Project Management Update

Purpose: Information
Submitted by: APEC Secretariat

**Competition Policy and Law Group Meeting
Lima, Peru
27-28 February 2016**

Project Management Update

SOM1 & Related Meetings, Feb & Mar 2016

Prepared by
APEC Project Management Unit

PROJECT OVERVIEW:
Projects funded in S2 2015

Number of Projects Requesting Funding	102
Value of Projects Requesting Funding	$12,379,884
Number of Projects Approved	37

- *All figures are USD*

PROJECT OVERVIEW:
Fund Availability – S1 2016

Project Fund	Session 1, 2016 (US $)
General Project Account (GPA)	$975,000
Trade & Investment Liberalization and Facilitation Account (TILF)	$440,000
APEC Support Fund (ASF) General Fund	$1,085,000
ASF Sub-funds	
(i) Human Security	$298,000
(ii) Health & Emergency Preparedness	$128,000
(iii) Energy Efficiency	$2,052,000
(iv) Supply Chain Connectivity	$769,000
(v) Mining	$449,000
(vi) Free Trade of Asia/Pacific & Global Value Chains	$588,000
(vii) Innovative Devlpmnt, Econ Reform & Growth	$392,000
(viii) Connectivity	$294,000
Total GPA+TILF+ASF	$7,470,000

To Note:

- *Figures are **estimates** as of 25 January 2016*
- *Updated estimates are based on contributions received, funds dispersed and monies returned;*
- *Figures and availability for 2016 will also be available on the APEC website*
- *All Figures are in USD*

IMPORTANT RECENT INFORMATION:

Important information since BMC 2, 2015 includes:

Additional sub-funds:
- Three new sub-funds have been established by China. These focus on:
  - FTAAP and GVCs
  - Innovative Development, Economic Reform and Growth (IERG)
  - Connectivity

Criteria for Accessing Sub-Funds
- Specific eligibility criteria and application processes for all sub-funds are available on the APEC Website:
  http://www.apec.org/Projects/Funding-Sources.aspx

APPROVAL PROCESS:
2016– Dates and Deadlines

Session 1: Concept Notes are due March 7.

For approved Concept Notes, Session 1, Proposals will be due:

- May 12 for May 25 approval; or
- May 23 for June 10 approval; or
- June 3 for June 30 approval
    (Deadlines expired midnight, Singapore time. All dates and details subject to change)

Dates are available on the APEC website: http://www.apec.org/Projects/Applying-for-Funds.aspx)

Sessions 2, 2016: Commences 22 June.

APPROVAL PROCESS:
How are projects approved?

Forum endorses and scores Concept Notes (/20) using Scoring Template

Members assess eligibility of Concept notes for ASF sub-funds

Committees score Concept Notes (/40) using Scoring Template

Concept notes matched to available funding, starting with the highest scores, BMC approves these Concept Notes for development into Project Proposals

Project Proposals assessed for quality by Forum and APEC Secretariat

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

PROJECT REQUIREMENTS:
Monitoring and Completion Reports

Monitoring Reports (MRs):
- Monitoring reports are due every 6 months on 1 February and 1 August

Completion Reports (CRs):
- Completion reports are due within 2 months of the project's completion

Requirements:
- Report templates can be found at
  http://www.apec.org/Projects/Forms-and-Resources.aspx

Failure to submit MRs or CRs:
- POs with outstanding MRs are ineligible to submit new Concept Notes or have any proposal approved until all overdue reports are submitted.
- Any APEC forum whose project has not submitted a CR is ineligible to submit new Concept Notes or have any full proposal approved until all overdue reports are submitted.

CONCEPT NOTES:
Key advice

- **Follow all guidelines:**
  - Meet the submission deadline
  - 3-page maximum
  - At least 2 co-sponsoring economies (6 for HRD)
  - Link project to 2016 APEC Funding Criteria
  - Ensure project end date is by December of the following year
  - Use most current form, found on APEC website, project link
  - Follow all guidelines in Guidebook

- **Ensure your economy participates in the scoring of Concept Notes**

PROJECT RESOURCES:
Forms & resources at http://www.apec.org/Projects/Forms-and-Resources.aspx

APEC
Asia-Pacific
Economic Cooperation

Project Guidebook

- Guidebook on APEC Projects (11th Edition) - June 2015

Forms for Applicants

- Concept Note Template - BMC1 2015
- Project Proposal Template - BMC1 2015
- APEC Self-Funded Project Proposal Coversheet - BMC2 2012
- QAF - Quality Assessment Framework - BMC1 2015

Resources for Applicants

- Funding Criteria for all APEC Funded Projects in 2016
- Project Quality Training Materials - BMC2 2015
- Concept Note Development Materials - 14 Aug 2015
- Project Proposal Development Materials - 14 Aug 2015
- Quality Criteria for Assessing APEC Projects - BMC1 2015
- Guide on Gender Criteria
- Applying for APEC Funds Overview - BMC1 2015
- APEC Guidelines on Conducting Capacity Building - BMC1 2015

Forms and Resources for Projects in Implementation

- Monitoring Report Template - BMC1 2015
- Multi-year Project December Monitoring Report Template
- Completion Report Template (BMC1 2015)
- APEC Project Evaluation Survey Template - BMC1 2014
- Sample Tracer Evaluation Form
- Per Diem and Attendance Certification (*Word Format*)
- Travel Undertaking Template - Reimbursement
- Travel Undertaking Template - Advance Payment

PROJECT RESOURCES:
Further assistance

APEC
Asia-Pacific
Economic Cooperation

Further assistance on projects can be found:

- Through the APEC Secretariat, via your Program Director or the Project Management Unit:
  - Program Directors: 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