



Asia-Pacific  
Economic Cooperation

# APEC PROJECTS Proposal and Budget

APEC Project Management Unit  
The APEC Secretariat

SOM 1 2023 Palm Springs

Advancing Free Trade  
for Asia-Pacific Prosperity

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# Agenda

This session covers:

- Developing Quality Project Proposals
- Planning the Project Budget
- Allowable and Non-Allowable Expenses
- The Launch of APEC Project Administration System (APAS)



# APEC Project Cycle



## CONCEPT NOTE

- Drafted by PO
- Endorsed by forum
- Scored by economies
- Ranked by PMU
- (If successful) In-principle approval by BMC



## PROJECT PROPOSAL

- Drafted by PO
- Endorsed by forum
- Quality assessed by PMU until 'Satisfactory'
- Final Approval by BMC



## IMPLEMENTATION

- Procurement and contracting
- Deliver outputs according to Workplan
- Submit Monitoring Report (Apr or Oct)
- Finalise by PCD
- Evaluate project
- Submit Completion Report



# Project Session Dates 2023

## Project Proposals

1

15 June

Late July  
to September

August  
to October

Internal Submission > Quality Assessment\* > PO receives Final Approval\*

2

20 September

Late September  
to November

Late October  
to December



Asia-Pacific  
Economic Cooperation

\* Indicative timeframe

# Project Proposal

## Key Focus



### QUALITY

Project is assessed against  
**5 Quality Criteria**  
of APEC Projects



### PROGRAM LOGIC

Project reflects a  
*causal chain*  
between outputs,  
outcomes, and the  
overall objectives



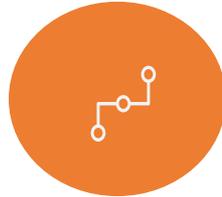
# Project Proposal

## Getting Started



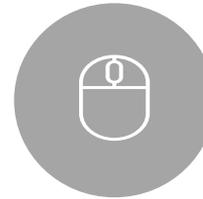
### TEMPLATE

Make sure you download the most current version from the APEC website (Project Overseer's Toolkit)



### CONSISTENCY

Follow elements stated in the approved Concept Note



### 14-PAGE MAX

Elaborate with details and fact-based statements



### BUDGET

Develop a detailed Budget Plan in line with approved funding amounts



# Project Proposal

## Template Page 1, 2 (Relevance, Impact)

### APEC Project Proposal

Please submit through relevant APEC Secretariat Program Director.

Project Title and Number: <input type="text"/>									
Fund Source (Select one):									
<input type="checkbox"/> General Project Account (GPA)									
<input type="checkbox"/> Trade and Investment Liberalization and Facilitation Special Account (TILF)									
<input type="checkbox"/> APEC Support Fund (ASF) – General Fund									
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See Chapter 7 Guidebook on APEC Projects									
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<input type="text"/>	<input type="text"/>	<input type="text"/>							
List all project outputs: <i>Project Overseers are encouraged to limit outputs to 3 or fewer</i>									
<p>For example:</p> <ol style="list-style-type: none"> <li>Research and Background Paper</li> <li>Workshop</li> <li>Workshop Summary Report</li> </ol>									

#### Project Overseer Information and Declaration

Name:  Title:  Organization:   
 Tel:  E-mail:

As Project Overseer and on behalf of the above said Organization, I declare that this submission was prepared in accordance with the Guidebook on APEC Projects and any ensuing project will comply with said Guidebook. Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document's budget table, in the case of any inconsistencies within the document. By submitting this APEC Project Proposal to the APEC Secretariat, you (each Project Overseer or point of contact) agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Project Proposal, which you have provided to the APEC Secretariat, in accordance with the Singapore's Personal Data Protection Act 2012 and our (the APEC Secretariat) data protection policy (<https://www.apec.org/PrivacyPolicy>). The APEC Secretariat will transfer any data provided on this form, which may contain personal data of Project Overseer(s), to APEC member economies overseas via the APEC Secretariat.

Name of Project Overseer / Date

### Project Details

Please answer each question succinctly. Suggested section lengths are provided as a guide. Proposals must be no longer than 14 pages, including the Itemized Budget and Cover Sheet.

<p><b>Project Objective:</b> Click or tap here to enter text.</p> <ul style="list-style-type: none"> <li>State the overarching objective of the project in 100 words or less (refer to your Concept Note).</li> <li>Establish a Project Objective that is aligned with the planned Project Outcomes (Section B.5).</li> </ul> <p>(Please be concise. Please provide the context in Section A: Project Relevance below.)</p>
---

#### SECTION A: Project Relevance

[Answers to questions 1–3 may be adapted from the Concept Note]

- a) **Issues:** What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region? [Up to ½ page]

b) **Alignment to APEC:** Describe specific APEC priorities, goals, strategies and/ or statements that the project supports, and explain how the project will contribute to their achievement. [¼ page]

c) **Alignment to Forum:** How does the project align with your forum's work plan/ strategic plan? [¼ page]
- Eligibility and Fund Priorities:** How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated Fund or Sub-fund? [¼ page]
- Capacity Building:** How will the project build the capacity of APEC member economies. For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.) [Up to ½ page]

#### SECTION B: Project Impact

- Outputs:** Using a numbered list in chronological sequence, identify and describe the key products or services that will happen during the implementation of your Project in support of the Outcomes. This may include workshops, reports, analysis and research work, recommendations, best practice guidelines, action plans, websites etc. Be brief but describe key parameters, like purpose, duration, location, expected scope and scale, timelines etc. [½ to ¾ page]
- Outcomes:** Using a numbered list, describe the specific impacts, changes or benefits that the Project is expected to deliver, which directly support the Project Objective (above). These include changes in policy, processes, or

# Project Proposal

## Template Page 3, 4 (Effectiveness)

behaviour in the participating institutions, or in APEC more broadly. Be sure that each Outcome can be measured and is a direct result of the project. [*½ to ¾ page*]

- Beneficiaries:** Who are the direct project participants and users of the Outputs? Describe their qualifications, level of expertise, roles/level of responsibility, gender, economies represented, government departments, APEC fora involvement, etc. Explain how they will use and benefit from the project. Who else will benefit from the project and how? [*½ to ¾ page*]
- Dissemination:** Describe plans to disseminate **all** output documents/reports and other results of the project, including:
  - Whether the document(s) and/or report(s) will be an APEC Publication
  - The number, form and content of publications (Note: Electronic publication is preferred. APEC will not fund publications that are only presentation slides, or website maintenance)
  - Channels of dissemination (identify any websites, including the APEC website, or social media)
  - The target audience of each output document/report
  - Any intention to sell outputs arising from this project [*less than ½ page*]
- Gender:** What steps will the project take to ensure the participation and engagement of both men and women in project activities? How do the project outcomes and the project objective benefit women? Please indicate the target percentages of female participants, and female speakers/experts, in the table below: [*less than ½ page*]

Targets	
Female Participants (%)	
Female Speakers/Experts (%)	

Referring to the *Guide on Gender Criteria for APEC Project Proposals* in the Guidebook on APEC Projects, please tick the pillar or pillars that this project supports, in promoting women's economic empowerment:

5 Pillars (you may tick more than one)	
1 Access to Capital and Assets	<input type="checkbox"/>
2 Access to Markets	<input type="checkbox"/>
3 Skills, Capacity Building, and Health	<input type="checkbox"/>
4 Leadership, Voice and Agency	<input type="checkbox"/>
5 Innovation and Technology	<input type="checkbox"/>

### SECTION C: Project Effectiveness

- Workplan:** Produce a Workplan using the table below. Refer to the Outputs section and make sure you include:
  - All outputs as Deliverables such as research work/survey, events, and project reports/publications (*Indicate their submission dates. Ensure the same names for outputs are used*)
  - Other Deliverables such as agenda, participant/speaker lists, evaluation activities, etc.
  - Procurement steps and contractor related milestones
  - Engagement with other economies, organizations and/or working fora
  - One Monitoring Report per calendar year and a Completion Report two months **after** the Project Completion Date [*1-2 pages. Answers can be adapted from the Concept Note*]

+

Timeline	Tasks	Deliverables

- Risks:** What risks could impact project implementation and how will they be managed? [*½ to 1 page, depending on project nature/complexity*]

No.	Risks	How will it be managed?
1		
2		
3		
4		
5		

- Monitoring and Evaluation:** The project's success will be measured by the extent to which it has delivered all its planned Outcomes, in support of the Project Objective. Please use the matrix table below to indicate your project evaluation plans by specifying *what will be measured, which indicators will be used, what the target goals are, and how they will be evaluated and reported*.  
 \*\*Examples have been given in the fields below for your easy reference. Please amend according to your project requirements. % of speakers/participants, if mentioned, should be consistent with Section B.8. [*½ page*]

	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting Method
Outputs	1. Online training (synchronous and asynchronous)	1. Contracted executed	31 Dec 2021	Certification by PO	Contract
		2. No. of participants (excl. speakers/experts)	16	Event Attendance List	Completion Report
		3. % of participating men/women (excl. speakers/experts)	50/50	Event Attendance List	Completion Report
		4. No. of speakers/experts engaged	6	Event Attendance List	Completion Report

# Project Proposal

## Template Page 5, 6 (Sustainability)

	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting Method
		5. % of speakers/experts (men/women)	50/50	Event Attendance List	Completion Report
		6. No. of attending economies	16	Event Attendance List	Completion Report
		7. No. of travel eligible economies	8	Event Attendance List	Completion Report
		8. Content developed and deployed	28 Feb 2021	Certification by PO	Contract
	3. Workshop (case studies)	1. No. of participants (excl. speakers/ experts)	16	Event Attendance List	Completion Report
		2. % of participating men/women (excl. speakers/experts)	50/50	Event Attendance List	Completion Report
		3. No. of speakers/ experts engaged	5	Event Attendance List	Completion Report
		4. % of speakers/ experts (men/women)	50/50	Event Attendance List	Completion Report
		5. No. of attending economies	16	Event Attendance List	Completion Report
		6. No. of travel eligible economies	6	Event Attendance List	Completion Report
		7. Content developed and deployed	31 Oct 2021	Certification by PO	Completion Report
	3. Project Report	1. No. of pages	3-5	Certification by PO	Email to the Secretariat
		2. Submission to the Secretariat	1 Nov 2021	Submission to the Secretariat	Email to the Secretariat
Outcomes	1. Best practices in approving Bio therapeutics and	1. Implementation of international best practices by economies	2021 to 2022	Tracking economies six months after event	Report to the Working Group

	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting Method
	Advanced Therapies				
	2. Participants knowledge of industry-best practices and an understanding on innovative drug products	1. % of participants report substantial knowledge increase	75%	Ex-ante and ex-post evaluations	Completion Report
		2. Developing APEC economies report substantial knowledge increase	25%	Ex-ante and ex-post evaluations	Completion Report
		3. Women report substantial knowledge increase	33%	Ex-ante and ex-post evaluations	Completion Report
	2. Recommendations on how to implement best practices in drug approvals	1. No. of recommendations made	10	Included in the Project Report	Report to the Working Group  The longer-term evaluation of APEC Projects (LTEAP)
Others					

12. **Linkages:** Describe the involvement of other APEC fora, and other relevant organizations. Include:
- **Engagement:** How are you engaging other relevant groups within and outside APEC?
  - **Previous work:** How does this project build on, and avoid duplication of, previous or ongoing APEC initiatives, or those of other organizations working in this area?
  - **APEC's comparative advantage:** Why is APEC the best sources of funds for this project?
- [¼ to 1 page. Answers may be taken or adapted from the Concept Note]*

### SECTION D: Project Sustainability

13. **Sustainability:** Describe how the project will continue to have impact after the APEC Funding is finished.
- How will the Beneficiaries be supported to carry forward the results and lessons from the project?
  - After the project completion, what are the possible next steps to build on its Outputs and Outcomes? How will you try to ensure these future actions will take place? How will next steps be tracked?
  - How will progress on the Outcomes (Question 5) be measured? *[less than 1 page]*
14. **Project Overseers:** Who will manage the project? Note that the scope of the duty includes managing of contractors and specialists. Include brief profile(s) of the PO(s) and any other main point(s) of contact responsible for this project. *[Less than ½ page]*

# Project Proposal

## Template Page 7, 8 (Efficiency)

### SECTION E: Project Efficiency

15. **Budget:** Complete the Itemized Budget and Budget Notes for the project in the template below. The Budget should include calculation assumptions (e.g., unit costs) and Self-funding contributions. Please consult the *Guidebook on APEC Projects* for eligible expenses.

#### APEC Project Itemized Budget

Please consult the eligible expenses in the *Guidebook on APEC Projects*

All Figures in USD	# of Units	Unit Rate	APEC Funding	Self-funding	Notes
<b>Direct Labour</b>					
Speaker's honorarium <i>(government officials ineligible)</i>	(# of speakers)				
Short-term clerical fees  <i>(please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)</i>	(# of hours)				
Contractor fees  <i>(contractors Secretary's fees to be included in cost and packaged together)</i>	(# of hours)				
<b>Travel (Speaker, Experts, Researchers)</b>					
Per diem (incl. accommodation and *75% additional payment)	(# of persons and days)				(location of event)
Airfare	(# of persons and trips)				
<b>Travel for Participants (from travel-eligible economies only. Active participants only)</b>					
Per diem (incl. accommodations and *75% additional payment)	(# of persons and days)				(location of event)
Airfare <i>(restricted economy class)</i>	(# of persons and trips)				
<b>Other items</b>					
Publication/distribution of report	(# of copies)				
Specialized equipment or materials <i>(please describe)</i>	(type, #, and # of days)				
Photocopying	(# of copies)				
Communications (telephone, fax, mail, courier)					
Hosting <i>(provide breakdown, e.g., room rental, stationery)</i>	(units as appropriate)				
<b>Total:</b>					

**Budget Note 1: Direct Labour** - Provide information for APEC-funded positions including a list of general duties, total hours per contracted tasks and who will be contracted, if known. (It is not acceptable to contract staff from your own organization or government employees.)

- 1) Honorarium – please refer to the Honorarium Payment Schedule in the Guidebook when proposing an honorarium rate for each Speaker/Expert:

Please use one row for <u>each</u> Speaker/Expert you propose (APEC) to fund:				
No.	Indicate Role: Speaker? Moderator? Panelist?	Total time spent at the Project Event <i>(in minutes)</i>	Proposed Honorarium Rate	Additional Information, if any
1.				
2.				
3.				

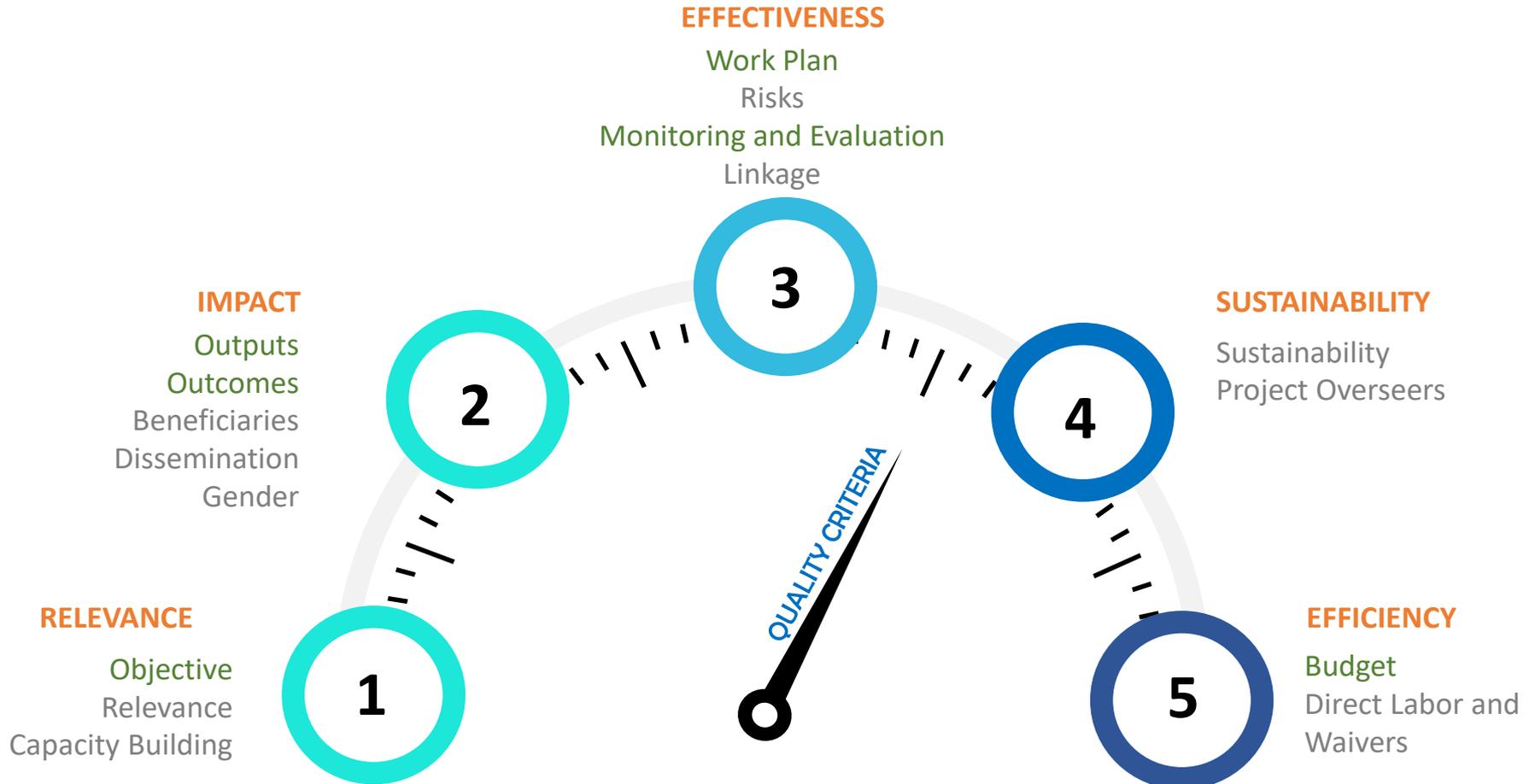
- 2) Contractors (Short-Term Clerical Staff, Event Logistics Provider, Consultant and Researcher) - Please use one table per Direct Labor item and list all relevant tasks to be performed by the Contractor(s). Please provide the number of work hours for each task

No.	Specific and Actual Tasks	No. of Hours	Unit Rate (USD)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
<b>Total No. of Hours:</b>			

**Budget Note 2: Waivers** - Provide details of any requests for waivers from the normal APEC financial rules, with justifications in the notes column of the budget table, or below if the waiver requires a detailed explanation.

# Project Proposal

## 15 QUESTIONS



# Project Proposal

## Template Page 1

ESD

PCD

Expected Start Date:

Project Completion Date:  
See Chapter 7 Guidebook on APEC Projects

### APEC Project Proposal

Please submit through relevant APEC Secretariat Program Director.  
Proposals must be no longer than 12 pages, including budget and title page.

Project title and number: <input type="text"/>			
Fund Source (Select one): <input type="checkbox"/> General Project Account (GPA) <input type="checkbox"/> Trade and Investment Liberalization and Facilitation Special Account (TILF) <input type="checkbox"/> APEC Support Fund (ASF) – General Fund <input type="checkbox"/> APEC Support Fund (ASF) – Sub-Fund. You must nominate the sub-fund here: .....			
APEC forum: <input type="text"/>			
Proposing APEC economy: <input type="text"/>			
Co-sponsoring economies: <input type="text"/>			
Expected Start Date: <input type="text"/>			
Project Completion Date: <input type="text"/> <small>See Chapter 7 Guidebook on APEC Projects</small>			
Project summary: In 150 words - <ul style="list-style-type: none"> <li>What is the issue that you will address or examine in your project?</li> <li>Outline the key things your project will do, in terms of what, where, when and with whom.</li> </ul> <small>(Summary must be no longer than the box provided. Cover sheet must fit on one page)</small>			
Summary of Proposed Budget (USD):	APEC funding	Self-funding	Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Project Overseer Information and Declaration:

Name:

Title:

Organization:

Tel:

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Asia-Pacific  
Economic Cooperation

# Setting Start and Completion Dates

Project Duration: 15~20 months

PS 1

Expected Start  
Date:  
Aug to Oct

Implementation

Must Complete:  
Dec of 2<sup>nd</sup> Year

Approved in PS1 2023, must complete by Dec 2024

PS 2

Expected Start  
Date:  
Nov to Jan

Implementation

Must Complete:  
Jun of 3<sup>rd</sup> Year

Approved in PS2 2023, must complete by Jun 2025



# Project Proposal

## Template: Section B - IMPACT

### APEC Project Proposal

Please submit through relevant APEC Secretariat Program Director.

Project Title and Number: <input type="text"/>									
Fund Source (Select one):									
<input type="checkbox"/> General Project Account (GPA)									
<input type="checkbox"/> Trade and Investment Liberalization and Facilitation Special Account (TILF)									
<input type="checkbox"/> APEC Support Fund (ASF) – General Fund									
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Expected Start Date: <input type="text"/>									
Project Completion Date: <input type="text"/>									
Project Summary: <input type="text"/> In 150 words -									
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Name of Project Overseer / Date

### Project Details

Please answer each question succinctly. Suggested section lengths are provided as a guide. Proposals must be no longer than 14 pages, including the Itemized Budget and Cover Sheet.

<p><b>Project Objective:</b> Click or tap here to enter text.</p> <ul style="list-style-type: none"> <li>State the overarching objective of the project in 100 words or less (refer to your Concept Note).</li> <li>Establish a Project Objective that is aligned with the planned Project Outcomes (Section B.5).</li> </ul> <p><i>(Please be concise. Please provide the context in Section A: Project Relevance below.)</i></p>	
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#### SECTION A: Project Relevance

*[Answers to questions 1–3 may be adapted from the Concept Note]*

- a) Issues:** What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region? *[Up to ½ page]*

**b) Alignment to APEC:** Describe specific APEC priorities, goals, strategies and/ or statements that the project supports, and explain how the project will contribute to their achievement. *[¼ page]*

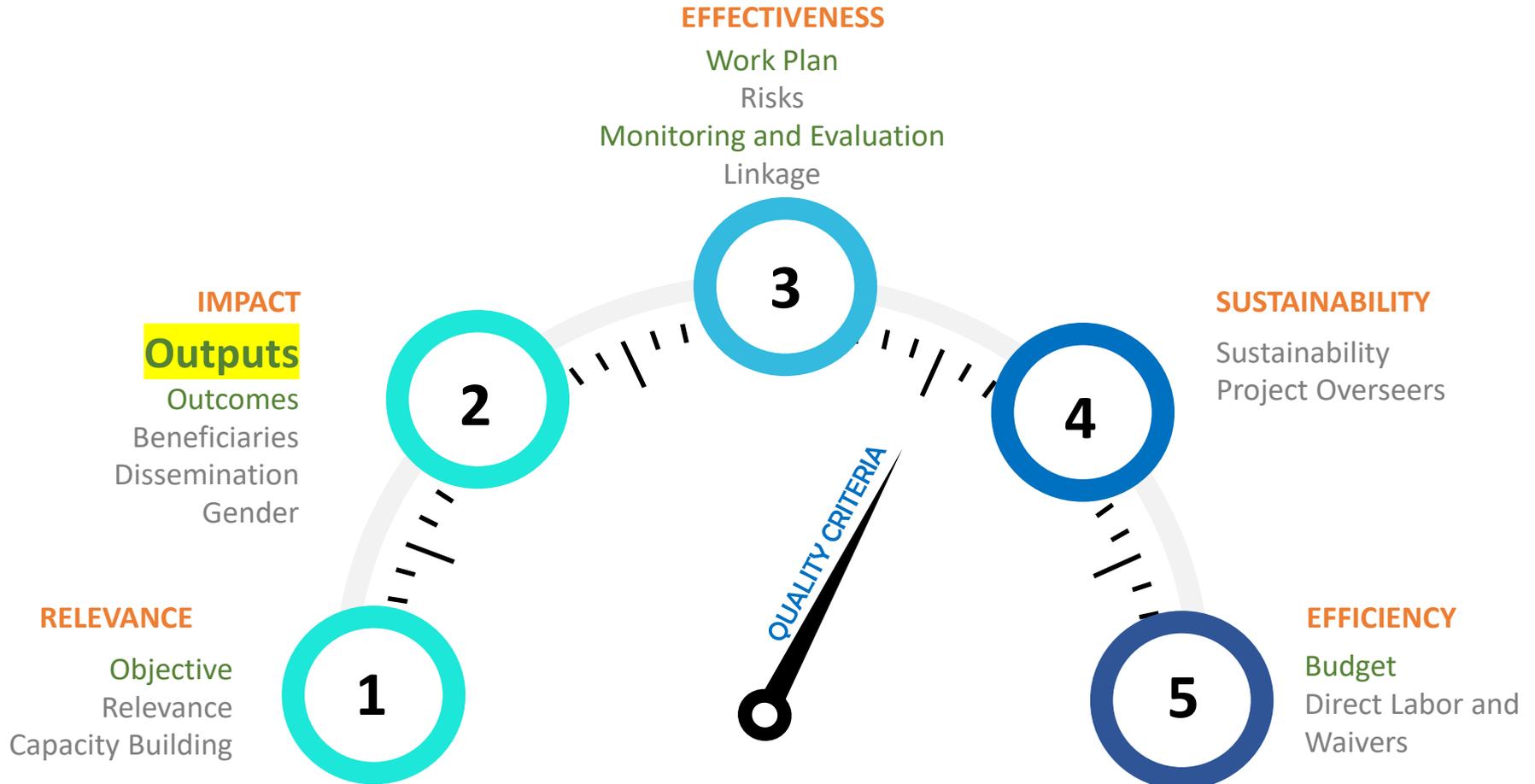
**c) Alignment to Forum:** How does the project align with your forum's work plan/ strategic plan? *[¼ page]*
- Eligibility and Fund Priorities:** How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated Fund or Sub-fund? *[¼ page]*
- Capacity Building:** How will the project build the capacity of APEC member economies. For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.) *[Up to ½ page]*

#### SECTION B: Project Impact

- Outputs:** Using a numbered list in chronological sequence, identify and describe the key products or services that will happen during the implementation of your Project in support of the Outcomes. This may include workshops, reports, analysis and research work, recommendations, best practice guidelines, action plans, websites etc. Be brief but describe key parameters, like purpose, duration, location, expected scope and scale, timelines etc. *[½ to ¾ page]*
- Outcomes:** Using a numbered list, describe the specific impacts, changes or benefits that the Project is expected to deliver, which directly support the Project Objective (above). These include changes in policy, processes, or

# Project Proposal

## 15 QUESTIONS



# Section B: Project Impact

## Question 4: Outputs

- Limit outputs to 3
- Use the **same** name throughout
- Align with the outcomes
- Describe in detail – activities/events, written products
- Present in **chronological** order
- Publications should have at least **12-15** pages

### research

- scope
- methodology
- targets
- result presentation

### event

- purpose
- format
- duration
- target audience
- rough agenda

### website

- purpose
- target user
- expected lifetime
- hosting
- maintenance cost

### report

- purpose
- content
- page length
- audience
- rough structure



# Section B: Project Impact

## Question 4: Outputs

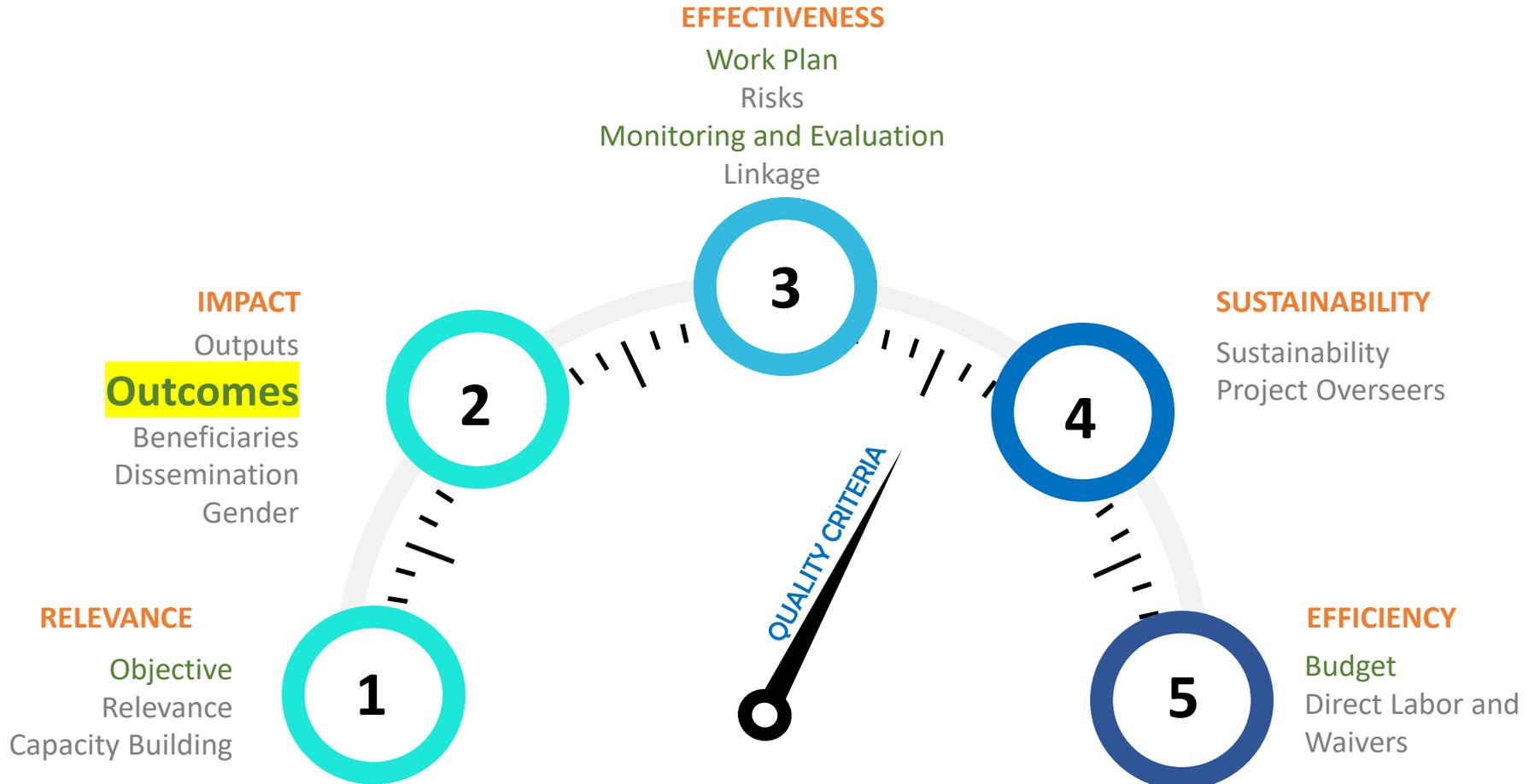
### Example:

1. Background Research Paper
2. 2-day virtual Workshop
3. Report on Supply Chains: Impacts and Adaptation during Covid-19 (including policy recommendations for APEC economies)



# Project Proposal

## 15 QUESTIONS



# Section B: Project Impact

## Question 5: Outcomes

### What are Outcomes?

- Consider the changes, impacts or benefits you expect to see as a result of the project e.g. knowledge gain amongst participants
- Consider linking to each of your outputs
- How will you measure your outcomes? You will need to set short to medium term measurable indicators.



# Section B: Project Impact

## Question 5: Outcomes

### Example:

(for a Workshop on 'Supply Chains: Impacts and Adaptation during Covid-19')

1. **Improved resources** to encourage best practice policy development by energy sector policy makers in APEC economies
2. **Increased knowledge** amongst project participants in relation to the legal, regulatory and policy conditions needed for implementation of effective energy efficiency policies
3. **Increased collaboration** between public and private sector stakeholders in APEC economies, to be measured through a survey of participants 6 months after the project.



# Section B: Project Impact

## Question 6: Beneficiaries

**Primary Beneficiaries:** *Target Participant Profile for the event or report audience*

- What **experience or expertise** should the participants have, to be able to contribute to the Workshop? If public officials, which **ministries or agencies** would they work for, and what **roles** should they hold (e.g. technical officers, policymakers)? If private sector, which **sectors or organisations** are most relevant?
- Include a participant profile in the event's **General Information Circular**.



# Section B: Project Impact

## Question 6: Beneficiaries

**Example** (for a Workshop on Rebuilding Rural Tourism):

*(Workshop participants) will be from rural tourism organisations, chambers of commerce, community leaders and government policymakers and researchers. Policymakers and researchers will be from ministries with responsibility for rural and regional development, tourism, the environment and digital innovation. Participants will either have a **direct stake** in planning and managing a rural tourism project; or **significant influence** over a rural tourism enterprise in their economy, in the form of direct actions (i.e. planning and implementation of action plans) or policymaking (i.e. encouraging or incentivising policy change).*



# Section B: Project Impact

## Question 6: Beneficiaries

**Secondary Beneficiaries:** *Who else will be impacted if the project outcomes are achieved i.e. the general public, or certain groups e.g. female MSME owners*

### **Example**

*Secondary Beneficiaries will be tourism services operators, who will benefit from the implementation of policies and recommendations, including the Project Report, which will be publicly available.*



# Section B: Project Impact

## Question 7: Dissemination

- How will PO promote each information/written output? i.e. Background Report to be shared with participants prior to the Workshop.
- Is there an APEC Publication?
- Any recording? APEC Project Event Recording Policy
- Refer APEC Publication Guidelines, Social Media Guidelines



# The APEC Project Event

## Recording Policy

- State **Purpose**
- Endorsement and Pre-Agreement
- Adhere to relevant APEC policies and guidelines
- Note that you may not
  - Disseminate full and unedited recordings
  - Disseminate parts where participants engage in open discussions
  - Livestream, except to approved remote participants, project experts, speakers and contractors



# Section B: Project Impact

## Question 8: Gender

How is this project benefitting women (or men)?

- Indicate which **5 pillars of women economic empowerment** from the Gender Criteria (Appendix G of the Guidebook)
- Set **targets** for female participants and speaker rates – no less than 30%, ideally 50%
- Collect **sex-disaggregated** data for the Completion Report (mandatory)
- Think beyond participants and speakers – suggest a session with focus on female perspective of the policy issue – women are often affected differently.



# Section B: Project Impact

## Question 8: Gender

### Example

Targets	
Female Participants (%)	50%
Female Speakers/Experts (%)	50%

5 Pillars (you may tick more than one)		
1	Access to Capital and Assets	
2	Access to Markets	
3	Skills, Capacity Building, and Health	X
4	Leadership, Voice and Agency	
5	Innovation and Technology	X



# Project Proposal

## Template: Section C - EFFECTIVENESS

6. **Beneficiaries:** Who are the direct project participants and users of the Outputs? Describe their qualifications, level of expertise, roles/level of responsibility, gender, economies represented, government departments, APEC fora involvement, etc. Explain how they will use and benefit from the project. Who else will benefit from the project and how? [*½ to ¾ page*]

7. **Dissemination:** Describe plans to disseminate all output documents/reports and other results of the project, including:

- Whether the document(s) and/or report(s) will be an APEC Publication
- The number, form and content of publications (Note: Electronic publication is preferred. APEC will not fund publications that are only presentation slides, or website maintenance)
- Channels of dissemination (identify any websites, including the APEC website, or social media)
- The target audience of each output document/report
- Any intention to sell outputs arising from this project [*less than ½ page*]

8. **Gender:** What steps will the project take to ensure the participation and engagement of both men and women in project activities? How do the project outcomes and the project objective benefit women? Please indicate the target percentages of female participants, and female speakers/experts, in the table below: [*less than ½ page*]

Targets	
Female Participants (%)	
Female Speakers/Experts (%)	

Referring to the *Guide on Gender Criteria for APEC Project Proposals* in the Guidebook on APEC Projects, please tick the pillar or pillars that this project supports, in promoting women's economic empowerment:

5 Pillars (you may tick more than one)	
1 Access to Capital and Assets	<input type="checkbox"/>
2 Access to Markets	<input type="checkbox"/>
3 Skills, Capacity Building, and Health	<input type="checkbox"/>
4 Leadership, Voice and Agency	<input type="checkbox"/>
5 Innovation and Technology	<input type="checkbox"/>

### SECTION C: Project Effectiveness

9. **Workplan:** Produce a Workplan using the table below. Refer to the Outputs section and make sure you include:

- All outputs as Deliverables such as research work/survey, events, and project reports/publications (*Indicate their submission dates. Ensure the same names for outputs are used*)
- Other Deliverables such as agenda, participant/speaker lists, evaluation activities, etc.
- Procurement steps and contractor related milestones
- Engagement with other economies, organizations and/or working fora
- One Monitoring Report per calendar year and a Completion Report two months after the Project Completion Date [*1-2 pages. Answers can be adapted from the Concept Note*]

• Indicate if you intend to record any project event. Refer to the *APEC Project Event Recording Policy* at Annex N of the Guidebook.

Timeline	Tasks	Deliverables

10. **Risks:** What risks could impact project implementation and how will they be managed? [*½ to 1 page, depending on project nature/complexity*]

No.	Risks	How will it be managed?
1		
2		
3		
4		
5		



# Project Proposal

## 15 QUESTIONS



# Section C: Project Effectiveness

## Question 9: Workplan

A detailed plan with specific, chronological steps to implement the outputs.

Time	Tasks	Deliverables
July-Aug 2022	<ul style="list-style-type: none"><li>Draft and finalise procurement documents (Terms of Reference); identify and sign contractor</li></ul>	Signed contract
Sept-November	<ul style="list-style-type: none"><li>Research and draft Background Research Report, including survey of APEC economies</li></ul>	Background Research Report
Sept-Oct	<ul style="list-style-type: none"><li>Develop Workshop agenda</li><li>Identify and contact speakers</li><li>Confirm Workshop venue</li><li>Draft the General Information Circular (GIC), including nomination form</li></ul>	Agenda, confirmed speaker list, confirmed venue, draft GIC
October	<ul style="list-style-type: none"><li>Submission of Monitoring Report to Secretariat (by 1 October)</li></ul>	Monitoring Report submitted
November	<ul style="list-style-type: none"><li>Disseminate GIC</li></ul>	Disseminated GIC
November-December	<ul style="list-style-type: none"><li>Register participants, review speaker presentations, participant and speaker travel arrangements (with Secretariat)</li><li>Send Background Research Report to registered participants</li></ul>	Registered participants, confirmed travel arrangements Background Research Report disseminated
January 2023	<ul style="list-style-type: none"><li>Hold 2-day Workshop</li></ul>	Delivery of Workshop
February 2023	<ul style="list-style-type: none"><li>Disseminate participant feedback survey</li></ul>	Dissemination of survey, collation of results

Consistency with **Names** (Outputs)



# Section C: Project Effectiveness

## Question 9: Workplan

### Reminders

- Start the Workplan from the **Expected Start Date (ESD)**
- Must complete by default **Project Completion Date (PCD)**
- The Deliverables must match the same Output names
- Always begin with the contracting process (**8 wks**), if applicable
- **4-month** notice to change event format
- General Information Circular (GIC) sent out no later than 2 months before event date
- Project Report (publication) submitted **8 weeks before** PCD, for Secretariat's review and approval, followed by forum's endorsement



# Section C: Project Effectiveness

## Question 9: Workplan

Include required reporting tasks

### During Implementation

- **Monitoring Reports** are submitted annually on *1 Apr or 1 Oct*

### At Completion

- A project is considered **completed** once all project activities and financial disbursement have been undertaken
- A **Completion Report** must be submitted within 2 months **after** the Project Completion Date (PCD)

### Post Completion

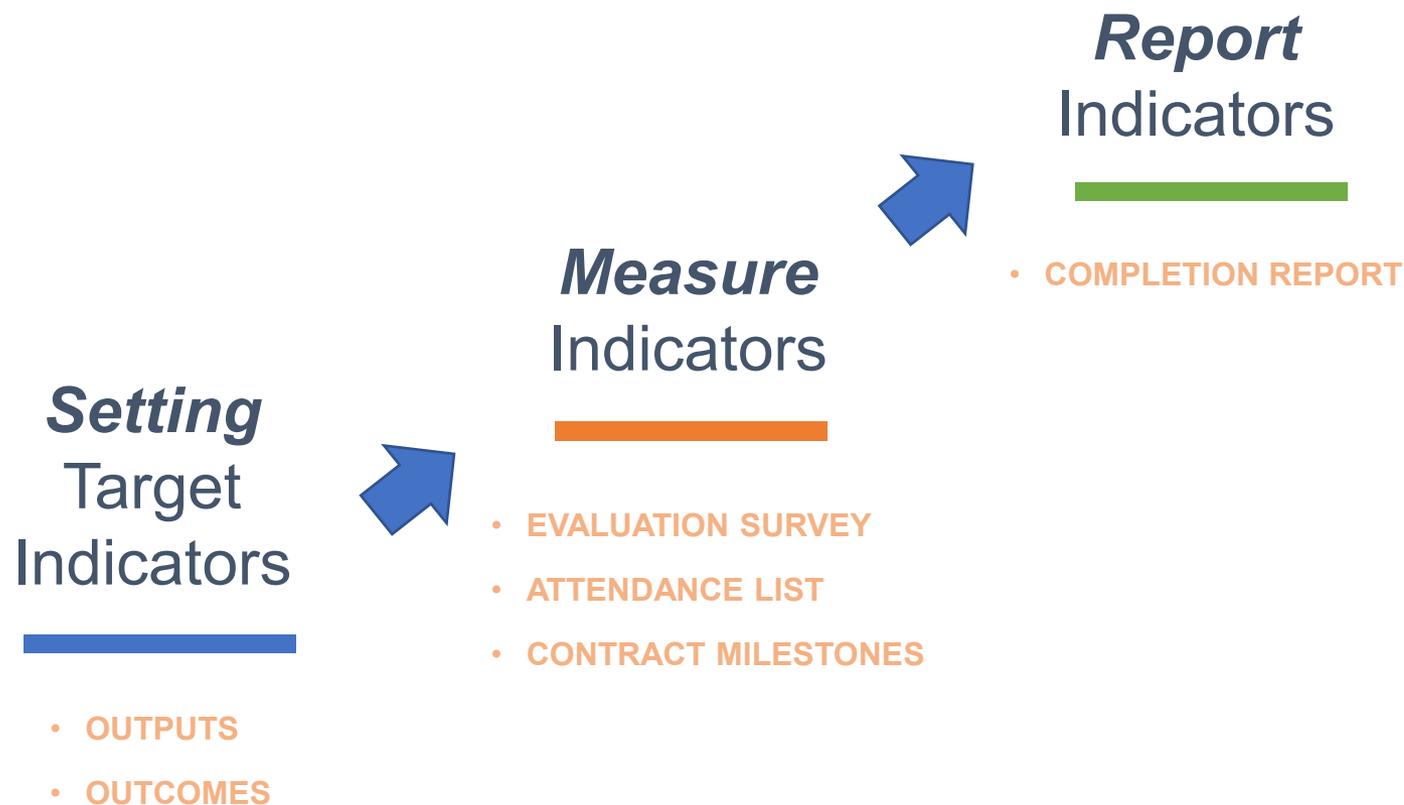
- Participate in the annual **Long Term Evaluation of APEC Project (LTEAP)** survey, 6-12 months after completion



# Section C: Project Effectiveness

## Question 11: Monitoring and Evaluation

A matrix table of indicators is provided to guide you to:



# Project Proposal

## Section C: Project Effectiveness

### Project Evaluation Plan

	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting
Outputs	1. Workshop	1. Contracted executed	31 December 2021	Certification by PO	Contract
		2. No. of experts engaged	10	Event Attendance List	Completion Report
		3. No. of attending economies	15	Event Attendance List	Completion Report
		4. No. of travel eligible economies	8	Event Attendance List	Completion Report
		5. % of participating men/women	50/50	Event Attendance List	Completion Report
		6. Content developed and deployed	28 Feb. 2021	Certification by PO and by Secretariat	Contract
	2. (Second Output)	7.			



# Section C: Project Effectiveness

## Question 11: Monitoring and Evaluation

### Project Evaluation Plan

Outcomes					
	1. Knowledge and skill of participants	1. % of knowledge and skill increased	10%	Post-event (Workshop/training) participant feedback survey	Completion Report
	2. Transferring technical skills for testing IoT product across APEC economies.	2. No. of transfer	1	Post-event (Workshop/training) participant feedback survey; longer term (12 month) PO survey	Completion Report; Email to Secretariat (longer term)
	3. Benefits of workshop and training	3. % of increased benefits	5%	Post-event (Workshop/training) participant feedback survey; longer term (12 month) PO survey	Completion report; Email to Secretariat (longer term)

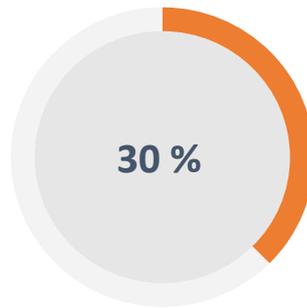
# Evaluation Indicators Table

## OUTPUT WORKSHOP



**No. of Participants**

Event Attendance List



**Percentage of Women Speakers**

Event Attendance List



**No. of Attending APEC Economies**

Event Attendance List



**No. of Discussion Sessions Summarized by Contractor**

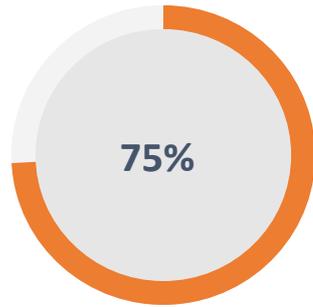
Certification by PO



# Section C: Project Effectiveness

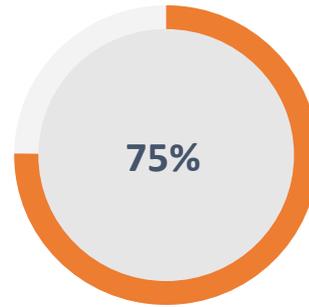
## Question 11: Monitoring and Evaluation

### OUTCOMES



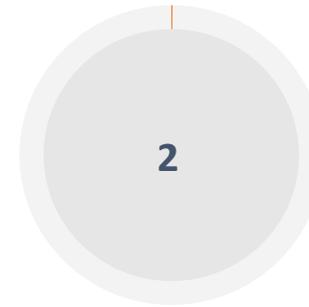
**% of participants  
Reporting Knowledge Increase**

Post-workshop  
Evaluation



**% of participants agree  
networks &  
collaboration  
strengthened**

Post-workshop  
Evaluation



**Number of new  
resources available  
for APEC economies**

Background Research  
Report and Final Report  
(inc best practices and  
recommendations)



# Project Proposal

## Template: Section E - EFFICIENCY

### SECTION E: Project Efficiency

15. **Budget:** Complete the Itemized Budget and Budget Notes for the project in the template below. The Budget should include calculation assumptions (e.g., unit costs) and Self-funding contributions. Please consult the *Guidebook on APEC Projects* for eligible expenses.

#### APEC Project Itemized Budget

Please consult the eligible expenses in the *Guidebook on APEC Projects*

All Figures in USD	# of Units	Unit Rate	APEC Funding	Self-funding	Notes
<b>Direct Labour</b>					
Speaker's honorarium <i>(government officials ineligible)</i>	(# of speakers)				
Short-term clerical fees <i>(please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)</i>	(# of hours)				
Contractor fees <i>(contractors Secretary's fees to be included in cost and packaged together)</i>	(# of hours)				
<b>Travel (Speaker, Experts, Researchers)</b>					
Per diem (incl. accommodation and *75% additional payment*)	(# of persons and days)				(location of event)
Airfare	(# of persons and trips)				
<b>Travel for Participants (from travel-eligible economies only. Active participants only)</b>					
Per diem (incl. accommodations and *75% additional payment*)	(# of persons and days)				(location of event)
Airfare <i>(restricted economy class)</i>	(# of persons and trips)				
<b>Other items</b>					
Publication/distribution of report	(# of copies)				
Specialized equipment or materials <i>(please describe)</i>	(type, #, and # of days)				
Photocopying	(# of copies)				
Communications (telephone, fax, mail, courier)					
Hosting <i>(provide breakdown, e.g., room rental, stationery)</i>	(units as appropriate)				
<b>Total:</b>					

**Budget Note 1: Direct Labour** - Provide information for APEC-funded positions, including a list of general duties, total hours per contracted tasks and who will be contracted, if known. (It is not acceptable to contract staff from your own organization or government employees.)

- 1) **Honorarium** – please refer to the [Honorarium Payment Schedule](#) at Appendix M of the Guidebook when proposing an honorarium rate for each Speaker/Expert:

Please use one row for <u>each</u> Speaker/Expert you propose APEC to fund*:				
No.	Indicate Role: Speaker? Moderator? Panelist?	Total time spent at the Project Event <i>(in hours)</i>	Proposed Honorarium Rate	Additional Information, if any
1.				
2.				
3.				

\*The roles/details of speakers/experts may be restructured according to final project requirements.

- 2) **Contractors to be funded by APEC (Short-Term Clerical Staff, Event Logistics Provider, Consultant and Researcher)** - Please use one table per Direct Labor item and list all relevant tasks to be performed by the Contractor(s). Please provide the number of work hours for each task.

No.	Specific Tasks	No. of Hours
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
<b>Total:</b>		

**Budget Note 2: Waivers** - Provide details of any requests for waivers from the normal APEC financial rules, with justifications in the 'Notes' column of the budget table, or below if the waiver requires a detailed explanation.



# Project Proposal

## 15 QUESTIONS



# Section E: Project Efficiency

## Question 15: Budget

The budget approved in the Concept Note is the ceiling for the project.

<b>Project Title:</b> <input type="text"/>	
<b>Fund Source (Select one):</b> <input type="checkbox"/> General Project Account (GPA) <input type="checkbox"/> Trade and Investment Liberalization and Facilitation Special Account (TILF) <input type="checkbox"/> APEC Support Fund (ASF) – General Fund <input type="checkbox"/> APEC Support Fund (ASF) – Sub-Fund. <u>Please nominate the sub-fund here:</u> .....	
<b>APEC forum:</b>	<input type="text"/>
<b>Proposing APEC economy:</b>	<input type="text"/>
<b>Co-sponsoring economies:</b>	<input type="text"/>
<b>Expected start date:</b>	<input type="text"/>
<b>Expected completion date:</b>	<input type="text"/>
<b>Project summary:</b>  Describe the project <b>in under 150 words</b> . Your summary should include the project topic, planned activities, timing and location:  <i>(Summary <u>must be</u> no longer than the box provided. Cover sheet must fit on one page)</i>	<input type="text"/>
<b>Total cost of proposal: (APEC funding + self-funding):</b> <b>USD</b> <input type="text"/>	<b>Total amount being sought from APEC (USD):</b> <input type="text"/> <b>By category:</b> Travel: <input type="text"/> Labor costs: <input type="text"/> Hosting: <input type="text"/> Publication & distribution: <input type="text"/> Other: <input type="text"/> <i>(See Guidebook on APEC Projects. Ch. 9 to ensure all proposed costs are allowable.)</i>



# Section E: Project Efficiency

## Question 15: Budget

- ✓ **Capacity Building**  
include travel and hosting costs
- ✓ **Travel Eligible**  
Budget for all **11 Travel Eligible\*** Economies
- ✓ **Honorarium**  
Follow the Honorarium Payment Schedule



- Research** ✓  
Seek quote and check other project budgets
- Expenses** ✓  
Understand the allowable and non-allowable
- Direct Labor** ✓  
List contractor's **tasks** and **work hours**

Cost Efficient = Good Project Value

\*11 TEE: Chile, China, Indonesia, Malaysia, Mexico, PNG, Philippines, Peru, Russia, Thailand, Viet Nam



# Section E: Project Efficiency

## Question 15: Budget

### Honorarium Payment Schedule

Time spent at the event	Honorarium Rates \$US (includes preparation time)
Up to 1 hour	Up to \$500
Between 1 hour and 3 hours	Up to \$700
Between 3 and 6 hours	Up to \$800
More than 6 hours but less than 8 hours	Up to \$1000
8 hours or more (or one whole-day event where event is 8 hours or more)	Up to \$1200
Multiple-day event (each event day is 8 hours or more)	Up to \$1500



# Section E: Project Efficiency

## Question 15: Budget

- Direct Labour (Budget Note 1)
- Travel for Experts
- Travel for Participants
- Other Items (includes Hosting)

**SECTION E: Project Efficiency**

**Budget:** Complete the budget and budget notes for the project in the template below. The budget should include calculation assumptions (e.g., unit costs) and self-funding contributions. Please consult the *Guidebook on APEC Projects* for eligible expenses.

**APEC Project Itemized Budget**  
Please consult the eligible expenses in the *Guidebook on APEC Projects*

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
<b>Direct Labour</b>					
Speaker's honorarium (government officials ineligible)	(# of speakers)				
Short-term clerical fees (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours)				
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours)				
<b>Travel (Speaker, Experts, Researchers)</b>					
Per diem (incl. accommodation and *75% additional payment*)	(# of persons and days)				(location of event)
Airfare	(# of persons and trips)				
<b>Travel for Participants (from travel-eligible economies only. Active participants only)</b>					
Per diem (incl. accommodations and *75% additional payment*)	(# of persons and days)				(location of event)
Airfare (restricted economy class)	(# of persons and trips)				
<b>Other Items</b>					
Publication/distribution of report	(# of copies)				
Specialized equipment or materials (please describe)	(type, #, and # of days)				
Photocopying	(# of copies)				
Communications (telephone, fax, mail, courier)					
Hosting (provide breakdown, e.g., room rental, stationery)	(units as appropriate)				
<b>Total:</b>					



# Building a Budget Plan

## Sample APEC Project

### OUTPUTS

1. Pre-Event Research
2. Event (2 days)
3. Project Report (20 pages)

### AMOUNT SOUGHT FROM APEC

US\$120,000 (physical)  
US\$50,000 (virtual)

### LOCATION & DATE

Bangkok, Thailand  
October, 2022



# Building a Budget Plan

## for a physical event

### for All Events

- Honorarium
- Hosting (room rental)
- Direct Labour
- Short-Term Clerical
- Publications

### for Physical Event

- Speakers Travel
- Participants Travel
- Contractors Travel (*only as experts and not as logistics provider*)

### for Virtual Event

- Platform Rental
- Internet Access
- Subsidies for Participants (*only travel eligible*)
- Video and Audio Equipment Rental



# Building a Budget Plan

## for a physical event

### DIRECT LABOUR

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
<b>Direct Labour</b>					
Speaker's honorarium ( <i>government officials ineligible</i> )	(# of speakers) <b>6</b>	<b>\$800</b>	<b>4800</b>		
Short-term clerical fees  (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours) <b>125</b>	<b>\$40</b>	<b>5000</b>		
Contractor fees  (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) <b>250</b>	<b>\$80</b>	<b>20000</b>		<ul style="list-style-type: none"> <li>• Research</li> <li>• Project Report Writing</li> </ul>
Contractor fees  (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) <b>125</b>	<b>\$80</b>	<b>10000</b>		Event Management



# Building a Budget Plan

## for a physical event

### TRAVEL

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
<b>Travel (Speaker, Experts, Researchers)</b>					
Per diem (incl. accommodation and "75% additional payment")	(# of persons and days) <b>6 X 3.75</b>	<b>\$232</b>	<b>\$5220</b>		2 days Bangkok
Airfare	(# of persons and trips) <b>6</b>	<b>\$5000</b>	<b>\$30000</b>		
<b>Travel for Participants (from travel-eligible economies only. Active participants only)</b>					
Per diem (incl. accommodations and "75% additional payment")	(# of persons and days) <b>22 X 3.75</b>	<b>\$232</b>	<b>\$19140</b>		2 days Bangkok
Airfare ( <i>restricted economy class</i> )	(# of persons and trips) <b>6</b>	<b>\$2500</b>	<b>\$20000</b>		Latin America/PNG
Airfare ( <i>restricted economy class</i> )	(# of persons and trips) <b>14</b>	<b>\$1000</b>	<b>\$14000</b>		The rest



# Building a Budget Plan

## for a physical event

### OTHER ITEMS

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
<b>Other items</b>					
Publication/distribution of report	(# of copies)		\$2000		Graphic design/copy editing
Specialized equipment or materials (please describe)	(type, #, and # of days)				
Photocopying	(# of copies)				
Communications (telephone, fax, mail, courier)					
Hosting (provide breakdown, e.g., room rental, stationery)	(units as appropriate)	\$7000	\$14000		2 days
<b>Total:</b>			\$120000	\$24160	



# Building a Budget Plan

## for a virtual event

### for All Events

- Honorarium
- Hosting (room rental)
- Direct Labour
- Short-Term Clerical
- Publications

### for Virtual Event

- Platform Rental
- Internet Access
- Subsidies for Participants (*only travel eligible*)
- Video and Audio
- Equipment Rental

### for Physical Event

- Speakers Travel
- Participants Travel
- Contractors Travel (*only as experts and not as logistics provider*)



# Building a Budget Plan

## for a virtual event

### DIRECT LABOUR

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
<b>Direct Labour</b>					
Speaker's honorarium ( <i>government officials ineligible</i> )	(# of speakers) <b>6</b>	<b>\$800</b>	<b>4800</b>		
Short-term clerical fees  (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours) <b>125</b>	<b>\$40</b>	<b>5000</b>		
Contractor fees  (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) <b>250</b>	<b>\$80</b>	<b>20000</b>		<ul style="list-style-type: none"> <li>• Research</li> <li>• Project Report Writing</li> </ul>
Contractor fees  (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) <b>125</b> <b>+ equipment</b>	<b>\$40</b>	<b>10000</b>		Event Management (may include equipment)

# Building a Budget Plan

## for a virtual event

### OTHER ITEMS

<u>All Figures in USD</u>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
<b>Other items</b>					
Publication/distribution of report	(# of copies)		\$2000		Graphic design/copy editing
Specialized equipment or materials (please describe)	(type, #, and # of days)		\$4000		1. Audio/Visual equipment 2. Internet access subsidies
Photocopying	(# of copies)				
Communications (telephone, fax, mail, courier)					
Hosting (provide breakdown, e.g., room rental, stationery)	(units as appropriate)	\$2000	\$4000		2 days
		<b>Total:</b>	<b>\$49800</b>		



# Section E: Project Efficiency

## Allowable Expenses – Direct Labor

### Contractor fees:

- **Contractors** can be researchers, event organisers, Short Term Clerical (STC)
- Tasks should be bundled and contracted to **a single contractor** unless justified and approved (seek a waiver for more than one contract, not including STC of less than \$5000)
- All contractor fees of over \$5000 attract Terms of Reference (ToR) or Requests for Proposal (RFP) processes (allow 6 weeks for ToR of \$20,000+, 8+ weeks for RFPs of \$20,001+)
- Project Overseers may not be contractors.



# Section E: Project Efficiency

## Allowable Expenses – APEC-funded **Travel Budget**

### Travel – Experts

- Per Diem based on current UN Per Diem Rate
- Maximum of **6** experts / day
- Airfare: most direct economical. Business class for 12 hours or more

### Travel – Participants

- Per Diem – same as speakers
- Up to 2 travelers from each travel-eligible economy only
- Only economy class travel, most direct and economical flight



# Section E: Project Efficiency

## Final Budget Reminders

- Consider event format change **4 months in advance** of the event
- Make changes through a **Budget Amendment Request** – contact PD or PE
- Budget practical and reasonable spending – the goal should not be to expend all available funding
- Understanding all the **allowable** and **non-allowable** expenses (Chapter 8 of the Guidebook)
  - No honorarium for the government officials or the contractor
  - No website maintenance fees



THE **LAUNCH** OF

# APEC PROJECT ADMINISTRATION SYSTEM (APAS)

an online platform for the submission and assessment of APEC projects

## Project Session 2, 2023



### MODERNIZATION

- The conventional way of applying for APEC funding via email is modernized through automated online processes and centralization of data



### EFFICIENCY

- Data is stored and copied across forms
- Electronic notifications of next tasks are automatically received, saving user time and resources



### DATA ACCESS

- Easier and faster access to project data means more timely support from the Secretariat
- More efficient extraction of data improves evaluation and analysis and supports continuous improvement of project processes



THE **LAUNCH** OF

# APEC PROJECT ADMINISTRATION SYSTEM (APAS)

## Project Session 2, 2023

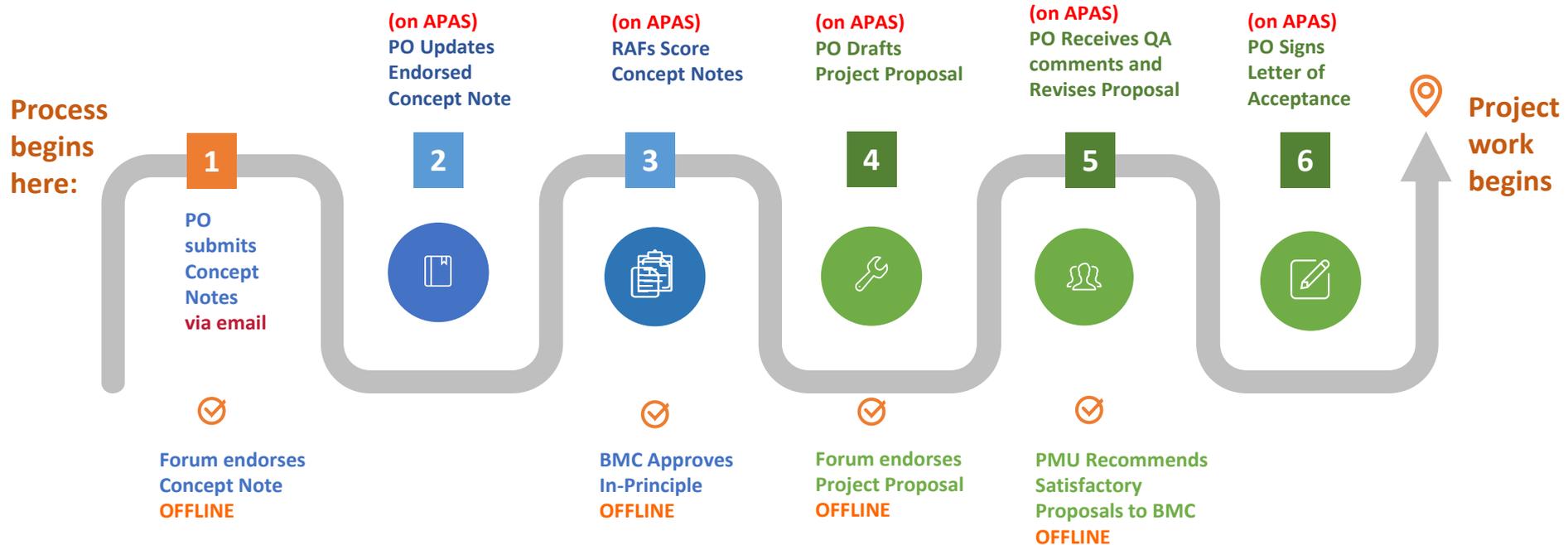
Submission and Approval Dates		
<b>Concept Notes</b>		
Internal Submission Deadline	19 June	➤ Submit Concept Note to Program Director (PD) <b>via email</b> by this date (some PDs may set earlier dates)
	14 July	➤ Project Overseers upload endorsed CN <b>onto APAS</b> by this date
Final Submission Deadline	18 July	➤ PDs submit endorsed Concept Notes to PMU <b>via APAS</b> by this date
<b>Project Proposals</b>		
Submission Deadline	20 September	➤ Project Overseers submit Project Proposal to Program Director <b>via APAS</b> by this date ➤ Forum endorsement of Project Proposal <b>via email</b> follows
	13 October	➤ Project Overseers submit <u>endorsed</u> Project Proposal to Program Director <b>via APAS</b> by this date
BMC final approval	October - December	➤ Project Overseers notified <b>via APAS</b>



# APEC PROJECT ADMINISTRATION SYSTEM (APAS)

## Online Application Process

At a Glance



OFFLINE: Processes not conducted on APAS

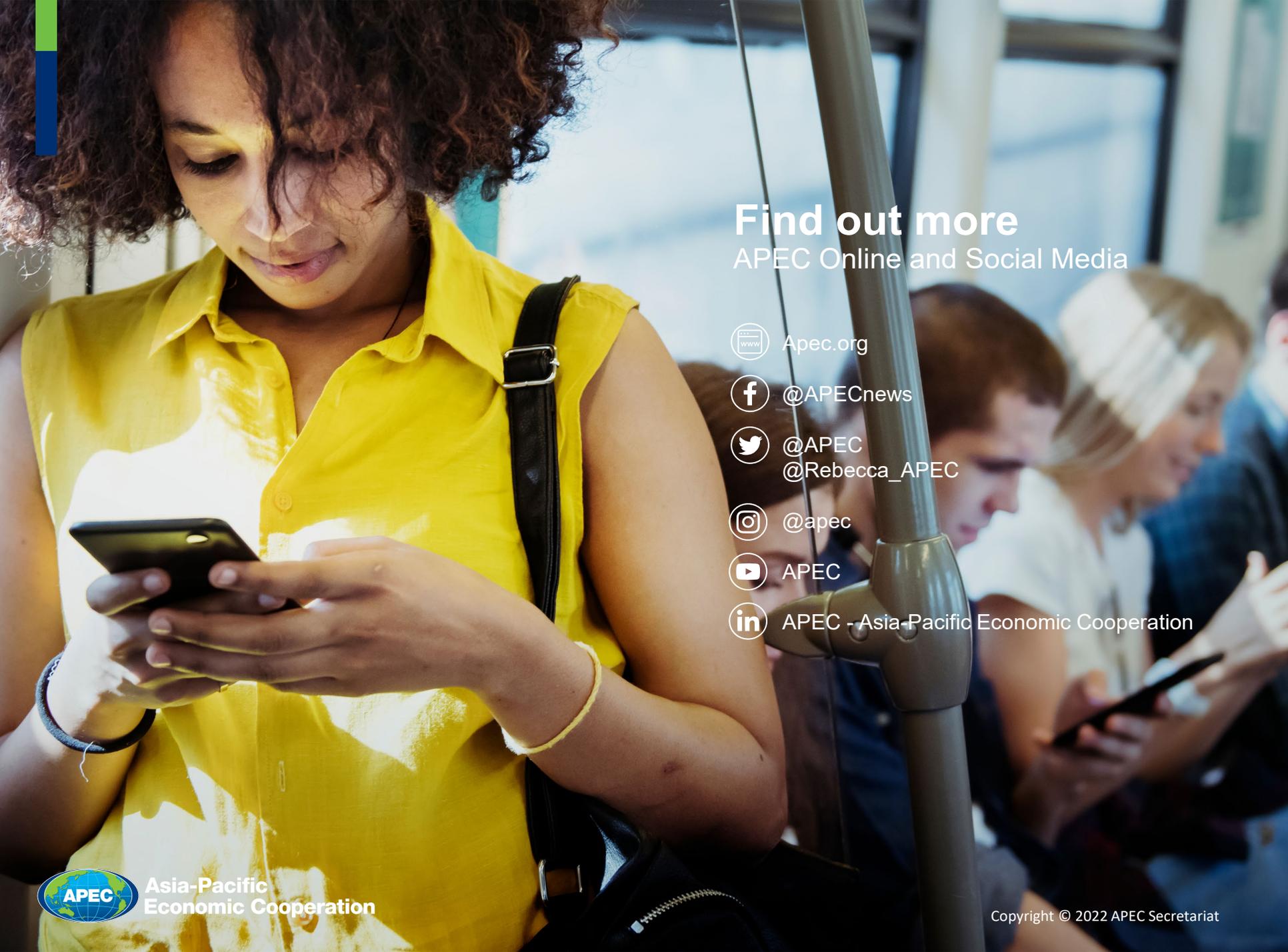


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THANK YOU !



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