## APEC Project Completion Report

Submit to your APEC Secretariat Program Director within 2 months of Project Completion Date

SECTION A: Project profile

|  |  |  |  |
| --- | --- | --- | --- |
| **Project number & title:** |  | | |
| **Reporting period (indicate range):** |  | **Date submitted:** |  |
| **Committee / WG / Fora:** |  | | |
| **Project Overseer Name / Organisation / Economy:** |  | | |

SECTION B: Project report and reflection

1. **Project description: Briefly describe the project, its overall objective(s) and intended outcomes (refer to Project Proposal).**
2. **Objective and Outcomes: Describe how the project met its objective(s). Did you deliver the intended outcomes and if not, why not?**
3. **Capacity building: Describe how capacity has been built through the project. Did you achieve the capacity building impact you anticipated? How has the project contributed to APEC’s capacity building goals, objectives and operational principles? How many developing economies participated in the project’s events and activities?**
4. **Outputs: Describe the main project outputs and the associated measures/indicators. Refer to the Project Proposal. Include a row for each output, and describe each event in a separate row. This will include workshops, tools, research papers, reports, recommendations, best practices, action plans, etc.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicators**  *(Edit or Insert rows as needed.*  *Do not delete rows)* | **# planned** | **# actual** | **Details or notes** |
| # research / studies |  |  | *(Provide titles of research/studies)* |
| # workshops / events |  |  | *(Provide titles of workshops/events)* |
| # economies attended (by participants only) |  |  | *(Provide names of economies. Don’t include non-APEC*  *Economies)* |
| # participants (M/F) |  |  | *(Count both APEC-funded and self-funded participants.*  *But exclude speakers/experts)* |
| # participants from travel-eligible economies (M/F) |  |  |  |
| # participants funded by APEC (M/F) |  |  |  |
| # speakers/experts engaged (M/F) |  |  | *(Count all speakers/experts as well as moderators or facilitators)* |
| # APEC-funded speakers/experts (M/F) |  |  |  |
| # other organizations engaged |  |  | *(Provide names of organizations)* |
| # businesses and/or academic organizations engaged |  |  | *(Provide names of business or academic organizations)* |
| # surveys |  |  |  |
| # publications distributed |  |  | *(Indicate full publication titles and linked URLs)* |
| # recommendations/best practices/action plans |  |  |  |
| # reports |  |  | *(Indicate full report titles and linked URLs)* |
| Other outputs (websites, etc): |  |  | *(Indicate titles, linked URLs, etc)* |
| Other proposed indicators: |  |  |  |

1. **Participants/Speakers Summary Table (compulsory for events):** Must be gender-disaggregated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Economy (of Participants)**  *(Insert rows as needed)* | **# male** | **# female** | **Total** |
|  |  |  |  |
| **Participants (Total)** |  |  |  |
| **Economy (of Experts)**  *(Insert rows as needed)* | **# male** | **# female** | **Total** |
|  |  |  |  |
| **Speakers/Experts (Total)** |  |  |  |

Note 1: Please indicate the number of participants and speakers/experts per economy and name the economies.

Note 2: Please ensure that the total figures correspond with the figures you provided in the Outputs table above (Section B.4).

**Please refer to the Project Proposal as you address each of these questions:**

**a. Did the project meet its target goals for overall event attendance, and the target goal for nominations of funded-participants? If not, why not?**

**b. What criteria did you define for participation in the event? Did the attending participants meet this criteria? If not, why not?**

**c. Apart from the economy focal points in the proposing forum, what other institutions did you approach for participation in your project event? Please list names.**

1. **Evaluation: Based on the measures/indicators specified in the Project Proposal, describe the process undertaken to measure the project’s outputs and outcome measures/indicators, and to evaluate the project upon completion (e.g. evaluation through participant surveys, peer reviews of outputs, assessments against indicators, statistics demonstrating use of outputs etc.). Provide analysis of results of evaluations conducted, and where possible include information on impacts on gender. (*NB: evaluation data needs to be included as an appendix)***
2. **Medium term changes: Describe any specific medium-term changes to policy, processes or behaviour that can, or are expected to result from this activity.**
3. **Gender: Reflecting on the relevant *Gender Pillars* identified in your Project Proposal, did you implement all of the steps identified in your Project Proposal to incorporate gender perspectives? If not, why not? Did you achieve the gender targets set for project events? If not, why not? Also explain how the project outcomes will benefit women and girls.**
4. **Key findings: Describe 1-3 examples of key findings, challenges, success stories or recommendations arising from the project (e.g. research or case studies results, policy recommendations, roadblocks to progress on an issue, impacts on gender). What follow-up actions are expected? How will participants and beneficiaries continue to be engaged and supported to progress this work?**
5. **Next steps: Describe any planned follow-up steps or projects, such as workshops, updates in your forum meetings, post-activity evaluations, or research to assess the impact of this activity. How will this activity inform any future APEC activities?**

**11. Feedback for the Secretariat: Do you have suggestions for more effective support by APEC fora or the Secretariat? Any assessment of consultants, experts or other stakeholders to share?** *The Secretariat examines feedback trends to identify ways to improve our systems.*

SECTION C: Budget (Must be answered)

Attach a detailed breakdown of the APEC-funded project budget (please request the latest budget report from your PD/PE), including:

* **Planned costs:** (using most recently approved budget figures)
* **Actual expenditures**
* **Variance notes:** An explanation of any budget line under- or over-spent by 20% or more.

SECTION D: Appendices

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| --- | --- | --- | --- |
| **Project number & title:** | |  | |
| **🗸** | **Supporting Documents** | | **Notes** |
|  | **Event Attendance List\*** (must use template. Refer to [here](https://www.apec.org/Projects/Forms-and-Resources).) | | *(name of Appendix, if applicable)* |
|  | **Event Agenda\*** | | *(name of Appendix, if applicable)* |
|  | **Publications** as links (Add rows where necessary) | |  |
|  | 1. **Name of Publication:** | | *(Must provide link)* |
|  | **Non-Publication Reports** as links or soft copies (Add rows where necessary) | |  |
|  | 1. **Name of Report:** | | *(Must provide attachment or Link)* |
|  | **Websites or other Resources** as links or soft copies | | *(Provide link)* |
|  | **Post activity survey** or other evaluation data | | *(name of Appendix, if applicable)* |
|  | **Other information or resources**: | | *(name of Appendix, if applicable)* |
| **FOR APEC SECRETARIAT USE ONLY** *APEC comments: Please rank the Completion Report as satisfactory or unsatisfactory. Provide highlights or comments as appropriate.* | | | |
| \* Event Attendance List and Event Agenda are collected for Secretariat internal use  only and are not for circulation within the forum. | | | |