Project Update

Purpose: Information
Submitted by: APEC Secretariat
Project Update

Project Management Unit
APEC Secretariat

August 2018
SOM 3 & Related Meetings
**PROJECT SESSION 1, 2018**  
Overall Outcomes

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Concept Notes submitted</td>
<td>95*</td>
</tr>
<tr>
<td>Number of projects approved</td>
<td>53</td>
</tr>
<tr>
<td>Approval rate</td>
<td>58%</td>
</tr>
<tr>
<td>Average approval rate (5 years)</td>
<td>42%</td>
</tr>
</tbody>
</table>

*includes 4 ineligible.

Note: there was no Concept Note submitted by EPWG for Project Session 1 - 2018
## PROJECT SESSION 2, 2018

### Overall Outcomes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Number of Concept Notes submitted</td>
<td>115</td>
</tr>
<tr>
<td>Number of Projects approved</td>
<td>Tba</td>
</tr>
<tr>
<td>Approval Rate</td>
<td>Tba</td>
</tr>
<tr>
<td>Average Approval Rate (5 years)</td>
<td>Tba</td>
</tr>
</tbody>
</table>

Tba – at 25 July. Project Proposals for Project Session 2 will be due on Wednesday 29 August.
<table>
<thead>
<tr>
<th>Concept Note Title</th>
<th>Submitted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Public-Private Collaboration for the Development of Strategies for Adaptation to Climate Change and Reducing the Risk of Disasters in Port Facilities,”</td>
<td>Chile</td>
</tr>
</tbody>
</table>
PROJECT UPDATES
Key Information

• Both Project Sessions 1 and 2 were conducted under the new project selection process. Thank you for your co-operation during the transition from the 2017 model to the new model.

• The Guidebook on APEC Projects is updated every year, usually around October. Please monitor the APEC website for the revised edition. You will find guidance in relation to changed project processes on the APEC website.

• Ensure you are using the latest version of all templates as published on the APEC website, especially the Concept Note (which may be reviewed as part of the Guidebook, see above).

• Monitor the eligibility criteria and fund priorities specific to the fund that you are interested in. The GPA fund priorities are reviewed annually in December.

• When developing your Concept Note, refer to the APEC Scoring Template to understand how your concept will be scored.
The scope of each project is approved by BMC. Please ensure that requests to amend the design or budget of a project (including extension requests) are submitted to the Secretariat using the APEC Project Design Amendment & Extension form and the APEC Project Budget Amendment form.

Monitoring Reports (MRs) are due on 1 February and 1 August EXCEPT for projects approved in 2018 and onwards. 2018 projects are due once-yearly on the date advised to POs in the Letter of Acceptance (either 1 April or 1 October).

Completion Reports (CRs) are due within 2 months of the end of a project. Penalties apply for late submission of MRs and CRs:

Project Session 1 (2019) dates and funding availability will be advised after December this year. Monitor the APEC website or contact your Program Director.
After the *Internal Submission Deadline*: Fora endorse Concept Notes (CNs). Some fora do this earlier.

After the *Final Submission Deadline*: Endorsed CNs are sent to the APEC forum responsible for the APEC funding source, to assess against the specific eligibility requirements of the funding source, and then score eligible CNs. Each economy in the forum uses the APEC Scoring Template.

All the Scoring Templates are returned to the Secretariat by the deadline provided. The Secretariat averages the scores provided by each economy for each eligible CN. Ineligible concepts can re-apply next round.

The Secretariat recommends to BMC which CNs can be funded, based on order of scores (highest to lowest) and with consideration to the total amount that is available in the fund.

CNs that are approved ‘in-principle’ by BMC are developed into Project Proposals.
KEY ADVICE FOR PROJECT IMPLEMENTATION

How to have a successful workshop:

• Give at least sufficient notice to members of workshops, nomination requests.
• Do your research and use your networks to find the right participants and speakers (don’t rely on members to find them for you).
• Involve relevant International Experts and organizations as speakers, ensuring you follow the Guidelines on Managing Cooperation With Non-members.
• Invite a representative(s) of other APEC working groups if relevant.
• Work closely with your Secretariat Program Executive on travelers approvals and acquittals.
Be familiar with and follow APEC procurement rules:

- *Guidebook* Chapter 12 on Contracting
- Procurement takes time! Refer to your Letter of Acceptance for suggested timelines.
- Different requirements for contracts below USD 5,000; 20,000; 50,000; 50,001 and above.
- When evaluating bids, ensure that the specific Evaluation Criteria identified in the Request For Proposal (RFP) documentation are used to evaluate the bids.
- For over USD 50,001 get your proposal assessment panel together early. Only members of your forum officials (or their nominated delegates) can be assessors.
- Use the RFP timeline and correct templates [http://www.apec.org/Projects/Forms-and-Resources.aspx](http://www.apec.org/Projects/Forms-and-Resources.aspx)
SELF-FUNDED APEC PROJECTS

• Can be put forward at any time
• Must be approved by the group
• Must comply with APEC guidelines and practices (hosting, publications, logo use, non-member participation)
• Project Overseer must submit Self-Funded Project Proposal Coversheet (Guidebook on APEC Projects, Appendix C) to the Secretariat before commencement of the project
• Project Overseer is strongly encouraged to submit Completion Report (Guidebook on APEC Projects, Appendix G)
PROJECT RESOURCES
https://www.apec.org/Projects/Forms-and-Resources

Project Guidebook
- Guidebook on APEC Projects (12th Edition)
- Edition 12: Edit Summary

Forms for Applicants
- Concept Note Template
- Project Proposal Template
- APEC Self-Funded Project Proposal Coversheet

Resources for Applicants
- APEC SCE Guidelines for Cross-Fora Collaboration
- Project Session 1, 2018: An Overview of Changes
- 2015 SCE Capacity Building Policy
- APEC Scoring Template
- Project Quality Training Materials
- Concept Note Development Materials
- Project Proposal Development Materials
- Quality Criteria for Assessing APEC Projects
- Guide on Gender Criteria
- Applying for APEC Funds Overview
- APEC Guidelines on Conducting Capacity Building
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