



**Asia-Pacific  
Economic Cooperation**

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**2016/SOM3/EPWG/022**

Agenda Item: 13.1

## **Project Management Update**

Purpose: Information  
Submitted by: APEC Secretariat



**10<sup>th</sup> Emergency Preparedness Working Group  
Meeting  
Lima, Peru  
15-16 August 2016**



Asia-Pacific  
Economic Cooperation

Advancing  
Free Trade for Asia-Pacific  
Prosperity


# Project Update

## SOM 3 & Related Meetings, August 2016

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## Project Session 1: Outcomes



Asia-Pacific  
Economic Cooperation

Number of Projects Requesting Funding	123
Number of Projects Approved	52
Overall Approval Rate (Session 1, 2016)	42%
(Overall Approval Rate - 5 Year Average)	~ 50%

## Project Session 2: Update



- Project Session 2 commenced on 22 June
- 103 concept notes were submitted
- Project Overseers can expect to be notified about their concept notes by mid September (at the latest)
- Project proposals for approved projects must be submitted to the Secretariat for quality assessment no later than 26 October

**All dates with detailed explanations are available on the APEC website:**

<http://www.apec.org/Projects/Applying-for-Funds.aspx>

## Establishment of New Sub-funds



### **New Sub-Funds**

- A new sub-fund was established by Canada starting in Session 2, 2016
  - Micro, Small and Medium Enterprises
- Three new sub-funds were established by China starting in Session 1, 2016
  - FTAAP and Global Value Chains
  - Innovative Development, Economic Reform and Growth
  - Connectivity

### **Sub-Fund Eligibility Criteria**

- Specific eligibility criteria and application processes for all sub-funds are available on the APEC Website:

<http://www.apec.org/Projects/Funding-Sources.aspx>

## Capacity Building in Projects



### Capacity Building in Projects

- In 2015, SCE approved a Capacity Building Policy for APEC
  - The policy aims to strengthen the focus of APEC projects on capacity building outcomes
- Budget and Management Committee, in consultation with other Committees, is examining how to strengthen project focus on capacity building.
- By 2017, you can expect:
  - Updates to the APEC Project Guidebook and project templates
  - Possible changes to the project selection and approval process

## Project Approval Process: Summary



Forum endorses and scores Concept Notes (/20) using Scoring Template



Members assess eligibility of Concept Notes for ASF sub-funds (if applicable)



Committees score Concept Notes (/40) using Scoring Template



Concept Notes matched to available funding, starting with the highest scores;  
BMC approved Concept Notes developed into Project Proposals



Project Proposals assessed for quality by Forum and APEC Secretariat



Proposals recommended to BMC

## Monitoring and Completion Reports



### Monitoring Reports (MRs):

- Monitoring reports are due every 6 months on 1 February and 1 August

### Completion Reports (CRs):

- Completion reports are due within 2 months of the project's completion

### Failure to submit MRs or CRs:

- POs with outstanding MRs are ineligible to submit new Concept Notes or have any proposal approved until all overdue reports are submitted
- Any APEC forum whose project has not submitted a CR is ineligible to submit new Concept Notes or have any full proposal approved until all overdue reports are submitted

### Report templates can be found on the APEC Website:

<http://www.apec.org/Projects/Forms-and-Resources.aspx>

## Key Advice for Concept Notes




### • Follow all guidelines:

- Meet the submission deadline
- 3-pages maximum
- Write clearly and succinctly for an audience of non-experts
- Address the eligibility criteria for the fund/ sub-fund you apply for
- Show how the project will build capacity
- At least 2 co-sponsoring economies (some groups expect more)
- Link project to annual APEC Funding Criteria
- Ensure project end date is by December of the following year
- Use most current form, found on APEC website, project link

### • Ensure that your economy scores Concept Notes, including its own

## Project Forms & Resources

<http://www.apec.org/Projects/Forms-and-Resources.aspx>



**Project Guidebook**

- [Guidebook on APEC Projects \(11th Edition\)](#) - Feb 2016


**Forms for Applicants**

- [Concept Note Template](#) - BMC1 2015
- [Project Proposal Template](#) - BMC1 2015
- [APEC Self-Funded Project Proposal Coversheet](#) - BMC2 2012
- [QAF - Quality Assessment Framework](#) - BMC1 2015

**Resources for Applicants**

- [Funding Criteria for all APEC Funded Projects in 2016](#)
- [Project Quality Training Materials](#) - BMC2 2015
- [Concept Note Development Materials](#) - 14 Aug 2015
- [Project Proposal Development Materials](#) - 14 Aug 2015
- [Quality Criteria for Assessing APEC Projects](#) - BMC1 2015
- [Guide on Gender Criteria](#)
- [Applying for APEC Funds Overview](#) - BMC1 2015
- [APEC Guidelines on Conducting Capacity Building](#) - BMC1 2015

## Further Assistance



**Further assistance on projects can be found:**

- Through the APEC Secretariat, via your Program Director or the PMU:
  - Program Directors: <http://www.apec.org/contactus/APECSecretariat.aspx>
  - PMU Program Director, Andrew R Lloyd: [arl14@apec.org](mailto:arl14@apec.org)
- In the *APEC Project Guidebook* and *Proposal Development Materials*:
  - <http://www.apec.org/Projects/Forms-and-Resources.aspx>
- On the *AIMP Project Database* site:
  - [http://member.aimp.apec.org/pdb\\_sites/default.aspx](http://member.aimp.apec.org/pdb_sites/default.aspx)
- Through your BMC or fora delegate