



**Asia-Pacific
Economic Cooperation**

2014/SOM1/CPLG/005
Agenda Item: 4 (2)

Project Management Update

Purpose: Information
Submitted by: APEC Secretariat



**Competition Policy and Law Group Meeting
Ningbo, China
21-22 February 2014**



Asia-Pacific
Economic Cooperation

Advancing
Free Trade for Asia-Pacific
Prosperity

Project Management Update


SOM1 & related meetings, February 2014

Prepared by
APEC Project Management Unit



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**PROJECTS OVERVIEW:
2013 – Projects funded**



Asia-Pacific
Economic Cooperation

Number of Projects Requesting Funding	219
Value of Projects Requesting Funding	\$29,139,167
Number of Projects Approved	109
Value of Projects Approved	\$13,229,978
% of Concept Notes Approved	50%
Average Project Cost	\$121,376

** All figures are USD*

APPROVAL PROCESS 2014 – Dates and deadlines



Two funding sessions in 2014:

- ➔ **Session 1:** CNs due Feb 28 (for May-Jun approval)
- ➔ **Session 2:** CNs due July 21 (for Oct-Dec approval)
- ➔ **2013 Sessions:** 3 Sessions, concluding in May, June, Dec

Notes:

- After CN deadline, the PO has approximately 2 weeks to ensure CN is compliant, endorsed, and prioritized by the forum
- Deadlines expire midnight, Singapore time
- All dates and details subject to change (check website: <http://www.apec.org/Projects/Applying-for-Funds.aspx>)

PROJECTS OVERVIEW: Session 1, 2014: Funds Available

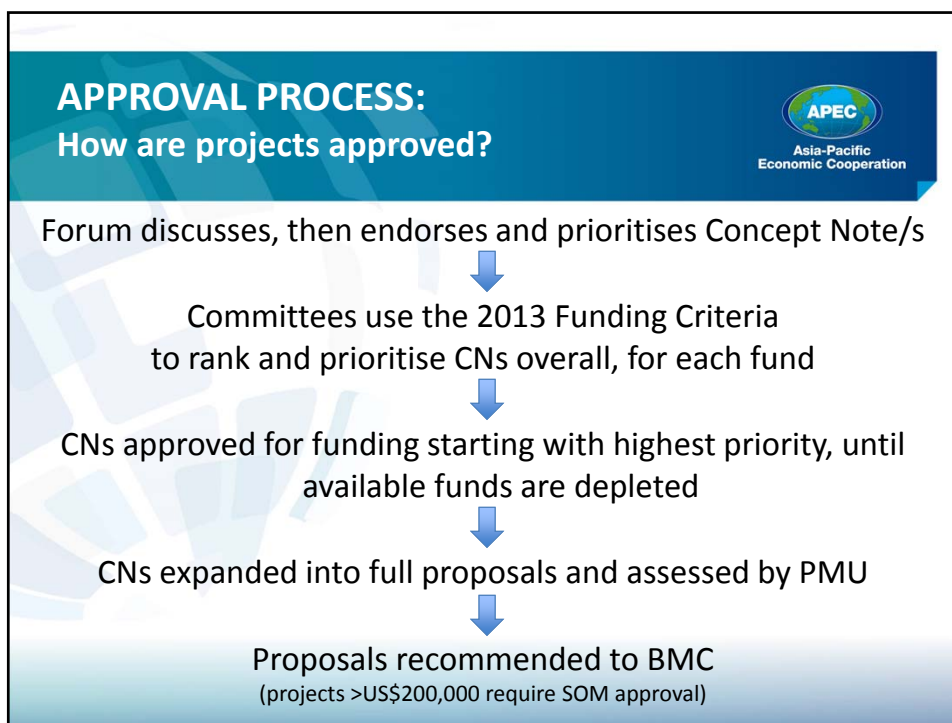


Operational Account (OA)	\$905,500
Trade & Investment Liberalisation and Facilitation Account (TILF)	\$451,000
APEC Support Fund (ASF) General Fund	\$365,500
ASF Sub-funds	
(i) Human Security	\$212,500
(ii) Health & Emerg Preparedness	\$256,000
(iii) TFAPII	\$72,000
(iv) Science and Technology	\$253,500
(v) Energy Efficiency	\$704,000
(vi) ANSSR	\$619,500
(vii) Supply Chain Connectivity	\$575,000
Total OA+TILF+ASF	\$4,414,500


To Note:

- Figures are estimates as of Dec. 2013 and are subject to approval at BMC1
- Figures and availability for the new ASF Supply Chain Connectivity sub-fund are to be confirmed
- A portion of TILF and ASF-EE funds have been allocated to future years, as per BMC's financial realignment exercise
- Session 2 will likely have similar amounts, plus unspent monies from Session 1

* All figures are USD



CONCEPT NOTES
Key advice



Follow all guidelines:

- Meet submission deadlines
- 3-page maximum
- At least 2 co-sponsoring economies (6 for HRD)
- Link project to 2014 APEC Funding Criteria
- Ensure project end date is by Dec of following year
- Use most current form, found on website
- Follow all guidelines in Guidebook

Make sure your economy participates in the ranking and prioritisation of Concept Notes.

PROJECT IMPLEMENTATION

Key guidelines



- Projects completed within two financial years
- Projects must be implemented in line with the *Guidebook on APEC Projects*
- Monitoring reports (mandatory) submitted at 6 month intervals within a calendar year:
 - 1 February
 - 1 August
 - next due August 1, 2014 (just received February reports)
- Completion report (mandatory) submitted within 2 months of project completion

PROJECT RESOURCES

Project quality workshops



The Secretariat is providing info sessions on applying for APEC funds and improving project quality:

- Sessions are one hour, with a second optional hour
- No prior sign-up is required
- Participants need only attend one session
- Ask your Program Director for a flyer

Timing:

- **Thu, Feb 20:** 9:00-10:00 or 13:00-14:00
- **Fri, Feb 21:** 13:00-14:00 or 13:00-14:00
- **Sat, Feb 22:** 9:00-10:00

Location:

- Jiangbei Room, Level 3, **Shangri-La Hotel**

PROJECT RESOURCES
Forms & resources on website

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Project Guidebook

- Guidebook on APEC Projects (8th Edition)

Forms for Applicants

- Concept Note Template (approved, BMC2 2012)
- Project Proposal Template (approved, BMC2 2012)
- APEC Self-Funded Project Proposal Coversheet (approved, BMC2 2012)
- QAF – Quality Assessment Framework (2012)

Resources for Applicants

- Project Quality Training Materials - Presentation, resources, examples 2013
- Developing APEC Concept Notes
- Proposal Development Materials, Designing APEC Projects
- Funding Criteria for all APEC-Funded Projects in 2014
- Quality Criteria for Assessing APEC Projects
- Guide on Gender Criteria
- Applying for APEC Funds Overview

Forms and Resources for Projects in Implementation

- Monitoring Report Template (approved, BMC2 2012)
- Multi-year Project August Monitoring Report Template
- Completion Report Template (approved, BMC2 2012)
- Sample Participant Evaluation Form
- Sample Tracer Evaluation Form
- Per Diem and Attendance Certification (Word Format)
- Per Diem and Attendance Certification (Excel Format)

Contracting Forms & Resources

Projects

- Overview
- Applying for Funds
- Implement Projects
- Funding Sources
- Forms and Resources
- Projects Database
- Contracting, Tenders and RFPs

Find Out More

- Requests for Proposals/Tenders
- Budget and Management Committee
- APEC Projects Database

PROJECT RESOURCES
Further assistance

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Further assistance on projects can be found:

- Through the APEC Secretariat: your Program Director or the PMU: <http://www.apec.org/ContactUs.aspx?t=Secretariat>
PMU Program Director, Nadira Mailewa: npm@apec.org
Project Development Specialist, Adam Hunt: ah@apec.org
- In the *Guidebook on APEC Projects 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
- Through your BMC or fora delegate