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1.0 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:

6. **Project Overseer (PO)**—Applies for project funding through the submissions of Concept Notes and Project Proposals
7. **Program Director (PD)**—Manages APEC fora and facilitates project funding applications
8. **Program Executive (PE)**—Supports the Program Director in the facilitation of the project funding applications
9. **Responsible APEC Forum (RAF)**—Responsible for a specific project funding source(s) and scores Concept Notes applying to that particular funding source(s)
10. **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. The PD 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.
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:

1. Google Chrome
2. Microsoft Edge
3. Safari for the Macintosh

To access the APAS website:

- Launch the web browser on your desktop.
- Navigate to [https://apas.apec.org](https://apas.apec.org).
• In the **Account /Email** field, enter your user ID.
• 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.

• In the field below your password, enter the four-digit number shown in the gray box on the right.
• If you want APAS to remember your username and/or password the next time you log in, check one or both of these boxes:
  o Remember username
  o Remember password
• Click Login. The Dashboard displays.

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.

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:

1. Advanced Search
2. Notification center
3. Latest News
4. 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:

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

My Inbox displays in a new tab.

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

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

```plaintext
quality assessment
```
• Press Enter. The results of your search display in My Inbox.

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

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

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.
Enter the information you want to filter by 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

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.

2. Click the Filter icon.
A box displays below the Filter field with your keyword in the Message type field.

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

4. Click Search to display the results.
1.2.1.3 Latest News

The Latest News widget shows a list of important information such as deadlines and key project guidelines.

For instance, always place as the first item is “All submission deadlines on APAS are 11:59pm Singapore time” to remind APAS users outside of Singapore time zone to aware.

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.

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

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

2. **Processed By Me**—This tab, in the middle of the picture above, shows all the tasks you have acted upon.

3. **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.
4. **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](image)

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.

![Dashboard](image)

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

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

![Inbox](image)

6. **Processed By Me**—This tab, in the middle of the picture above, shows all the tasks you have acted upon.
7. **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 widget]

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, your view of the Dashboard will look like the picture below.

![Dashboard picture]

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

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

![Inbox]

9. **Processed By Me**—This tab, in the middle of the picture above, shows all the tasks you have acted upon.

10. **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]

Submit PO Details
Complete List
Generate Scoring Template
Pending Approval
Approved In-Principle
Not Approved
Withdrawn
11. **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 Widget]

12. **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 Widget]

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.

![Dashboard for PMU Role]
As a PMU user, you’ll work the most with these features in the Dashboard:

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

![Inbox Table]

14. **Processed By Me**—This tab, in the middle of the picture above, shows all the tasks you have acted upon.

15. **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]

16. **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]

17. **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]

### 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, the 3 lines (sorry, not dots) on the top right hand after the buttons) that if clicked, has more features, one of
them being Print (download form as PDF, very important step). For tooltips, info can be found on P7 of the original User Guide.

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:

18. Concept Note: Create Draft
19. 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

Project Proposal Header

Buttons

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

1. Submit, on the Concept Note: Create Draft page only, lets you send the Concept Note to the PD for review after you complete the draft.
2. 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.
3. 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 in 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 🤔, 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. POs whose Concept Notes are not endorsed will not have an account created for them.

To create a PO account:

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

3.0 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).
4.0 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) |

5.0 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.

<table>
<thead>
<tr>
<th>SN</th>
<th>Search User</th>
<th>Existing Account?</th>
<th>Name</th>
<th>Email</th>
<th>Economy (edit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Joe Test</td>
<td>Yes</td>
<td>Joe Test</td>
<td><a href="mailto:phjtestac09@gmail.com">phjtestac09@gmail.com</a></td>
<td>Australia</td>
</tr>
</tbody>
</table>

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

6.0 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.

<table>
<thead>
<tr>
<th>SN</th>
<th>Search User</th>
<th>Existing Account?</th>
<th>Name</th>
<th>Email</th>
<th>Economy (edit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Joe Test</td>
<td>Yes</td>
<td>Joe Test</td>
<td><a href="mailto:phjtestac09@gmail.com">phjtestac09@gmail.com</a></td>
<td>Australia</td>
</tr>
<tr>
<td>2</td>
<td>Sally Wong</td>
<td>No</td>
<td>Sally Wong</td>
<td><a href="mailto:sally.wong@gmail.com">sally.wong@gmail.com</a></td>
<td>China</td>
</tr>
<tr>
<td>3</td>
<td>Jane Stickey</td>
<td>Yes</td>
<td>Jane Stickey</td>
<td><a href="mailto:jane.stickey@peosi.org">jane.stickey@peosi.org</a></td>
<td>Malaysia</td>
</tr>
</tbody>
</table>

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

After you send the request, an email notification is sent to 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.

**7.1.1 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 log into your account for the first time after receiving this email, you need to change your password.

### 7.1.2 Creating a RAF Focal Point Account

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

1. Each RAF economy from every APEC Funding Source will have one 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 one representing point of contact. Each economy submits one email address through an online form by a set deadline before the Scoring process begins.

2. 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 send email notification to the RAF economies once their APAS account is created.
7.1.3  Logging in for the first time

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

When you log into your account for the first time after receiving this email, you need to change your password.
7.2 Changing the Account Password

1.4.1

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.

![Dashboard Image]

2. In the Useful Link widget in the Dashboard, click the **Change Password** link.

![Useful Links Image]

3. The APEC Information Management Portal webpage launches. You will need to provide the Old Password and set a New Password and confirm. Click Change Password.

   **Note:** If you forgot your old Password, you need to send an email to apas@apec.org to request a new password.
1.4.2

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:

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

5. In the top right corner of the Dashboard, click the arrow next to the user ID.
6. Select **Password Setting** from the menu that drops down.

![Password Setting](image)

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

![Password Settings](image)

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

![Old Password](image)

8. 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](image)

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.

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

![Confirm Password](image)

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

![Verification Code](image)

11. Click the **Save** button at the top right corner of the **Password Settings** page.
7.3 Updating User Emails

If you wish to change the email that is registered in your APAS account, you will need to request APAS Admin support. To do so, click Email to APAS Admin link under User Links in your Dashboard.

An email form will launch from your default email system (such as Outlook). Inform your email change request in the email and Send.

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

8.1 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, 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.

8.2 Submitting a Concept Note

8.2.1 Creating a Concept Note from an Endorsed Version in APAS

After the Concept Note is created and endorsed offline, the PO logs onto APAS and opens the online Concept Note form. Then the PO uploads the endorsed Concept Note (Word document) and all the co-sponsorship confirmation emails, and copies and pastes the information from 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, if you’re not logged in already. Your Dashboard displays.

2. In the **Concept Notes** widget on the **Dashboard**, click **Create Concept Note**.
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.
b. 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 Program Director.  
**Note:** The file size limit is 5 MB.

![Image of file selection](image)


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

![Image of file upload](image)


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

![Image of email upload](image)

4. Open the Concept Note Word document on your computer, follow steps 7-17 to enter the information from the Concept Note Word document into the template. *Remember that you must enter the information exactly as it is from the Word document. You may 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.
b. Enter the year in the **Project Year** field.

![Project Year field]

- **2023**


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

![Project Title field]

- **SET 04 - CN 01 APAS DEMO**


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 and APEC Forum fields]

- **APEC Support Fund (ASF)**
- **Energy Working Group (EWG)**
- **Indonesia**
- **Australia; Brazil; Indonesia; Canada; Chile;**


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 and Project Completion Date fields]

- **16-05-2023**
- **21-05-2023**

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

![Project Topic(s) field]

- **Data Privacy; Digital Economy; Digital Technology and Innovation;**


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

![Project Summary field]

- **RMSEx constitutes more than 95% 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 get 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 institutionalization 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 P2P fintech services can contribute to the recovery of the RMSEx after 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. In APAS. Then click the magnifying glass icon at the right of these fields and select the appropriate item from the list that pops up:
   a. **Primary Driver**—Select number 1, 2, or 3 and then a **Primary Objective**.
   b. *(optional) Secondary Driver*—Select number 1, 2, or 3 and then a **Secondary Objective**.

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.

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 in the PO’s team or multiple POs for the same project, the login information of the Main PO will need to be shared.
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** will not receive email notification’s from APAS. Only the email address of the main contact will receive all email and task notifications from APAS.

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.

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

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.
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.

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 from the 1st 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.
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.

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

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 empty box in the Linkages field.

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.

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.
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, it moves from the **My Inbox** tab to the **My Outbox** tab in your Dashboard. The title changes to “Under Review.”
8.2.2 Reviewing an Endorsed Concept Note

After the PO submits the endorsed Concept Note to the PD, 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, if you’re not logged in already. Your Dashboard displays.

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

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

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

**Note**: The PDs 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.
4. 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.
5. 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.

The **Save As** window displays. Navigate to the location where you want to save the PDF version of the Concept Note. Then change the file name to **APAS version – <project title>.pdf**, and click the **Save** button.
6. Open the PDF file you just saved in Adobe Acrobat or Adobe Reader.
7. In the vertical toolbar on the right side of the screen, click **Export to PDF**.
The Export your PDF to any format page displays. Select Word document and click the Export button.

The Save As window displays.
Navigate to the location where you want to save the Word version of the Concept Note. Then change the file name to **APAS version – <project title>.docx**, and click the **Save** button.

Microsoft Word launches and the saved Word version of this document displays.

8. In APAS, 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.

9. Open the folder where you downloaded the endorsed Concept Note and change the file name to Endorsed Word version – <project title>.
10. Open the endorsed Concept Note you just downloaded in Word (Endorsed Word version – <project title>).
You’ll now have two files open in Word:
1. **APAS version – *project title*—**he Word version of the Concept Note you converted from PDF.
2. **Endorsed Word – *project title*—**The endorsed Concept Note you just downloaded.

11. Compare the two documents open in Word by following these steps:
   a. In the Word ribbon, click the **Review** tab.

   ![Review tab](image)

   b. In the **Compare** area of the **Review** tab, click the down arrow and select **Compare** from the dropdown menu.

   ![Compare Documents](image)

   The **Compare Documents** window displays.

   ![Compare Documents](image)

   c. In the **Original** document area, click the down arrow and select **APAS version – *project title*** Concept Note.
d. In the **Revised document** area, click the down arrow and select **Endorsed Word – <project title>** Concept Note.

![Image of Compare Documents dialog box](image)

e. Click the **OK** button. Both documents combine into a new document and the new document displays in the middle of your screen.

![Image of combined documents](image)

f. Scroll through the new document and look for any tracked changes. If you see these, it means the two documents do not match. 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.

![Image of Send to Revise button](image)
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, it moves from the My Inbox tab to the Processed by Me tab in your Dashboard. The title changes to “Draft.”

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.

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, it moves from the My Inbox tab to the Processed by Me tab in your Dashboard. The title changes to “Draft.”
8.2.3 Revising an Endorsed Concept Note

If an endorsed Concept Note needs 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, if you’re not logged in already. Your Dashboard displays.

![Dashboard Image]

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

![Concept Note Image]

The Concept Note opens in a new tab.

3. Read the PD’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 for approval.

![Workflow Process - Create Concept Note - PD reject to PD](image)

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

![Confirmation](image)

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

![Dashboard with My Inbox and My Outbox](image)

5. The PD confirms the changes were made by following the steps in the section, **2.2.2 Reviewing an Endorsed Concept Note**. After the changes are verified, the PD submits the Concept Note to the PMU for approval.
8.2.4 Accepting an Endorsed Concept Note

When the PD 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 PMU, if you’re not logged in already. Your Dashboard displays.

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.

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 2.2.2 Reviewing an Endorsed Concept Note.
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. *(optional)* If changes are needed:
   a. List the required changes in an email for the PD.
   b. In APAS, click the **Revise** 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, it moves from the **My Inbox** tab to the **Processed by Me** tab in your Dashboard. The title changes to “Under Review.”

   c. Send the email to the PD, who completes the following steps:
      i. The PD opens the email with the Concept Note in their inbox.
The Concept Note displays in a separate tab in your web browser.

ii. The PD 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.

iii. The PD also forwards the email from the PMU with the changes requested.
iv. The PO follows the steps in the section, 2.2.3 Revising an Endorsed Concept Note, to incorporate the changes into the Concept Note.

v. When the PO completes the changes, they send the Concept Note back to the PD.
vi. The PD confirms the changes were made by following the steps in the section, 2.2.2 Reviewing an Endorsed Concept Note. After the changes are verified, the PD 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, it moves from the My Inbox tab to the Completed tab in your Dashboard. The title changes to “Reviewed for Scoring.”

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Score</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAS User Guide</td>
<td>My Inbox [116]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APAS User Guide</td>
<td>My Inbox</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APAS User Guide</td>
<td>Processed by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APAS User Guide</td>
<td>Completed [118]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Concept Note</td>
<td>Reviewed for Scoring (PMU): SET 04 - CN 04 APAS (PMU)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Concept Note</td>
<td>Reviewed for Scoring (PMU): SET 06 - CN 04 PM APAS (PMU)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.3 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, 2.3.3 Viewing and Amending the Scores.

8.3.1 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, if you’re not logged in already. Your Dashboard displays.

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

The Concept Note Complete List (PMU) displays in a separate tab in your web browser.
3. 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.

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

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 to start the scoring displays in the **Outbox** tab.
8.3.2 Scoring a Concept Note

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

1. **Log into APAS** as a PD, if you’re not logged in already. Your Dashboard displays.

![Dashboard Image]

2. In the Inbox, look for the task titled, “Notification to start the scoring,” and click on it.

![Inbox Image]

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

![Notification Image]
3. Click the **Click to Initiate the Scoring Process** button to notify the RAFs to begin scoring the Concept Note(s).

![Notification to Start the Scoring](image)

The Score Concept Note – select and score page opens in a new tab.

![Score Concept Note - select and score](image)

4. Check for **Ready for Scoring (PD)** in the **Current Status** column, then check the box at the left of the **Project Title** of all the Concept Notes to be scored.

![Score Concept Note - select and score](image)

5. Click the **Generate Scoring Template** button.
6. Make sure that all Concept Notes for the specific APEC Funding Source are listed in the table. Then click the **Submit** button in the top right corner of the **APEC Concept Scoring Sheets** page.

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.
8.3.3 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.

a. **Criteria 1** supports the priorities of the APEC fund selected for the project. The maximum score is 20 points.

b. **Criteria 2** is the quality of the project appears strong. The maximum score is 15 points.

c. **Criteria 3** supports My Economy’s priorities. The maximum score is 10 points.

d. **Criteria 4** supports capacity building. The maximum score is 10 points.

e. **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.

2. In your inbox, click the message with the scoring sheet.
The scoring sheet for the Concept Note displays in a separate tab in your web browser.

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. In the Project Title column, click the title of the Concept Note to view it.
The Concept Note displays in a separate tab in your web browser.

5. Download the Concept Note to read it offline or share with the relevant agencies by following these steps:
   - 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.
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.

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.
6. 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.

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**. Then enter a reason the Concept Note is not eligible in the **Reason for Ineligibility** field.

For more guidance on eligibility, click on the tool tip in the 'Is this Concept Note eligible for funding' field'

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

The scoring guide displays in a separate tab in your web browser.
6. Click the **Submit Score** button in the top right corner of the scoring sheet.

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

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.

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.

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

4. Click the **Select 1 Concept Note to Amend Score** button.
The scoring sheet for the Concept Note displays in a separate tab in your web browser.

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

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

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

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

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

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

### 8.3.4 Consolidating Scores

When the deadline to submit scores is reached, the PD 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 follows these steps to consolidate the scores from all the RAFs for a Concept Note:

1. **Log into APAS** as a PD, if you’re not logged in already. Your Dashboard displays.

![Dashboard Display](image1)

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

![Scoring Widget](image2)

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

![Consolidate Scores Page](image3)
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 Table]

4. Click the **Export and Update Status** button.

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

![Export and Update Status]

The scores export to an Excel spreadsheet, which is reviewed by the RAF PD/PEs by the due date.
8.4 Approving Projects In-Principle

8.4.1 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, if you’re not logged in already. Your Dashboard displays.

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

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Concept Note Number</th>
<th>Fund Source</th>
<th>Sub-Fund</th>
<th>Proposing APEC Economy(ies)</th>
<th>Co-Sponsoring APEC Economy(ies)</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SET 04 - CN 01 APAS Demo</td>
<td>CN_HMG_HMG 2023</td>
<td>APEC Support Fund (APF)</td>
<td>APEC: Energy Efficiency, Low Carbon and Energy Access Measures (EE/LCM)</td>
<td>Indonesia;</td>
<td>Australia, China;</td>
<td>Scored Consolidated</td>
</tr>
<tr>
<td>SET 04 - CN 02 APAS Demo</td>
<td>CN_HMG_HMG 2023</td>
<td>APEC Support Fund (APF)</td>
<td>APEC: Energy Efficiency, Low Carbon and Energy Access Measures (EE/LCM)</td>
<td>Indonesia;</td>
<td>Australia, China;</td>
<td>Scored Consolidated</td>
</tr>
</tbody>
</table>

*(optional)* If you are approving all the Concept Notes in the list, check the box at the left of the *Project Title* column in the table to select all the Concept Notes.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Concept Note Number</th>
<th>Fund Source</th>
<th>Sub-Fund</th>
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<td>Indonesia;</td>
<td>Australia, China;</td>
<td>Scored Consolidated</td>
</tr>
</tbody>
</table>

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

The BMC Status Update page displays.

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

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.

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

8.4.2 Changing the Product 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, if you’re not logged in already. Your Dashboard displays.
2.

3.
9.0 The Project Proposal

9.1 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: Sometimes when you see information about the Letter of Acceptance, you might see the abbreviation, LoA. This abbreviation is referring to the Letter of Acceptance.

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

9.2 Creating a Draft Project Proposal for Endorsement

9.2.1 Drafting a Project Proposal

After the Concept Note has been approved in principle, the PO is notified. The PO follows these steps to create a draft of the Project Proposal for review and endorsement:

1. The PO receives an email notification that the Concept Note they submitted has been approved in principle and is now ready to be drafted into a Project Proposal. 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.

![Dashboard Image](image1)

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

![Draft a New Project Proposal](image2)

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

![Draft a New Project Proposal Page](image3)

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

![Select Project Proposal](image4)
5. Click the **Select ONE Proposal to Draft** button in the top right corner of the page.

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

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

1. At the top of the page, the **Project Number**, **Current Status**, **Endorsed Concept Note**, and **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.

2. 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 may wish to expand or clarify certain pre-populated content in specific sections of the Proposal (such as Project Summary, or Benefits to the Region) by adding or amending details.

Examples of each of these tabs are shown below.

3. **Project Details**

![Project Details Table](image)

4. **Project Summary**

![Project Summary Table](image)

5. **Relevance**
6. Objective

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.

Each section of the Project Proposal – Create Draft page has tabs that has a Close button like the one shown above.

7. Alignment

In Section B: Impact, the Beneficiaries tab is pre-populated.
9. In Section C: Effectiveness, the Linkages tab is pre-populated.

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

7. Click the + button at the top right corner of the Outputs table.

A new row is added to the table.

8. Enter the Output Name and Description in the corresponding fields in the new row. The Outputs you create in this section should match exactly the outputs that you listed in the ‘List your outputs’ section of the Concept Note (page 1).
9. Repeat steps 7-8 to add another output.
10. In Section B: Impact, click the Outcomes tab.

![Section B: Impact](image1)

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

![Section B: Impact](image2)

A new row is added to the table.

![Section B: Impact](image3)

12. Enter the Outcome Description in the new row.

![Section B: Impact](image4)

13. Repeat steps 11-12 to add another outcome.
14. Click the Dissemination tab.
15. Enter the information about the dissemination in the **Dissemination** field.

16. Click the **Gender** tab.

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

18. In the **2. Gender Participation Target Goals** table, follow these steps:
   a. In the **As Participants (%)** column, enter the target percentage rates of male and female participation in the project. Gender balanced target participation rates are strongly encouraged.
2. Gender Participation Target Goals

<table>
<thead>
<tr>
<th>As Participants (%)</th>
<th>As Speakers/Experts (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>50</td>
</tr>
<tr>
<td>Female</td>
<td>50</td>
</tr>
</tbody>
</table>

Check this box if no event is proposed in the project.

b. In the **As Speakers/Experts (%)** column, enter the percentages of male and females who will be speakers or experts for 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**.

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

20. In **Section C: Effectiveness**, click the **Work Plan** tab. You are listing project tasks in the chronological order they would be implemented.

21. Click the + button at the top right corner of the **Work Plan** table.
22. You may enter the first day of the month as the **Start From** date and the last day of the selected month as the **Finish By** date. Under **Description** of Tasks, enter the tasks that will be taken to deliver the product or output. Under **Deliverables**, enter the name of the item to be delivered.  
*For example*  
**Start From** 01-11-2023, **Finish by** 31-12-2034, **Description of Tasks**: Contracting and Procurement for the management of the Workshop, **Deliverable**: Signed Contract.

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

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

A new row is added to the table.
26. Enter the **Description of the Risk** and your **Mitigation** plan of the risk in the corresponding fields in the new row.

27. Repeat steps 25-26 to add another risk.

28. Click the **Monitoring & Evaluation** tab.

29. Click the `+` button at the top right corner of the **Outputs** table.

A new row is added to the table. A row should be created for one indicator. You should provide at least one evaluation indicator for each of the outputs you listed in the **Outputs** section.
30. Enter this information in the corresponding fields in the new row:
   a. Outputs
   b. Indicators
   c. Target Goals
   d. Evaluation Method
   e. Reporting

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

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

32. Enter this information in the corresponding fields in the new row:
   a. Outcomes
   b. Indicators
   c. Target Goals
   d. Evaluation Method
   e. Reporting

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

   A new row is added to the table. You can add indicators that you will use to evaluate items other than Outputs or Outcomes.
Enter this information in the corresponding fields in the new row:

a. **Evaluation Focus**

b. **Indicators**

c. **Target Goals**

d. **Evaluation Method**

e. **Reporting**

34. In **Section D: Sustainability**, click the **Sustainability** tab.

35. Enter details about how the project impact will sustain after the project completes, in the **Sustainability** field.
36. In **Section E: Efficiency**, click the **Budget for Events** tab. A list of questions display in this tab.

![Budget for Events tab](image)

**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:

1. Determine the duration and location of the event.
   1. In **Question 1**, enter the number of days for the event.
   2. In **Question 2**, enter the location of the event. By entering the event, the system 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.

   ![Example](image)

3. Decide how many experts the project will fund for the event and the number of the total experts who will receive a per diem.
   1. In **Question 3**, enter the number of experts that APEC will fund.
   2. 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.

![Example](image)
4. (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.

1. In Question 5, enter the first honorarium rate.
2. In Question 6, enter how many experts will receive the first honorarium rate entered in Question 5.
3. In Question 7, enter the role of the experts who will receive the first honorarium rate entered in Question 5.
4. In Question 8, enter the second honorarium rate, if a different rate will be paid to other experts.
5. In Question 9, enter how many experts will receive the second honorarium rate entered in Question 8.
6. 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 (first honorarium rate). The other two experts will be speakers and receive $700 (second honorarium rate).

<table>
<thead>
<tr>
<th>Question 5. Indicate a honoraria rate (1), if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 6. How many experts (of the total APEC funded) are receiving honoraria rate (1)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 7. Indicate the role of the experts receiving this rate, whether trainers, moderators, speakers, and presenters?</th>
</tr>
</thead>
<tbody>
<tr>
<td>speakers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 8. Indicate a honoraria rate (2), if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>700.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 9. How many experts (of the total APEC funded) are receiving honoraria rate (2)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 10. Indicate the role of the experts receiving this rate, whether trainers, moderators, speakers, and presenters?</th>
</tr>
</thead>
<tbody>
<tr>
<td>speakers</td>
</tr>
</tbody>
</table>

5. Decide how many of the experts entered in Question 3 will receive funding for airfare and the different airfare unit rates, where applicable.

1. In Question 14, enter the first airfare rate, for those traveling in International Economy.
2. In Question 15, enter how many experts from the funded total who will receive this airfare rate.
3. In Question 16, enter the second airfare rate, if applicable, for those traveling in International Economy.
4. 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.

6. Decide the number of funded participants that will receive APEC funding to participate in the event.

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

1. In Question 20, enter the number of funded participants who will receive travel funding from APEC.
2. In Question 21, enter the number of funded participants who receive a per diem.
3. 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.
4. In Question 23, enter the number of funded participants who travel in International Economy in close proximity to the event.
5. In Question 24, enter the airfare rate for 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.
6. In Question 25, enter the number of funded participants who travel in International Economy of a longer distance.
7. In Question 26, enter the airfare rate of funded participants who will travel in Domestic Economy.
8. 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.
7. Decide whether you need funding to host the event, and determine the total cost.
   1. In **Question 28**, enter the total estimated cost for event hosting.
   2. 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.

   **28. If you are requesting APEC to fund event hosting, please enter the total estimated cost.**
   
   $20,000.00

   **29. Please provide a detailed breakdown of the above event hosting cost.**
   
   $10,000 X 2 days for the hotel room and equipment

3. *(optional)* Decide whether you need funding for specialized equipment, and determine the total cost.
   1. In **Question 30**, enter the total estimated cost of the specialized equipment.
   2. 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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30. If you are requesting APEC to fund specialized equipment or materials, please enter the total estimated cost.</td>
<td></td>
</tr>
<tr>
<td>31. Please provide a detailed breakdown of the above specialized equipment or materials cost.</td>
<td></td>
</tr>
</tbody>
</table>

3. **(optional)** Decide whether you need funding for communications, and determine the total cost.
   1. In **Question 32**, enter the total estimated costs for communications.
   2. 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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32. If you are requesting APEC to fund communications, please enter the total estimated cost.</td>
<td></td>
</tr>
<tr>
<td>33. Please provide a detailed breakdown of the above communications cost.</td>
<td></td>
</tr>
</tbody>
</table>

4. **(optional)** Decide whether you need funding for photocopying, and determine the total cost.
   1. In **Question 34**, enter the total estimated costs for photocopying.
   2. 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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>34. If you are requesting APEC to fund photocopying, please enter the total estimated cost.</td>
<td></td>
</tr>
<tr>
<td>35. Please provide a detailed breakdown of the above photocopying cost.</td>
<td></td>
</tr>
</tbody>
</table>

5. Decide whether you need funding for publications and distribution of reports, and determine the total cost.
   1. In **Question 36**, enter the total estimated costs for publications and distribution of reports.
   2. 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.
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. 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 contract of the project.

Fill out the table for **Direct Labor Contractor 1**.

1. Provide a general description of the contracted role/services and an overview of scope of work
2. Select the type of Position to be funded
3. Indicate airfare cost, if travel is involved
4. Provide details of the airfare cost
5. Indicate per-diem total, if travel is involved
6. Provide details of the per-diem total
7. Contractor Fee (is automatically calculated from the Table of Tasks below it)
8. Total Contract Cost (is automatically calculated from items c, e, g above)

List all the tasks to be performed by Contractor 1.

Click the + button at the top right corner of the **Tasks** table.
A new row is added to the table. A row should be created for each task. List the task, provide the total of work hours to perform the task and 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.

The system calculates all the work hours X hourly rates for all the listed tasks and provide the total in item g Contractor Fee above.

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.

Fill out the fields in this tab, where applicable.

The system 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.

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

The preview of the Project Proposal displays.

42. Verify that the information you entered in the Project Proposal is correct. Scroll down **Section E. Efficiency** and click on the **Budget Preview Section** tab.

1. **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 Event Budget, the Contracting Budget and the Self-Funding tabs.
The table shows the calculations for **Contractors**, **Total APEC Funding**, **Total Self-Funding** and **Total Project Value**.

If the **Total APEC Funding** you are seeking exceeds the amount of the CN Approved In-Principle, the amount displays in red.

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. Click the **Send to PD** button in the top right corner of the **Project Proposal – Preview Drafts** page.

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 has been removed from the list.
The Project Proposal submission to the PD displays in your **Outbox**.
9.2.2 Reviewing a Draft Project Proposal

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

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

2. Log into APAS as a PD, if you’re not logged in already. Your Dashboard displays.
3. In the **Inbox**, look for the Project Proposal task and click its title.

![Image of Inbox with Project Proposal highlighted](image)

The Project Proposal displays in a separate tab in your web browser.

![Image of Project Proposal tab](image)

4. Verify the fields in the Project Proposal are filled in.
5. Follow steps 4-10e in section 2.2.2 **Reviewing an Endorsed Concept Note** to compare the two versions of the Project Proposal. Then continue with step 6 below.

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

1. **Endorsed Project Proposal attachment**—Original Word PP – `<project title>.docx`
2. **Project Proposal in APAS**—APAS Version Original PP – `<project title>.docx`
3. Scroll through the new document and look for any tracked changes. If you see these, it means the two documents do not match. Make a note of these changes in the **General Comments** field for the PO.

![Image of General Comments section](image)

When you’re finished, click the **Send to PO** button at the top of the Project Proposal in APAS.
A confirmation message displays. Click **Yes** to continue.

![Confirmation message]

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

![Dashboard]

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.

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

![Confirmation message]

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

![Dashboard]
9.2.3 Revising a Draft Project Proposal

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

![Email Notification]

- **Log into APAS** as a PO, if you’re not logged in already. Your Dashboard displays.

![Dashboard]

- In your inbox, look for the Project Proposal that needs to be revised and click the task to open it.
The Project Proposal opens in a new tab.

- In the General Comments field, read the PD’s comments you received and make the changes requested in the Project Proposal.

- After you finish the changes, make a note in the General Comments field. Include today’s date at the beginning of your note.

- 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.

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

- After you finish previewing the Project Proposal and making any changes, click the Send to PD button in the top right corner of the page to send the updated Project Proposal to the PD for approval.
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, it moves from the My Inbox tab to the Processed by Me tab in your Dashboard.

- The PD confirms the changes were made to the Project Proposal by following the steps in section 2.2.2 Reviewing an Endorsed Concept Note. After the changes are verified, the PD submits the Project Proposal to the PMU.

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

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

### 9.2.4 Managing the Endorsement of the Project Proposal

When the draft Project Proposal is reviewed and deemed in order, it will be circulated by the PD via email to forum members for their comments and endorsement. The PD follows these steps to review, download draft and sends the Project Proposal for endorsement:

- The PD receives an email notification that the Project Proposal is ready to be endorsed.

  - Log into APAS as a PD, if you’re not logged in already. Your Dashboard displays.
  - In the Dashboard navigate to My Inbox and find the PP Title and start review.
  - Show track changes in the Outputs and Budget sections.
  - Downloads the APAS PP
1. Verify that PDF format of the PP displays correctly
2. Convert to Word Document and name it as ‘Original APAS PP’.

- The ‘Original APAS PP’ word document is emailed to forum delegates. The PO edits the word document based on members’ comments. The revised document is endorsed by members. This version is renamed and saved as ‘Endorsed Proposal’.
- The PD log back onto APAS. Go to the PP - Review Draft screen.
- Upload the 'Final Endorsed PP' doc (with track changes) in the Project Proposals field.
- Click Send to PMU.

### 9.2.5 Updating an Endorsed Proposal

Login as PO - Review comment and edit draft PP

- Notification 1 is received

  ******************

  Dear [PO FULL 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

  ******************

- Log into APAS as a PO, if you’re not logged in already. Your Dashboard displays.
- In the Dashboard navigate to My Inbox and find the PP Title.
- Download Doc 07 from the Additional Comments field.
- Download 'Final Endorsed PP' from the Project Proposal field and open it.

  Based on the track changes, amend the subsections of the PP on APAS.

- Then click Preview to view the updated Proposal.
- Click Send to PD.
- Notification 2 is received (see right for text)

  ***************

  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:

Link:

Thank you,

APAS SYSTEM ADMINISTRATOR

************

9.2.6 Reviewing an Endorsed Proposal

Login as PD – Print updated PP and verify content. Send to PMU to start QA.

• The PD 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 INFORMATION

Project Title:

Project Overseer:

Economy:

Link:

Thank you,

APAS SYSTEM ADMINISTRATOR

************

• Log into APAS as a PD, if you’re not logged in already. Your Dashboard displays.

• Log in as PD - In the Dashboard navigate to My Inbox and find the PP Title and begin your Review.

• Verify updated APAS PP has the same content as the ‘Final Endorsed PP’ (Word doc)

  1. Download 'Final Endorsed PP' from the Project Proposals field.
  2. Show track changes on APAS. Explain these track changes should correspond with the track changes seen on the Final Endorsed PP.
  3. Explain if the two versions are not identical, send the PP back to the PO. Use the General Comments section to inform the PO of the differences.

• Otherwise, click Send to PMU to commence the Quality Assessment process.
9.3 Assessing and Revising a Project Proposal for Quality

9.3.1 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, needs to be revised. An example of this email notification is shown below.

   ![Email Notification Example]

   Dear PMU,
   A new Q&A round 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 Systems Admin

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

   ![APAS Dashboard Example]
3. In your inbox, look for the Project Proposal that is ready for the Quality Assessment and click the task to open it.

4. The Project Proposal opens in a new tab.

5. In the Project Proposals field, download the Endorsed Project Proposal (Word Document).
1. Convert the Word Document to PDF. The Print window displays with a preview of the Project Proposal on the right.

12. 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.
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 **PP1.pdf**, and click the **Save** button.

13. Open the PDF file you just saved in Adobe Acrobat or Adobe Reader.
14. In the vertical toolbar on the right side of the screen, click **Export to PDF**.

The Export your PDF to any format page displays. Select **Word document** and click the **Export** button.
The **Save As** window displays.

Navigate to the location where you want to save the Word version of the Project Proposal, and click the **Save** button.
Microsoft Word launches and the saved Word version of the Project Proposal displays.

15. Go back to the Project Proposal in 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.

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

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 **Under Quality Assessment** in the **My Inbox** tab in the Dashboard.
9.3.2 Assessing and Sending QA Documents

The Quality Assessment process consists of two 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.

9.3.2.1 Quality Assessment 1

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

1. **Log into APAS** as a PMU, 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 – Review and Assess page displays in a separate tab.

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

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

The “Loading Project Proposal. Please Wait.” message displays until the Project Proposal finishes uploading. An example of an uploaded Project Proposal is shown below.
4. In the **Quality Assessment Documents** field, click **Upload attachment**.

The Open window displays.

5. Navigate to the document you want to upload, select it, and click the **Open** button.

The uploaded document displays in the Quality Assessment Documents field of the Project Proposal.

6. In the **Internal Comments** section of the Project Proposal, enter a comment for the PD.
7. In the **Select a QA Step** field, select **Send to PD** option from the list that drops down.

![Select a QA Step](image)

8. Click the **Submit** button in the top right corner of the page.

![Submit button](image)

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

![Confirmation](image)

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

### 9.3.2.2 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, 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, click the icon that looks like a bulleted list and select **Print** from the menu that drops down.

![Print icon](image)
The Print window displays with a preview of the Project Proposal on the right.

1. 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.
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 **PP2.pdf**, and click the **Save** button.

2. **Open the PDF file you just saved in Adobe Acrobat or Adobe Reader.**
3. In the vertical toolbar on the right side of the screen, click **Export to PDF**.

The Export your PDF to any format page displays. Select **Word document** and click the **Export** button.
The Save As window displays.

Navigate to the location where you want to save the Word version of the Project Proposal, and click the Save button.
Microsoft Word launches and the saved Word version of the Project Proposal displays.

1. Compare the two documents in Word by following these steps:
   1. In the Word ribbon, click the **Review** tab.

   ![Review tab](image1)

2. In the **Compare** area of the **Review** tab, click the down arrow and select **Compare** from the dropdown menu.

   ![Compare dropdown](image2)
The *Compare Documents* window displays.

3. In the *Original* document area, click the down arrow and select *PP1.docx*.

4. In the *Revised document* area, click the down arrow and select *PP2.docx*. 
5. Click the **OK** button. Both documents combine into a new document and the new document displays in the middle of your screen. Track Changes show the differences between the two documents.

6. **Select File > Save As.**

The Save As window displays.
7. Navigate to the location where you want to save the compared documents file, name the file, and click **Save**.

![Save File Dialogue Box]

2. Complete the Quality Assessment round offline.
3. After the Quality Assessment round is completed, log into APAS again as a PMU.
4. In your inbox, look for the Project Proposal and click the task to open it.
5. Click the **Edit** button in the top right corner of the page.

![Edit Button]

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

![Confirmation Message]

**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.

6. In the **Quality Assessment Documents** field, click **Upload attachment**.

   ![Upload attachment](image)

   The Open window displays.

7. Navigate to the document you want to upload, select it, and click the **Open** button.

   ![Open button](image)
The uploaded document displays in the Quality Assessment Documents field of the Project Proposal.

8. In the **Project Proposals** field, click **Upload attachment**.

The Open window displays.

9. Navigate to the document you want to upload, select it, and click the **Open** button.

The uploaded document displays in the Project Proposals field of the Project Proposal.
10. In the **Internal Comments** section of the Project Proposal, enter a comment for the PD.

![Internal Comments section](image)

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

![Select a QA Step](image)

12. Click the **Submit** button in the top right corner of the page.

![Submit button](image)

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

![Confirmation](image)

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.

![Dashboard](image)
9.3.3 Reviewing and Sending QA Documents

**Note**: This task occurs during the first Quality Assessment round.

When the PD receives an email notification to review the Quality Assessment comments, they follow these steps:

- **Log into APAS** as a PD, if you’re not logged in already. Your Dashboard displays.

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

The Project proposal – Review QA Comments page displays in a separate tab.
• In the Internal Comments field, review the PMU’s comments.

• Copy the PMU’s comments from the Internal Comments field and paste them into the General Comments field. Then amend these comments, as needed.

• 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.
9.3.4 Revising the Project Proposal

**Note**: This task occurs during the first Quality Assessment round.

When the PO receives an email notification to revise the Project Proposal, they follow these steps:

- **Log into APAS** as a PO, if you’re not logged in already. Your Dashboard displays.

- In your inbox, look for the Project Proposal that is ready for revision and click the task to open it.

The Project Proposal – Revise Draft page displays in a separate tab.
• Read the comments in the **General Comments** box and respond to the PD, if applicable.

![General Comments](image1)

• In the **Project Proposals** field, click on the attached file. The file should be Project Proposal version 1, or PP1.

![Project Proposals](image2)

PP1 displays in a separate tab. Click the **Download** button in the top right corner of the tab.

![Download button](image3)

PP1 downloads to your Downloads folder. When the download finishes, close the tab that displays the document.

The document PP1 contains track changes indicated in a different color. These changes are edits that the PO made based on comments from forum delegates during the endorsement stage of the draft Project Proposal (conducted offline, by email). The PO should update the APAS sections of the Proposal based on track changes in this document.

• Go back to the **Project Proposal - Revise Draft** page. In the **Quality Assessment Documents** field, click the attached file.

![Quality Assessment Documents](image4)
The document displays in a separate tab. Click the **Download** button in the top right corner of the tab.

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. The QA document filename follows a number, such as QA1, QA2, etc., that shows the round of QA the current Project Proposal is in.

- Open the two files you just downloaded and make the changes requested in both documents in the Project Proposal in APAS.
- The PO may want to respond to the QA document and upload a Response document. If this is the case, upload the Response document onto the Quality Assessment Documents field.
- Click the **Preview** button in the top right corner of the screen 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.

- When you’re finished, click the **Send to PD** button.

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.
9.3.4.1 Reviewing the Revised Project Proposal

After the PO revises the Project Proposal, the PD receives an email notification that the Project Proposal is ready to review. The PD follows these steps to complete the review:

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

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

The Project proposal – Review QA Comments page opens in a new tab.
3. Review the comments in the General Comments field.

4. Follow steps 3-7e in section 3.3.2.2 Quality Assessment 2 and Onward to compare the two versions of the Project Proposal. Then continue with step 6 below.

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

5. **Attachment—Original Word PP — <project title>.docx**
6. **Project Proposal in APAS—APAS Version Original PP — <project title>.docx**
7. **Download PO’s Response from the QA Documents field.**
8. **(optional) If changes are needed, 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.**

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.

9. **If no changes are needed, click the Send to PMU button in the top right corner of the page.**
A confirmation message displays. Click **Yes** to continue.

![Confirmation Dialog](image)

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.

![Dashboard Screenshot](image)

For the second Quality Assessment round:

1. The PO follows the steps in section 3.3.4 Revising the Project Proposal to revise the latest version of the Project Proposal.
2. The PD follows the steps in section 3.3.4.1 Reviewing the Revised Project Proposal to review the PO’s revisions to the latest version of the Project Proposal.
9.3.5 Assessing the Project Proposal as Satisfactory

**Note**: This task occurs when the 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:

9.3.5.1 Starting a New Quality Assessment Round

a. **Log into APAS** as a PMU, if you’re not logged in already. Your Dashboard displays.

![Dashboard Image]

b. In your inbox, look for the Project Proposal that is ready to be assessed as satisfactory and click the task to open it.

![Inbox Image]

The Project Proposal – Select QA Step page displays in a separate tab.

![Project Proposal Image]

c. In the **Quality Assessment Documents** field, click **Upload attachment**.
d. Navigate to the Satisfactory QA document you want to upload, select it, and click the Open button.

The uploaded document displays in the Quality Assessment Documents field of the Project Proposal.

e. In the Project Proposals field, click Upload attachment.
The Open window displays.

f. Navigate to the Proposal document you want to upload, select it, and click the Open button.

The uploaded document displays in the Project Proposals field of the Project Proposal.

g. In the Internal Comments section of the Project Proposal, enter a comment for the PD.
h. In the **Select a QA Step** field, select **Start a QA Round** option from the list that drops down.

![Select a QA Step](image)

i. Click the **Satisfactory** button in the top right corner of the page.

![Confirmation](image)

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

The “Submitting Project Proposal. Please Wait” message displays until the satisfactory confirmation is completed. Then the Project Proposal – Satisfactory page displays.

![Project Proposal - Satisfactory](image)

In your Dashboard, the Satisfactory for BMC Recommendation task displays in the **My Inbox** tab.
9.3.5.2 Sending the Project Proposal for Revision

If the Project Proposal is not deemed satisfactory, the PMU follows these steps to send it to the PD for revision:

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

2. In your inbox, look for the Satisfactory for BMC Recommendation task and click the task to open it.

   ![Dashboard screenshot](image)

   The Project Proposal – Select QA Step page displays in a separate tab.
3. Click the **Edit** button in the top right corner of the page.

![Edit button](image)

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

![Confirmation](image)


![Project Proposal – Select QA Step](image)

4. In the **Quality Assessment Documents** field, click **Upload attachment**.

![Upload attachment](image)
The Open window displays.

5. Navigate to the document you want to upload, select it, and click the Open button.

The uploaded document displays in the Quality Assessment Documents field of the Project Proposal.

6. In the Project Proposals field, click Upload attachment.
The Open window displays.

7. Navigate to the document you want to upload, select it, and click the Open button.

The uploaded document displays in the Project Proposals field of the Project Proposal.

8. In the Internal Comments section of the Project Proposal, enter a comment for the PD.
9. In the **Select a QA Step** field, select **Send to PD** option from the list that drops down.

![Select a QA Step](image)

10. Click the **Submit** button in the top right corner of the page.

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

![Confirmation](image)

The “Submitting Project Proposal. Please Wait” message displays until the Project Proposal is sent to the PD. The Project Proposal – Select QA Step page closes and your Dashboard displays. The task displays in the Processed by Me tab.

![Dashboard](image)

11. The PD receives a notification that the Project Proposal needs to be revised.
12. The PD **logs into APAS** as a PD, if they aren’t logged in already. The PD’s Dashboard displays.
13. In the PD’s inbox, the PD looks for the Project Proposal that is ready to be assessed as satisfactory and clicks the task to open it.

![Image of Project Proposal]

The Project proposal – Review QA Comments page displays in a separate tab.

14. The PD reviews the QA comments, then enters comments in the General Comments field to the PO.

![Image of General Comments]

15. The PD clicks the Send to PO button in the top right corner of the page.

![Image of Confirmation]

A confirmation message displays. Click Yes to continue.
The “Submitting Project Proposal. Please Wait” message displays until the Project Proposal is sent to the PO. The Project proposal – Review QA Comments page closes and your Dashboard displays. The task displays in the Processed by Me tab.

16. The PO follows the steps in section 3.3.4 Revising the Project Proposal to revise the latest version of the Project Proposal.

17. The PD follows the steps in section 3.3.4.1 Reviewing the Revised Project Proposal to review the PO’s revisions to the latest version of the Project Proposal.

9.3.5.3 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. On the Project Proposal – Satisfactory page, verify that all QA documents and Response Documents are uploaded in the Quality Assessment Documents field.

2. Click the Send to BMC button in the top right corner of the page.

A confirmation message displays. Click Yes to continue.
The Project Proposal – BMC Approval page displays.

![Project Proposal - BMC Approval](image)

On the Dashboard, the task displays in the My Inbox tab.

![Dashboard](image)

3. Emails notifications are sent to the PD and PO confirming the Project Proposal was assessed as satisfactory. Examples of the email notification is shown below.

**Email Notification for a Satisfactory Project Proposal**

![Email Notification](image)