



**Asia-Pacific
Economic Cooperation**

2015/SOM1/EC/021

Agenda Item: 13

Project Management Update

Purpose: Information

Submitted by: APEC Secretariat



APEC
PHILIPPINES
2 0 1 5

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



Asia-Pacific
Economic Cooperation

Advancing
Free Trade for Asia-Pacific
Prosperity

Project Management Update


SOM1 & Related Meetings, Jan/Feb 2015

Prepared by
APEC Project Management Unit



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IMPORTANT RECENT DECISIONS:



Asia-Pacific
Economic Cooperation

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	224
Value of Projects Requesting Funding	\$26,659,596
Number of Projects Approved	69
Value of Projects Approved	\$9,025,294
% of Concept Notes Approved	30%
Average Project Cost	\$130,801

* All figures are USD

PROJECTS OVERVIEW: Session 1, 2015: Funds Available



Project Fund	Session 1, 2015 (US \$)
General Project Account (GPA)	\$975,000
Trade & Investment Liberalization and Facilitation Account (TILF)	\$394,277
APEC Support Fund (ASF) General Fund	\$691,093
ASF Sub-funds	
(i) Human Security	\$138,775
(ii) Health & Emergency Preparedness	\$113,665
(iii) TFAPII	\$145,057
(iv) Technology	\$148,080
(v) Energy Efficiency	\$3,038,507
(vi) ANSSR	\$400,587
(vii) Supply Chain Connectivity	\$607,808
Total GPA+TILF+ASF	\$6,652,849

To Note:

- Figures are estimates as of 23 January 2015
- Actual figures available for Session 1, 2015 may fluctuate based on contributions received, funds dispersed and monies returned;
- Figures and availability for 2015 are also available on the APEC website
- All Figures in 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
- June 8 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.

Committee Ranking and Prioritization New Template



Committee Session: Economy Instructions: Please click on the tab below for instructions

Originating Forum and Priority	Fund Account	Amount Sought from APEC (USD)	Total Project Value (USD)	Project Title	Proposing Economy (ies)	Co-Sponsoring Economies	Criteria 1 Originating Forum Score Score given to the concept note by the originating forum. To be filled in by Secretariat	Criteria 2 Supports Regional Economic Integration How well does the project establish a direct link promoting regional economic integration via trade and open trade and investment (ie rank 1-3 only)?	Criteria 3 Supports Growth Strategy How well does the project directly support the APEC Leaders' Growth Strategy (ie rank 1-3 only)?	Criteria 4 Supports My Economy's Priorities How well does the project directly support the APEC Leaders' Growth Strategy (ie rank 1-3 only)?	Criteria 5 Demonstrates Wide Benefits to and Support from Multiple APEC economies. Will benefits be shared by multiple members? Will it benefit the region as a whole? Are there multiple co-sponsors and broad support?	Criteria 6 Quality Aspects Are objectives, methodology and budget sound, reasonable and logical?	Total Concept Note Score This is the sum of scores for all six concept note scoring criteria	Priority Considering the total score given, assign a priority to each concept note only (1, 2 or 3). Start at 1 for the highest score. You can not give two concept notes the same priority.	Rank Ranking Criteria Rank only (1, 2 or 3) that best aligns with this project (ie same priority)
				Concept Note 1			/ 20	/ 10	/ 5	/ 10	/ 5	/ 10	Total / 60	Priority	Rank: 1, 2 or 3
				Concept Note 2			0						0		
				Concept Note 3			0						0		

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

Forms & resources on website



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Project Forms and Resources

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Project Guidebook

- Guidebook on APEC Projects (9th Edition)

Forms for Applicants

- Concept Note Template (approved, BMC1 2014)
- Project Proposal Template (approved, BMC1 2014)
- 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 2015
- 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, BMC1 2014)
- Multi-year Project August Monitoring Report Template
- Completion Report Template (approved, BMC1 2014)
- APEC Project Evaluation Survey Form (approved, BMC1 2014)
- Sample Tracker Evaluation Form
- Per Diem and Attendance Certification (Word Format)
- Per Diem and Attendance Certification (Excel Format)

Contracting Forms & Resources

- APEC Contracting Forms & Resources List
- Request For Proposal (RFP) Template - Standard Projects (for Contracts over USD20,000)
- Request For Proposal (RFP) Template - Multi-Year Projects (for Contracts over USD20,000)
- RFP Timeline
- RFP Example
- Revision/Addenda to RFP
- Proposal/Procurement Checklist

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



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: arl14@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