**APEC Project Monitoring Report**

Please submit through your APEC Secretariat Program Director

SECTION A: Project Details

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| **Project number:** | **Project title:** | |
|  |  | |
| **Time period this report covers:**  **(mm/yyyy to mm/yyyy)** | **Date submitted:**  **(dd/mm/yyyy)** | **Project Overseer (Organization/Economy):** |
|  |  |  |

SECTION B: Project Update

*If you have submitted previous Monitoring Reports, focus on progress since the last report.*

**Current status of project:** *Refer to the Workplan section of the Project Proposal (or Project Design Amendment and Extension (PDAE), if relevant) and project contract.*

1. **What is the current Project Completion Date (PCD) of your project?** *(mm/yyyy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
2. I**s the project progressing on schedule according to the Workplan in the approved Project Proposal or latest PDAE?** Select a response.

If No, why? Select a response.

If you selected ‘Others’, **or** if you need to provide more information, please do so below:

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1. **Has an extension from the original PCD (approved in the Project Proposal) already been requested for this project**? **Select a response.**
2. **What is the status of the contracting process? Select a response.**
3. **Is your project spending on track with the budget plan approved in the Project Proposal or approved Budget Amendment Form (if applicable)**? **Select a response.**

If No, has a Budget Amendment been sought? **Select a response.**

**If there are other issues which may affect timely delivery of project outputs, please elaborate here:**

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| **FOR APEC SECRETARIAT USE ONLY** *Program Directors to use this box to provide any feedback/instructions to PO* |
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