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| **Section** | **Description**  |
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| **Chapter 1. Introduction** |
| 1-10 | (Capacity Building) Update to specify that children (persons below 18 years of age) may not participate in APEC projects, to maximise capacity building outcomes and minimise risk and liability issues for APEC.  |
| **Chapter 2. Roles and Responsibilities** |
| 2-6 | Update to clarify that if a Project Overseer is replaced, it should be by an official in the same organisation, since APEC funding is awarded to the Project Overseer as a representative of the organisation that proposed the project. |
| 2-11 | Addition to prevent Project Overseers from starting new APEC projects in parallel with existing ones, if their existing projects are not in compliance with APEC project policies and processes, or they have been unresponsive to Secretariat correspondence for a period exceeding three (3) months.  |
| **Chapter 3. Funding and Accounts** |
| 3-7 | To clarify that economies implementing APEC projects may not seek to gain financially. |
| **Chapter 5. Applying for Funding**  |
| 5-5 | Update to clarify that POs must confirm co-sponsorship in writing before submission of the Concept Note by the internal submission deadline. |
| 5-24 | Update to reflect BMC’s decision to allow POs of unsuccessful CNs to request the averaged scores for each CN evaluation criterion, in order to identify and address weaknesses in their CNs.  |
| **Chapter 8. APEC Project Expenses**  |
| 8-13 & 8-14 | Update to clarify the existing policy on splitting contracts and the process to seek a waiver. |
| **Chapter 11. Contracting** |
| 11-10 | Update to reinforce APEC’s policy in relation to Intellectual Property ownership, to avoid submission of projects that may expose APEC to risks in relation to defending IP interests. Projects that expose APEC to high risk must be consulted with the APEC Secretariat prior to submission of the Concept Note. |
| 11-32 | Update to clarify that if POs are unable to identify panellists for RFP evaluation processes from co-sponsoring economies, they may approach other members in their forum to participate in the panel. |
| **Appendices** |
| Appendix A-C | Edits to streamline, editorial updates to templates. |
| Appendix E-F | Minor editorial updates and a clarification to the Outputs Table. |
| Appendix M | Addition of a new appendix containing the BMC-endorsed Honorarium Payment Schedule.  |
| Appendix N | Appendix of a new appendix containing the APEC Project Event Recording Policy.  |

Guidebook on APEC Projects Edition 16: Summary of Edits