mythdrawn     member to submit your draft Proposal by 25 May 2023.     Under Quality Assessment       Mythdrawn     member to download.     Withdrawn	roject Proposa	Draft: (EW	/G_101_2023A) SET 04 - CN 03 PP	APAS DEMO				2023-05-15	17:22:58
My Concept Notes     For IAF delegates: Scring for PS2, 2023 will open 25 July     My Project Proposals       Pending Approval     For DSs: Funding outcomes to be notified via email by 1 September     Under Review and Endorsement       Approved     memoser to submit your draft Proposal by 25 May 2023.     Under Review and Endorsement       Withdrawn     mewest Project Guidebook is available to download.     Under Review and Endorsement       Vestfor Lands     Email to APS Admin       APAS Marini     APAS Admin       APAS Vaer Guidebook on APE Projects     Otdebook on APE Projects	cept Notes		G	Latest News		⊘ ноле»	Project Proposal		
Pending Approval     For POs: Funding outcomes to be notified via email by 1 September     Under Review and Endorsement       Approved In-Principle     Remember to submit your draft proposal by 25 May 2023.     Under Quality Assessment       Not Approved     The newst Project Guidebook is available to download.     Under Review and Endorsement       Withdrawn     Email to APAS Admin     Approved       Email to APAS Admin     Apk User Guide     Withdrawn	ate Concept N	te		For POs: Complete and submit your Concep	t Note online by 14 July		Draft a New Project Proposal ***		
Approved In-Principle     Remember to submit your draft Proposal by 25 May 2023. The newest Project Guidebook is available to download.     Under Quality Assessment Approved Not Approved       Withdrawn     Useful Links     or       Imail to APAS Admin APAS User Guide Videos on Key Tasks Guidebook on APEC Projects     or	Concept Note			For RAF delegates: Scoring for PS2, 2023 w	ill open 25 July		My Project Proposals		
Not Approved Withdrawn         The newst Project Guidebook is available to download.         Approved Not Approved           Useful Links         C           Email to APAS Admin APAS User Guide Videos on Key Tasks Guidebook on APEC Projects         C	nding Approval			For POs: Funding outcomes to be notified v	a email by 1 September		Under Review and Endorsement		
Withdrawn         Not Approved           Useful Links         Withdrawn           Email to ANS Admin         ARX SArdmin           ARX Super Guide         ARX SA Comercial Comerci	proved In-Prin	ple		Remember to submit your draft Proposal by	25 May 2023.		Under Quality Assessment		
Useful Links     Official Composition       Email to APAS Admin     APAS User Guide       Videos on Key Tasks     Composition       Guidebook on APEC Projects     Composition	t Approved			The newest Project Guidebook is available t	o download.		Approved		
Email to APAS domin     C       APAS User Guide        Videos on Key Tasks        Guidebook on APEC Projects	thdrawn						Not Approved		
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Videos on Key Tasks Guidebook on APEC Projects				Email to APAS Admin					
Guidebook on APEC Projects				APAS User Guide					
				Videos on Key Tasks					
Project Overseer's Toolkit				Guidebook on APEC Projects					
				Project Overseer's Toolkit					
Standard Guidelines to Drafting Proposals				Standard Guidelines to Drafting Proposals					

3. In your inbox, look for the Project Proposal that needs to be revised and click the task to open it.

My Inbox	ĸ	My Outbox	Processed By Me	Completed	All Involved Processes		
Workflow Type	Title					Received on	Received on
Project Proposal	[return] Under Revi	iew (PO): (EWG_101_2023A) SI	ET 04 - CN 03 PP APAS DEMO			2023-06-18	01:09:46
· Project Proposal	Draft: (EWG	6_101_2023A) SET 04 - CN 03 PP A	PAS DEMO			2023-06-16	04:03:52

The Project Proposal opens in a new tab.

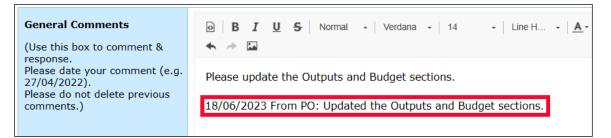
n from APASPD4 at 2023-07-02 12:06:00												
rkflow :Process - Project Proposal - PD Ikflow Form Workflow Chart Proc		Ø								Pro	view	Save
<b>Project Prop</b>	osal - C	reate Dr	aft									
2. Use the General Commen	Click on each subsection tab below and provide information in all the required fields to draft the Project Proposal. You will notice that some sections have been pre-populated from your endorsed CN. Use the <b>General Comments</b> box for any comment to the Secretariat. Click <b>Preview</b> to review the full draft Project Proposal (You can come back to <b>edit</b> if necessary.)											
Project Proposals				Additional Comments								
Project Number	EWG_101_2023A	Current Status	Under Review (PO)	Endorsed Concept Note	CI	L_EWG_102_	2023					
Project Title	SET 04 - CN 03 PP	APAS DEMO										
General Comments (Use this box to comment & response. Please date your comment (e.g. 27/04/2022). Please do not delete previous comments.)	B I ⊻	5   Format •   Fon	t ∙   Size ∙	Line H •   ▲• 🖪•   3= :=   4=	非   重		∞ ∞			\$ I _x	<b>6 X</b>	
Submission Due Date	29-03-2024											

4. In the **General Comments** field, read the PD's or PE's comments you received and make the changes requested in the Project Proposal.

You can also check in the **Additional Comments** field on the top screen to see whether a document with comments has been sent to you instead.



5. After you apply the changes requested by the Secretariat, reply with a note in the **General Comments** field. Include today's date at the beginning of your note.



6. Click the **Preview** button in the top right corner of the page to preview the changes you made and verify they are correct.



A confirmation message displays. Click Yes to continue.



The Project Proposal – Preview Drafts page displays.

<b>Project Prop</b>	oosal - P	review D	rafts		
PD: 1. Click on each subsection tab 2. To view the project budget, 3. Click Edit to make chang	click on the Budget	Preview Screen tab	below, under Secto	in E. Efficiency.	
Project Proposals				Additional Comments	
Project Number	EWG_101_2023A	Current Status	Under Review (PO)	Endorsed Concept Note	CN_EWG_102_2023
Project Title	SET 04 - CN 03 PP	APAS DEMO			
General Comments (Use this box to comment &	B B <i>I</i> ⊻ + + ⊑	6   Forest -   Fore	- 1 500	Lee H	
response. Please date your comment (e.g. 27/04/2022). Please do not delete previous comments.)		e Outputs and Budge From PO: Update		and Budget sections.	

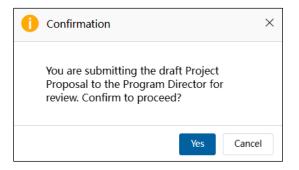
If you need to make any changes, click the **Edit** button in the top right corner of the page.

6	Workflow :Proces	s - Project Proposa	al - Creator (PO) Pre	eview 🧷					
•	Workflow Form	Workflow Chart	Process Status	Uploaded Attachments		Send To PD	Edit	Save	≣

7. After you finish previewing the draft Project Proposal and making any changes, click the **Send to PD** button in the top right corner of the page to send the revised draft Project Proposal to the PD or PE for review.

6	Workflow :Proces	s - Project Proposa	- Creator (PO) Pre	view 🖉		1		
	Workflow Form	Workflow Chart	Process Status	Uploaded Attachments	Send To PD	Edit	Save	≣

A confirmation message displays. Click Yes to continue.



The Project Proposal – Preview Drafts page closes and your Dashboard displays. When the Project Proposal is submitted to the PD or PE, it moves from the **My Inbox** tab to the **Processed by Me** tab in your Dashboard.

My Inbox	¢	My Outbox	Processed By Me	Completed	All Involved Processes		
Workflow Type	Title					Received on	Received on
· Project Proposal	Under Review (PD): (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO						01:43:39

8. The PD or PE confirms the changes were made to the Project Proposal by following the steps in section <u>2.2.2 Reviewing an Endorsed Concept Note</u>. After the changes are verified, the PD or PE submits the Project Proposal to the PMU.

Note: When you save the two documents to compare, use these file names:

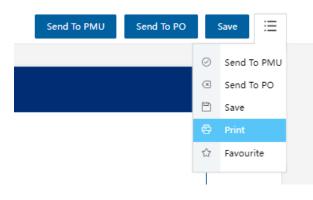
- Endorsed Project Proposal attachment—Original Word PP <project title>.docx
- Project Proposal in APAS—APAS Version Original PP <project title>.docx

### 3.2.5 Printing and Converting the Draft Project Proposal for Endorsement

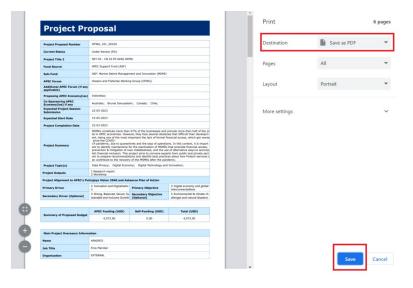
When the PD or PE reviews the draft Project Proposal and deems it to be in order, PD or PE will download the Proposal from APAS and circulate it via email to forum members for their comments and endorsement. The PD or PE follows these steps to review, download draft and send the Project Proposal for comments and endorsement:

- 1. The PD or PE logs into APAS and reviews the draft Project Proposal following steps 1 to 5 as described in <u>3.2.2 Reviewing a Draft Project Proposal</u>.
- 2. After the Proposal is deemed ready for members comments and endorsement, download the Project Proposal from APAS.

Go to the upper right corner of the screen. Click on the **3-line option** menu. Click **Print**.



3. The Project Proposal launches in a new tab and the Print screen appears. Make sure the **Save as PDF** option is selected. Click **Save**.



4. Save the Project Proposal onto your computer.

🚱 Save As				×
$\leftarrow \rightarrow ~~ \uparrow$ ] « User Guide > Drafts >	Docs 🗸	Ü , Se	earch Docs	
Organize   New folder			1 1 4	• ?
Apps ^	Name	^		Date modifie
Meetings	🛃 Project Proposal OF	WG_101_2023A_d	raft APAS	04/09/2023 1:
Microsoft Teams Chat Files				
Personal				
📙 Project Management Unit				
Recordings				
Whiteboards				
🧢 This PC				
3D Objects				
📃 Desktop 🗸 🗸	<			>
File name: Project Proposal OFWG_101	2023A draft APAS			~
Save as type: Adobe Acrobat Document				~
Save as type. Adobe Acrobat Document				•
∧ Hide Folders		Sa	ave	Cancel

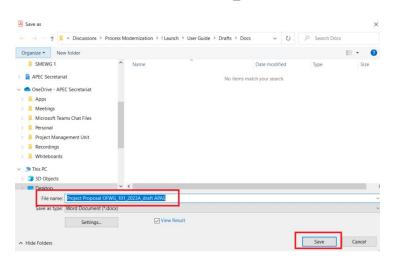
- 5. Open the PDF document in Acrobat. Verify that PDF format of the Project Proposal displays correctly.
- 6. Convert the Project Proposal to a Word document and name it as _draft APAS.docx.
  - i. Click on the "Export PDF" tool in the right pane.

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0 0 1/4 1 6	00 - 8 - 9 0220	
	15,201	
Please submit th	APEC Project Proposal rough reinvant APEC Secretariat Program Director.	
Project Title and Number:	Gender Mainstreaming in Customs Administrations: A metrics based foundation	
APEC Support Funct (ASF) - Second F     APEC Support Funct (ASF) - Sec. And     APEC Funct (ASF) - Sec. And     APEC Function		
	Del Contrate di Calenda Processa di Colori	
	New Testioned	
Propining APEC Economy:	New Zealand Australia, Chile, Paru, The Philippines, United States of America, Theland	
Propining APEC Economy:	Australia, Chile, Paru, The Philippines, United States of America, Theliand	
Proposing APBE Economy Co-sponsoring Economies: Expected Start Date:	Australia, Ohie, Para, The Philippines, United States of America, Theland September 2022	
Propining APBC Economy: Co-sponsoring Economies:	Austala, Drie, Peru, The Philippnes, United States of America, Theland September 2022 31 December 2023	

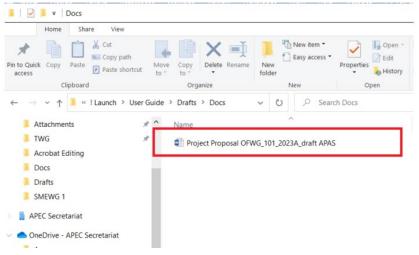
ii. Select Microsoft Word as your export format. Click Export.

Lange Statistics	Microsoft Word	<ul> <li>Word Document </li> </ul>
	Spreadsheet	O Word 97-2003 Document
Fine Station of	Microsoft PowerPoint	
Elizard Hitteriotes	Image	
P2 085ep22 SCCP 01 2pdf	HTML Web Page	
	More Formats	

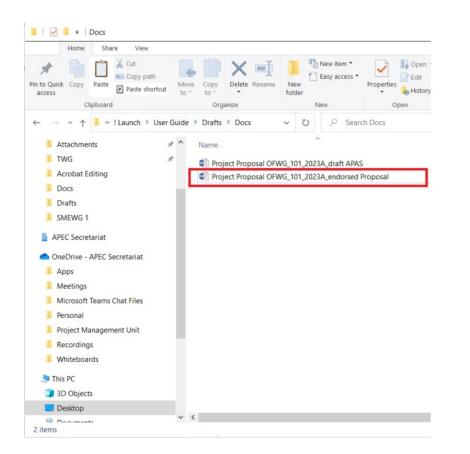
iii. Save the converted Word file as _draft APAS.docx. Click Save.



7. The **_draft APAS Proposal** (Word doc) is now ready to be emailed to the forum delegates for comments and endorsement.



- 8. PD or PE manages the comments and the endorsement of the draft Project Proposal offline (not on APAS). In this process:
  - i. Member delegates provide comments by annotating and editing the draft Project Proposal by a stipulated deadline.
  - ii. The draft Proposal with comments is sent from member delegates to the PO, copying the PD.
  - iii. PO makes revisions based on delegates' comments and emails the revised Proposal to the PD.
  - iv. The PD circulates the revised Proposal for another round of endorsement. Steps i to iv may repeat.
  - v. Once the revised document is endorsed by members, PD names and saves the endorsed Proposal as **_endorsed Proposal.docx**.



# 3.2.6 Comparing Draft and Endorsed Proposals before Updating on APAS

PD or PE compares _draft APAS.docx and _endorsed Proposal.docx to show track changes in the document. Track changes are important because the changes need to updated on the APAS Proposal.

i. To compare two Project Proposal, open any one Proposal (e.g. _endorsed Proposal)

pen <b>_endors</b> e oposal.	≥d	
Hi Mingel (1) - D J Goode Rooses Root Design Laund Antonios Madeign	anang ta Canana Adres Manis Asara Asara Asara at mad Asara Damagan dan dap Asaba Q tatan adal paramita at	
	APEC Project Proposal	
Project Title and Number	Conder Mainstreaming in Custome Administrations: A matrice.	
Fund Source (Select ane): Commit Project Account (SPA) Trade and Project Account (SPA) Article Seguent Fund (ASP) – Served Article Seguent Fund (ASP) – Sele And	Fand	
APEC Param	Rub Centralities on Casiliens Proceedings (BCOP)	
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	Australia (Date Party The Philippenes Underl States of America)	
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and the second se	Rated	
Co-sponsoring Economies	Platerd Sight-fait 2022	
Co-sponsoring Economies Expected Mart Date Protect Completion Date	Tauned Inspectors 2020 21 Elementer 2020 21 Elementer 2020 Elementer 2020	

2. On the Review menu, Click on Compare. Then choose 'Compare' (Click on it)

23A_draft APAS [Compatibility N	Mode] - Word						Lin Jing-Yu
lings Review Developer	View Help Acrobat	Design Layo	out 🛛 🖓 Tell me what you w	vant to do			
ta Update IME Dictionary	New Delete Previous New		Track thanges -	Accept Re	F Previous	Compare	Block Restrict Authors - Editing
Drojec	t Proposa		Tracking	5 (	Changes		<u>Compare</u> Compare two versions of a
FIUIEC	LFIUDUSU					C	document (legal blackline).
Project Proposal Nu							Combine Combine revisions from multipl authors into a single document.
		23A					Combine Combine revisions from multipl
Project Proposal Nu	umber OFWG_101_202	23A PD)					Combine Combine revisions from multipl authors into a single document.
Project Proposal Nu Current Status	Under Review (1	23A PD) PP APAS DEMO					Combine Combine revisions from multipl authors into a single document.
Project Proposal Nu Current Status Project Title 2	Under Review (I SET 03 - CN 03 APEC Support F	23A PD) PP APAS DEMO Fund (ASF)	t and Innovation (MDMI)				Combine Combine revisions from multipl authors into a single document.

3. From the **Compare Documents** box, choose the **Original** document (browse and select_draft APAS) and the **Revised** document (browse and select _endorsed Proposal). Click **OK**.

Compare Documents	? ×
Original document	Revised document
Project Proposal OFWG_101_2023A_dr 🗸 🧯	Project Proposal OFWG_101_2023A_en 🗸
Lab <u>e</u> l changes with	Label changes with Author
	<del>2</del>

4. The **Compared Document** displays. This document shows the differences between the two versions of the Project Proposal in **track changes**.

<b>Project</b> Pro	oposal
Project Proposal Number	OFWG_101_2023A
Current Status	Under Review (PD)
Project Title 2	SET 03 - CN 03 PP APAS DEMO
Fund Source	APEC Support Fund (ASF)
Sub-Fund	ASF: Marine Debris Management and Innovation (MDMI)
APEC Forum	Oceans and Fisheries Working Group (OFWG)
Additional APEC Forum (if any applicable)	
Proposing APEC Economy(ies)	Indonesia;
Co-Sponsoring APEC Economy(jes) if any	Australia; Inunei Darussalam; Canada; Chile; Chile; Appen
Expected Project Session Submission	22-05-2023
Expected Start Date	15-05-2021
Project Completion Date	22-03-202223
Project Summary	be in APEC economies. However, they face several obstacles that difficult their developm gd, being one of the most important the lack of formal financial access, which get were since the COVID- 19 pandemic, due to quarantines and the stop of operations. In this context, it is import ant to identify mechanisms for the reactivation of MSMEs that promote financial access, prevention is mitigation of over indebtedness, and the use of alternative ways to accomp ligh financial inclusion. This project aims to convene experts from public and private sect ops to prepare recommendations and identify best practices about how Fintech services g an contribut to the reacevery of the HSMEs after the pandemic.
Project Topic(s)	Data <u>Rrivary: Digital</u> Economy: Digital Technology and Innovation:
Project Outputs	1.Research report. 2.Workshop
Desigert Alignment to ADEC's Dut	Irainya Vision 2040 and Antearna Plan of Action

5. Go to File > Save As, and Save the Compared Document as _endorsed tracked.

Home Share View						~
Pin to Quick Copy Paste access Clipboard	Move to * Copy to * Organize	New item •	Properties Open Open	Select all Select none Invert selection Select		
← → ∽ ↑ 📜 « ! Launch → User Gu	uide > Drafts > Docs	v O D Sean	ch Docs			
Attachments *	^ Name	^		Date modified	Туре	Size
📜 TWG 🛷	Project Proposal OFV	VG_101_2023A_draft APAS	5	04/09/2023 3:07 PM	Microsoft Word D	46 KB
Acrobat Editing	Project Proposal OFV	VG_101_2023A_endorsed	Proposal	04/09/2023 2:33 PM	Microsoft Word D	25 KB
Docs	Project Proposal OFV	VG_101_2023A_endorsed	tracked	04/09/2023 3:12 PM	Microsoft Word D	52 KB
Drafts						
Dratts						

- 6. The PD or PE has two options to make sure that the APAS Proposal is updated to the same content in the endorsed Project Proposal (Word doc):
  Option 1: Endorsed Proposal is sent to PO to update on APAS
  Option 2: PD updates the Endorsed Proposal on APAS
- 7. Option 1 is selected: Endorsed Proposal is sent to PO to update on APAS

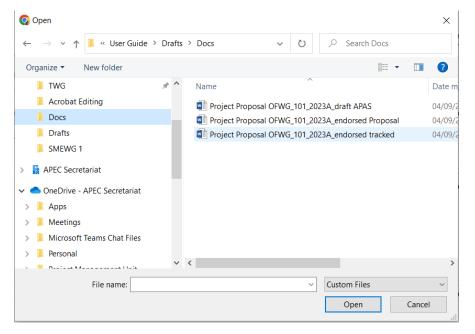
In this option, PD or PE sends the endorsed tracked Proposal to the PO to update the Project Proposal via APAS. These are the steps to follow:

- i. PD or PE logs into APAS. From the Dashboard, click on the Project Proposal and opens the **Project Proposal Review Draft** screen.
- ii. To upload the **_endorsed tracked.docx**, go to Project Proposals field. Click on Upload Attachment.

PD:						
lease click on each subsection tab to review the draft Project Proposal.						
. For further revisions by the PO, dick on Send to PO.						
. For comments for the PO, use the General Comments box to provide short comments, or upload a Word document in the Additional Comments field, for longer, subsection-based comments.						
<ol><li>For comments for the PO, use t</li></ol>	General Comments box to provide short comments, or upload a Word document in the Additional Comments field, for longer, subsection-based comments					
3. For Fora Endorsement, select	nt from the page icon on the top right corner. The Proposal will be printed (saved) to PDF. Convert it to Word-format offline. Then proceed with the Endorsem	t process offline.				
3. For Fora Endorsement, select		t process offline.				
<ol> <li>For Fora Endorsement, select</li> <li>Once endorsed, verify that the Assessment process.</li> </ol>	nt from the page icon on the top right corner. The Proposal will be printed (saved) to PDF. Convert it to Word-format offline. Then proceed with the Endorsem	t process offline.				
<ol> <li>For Fora Endorsement,select</li> <li>Once endorsed, verify that the Assessment process.</li> </ol>	nt from the page icon on the top right corner. The Proposal will be printed (saved) to PDF. Convert it to Word-format offline. Then proceed with the Endorsem ine Proposal provides the exact information as the endorsed the Word-format version. If found inconsistent, make edits or <b>Send to PO</b> to revise. If accurate,	t process offline.				
<ol> <li>For Fora Endorsement,select</li> <li>Once endorsed, verify that the Assessment process.</li> </ol>	nt from the page icon on the top right corner. The Proposal will be printed (saved) to PDF. Convert it to Word-format offline. Then proceed with the Endorsem ine Proposal provides the exact information as the endorsed the Word-format version. If found inconsistent, make edits or <b>Send to PO</b> to revise. If accurate,	t process offline.				

iii. Choose the _endorsed tracked Proposal from the box. Click Open.

The uploaded Proposal displays in the Project Proposal field as an attachment.



iv. The PD or PE send a message to the Project Overseer using the **General Comments** box. The message should request the PO to update the Project Proposal on APAS according to the track changes showing in the endorsed Project Proposal (Word doc).

The following message may be inserted in the field:

Dear Project Overseer,

Your Project Proposal is now endorsed. You must now log onto APAS and update the Proposal on APAS according to the latest endorsed Proposal (Word Document).

Please follow these steps:

1. Go to the Project Proposals field located on the top of this screen and download the latest endorsed Project Proposal (Word doc).

2. Open the Proposal and find the track changes in the document. These changes show the different changes you have made from the draft Proposal to the endorsed version.

3. Locate the sections in the Proposal on APAS to make the necessary edits.

4 When all changes have been made on APAS, click Send to PD.

Please make sure that you do not make new changes to the APAS Proposal. Your APAS Proposal must not differ from the endorsed Word version. This includes the Budget section.

Any questions please respond in this General Comments box. Thank you.

Best regards,

**Program Director** 

General Comments	<ul> <li>B I U S Normal - Verdana - 14 - Lee H A Δ · I = II = # E S I = = R E S I = Ω S A L A A A E S</li> <li>Dear Project Overseer,</li> <li>Your Project Proposal is now endorsed. You must now log onto APAS and update the Proposal on APAS according to the lastest endorsed Proposal (Word Document).</li> </ul>	
(Use this box to comment & response. Please date your comment (e.g. 27/04/2022). Please do not delete previous comments.)	Please follow these steps: 1. Go to the Project Proposals field located on the top of this screen and downlaod the latest endorsed Project Proposal (Word doc). 2. Open the Proposal and <b>find the track changes</b> in the document. These changes show the different changes you have made from the <b>draft</b> Proposal to the <b>endorsed</b> version. 3. Locate the sections in the Proposal on APAS to make the necessary edits. 4 When all changes have been made on APAS, click <b>Send to PD</b> . Please make sure that you do not make new changes to the APAS Proposal. Your APAS Proposal must <u>not</u> differ from the endorsed Word version. This includes the <b>Budget</b> section. Any questions please respond in this <b>General Comments</b> box. Thank you. Best regards[ Program Director	

v. When done, click Send to PO.



8. Option 2 is selected: PD updates the Endorsed Proposal on APAS

In this option, PD uploads the endorsed tracked Proposal on APAS and updates the changes showing in the endorsed Project Proposal, before sending the endorsed APAS Proposal to PMU. These are the steps to follow:

- i. PD or PE logs into APAS. From the Dashboard, click on the Project Proposal and opens the **Project Proposal Review Draft** screen.
- ii. To upload the **_endorsed tracked.docx**, go to Project Proposals field. Click on Upload Attachment.

Please click on each subsection tab to	review the draft Project Proposal.				
1. For further revisions by the PO, d	ck on Send to PO.				
2. For comments for the PO, use the	eneral Comments box to provide short	comments, or upload a Word document in the A	Additional Comments field, for longer, subset	ction-based comments.	
		er. The Proposal will be printed (saved) to PDF. (			
<ol> <li>Once endorsed, verify that the onli Assessment process.</li> </ol>	e Proposal provides the exact information	h as the endorsed the Word-format version. If fo	iound inconsistent, make edits or Send to PO t	to revise. If accurate, click Se	end to PMU to commence the Quality
	communication within the Secretariat (PN	1U/PD)			
		<u> </u>			

iii. Choose the _endorsed tracked Proposal from the box. Click Open.

The uploaded Proposal displays in the Project Proposal field as an attachment.

🚱 Open							×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 📜 $\ll$ User Guide $\Rightarrow$ Dr	rafts	> Docs	~	Ü	✓ Search Docs		
Organize 🔻 New folder					· · · · · · ·		?
📜 TWG 🖈	^	Name		^			Date m
📜 Acrobat Editing		Project Proposal Ol	WG	101_20	23A_draft APAS		04/09/2
Docs					23A_endorsed Proposal		04/09/2
Drafts		Project Proposal Ol	WG_	101_20	23A_endorsed tracked		04/09/2
📜 SMEWG 1							
> 📱 APEC Secretariat							
<ul> <li>OneDrive - APEC Secretariat</li> </ul>							
> Apps							
> 📙 Meetings							
> Alicrosoft Teams Chat Files							
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File name:				~	Custom Files		$\sim$
					Open	Cancel	

iv. Open the endorsed tracked Proposal and locate all the track changes in the document.

oposal
OFWG_101_2023A
Under Review (FD)
SET 03 - CN 03 PP APAS DEMO
APEC Support Fund (ASF)
ASF: Harine Debris Management and Innovation (MDMI)
Oceans and Fisheries Working Group (OFWG)
Indonesia;
Australia;
22-05-2023
15-05-2023
22-03-20252023
bein APEC comments. However, they face several obtackets that difficult they dependent of the provide more than half of the jp bin APEC comments. However, they face several obtackets that difficult they dependent ends, being one of the mest important the lack of formal financial access, which get worse since the COVD- 19 pandemic, due to quarantines and the stop of operations. In this context, it is import and to identify mechanisms for the reactivation of MSHE state promote financial access, prevention & mitigation of over indettedness, and the use of alternative ways to accomp ligh, financial inclusion. This project aims to convene experts from public and private sect on contribute to the recovery of the MSHEs after the pandemic.
Data <u>Rtivacy: Digital</u> Economy; Digital Technology and Innovation;
1.Research report. 2.Workshop

- v. Based on the track changes, amend the sections in the Project Proposal in APAS. Make sure that all changes are addressed and sections in the Proposal are updated.
- vi. If track changes show in the Budget section (meaning that Budget items must be amended to follow the endorsed Proposal, the PD will not be able to amend them on APAS.
   Leave a note in the Internal Comments section to PMU with a description of what the changes in Budget consists. An example is given below:

	B I U S Normat ·   Vectors ·   14 · ·   Lee H ·   A. D.   □ □   ⊕ ⊕   E S S B   ⊕ ⊕   E   ○ ⊕   O   ✓ I _k ⊕ ♠ ⊕ E X
Internal Commments (Communicate within the Secretariat)	There is a mistake in the Budget section. The total APEC funding is showing a different amount. The correct amount should be \$127,000.

vii. When all changes have been applied in the Project Proposal on APAS, click Send to PMU.

## 3.2.7 Updating an Endorsed Proposal

After the Project Proposal is endorsed and if the endorsed Proposal is sent back to the PO to update, the PO needs to do so in APAS. The APAS Proposal needs to be updated based on the changes that were made in the **draft** version of the Proposal that is now saved as an **endorsed** version.

The PO must make sure that the APAS Proposal is identical to the endorsed Proposal (Word doc) and must <u>not</u> make any new changes to the Proposal in APAS that are not part of the endorsed Proposal. This includes the Budget section.

The PO follows these steps to update the endorsed proposal on APAS:

1. When an endorsed proposal needs to be updated, the PO receives the following email notification:

#### Dear [PO's name]:

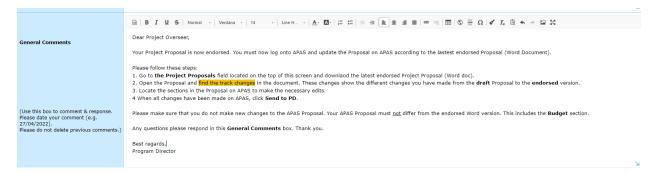
You have been requested to revise Project Proposal [PP Number and Title]. Please use the link below to log into APAS and access the Project Proposal [LINK].

Please make the necessary revisions to the Project Proposal and resubmit once completed.

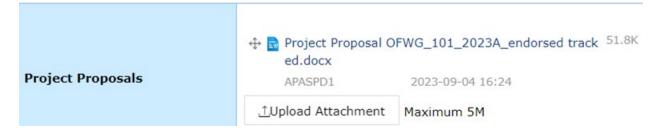
Thank you,

#### APAS SYSTEM ADMINISTRATOR

- 2. <u>Log into APAS</u> as a PO, if you're not logged in already. Your Dashboard displays.
- 3. In the Dashboard navigate to **My Inbox** and click on the Project Proposal title. The **Project Proposal Create Draft** screen launches in a new tab.
- 4. Go to the **General Comments** box and read the message sent by the PD with instructions to update the Project Proposal.



5. At the top of the screen, download the **endorsed tracked** Project Proposal from the **Project Proposals** field.



6. Open the downloaded Proposal and locate all the track changes in the document.

0FWG_101_2023A
Under Review (FD)
SET 03 - CN 03 PP APAS DEMO
APEC Support Fund (ASF)
ASF: Marine Debris Hanagement and Innovation (MDMI)
Oceans and Fisheries Working Group (OFWG)
Indonesia;
Australia;
22-05-2023
15-05-2023
22-03-98952023
In some second s
Data Privacy: _Digital Economy; Digital Technology and Innovation;
1.Research report. 2.Workshop

7. Based on the track changes, amend the sections in the Project Proposal in APAS. Make sure that all changes are addressed and sections in the Proposal are updated.

**Note:** No new changes should be made other than those indicated in track changes in the endorsed Proposal (Word doc). This includes the Budget section and all endorsed Budget items.

- 8. Click **Preview** to view the updated Project Proposal. If all is in order, click **Send to PD**.
- 9. After the Proposal is sent to the PD, the PO receives the following email notification:

Dear [PO Name],

You have successfully submitted the following Project Proposal to PD for approval.

[TABLE OF Project Proposal INFORMATION

Project Title:

Project Overseer:

Economy:

[APAS Link:]

Thank you,

APAS SYSTEM ADMINISTRATOR

## 3.2.8 Reviewing and Submitting an Endorsed Proposal

When the **APAS Project Proposal** has been updated by the PO based on the endorsed version and is ready to be reviewed, the PD or PE receives the following email notification:

Dear [PD FULL NAME]

A new Project Proposal has been submitted by [PO FULL NAME] for your consideration. Please use the link below to access the Project Proposal:

[TABLE OF Project Proposal INFOMRATION

**Project Title:** 

Project Overseer:

**Economy:** 

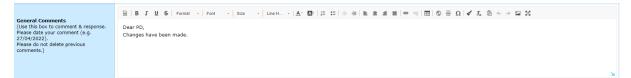
Link:]

Thank you,

APAS SYSTEM ADMINISTRATOR

The PD or PE follows these steps to review the endorsed Project Proposal:

- 1. Log into APAS as a PD or PE user, if you're not logged in already. Your Dashboard displays.
- 2. Navigate to the **My Inbox** tab, find the Project Proposal title, and launches the **Project Proposal Review Draft** screen.
- 3. Go to the **General Comments** section and view any comment made by the PO.



4. Download the **endorsed tracked** Proposal from the **Project Proposals** field. Open the document. Locate the track changes.

		FWG_101_2023A_endorsed track ^{51.8K}
Project Proposals	APASPD1	2023-09-04 16:24
	∴Upload Attachment	Maximum 5M

5. On APAS, locate the sections where the track changes are located. Click **View Track Changes** in the specific section to review the changes made by the PO.

Clos	•	Outputs Outcomes Beneficiaries	Dissemi	nation Gender	View Track Changes
	SN	Output Name	0	Der	scription
	1	Survey exercise		A survey will be circulated among different stakeholders involved in MSHE financial services, fintech sector and financial regulation in the target economies to gather information on: Th ecurrent statuation and a outdook of the MSHE financial services industry, the current state of the fintech industry in asch economy, which services they provide (with the objective of it entitying progress in the provision of financial access services) and which of these services are available to the MSHE sector. Current barriers faced by Fintech companies, in order to provide services to the MSHE sector r (technological capabilities, low financial ilteracy, low knowledge of the fintech sector, amon g others).	

6. Text in the box on the left appears again on the right **grey** box. If the PO made changes to this section when updating the Proposal, the changes made will be will be marked in a different color (red, in this instance).

**Note**: Make sure that all changes made correspond with the track changes you see in the endorsed Project Proposal (Word doc).

	<ul> <li>- draft compendium to Draft Compendium</li> <li>- draft compendium to Draft Compendium</li> <li>- MDREs to Nicro Sinell Nedium Enterprises</li> </ul>	
Section A: Overview an Dise Project Datals	A Reference Project Summary Relevance Objective Alignment	
2. Objective	<ol> <li>To assess the mechanisms in place for IP valuation and commercialization of participating economies.</li> <li>To organize a professional pool of IP value and this change is done by the PO</li> </ol>	View Track Changes  1.15 seams the mechanisms is place for 1P valuation and commercialization of participating summariant  2.5 in organize a professional point of 1P vessioners and values and the strategies are too 20 (20 (20 (20 (20 (20 (20 (20 (20 (20

- 7. If the two versions are not identical, send the Project Proposal back to the PO. You may notify the PO of the mistake by using the **General Comments** section and **Send to PO**. You may also make the correct changes on the PO's behalf.
- If the endorse APAS Proposal shows identical content as the endorsed tracked Proposal, click Send to PMU to start the Quality Assessment process.
   Note: Remember if the mistake takes place in the Budget section (meaning that Budget items must be amended to follow the endorsed Proposal, the PD will not be able to amend them on APAS.

Leave a note in the **Internal Comments** section to PMU with a description of what the changes in Budget consists. Then **Send to PMU**.

An example is given below:

	□ B I U S   Normal -   Verdana -   14   Line H   Δ· Ω·   □ □   □ = ⊕ [ □ ] ⊕ ⊕ =   □   ⊕ ⊕ Ω   ✔ I ₄ ⊡ ♠ → □ X	
Internal Commments	There is a mistake in the Budget section. The total APEC funding is showing a different amount. The correct amount should be \$127,000.	
(Communicate within the Secretariat)		

# 3.3 Assessing and Revising a Project Proposal for Quality

## 3.3.1 Starting a Quality Assessment Round

When the endorsed Project Proposal is submitted by the PD or PE, the PMU receives it and starts a Quality Assessment by following these steps:

1. The PMU receives an email notification that the Project Proposal is ready for the Quality Assessment. An example of this email notification is shown below.

Asia-Pacific Economic Cooperation
New QA Round Started
Dear PMU,
A new QA round 1 has been started for the Project Proposal SET 04 - CN 03 PP APAS DEMO.
Please use the link below to log into APAS and access the Quality Assessment:
(Under Quality Assessment: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO)
Thank You,
APAS System Admin

2. Log into APAS as a PMU user, if you're not logged in already. Your Dashboard displays.

• Project Proposal       Endorsed for QA: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06	nbox						ø
• Project Proposal       Endorsed for QA: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06	My Inbox (80	My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Project ProposalEndorsed for QA: (PPWE_101_2023A) SET 02 - CN 03 PP APAS DEMO2023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-162023-06-16<	orkflow Type	Title				Received on	Received
Initiate RAF Scoring:(AFE Support Fund (ASF)) ASF: Micro Small and Medium Enterprises (MSMEs)*2023-06-16Create Concept NoteUnder Review (PMU); (SET 25) - (PE 8 TASK 2) CN 01-2*2023-06-16Initiate RAF Scoring:(APEC Support Fund (ASF)) Demo Sub-Fund 5*2023-06-16Initiate RAF Scoring:(APEC Support Fund (ASF)) Demo Sub-Fund 5*2023-06-16Initiate RAF Scoring:(APEC Support Fund (ASF)) Demo Sub-Fund 5*2023-06-16Initiate RAF Scoring:(APEC Support Fund (ASF)) ASF: Connectivity (Connectivity)*2023-06-16Create Concept NoteUnder Review (PMU); (SET 11) - (PE 1 TASK 1) CN 01-1*2023-06-16Initiate RAF Scoring:(APEC Support Fund (ASF)) ASF: Supply Chain Connectivity (SCC)*2023-06-16Initiate RAF Scoring:(APEC Support Fund (ASF)) ASF: Supply Chain Connectivity (SCC)*2023-06-16Initiate RAF Scoring:(APEC Support Fund (ASF)) Demo Sub-Fund 4*2023-06-16Create Concept NoteUnder Review (PMU); (SET 12) - (PD 2 TASK 2) CN 01-2*2023-06-16Create Concept NoteUnder Review (PMU); (SET 12) - (PD 2 TASK 2) CN 01-2*2023-06-16Create Concept NoteUnder Review (PMU); (SET 20) - (PD 6 TASK 2) CN 01-2*2023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF General Fund (General)*2023-06-16Create Concept NoteUnder Review (PMU); (SET 20) - (PD 6 TASK 2) CN 01-2*2023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF General Fund (General)*2023-06-16Create Concept NoteUnder Review (PMU); (SET 20) - (PD 6 TASK 2) CN 01-2*2023-0	oject Proposal	Endorsed for QA: (EWG_101_2023A) SET 04	- CN 03 PP APAS DEMO			2023-06-18	01:58:47
Create Concept NoteUnder Review (PMU): (SET 25) - (PE 8 TASK 2) CN 01-2*2023-06-162023-06-16Initiate RAF Scoring:ARF Scoring: (APEC Support Fund (ASF)) ASF: Connectivity (Connectivity)*2023-06-162023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF: Connectivity (Connectivity)*2023-06-162023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF: Connectivity (Connectivity)*2023-06-162023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF: Support Support Fund (ASF)) ASF: Support Connectivity (SCC)*2023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF: Suppit Chain Connectivity (SCC)*2023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) Demo Sub-Fund 4*2023-06-16Create Concept NoteUnder Review (PMU): (SET 10) - (PD 1TASK 2) CN 01-2*2023-06-16Create Concept NoteUnder Review (PMU): (SET 10) - (PD 1TASK 2) CN 01-2*2023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF General Fund (General)*2023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF General Fund (General)*2023-06-16Create Concept NoteUnder Review (PMU): (SET 20) - (PD 6 TASK 2) CN 01-2*2023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF General Fund (General)*2023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF General Fund (General)*2023-06-16Initiate RAF ScoringRAF Scoring: (APEC Support Fund (ASF)) ASF Energy Efficiency, Low Carbon and En	oject Proposal	Endorsed for QA: (PPWE_101_2023A) SET 02	- CN 03 PP APAS DEMO			2023-06-16	12:25:08
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Initiate RAF Scoring: (APEC Support Fund (ASF)) ASF: Connectivity (Connectivity)*       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16	eate Concept Note	Jnder Review (PMU): (SET 25) - (PE 8 T/	ASK 2) CN 01-2			2023-06-16	12:24:50
Initiate RAF Scoring: (AFEC Support Fund (ASF)) ASF: Women and the Economy (WtE)*       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16	tiate RAF Scoring	RAF Scoring: ( APEC Support Fund (ASF)	) Demo Sub-Fund 5 *			2023-06-16	12:23:59
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Initiate RAF Scoring:     RAF Scoring: (APEC Support Fund (ASF)) ASF: Supply Chain Connectivity (SCC)*     2023-06-16     2023-06-16       Initiate RAF Scoring:     (APEC Support Fund (ASF)) Demo Sub-Fund 4*     2023-06-16     2023-06-16       Create Concept Note     Under Review (PMU): (SET 12) - (PD 2 TASK 2) CN 01-2*     2023-06-16     2023-06-16       Create Concept Note     Under Review (PMU): (SET 20) - (PD 6 TASK 2) CN 01-2*     2023-06-16     2023-06-16       Initiate RAF Scoring:     (APEC Support Fund (ASF)) ASF General Fund (General)*     2023-06-16     2023-06-16       Initiate RAF Scoring:     (APEC Support Fund (ASF)) ASF General Fund (General)*     2023-06-16     2023-06-16       Initiate RAF Scoring:     (APEC Support Fund (ASF)) ASF General Fund (General)*     2023-06-16     2023-06-16       Initiate RAF Scoring:     (APEC Support Fund (ASF)) ASF General Fund (General)*     2023-06-16     2023-06-16       Create Concept Note     Under Review (PMU): (SET 23) - (PD TASK 2) CN 01-2*     2023-06-16     2023-06-16       Create Concept Note     Under Review (PMU): (SET 23) - (PD TASK 2) CN 01-2*     2023-06-16     2023-06-16       Create Concept Note     Under Review (PMU): (SET 33) - (PD 14 TASK 2) CN 01-2*     2023-06-16     2023-06-16       Initiate RAF Scoring:     RAF Scoring: (APEC Support Fund (ASF)) ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)*     2023-06-16     2023-06-16 <tr< td=""><td>tiate RAF Scoring</td><td>RAF Scoring: ( APEC Support Fund (ASF)</td><td>) ASF: Women and the Economy</td><td>(WtE)*</td><td></td><td>2023-06-16</td><td>12:23:17</td></tr<>	tiate RAF Scoring	RAF Scoring: ( APEC Support Fund (ASF)	) ASF: Women and the Economy	(WtE)*		2023-06-16	12:23:17
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• Create Concept Note         Under Review (PMU): (SET 12) - (PD 2 TASK 2) CN 01-2*         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-16         2023-06-1	tiate RAF Scoring	RAF Scoring: ( APEC Support Fund (ASF)	) ASF: Supply Chain Connectivity	(SCC)*		2023-06-16	12:22:13
• Create Concept Note       Under Review (PMU): (SET 10) - (PD 1 TASK 2) (N 01-2*       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16       2023-06-16<	tiate RAF Scoring	RAF Scoring: ( APEC Support Fund (ASF)	) Demo Sub-Fund 4 •			2023-06-16	12:21:46
• Create Concept Note     Under Review (PMU); (SET 20) - (PD 6 TASK 2) CN 01-2*     2023-06-16       • Initiate RAF Scoring     RAF Scoring; (APEC Support Fund (ASF)) ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)*     2023-06-16       • Initiate RAF Scoring     RAF Scoring: (APEC Support Fund (ASF)) ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)*     2023-06-16	eate Concept Note	Jnder Review (PMU): (SET 12) - (PD 2 T	ASK 2) CN 01-2 *			2023-06-16	12:21:13
Initiate RAF Scoring:     (APEC Support Fund (ASF)) ASF General Fund (General)*     2023-06-16     2023-06-16       Create Concept Note     Under Review (PMU): (SET 22) - (PD 7 TASK 2) CN 01-2*     2023-06-16     2023-06-16       Create Concept Note     Under Review (PMU): (SET 33) - (PD 14 TASK 2) CN 01-2*     2023-06-16     2023-06-16       Initiate RAF Scoring:     (APEC Support Fund (ASF)) ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)*     2023-06-16       Initiate RAF Scoring:     (APEC Support Fund (ASF)) Demo Sub-Fund 2*     2023-06-16	eate Concept Note	Jnder Review (PMU): (SET 10) - (PD 1 T	ASK 2) CN 01-2 *			2023-06-16	12:20:49
Oreate Concept Note     Under Review (PMU): (SET 22) - (PD 7 TASK 2) (N 01-2*     Oreate Concept Note     Under Review (PMU): (SET 33) - (PD 14 TASK 2) (N 01-2*     Oreate Concept Note     Under Review (PMU): (SET 33) - (PD 14 TASK 2) (N 01-2*     RAF Scoring: (APEC Support Fund (ASF)) ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)*     Oreate RAF Scoring: (APEC Support Fund (ASF)) Demo Sub-Fund 2*	eate Concept Note	Jnder Review (PMU): (SET 20) - (PD 6 T	ASK 2) CN 01-2 *			2023-06-16	12:16:35
• Create Concept Note     Under Review (PMU): (SET 33) - (PD 14 TASK 2) CN 01-2*     2022-06-16     2022-06-16       • Initiate RAF Scoring:     RAF Scoring: (APEC Support Fund (ASF)) ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)*     2023-06-16       • Initiate RAF Scoring:     (APEC Support Fund (ASF)) Demo Sub-Fund 2*     2023-06-16	tiate RAF Scoring	RAF Scoring: ( APEC Support Fund (ASF)	) ASF General Fund (General)*			2023-06-16	12:15:22
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Initiate RAF Scoring: (APEC Support Fund (ASF)) Demo Sub-Fund 2* 2023-06-16	eate Concept Note	Jnder Review (PMU): (SET 33) - (PD 14	FASK 2) CN 01-2 *			2023-06-16	12:09:15
	tiate RAF Scoring	RAF Scoring: ( APEC Support Fund (ASF)	) ASF: Energy Efficiency, Low Ca	rbon and Energy Resiliency Measu	ires (EELCM) *	2023-06-16	12:08:56
	tiate RAF Scoring	RAF Scoring: ( APEC Support Fund (ASF)	) Demo Sub-Fund 2 *			2023-06-16	12:07:10
• Initiate RAF Scoring: (APEC Support Fund (ASF)) ASF: Marine Debris Management and Innovation (MDMI) • 2023-06-16	tiate RAF Scoring	RAF Scoring: ( APEC Support Fund (ASF)	) ASF: Marine Debris Manageme	nt and Innovation (MDMI) *		2023-06-16	12:06:42

3. In your inbox, look for the Project Proposal that is ready for the Quality Assessment and click the task to open it.

My Inbox (8	:0)	My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Workflow Type	Title					Received on	Received on
· Project Proposal	Endorsed f	or QA: (EWG_101_2023A) SET (	94 - CN 03 PP APAS DEMO •			2023-06-18	01:58:47
· Project Proposal	Endorsed f	or QA: (PPWE_101_2023A) SET	02 - CN 03 PP APAS DEMO *			2023-06-16	12:25:08
· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	ASF: Micro Small and Medium En	terprises (MSMEs) *		2023-06-16	12:25:03
· Create Concept Note	Under Revi	iew (PMU): (SET 25) - (PE 8 TAS	K 2) CN 01-2 •			2023-06-16	12:24:50

4. The Project Proposal opens in a new tab.

orkflow :Process - Project Proposa orkflow Form Workflow Chart	I - PD to PMU (QA) ⊘ Process Status Uploaded At	tachments				Submit	Satisfactory	Save	
Project Pr	oposal – Se	lect QA	Step						
PMU:									
<ol> <li>When you receive a dra</li> <li>When sending QA come Click Submit.</li> <li>To send comments to t</li> <li>If the PP is satisfactory</li> </ol>	Step field and select an option fit or revised Proposal, select S ments to the PD, select Send t he PD, insert your comments in , after you upload the final QA of the Proposal before submitting th	tart a QA Round an p PD. Upload the QA the Internal Comm document, click Sati	document in the Qua	lity Assessment Documents fie nit .	ld. Enter the revision deadlir	ne in the <b>Revision Du</b>	e Date field.		
Project Proposals	⊥ Upload attachment	Maximum 5M		Quality Assessment Documents	⊥ Upload attachment	Maximum 5M			
Project Number	EWG_101_2023A	Current Status	Endorsed for QA	Endorsed Concept Note	CN_EWG_102_2023				
Project Title	SET 04 - CN 03 PP APAS	5 DEMO							
QA Round	0			Revision Due Date	iii 16-06-2023				
Select a QA Step	Start a QA Round ~								
Internal Commments		Format - Font	•   Size •   Li	ne H •   <u>A</u> • <b>M</b> •   }= :=   ⊕∈	*   2 2 2 3 8   00 0		√ I _× 🖬 :	X	

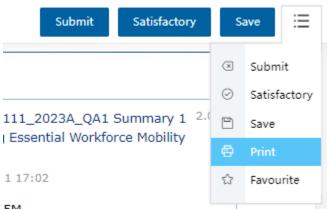
5. In the **Project Proposals** field, PMU may wish to download and save the previous Project Proposal that show track changes (Word or Acrobat), from the **Project Proposals** field.

Project Prop	osal - BMC Approval		
PMU:			
	I, click Print if you need to save the Proposal. It will download as PDF. Converse Spring Status by clicking Approve or Not Approve.	rt to Word-format as necessary	
Project Proposals	EWG_17062023_PP_12_A Proposal with Track Changes_V1.do 59.0K     C     MIM 2013-06-18-13-28     EWG_17062023_PP_12_A Proposal with Track Changes_V2.do 59.0K     C     PMU4 2023-06-19 02:16     J Download All	Quality Assessment Documents	EWG_17062023_QA_1_EWG_101_2023A_09_QA1 of a Projec         82.5K           t Proposal_V1.doc         PMU4         2023-06-18 09:09           EWG_17062023_QAEWG_101_2023A_11_QA2 of a Projec         82.0K           t Proposal_V1.doc         PMU4         2023-06-18 12:17           EWG_18062023_QAEWG_101_2023A_13_QA3 of a Projec         85.5K           t Proposal_Satisfactory_V1.doc         PMU4         2023-06-19 01:56           J



6. From the Internal Comments field, read message or comments entered by the Program Director.

7. From the 3-line icon on the top right corner, select Print to download and save the APAS Proposal.



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8. The Printer screen launches. Select Save as PDF.

Make sure Header and Footer is unchecked. Click Save.

Project Pr	oposal			Print		10 pa
				Destination	Save as PDF	+
Project Proposal Number	BMG_111_2023A				-	
Current Status	Under Quality Assessment					
Project Title 2	PD4_TASKS			Pages	All	-
Fund Scurce	APEC Support Fund (ASP)			-		
Sub-Fund	ASF: Energy Efficiency, Low	Carbon and Emergy Realitance	Measures (BELOH)			
APBC Forum	Inergy Working Dravp (IWS	6		Layout	Portrait	
Additional APBC Ponare (if any applicable)				,		
Proposing APEC Bostomy(les)	Peru:					
Co-Spensoring APEC Economy(Jes) If any	Australia; Chara; Hong K	ang, Chinai;				
Expected Project Session Submission	09-09-2023			More settings		~
Expected Start Date	06-09-2023					
Project Completion Date	22-03-2023					
Project Summery	be in APEC examinities. Howe ent, being one of the most is since the COVID- 19 pandemic, due to quarke and to identify mechanisms if prevention & mitigation of o lists financial inclusion. The is one to prevare incrumentation	Iver, they face develop obtain apportant the task of forward in these and the case of operation of the exactivation of Manime err indefinedness, and the up project aims to converse expo- tools and config test original	provide more than half of the joint the total set that difficult their developminancial access, which got works end. In this conduct, if is import that promote financial access, to a development flow unique to a development access, the access set access the set of	Paper size	Letter	*
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Project Outputs	1.Research report.					
Project Alignment in APRC's Pu	2.Werkshop dradaya Vision 2040 and Add	wares Fise of Action		the sector of	Default	_
Primary Driver	2 Innovation and Digitalization	Primary Objective	3: Digital infrastructure and tra reformation	Margins	Default	*
Secondary Oriver (Optional)	3: Strong, Balanced, Secare, Sa stainable and Indusive Growth	Secondary Objective (Optional)	3: Environmental & climate ch allenges and natural disasters			
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Summary of Proposed Eudges	APEC Funding (USD)	Self-Funding (USD)	Totel (USD)			
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Hain Project Overseers Inform	ation					
Kanne	aday.			Options	Headers and f	ooters
lob Title	Default					-
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9. The **Save As** window displays. Navigate to the location where you want to save the PDF version of the Project Proposal. Change the file name as appropriate. Click **Save**.

Save As							
÷ → × ↑ 💻	> This PC >	Desktop	~	Ü	P	Search Deskt	юр
Organize 🔹 New	folder						E • (
	^ Nan	ne	Date modif	ied		Туре	Size
🧊 3D Objects		Alaska All in One Tour (2-19-23)	2/22/2023	4:52 PM		File folder	
E. Desktop		AMCG-Portland appraisals	6/14/2023	9:16 PM		File folder	
Documents		Ametek	5/28/2023	5:39 PM		File folder	
Downloads		Anchorage Aurora Quest (2-20-23)	2/24/2023	9:56 AM		File folder	
Music		APAS User Guide	6/17/2023	4:16 PM		File folder	
Pictures		Armchair photo tours to finish in August	8/23/2021	5:46 PM		File folder	
		Armchair photo tours-fall	12/7/2022	11:41 AN	1	File folder	
Videos		Armchair photo tours-spring	12/7/2022	11:42 AN	1	File folder	
💺 Windows (C:)		Armchair photo tours-summer	12/7/2022	10:49 AN	1	File folder	
Intwork	~ <						>
File name:	PP1.pdf						
Save as type:	Adobe Acrob	oat Document (*.pdf)					
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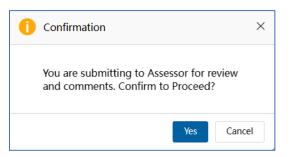
10. Go back to APAS. In the **Select a QA Step** field, select **Start a QA Round** from the list that drops down to begin a Quality Assessment round.

Select a QA Step	Start a QA Round 🗸
	Start a QA Round Send to PD

11. Click the **Submit** button at the top right corner of the Project Proposal.

Workflow :Process	- Project Proposal	- PD to PMU (QA)	0				
	Workflow Chart	Process Status	Uploaded Attachments	Submit	Satisfactory	Save	≣

A confirmation message displays. Click Yes to continue.



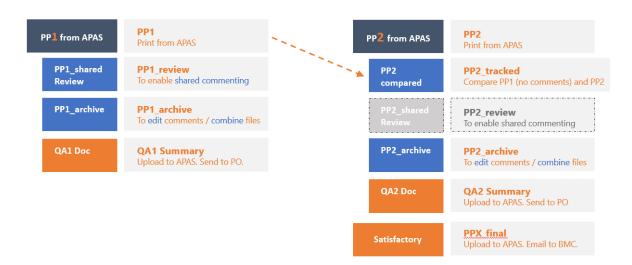
The "Submitting Project Proposal. Please Wait" message displays while the Project Proposal is being submitted. The task changes to **[return] Under Quality Assessment** in the **My Inbox** tab in the Dashboard.

My Inbox (	60)	My Outbox	Processed By Me	Completed (75)	All Involved Processes			
Workflow Type	Title					Received on	Received on	
<ul> <li>Project Proposal</li> </ul>	[return] Under Qualit	ty Assessment: (EWG_101_2023A)	sessment: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO (PPWE_101_2023A) SET 02 - CN 03 PP APAS DEMO					
<ul> <li>Project Proposal</li> </ul>	Endorsed for	r QA: (PPWE_101_2023A) SET 02 ·	2023-06-16	12:25:08				
· Initiate RAF Scoring	RAF Scorin	ed for QA: (PPWE_101_2023A) SET 02 - CN 03 PP APAS DEMO coring: ( APEC Support Fund (ASF)) ASF: Micro Small and Medium Enterprises (MSMEs) *						
· Create Concept Note	Under Revi	ew (PMU): (SET 25) - (PE 8 TAS	SK 2) CN 01-2 •			2023-06-16	12:24:50	

## 3.3.2 Assessing Proposals Offline

The Quality Assessment process consists of various rounds. The PMU conducts each Quality Assessment offline. Then when a QA document is ready, the PMU logs into APAS again and completes a series of tasks. These tasks are described in this section.

- In the QA process, PMU downloads the first Project Proposal from APAS in PDF format and saves it as PP1 in the Secretariat's internal server (i.e. M:Drive). PMU will assign the Proposal assessors to conduct Quality Assessment and provide comments in a **shared review** version of the Proposal. The PMU assessor then combines and consolidates all the comments in an **archive** version and creates QA1 document. The QA1 document (PDF) is sent to the PD/PE who forwards it to the PO.
- 2. Once PO revises PP1 on APAS based on the received QA1 document (PDF), the PO submits PP2 in APAS, PMU will download PP2 in PDF format and perform the 'Compare' function with PP1 to create a 'PP2 with track changes' version. The 2nd round of QA will then take place with assessors (PMU only or in exceptional cases, other assessors) providing and sharing comments on this version. When a QA2 document is created (PDF), it is submitted to the PO. The QA process continues until the Proposal becomes Satisfactory and a last QA document (with Satisfactory comments, PDF) is produced and uploaded onto APAS.
- 3. This is the final PP (PDF). This is the version sent to BMC for final approval. Once approved, the PO implements their project based on the final PP (PDF).
- 4. To conduct the QA process offline, PMU and all assessors will follow the User Manual to Using Acrobat for Proposal Quality Assessement.



# **Acrobat Document Structure in the QA Process**

# 3.3.3 Uploading QA Documents

When QA documents are created by the PMU assessor, they will be uploaded in APAS and sent to the PD or PE for review.

### 3.3.3.1 For QA Round 1

1. Log into APAS as a PMU user, if you're not logged in already. Your Dashboard displays.

My tablex (80)         My Outbox         Processed By Me         Completed (75)         All Involved Processes           Workflow Type         Title         Recent         Recent         Recent         2023-           Project Proposal         (refurn)         Under Quality Assessment: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO         2023-           Project Proposal         Endorsed for QA: (PPWE_101_2023A) SET 02 - CN 03 PP APAS DEMO         2023-           Initiate RAF Scoring:         APEC Support Fund (ASF) ASF: Wicro Small and Medium Enterprises (MSMEs)*         2023-           Create Concept Note         Under Review (PMU): (SET 25) - (PE 8 TASK 2) CN 01-2*         2023-           Initiate RAF Scoring:         APEC Support Fund (ASF) ASF: Somenctivity (Connectivity)*         2023-           Initiate RAF Scoring:         APEC Support Fund (ASF) Demo Sub-Fund 5*         2023-           Initiate RAF Scoring:         APEC Support Fund (ASF) ASF: Women and the Economy (WrE)*         2023-           Initiate RAF Scoring:         APEC Support Fund (ASF) ASF: Women and the Economy (WrE)*         2023-           Initiate RAF Scoring:         APEC Support Fund (ASF) ASF: Support Fund (ASF) ASF: Support Fund (ASF) Demo Sub-Fund 4*         2023-           Initiate RAF Scoring:         APEC Support Fund (ASF) Demo Sub-Fund 4*         2023-           Initiate RAF Scoring:         APEC Support Fund (ASF) Demo Sub-Fu		G
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- Create Concept Note         Under Review (PMU); (SET 11) - (PE TASK 1) CN 01-1*         2023-           - Initiate RAF Scoring:         APEC Support Fund (ASF)) ASF: Supply Chain Connectivity (SCC)*         2023-           - Initiate RAF Scoring:         (APEC Support Fund (ASF)) Demo Sub-Fund 4*         2023-           - Create Concept Note         Under Review (PMU); (SET 12) - (PD 7 TASK 2) CN 01-2*         2023-           - Create Concept Note         Under Review (PMU); (SET 10) - (PD 1 TASK 2) CN 01-2*         2023-           - Create Concept Note         Under Review (PMU); (SET 20) - (PD 7 TASK 2) CN 01-2*         2023-           - Create Concept Note         Under Review (PMU); (SET 20) - (PD 7 TASK 2) CN 01-2*         2023-           - Create Concept Note         Under Review (PMU); (SET 20) - (PD 7 TASK 2) CN 01-2*         2023-           - Create Concept Note         RAF Scoring: (APEC Support Fund (ASF)) ASF General Fund (General)*         2023-           - Create Concept Note         Under Review (PMU); (SET 20) - (PD 7 TASK 2) CN 01-2*         2023-           - Create Concept Note         Under Review (PMU); (SET 20) - (PD 7 TASK 2) CN 01-2*         2023-           - Create Concept Note         Under Review (PMU); (SET 20) - (PD 7 TASK 2) CN 01-2*         2023-           - Create Concept Note         Under Review (PMU); (SET 33) - (PD 14 TASK 2) CN 01-2*         2023-	-16	12:23:49
Initiate RAF Scoring:         RAF Scoring: (APEC Support Fund (ASF)) ASF: Supply Chain Connectivity (SCC)*         2023-           Initiate RAF Scoring:         (APEC Support Fund (ASF)) Demo Sub-Fund 4*         2023-           Create Concept Nete         Under Review (PMU): (SET 12) - (PD 2 TASK 2) CN 01-2*         2023-           Create Concept Nete         Under Review (PMU): (SET 20) - (PD 1 TASK 2) CN 01-2*         2023-           Create Concept Nete         Under Review (PMU): (SET 20) - (PD 6 TASK 2) CN 01-2*         2023-           Initiate RAF Scoring:         (APEC Support Fund (ASF)) ASF General Fund (General)*         2023-           Create Concept Nete         Under Review (PMU): (SET 22) - (PD 7 TASK 2) CN 01-2*         2023-           Create Concept Nete         Under Review (PMU): (SET 22) - (PD 7 TASK 2) CN 01-2*         2023-           Create Concept Nete         Under Review (PMU): (SET 22) - (PD 7 TASK 2) CN 01-2*         2023-           Create Concept Nete         Under Review (PMU): (SET 23) - (PD 7 TASK 2) CN 01-2*         2023-           Create Concept Nete         Under Review (PMU): (SET 33) - (PD 1 TASK 2) CN 01-2*         2023-	-16	12:23:17
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- Create Concept Net         Under Review (PMU); (SET 10) - (PD 1 TASK 2) (N 01-2*         2023-           - Create Concept Net         Under Review (PMU); (SET 20) - (PD 6 TASK 2) (N 01-2*         2023-           - Initiate RAF Scoring : (APEC Support Fund (ASF)) ASF General Fund (General)*         2023-           - Create Concept Net         Under Review (PMU); (SET 22) - (PD 7 TASK 2) (N 01-2*         2023-           - Create Concept Net         Under Review (PMU); (SET 22) - (PD 7 TASK 2) (N 01-2*         2023-           - Create Concept Net         Under Review (PMU); (SET 23) - (PD 14 TASK 2) (N 01-2*         2023-	-16	12:21:46
- Create Concept Note         Under Review (PMU): (SET 20) - (PD 6 TASK 2) CN 01-2*         2023-           - Initiate RAF Scoring:         CAPEC Support Fund (ASF) ASF General Fund (General)*         2023-           - Create Concept Note         Under Review (PMU): (SET 22) - (PD 7 TASK 2) CN 01-2*         2023-           - Create Concept Note         Under Review (PMU): (SET 33) - (PD 14 TASK 2) CN 01-2*         2023-	-16	12:21:13
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Create Concept Note Under Review (PMU); (SET 33) - (PD 14 TASK 2) CN 01-2* 2023-	~16	12:15:22
	~16	12:13:31
Initiate RAF Scoring RAF Scoring: (APEC Support Fund (ASF)) ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)* 2023-	-16	12:09:15
	-16	12:08:56
Initiate RAF Scoring: (APEC Support Fund (ASF)) Demo Sub-Fund 2     2023-	-16	12:07:10
Initiate RAF Scoring: (APEC Support Fund (ASF)) ASF: Marine Debris Management and Innovation (MDMI)     2023-	-16	12:06:42

2. In your inbox, look for the Project Proposal that is ready for the Quality Assessment and click the task to open it.

Note: Alternatively, you may find the Proposal by going to the **Project Proposal** widget and clicking **Under Quality Assessment**. Select from the list of Proposals.

My Inbox (8	30)	My Outbox	Processed By Me	Completed (75)	All Involved Processes			
Workflow Type	Title					Received on	Received on	
Project Proposal	[return] Under Quali	ty Assessment: (EWG_101_2023A)						
Project Proposal	Endorsed fo	r QA: (PPWE_101_2023A) SET 02 -	isessment: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO : (PPWE_101_2023A) SET 02 - CN 03 PP APAS DEMO					
· Initiate RAF Scoring	RAF Scorin	ng: ( APEC Support Fund (ASF))	Assessment: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO QA: (PPWE_101_2023A) SET 02 - CN 03 PP APAS DEMO : ( APEC Support Fund (ASF)) ASF: Micro Small and Medium Enterprises (MSMEs) *					
· Create Concept Note	Under Revi	iew (PMU): (SET 25) - (PE 8 TAS	2023-06-16	12:24:50				

The Project Proposal – Review and Assess page displays in a separate tab.

<b>Project Pro</b>	posal – Rev	view an	d Assess	;				
	comments offline (by email) i e the tab. al below by clicking on the su	in the Word-format ( ubsection tabs below	QA document provided	by PMU.				
Project Proposals	1. Review the Project Proposal below by clicking on the subsection tabs below.     2. To send the QA document to the PD, click Edit. You will attach the QA document in the next page.  Project Proposals Quality Assessment Documents							
Project Number	EWG_101_2023A	Current Status	Under Quality Assessment	Endorsed Concept Note	CN_EWG_102_2023			
	SET 04 - CN 03 PP APAS	DEMO						
Project Title		Submission Due Date 17-06-2023						
Project Title QA Round	1			out and a de date				

3. Click the **Edit** button in the top right corner of the page.

•	For	action from PMU4 a	at 2023-06-18 08:02:40	)						
	2	Workflow :Proce	ss - Project Proposa	al - PMU QA to Ass	essor 🧷					1
1	0	Workflow Form	Workflow Chart	Process Status	Uploaded Attachments				Edit	

A confirmation message displays. Click Yes to continue.

() Confirmation		×
Proceed to Edit a	nd Upload QA Repo	ort?
	Yes	Cancel

The "Loading Project Proposal. Please Wait." message displays until the Project Proposal finishes uploading. An example of an uploaded Project Proposal is shown below.

Project Prop			SLED					
PMU:			otop					
<ol> <li>Go to the Select a QA Step 2. When you receive a draft or 3. When sending QA comment Click Submit.</li> <li>To send comments to the PI 5. If the PP is satisfactory, afte 6. You may edit the Project Pro-</li> </ol>	revised Proposal, select St is to the PD, select Send to D, insert your comments in er you upload the final QA d	art a QA Round ar PD. Upload the QA the Internal Comr locument, click Sati	document in the Qua		d. Enter the revision deadline in the <b>Revision Due Date</b> field.			
				Quality Assessment				
Project Proposals	1. Upload attachment	Maximum 5M		Documents	Upload attachment Maximum 5M			
Project Number	EWG_101_2023A	Current Status	Under Quality Assessment	Endorsed Concept Note	CN_EWG_102_2023			
Project Title	SET 04 - CN 03 PP APAS	DEMO						
QA Round	1			Revision Due Date	en 16-06-2023			
Select a QA Step	Start a QA Round ~							
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4. In the **Quality Assessment Documents** field, click **Upload attachment**.

Project Proposals	⊥ Upload attachment	Maximum 5M		Quality Assessment Documents	⊥ Upload attachment Maximum 5M
Project Number	EWG_101_2023A	Current Status	Under Quality Assessment	Endorsed Concept Note	CN_EWG_102_2023
Project Title	SET 04 - CN 03 PP APAS	DEMO			
QA Round	1			Revision Due Date	16-06-2023

### The Open window displays.

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E Desktop			AMCG-Portland appraisals	6/14/2023	9:16 PM	File folder		
Documents			Ametek	5/28/2023	5:39 PM	File folder		
Downloads			Anchorage Aurora Quest (2-20-23)	2/24/2023	9:56 AM	File folder		
Music			APAS User Guide	6/17/2023	5:01 PM	File folder		
Pictures			Armchair photo tours to finish in August	8/23/2021	6:46 PM	File folder		
_			Armchair photo tours-fall	12/7/2022	11:41 AM	File folder		
Videos			Armchair photo tours-spring	12/7/2022	11:42 AM	File folder		
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- 5. For QA Round 1, you will attach the two documents below:
  - i. How to View QA documents and Revise the APAS Proposal (For POs) a guide to show POs on how to view QA comments in Acrobat
  - ii. The QA1 document

Note: For QA Round 2 onwards, only the relevant QA document needs to be uploaded.

6. Navigate to the document(s) you want to upload, select it, and click the **Open** button.

🕑 Open						×
← → ~ ↑ 🖡 « /	APAS	5 User Guide > Rest of Chapter 3-Chapter 4	ٽ ~	2	Search Rest of Chapt	er 3-Ch
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Desktop		09_QA1 of a Project Proposal.doc	6/8/2023 3:55 AM		Microsoft Word 97	83
Documents		10_Text to insert into Internal Comments	6/8/2023 3:55 AM		Outlook Item	181
Downloads		11_QA2 of a Project Proposal.doc	6/8/2023 3:55 AM		Microsoft Word 97	82
Music		12_A Proposal with Track Changes.doc	6/8/2023 3:55 AM		Microsoft Word 97	59
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The uploaded document displays in the Quality Assessment Documents field.

Note: Make sure two documents are uploaded. (See step 5)

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Quality Assessment Documents	PMU4	2023-06-17 18:09	
Documents	riangle Upload attachment	Maximum 5M	

7. In the Internal Comments section of the Project Proposal, enter standard text comments for the PD.

**Note**: Refer to the **3 types of comments document** that includes standard text to send to the PD based on the round/status of Quality Assessment.

Internal Comments       Dear PD/PE,         (Communicates within the Secretariat)       OA1  is ready for dispatch to PO. Please download and review our comments in the QA document attached above in the Quality Assessment Documents field (upper right command let us know any issues. If none, please take the following steps:         1 st step: Copy and paste the standard text of comments below onto the General Comments box.	Î

8. In the Select a QA Step field, select Send to PD option from the list that drops down.

Select a QA Step	Start a QA Round 👻
	Start a QA Round
	Send to PD

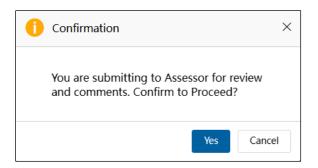
9. Set a due date by which PO should submit a revised Proposal to PD. Select a date in the **Revision Due Date** field.

Revision Due Date	09-09	9-2023	3				0	
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10. Click the **Submit** button in the top right corner of the page.

6	Workflow :Process - Project Proposal - Assessor to PMUQA $\mathscr{O}$		1		
•	Workflow Form Workflow Chart Process Status Uploaded Attachments	Submit	Satisfactory	Save	≣

A confirmation message displays. Click **Yes** to continue.



The "Submitting Project Proposal. Please Wait" message displays while the Project Proposal is being submitted.

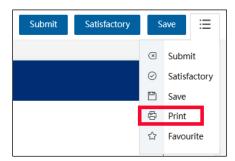
### 3.3.3.2 Quality Assessment 2 and Onward

When the PMU receives an email notification to start the second Quality Assessment, they follow these steps:

- 1. Log into APAS as a PMU user, if you're not logged in already. Your Dashboard displays.
- 2. In your inbox, look for the Project Proposal that is ready for the Quality Assessment and click the task to open it.

The Project Proposal displays in a separate tab.

3. In the top right corner of the page, find the a bulleted list icon. Select **Print** and **Save** the Proposal as appropriate (e.g. PP2)



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	Sub-Fund	ASF: Energy Efficiency, Low	ASF: Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCM)							
	APEC Forum	Energy Working Group (EW	Energy Working Group (EWG)							
	Additional APEC Forum applicable)	(if any								
	Proposing APEC Econom	ny(ies) Indonesia;	Indonesia;							
	Co-Sponsoring APEC Economy(ies) if any	Australia; Brunei Darussal	Australia; Brunei Darussalam; Canada; Chile;							
•	Expected Project Session Submission	n 17-06-2023	17-06-2023							
	Expected Start Date	15-05-2023	15-05-2023							
	Project Completion Date	e 22-03-2023	22-03-2023							
	Project Summary	jobs in APEC economies. Ho development, being one of got worse since the COVID- In this context, it is importa	MSMEs constitute more than 97% of the businesses and provide more than half of the jobs in APEC economies. However, they face several obstacles that difficult their development, being one of the most important the lack of formal financial access, which got worse since the COVID-19 pandemic, due to quarantines and the stop of operations. In this context, it is important to identify mechanisms for the reactivation of MSME stat .							
	Troject Summury	alternative ways to accomp from public and private sect	promote financial access, prevention & mitigation of over indebtedness, and the use of alternative ways to accomplish financial inclusion. This project aims to convene experts from public and private sectors to prepare recommendations and identify best practices about how Finetch services can contribute to the recovery of the MSMEs after the							
	Project Topic(s)	Data Privacy; Digital Econ	Data Privacy; Digital Economy; Digital Technology and Innovation;							
	Project Outputs	1.Research report. 2.Workshop								
	Project Alignment to AP				10					
	Primary Driver	3: Strong, Balanced, Secure, Sustainable and Inclusive Growth	Primary Objective	2: Human resource development and skills f future	or the					
				3: Digital infrastructure a						

4. Open the PDF file you just saved in Adobe Acrobat or Adobe Reader.

The next step to compare two versions of the Proposal, the currently downloaded against the previous version (e.g. PP2 compared against PP1). The Compared version of the Proposal will show track changes and be saved with the filename '_tracked'.
 Note: Follow the steps in Chapter 3 Compare Project Proposals in the User Manual to Using Acrobat for Proposal Quality Assessment to conduct the compare tasks.

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Project Proposal Number	OFWG_005_2022 Under Quality Assessment			

- 6. Complete the Quality Assessment round offline and create the necessary QA document.
- 7. After the Quality Assessment round is completed, log into APAS again as a PMU user.
- 8. In your inbox, look for the Project Proposal and click the task to open it.

9. Click the **Edit** button in the top right corner of the page.

1 For action from PMU4 at 2023-06-18 08:02:40						
Workflow :Process - Project Proposal - PMU QA to Assessor <i>O</i> Workflow Form Workflow Chart Process Status Uploaded Attachments	Edit					

A confirmation message displays. Click Yes to continue.

0	Confirmation		×
	Proceed to Edit and Upload QA R	еро	rt?
	Yes		Cancel

The "Loading Project Proposal. Please Wait." message displays until the Project Proposal finishes uploading. An example of an uploaded Project Proposal is shown below.

Workflow :Process - Project Proposal - As Workflow Form Workflow Chart Pro	sessor to PMUQA 🧷 cess Status Uploaded Att	tachments				Submit Satisfactory	Save			
Project Prop	osal – Sel	ect OA	Step							
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<ol> <li>When you receive a draft or</li> <li>When sending QA comment Click Submit.</li> <li>To send comments to the Pf</li> <li>If the PP is satisfactory, after</li> </ol>	1. Go to the Select a QA Step field and select an option.     2. When you receive a drift or revised Proposal, select Start a QA Round and click Submit.     3. When sending QA comments to the PD, select Send DPD. Upload the QA document in the Quality Assessment Documents field. Enter the revision deadline in the Revision Due Date field.     Click Submit.     4. To seed comments to the PD, insert you comments in the Internal Comments base. Click Submit .     5. To seed comments to the PD, insert you comments to the Internal Comments base. Click Submit .     5. To seed comments the PD (and the PD (add comment, dick Satisfactory .     6. You may edit the Project Proposal before submitting the page.									
				Quality Assessment						
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Project Number	EWG_101_2023A	Current Status	Under Quality Assessment	Endorsed Concept Note	CN_EWG_102_2023					
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Select a QA Step	Start a QA Round ~									
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Internal Comments (Communicate within the Secretariat)										

10. In the Quality Assessment Documents field, click Upload attachment and upload the QA document.

				Quality Assessment Documents						
'	Project Proposals	∴ Upload attachment Maximum 5M	Maximum 5M		PMU4	2023-06-17 18:09				
					土 Upload attachmen	Maximum 5M				

11. In the **Internal Comments** section of the Project Proposal, enter the standard text comment for the applicate QA Round for the PD.

	[B I U 5] Normal •   Verdana •   14 •   Line H •   ▲• Δ]•   □ □□   □□   □□   □□   □□ = □   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □□   □  □	20
Internal Commments	Dear PD/PE,	Î
(Communicate within the Secretariat)	QA2 is ready for dispatch to PO. Please download and review our comments in the QA document attached above in the Quality Assessment Documents field (upper right corner) and let us know any issues. If none, please take the following steps:	
	1 st step: Copy and paste the <b>standard text of comments</b> below onto the <b>General Comments</b> box.	للأ

12. In the Select a QA Step field, select Send to PD option from the list that drops down.



13. Set a due date by which PO should submit a revised Proposal to PD. Select a date in the **Revision Due Date** field.

2	09-09	-2023	3				0
	~	I	1	2024 9	9		> »
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
				Toda	y		

14. Click the **Submit** button in the top right corner of the page.



A confirmation message displays. Click **Yes** to continue.



The "Submitting Project Proposal. Please Wait" message displays while the Project Proposal is being submitted. The Project Proposal –Select QA Step page closes and your Dashboard displays. The task moves from the **My Inbox** tab to the **Processed by Me** tab.

My Inbox (79	))	My Outbox	Processed By Me	Completed (75)	All Involved Processes					
Workflow Type	Title					Received on	Received on			
<ul> <li>Project Proposal</li> </ul>	Under Quality Assessment: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO									
Project Proposal	Under Qual	ity Assessment: (CTI_101_202	BA) SET 06 - CN 04 PP QA APAS	DEMO •		2023-05-23	03:30:48			
Project Proposal	Under Qual	ity Assessment: (DESG_102_20	23A) SET 05 - CN 04 PP QA APA	S DEMO •		2023-05-22	16:12:01			

### 3.3.3.3 Sending Proposal Back without QA

There may be instances whereby the submitted revised Proposal is incomplete (key comments have not been addressed) and requires further revision before it can be accepted by PMU to begin Quality Assessment work.

1. If the revised PP is under review by the PD and has <u>not</u> been **Submitted to PMU**, the PD can **Send** (the Proposal back) **to PO**. Under **General Comments**, PD can comment on the sections in the Proposal on APAS where futher revisions are necessary.

Note: In this case, the QA Round will remain the same as previous.

n from 1940H at 2020-06-18 12:07:01					
okflow Process - Project Proposal - Notifice Firm Workflow Chart	PMU to PD QA (7 Proces Status — Uploaded Alfo	adments			Salanit to PMU Send to PD
Project pro	posal – Rev	view QA	Comme	nts	
90:					
	nents, click on Send to PO to Enternal Comments box to s			РНО.	
Project Proposals	EW0_17062023_PP_1 _V3.6x 296/4 2	12_A Proposal with 023-06-17 21:28	Track Changes 10.0K	Quality Assessment Document	EWG_17063023_QA_1_EW0_186_2023A_09_QA1 of a 82.5K     Project Proposal_XV1.dec     /// 2020.0612.18.00     EWG_17063023_QA_2_EW0_186_2023A_011_QA2 of a 82.0K     Project Project_XV1.dec     mot.4 2020.0612.21.13     _t_ Download A8
Project Number	EWG_101_2023A	Current Status	Under Quality Assessment	Endorsed Concept Note	CN_EWG_102_2023
Project Title	SET 04 - CN 03 PP APAS	DEMO			
QA Round	2			Revision Due Date	17-06-2023
		Format +   Fort	-   5m   Un	et   <u>A</u> - <b>D</b> - ∃ Ⅱ   =	$X = [0, X \in \Omega] = 0 = 0 = 0 = 0 = 0$

- 2. If the revised PP has been **Submitted to PMU**, it will be saved as new revised version (e.g. PP2_tracked). The PMU Assessor will log into APAS and **Send to PD**, to **Send** it **to PO**.
- 3. In the Internal Comments section of the Project Proposal, enter comments for the PD.

	$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	22
Internal Commments (Communicate within the Secretariat)	Dear PD/PE, QA1[is ready for dispatch to PO. Please download and review our comments in the QA document attached above in the <b>Quality Assessment Documents</b> field (upper right corner) and let us know any issues. If none, please take the following steps:	Î
	$1^{st}$ step: Copy and paste the <b>standard text of comments</b> below onto the <b>General Comments</b> box.	M

4. In the Select a QA Step field, select Send to PD option from the list that drops down.



5. Check the due date in the **Revision Due Date** field.

Revision Due Date	09-09	-2023	3				0	
	«	(	1	2024 9	9		> <mark>&gt;&gt;</mark>	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	1	2	3	4	5	
	6	7	8	9	10	11	12	
				Toda	y			

6. Click the **Submit** button in the top right corner of the page.

	Workflow :Proces	s - Project Proposal	- Assessor to PMI	JQA 🖉				
2	Workflow Form	Workflow Chart	Process Status	Uploaded Attachments	Submit	Satisfactory	Save	≣

A confirmation message displays. Click Yes to continue.

**Note**: When the Proposal in question is re-submitted as an 'updated' revised version to PMU, PMU will **start a new QA Round** on APAS. When this happens, there will be an additional **QA Round** added and the round number will be incorrect. Users are to disregard the additional QA Round.

(In theory, however, the QA Round should stay as previous, because Quality Assessment tasks were not performed in the previous round. This is a technical limitation to take note.)

## 3.3.4 Reviewing and Sending QA Documents

When the PD receives an email notification to review the Quality Assessment comments sent by PMU, they follow these steps:

1. Log into APAS as a PD user, if you're not logged in already. Your Dashboard d
----------------------------------------------------------------------------------

My Inbox							
My Inbo	: (6)	My Outbox	Processed By Me	Completed (13)	All Involved Processes		
Workflow Type	Title					Received on	Recei
Project Proposal	[return] Under Qua	ality Assessment: (EWG_101_	2023A) SET 04 - CN 03 PP APAS D	ремо		2023-06-18	12:3
· Scoring Template	RAF Scori	ng: (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Energy	y Efficiency, Low Carbon and Ener	gy Resiliency Measures (EELCM)*	2023-06-16	23:29
· Scoring Template	RAF Scori	ng: (Brunei Darussalam;) APE	C Support Fund (ASF) - ASF: Energ	gy Efficiency, Low Carbon and Ene	ergy Resiliency Measures (EELCM)*	2023-06-16	23:25
· Notify PD	Notificatio	on to start the scoring*				2023-06-13	12:0
· Scoring Template	RAF Scori	ng: (Brunei Darussalam;) APE	C Support Fund (ASF) - ASF: Energ	gy Efficiency, Low Carbon and Ene	ergy Resiliency Measures (EELCM)*	2023-06-13	11:3
Scoring Template	RAF Scori	ng: (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Energy	y Efficiency, Low Carbon and Ener	gy Resiliency Measures (EELCM) *	2023-06-13	11:3
Concept Notes		G	Scoring		Project Proposal		
Submit PO Details			Consolidate Scores		Complete List		
Complete List			Exported Scores		Under Review and Endorsement		
Generate Scoring Temp	late		Latest News		Under Quality Assessment		
Pending Approval					Approved		
Approved In-Principle			For POs: Complete and submit your Concep For RAF delegates: Scoring for PS2, 2023 v		Not Approved		
Not Approved Withdrawn			For POs: Funding outcomes to be notified v		Withdrawn		
withdrawn			Remember to submit your draft Proposal b				
			The newest Project Guidebook is available				
			·				
			Useful Links				

2. In your inbox, look for the Project Proposal that is ready for the Quality Assessment review and click the task to open it.

My Inbox (	(6)	My Outbox	Processed By Me	Completed (13)	All Involved Processes		
Workflow Type	Title					Received on	Received on
Project Proposal	[return] Under Qua	lity Assessment: (EWG_101_20		2023-06-18	12:37:31		
<ul> <li>Scoring Template</li> </ul>	RAF Scorin	ng: (Hong Kong, China;) APEC Su	ıpport Fund (ASF) - ASF: Energy	Efficiency, Low Carbon and Ener	gy Resiliency Measures (EELCM) *	2023-06-16	23:29:05
Scoring Template	RAF Scorin	ng: (Brunei Darussalam;) APEC S	Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and End	ergy Resiliency Measures (EELCM)*	2023-06-16	23:29:05

The Project proposal – Review QA Comments page displays in a separate tab.

	PMU to PD QA 🧷 rocess Status Uploaded A	ttachments			Submit to PMU Send to PO
Project pro	posal – Re	view QA	Comme	nts	
<ol> <li>Download the Quality As: from PMU.</li> <li>If agreeable with all comm</li> <li>If not agreeable, use the I</li> </ol>	ents, click on Send to PO	to request for revision	15.		nal Comments box for any general message or overall comments
Project Proposals	EWG_17062023_PP_12_A Proposal with Track Changes 59.0K V1.doc P90.4 2023-06-17 21:28		Quality Assessment Document	EWG_17062023_QA_1_EWG_101_2023A_09_QA1 of a         82.58           Project Proposal_V1.doc         PMU4         2023-06-17 18:09           EWG_17062023_QA_2_EWG_101_2023A_11_QA2 of a         82.08           Project Proposal_V1.doc         PMU4         2023-06-17 18:09           Project Proposal_V1.doc         PMU4         2023-06-17 18:09	
					. Download All
Project Number	EWG_101_2023A	Current Status	Under Quality Assessment	Endorsed Concept Note	L Download All CN_EWG_102_2023
	EWG_101_2023A SET 04 - CN 03 PP APA			Endorsed Concept Note	

3. Download and review PMU's comments on the Proposal. Go to the **Quality Assessment Document** field, select the latest QA document. Click on the **down arrow** icon on the right side of the document to download.



4. Open the saved QA document and review PMU's comments.

▶ 25.5% • · · · · · · · · · · · · · · · · · ·	
□         ∅         ὦ         ᠃           6 comments         Q         ½         ¶	C
□         ∅         ♀         ····           6 comments         Q         ♀         1	_
	γ.
Comment or use @ to invite others	
PAGE 1	6 ~
liy 9:30 PM     Strikethrough Text	
Suggest to replace Cross-Border	
I think this is fine.	
APEC 930 PM     in the Region	
Jingyu Lin 9:30 PM	
This is redundant.	
APEC 8:41 PM	
I I Insert Text	
Ijy 9:30 PM	
	<ul> <li>ity soon</li> <li>Sovietdroogh Feet</li> <li>Sovjetto replete Cross-Bonder</li> <li>Jingyu Lin 200 A</li> <li>Terk the is free.</li> <li>APEC 500 Feet</li> <li>in the Region</li> <li>Jingyu Lin 200 M</li> <li>Tak, Insert Feat</li> <li>Tak, Insert Feat</li> <li>in the Region</li> </ul>

5. If PD has views on PMU's QA comments, PD can **return the Proposal** with a request for changes. Enter comments in the **Internal Comments** field. Click **Submit to PMU**.

Process - Project Proposal - PO to PD (QA) rm Workflow Chart Process Status	Uploaded Attachments				Submit to PMU Send to PO
2. If agreeable with all comments, click	Document to review comments on Send to PO to request for re	on the Proposal from the a	assessors/PMU. Refer to the	Internal Comments box for any general	message or overall comments from PMU.
3. If not agreeable, use the <b>Internal C</b>	mments box to send comments				SMEWG_11092023_QA_1_SMEWG_112_2023A_QA1 Summary 18Aug23 2.5M
Project Proposals Project Number	Sajith Chandrasekara 2023-0		Under Quality Assessme	Quality Assessment Document	HWG 03 23A Ensuring Essential Workforce Mobility_V1.pdf Sejith Chandrasekara 2023-09-11 14:51 CN SMEWG 115 2023
Project Title	PD1_TASK5		nt		
QA Round	1			Revision Due Date	07-09-2023
	B I U S Norma     Dear PMU,	- Verdana - 14	•   Line H •   <u>A</u> • 🔯•	• = = = = = = = = = =	$\pi \mid \boxplus \mid \heartsuit \equiv \Omega \mid \checkmark I_{\bullet} \oplus \bigstar \Rightarrow \boxtimes \aleph$
Internal Commments (Communicate within the Secretariat)	The comments in the Outp	its section are not clear.	Can you clarify further.		

6. If PD is agreeable with PMU's QA comments, proceed to review PMU's comments in the **Internal Comments** field.

		8
Internal Communents (Communicate within the Secretariat)	Dear PD/PE, QA2 is ready for dispatch to PO. Please download and review our comments in the QA document attached above in the <b>Quality Assessment Documents</b> field (upper right corner) and let us know any issues. If none, please take the following steps:	Î
	1 st step: Copy and paste the <b>standard text of comments</b> below onto the <b>General Comments</b> box.	Ы

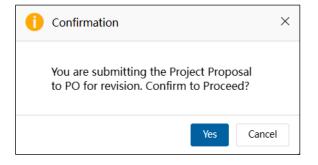
7. Copy the PMU's comments from the **Internal Comments** field and paste them into the **General Comments** field. Then amend these comments, as needed.

General Comments (Use this box to comment &	[B] I U S   Normal ·   Verdana ·   14 ·   Line H ·   Δ· Δ· □ : □ : □ : □ : □ : □ : □ : □ : □ : □	20
(base data botto comment (e.g. Please date your comment (e.g. 27/04/2022). Please do not delete previous comments.)	Dear PD/PE, QA2 is ready for dispatch to PO. Please download and review our comments in the QA document attached above in the <b>Quality Assessment</b> <b>Documents</b> field (upper right corner) and let us know any issues. If none, please take the following steps:	Î
	1 st step: Copy and paste the <b>standard text of comments</b> below onto the <b>General Comments</b> box.	١٤

8. Click the **Send to PO** button in the top right corner of the page.



A confirmation message displays. Click Yes to continue.



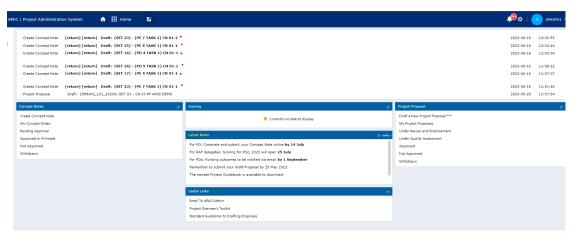
The "Submitting Project Proposal. Please Wait" message displays while the Project Proposal is being submitted. The Project proposal – Review QA Comments page closes and your Dashboard displays. The task moves from the **My Inbox** tab to the **Processed by Me** tab.

My Inbox (5	ō)	My Outbox	Processed By Me	Completed (13)	All Involved Processes		
Workflow Type	Title					Received on	Received on
· Project Proposal	Under Qualit	ty Assessment: (EWG_101_2023A)	SET 04 - CN 03 PP APAS DEMO			2023-06-18	12:37:31
· Create Concept Note	Under Revie	w (PMU): (SET 17) - (PE 4 TASK 2)	CN 01-2			2023-06-13	11:50:29
· Create Concept Note	Draft: (SET	17) - (PE 4 TASK 1) CN 01-1				2023-06-13	11:44:54

## 3.3.5 Revising the Project Proposal

When the PO receives an email notification to revise the Project Proposal, they follow these steps:

1. Log into APAS as a PO user, if you're not logged in already. Your Dashboard displays.



2. In your inbox, look for the Project Proposal that is ready for revision and click the task to open it.

My Inbo	×	My Outbox	Processed By Me	Completed	All Involved Processes		
Workflow Type	Title					Received on	Received on
Project Proposal	Under Qua	lity Assessment: (EWG_101_20	23A) SET 04 - CN 03 PP APAS DE	MO*		2023-06-18	13:19:37
Project Proposal	Draft: (EWO	6_101_2023A) SET 04 - CN 03 PP A	PAS DEMO			2023-06-16	04:03:52

3. Alternatively, go the Project Proposal widget. Click Under Quality Assessment.

Project Proposal
Draft a New Project Proposal ***
My Project Proposals
Under Review and Endorsement
Under Quality Assessment
Approved
Not Approved
Withdrawn

All the Project Proposals that are Under Quality Assessment display in a list. Select the Proposal you are tasked to revise.

Project N	umber: Project Number	(PO)	Project Title: P					E
und Sou	irce:		Sub-Fund:					Advanced Search
	Project Number	Project Title	Current Status	Proposing APEC Economies	Proposing Forum	Fund Source	Sub-Fund	Proposing Project Value
	SMEWG_102_2023A	SET 01 - CN 04 PP QA APAS DEMO	Under Quality Assessment	Canada;	Small and Medium Enterprises Working Group (SMEWG)	APEC Support Fund (ASF)	ASF: Micro Small and Medium Enterprises (MSMEs)	92,026.00
						1 records in b	otal K 🔇 1 🔿 🔿	25 × Go to 1

The Project Proposal – **Revise Draft** page displays in a separate tab.

<b>Project Pr</b>	oposal - Rev	vise Dra	ft			
PO:						
	ents from the Secretariat to revi	rise the draft Proposa	l Please submit revisir	ons by the stated <b>Revision Du</b>	e Date	
	achment (if any) from the Qua ments from the Secretariat.	ility Assessment Do	ocuments field and re	view the comments in the docu	iment. Also check the General	Comment box for any general
	ment in the General Comment	t box to any general r	message or overall cor	nments from the Secretariat.		
3. Edit and revise the con	tent in the subsections of the P	Proposal according to	the comments in the (	DA document.		
	ew the full draft Project Proposa			-		
					⊕ 🛃 EWG_17062023_Q	A_2_EWG_101_2023A_11_QA2 o 82
	EWG_17062023_PP_	_12_A Proposal with 1	Track Changes 59.0K	Quality Assessment	f a Project Proposal	_V1.doc
Project Proposals	_V1.doc		Track Changes 59.0K	Quality Assessment Documents		
Project Proposals	_V1.doc	_12_A Proposal with 1 2023-06-17 21:28	Track Changes 59.0K		f a Project Proposal	_V1.doc 2023-06-17 21:17
Project Proposals Project Number	_V1.doc		Track Changes 59.0K		f a Project Proposal PMU4	_V1.doc 2023-06-17 21:17
	_V1.doc PMU4	2023-06-17 21:28	Under Quality	Documents	f a Project Proposal PMU4	_V1.doc 2023-06-17 21:17

4. Read the comments in the **General Comments** box and respond to the PD or PE, if applicable.

General Comments (Use this box to comment &	□       B       I       U       5+       Format       +       Size       +       Line H       +       Δ*       Δ*       III       IIII       IIIII       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	25
response. Please date your comment (e.g. 27/04/2022). Please do not delete previous comments.)	1 st step: Copy and paste the <b>standard text of comments</b> below onto the <b>General Comments</b> box. 2 nd step: Amend and add text where necessary (including 'submission date'). The PO will receive these comments. 3 rd step: <b>Send to PO</b> as soon as possible.	Î
	We have requested the PO to revise and resubmit the PP by 01/07/2023. Please insert this date in the standard text below.	2

5. To see previous versions of the Proposal, got to the **Project Proposals** field. Click on the relevant Project Proposal.

Note: The Proposal filename follows a number, such as **PP1**, **PP2**, etc., that shows the version of the Proposal that was submitted by the PO.

Project Proposals	EWG_170620 _V1.doc	D23_PP_12_A Proposal with Track Changes 59.0K	
	PMU4	2023-06-17 21:28	

Note: Versions **PP2** and onwards of the Proposal contain **track changes** that indicated the differences in text between the current and previous versions. The track changes help the reader to easily locate where revisions have been made based on the Secretariat's QA comments.

6. In the **Quality Assessment Documents** field, click the attached QA document.

Quality Assessment		A_2_EWG_101_2023A_11_QA2 o ^{82.0K}
Documents	PMU4	2023-06-17 21:17
	⊥ Upload attachment	Maximum 5M

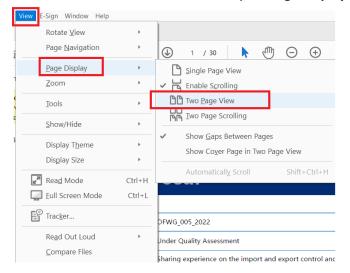
The QA document displays in a separate tab. Click the **Download** button in the top right corner of the tab.

Attachment : EWG_170	62023_QA_2_EWG_101_2023A_11	_QA2 of a Project Propo	al_V1.doc (V1)
Forum / Project No.:	SMEWG / SME 05 2022		
Project Title:	Study and Workshop to Understan Formalisation Process of Informal I	d the Role of Digital Cor Businesses in the Asia-F	nectivity in the Pacific Region
QA version #:			
Date of this version:	5 November, 2022		
Overall Assessment:	Requires attention		
Summary of Assessment:		ty criteria and has ident so our comments below racked changes. Pleas- ved in Project Session r project. The current W an. In the number of docum hey will be published. V ding the Beneficiaries an Workplan, Risks and Mu e of the budget items in the experts. Further fund i tems.	fied some areas for your by trexising the text in the s submit a revised version 2 of 2022 has, by default, forkplan exceeds this ents to be produced in the <i>T</i> E also request more <i>D</i> bissemination. WE seek pritoring and Evaluation.
Asses	sment Criteria	Assessment	
Relevance			

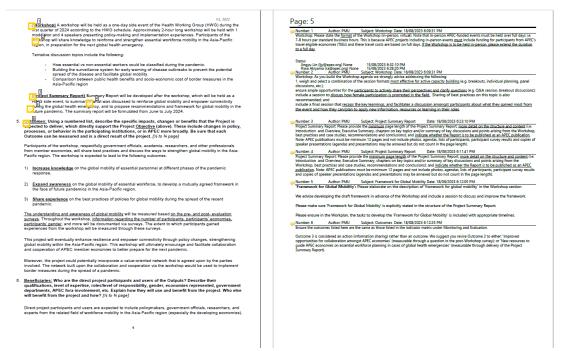
The file downloads to your Downloads folder. When the download finishes, close the tab that displays the document. The downloaded file is the QA document and contains comments from the Secretariat to the PO to revise the Proposal.

**Note**: The QA document filename follows a number, such as QA1, QA2, etc., that shows the round of QA the current Project Proposal is in.

7. Open the QA document. For best view, set your Page Display to view Two Pages.



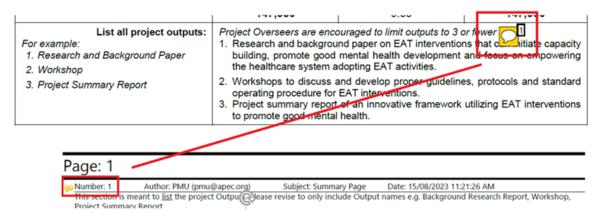
- 8. The first page is a **Summary of Assessment** this is a general overview of the Secretariat's comments on your Proposal.
- From Page 3 onwards, a Proposal page is followed by a Comments page, (if there are comments made on the specific Proposal page).
   In the example below, Page 4 is the Proposal page and Page 5 is the comments page created based on P3.



10. The comments in the **Comments** page are numbered in sequence. To identify the section of the

Proposal where the comments is referred to, find the  $\square$  icon on the **Proposal** page and the associated number.

In the example below, **comment Number 1** in the **Comments** page refers to the **Output table** of the associated **Proposal** page.



11. Edit the Proposal on APAS based on the comments you received. Place the PDF Proposal with Comments **side by side** with the APAS Proposal.

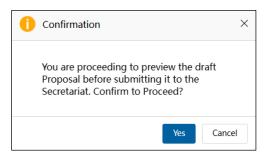
	apas.apec.org/spa	a/cube/in , Leaming			<ul> <li>–</li> <li>Dictionary</li> </ul>	File Hoi	Edit	2023T_Draft P View E-Sign Tools	Window			be Acrobat P	o (64-bi	35.5%		<u>ب</u> ح	?	- *	
Project Propos	al Module						omm		L	T Ŧ	Ŧp	T _≈ T	T	Ø		<u>ዓ</u> -	•••	-	
Project Proposal           Si           1: This is a view page only. Review the Project Proposal below by clickin on the subsection tabs below.           2: This is a view page only. Review the Project Proposal below by clickin on the subsection tabs below.           2: This is a view page only. Review the Project Proposal below by clickin on the subsection tabs below.           3: When review is done, close the tab.           Endorsee         Quality Assessment Documents           CTI_2         Curre Endorsee to 1_20           Project Nu         0_1_20					1	4	Project:	er Cit John John Dater Terrer Artic Senior Date and its Constitute of Artificial Automatic of Automatic of Au	el el post anti-art (Andrewign) anti-art (Andrewign) of Social and Socialization (27) anti-art (Socialization (27) anti-art (Socialization (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (27) (2				PAGE 1 PAGE 1 PAGE 1 Ijy s T Strik Suggest 1 Jing I thi	HO USE ( HO PM ethrough NO replace Jyu Lin 9: Ink this is Ink this is	Text Cross-E 30 PM		6	~	
Project Nu mber	tue																		
mber		(PD) on Cross	-Border Telewo	rk			ŀ							-	yyu Lin ∷ is redund				

12. Locate the specific tabs in the APAS Proposal to find specific sub-sections in order to make the necessary edits. Make sure you go through all Comments pages, read and address ALL the comments.

Section A:	Overview and Rel	evance			
Close	Project Details	Project Summary	Relevance	Objective	Alignment
Section B: 1	Impact				
Close	Outputs Outco	omes Beneficiaries	Dissemina	ation Gend	ler
Section C: I	Effectiveness				
Close	Work Plan Ris	ks Monitoring & E	valuation L	inkages	
Section D:	Sustainability				
	Sustainability				

- 7. *(optional)* If you want to respond to the QA document, upload the Response document in the **Quality Assessment Documents** field.
- 8. Once you have completed the revisions, click the **Preview**, to verify that changes are correct.

A confirmation message displays. Click Yes to continue.



The preview of the Project Proposal displays. If you need to make changes, click the **Edit** button at the top right corner of the screen.

Project Proposal - Preview Draft									
PO:									
2. To view the project budget,	<ol> <li>Click on each subsection tab to review the draft content. Ensure that the content you provided is accurate and complete.</li> <li>To view the project budget, click on the Budget Preview Screen tab below, under Section E. Efficiency.</li> <li>Click Edit to make changes, or Send to PD if the draft is ready to be sent to the Program Director</li> </ol>								
Project Proposals	■ EWG_17062023_PP_12_A Proposal with Track Chan 59.0K ges_V1.doc PMU4 2023-06-17 21:28		Quality Assessment Documents	EWG_17062023_QA_2_EWG_101_2023A_11_QA2 o         82.0           f a Project ProposaLV1.doc         PMU4         2023-06-17 21:17					
Project Number	EWG_101_2023A	Current Status	Under Quality Assessment	Endorsed Concept Note	CN_EWG_102_2023				
Project Title	SET 04 - CN 03 PP	APAS DEMO							
QA Round	2			Revision Due Date	17-06-2023				
General Comments	B I <u>U</u> ★ ★ ■	B I U 5   Format +   Fort +   Size +   Line H + Δ • Δ •   2: 2: 1 = 1 = 2: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2:							
(Use this box to comment &		PD/PE,							

9. When you're finished, click the **Send to PD** button.

6	Workflow :Proces	s - Project Proposa	I - POQA to Previe	10		1		
•	Workflow Form	Workflow Chart	Process Status	Uploaded Attachments	Send to PD	Edit	Save	≣

A confirmation message displays. Click **Yes** to continue.

() Confirmation	×
You are submitting the draft Project Proposal to the Program Director for review. Confirm to proceed?	
Yes	ancel

The "Submitting Project Proposal. Please Wait" message displays while the Project Proposal is being submitted. The Project Proposal – Revise Draft page closes and your Dashboard displays. The task moves from the **My Inbox** tab to the **Processed by Me** tab.

My Inbox	r	My Outbox	Processed By Me	Completed	All Involved Processes		
Workflow Type	Title					Received on	Received on
· Project Proposal	Under Quality	y Assessment: (EWG_101_2023A)	SET 04 - CN 03 PP APAS DEMO			2023-06-18	14:07:52

#### 3.3.6 Reviewing the Revised Project Proposal

After the PO revises the Project Proposal, the PD or PE receives an email notification that the Project Proposal is ready to review. The PD or PE follows these steps to complete the review:

1. Log into APAS as a PD or PE user, if you're not logged in already. Your Dashboard displays.

My Inbox								G
My Inb	DX (6)	My Outbox	Processed By Me	Completed (13)	All	Involved Processes		
Workflow Type	Title						Received on	Received
Project Proposal	Under Qua	lity Assessment: (EWG_101_2	2023A) SET 04 - CN 03 PP APAS D	EMO *			2023-06-18	14:18:53
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Energy	/ Efficiency, Low Carbon and Ener	rgy Resilie	ency Measures (EELCM)*	2023-06-16	23:29:05
· Scoring Template	RAF Scorin	g: (Brunei Darussalam;) APE(	Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and Ene	ergy Resil	iency Measures (EELCM)*	2023-06-16	23:29:05
Notify PD	Notification	n to start the scoring *					2023-06-13	12:09:46
· Scoring Template	RAF Scorin	g: (Brunei Darussalam;) APE0	Support Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and Ene	ergy Resil	iency Measures (EELCM)*	2023-06-13	11:38:20
· Scoring Template	RAF Scorin	g: (Hong Kong, China;) APEC	Support Fund (ASF) - ASF: Energy	/ Efficiency, Low Carbon and Ener	rgy Resilio	ency Measures (EELCM) *	2023-06-13	11:38:0
Concept Notes		G	Scoring		e I	Project Proposal		
Submit PO Details			Consolidate Scores			Complete List		
Complete List			Exported Scores			Under Review and Endorsement		
Generate Scoring Ten	nplate		Latest News			Under Quality Assessment		
Pending Approval						Approved		
Approved In-Principle	•		For POs: Complete and submit your Concep			Not Approved		
Not Approved			For RAF delegates: Scoring for PS2, 2023 w	· •		Withdrawn		
Withdrawn			For POs: Funding outcomes to be notified v Remember to submit your draft Proposal by					
			The newest Project Guidebook is available t					
			The newest Project Guidebook is available t	o download.	, in the second s			
			Useful Links		C			
			Email To APAS Admin					
			APAS User Guide					
			Videos on Key Tasks					

2. In your inbox, look for the Project Proposal that is ready for review and click the task to open it.

My Inbox (6	My Inbox (6) My Outbox		Processed By Me	Completed (13)	All Involved Processes		
Workflow Type	N Type Title						
· Project Proposal	Under Quality Assessment: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO*						
<ul> <li>Scoring Template</li> </ul>	RAF Scorin	ıg: (Hong Kong, China;) APEC Su	pport Fund (ASF) - ASF: Energy	Efficiency, Low Carbon and Ene	rgy Resiliency Measures (EELCM)	2023-06-16	23:29:05
· Scoring Template	RAF Scorin	ıg: (Brunei Darussalam;) APEC S	upport Fund (ASF) - ASF: Energ	y Efficiency, Low Carbon and En	ergy Resiliency Measures (EELCM	2023-06-16	23:29:05

The Project proposal – Review QA Comments page opens in a new tab.

		•	Comme	nus	
PD:					
from PMU. 2. If agreeable with all cor	Assessment Document to r mments, click on Send to PO e Internal Comments box t	to request for revisio	ns.		rnal Comments box for any general message or overall comments
					EWG_17062023_QA_1_EWG_101_2023A_09_QA1 of a 82.5
					Project Proposal_V1.doc
Project Proposals	EWG_17062023_PF V1.doc PMU4	P_12_A Proposal with	Track Changes 59.0K	Quality Assessment Document	PMU4 2023-06-17 18:09 ■ EWG_17062023_QA_2_EWG_101_2023A_11_QA2 of a ^{82.0} Project Proposal_V1.doc
	PMU4	2023-06-17 21:28			PMU4 2023-06-17 21:17
	EWG_101_2023A	Current Status	Under Quality Assessment	Endorsed Concept Note	CN_EWG_102_2023
Project Number					
Project Number Project Title	SET 04 - CN 03 PP AP/	AS DEMO			

3. Review the comments in the **General Comments** field.

General Comments (Use this box to comment &	[□] B I U S   Format -   Fort -   Size -   Line H   A - Ω -   □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	D. Please download and review our comments in the QA document attached above in the Quality Assessment corner) and let us know any issues. If none, please take the following steps: standard text of comments below onto the General Comments box.
(Use this box to comment & response. Please date your comment (e.g. 27/04/2022) Please do not delete previous comments.)	Dear PD/PE, QA2 is ready for dispatch to PO. Please download and review our comments in the QA document attached above in the <b>Quality Assessment</b> Documents field (upper right corner) and let us know any issues. If none, please take the following steps: 1 st step: Copy and paste the <b>standard text of comments</b> below onto the <b>General Comments</b> box.	Î

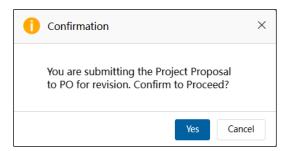
4. To verify that the PO has addressed all QA comments, you may download again the QA document from the **Quality Assessment Documents** field, or open the previously saved QA document.

Quality Assessment Documents	⊕	A_2_EWG_101_2023A_11_QA2 o ^{82.0K} _V1.doc _2023-06-17 21:17	
	riangle Upload attachment	Maximum 5M	

- 5. Locate the comments in the QA document. Navigate to the sections in APAS where comments were made and click **View Track Changes** to verify that the PO revised the appropriate sections.
- 6. *(optional)* If some comments have been missed and revisions are incomplete, PD may wish to Send to PD for further changes.
- Enter your comments for the PO in the General Comments field and click the Send to PO button in the top right corner of the page.

Workflow :Proces	ss - Project Proposa	al - PO to PD (QA)	0				
Workflow Form	Workflow Chart		Uploaded Attachments	Submit to PMU	Send to PO	Save	≣

A confirmation message displays. Click Yes to continue.



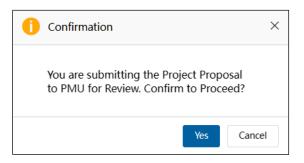
The "Submitting Project Proposal. Please Wait" message displays while the Project Proposal is being submitted. The Project Proposal – Revise Draft page closes and your Dashboard displays. The task moves from the **My Inbox** tab to the **Processed by Me** tab.

	My Inbox (	5)	My Outbox	Processed By Me	Completed (13)	All Involved Processes			
_	Workflow Type	Title					Received o	n Received on	
E	Project Proposal	Under Qual	der Quality Assessment: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO						
-	Create Concept Note	Under Revie	r Review (PMU): (SET 17) - (PE 4 TASK 2) CN 01-2						
•	Create Concept Note	Draft: (SET	17) - (PE 4 TASK 1) CN 01-1				2023-06-1	3 11:44:54	

8. If all comments have been addressed by the PO, click the **Send to PMU** button in the top right corner of the page.



A confirmation message displays. Click Yes to continue.



The "Submitting Project Proposal. Please Wait" message displays while the Project Proposal is being submitted. The Project Proposal – Revise Draft page closes and your Dashboard displays. The task moves from the **My Inbox** tab to the **Processed by Me** tab.

My Inbox (5)	My Outbox	Processed By Me	Completed (13)	All Involved Processes				
Workflow Type Ti	ïtle							
Project Proposal     U	Inder Quality Assessment: (EWG_101_2023A	2023-06-19	01:02:31					
· Create Concept Note U	Under Review (PMU): (SET 17) - (PE 4 TASK 2) CN 01-2					11:50:29		
· Create Concept Note D	Draft: (SET 17) - (PE 4 TASK 1) CN 01-1	t: (SET 17) - (PE 4 TASK 1) CN 01-1						

#### 3.3.7 Assessing the Project Proposal as Satisfactory

Note: This task occurs when the Project Proposal has been assessed as Satisfactory by PMU.

When the Project Proposal is assessed as Satisfactory, the PMU follows these steps to send the Satisfactory QA document to the PO and indicate the Satisfactory status on APAS:

#### 3.3.7.1 Send Satisfactory Proposal to PD

1. Log into APAS as a PMU user, if you're not logged in already. Your Dashboard displays.

APEC	C   Project Administrat	ion System	🔶 🏭 Home 🔡				🧶 🗢 🕴	Р РМ
	My Inbox							G H
	My Inbox (	60)	My Outbox	Processed By Me	Completed (75)	All Involved Processes		
	Workflow Type	Title					Received on	Received
	Project Proposal	Project Proposal [return]     Under Ouality Assessment: (EWG 101 2023A) SET 04 - CN 03 PP APAS DEMO				2023-06-19	01:05:31	
	Project Proposal	Project Proposal Endorsed for QA: (PPWE_101_2023A) SET 02 - CN 03 PP APAS DEMO						12:25:08
	· Initiate RAF Scoring	Nate RAF Scoring RAF Scoring: (APEC Support Fund (ASF)) ASF: Micro Small and Medium Enterprises (MSMEs) *						12:25:03
	· Create Concept Note	Under Revi	ew (PMU): (SET 25) - (PE 8 TAS	K 2) CN 01-2 •			2023-06-16	12:24:50
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	Demo Sub-Fund 5 *			2023-06-16	12:23:59
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	ASF: Connectivity (Connectivity	n) •		2023-06-16	12:23:49
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	ASF: Women and the Economy	(WtE)*		2023-06-16	12:23:17
	· Create Concept Note	Under Revi	ew (PMU): (SET 11) - (PE 1 TAS	K 1) CN 01-1 •			2023-06-16	12:22:42
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	ASF: Supply Chain Connectivity	(SCC) •		2023-06-16	12:22:13
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	Demo Sub-Fund 4*			2023-06-16	12:21:46
	· Create Concept Note	Under Revi	ew (PMU): (SET 12) - (PD 2 TAS	K 2) CN 01-2 *			2023-06-16	12:21:13
	· Create Concept Note	Under Revi	ew (PMU): (SET 10) - (PD 1 TAS	K 2) CN 01-2 *			2023-06-16	12:20:49
	· Create Concept Note	Under Revi	ew (PMU): (SET 20) - (PD 6 TAS	K 2) CN 01-2 •			2023-06-16	12:16:35
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	ASF General Fund (General)*			2023-06-16	12:15:22
	· Create Concept Note	Under Revi	ew (PMU): (SET 22) - (PD 7 TAS	ik 2) CN 01-2 *			2023-06-16	12:13:31
	· Create Concept Note	Under Revi	ew (PMU): (SET 33) - (PD 14 T/	SK 2) CN 01-2 *			2023-06-16	12:09:15
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	ASF: Energy Efficiency, Low Ca	rbon and Energy Resiliency Measu	ures (EELCM) *	2023-06-16	12:08:56
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	Demo Sub-Fund 2 *			2023-06-16	12:07:10
	· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	ASF: Marine Debris Manageme	nt and Innovation (MDMI) *		2023-06-16	12:06:42

2. In your inbox, look for the Project Proposal that is ready to be assessed as satisfactory and click the task to open it.

My Inbox (80)		My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Workflow Type	Title	Title					Received on
Project Proposal	[return] Under Qua	retum] Jnder Quality Assessment: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO					01:05:31
· Project Proposal	Endorsed fo	Endorsed for QA: (PPWE_101_2023A) SET 02 - CN 03 PP APAS DEMO					12:25:08
· Initiate RAF Scoring	RAF Scorin	RAF Scoring: ( APEC Support Fund (ASF)) ASF: Micro Small and Medium Enterprises (MSMEs) *					12:25:03
· Create Concept Note	Under Rev	Under Review (PMU): (SET 25) - (PE 8 TASK 2) CN 01-2*					12:24:50

The Project Proposal – Select QA Step page displays in a separate tab.

Por action from APASPD4 at 2023-06-19 01:05:31								
Workflow :Process - Project Proposal - PD C Workflow Form Workflow Chart Proce	QA To PMU 🧷 ess Status Uploaded Attachments				Submit	Satisfactory	Save	=
PMU: 1. Go to the Select a QA Step f 2. When you receive a draft or m	evised Proposal, select Start a QA Round an	d click Submit .						
Click Submit. 4. To send comments to the PD,	to the PD, select <b>Send to PD</b> . Upload the QA insert your comments in the <b>Internal Comm</b> you upload the final QA document, click <b>Satis</b> ossal before submitting the page.	nents box. Click Subm		d. Enter the revision deadline	in the <b>Revision D</b>	ue Date field.		
Project Proposals			Quality Assessment Documents	EWG_17062023_QA f a Project Proposal_	V1.doc 2023-06-17 18:09 _2_EWG_101_2023	A_11_QA2 o ⁸²		
Project Number	EWG_101_2023A Current Status	Under Quality Assessment	Endorsed Concept Note	CN_EWG_102_2023				
Project Title	SET 04 - CN 03 PP APAS DEMO							
QA Round	2		Revision Due Date	16-06-2023				

3. In the **Quality Assessment Documents** field, click **Upload attachment** and select the Satisfactory QA document from your computer. Click **Open.** 



The uploaded document displays in the Quality Assessment Documents field of the Project Proposal.

Quality Assessment Documents	EWG_17062023_QA_2_EWG_101_2023A_11_QA2 o ^{82.0K} f a Project Proposal_V1.doc          PMU4       2023-06-17 21:17
	Image: 13_QA3 of a Project Proposal_Satisfactory.doc         85.5K           PMU4         2023-06-18 10:56
	∴ Upload attachment 🕹 Download All Maximum 5M

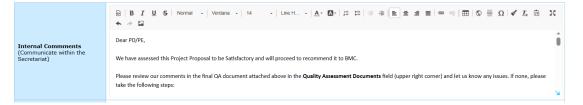
4. In the **Project Proposals** field, click **Upload attachment** and select the Satisfactory Project Proposal from your computer. Click **Open**.

Project Proposals		Quality Assessment Documents	+         EWG_17062023_QA_1_EWG_101_2023A_09_QA1 o         82.5K           fa Project Proposal_V1.doc         PML4         2023-06-17 18:09           +         EWG_17062023_QA_2_EWG_101_2023A_11_QA2 o         82.0K           fa Project Proposal_V1.doc         PML4         2023-06-17 18:09           +         EWG_17062023_QA_2_EWG_101_2023A_11_QA2 o         82.0K           fa Project Proposal_V1.doc         PML4         2023-06-17 18:17           +         E13_QA3 of a Project Proposal_Statistactory.doc         85.5K           PML4         2023-06-18 10:56         J. Upload attachment           ↓ Download All         Maximum SM
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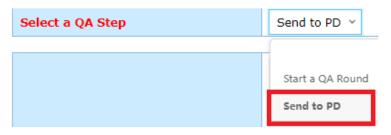
The Satisfactory Proposal displays in the Project Proposals field.

		P_12_A Proposal with Track Chan	59.0K
Project Proposals			59.0K
	∴ Upload attachment	Maximum 5M	

5. In the **Internal Comments** section of the Project Proposal, enter the standard text comment for Satisfactory Proposals to the PD or PE.



6. In the Select a QA Step field, select Send to PD option from the list that drops down.



7. Click the **Satisfactory** button in the top right corner of the page.

O For action from APASPD4 at 2023-06-19 01:05:31			
Workflow Forcess - Project Proposal - PD QA To PMU         Ø           Werkflow Form         Workflow Chart         Process Status         Uploaded Attachments         Submittion	Satisfactory	Save	≔

A confirmation message displays. Click Yes to continue.

0	Confirmation	×
	Proceed to confirm as Satisfactory?	
	Yes Cance	I

The "Submitting Project Proposal. Please Wait" message displays until the satisfactory confirmation is completed. Then the Project Proposal – Satisfactory page displays.

Project P	oposal - Satisfactory		
<ol> <li>Download the final Q4 taken.</li> <li>Please note that this n</li> <li>The next step is for th</li> </ol>	ssessed as <b>satisfactory</b> . document from the Quality Assessment Documents field. The document nessage does not pre-empt BMC approval of the project, so no financial c e proposal to be recommended to the Budget and Management Committe tact the Program Director by email if you need any further information.	ommitments should be made by	r the PO.
L			
Project Proposals	В EWG_17062023_PP_12_A Proposal with Track Changes         59.01           _V1.doc	Quality Assessment	<ul> <li>EWG_17062023_QA_1_EWG_101_2023A_09_QA1 of a 82.5 Project Proposal_V1.doc</li> <li>EWG_17062023_QA_2_EWG_101_2023A_11_QA2 of a 82.0 Project Proposal_V1.doc</li> <li>PKU4 2023-06-17 21:17</li> <li>EWG_18062023_QA_2_EWG_101_2023A_11_QA3 of a 85.5 Project Proposal_Satisfactory_V1.doc</li> <li>PKU4 2023-06-18 10:56</li> <li>Download All</li> </ul>

In your Dashboard, the Satisfactory for BMC Recommendation task displays in the **My Inbox** tab.

My Inbox (80)		My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Workflow Type	Title	ntie					
Project Proposal	Satisfactory	Satisfactory for BMC Recommendation: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO					
Project Proposal	Endorsed for	indorsed for QA: (PPWE_101_2023A) SET 02 - CN 03 PP APAS DEMO					
· Initiate RAF Scoring	ate RAF Scoring RAF Scoring: (APEC Support Fund (ASF)) ASF: Micro Small and Medium Enterprises (MSMEs)*						12:25:03

#### 3.3.8 Receiving Satisfactory Project Proposals

PDs, PEs and POs receive emails notifications from APAS confirming that a Project Proposal was assessed as satisfactory. Examples of these two email notifications are shown below.

#### 3.3.8.1 Email Notifications for a Satisfactory Project Proposal

	Asia-Pacific Economic Cooperation
	Project Proposal assessed as Satisfactory
Dear PO/PD/PE, The following "Pro	oject Proposal" has been assessed as Satisfactory. Please find the details below.
Project Title	SET 04 - CN 03 PP APAS DEMO
Project Overseer	APASPO4
Economy	Indonesia;
Link to APAS	(Satisfactory for BMC Recommendation: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO)
Thank You,	
APAS System Adı	nin

#### 3.3.8.2 Receive and Download Satisfactory Project Proposals

1. PDs, PEs and POs can log into APAS to see the Satisfactory Project Proposal to be recommended to BMC for final approval.

My Inbox							G H
My Inbox(99	+)	My Outbox	Processed By Me	Completed(99+)	All Involved Processes		
Workflow Type	Title					Received on	Received of
Project Proposal	Satisfactory	Satisfactory for BMC Recommendation : (EWG_111_2023A) PD4_TASK5					18:21:00
Project Proposal	Endorsed fo	or QA : (EWG_101_2024A) PMU15_TA	ASK1			2023-10-02	13:40:12
Project Proposal	Endorsed fo	Endorsed for QA : (OFWG_101_2024A) PMU14_TASK1 *					
Project Proposal	Endorsed fo	or QA : (PPWE_101_2024A) PMU13_T	FASK1 *			2023-10-02	13:36:37

2. Click on the Satisfactory Project Proposal and the Satisfactory screen opens in another tab.

Project Proposa	l - Satisfact	orv			
PD: For your information	n - Satisfact	.ory			
PO:					
Your Proposal has been assessed as sati	sfactory .				
4. Please feel free to contact the Program	n Director by email if you need	any further information.			
Project Proposals	B EWG_09092023_PP_PP_P Sajith Chandrasekara 2023-		91.3K	Quality Assessment Documents	EWC_11092022_0A_1_EWC_111_2023A_0A1 Summary 18Aug2: 03 23A Ensuring Essential Workforce Mobility_V1.pdf Sajth Chandrasekara 2023-09-11 17:02
Project Proposals Project Number			91.3K Satisfactory for BMC Rec ommendation	Quality Assessment Documents	03 23A Ensuring Essential Workforce Mobility_V1.pdf
· ·	Sajith Chandrasekara 2023-	09-11 17:02	Satisfactory for BMC Rec		03 23A Ensuring Essential Workforce Mobility_V1.pdf Sajith Chandrasekara 2023-09-11 17:02
Project Number	Sajith Chandrasekara 2023- EWG_111_2023A	09-11 17:02	Satisfactory for BMC Rec		03 23A Ensuring Essential Workforce Mobility_V1.pdf Sajith Chandrasekara 2023-09-11 17:02

3. PDs, PEs and POs can download and save the final Project Proposal from the Project Proposals field.

Project Proposals	EWG_09092023_PP_PP_Project Proposal_V1.docx Sajith Chandrasekara 2023-09-11 17:02	91.3K

4. PDs, PEs and POs can download and save the final **QA Document** from the **Quality Assessment Documents** field.

Quality Assessment Documents	EWG_11092023_QA_1_EWG_111_2023A_QA1 Summary 18Aug23 HWG 03 23A Ensuring Essential Workforce Mobility_V1.pdf	2.0M
	Sajith Chandrasekara 2023-09-11 17:02	

Close the Satisfactory screen tab when completed the download task.

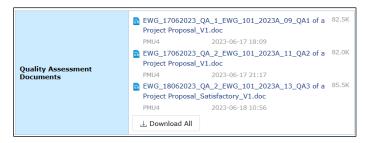
#### 3.3.9 Sending a Satisfactory Project Proposal to the BMC for Approval

When a Project Proposal is assessed as satisfactory, the PMU follows these steps to send it to the BMC for approval:

1. From My Inbox, select the Satisfactory Project Proposal that is ready for BMC Recommendation.

My Inbox(9	9+)	My Outbox	Processed By Me	Completed(99+)	All Involved Processes			
Workflow Type	Title					Rece	ived on	Received on
Project Proposal	Satisfactory	for BMC Recommendation : (EWG_111_2	2023A) PD4_TASK5			202	8-10-03	18:21:00
<ul> <li>Project Proposal</li> </ul>	Endorsed fo	or QA : (EWG_101_2024A) PMU15_T/	ASK1			202	8-10-02	13:40:12
Project Proposal	Endorsed fo	or QA : (OFWG_101_2024A) PMU14_	TASK1			202	8-10-02	13:37:28
Project Proposal	Endorsed fo	or QA : (PPWE_101_2024A) PMU13_1	TASK1 *			202	8-10-02	13:36:37

2. On the **Project Proposal – Satisfactory** page, verify that the last QA is uploaded in the **Quality Assessment Documents** field.



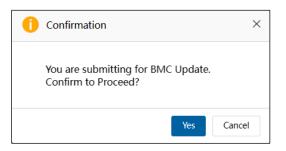
3. Verify that the final Project Proposal is uploaded in the Project Proposal field.



4. Click the **Send to BMC** button in the top right corner of the page.

	Workflow :Proces	s - Project Proposal - PMUQA to Sa	sfactory 🖉		1		
V	Workflow Form	Workflow Chart Process Status	Uploaded Attachments	Send to BMC	Edit	Save	≔

A confirmation message displays. Click Yes to continue.



The Project Proposal – BMC Approval page displays.



On the Dashboard, the task displays in the **My Inbox** tab.

My Inbox (8	10)	My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Workflow Type	Title					Received on	Received on
· Project Proposal	Satisfactory	for BMC Recommendation: (EWG_	101_2023A) SET 04 - CN 03 PP APA	S DEMO		2023-06-19	05:13:16
· Project Proposal	Endorsed fo	or QA: (PPWE_101_2023A) SET 02 -	CN 03 PP APAS DEMO			2023-06-16	12:25:08
· Initiate RAF Scoring	RAF Scorin	ng: ( APEC Support Fund (ASF))	ASF: Micro Small and Medium En	terprises (MSMEs) *		2023-06-16	12:25:03

# 4. Final Project Approval and Letter of Acceptance

## 4.1 Approving the Project Proposal

After the BMC responds, the PMU updates the Project Proposal approval status by following these steps:

1. Log into APAS as a PMU user, if you're not logged in already. Your Dashboard displays.

EC   Project Administra	ion System	♠ ∰ Home 📲				🧶 o I	P 1
My Inbox							e
My Inbox (	80)	My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Workflow Type	Title					Received on	Receive
· Project Proposal	[return] Under Qua	lity Assessment: (EWG_101_20)	23A) SET 04 - CN 03 PP APAS	ремо		2023-06-19	01:05:3
· Project Proposal	Endorsed fo	r QA: (PPWE_101_2023A) SET 02 -	CN 03 PP APAS DEMO			2023-06-16	12:25:0
· Initiate RAF Scoring	RAF Scori	ng: ( APEC Support Fund (ASF))	ASF: Micro Small and Medium	Enterprises (MSMEs)*		2023-06-16	12:25:0
· Create Concept Note	Under Rev	iew (PMU): (SET 25) - (PE 8 TAS	K 2) CN 01-2 *			2023-06-16	12:24:5
· Initiate RAF Scoring	RAF Scori	ng: ( APEC Support Fund (ASF))	Demo Sub-Fund 5*			2023-06-16	12:23:5
· Initiate RAF Scoring	RAF Scori	ng: ( APEC Support Fund (ASF))	ASF: Connectivity (Connectivit	y)*		2023-06-16	12:23:4
· Initiate RAF Scoring	RAF Scori	ng: ( APEC Support Fund (ASF))	ASF: Women and the Economy	(WtE)*		2023-06-16	12:23:1
· Create Concept Note	Under Rev	iew (PMU): (SET 11) - (PE 1 TAS	K 1) CN 01-1 •			2023-06-16	12:22:4
· Initiate RAF Scoring	RAF Scori	ng: ( APEC Support Fund (ASF))	ASF: Supply Chain Connectivit	(SCC)*		2023-06-16	12:22:1
· Initiate RAF Scoring	RAF Scori	ig: ( APEC Support Fund (ASF))	Demo Sub-Fund 4*			2023-06-16	12:21:4
Create Concept Note	Under Rev	iew (PMU): (SET 12) - (PD 2 TAS	5K 2) CN 01-2 *			2023-06-16	12:21:1
· Create Concept Note	Under Rev	iew (PMU): (SET 10) - (PD 1 TAS	5K 2) CN 01-2 *			2023-06-16	12:20:4
· Create Concept Note	Under Rev	iew (PMU): (SET 20) - (PD 6 TAS	5K 2) CN 01-2 *			2023-06-16	12:16:3
· Initiate RAF Scoring	RAF Scori	ng: ( APEC Support Fund (ASF))	ASF General Fund (General)*			2023-06-16	12:15:2
Create Concept Note	Under Rev	iew (PMU): (SET 22) - (PD 7 TAS	5K 2) CN 01-2 *			2023-06-16	12:13:3
· Create Concept Note	Under Rev	iew (PMU): (SET 33) - (PD 14 T/	ASK 2) CN 01-2 •			2023-06-16	12:09:1
· Initiate RAF Scoring	RAF Scori	ng: ( APEC Support Fund (ASF))	ASF: Energy Efficiency, Low Ca	rbon and Energy Resiliency Meas	ures (EELCM) *	2023-06-16	12:08:5
· Initiate RAF Scoring	RAF Scori	ng: ( APEC Support Fund (ASF))	Demo Sub-Fund 2*			2023-06-16	12:07:1
Initiate RAF Scoring	RAF Scori	g: ( APEC Support Fund (ASF))	ASF: Marine Debris Manageme	nt and Innovation (MDMI) *		2023-06-16	12:06:4

2. In your inbox, look for the Satisfactory for BMC Recommendation task and click the task to open it.

My Inbox (8	:0)	My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Workflow Type	Title					Received on	Received on
<ul> <li>Project Proposal</li> </ul>	Satisfactory	for BMC Recommendation: (EWG_	101_2023A) SET 04 - CN 03 PP APA	S DEMO		2023-06-19	05:13:16
· Project Proposal	Endorsed fo	r QA: (PPWE_101_2023A) SET 02 -	CN 03 PP APAS DEMO			2023-06-16	12:25:08
· Initiate RAF Scoring	RAF Scorin	g: ( APEC Support Fund (ASF))	ASF: Micro Small and Medium En	terprises (MSMEs) *		2023-06-16	12:25:03

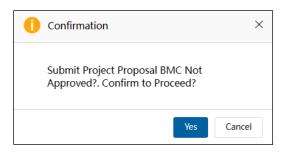
The Project Proposal – BMC Approval page displays in a separate tab.

Norkflow :Process - Project Proposal - Si Norkflow Form Workflow Chart Pr	atisfactory to BMC 🧷 ocess Status Uploaded Atta	achments			Approve Not Approve Print
Project Pro PMU: 1. Following BMC's final appro 2. Proceed to update the proj	val, click <b>Print</b> if you need t	to save the Proposal	. It will download as P	DF. Convert to Word-format as nec	cessary
Project Proposals	EWG_17062023_PP_1 _V2.doc	2023-06-17 21:28	-	Quality Assessment Documents	EWG_17062023_QA_1_EWG_101_2023A_09_QA1 of a         82.5K           Project Proposal_V1.doc         PMU4         2023-06-17 18:09           EWG_17062023_QA_2_EWG_101_2023A_11_QA2 of a         82.0K           Project Proposal_V1.doc         PMU4         2023-06-17 21:17           EWG_1806203_QA_2_EWG_101_2023A_13_QA3 of a         85.5K           Project Proposal_Satisfactory_V1.doc         PMU4           2023-06-18 10:56
Project Number	EWG_101_2023A	Current Status	Satisfactory for BMC Recommendation	Endorsed Concept Note	CN_EWG_102_2023
Project Title	SET 04 - CN 03 PP APAS	DEMO			
QA Round	2			Revision Due Date	17-06-2023

3. *(optional)* If the Project Proposal was not approved, click the **Not Approve** button at the top right corner of the page.

•	Workflow :Proces	ss - Project Proposa	l - Satisfactory to I	MC 🖉			
	Workflow Form	Workflow Chart	Process Status	Uploaded Attachments	Approve Not.	pprove Pri	nt 🗄

A confirmation message displays. Click Yes to continue.



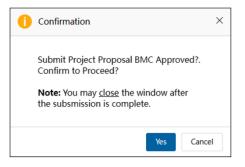
The "Submitting Approval. Please Wait." message displays while the approval status is updated. The Project Proposal – BMC Approval page closes. In the Dashboard, the task moves to the **Completed** tab.

My Inbox (	79)	My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Workflow Type	Title					Received on	Received on
· Project Proposal	Not-Approv	ed: (EWG_101_2023A) SET 04 - CN	03 PP APAS DEMO			2023-06-19	05:13:16

4. When the BMC approves the Project Proposal, click the **Approve** button at the top right corner of the page.



A confirmation message displays. Click **Yes** to continue.



The "Submitting Approval. Please Wait." message displays while the approval status is updated. The Project Proposal – BMC Approval page closes.

## 4.2 Receiving Approved Projects

5. PDs, PEs and POs can log into APAS to see the Approved Projects by BMC.

My Inbox ()	1)	My Outbox	Processed By Me	Completed (31)	All Involved Processes
rkflow Type	Title				
Project Proposal	Approved :	: (EWG_111_2023A) PD4_TASK5			

6. Click on the Approved Project and the final approved Project Proposal screen opens in another tab.

Project Proposal							
Project Proposal							
Project Proposals     EWG_00092023_PP_PP_Project Proposal_VLdocx     91.3K     Quality Assessment Documents     EWG_11092023_QA_LEWG_111_2023A_QAI Summary 18Aug23 HWG     2.0       Sajib: Chandrasekara 2023-09-11 17:02     Sajib: Chandrasekara 2023-09-11 17:02							
Project Number	EWG_111_2023A	Current Status	Approved	Endorsed Concept Note	CN_EWG_114_2023		
Project Title	PD4_TASK5						
QA Round Section A: Overview and Rel Close Project Details	1 evance Project Summary Relevance Objec	tive Alignment		Revision Due Date	99-09-2023		
Section A: Overview and Rel	evance	tive Alignment		Revision Due Date	09-09-2023		
Section A: Overview and Rel	evance	tive Alignment		Revision Due Date	09-09-2023		
Section A: Overview and Rel Close Project Details Section B: Impact	evance			Revision Due Date	09-09-2023		
Section A: Overview and Rel Close Project Details Section B: Impact	evonce Project Summary Relevance Objec			Revision Due Date	09-09-2023		
Section A: Overview and Rel Close Project Details Section B: Impact	evonce Project Summary Relevance Objec			Revision Due Date	09-09-2023		

7. PDs, PEs and POs can download and save the final **QA Document** from the **Quality Assessment Documents** field.

Quality Assessment Documents	EWG_11092023_QA_1_EWG_111_2023A_QA1 Summary 18Aug23 HWG 03 23A Ensuring Essential Workforce Mobility_V1.pdf	2.0M	
	Sajith Chandrasekara 2023-09-11 17:02		

8. PDs, PEs and POs can download the final **Project Proposal** by going to the 3-bullet icon and select **Print**. Save the document as the final Project Proposal.

Process - Project Proposal - BMC	review to End (Approve) 🛷									
New Form Workflow Chart Process Status Uploaded Attachments										
Project Proposal										
						0	Process ve			
							Favourite			
Project Proposals	EWG_09092023_PP_PP_P Sajith Chandrasekara 2023-		91.3K	Quality Assessment Documents	EWG_11092023_QA_1_EWG_111_2023A_QA1 Summary 18Aug23 HWG 03 23A Ensuring Essential Workforce Mobility_V1.pdf Sajith Chandrasekara 2023-09-11 17:02	2.0M				
Project Number	EWG_111_2023A	Current Status	Approved	Endorsed Concept Note	CN_EWG_114_2023					
Project Title         PD4_TASK5           OA Round         1         Revision Due Date         09-09-2023										

Close the Project Proposal screen tab when completed the download task.

### 4.3 Drafting the Letter of Acceptance

1. After PMU approves a Project, a Letter of Acceptance task displays in the My Inbox tab.

My Inbox (7	79)	My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Workflow Type	Title					Received on	Received on
· Letter of Acceptance	Letter of A	cceptance ( PPWE_101_2023A)	SET 02 - CN 03 PP APAS DEMO	•		2023-06-19	05:49:58

2. Click the **Letter of Acceptance** task in the **My Inbox** tab. The Letter of Acceptance (LOA) page displays.

low :Process - Letter of Acceptance (LOA) - I	OA Initiated 🧷			_
Workflow Chart Process Statu	s Uploaded Attachments	Send to PO	Save	Pr
Letter of Acceptan				
Letter of Acceptun				
	Image: B I U S         Format → Fort → Size → Line H → A· II· III III III III III III III III	III 23		
	$\bigcirc \equiv \Omega \mid \checkmark I_x \Leftrightarrow \checkmark \blacksquare$			
Comments				
Acceptance Submission Date	iii 17-06-2023			
PO's Name	APASPO2 Q			
PO's Job Title	Fora Member			
PO's Organization	EXTERNAL			
PO's Email	uday@ionesoftsolutions.com			
Total Project Value	112,035.00			
Project Completion Date	iii 21-03-2023			
1st Monitoring Report Due Date	in 17-06-2023 2nd Monitoring Report Due Date in 17-06-2023			

3. Review the pre-populated fields. Comment in the free-text **Comment** field.

Letter of Acceptance (LO	А)					
		Format - Font - Size	•   Line H •   🛕 • 🚺 •   🏭 💷   🕸 🕸			Ea 53
Comments						
	-					
Acceptance Submission Date	<b>1</b>					
PO's Name	uday					
PO's Job Title	Default					
PO's Organization	Director of Financial Inst	uments				
PO's Email	uday@ionesoftsolutions.	om				
Total Project Value	89,603.00					
Project Completion Date	iiii 22-03-2023					
1st Monitoring Report Due Date	1		2nd Monitoring Report Due De	ate	<b>•</b>	
APEC Attendance List	∴Upload Attachment	Maximum 5M	Sample Event Evaluation Form	n	∴Upload Attachment Maximum 5M	

4. Attach the necessary document to the Sample Event Evaluation field.

Sample Event Evaluation Form         ①Upload Attachment         Maximum 5M
----------------------------------------------------------------------------

5. Attach the Attendance List excel template in the **APEC Attendance List** field.

APEC Attendance List
----------------------

6. Select the Acceptance Submission Date from the calendar.

Acceptance Submission Date	Pleas	e Sele	ct A	Date			0
PO's Name	~	(	2	023 1	0	> >>	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
PO's Job Title	1	2	3	4	5	6	7
PO's Organization	8	9	10	11	12	13	14
PO's Email	15	16	17	18	19	20	21
Total Project Value	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
Project Completion Date	5	6	7	8	9	10	11
1st Monitoring Report Due Date							

7. Select the two **Monitoring Report Due Dates** from the calendars, where applicable.

 Ist Monitoring Report Due Date
 Ist Monitoring Report Due Date

8. Add any **Non-Standard** clauses by checking the applicable box next to the clause.

Non-Standard Clauses – to be added only if PO has requested funding for these items:-

(	Add the Non-Standard Clause below to the LOA	
٦	Direct Labour (Open Tender - \$50,001 and Above	
	[B I U 5] Format → Format → Size → Line H → A· Δ· □: □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
	You will be required to manage an APEC Request for Proposal (RFP) process. Please ensure you allocate sufficient time to prepare the RFP documentation, inclusive of a clear and detailed Statement of Requirement (Scope of Services). All RFP documentation must be cleared by the Secretariat before it will be advertised on APEC website. RFPs will be advertised for no less than 15 business days. You must also factor in time to properly evaluate the bids you receive, and to allow for the drafting of contracts by the Secretariat. Please ensure all bids are evaluated and against the exact criteria specified in the RFP. Please speak to your Program Director if you need more information. As a guide, requirements for research-based work (including case-studies, surveys and reviews) should, inter alia, set out the purpose and scope of the proposed work; the methodology to be used; and the level of experience and qualifications expected of the researcher. Wrick should be original, of sufficient quality, and be produced for the specific purpose of the APEC-(meaged to survey). ToR must be clear on who will be targeted, who will actually conduct the survey (PO or Contractor?), what constitutes an acceptable response rate, and what will the Contractor to if response rates are unacceeptably low.	Ŧ
ſ	Add the Non-Standard Clause below to the LOA	
٦	Direct Labour (\$20,001 to \$50,000)	
	🖻   B I U S   Format ·   Font ·   Sco ·   Line H ·   <u>A</u> · [A]·   注 Ⅱ   年 来   主 全 坦 目   ● 号   面   ⑤ 晋 ( Ω   ダ I, 倚 ホ ル 😡 🛠	
	Please note the advice above relating to the Itemised Budget, which specifies that while BMC has given in-principle approval for your project budget, costs for individual items are regarded as working sub-totals, and the actual amount of funds required may be revised in order to achieve value for money and ensure the efficient use of APEC funds.	
	As per Chapter 11 of the Guidebook, a Contract or Work Undertaking must be in place prior to work commencing under direct labour items. APEC will not be liable for payment for any work undertaken prior to an agreed contract or undertaking being in place. High quality Terms of Reference (ToR) and Requests for Proposal (RFP) documentation are essential for good contracting outcomes. These documents form the 'backbone' of the final contract. It is essential that ToRs and RFPs are detailed and completely clear on the work expected by the Contractor. Please remember the contracts are executed between the Secretariat and the Contractor (not the PO) and accordingly, all terms and conditions, including payment, are subject to acceptance by the Secretariat.	•
(	Add the Non-Standard Clause below to the LOA	
٦	Direct Labour (\$5,001 to \$20,000)	
	🖻   B I U S   Format -   Font -   Size   Line H   <u>A</u> - 1 <u>A</u> -   [Z: II]   非   非   主 全 出 ■   ■ □     国   ⑤   =   □   ダ I L ⑤   =   A   ダ I L ⑤   =   2   ス	
	Please note the advice above relating to the Itemised Budget, which specifies that while BMC has given in-principle approval for your project budget, costs for individual items are regarded as working sub-totals, and the actual amount of funds required may be revised in order to achieve value for money and ensure the efficient use of APEC funds.	*

9. Add any free text Non-Standard clause and check the box next to the clause.

 Add the Non-Standard Clause below to the LOA

 Additional Non-Standard Clause 1

 □
 B
 I
 U
 S
 Format
 Format

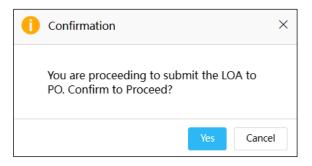
10. You may **Save** or **Print** to download the LOA to verify the content.



11. After you finish the review, click Send to PO.

2	Workflow :Proce	ss - Letter of Accept	ance (LOA) - LOA	nitiated 🧷					
2	Workflow Form	Workflow Chart	Process Status	Uploaded Attachments		Send to PO	Save	Print	≣

A confirmation message displays. Click Yes to continue.



The "Submitting LOA. Please Wait." message displays while the Letter of Acceptance is sent to the PO. The Letter of Acceptance (LOA) page closes. In the Dashboard, a **Letter of Acceptance** task moves to the **My Outbox** tab.

My Inbox (7	(8)	My Outbox	Processed By Me	Completed (75)	All Involved Processes		
Workflow Type	Title					Received or	Received on
· Letter of Acceptance	Letter of Ac	ceptance ( PPWE_101_2023A) SET	02 - CN 03 PP APAS DEMO			2023-06-19	05:49:58

### 4.4 Accepting or Rejecting the Letter of Acceptance

When the PO receives an email notification that the Letter of Acceptance is ready to be drafted, they follow these steps to complete the draft:

Asia-Pacific Economic Cooperation
Letter of Acceptance (LOA)
Dear APASPO1, The Letter of Acceptance for your approved Project Proposal SMEWG 03_Study and workshop to understand the role of digital connectivity is ready for your review. Please use the link below to log into APAS and ACCEPT or DECLINE the Letter: (Letter of Acceptance (SMEWG_101_2023A) SMEWG 03_Study and workshop to understand the role of digital connectivity)
Thank You,
APAS System Admin

rkflow :Process - Letter of Acceptance (LOA) - Archive  $~ \oslash ~$ 

0

1. <u>Log into APAS</u> as a PO user, if you're not logged in already. Your Dashboard displays. In your inbox, look for the Letter of Acceptance task.

Inbox							
My Inbox		My Outbox	Processed By Me	Completed	All Involved Processes		
Workflow Type	Title					Received on	Received o
Letter of Acceptance	Letter of Ac	ceptance (EWG_101_2023A) SET 0-	4 - CN 03 PP APAS DEMO			2023-09-20	20:21:20
Project Proposal	[return] Unde	return] Under Review (PO) : (EWG_103_2023A) SET 04 - CN 01 APAS DEMO			2023-09-20	20:20:46	
Project Proposal	Draft : (EWG	Draft : (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO			2023-09-08	14:36:49	
Project Proposal	Draft : (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO			2023-09-08	09:51:52		
Project Proposal	Under Quality	y Assessment : (EWG_102_2023A) SET (	14 - CN 04 PP QA APAS DEMO			2023-05-20	17:56:23

2. Click the task to open. The Letter of Acceptance (LOA) screen opens in another tab.

Letter of Acceptance	(LOA)					
Has the LOA been accepted by PO?	No OYes					
Comments						
Acceptance Submission Date	27-07-2023					
PO's Name	APASPO4					
PO's Job Title	Fora Member					
PO's Organization	EXTERNAL					
PO's Email	uday@ionesoftsolutions.com					
Total Project Value	84,490.00					
Project Completion Date	31-08-2023					
1st Monitoring Report Due Date	29-09-2023	2nd Monitoring Report Due Date	29-09-2023			
APEC Attendance List		Sample Event Evaluation Form				
Dear APASPO4						
Your Project Proposal has been approved : EWG_101_2023A - SET 04 - CN 03 PP APAS DEMO						
Thank you for your submission of the above Project Proposal for consideration by the AFEC Budget and Management Committee.						
This letter confirms the approval of your Project Proposal to the value of USD \$ 84,490.00 .						
	consideration the following comments and refer to the project Qua a encourage all project participants to participate in the annual Lon					

3. Review the important fields containing basic information about the project, such as Project Title, the PO's email, Total Project Value, Project Completion Date and the two Monitoring Report due dates. Note the Acceptance Submission Date.

Acceptance Submission Date	27-07-2023				
PO's Name	APASPO4	ASPO4			
PO's Job Title	Fora Member				
PO's Organization	EXTERNAL	EXTERNAL			
PO's Email	uday@ionesoftsolutions	s.com			
Total Project Value	84,490.00				
Project Completion Date	31-08-2023				
1st Monitoring Report Due Date	29-09-2023		2nd Monitoring Report Due Date	29-09-2023	
APEC Attendance List			Sample Event Evaluation Form		

4. Read the comments in the **Comments** field.

Comments	onments						
Acceptance Submission Date	27-07-2023						
PO's Name	APASPO4						
PO's Job Title	Fora Member						
PO's Organization	EXTERNAL						
PO's Email	uday@ionesoftsolutions.com						
Total Project Value	84,490.00						
Project Completion Date	31-08-2023						
1st Monitoring Report Due Date	29-09-2023	2nd Monitoring Report Due Date	29-09-2023				
APEC Attendance List		Sample Event Evaluation Form					
Dear APASPO4							
Your Project Proposal has been approved : EWG_101_2023A - SET 04 - CN 03 PP APAS DEMO							
Thank you for your submission of the above Project Proposal for consideration by the APEC Budget and Management Committee.							
This letter confirms the approval of your Project Proposal to the value of USD \$ 84,490.00 .							
	tion the following comments and refer to the project Quality Assessmer ge all project participants to participate in the annual Longer-Term Evalu						

- 5. Download the **Sample Event Evaluation** document and the **APEC Attendance List** excel template.
- 6. Print to review the LOA and verify the content.

Vorkflow Process - Letter of Acceptance (LOA) - Archive 🧭						
	Letter of Acceptance (LO	A)		<ul> <li>⊖ Pri</li> <li>○ Pro</li> <li>☆ Fav</li> </ul>	ocess versio	'n
	Has the LOA been accepted by PO?					1
	Comments					1

7. Back on APAS, click **Yes** to accept the Letter of Acceptance.

Letter of Acceptance (LOA)					
Has the LOA been accepted by PO?	🛞 No 🖉 Yes				
Comments					

8. If changes to the LOA are necessary, click **No**. Provide comments in the Comments field to be received by the PD or PE.

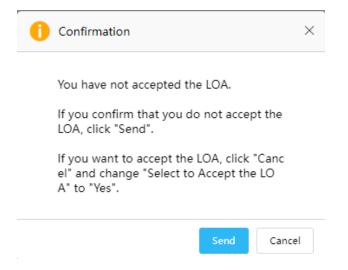
Letter of Acceptance (LOA)							
Select to Accept the LOA O No O Yes							
Comments	<ul> <li>B I U 5 Normal · Verdana · 14 · Line H · ▲· ☑· III III III III III III III III III</li></ul>						

9. Click Send to the Secretariat.



A confirmation message comes up. Click **Send** if you do <u>not</u> accept the LOA.

Otherwise, click Cancel and Change the Accept LOA to 'yes'.



## 4.5 Reviewing the Letter of Acceptance

If the Letter of Acceptance was not accepted, the PD or PE receives an email notification that the Letter of Acceptance needs to be revised.

Asia-Pacific Economic Cooperation
Letter of Acceptance (LOA)
Dear APASPD2 and UATPE2, The Letter of Acceptance (LOA) for the Project Proposal CN2 PPWE has been Declined by APASPO2. Please use the link below to log into APAS and access the LOA: (Letter of Acceptance ( PPWE_106_2023A) CN2 PPWE)
Thank You,
APAS System Admin

The PD or PE then follows these steps to review the LOA.

1. Log into APAS as a PD or PE user, if you're not logged in already. Your Dashboard displays.

2. In the My Inbox tab, navigate to the Letter of Acceptance task and click on it to open it.

My Inbox (7)	My Outbox	Processed By Me	Completed (25)	All Involved Processes	
orkflow Type Ti	le				Received on
er of Acceptance	etter of Acceptance (SMEWG_104_2023A) SE	T 01 - CN 02 RAF APAS DEMO			2023-10-03
ect Proposal	Approved : (SMEWG_104_2023A) SET 01 - CN 02 RAF APAS DEMO				2023-10-03
of Acceptance	etter of Acceptance ( SMEWG_117_2023A) PE	1_TASK6 *			2023-10-03
Status Update	BMC Status Update: Approved In-Principle Con	cept Notes *			2023-10-02
er of Acceptance	etter of Acceptance ( SMEWG_114_2023A) PD	01_TASK7 *			2023-09-11
er of Acceptance	etter of Acceptance ( SMEWG_113_2023A) PD	01_TASK6 *			2023-09-11
ect Proposal	Inder Quality Assessment : (SMEWG_112_2023A) Pl	D1_TASK5			2023-09-11

3. Review that In the **Has the LOA been accepted by the PO** field, the **No** button is selected by the PO. Read the PO's comments.

Has the LOA been accepted by PO?	No 🔘 Yes				
	B I U 5   Format -   Font -   Size -   Line H   A. Ω.   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # #   # # #   # #   # #   # #   # #   # #   # #   # #   # # #   # # #   # # #   ##   ##   # #   # #   ## #   ## #   ## #   ##   ## #   ## #   ## # #   ## #   ## #   ## # # #   ## #   ## # # #   ## # # #   ## # # # # # # # ## #				
	Dear PD,				
Comments	I'd like to make changes to the clause #1.				
	Regards, PO				

4. Click the **Return to PMU** button in the top right corner of the screen.



A confirmation message comes up. Click Yes to continue.

() Confirmation	×
You are proceeding to Return LOA to PM U. Confirm to Proceed?	
Yes Car	icel

In the Dashboard, in the Process by Me tab, the Letter of Acceptance task displays, indicating that the task has been completed by the user.

My Inbox (6)	My Outbox	Processed By Me	Completed (25)	All Involved Processes	
Workflow Type Tit	e				
Letter of Acceptance L	tter of Acceptance ( SMEWG_104_2023A) SET 01 -	CN 02 RAF APAS DEMO			
Project Proposal E	Idorsed for QA : (SMEWG_101_2024A) PM012_IASP	a			
Letter of Acceptance L	tter of Acceptance ( SMEWG_118_2023A) PE1	_TASK7 *			
Project Proposal U	nder Quality Assessment : (SMEWG_116_2023)	A) PE1_TASK5			

## 4.6 Revising the Letter of Acceptance

The PMU user follows these steps to revise the LOA:

- 1. Log into APAS as a PMU user. Your Dashboard displays.
- 2. In the **My Inbox** tab, navigate to the Letter of Acceptance that has been returned to PMU. Click on the task to open it.



3. The Letter of Acceptance screen open in another tab.

Letter of Acceptance	(LOA)			
Has the LOA been accepted by PO?	No   Yes			
	B I U 5 Format - Font - Size - Line	H   <u>A</u> - ⊠-   # #   # #   <b>E E E E </b> ■ ■   ®	$    \equiv    \odot \equiv    \circ    \circ I_x =    \circ    \circ    \circ    \circ    \circ    \circ    \circ  $	<b>E</b> 23
	Dear PD,			
Comments	I'd like to make changes to the clause #1.			
	Regards,			
	PO			
Acceptance Submission Date	(F)			
PO's Name	APASPO1 Q			
PO's Job Title	Fora Member			
PO's Organization	EXTERNAL			
PO's Email	uday@ionesoftsolutions.com			
Total Project Value	71,206.00			
Project Completion Date	m 22-03-2023			
1st Monitoring Report Due Date		2nd Monitoring Report Due Date	m	

4. Read the comment given by the PO or the PD or PE.

	[B] I U S   Format ·   Font ·   Size ·   Line H ·   Δ· Δ·   □ □ □   ⊕ ⊕   □ □ = □   □ □ □   □ □ □ √ I _x □ ← → □ X     ]
	Dear PD,
Comments	I'd like to make changes to the clause #1.
	Regards, PO

5. Make the necessary revisions on the screen. Revise the Acceptance Submission Date.

Acceptance Submission Date	Pleas	e Sele	ct A	Date			
PO's Name		« ‹		2023 10		>	
PO's Job Title	Sun	Mon	_				
PO's Organization	1	2		4		6 13	
PO's Email	15	16		18		20	
Total Project Value	22	23	24	25	26	27	
Project Completion Date	29			1			
1st Monitoring Report Due Date	5	6	7	8	9	10	
	]			Toda	у		

6. Provide the necessary comments in the **Comments** field.

	[B I U 5] Normal -   Verdana -   14 -   Line H   Δ· Δ·   □ □ □   □ □ □   □ □ □ □ □ □ □ □ □ □
	Dear PO,
Comments	The necessary changes have been made. Please review again.
	Regards, The Secretariat

7. **Print** the current LOA if necessary. Click **Send to PO** to return the Letter of Acceptance to the PO.



The PO will receive the LOA and accept the document, following the steps indicated in **4.4 Accepting or Rejecting the Letter of Acceptance** of the User Guide.

## 4.7 Acknowledging Receipt of the Letter of Acceptance

After the PO accepts the Letter of Acceptance, the PD or PE receives the following email notification:



The PD or PE then follows these steps to acknowledge they received the Letter of Acceptance:

- 1. Log into APAS as a PD or PE user, if you're not logged in already. Your Dashboard displays.
- 2. Navigate to the My Inbox tab, look for the Letter of Acceptance task, and click the task to open it.

My Inbox							G
My Inbox (7	)	My Outbox	Processed By Me	Completed (25)	All Involved Processes		
Workflow Type	Title					Received	on Received
Letter of Acceptance	Letter of Ac	ceptance (SMEWG_104_2023A) SET	1 01 - CN 02 RAF APAS DEMO 📍			2023-10-	03 20:12:07
Project Proposal	Approved :	[SMEWG_104_2023A] SET 01 - CN 0	2 RAF APAS DEMO			2023-10-	03 19:50:12
Letter of Acceptance	Letter of Acceptance ( SMEWG_117_2023A) PE1_TASK6 * 2023-10-03 19:28:40						
BMC Status Update	BMC Status Update: Approved In-Principle Concept Notes *					2023-10-	02 12:38:04

3. The Letter of Acceptance screen displays in another tab.

r :Process - Letter of Acceptance (LOA) - PO to PE/P Form Workflow Chart Process Status Up	DD ♂ Saded Attachments Admonifedge and S	Save Return to PML
Letter of Acceptance	(LOA)	
Has the LOA been accepted by PO?	© № @ Yes	
	□       B       I       U       5       Format       +       See       +       Line H       +       Δ ⁺ D ⁺ I       III       III       III       III       IIII       IIII       IIII       IIII       IIII       IIIII       IIIII       IIIIIIIII       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
Comments	The necessary changes have been made. Please review again. Regards, The Secretariat	
Acceptance Submission Date	06-10-2023	
PO's Name	APASPO1	
PO's Job Title	Fora Member	
PO's Organization	EXTERNAL	
PO's Email	uday@ionesoftsolutions.com	
Total Project Value	71,206.00	
Project Completion Date	22-03-2023	
1st Monitoring Report Due Date	2nd Monitoring Report Due Date	
APEC Attendance List	Sample Event Evaluation Form	

- 4. Review that in the Has the LOA been accepted by the PO section, the Yes button is selected.
- 5. Click the **Acknowledge and Save** button to complete the process.

Acknowledge and Save	Return to PMU	≣
A confirmation message comes u	p. Click <b>Yes</b> to conti	nue.
Confirmation		×
You are proceeding to A Save LOA to. Confirm to	<u> </u>	
	Yes Car	ncel

The LOA screen closes. In the Dashboard, under the Completed Tab, the Letter of Acceptance task shows completed.

box					
My Inbox (6)	My Outbox	Processed By Me	Completed (25)	All Involved Processes	
ow Type Title					Received
of Acceptance Let	er of Acceptance ( SMEWG_104_2023A) SET 01	- CN 02 RAF APAS DEMO			2023-10-
oncept Note Rev	iewed for Scoring (PMU): PMU12_TASK1 *				2023-10-0
oposal App	roved : (SMEWG_113_2023A) PD1_TASK6				2023-09-1
Proposal App	roved : (SMEWG_114_2023A) PD1_TASK7				2023-09-1
t Proposal App	roved : (SMEWG_117_2023A) PE1_TASK6				2023-09-1

6. An email notification will be sent to the **PO**, **PMU**, and **PD** or **PE** informing them that the Letter of Acceptance has been acknowledged.