For Project Overseers
A Presentation on APAS with focus on Project Proposals
Project Management Unit
7 September, 2023

Advancing Free Trade for Asia-Pacific Prosperity
1. Intro to APAS (10 mins)
2. Presentation and Demo: (50 mins)
   Project Proposal Process Workflows
   1. Important Dates (5 mins)
   2. Questions & Answers (15 mins)
APEC PROJECT ADMINISTRATION SYSTEM (APAS)

Phase 1 Process Workflow

At a Glance

1. **Update Endorsed Concept Note**
   - Update Concept Note
   - Review Concept Note

2. **Score Concept Notes**
   - Score and Amend
   - Average Scores
   - Update Approval Status

3. **Draft Project Proposal**
   - Create Draft
   - Review Draft
   - Revise Draft

4. **Quality Assess Project Proposal**
   - Review and Assess
   - Review QA Comments
   - Revise

5. **Project Final Approval**
   - Update Approval Status
   - Letter of Acceptance Signed

Start here:
- Endorse Concept Note Offline
- BMC Approves In-Principle Offline
- Endorse Proposal Offline
- Assessors Comment Offline
- Satisfactory for Recommendation to BMC Offline

End of Phase 1 Project work begins:

**OFFLINE: not on APAS**

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APAS Process Workflows
- after CN Approval

**Drafting Proposal**
- Create Draft (PO)
- Review Draft
- Revise Draft
- Circulates Draft for comments and endorsement
- Update Draft
- Submit Endorsed Proposal

**Assessing Proposal**
- Quality Assess 1
- Revision 1
- Quality Assess
- Revision 2
- Proposal is ‘Satisfactory’
- Final Approval by BMC

**Signing LOA**
- Sending LOA
- Accepts/Rejects LOA
- Acknowledge Receipt of LOA
APAS Process Workflows
- after CN Approval

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APAS Process Workflows - after CN Approval

**Drafting Proposal**
- Create Draft
- **Review Draft (PD)**
- Revise Draft
- Circulates Draft for comments and endorsement
- Update Draft
- Submit Endorsed Proposal

**Assessing Proposal**
- Quality Assess 1
- Revision 1
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Assessing Proposal
- Quality Assess 1
- Revision 1
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- Revision 2
- Proposal is ‘Satisfactory’
- Final Approval by BMC

Signing LOA
- Sending LOA
- Accepts/Rejects LOA
- Acknowledge Receipt of LOA
Email Notification to PO
- Revise the Proposal

Dear APAS PO1,
You have been requested to revise Project Proposal
Building a Fintech ecosystem for the recovery of the MSME sector for QA Round 3. Please use the link below to log into APAS and access the Project Proposal.

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

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Building a Fintech ecosystem for the recovery of the MSME sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main PO Name</td>
<td>APAS PO1</td>
</tr>
<tr>
<td>Proposing Economy</td>
<td>Peru;</td>
</tr>
<tr>
<td>QA Round</td>
<td>3</td>
</tr>
<tr>
<td>Workflow Link</td>
<td>[Under Quality Assessment, (SMEWG_101_2023A) Building a Fintech ecosystem for the recovery of the MSME sector]</td>
</tr>
</tbody>
</table>

Thank You.
APAS Process Workflows
- after CN Approval

**Drafting Proposal**
- Create Draft
- Review Draft
- Revise Draft
- Circulates Draft for Comments and Endorsement (PD)
- Update Draft
- Submit Endorsed Proposal to PMU

**Assessing Proposal**
- Quality Assess 1
- Revision 1
- Quality Assess
- Revision 2
- Proposal is ‘Satisfactory’
- Final Approval by BMC

**Signing LOA**
- Sending LOA
- Accepts/Rejects LOA
- Acknowledge Receipt of LOA
Proposal Comments and Endorsement
- done via email on Word doc
**APAS Process Workflows**
- after CN Approval

**Drafting Proposal**
- Create Draft
- Review Draft
- Revise Draft
- Circulates Draft for Comments and Endorsement
- **Update Draft (PO)**
- Submit Endorsed Proposal to PMU

**Assessing Proposal**
- Quality Assess 1
- Revision 1
- Quality Assess
- Revision 2
- Proposal is ‘Satisfactory’
- Final Approval by BMC

**Signing LOA**
- Sending LOA
- Accepts/Rejects LOA
- Acknowledge Receipt of LOA
Update the Proposal on APAS - to match Endorsed Proposal

Updating APAS proposal to match exactly the endorsed Project Proposal.

No new changes should be made.

If the updated Proposal is compliant, PD forwards it to PMU for Quality Assessment.
APAS Process Workflows - after CN Approval

**Drafting Proposal**
- Create Draft
- Review Draft
- Revise Draft
- Circulates Draft for Comments and Endorsement
- Update Draft (PO)
- Submit Endorsed Proposal to PMU

**Assessing Proposal**
- Quality Assess 1
- Revision 1
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- Proposal is ‘Satisfactory’
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**Signing LOA**
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APAS Process Workflows
- after CN Approval

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- Proposal is ‘Satisfactory’
- Final Approval by BMC

**Signing LOA**
- Sending LOA
- Accepts/Rejects LOA (PO)
- Acknowledge Receipt of LOA
Email Notification to PO
- Accept the Letter of Acceptance

Letter of Acceptance [LOA]

Dear APASPO1,

The Letter of Acceptance for your approved Project Proposal Building a Fintech ecosystem for the recovery of the MSME sector is ready for your review. Please use the link below to log into APAS and ACCEPT or DECLINE the Letter:

(Letter of Acceptance (SMEWG_101_2023A) Building a Fintech ecosystem for the recovery of the MSME sector)

Thank You,

APAS System Admin
# APAS Important Dates

## Drafting and Endorsement

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 September</td>
<td>PO is notified of BMC funding decision</td>
<td>PO starts to draft Project Proposal on APAS</td>
</tr>
<tr>
<td><strong>20 September</strong></td>
<td><strong>PO submits draft Proposal to PD via APAS</strong></td>
<td>Per the Guidebook, if the draft PP is still not received after the grace period of one week, in-principle approval will be revoked and deemed withdrawn.</td>
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<tr>
<td>(grace period to 27 September)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 September-13 October</td>
<td>Proposal is circulated to Forum. PO addresses comments via email. Proposal is endorsed</td>
<td>PO works with PD to get Proposal endorsed by Friday 13 October.</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>16-20 October</strong></td>
<td>P0s updates Proposal on APAS and submits to PD</td>
<td>1. P0s submit final PP to PD in APAS.</td>
</tr>
<tr>
<td></td>
<td>PDs submits to PMU</td>
<td>2. PDs submit final PP to PMU by Friday 20 October.</td>
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## APAS Important Dates

### Quality Assessment and Approval

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<tr>
<td>October-December</td>
<td>POs notified of final BMC approval</td>
<td>PMU leads quality assessment (online and offline steps).</td>
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<td></td>
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<td>PPs rated as ‘Satisfactory’ sent to BMC for final approval.</td>
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<td></td>
<td></td>
<td>PO receives notification to complete Letter of Acknowledgement in APAS.</td>
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<td>Project work starts.</td>
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QUESTIONS?