APEC PROJECTS
Project Event Preparations

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Advancing Free Trade for Asia-Pacific Prosperity

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Agenda

This sub-section covers:

- Resources Available
- Process Overview
- Event Recording Policy
- Honorarium
- Event Attendance List
- Summary
Resources Available

Acceptance Letter
Issued by PMU

Project Guidebook

Project Overseer Toolkit
www.apec.org/projects/forms-and-resources
Key Policies and Information Resources for APEC Projects

- **Guidebook on APEC Projects (Edition 16)** - the key document containing APEC project policies and processes

Templates and Resources for Hosting an APEC Project Event

- **APEC Project Event Timeline** - guidance on planning and implementing a project event (workshop, seminar etc)
- **General Information Circular Template** - template to share APEC project event information, including nomination form
- **APEC Guidelines on Managing Cooperation with Non-Members** - policy to guide non-APEC member participation in APEC events
- **APEC Attendance List for Completion Report** - mandatory format for collating attendance lists at project events
- **Per Diem and Attendance Certification** - certify event attendance for funded travelers
- **Travel Undertaking Template - Revised, April 2022** - undertaking for travelers funded on reimbursement or advance payment
- **Pre-event Planning Flowchart** - to guide Project Overseers planning a virtual APEC project event
- **Post-event Process Flowchart** - to guide Project Overseers following delivery of a virtual APEC project event
Process Overview

Workplan
(Project Proposal/ Project Design Amendment and Extension Form)

Draft and circulate General Information/ Administrative Circular

Send proposed Workshop Speakers and Participant List and Non-Member Participation (NMPs)

PO to certify workshop attendance

Ensure Travel/ Honorarium Undertakings are issued

Send Hosting Quotation for approval
APEC Project Event Recording Policy

Appendix N (Guidebook)

- Must be identified in the Concept Note, Project Proposal, or Self-Funded Project Proposal.
- Full and unedited recordings cannot be publicly disseminated.
- No livestream, except to approved remote participants, project experts, speakers and contractors.
- Authority to make the recording is subject to:
  1) endorsement by the proposing forum or fora and
  2) pre-agreement by all event attendees
Honorarium Payment Schedule

<table>
<thead>
<tr>
<th>Time spent at the event</th>
<th>Honorarium Rates $US (includes preparation time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1 hour</td>
<td>Up to $500</td>
</tr>
<tr>
<td>Between 1 hour and 3 hours</td>
<td>Up to $700</td>
</tr>
<tr>
<td>Between 3 and 6 hours</td>
<td>Up to $800</td>
</tr>
<tr>
<td>More than 6 hours but less than 8 hours</td>
<td>Up to $1000</td>
</tr>
<tr>
<td>8 hours or more (or one whole-day event where event is 8 hours or more)</td>
<td>Up to $1200</td>
</tr>
<tr>
<td>Multiple-day event (each event day is 8 hours or more)</td>
<td>Up to $1500</td>
</tr>
</tbody>
</table>

- Honorarium is a fee for a particular service and is not paid for the purpose of supplementing travel or other costs, or as compensation for foregone salaries.

- PO need to substantiate payment of an Honorarium and describe the scope and nature of the speaker’s contribution to the event.
PO toolkit

<table>
<thead>
<tr>
<th>Project Number:</th>
<th>Project Title:</th>
<th>Event Name (if applicable):</th>
<th>Event Date(s):</th>
<th>Event City(ies):</th>
</tr>
</thead>
<tbody>
<tr>
<td># First Name</td>
<td>Last Name</td>
<td>Email Address</td>
<td>M/F</td>
<td>Speaker/Expert or Participant</td>
</tr>
</tbody>
</table>

- Reporting requirement in Completion Report.
- Include all participant and speaker names, email addresses* gender, economy, organization
- Strongly encourage to submit the attendance list after the workshop.
- Data must be consistent with the tables of the CR (Section 4 and 5)
Summary

- If project is going to be delayed, alert PD/PE at least 6 weeks in advance and complete the Project Design Amendment and Extension form.

- Send proposed Workshop Speakers and Participant List and Non-Member Participation (NMPs) to us 6 weeks in advance.

- Do not enter into any financial commitment with any providers. APEC will not be liable for any non-allowable expenses incurred.

- POs need to capture final attendance list rather than the event registration list.

- Do ensure that event complies with APEC Hosting Guidelines.
Thank You!