



Asia-Pacific
Economic Cooperation

APEC PROJECTS

Event Budgeting

Jingyu Lin
Project Quality Manager
APEC Project Management Unit
APEC Secretariat

SOM 1, Palm Springs 2023

Advancing Free Trade
for Asia-Pacific Prosperity

Copyright © 2022 APEC Secretariat



AGENDA

This presentation covers:

- Planning the Project Event Budget
- Budget Items Using APEC Funding
- Budget Plan Sample – Physical Event
- Budget Plan Sample – Virtual Event
- Reminders



Section E: Project Efficiency

Question 15: Budget

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

Project Title: <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. <u>Please nominate the sub-fund here:</u>	
APEC forum:	<input type="text"/>
Proposing APEC economy:	<input type="text"/>
Co-sponsoring economies:	<input type="text"/>
Expected start date:	<input type="text"/>
Expected completion date:	<input type="text"/>
Project summary: Describe the project in under 150 words . 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"/>
Total cost of proposal: (APEC funding + self-funding): USD <input type="text"/>	Total amount being sought from APEC (USD): <input type="text"/> By category: 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

- 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
Direct Labour					
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)				
Travel (Speaker, Experts, Researchers)					
Per diem (incl. accommodation and "75% additional payment")	(# of persons and days)				(location of event)
Airfare	(# of persons and trips)				
Travel for Participants (from travel-eligible economies only. Active participants only)					
Per diem (incl. accommodations and "75% additional payment")	(# of persons and days)				(location of event)
Airfare (restricted economy class)	(# of persons and trips)				
Other Items					
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)				
Total:					



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

Building a Budget Plan

An APEC Project Example

OUTPUTS

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

AMOUNT SOUGHT FROM APEC

US\$112,000 (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



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



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
Direct Labour					
Speaker's honorarium (<i>government officials ineligible</i>)	(# of speakers) 6	\$800	4800		
Short-term clerical fees (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours) 125	\$20	2500		
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 250	\$80	20000		<ul style="list-style-type: none"> Research Project Report Writing
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 125	\$40	5000		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
Travel (Speaker, Experts, Researchers)					
Per diem (incl. accommodation and "75% additional payment")	(# of persons and days) 6 X 3.75	\$232	\$5220		2 days Bangkok
Airfare	(# of persons and trips) 6	\$5000	\$30000		
Travel for Participants (from travel-eligible economies only. Active participants only)					
Per diem (incl. accommodations and "75% additional payment")	(# of persons and days) 22 X 3.75	\$232	\$19140		2 days Bangkok
Airfare (<i>restricted economy class</i>)	(# of persons and trips) 6	\$2500	\$20000		Latin America/PNG
Airfare (<i>restricted economy class</i>)	(# of persons and trips) 14	\$1000	\$14000		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
Other items					
Publication/distribution of report	(# of copies)		\$2000		Graphic design
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
Total:			\$112,000	\$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
Direct Labour					
Speaker's honorarium (<i>government officials ineligible</i>)	(# of speakers) 6	\$800	4800		
Short-term clerical fees (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours) 125	\$20	2500		
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 250	\$80	20000		<ul style="list-style-type: none"> • Research • Project Report Writing
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 125 + equipment	\$40	5000		Event Management (may include equipment)



Building a Budget Plan

for a virtual event

OTHER ITEMS

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
Other items					
Publication/distribution of report	(# of copies)		\$2000		Graphic design
Specialized equipment or materials (<i>please describe</i>)	(type, #, and # of days)		\$4000		1. Audio/Visual equipment 2. Internet access subsidies
Photocopying	(# of copies)				
Communications (telephone, fax, mail, courier)					
<i>Hosting</i> (provide breakdown, e.g., room rental, stationery)	(units as appropriate)	\$2000	\$4000		2 days
Total:			\$42300		



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 exceeding 12 hours

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





Thank You!



**Asia-Pacific
Economic Cooperation**



Find out more

APEC Online and Social Media

 Apec.org

 [@APECnews](https://www.facebook.com/APECnews)

 [@APEC](https://twitter.com/APEC)
[@Rebecca_APEC](https://twitter.com/Rebecca_APEC)

 [@apec](https://www.instagram.com/apec)

 [APEC](https://www.youtube.com/APEC)

 [APEC - Asia-Pacific Economic Cooperation](https://www.linkedin.com/company/APEC-Asia-Pacific-Economic-Cooperation)



Asia-Pacific
Economic Cooperation