



**Asia-Pacific
Economic Cooperation**

2010/SOM1/CPLG/007
Agenda Item: 5(1)

Project Management Information Session

Purpose: Information
Submitted by: APEC Secretariat



Competition Policy and Law Group Meeting
Hiroshima, Japan
28 February-1 March 2010

Project Management

Information session, Feb – March 2010

Presented by
APEC Project Management Unit



Advancing Free Trade for Asia-Pacific Prosperity

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Why does APEC fund projects?



- Advance free-trade for Asia-Pacific prosperity
- To progress beyond agreement on general principles to practical application
- To enhance the capacity to identify common interests
- To build productive capacity amongst members
- To support the development of pro-trade policies and regulations

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What funds are available?



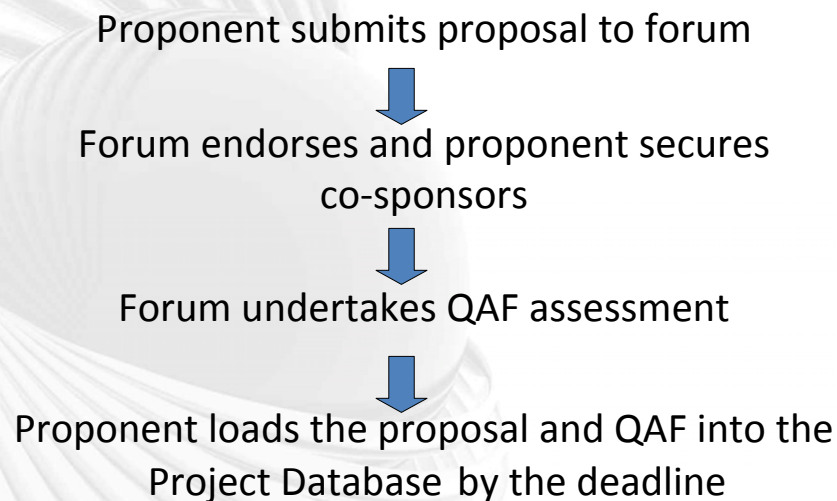
Traditionally four sources of APEC project funding:

- **Operational Account (OA)**
to support Economic and Technical Cooperation (ECOTECH)
- **Trade & Investment Liberalisation & Facilitation Special Account (TILF)**
Achieving part 1 of the Osaka Action Agenda
- **APEC Support Fund & Sub-Funds (ASF)**
Meeting the capacity building needs of developing economies
- **Self-funding**
Economies source full project funding themselves

New sources... PSU: *Policy and research capability*

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Project approval process Pre-submission



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Project approval process Assessment



Ranking by forum and Committee



Secretariat undertakes initial quality assessment
and provides feedback



Proponents revise and reload proposals to the PDB



Secretariat assesses for quality (final)

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Project approval process Recommendation & Decision



Secretariat develops funding recommendation
based on quality (*assessed by the Secretariat*) and
priority (*assessed by Committees*)



BMC considers recommendation



Secretariat informs proponents & fora of results

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APEC Project Quality Criteria



- Relevance
- Effectiveness
- Efficiency
- Impact
- Sustainability

Projects must meet a satisfactory standard in each criterion to be recommended for funding

Drafting a proposal



Some key things to remember while drafting:

- Be **realistic** about what you can achieve
- Be **specific** about who will benefit and how stakeholders will be involved
- Show that you've done your **homework**
- Be **accurate** in developing your budget
- Remember the **audience**: not all proposal readers will be an expert

Quality Assessment Framework (QAF)



- The QAF is a tool to assist groups improve project quality
- Groups are encouraged to establish a small group to undertake the QAF for all projects in each round.
- QAFs must be completed by at least 2 economies.
- The proposing economy cannot be one of the 2 QAF assessors for its own proposal, but co-sponsors may undertake the QAF

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Implementation overview



Responsibilities of a Project Overseer (PO):

- Monitor and report on progress
- Apply APEC project guidelines, e.g. financial contracting, publications
- Briefing contractors, participants, speakers and experts of their roles and responsibilities

A PO *must not*:

- Misuse or misappropriate APEC funds
- Put themselves in a conflict of interest position

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Project Reform



BMC is working through a series of reforms to improve project effectiveness and efficiency:

- Multi-year projects
 - Use of Concept Notes to select projects
 - Changes in fund disbursement procedures
 - Revised forms and guidance through a new edition of the Guidebook on APEC Projects
- Implementation of reforms is ongoing.

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Where can I get more help?



Further assistance on projects can be found:

- Through the APEC Secretariat: your Program Director or the PMU

http://www.apec.org/apec/about_apec/apec_secretariat/sec_contacts1.html

- In the Guidebook on APEC Projects

http://www.apec.org/apec/about_apec/policies_and_procedures.html

- On the AIMP Project Database site:

http://member.aimp.apec.org/pdb_sites/default.aspx

- Through your BMC delegate

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