Applying for APEC Funding:

Developing Quality Concept Notes and Project Proposals

APEC Project Management Unit
APEC Secretariat
5 September 2023

Advancing Free Trade for Asia-Pacific Prosperity
AGENDA

This session will cover:

- Introduction to APEC Projects
- Project Selection Process and Funding Sources
- Preparing Quality Concept Notes
- Drafting Quality Project Proposals
- Forms and Resources
Why does APEC have projects?
APEC Projects aim to:

1. Translate APEC policy objectives into actions and outcomes that advance the *Putrajaya Vision 2040*

2. Progress the ECOTECH Agenda by *building capacity* in APEC economies
What is capacity building?

…a process to enable member economies to obtain, share, strengthen, maintain and develop knowledge, abilities, skills and technical know-how to improve policies, regulations, systems and institutions in APEC economies.
APEC Capacity Building Events

Workshop on Reducing and Managing Land-based Debris in Oceans for Sustainable Development delivered in Viet Nam

Workshop for Empowering Women in the Era of Automation delivered in Indonesia

Workshop on Social Protections for Digital Economy Workers delivered in Malaysia

Seminar on Best Practices on Green and Innovative Medium, Small and Micro Enterprises delivered in Thailand
Overview of APEC-Funded Projects

- APEC approves 100+ projects a year, through 2 Project Sessions (funding rounds) in March and June.

- Projects are proposed, designed and implemented by member economy representatives called Project Overseers.

- APEC projects must be proposed through an APEC committee or forum, which endorses the Concept Note.

- There are 18 project funding sources for APEC projects (see website).

- APEC project funds are drawn from membership fees and additional voluntary contributions by some economies.
Overview of APEC-Funded Projects

- Funding application begins with a Concept Note written by the Project Overseer.
- Concept Notes must be co-sponsored by other APEC economies.
- Project selection is a merit-based process by economies.
- Projects have 15~20 months to complete (on average).
- Guidebook on APEC Projects is the APEC projects ‘rule book’.
- From June 2023, APEC project administration conducted online (following endorsement of Concept Notes) – APAS.
APEC Project Cycle – Concept Notes

Concept Note
- Drafted by PO
- Endorsed by forum
- Scored by economies
- Ranked by PMU
- (If successful) In-principle approval by BMC

Project Proposal
- Drafted by PO
- Endorsed by forum
- Quality assessed by PMU until ‘Satisfactory’
- Final Approval by BMC

Implementation
- Procurement and contracting
- Deliver outputs according to Workplan
- Submit Monitoring Report (Apr or Oct)
- Complete by PCD
- Evaluate project
- Submit Completion Report
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## Available Project Funds for Project Session 2, 2023

<table>
<thead>
<tr>
<th>Project Fund</th>
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</tr>
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<tbody>
<tr>
<td>General Project Account (GPA)</td>
<td>$791,775</td>
</tr>
<tr>
<td>Trade &amp; Investment Liberalisation and Facilitation Account (TILF)</td>
<td>$1,144,502</td>
</tr>
<tr>
<td>APEC Support Fund (ASF) General Fund</td>
<td>$1,550,391</td>
</tr>
<tr>
<td><strong>ASF Sub-funds</strong></td>
<td></td>
</tr>
<tr>
<td>Human Security</td>
<td>$1,046,126</td>
</tr>
<tr>
<td>Supply Chain Connectivity</td>
<td>$1,082,545</td>
</tr>
<tr>
<td>Free Trade Area of the Asia-Pacific and Global Value Chains</td>
<td>$1,375,075</td>
</tr>
<tr>
<td>Innovative Development, Economic Reform and Growth</td>
<td>$783,488</td>
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<tr>
<td>Connectivity</td>
<td>$1,305,901</td>
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<tr>
<td>Micro, Small and Medium Enterprises</td>
<td>$1,140,226</td>
</tr>
<tr>
<td>Women and the Economy</td>
<td>$350,000</td>
</tr>
<tr>
<td>Economic Development in Remote Areas</td>
<td>$448,748</td>
</tr>
<tr>
<td>Digital Innovation</td>
<td>$2,105,087</td>
</tr>
<tr>
<td>Marine Debris Management and Innovation</td>
<td>$1,758,308</td>
</tr>
<tr>
<td>Strengthening Economic Legal Infrastructure</td>
<td>$269,328</td>
</tr>
<tr>
<td>APEC Cooperation on Combating COVID-19 and Economic Recovery</td>
<td>$1,256,268</td>
</tr>
<tr>
<td>Enhanced APEC Agenda for Structural Reform</td>
<td>$1,560,290</td>
</tr>
<tr>
<td>Structural Reform for Sustainable Green Growth</td>
<td>$867,990</td>
</tr>
<tr>
<td><strong>Total Amount Available</strong></td>
<td><strong>$22,283,281</strong></td>
</tr>
</tbody>
</table>

To view in more detail, please visit [this link](#).
Funding Priorities
To view information on funding sources, use this link

1. GPA
   - Incoming and outgoing host economy priorities

2. ASF General
   - The Manila Framework on ECOTECH

3. TILF
   - The Osaka Action Agenda

- SRSGG
- SELI
- CCER

- MARINE DEBRIS
- FTAAP & GVCs
- SUPPLY CHAIN CONNECTIVITY
- CONNECTIVITY
- HUMAN SECURITY
- IERG
- EAASR
- ENERGY EFFICIENCY
- MSME
- WOMEN & ECONOMY
- ECONOMY IN REMOTE AREAS
- DIGITAL INNOVATION
Key dates: Project Session Dates 2023

Concept Note

- **Internal Submission**
  - Session 1: 9 March
  - Session 2: 19 June

- **Final Submission**
  - 30 March
  - 18 July

- **BMC in-principle Approval**
  - 15 May
  - 1 September

*APEC Project Administration System (APAS) launched in Project Session 2*
APEC PROJECT ADMINISTRATION SYSTEM (APAS)

Online Application Process

At a Glance

1. Process begins here:
   - PO submits Concept Notes via email
   - Forum endorses Concept Note
   - OFFLINE

2. (on APAS) PO Updates Endorsed Concept Note

3. (on APAS) RAFs Score Concept Notes

4. (on APAS) PO Drafts Project Proposal

5. (on APAS) PO Receives QA comments and Revises Proposal

6. (on APAS) PO Signs Letter of Acceptance

OFFLINE: Processes not conducted on APAS

BMC Approves In-Principle OFFLINE

Forum endorses Project Proposal OFFLINE

PMU Recommends Satisfactory Proposals to BMC OFFLINE

Project work begins
CONCEPT NOTE
Getting Started

Template
Download the most current version from the APEC website (Project Overseer Toolkit webpage)

Co-Sponsors
Get the minimum required number of co-sponsoring economies

5-Page Maximum *including Annex
Be clear and concise, fill out all the sections

Non-Technical
Avoid jargon, write for the general audience, not the experts
**Project Title**

**Project Summary**

**Budget**

**Outputs**

### Project Title

### Fund Source (Select one):
- General Project Account (GPA)
- Trade and Investment Liberalization and Facilitation Special Account (TILF)
- APEC Support Fund (ASF) – General Fund
- APEC Support Fund (ASF) – Sub-fund: You must nominate the Sub-fund here.

### APEC Forum:

### Proposing APEC Economy:

### Co-sponsoring Economies:

### Expected Start Date:

### Project Completion Date:
- See Chapter 7 Guidebook on APEC Projects

### Project Summary:

In 150 words:
- What is the issue that you will address or examine in your project?
- Outline the key things your project will do, in terms of what, where, when and with whom.

(Summary must be no longer than the box provided. Cover Sheet must fit on one page)

### Total cost of proposal: (APEC funding + self-funding):

- **USD**

### Total amount being sought from APEC (USD):

By category:
- **Travel**: 
- **Labor costs**: 
- **Hosting**: 
- **Publication & distribution**: 
- **Other**: 

(See Guidebook on APEC Projects, Chapter 9 to ensure all proposed costs are allowable)

### List all project outputs:
- **For example**:
  - Research and Background Paper
  - Workshop
  - Project Summary Report

Project Overseers are encouraged to limit outputs to 3 or fewer

- 1.
- 2.
- 3.
**Project Synopsis**

**Objective**
- **Project Objective:** State the overarching objective of the project in 100 words or less. The objective is the overarching goal of your project, for example, "Our objective is to build the capacity of project participants through workshop and research to better support the X Roadmap, and produce recommendations as a basis for further collaboration to address the APEC-wide issue of..."  
- Enter text here

1. **Relevance – Issues:** What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region?  
2. **Relevance – Alignment to APEC:** Describe specific APEC priorities, goals, strategies and/or statements that the project supports, and explain how the project will contribute to their achievement.  
3. **Relevance – Alignment to Forum:** How does the project align with your forum's work plan/strategic plan?  

2. **Eligibility and Fund Priorities:** How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated Fund or Sub-fund? Refer to the APEC website

3. **Capacity Building:** How will the project build the capacity of APEC member economies. For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.)

4. **Methodology:** How do you plan to implement the project? Briefly address the following:
   - **Workplan:** In a simple table, outline the project from start to end. Show key project outputs and activities and associated dates or timelines. Indicate if you intend to record any project event. Refer to the APEC Project Event Recording Policy at Annex N of the Guidebook.
   - **Beneficiaries:** Selection criteria for participants, beneficiary profiles (e.g. participants, end users, policy makers, researchers/analysts, gender) and how they will be engaged.
   - **Evaluation:** Outline the indicators which will be used to measure progress towards the project outcomes. Where possible, provide indicators which could assess impacts on women.
   - **Linkages:** Information on other APEC and non-APEC stakeholders and how they will be engaged. If and how this proposal builds on (but does not duplicate) the work of other projects. How will this activity promote cross fora collaboration?
the CONCEPT NOTE Template: Page 3 – the Annex

Project Alignment to Putrajaya Vision 2040 through Aotearoa Plan of Action

<table>
<thead>
<tr>
<th>PV 2040 Drivers and APA Objectives</th>
<th>(To see PV 2040 in full, click here. To see APA in full, click here.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Driver 1: Trade and Investment</strong></td>
<td><strong>Objective:</strong> Regional trade and investment&lt;br&gt;“To ensure that the Asia-Pacific remains the world's most dynamic and interconnected regional economy, we acknowledge the importance of, and will continue to work together to deliver, a free, open, fair, non-discriminatory, transparent and predictable trade and investment environment.”</td>
</tr>
<tr>
<td>1.</td>
<td>2.</td>
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<tr>
<td><strong>Objective:</strong> Multilateral trading system and international trade flows&lt;br&gt;“We reaffirm our support for agreed-upon rules of the WTO in delivering a well-functioning multilateral trading system and promoting the stability and predictability of international trade flows.”</td>
<td></td>
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<tr>
<td><strong>Objective:</strong> Bogor Goals and economic integration in the region&lt;br&gt;“We will further advance the Bogor Goals and economic integration in the region in a manner that is market-driven, including through the work on the Free Trade Area of the Asia-Pacific (FTAAP) agenda which contributes to high standard and comprehensive regional undertakings.”</td>
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<tr>
<td><strong>Objective:</strong> Connectivity and supply chains&lt;br&gt;“We will promote seamless connectivity, resilient supply chains and responsible business conduct.”</td>
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<tr>
<td><strong>Driver 2: Innovation and Digitalization</strong></td>
<td><strong>Objective:</strong> Structural reforms and innovation&lt;br&gt;“We will pursue structural reforms and sound economic policies to promote innovation as well as improve productivity and dynamism.”</td>
</tr>
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<td>1.</td>
<td>2.</td>
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<tr>
<td><strong>Objective:</strong> Digital economy and global interconnectedness&lt;br&gt;“To empower all our people and businesses to participate and grow in an interconnected global economy, we will foster an enabling environment that is, among others, market-driven and supported by digital economy and innovation.”</td>
<td></td>
</tr>
<tr>
<td><strong>Objective:</strong> Digital infrastructure and transformation&lt;br&gt;“We will strengthen digital infrastructure, accelerate digital transformation, narrow the digital divide, as well as cooperate on facilitating the flow of data and strengthening consumer and business trust in digital transactions.”</td>
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</tr>
<tr>
<td><strong>Driver 3: Strong, Balanced, Secure, Sustainable and Inclusive Growth</strong></td>
<td><strong>Objective:</strong> Economic resilience and health &amp; wellbeing inclusiveness&lt;br&gt;“To ensure that the Asia-Pacific region is resilient to shocks, crises, pandemics and other emergencies, we will foster quality growth that brings palpable benefits and greater health and wellbeing to all, including MSMEs, women and others with untapped economic potential.”</td>
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<tr>
<td>1.</td>
<td>2.</td>
</tr>
<tr>
<td><strong>Objective:</strong> Human resource development and skills for the future&lt;br&gt;“We will intensify inclusive human resource development as well as economic and technical cooperation to better equip our people with the skills and knowledge for the future.”</td>
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</tr>
<tr>
<td><strong>Objective:</strong> Environmental &amp; climate challenges and natural disasters&lt;br&gt;“We will promote economic policies, cooperation and growth, which will support global efforts to comprehensively address all environmental challenges, including climate change, extreme weather and natural disasters for a sustainable climate.”</td>
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</table>

Note: You are encouraged to elaborate on how your project aligns with the selected Objective(s) above in section 1(c) Reference – Alignment.
CONCEPT NOTE
Project Topic and Outputs

Avoid these four common traps to maximise support for your project:

1. Duplication
2. Overly broad scope
3. Activities that present risks to APEC
4. Overly ambitious outputs (number and scope)
Trap 1: Duplication

Has this topic been discussed before?

How is my topic angle different?

How can my project build on previous work?

⚡ Build on previous work or consider multi-phase projects
⚡ Go to the APEC Project Database to research
Trap 2: Overly broad project scope

Questions:

Which are your targeted sectors, groups, industries?

Who are your primary targeted participant groups?

Too many dimensions to cover in one project?

- Define a targeted audience
- Think of a clear, specific topic
Trap 3: Activities that present risks to APEC

Does my project involve:
- industrial design, experiments or inventions,
- promotion of specific products or services,
- facilitation of investment and commercial relationships

Does it follow:
APEC’s Intellectual Property Policy and the APEC project contract (Standard Conditions)

⚡ Note that APEC asserts sole IP ownership of all project outputs
Trap 4: Overly ambitious outputs

? How much time do I have to complete the project?

? What are the risks that may cause project delays?

? Why is more than one capacity building event necessary?

⚡ Limit to 3 outputs: e.g. research + one event + one report
⚡ Ensure one capacity building event per project
### Examples of Project Outputs

<table>
<thead>
<tr>
<th>Events</th>
<th>Information Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>• workshops</td>
<td>• research reports</td>
</tr>
<tr>
<td>• seminars</td>
<td>• summary reports</td>
</tr>
<tr>
<td>• conferences</td>
<td>• recommendations</td>
</tr>
<tr>
<td>• dialogues</td>
<td>• online tools</td>
</tr>
<tr>
<td>• training</td>
<td>• APEC publications</td>
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# CONCEPT NOTE

## Important Dates

**APEC Concept Note**

*Please submit to APEC Secretariat Program Director. Concept Notes exceeding 5 pages (including cover page and Annex A) and incomplete submissions will not be considered. Responses must be no less than 10pt font. From Project Session 1, 2023, Project Overseers must complete the attached Annex A to align projects with the APEC Putrajaya Vision and Aotearoa Plan of Action.*

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<table>
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<tr>
<th><strong>Expected Start Date:</strong></th>
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<table>
<thead>
<tr>
<th><strong>Project Completion Date:</strong></th>
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</thead>
<tbody>
<tr>
<td>See Chapter 7 Guidebook on APEC Projects</td>
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<tr>
<td>-----------------------------</td>
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**ESD: Expected Start Date**

**PCD: Project Completion Date**
CONCEPT NOTE
Setting Start and Completion Dates

Project Duration: 15-20 months

Expected Start Date

Session 1: Aug-Oct
Session 2: Nov-Jan

Implementation

Default Project Completion Date

Dec of second year
Jun of third year

Example:
Project approved in PS1, 2023
December 2024 PCD

Project approved in PS2, 2023
June 2025 PCD
# APEC Concept Note

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**By category:**
- Travel: [ ]
- Labor costs: [ ]
- Hosting: [ ]
- Publication & distribution: [ ]
- Other: [ ]

*(See Guidebook on APEC Projects, Chapter 9 to ensure all proposed costs are allowable)*
CONCEPT NOTE
Planning the Budget

Decide the Project Value
APEC funding + Self-Funding = Total Project Value (US$)

Develop an initial Budget Plan
• For hosting and travel budget: consider city, venue, event days, platform fees
• For Direct Labour budget: consider contractor’s tasks and work hours
• Understand the non-allowable expenses (Chapter 8 of the Guidebook on APEC Projects)

Be as accurate as possible
• Once CN is approved, the budget can’t be increased
CONCEPT NOTE
Template – Page 2

Project Objective

1. a) Relevance – Issues: What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region?

b) Relevance – Alignment to APEC: Describe specific APEC priorities, goals, strategies and/or statements that the project supports, and explain how the project will contribute to their achievement.

c) Relevance – Alignment to Forum: How does the project align with your forum’s work plan/strategic plan?

2. Eligibility and Fund Priorities: How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated Fund or Sub-fund? Refer to the APEC website.

3. Capacity Building: How will the project build the capacity of APEC member economies. For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.)

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   • Workplan: In a simple table, outline the project from start to end. Show key project outputs and activities and associated dates or timelines. Indicate if you intend to record any project event. Refer to the APEC Project Event Recording Policy at Annex N of the Guidebook.
   • Beneficiaries: Selection criteria for participants, beneficiary profiles (e.g. participants, end users, policy makers, researchers/analysts, gender) and how they will be engaged.
   • Evaluation: Outline the indicators which will be used to measure progress towards the project outcomes. Where possible, provide indicators which could assess impacts on women.
   • Linkages: Information on other APEC and non-APEC stakeholders and how they will be engaged. If and how this proposal builds on (but does not duplicate) the work of other projects. How will this activity promote cross fora collaboration?
The objective of this project is to build the capacity of APEC member economies to combat antimicrobial resistance by increasing access to new antimicrobials. This will be achieved through an assessment of barriers to market entry and new drug development, equitable access, and how current antimicrobials can be preserved through stewardship efforts.

- Clear and concise statement of what you will do, and how
- Don’t use bullet points or lists
- Don’t detail outputs
- 2-3 short sentences
1. **Relevance** – *Issues*: What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region?

2. **Eligibility and Fund Priorities**: How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated Fund or Sub-fund? Refer to the APEC website.

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CONCEPT NOTE

Question 1: Relevance

**a. Issues** - What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region?

- Describe the *project topic* clearly and concisely
- Use *data* and *statistics* to substantiate statements
- Demonstrate how the project topic has *regional relevance*
CONCEPT NOTE
Question 1: Relevance

b. **Alignment to APEC** - Describe specific APEC priorities, goals, strategies and/or statements that the project supports, and explain how the project will contribute to their achievement.

- Link to any other higher level **APEC strategies** (from last 5 years)
- Quote Leader or Ministerial statements (recent)
- Describe how the project links to the **Putrajaya Vision 2040 drivers** and **Aotearoa Plan of Action objectives** that you selected in the Annex (Page 3)
CONCEPT NOTE

Question 3: Capacity Building

3. How will the project **Build Capacity** for APEC economies?

- Describe the **skills, information and resources** that the project will provide participants, and how they will benefit from it.
- Briefly describe the **approach to capacity building**.
- For ASF General Fund projects, POs must also state **how the project will address the needs of developing APEC economies**.
CONCEPT NOTE

Question 3: **Capacity Building**

(Example)

1. (on **skills, information, resources**) “The project will improve participants’ understanding of the barriers to women’s employment in the transportation sector, and therefore improve their ability to develop effective policies in this area.”

2. (on **approach**) presentation of researched findings, inviting expert speakers, presentation of case studies, discussions to identify best practices, lessons learned, recommendations etc.

3. (on **developing economies**) “While developing economies often have fewer resources to devote to combating human trafficking, their contributions to the development of best practices and resources are critical in creating effective solutions. This project would ensure that input is sought from APEC developing economies, and incorporated into the development of best practices and resources that the economies can implement to combat human trafficking across all modes of transportation.”
a. Work Plan

- General project timeline
- Should include all outputs and key tasks:
  - contracting process,
  - conducting research/survey,
  - event preparation and delivery,
  - mandatory reporting (Monitoring and Completion Reports),
  - drafting and submitting final reports.
CONCEPT NOTE

Question 4: Methodology

b. **Beneficiaries** – Focus on **direct beneficiaries** such as event participants or resource users. Create a Target Participant Profile.

- What **experience or expertise** should the participants have, to be able to contribute to the Workshop?
- If public officials, which **ministries or agencies** would they work for, and what **roles** should they hold (e.g. technical officers, policymakers)?
- If private sector, which **sectors or organisations** are most relevant?
b. **Beneficiaries** – Focus on **direct beneficiaries** such as event participants or resource users

(Example)

“The target webinar participants are policymakers responsible for financial inclusion policies from central banks and Finance or Treasury Ministries among APEC member economies. Resource speakers will be individuals or institutions with significant involvement on digital financial inclusion initiatives, for example, focal persons of pilot projects. There may also be speakers from monetary and financial authorities of APEC economies, academe, international organizations (such as the International Monetary Fund, World Bank, Asian Development Bank, Bank for International Settlements, among others), fintech companies, and consumer groups.”
c. Evaluation – *setting indicators*

- Measurable and achievable
- Quantitative and qualitative
- Measures project’s **Outputs** (event, report)
  - Participation rates, number of economies, number of speakers, number of Best Practices/Recommendations
- Measure project’s **Outcomes** (knowledge increase, collaboration, changes to policies and practices)
  - Event Evaluation survey (ex-ante and ex-post)
- **Gender** indicators
  - Female Participation Rate, Female Speaker Rate, alignment to women’s economic empowerment pillars
CONCEPT NOTE
Question 4: Methodology

d. Linkages

• **Previous work in and outside APEC**
  – Is this a follow-up phase, or build on previous accomplishments?
  – How is this project not duplicating?

• **Cross Fora Collaboration**
  – Engagement with other APEC fora (e.g. forming steering committee, develop agenda, invite speakers etc.)

• **Outside APEC**
  – Relevance to other APEC or non-APEC groups
  – Consider how they will be engaged to add value to the project e.g. expert speakers invited from relevant international organisations, industry bodies, ABAC
**Project Alignment to Putrajaya Vision 2040 through Aotearoa Plan of Action**

### Aotearoa Plan of Action

**Annex – Page 3**

**Table of PV 2040 Drivers and APA Objectives**

<table>
<thead>
<tr>
<th>PV 2040 Driver</th>
<th>APA Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade and Investment</td>
<td>Regional trade and investment</td>
</tr>
<tr>
<td>Innovation and Digitalization</td>
<td>Structural reforms and innovation</td>
</tr>
<tr>
<td>Innovation and Digitalization</td>
<td>Digital economy and global interconnectedness</td>
</tr>
<tr>
<td>Innovation and Digitalization</td>
<td>Digital infrastructure and transformation</td>
</tr>
<tr>
<td>Strong, Balanced, Secure, Sustainable and Inclusive Growth</td>
<td>Economic resilience and health &amp; wellbeing inclusiveness</td>
</tr>
<tr>
<td>Strong, Balanced, Secure, Sustainable and Inclusive Growth</td>
<td>Human resource development and skills for the future</td>
</tr>
<tr>
<td>Strong, Balanced, Secure, Sustainable and Inclusive Growth</td>
<td>Environmental &amp; climate challenges and natural disasters</td>
</tr>
</tbody>
</table>

Note: You are encouraged to elaborate on how your project aligns with the selected Objective(s) above in section (b) Relevance – Alignment.
The PV 2040 Drivers and APA Objectives

Select 2 Objectives your project closely aligns with

**Driver One**
Trade and Investment

**Objectives**

1: Regional trade and investment
2: Multilateral trading system and international trade flows
3: Bogor Goals and economic integration in the region
4: Connectivity and supply chains

**Driver Two**
Innovation and Digitalization

**Objectives**

1: Structural reforms and innovation
2: Digital economy and global interconnectedness
3: Digital infrastructure and transformation

**Driver Three**
Strong, Balanced, Secure, Sustainable and Inclusive Growth

**Objectives**

1: Economic resilience and health & wellbeing inclusiveness
2: Human resource development and skills for the future
3: Environmental & climate challenges and natural disasters

---

Asia-Pacific Economic Cooperation
Question & Answer
10 mins Break
APEC Project Cycle – Project Proposal

**Concept Note**
- Drafted by PO
- Endorsed by forum
- Scored by economies
- Ranked by PMU
- (If successful) In-principle approval by BMC

**Project Proposal**
- Drafted by PO
- Endorsed by forum
- Quality assessed by PMU until ‘Satisfactory’
- Final Approval by BMC

**Implementation**
- Procurement and contracting
- Deliver outputs according to Workplan
- Submit Monitoring Report (Apr or Oct)
- Complete by PCD
- Evaluate project
- Submit Completion Report
PROJECT PROPOSAL
Getting Started

Template
Log onto APAS to create Project Proposal (after receiving email notification your Concept Note has been funded)

Consistency
Follow elements stated in the approved Concept Note

Detail
Elaborate details of outputs, workplan, set outcomes

Budget
Develop a detailed Budget Plan in line with approved funding amounts
PROJECT PROPOSAL
5 Sections

A. RELEVANCE
- Objective
- Relevance
- Capacity Building

B. IMPACT
- Outputs
  - Outcomes
  - Beneﬁciaries
  - Dissemination
  - Gender

C. EFFECTIVENESS
- Work Plan
- Risks
- Monitoring and Evaluation
- Linkage

D. SUSTAINABILITY
- Sustainability
- Project Overseers

E. EFFICIENCY
- Budget
- Direct Labor and Waivers
## PROJECT IMPACT

### Outputs

- Limit outputs to 3
- Use the **same** name for outputs throughout
- Align with the outcomes
- Describe in detail – activities/events, written products
- Present in **chronological** order
- Publications should have at least **12-15** pages

<table>
<thead>
<tr>
<th>research</th>
<th>event</th>
<th>website</th>
<th>report</th>
</tr>
</thead>
<tbody>
<tr>
<td>scope</td>
<td>purpose</td>
<td>purpose</td>
<td>purpose</td>
</tr>
<tr>
<td>methodology</td>
<td>format</td>
<td>target user</td>
<td>content</td>
</tr>
<tr>
<td>targets</td>
<td>duration</td>
<td>expected lifetime</td>
<td>page length</td>
</tr>
<tr>
<td>result presentation</td>
<td>target audience</td>
<td>hosting</td>
<td>audience</td>
</tr>
<tr>
<td>presentation</td>
<td>rough agenda</td>
<td>maintenance cost</td>
<td>rough structure</td>
</tr>
</tbody>
</table>
PROJECT IMPACT

Outputs

Example:

1. Background Research Paper
2. 2-day virtual Workshop
# PROJECT EFFECTIVENESS

## Workplan

A detailed plan with specific, chronological steps to implement the outputs.

<table>
<thead>
<tr>
<th>Time</th>
<th>Tasks</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>July-Aug 2022</td>
<td>• Draft and finalise procurement documents (Terms of Reference); identify and sign contractor</td>
<td>Signed contract</td>
</tr>
<tr>
<td>Sept-November</td>
<td>• Research and draft Background Research Report, including survey of APEC economies</td>
<td>Background Research Report</td>
</tr>
<tr>
<td>Sept-Oct</td>
<td>• Develop Workshop agenda</td>
<td>Agenda, confirmed speaker list, confirmed venue, draft GIC</td>
</tr>
<tr>
<td></td>
<td>• Identify and contact speakers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Confirm Workshop venue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Draft the General Information Circular (GIC), including nomination form</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>• Submission of Monitoring Report to Secretariat (by 1 October)</td>
<td>Monitoring Report submitted</td>
</tr>
<tr>
<td>November</td>
<td>• Disseminate GIC</td>
<td>Disseminated GIC</td>
</tr>
<tr>
<td>November-December</td>
<td>• Register participants, review speaker presentations, participant and speaker travel arrangements (with Secretariat)</td>
<td>Registered participants, confirmed travel arrangements</td>
</tr>
<tr>
<td></td>
<td>• Send Background Research Report to registered participants</td>
<td>Background Research Report disseminated</td>
</tr>
<tr>
<td>January 2023</td>
<td>• Hold 2-day Workshop</td>
<td>Delivery of Workshop</td>
</tr>
<tr>
<td>February 2023</td>
<td>• Disseminate participant feedback survey</td>
<td>Dissemination of survey, collation of results</td>
</tr>
</tbody>
</table>
Reminders

• Start the Workplan from the Expected Start Date (ESD)
• Must complete by default Project Completion Date (PCD)
• Same names for outputs throughout
• Always begin with the contracting process (8 wks), if applicable
• Detail all event planning tasks – identifying and confirming speakers, venue and logistics, registration, agenda development, GIC, post-event survey etc
• General Information Circular (GIC) sent out no later than 2 months before event date
• Project Report (publication) submitted 8 weeks before PCD, for the forum’s endorsement and review and approval by CPAU.
PROJECT EFFECTIVENESS

Workplan

Include mandatory reporting tasks

During Implementation

- Monitoring Reports are submitted annually on 1 Apr or 1 Oct

On Completion

- A Completion Report must be submitted within 2 months after the Project Completion Date (PCD)

- 6-12 months after project completion, participation in the Longer-Term Evaluation of APEC Projects (LTEAP) survey
PROJECT EFFICIENCY

Budget

Capacity Building
Include travel and hosting costs

Travel Eligible
Budget for all 11 Travel Eligible* Economies

Honorarium
Follow the Honorarium Payment Schedule

Research
Seek quote and check other project budgets

Expenses
Understand the allowable and non-allowable

Direct Labor
List contractor’s tasks and work hours

Cost Efficient = Good Project Value

Total amount approved in the Concept Note is the cap

*11 TEE: Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, Philippines, Peru, Russia, Thailand, Viet Nam
### BUILDING A BUDGET PLAN

#### Budget Items to Fund

<table>
<thead>
<tr>
<th>All Events</th>
<th>Physical Event</th>
<th>Virtual Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Honoraria for Experts</td>
<td>• Travel (speakers and TEE participants)</td>
<td>• Platform Rental/subscription</td>
</tr>
<tr>
<td>• Hosting (room rental inc a/v equipment)</td>
<td>• Contractor Travel (only as expert and not for administrative or logistical support)</td>
<td>• Internet Access Subsidies for TEE Participants</td>
</tr>
<tr>
<td>• Direct Labour (contractor fees)</td>
<td></td>
<td>• Video and Audio Equipment Rental</td>
</tr>
<tr>
<td>• Publications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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BUILDING A BUDGET PLAN
APEC Project Budget Example

1. Research
2. In-person Event (2 days)
3. Project Report (20-25 pages)

EVENT LOCATION
Bangkok, Thailand

AMOUNT SOUGHT FROM APEC
$119,960 (as physical event)
$34,200 (as virtual event)
## BUILDING A BUDGET PLAN

Physical Event (2 days, 7-8 hours per day)

### DIRECT LABOUR

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Labour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker’s honorarium (<em>government officials ineligible</em>)</td>
<td>(# of speakers) 6</td>
<td>$800</td>
<td>$4,800</td>
<td>$4,800</td>
<td></td>
</tr>
<tr>
<td>Short-term clerical fees</td>
<td>(# of hours) 125</td>
<td>$20</td>
<td>$2,500</td>
<td>$2,500</td>
<td>• Administrative tasks: agenda, registration, GIC, note taking, post-event survey etc</td>
</tr>
<tr>
<td>Contractor fees</td>
<td>(# of hours) 240</td>
<td>$80</td>
<td>$19,200</td>
<td>$19,200</td>
<td>• Research and analysis • Preparation of Project Report (20-25 pages) for publication</td>
</tr>
</tbody>
</table>

*All Figures in USD*
# BUILDING A BUDGET PLAN

## Physical Event

## TRAVEL

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (Speaker, Experts, Researchers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem (incl. accommodation and “75% additional payment”)</td>
<td>(# of persons and days) 6 X 3.75</td>
<td>$232</td>
<td>$5,220</td>
<td></td>
<td>2 days in Bangkok</td>
</tr>
<tr>
<td>Airfare (Speakers are entitled to business class if flying over 12 hours)</td>
<td>(# of persons and trips) 6</td>
<td>$4,000</td>
<td>$24,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel for Participants (from travel-eligible economies only. Active participants only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem (incl. accommodations and “75% additional payment”)</td>
<td>(# of persons and days) 22 X 3.75</td>
<td>$232</td>
<td>$19,140</td>
<td></td>
<td>2 days in Bangkok</td>
</tr>
<tr>
<td>Airfare (restricted economy class)</td>
<td>(# of persons and trips) 6</td>
<td>$2,500</td>
<td>$15,000</td>
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<td>Latin America/PNG</td>
</tr>
<tr>
<td>Airfare (restricted economy class)</td>
<td>(# of persons and trips) 16</td>
<td>$1,000</td>
<td>$16,000</td>
<td></td>
<td>All others</td>
</tr>
</tbody>
</table>

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All Figures in USD

# of Units | Unit Rate | APEC Funding | Self-Funding | Notes |
<table>
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<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (Speaker, Experts, Researchers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem (incl. accommodation and “75% additional payment”)</td>
<td>(# of persons and days) 6 X 3.75</td>
<td>$232</td>
<td>$5,220</td>
<td></td>
</tr>
<tr>
<td>Airfare (Speakers are entitled to business class if flying over 12 hours)</td>
<td>(# of persons and trips) 6</td>
<td>$4,000</td>
<td>$24,000</td>
<td></td>
</tr>
<tr>
<td>Travel for Participants (from travel-eligible economies only. Active participants only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem (incl. accommodations and “75% additional payment”)</td>
<td>(# of persons and days) 22 X 3.75</td>
<td>$232</td>
<td>$19,140</td>
<td></td>
</tr>
<tr>
<td>Airfare (restricted economy class)</td>
<td>(# of persons and trips) 6</td>
<td>$2,500</td>
<td>$15,000</td>
<td></td>
</tr>
<tr>
<td>Airfare (restricted economy class)</td>
<td>(# of persons and trips) 16</td>
<td>$1,000</td>
<td>$16,000</td>
<td></td>
</tr>
</tbody>
</table>
# BUILDING A BUDGET PLAN

## Physical Event

<table>
<thead>
<tr>
<th>OTHER ITEMS</th>
</tr>
</thead>
</table>

**All Figures in USD**

<table>
<thead>
<tr>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other items</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication/distribution of report</td>
<td>(# of copies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialized equipment or materials <em>(please describe)</em></td>
<td>(type, #, and # of days)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopying</td>
<td>(# of copies)</td>
<td>$100</td>
<td></td>
<td>Handouts for activities at event (research findings)</td>
</tr>
<tr>
<td>Communications (telephone, fax, mail, courier)</td>
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<td></td>
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</tr>
<tr>
<td>Hosting <em>(provide breakdown, e.g., room rental, stationery)</em></td>
<td>(units as appropriate)</td>
<td>$7,000</td>
<td>$14,000</td>
<td>2 days</td>
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</table>

**Total:** $119,960

*All Figures in USD*
## DIRECT LABOUR

**All Figures in USD**

<table>
<thead>
<tr>
<th>Description</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker’s honorarium <em>(government officials ineligible)</em></td>
<td>(# of speakers) 6</td>
<td>$500</td>
<td>$3,000</td>
<td></td>
<td>• Administrative tasks: agenda, registration, GIC, note taking</td>
</tr>
<tr>
<td>Short-term clerical fees</td>
<td>(# of hours) 125</td>
<td>$20</td>
<td>$2,500</td>
<td></td>
<td>• Research and analysis</td>
</tr>
<tr>
<td><em>(please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Preparation of Project Report (20-25 pages) for publication</td>
</tr>
<tr>
<td>Contractor fees</td>
<td>(# of hours) 240</td>
<td>$80</td>
<td>$19,200</td>
<td></td>
<td>• Technical services and support (may include equipment, platform)</td>
</tr>
<tr>
<td><em>(contractors Secretary’s fees to be included in cost and packaged together)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Contractor fees</td>
<td>(# of hours) 125</td>
<td>$40</td>
<td>$8,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(contractors Secretary’s fees to be included in cost and packaged together)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## BUILDING A BUDGET PLAN

**Virtual Event**

### OTHER ITEMS

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication/distribution of report</td>
<td>(# of copies)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Specialized equipment or materials *(please describe)* | (type, #, and # of days) |         | $4,000       |              | 1. Audio/Visual equipment  
2. Internet access subsidies (for TEE participants) |
| Photocopying       | (# of copies) |          |              |              |       |
| Communications (telephone, fax, mail, courier) |     |          |              |              |       |
| Hosting *(provide breakdown, e.g., room rental, stationery)* | (units as appropriate) | |              |              |       |

**Total:** $34,200
FORMS & RESOURCES

Our ‘rulebook’ to applying and implementing APEC projects

THE GUIDEBOOK

Download template, CN & PP development materials

APAS

Online CN submission & scoring; PP drafting and assessment

PO TOOLKIT

Research all past and current APEC projects, including budgets

PROJECT DATABASE

Contact your PD or PE; (for APAS) email: apas@apec.org

CONTACT US
Question & Answer
Close