**APEC Project Design Amendment and Extension Form**

Please submit through your APEC Secretariat Program Director

**Section A: Project Details**

|  |  |  |
| --- | --- | --- |
| **Project Number:** | **Project Title:** | |
|  |  | |
| **Project Overseer’s Name:** | **Organization:** | **Economy:** |
|  |  | Select here |
| **Project Start Date:** | **Project Completion Date (**Original as stated in Project Proposal**):** | **Revised Project Completion Date (**From previous PDAE, if applicable**):** |
|  |  |  |
| **Please identify how many Project Design Amendment and Extension (PDAE) Form(s) have been submitted to the APEC Secretariat before this PDAE.** Select here | | |

(\*For Secretariat Use: For Administrative Extension, proceed to Section E)

Please fill in either **Section B** or **Section C or both**, where applicable:

**Section B: Extension of Project Completion Date(PCD)**

► I am requesting an extension of the project **PCD**. The new **PCD** is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please select a reason for the extension request. Select here
2. If you chose ‘Others’, please elaborate. Otherwise, please mark “*N/A*”.

**Please enter text here.**

1. Please identify any potential risks and how you will mitigate them so no further extension/s will be required.

**Please enter text here.**

**Section C: Design Amendment to Project Output(s)**

► I am requesting a change to project output(s). I would like to Select here.

1. Which **output(s)** are you requesting to change (from the approved Project Proposal)? Check the box all that apply (use yellow highlight if checkboxes are not accessible):

Research or Survey(s)  Event(s)  Report(s) or Publication(s)  Others

Please provide details (such as **output names**) of your selections. If none, please mark “*N/A*”.

**Please enter text here.**

1. If you are **adding** an output(s), what is the name of the new output(s)? If none, please mark “*N/A*”.

**Please enter text here.**

1. Please provide the **reason(s)** for the addition/revision/deletion of the output(s). If none, please mark “*N/A*”.

**Please enter text here.**

1. Will this change impact other parts of the project? Please write **Yes** or **No**: \_\_\_\_\_\_\_.

If you selected “Yes”, please identify the other project items that are impacted by the change request in Project Outputs (use yellow highlight if checkboxes are not accessible):

|  |  |
| --- | --- |
| **Project Section** (Select all that apply) | **Reminders:** |
| Contract **>**  **Select an item** | *You may be contacted to submit a contract* ***corrigendum****.* |
| Evaluation Indicators **>**  **Select an item** | *Provide revised* ***target goals*** *for* ***all*** *impacted items in* ***Question 5*** |
| Other areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

1. If you checked any of the Project Sections under 4, describe how they will be impacted. Otherwise, please mark “N/A” below.

**Please enter text here.**

**Section D: Work Plan**

You must provide details on how the project’s Work Plan has changed in terms of **timelines, tasks and deliverables**.

Please refer to the **Work Plan** of the **Project Proposal** or the latest **PDAE**.

**Step 1** Copy and paste the entire original or latest Work Plan in Original or Latest Revised Plan section (**left** table) below. Check the box for **Yes under the Completed?** column if the project task has been completed.

**Step 2** Fill in the new proposed Work Plan in New Proposed Work Plan section (**right** table) below. Start from the row for the tasks that are not yet completed, matching the

the same task row as the Work Plan on the **right**. See example below.

***Example:***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start From | Finish By | Description of Tasks | Deliverables | Completed? |  | Start From | Finish By | Description of Tasks | Deliverables |
| ***15-11-2023*** | ***06-12-2023*** | Selection of contractor and contract processes | Contract Signed | Yes |  | ***dd-mm-yyyy*** | ***dd-mm-yyyy*** | (leave blank for completed tasks) |  |
| ***12-12-2023*** | ***03-01-2024*** | Conduct pre-event research | Questionnaire circulated | Yes | *↔* | ***15-01-2024*** | ***15-02-2024*** | Start from the row for the tasks not yet completed |  |

***Start here:***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Original or Latest Revised Work Plan | | | | |  | New Proposed Work Plan | | | |
|  | | | | |  |  | | | |
| Start From  (dd-mm-yyyy) | Finish By  (dd-mm-yyyy) | Description of Tasks | Deliverables | Completed? |  | Start From  (dd-mm-yyyy) | Finish By  (dd-mm-yyyy) | Description of Tasks | Deliverables |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  |  |  | Yes |  |  |  |  |  |
|  |  | add rows by copying and pasting below |  | Yes |  |  |  | add rows by copying and pasting below |  |

**Section E: Administrative Extension** *(to be filled out by the APEC Secretariat only)*

An Administrative Extension is designed to allow extra time beyond the project’s PCD to complete **internal** mandatory APEC processes, such as i) review, approval and endorsement of APEC Publication or other written outputs; and/or ii) final disbursement of project funds.

Once approved by the Program Director, the Administrative Extension request is emailed to the Project Management Unit for review and acknowledgement.

|  |  |
| --- | --- |
| **Complete the fields below** | |
| Select the Project Session the project was approved: |  |
| Enter the New Project Completion Date (PCD): | **Select date** |
| Does the extension fall within 12 months of the default PCD? Check the box **or** yellowhighlight one that apply | Yes.  No. Please explain why admin extension should be granted on an exceptional circumstance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What is one main reason for this administrative extension? | Select here  If you chose ‘Others’, please elaborate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approved by (PD’s name): |  |
| Approval Date: | **Select date** |