



**Asia-Pacific  
Economic Cooperation**

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**2010/SOM1/CPLG/031**  
Agenda Item: 5(1)

## **Project Management**

Purpose: Information  
Submitted by: APEC Secretariat



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

# Project Management

*Presented by*  
APEC Secretariat Project Management Unit  
SOM 1, 2010



Advancing Free Trade for Asia-Pacific Prosperity

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## Approval Session 1, 2010



45 proposals received for S1

Fund	No. of projects	Funds req. (USD)	Funds ava. (USD)
OA	7	718, 173	589, 463
TILF	18	1, 412, 246	1, 057, 485
ASF (G)	16	1, 593, 441	674, 989
ASF (AI)	1	66, 760	703, 975
ASF (HS)	3	387, 798	367, 436

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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

## 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.

## Session 2 Trial: De-link priority from quality



- BMC 1 agreed to trial a new approach to proposal selection for Session 2
  - Procedures agreed by BMC 2, April 2010
- Objective: **de-link priority & quality** so projects are selected on the basis of importance, not how well they are designed
  - Members assess priority
  - Secretariat helps proponents develop proposals to reach quality standard

## Session 2 Trial: What does it mean for you?



Hopefully: less wasted effort and a faster decision

### Prioritisation Stage (*all proposals*)

- Submit a Concept Note instead of full proposal
- Concept Note prioritised by your fora & Committee using agreed Funding Criteria
- Highest priority Concept Notes that fit within the funding gap to develop full proposal

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## Session 2 Trial: What does it mean for you?



### Quality Stage (*selected proposals only*)

- Secretariat can help to develop full proposal
- Fora undertakes QAF & endorses full proposal
- When satisfactory quality is reached, the Secretariat recommends to BMC the project commences
- Proponents have until the next funding round to reach satisfactory quality

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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](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](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](http://member.aimp.apec.org/pdb_sites/default.aspx)

- Through your BMC delegate