

2015/SOM1/EC/021

Agenda Item: 13

Project Management Update

Purpose: Information Submitted by: APEC Secretariat



First Economic Committee Meeting Clark, Philippines 4-5 February 2015



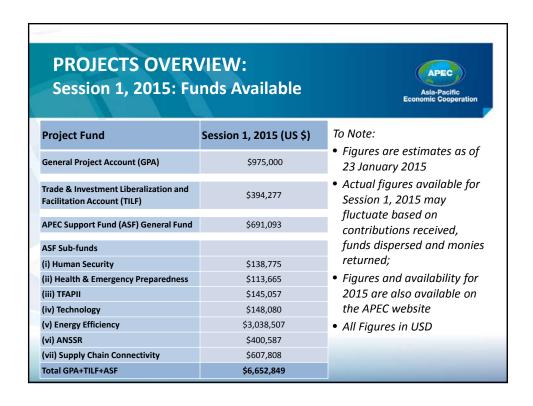
IMPORTANT RECENT DECISIONS:



Since BMC 2, 2014 the following key decisions have been made:

- The name of the Operational Account (OA) has changed to the General Project Account (GPA)
- Funding caps have been set for the APEC Support Fund (ASF) General Fund and Trade and Investment Liberalisation Fund (TILF), with effect from 1 January 2015
 - ASF General Fund = ASF General Fund projects have a cap of US\$150,000 (not inclusive of any self-funding/co-funding portion of the project)
 - TILF = TILF projects have a cap of US\$100,000 (not inclusive of any self-funding/co-funding portion of the project)
- New procedures have been set for the ASF Supply Chain Connectivity (SCC) sub-fund at: http://www.apec.org/Projects/Funding-Sources.aspx
- Multi-year projects are still in the pilot phase, and are not accepting new submissions

PROJECTS OVERVIEW: 2014 – Total Projects Funded Number of Projects Requesting Funding Value of Projects Requesting Funding Value of Projects Approved Value of Projects Approved Value of Projects Approved Value of Projects Approved Sp,025,294 % of Concept Notes Approved Average Project Cost * All figures are USD



APPROVAL PROCESS: 2014 – Dates and Deadlines



Session 1: Concept Notes due February 27.

Notes:

- Deadlines expire midnight, Singapore time
- All dates and details subject to change (check website: http://www.apec.org/Projects/Applying-for-Funds.aspx)

For approved Concept Notes, Session 1 Proposals are due:

- May 8 for May 29 approval; or
- May 22 for June 12 approval; or
- <u>June 8</u> for July 3 approval

Session 2: Concept Notes due July 1.

APPROVAL PROCESS How are projects approved?



Forum discusses, then endorses and prioritises Concept Note/s



Committees use the 2015 Funding Criteria to rank and prioritise CNs overall, for each fund



CNs approved for funding starting with highest priority, until available funds are depleted



CNs expanded into full proposals and assessed by PMU

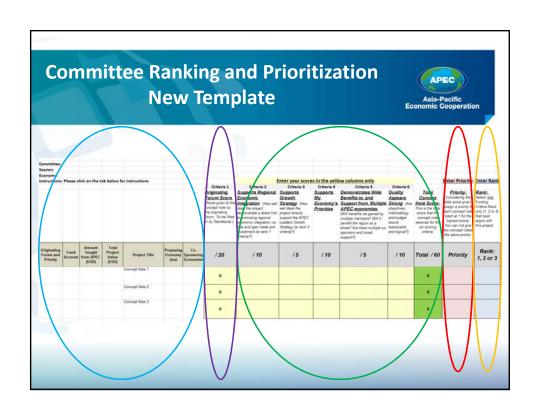


Proposals recommended to BMC (projects >US\$200,000 require SOM approval)

Pilot for Project Prioritisation



- Initiated in response to requests from members to Secretariat to examine ways to improve project selection
- First discussed during BMC 1, 2014
- Some economies undertook a limited pilot for Committee level ranking and prioritization during Project Session 1, 2014, and provided feedback
- Further refined by the Secretariat taking feedback into account
- At BMC 2, 2014 members agreed to expand the pilot to all economies at Working Group/ Sub Fora and Committee level at Project Session 1, 2015.



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 2015 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 RESOURCES Further assistance



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, Andrew R Lloyd: ar114@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