

**Summary Conclusions of the
APEC Budget and Management Committee Meeting
APEC Secretariat, Singapore
24-25 March 2004**

Introduction

1. The APEC Budget and Management Committee (BMC) held its first 2004 meeting at the APEC Secretariat, Singapore, on 24-25 March.
2. The meeting was attended by representatives from Australia; Brunei Darussalam; Canada; Chile; China; Hong Kong, China; Indonesia; Japan; Korea; Malaysia; Mexico; New Zealand; Peru; Philippines; the Russian Federation; Singapore; Chinese Taipei; Thailand; the United States of America; Viet Nam and the APEC Secretariat. The list of participants is at **Annex 1**. Apologies were received from Papua New Guinea.
3. The meeting was chaired by Mr Chutintorn Sam Gongsakdi, Director, International Economic Policy Division, Department of International Economic Affairs, Ministry of Foreign Affairs, Thailand.

Agenda item 1: Adoption of Agenda

4. The meeting adopted the Agenda as at **Annex 2**, except that item 13(a) was advanced to after item 9 to accommodate the schedule of the visiting presenters.

Agenda item 2: Business Arrangements and Program

5. The business program was agreed.

Agenda item 3: Overview from the Secretariat by the Executive Director

6. The Executive Director reported on recent developments as set out in 2004/BMC I/ 003.
 - (a) He congratulated the new Chair and Vice-Chair on their assumption of posts and thanked the outgoing Chair and Interim Chair for their work. He reported on staffing changes at the Secretariat;
 - (b) He noted that to date nine economies had paid their annual contribution ahead of the due date of 31 March 2004. Efforts were being made to chase up the one economy which had not yet paid its 2003 contribution;
 - (c) The Secretariat had been able to report savings of US\$288,320.30 from the Administrative Account. As the budget was prepared and projects approved using more realistic figures, the scope for large returns was diminishing. He said that with continuing efforts to control costs, at the existing level of service and at the existing contribution levels the forecast was that APEC can continue to 2006 to set aside US\$2,000,000 for Operational Account projects. The need for increased contributions would then need to be assessed;
 - (d) He reminded delegates of the importance which SOM attached to projects being aligned with SOM priorities. He noted the difficult work ahead of the BMC to try to reduce the discordance between the APEC project cycle and the APEC cycle. He commended for discussion on APEC reform the letter from the BMC Chair, dated 11 March 2004 (2004/BMC I/021); and
 - (e) He informed members of continuing discussions to expand and strengthen APEC's business outreach program.
7. The meeting welcomed the report of the Executive Director.

Agenda item 4: Financial report for 2003

- A. *Review of Administrative Account***
- B. *Review of Operational Account***
- C. *Review of TILF Special Account***

8. The meeting noted the audited report and the detailed outturn of the Administrative Account, the Operational Account, and the TILF Special Account for 2003 in 2004/BMC I/004. The audited accounts would be signed and submitted to Senior Officials for information.

Agenda item 5: Appointment of Auditors

9. The meeting considered 2004/BMC I/005 and agreed to recommend to SOM II, the reappointment of PricewaterhouseCoopers (PwC) as the auditor for the 2004 accounts of the APEC Central Fund.

Agenda item 6: ISO Issues and Report on Complaints received by the Secretariat

10. The meeting reviewed the progress of the Secretariat in reaching the standards aimed for under the ISO 9001:2000 standard on Quality Management Systems. The information was presented in 2004/BMC I/006. The meeting noted the change in the target for the submission of meeting papers. Members expressed some concern at the lower than target rate for the submission of project claims, noting that much of this was attributable to late submission of details from the Project Overseer/traveller concerned and some attributable to differing perceptions of what constituted complete documentation for payment. The Secretariat said that there were continuing complaints about the complexities of APEC's reimbursement system for travel and some of these concerns had again surfaced at the ESC – Working Groups Coordination Meeting, held ahead of SOM I this year. The Secretariat was meeting with PwC, its auditors, on 31 March 2004 to make a further review of its travel procedures. The Secretariat advised that a survey of Project Overseers was about to get underway which would also provide further views on APEC's procedures. Members also noted the contribution made by the travel procedures to controlling APEC's costs. In respect of contracts, the meeting noted that there was a growing tendency for contractors to put forward their own variants of contracts, which prolonged contract negotiation.
11. The meeting noted that under the 2004 Work Plan the Secretariat would review whether there was scope to expand the areas of work for which APEC would seek ISO 9001:2000 certification.

Agenda item 7: Evaluation of Committee/Working Group Projects (including Self-Financed projects)**A. *Evaluation Reports and Outcomes of BMC Small Groups***

12. The Chair reminded Members of the importance the BMC had attached to the evaluation process and the part that Members played in it through their agreed assignment to the various BMC Small Groups. Members noted the measures and efforts which the Secretariat had been taking for the smoother implementation of the existing evaluation process. The meeting noted the contents of 2004/BMC I/007.

B. *Comments in Evaluation Reports that may be of General Applicability*

13. The meeting noted the contents of 2004/BMC I/008 and was pleased that the Secretariat would continue to upload the lessons learned document on to the APEC website and circulate them also to Project Overseers for reference. Members suggested there could be a compilation of the lessons learned documents and put in a user-friendly, accessible form PSMs were encouraged to assist in making the contents of the lessons learned documents better known to fora and project proponents .

Agenda item 8: Forecast of the Operational Account

14. The meeting noted the forecast in 2004/BMC I/009 and agreed that the US\$2 million cap on the Operational Account should remain, and that the 4-year forecast should continue to be updated and presented at future BMC meetings so that the BMC might closely monitor the financial outlook. As the savings were reducing because of more realistic budgeting the Secretariat would adjust the savings bands for future updates.
15. Some member economies indicated, without commitment, their willingness to increase their contribution levels if increasing demands and costs made this necessary. Members noted that contribution rates had not been adjusted since 1998, at which time some reductions were made in recognition of hardships from the then economic crisis. Economic conditions in many economies had improved, while the contributions had declined in real terms with inflation and currency adjustments. In response to Members' requests, the Secretariat agreed to circulate by end April/early May for discussion, a paper outlining the existing contribution formula and possible scenarios for change.

Agenda item 9: Forecast of the TILF Special Account

16. The meeting considered 2004/BMC I/010 and, using the approved formula to ensure the sustainability of funding of projects, noted that this produced a **provisionally acceptable amount** of expenditure of US\$4,979,087 for TILF Special Account projects in 2005. Taking this into account, currency exchange rate fluctuations, the level of uncommitted reserves and the demand for funding for projects under the TILF Special Account the meeting determined **an affordable level** of expenditure for projects in 2005 of US\$5,000,000. The meeting also reiterated that requests approved for funding of TILF projects in 2005 should not normally exceed this affordable level but such could be considered, providing that there were uncommitted reserves available.
17. Japan advised that its contribution to the TILF Special Account in fiscal year 2004-5 would remain this year at 325 million yen, subject to the approval of the Upper House of the Diet on 26 March 2004. Japan further advised that the amount to be contributed to the TILF fund in future years could not be guaranteed. Japan reiterated its request that other economies contribute to the TILF fund.

Agenda item 10: 2004 Budget

A. Report on Business Transacted Inter-sessionally

18. The meeting noted 2004/BMC I/011.

B. Operational Account – Reprogramming and Requests for Urgent Funding

19. The meeting approved the following requests put forward in 2004/BMC I/012 and 2004/BMC I/012 Supplementary information:

Ex-Gratia Requests:

- AGGI 03/2001 - US\$26,773.40
- HRD 02/2002 - US\$4,997.20
- HRD 09/2002 - US\$10,790.25

Regarding the requests which cited exchange rate fluctuations as the rationale for an increased payment, the Meeting agreed that these would not be approved. To do so could open the door to many more requests, yet with the unlikelihood of the return of money under contract should the exchange rate become favourable. The request for AGGI 03/2001 was capped at the approved project sum and the request for EWG 02/2001 was not approved.

Urgent Funding:

FIN 03/2004: Symposium on Alternative Remittance Systems (US\$56,860). A waiver for government officials was approved. Members requested that the practices to be recommended

in the symposium would be consistent with those advanced by other organisations (for example, the Financial Action Task Force).

SME 06/2004: BRI International Visitor Program Training (US\$30,000) (*The project was previously known as SME 04/2004T, but was not recommended for TILF funding*) Waivers for participants to receive funding, government officials and for advance payment were approved. Indonesia maintained that there was a link for this project on the investment side of APEC's agenda. Members commended the project for the assistance it would provide micro-entrepreneurs, a majority of whom were women.

20. The two projects, as they are above US\$20,000, will be submitted to Senior Officials for approval. Subject to this approval, the amount remaining in the Operational Account for 2004 projects is US\$38,970.

C. TILF Special Account – Reprogramming and Requests for Urgent Funding

21. Members recalled that the TILF contribution from Japan for 2004 will continue at the reduced rate of 325 million yen. The Chair noted that the total sum requested for all 2003 projects exceeded the affordable level of US\$4,800,000 agreed in 2003 for 2004 projects. There was US\$564,073 uncommitted from the affordable level agreed in 2003 for 2004 projects; in addition, there was US\$150,527 uncommitted from the affordable level of US\$5,500,000 agreed in 2002 for 2003 projects. Members agreed that both uncommitted amounts could be made available for urgent 2004 projects. The Chair also reminded members of the decision that while funding should not normally exceed this affordable level such could be considered, providing that there are uncommitted reserves available. At present the uncommitted TILF Special Account reserves stood at US\$2,636,320. With this in mind members agreed that funding of projects up to US\$860,000 would be acceptable.
22. The meeting approved the following requests put forward in 2004/BMC I/013 and 2004/BMC I/013 Supplementary information (1)-(4):

Extension of Project Disbursement Deadline:

- EWG 03/2002T : to 31 December 2004
- CTI 07/2002T : to 30 June 2004

Additional Funding:

- TEL 02/2003T: the request was withdrawn as alternative funding from the United States had been offered and accepted.
- TPT 01/2003T: the request was not approved as the rationale for the request was exchange rate fluctuations.

Request for Waiver:

- CTI 19/2004T: the request for a waiver to fund officials from WTO and WIPO was approved. Members noted that no additional funding would be required.

Urgent Funding:

The BMC's decisions on the urgent 2004 TILF Special Account funding requests in 2004/BMC I/013 are set out at **Annex 3**. Projects above US\$20,000 will be submitted to Senior Officials for approval. The approval of project CTI 27/2004T was on the basis that the travel was for persons from organisations related to ABAC. The funding was not for members of ABAC.

Preparations for the Mid-Term Stock-taking of the Progress Towards the Bogor Goals:

The meeting agreed to the SOM Chair's request that provision be set aside from the TILF Special Account for a possible stock-taking project in 2004. The meeting agreed to consider the proposal either intersessionally or at BMC II, applying the normal project rules. The expectation was that the value of the project would not exceed US\$70,000.

Agenda item 11: Publications Report

23. BMC noted the contents of 2004/BMC I/014. The Secretariat noted the encouraging trend that more fora were requesting advance assistance on publications. More timely requests would also allow the Secretariat to advise on an appropriate publicity plan. The Chair reminded economies which had not responded to the Secretariat's questionnaire, distributed at SOM I, on the utility of the ESC Annual Report to do so as soon as possible.

Agenda item 12: Guidelines for Hosting APEC Meetings

24. The Chair outlined the rationale for the changes proposed in paper 2004/BMC I/015, which were to ensure that the Executive Director (ED) of the APEC Secretariat (and/or the Deputy Executive Director (DED), as appropriate) had an opportunity to speak at APEC Ministerial Meetings and were treated appropriately. The concern was for the organisation rather than the person. Members discussed the issue and agreed to provide written comments on the Guidelines by **23 April 2004**. Regarding the treatment of the ED or, in his absence, the DED, Members suggested that an equivalency with Ministers might need to be established, but noted that this was the situation for the ASEAN Secretariat where the Secretary - General was treated as the equivalent of a Minister.
25. On hosting guidelines in general, members suggested that money could be saved by not providing delegates with souvenir bags at every meeting. They also suggested that delegate badges could differentiate (by colour) between government and non-government members of an economy's delegation.

Agenda item 13: Project Management and Evaluation Matters

A. *Report on the Small Group on Evaluation meeting of the ESC*

26. Members noted the information contained in paper 2004/BMC I/016. The Chair of the Small Group on Evaluation of the ESC said that the proposal followed an instruction from Ministers to use existing mechanisms such as the ESC and the BMC to significantly strengthen the coordination of APEC activities, in particular APEC projects, so as to avoid duplication and maximise APEC value, goodwill and benefit to stakeholders. Ministers had welcomed the development of a project evaluation framework for ECOTECH. The consultant, Mr Lincoln Young, described the proposed generic quality assessment framework for project applications and outcomes. In his view there would be significant improvements and increased efficiency in using the new framework. He also described the proposed framework for mid-term review and impact analysis to be used where appropriate.
27. After some discussion, members agreed to trial the framework for Operational Account projects to be put forward at BMC II in late August 2004. Members agreed that the Chair would send a joint letter with the Chair of the ESC to all APEC Working Groups to require them to choose two projects to trial. To reduce the burden the projects should not both come from the same economy. These projects would be prepared by the project proponents using the existing project format (Annex A of the *Guidebook on APEC Projects*) and also in the format proposed by the consultant. Projects in the latter format would be assessed using the Framework for Project Proposals by a Project Steering Committee of the Working Group, meeting at the WG or virtually. The WG should offer its comments on the efficacy of the new format and the framework for project proposals. On a voluntary basis WGs would also be encouraged to trial the mid-term review framework and the outcome framework for Operational Account projects ahead of BMC II. The trial would not apply to TILF projects, nor to projects proposed by Committees or ad hoc groups.

B. *Amendment to the Guidebook on APEC Projects*

28. Members noted that the Guidebook would require amendment if the evaluation frameworks were to be adopted. Changes would also be required if the later proposals under this agenda item were to be approved and made permanent.

C. *Improvement to Projects*

29. Members discussed this item by reference to presentations made by the Secretariat on paper 2004/BMC I/018, by Japan on paper 2004/BMC I/022 and by the US on 2004/BMC I/019. Members also made reference to the letter from the BMC Chair, dated 11 March 2004 and reproduced as paper 2004/BMC I/021.
30. After a wide-ranging discussion the following were agreed:
- (a) Projects put forward and approved at BMC II and later should follow APEC-wide priorities. For projects approved at BMC II in 2004 the priorities would be the 2004 priorities agreed at ISOM and confirmed at SOM I in 2004. For *TILF Special Account projects* Japan proposed that these would be supplemented by the TILF priorities (incorporating the CTI priorities agreed at CTI I/2004) set out in paper 2004/BMCI/022 (modified to remove the numbering and to indicate that there was flexibility to approve other projects). For *Operational Account projects* the general priorities would be supplemented by the APEC-wide ECOTECH priorities endorsed by Ministers in 2003.
 - (b) A Friends of the Chair Group (Chile, Korea, USA, Viet Nam and the APEC Secretariat) would develop proposals on reducing the discordance between the APEC project cycle and the APEC cycle, including how to provide a transition from the existing situation. The starting point would be based on the US proposal in 2004/BMCI/019. The aim was to prepare a paper ahead of SOM II.
 - (c) There was consensus on increasing the proportion of funding to be allocated to projects following the Annual Ministerial Meeting. For 2005 projects this was provisionally agreed for January/ March 2005 as:
 - Operational Account 25% (US\$500,000)
 - TILF Special Account 15% (US\$750,000)

Members noted that these figures might be revised following the outcome of discussions at the Friends of the Chair Group and decisions made at BMC II.

- (d) Members agreed to retain for Operational Account projects, the current limit of 15% of the total Operational Account (i.e. US\$300,000) as the maximum any one WG, Committee or Task Force may put forward at BMC II. Members reiterated that this was not an entitlement to fund to that amount.
- (e) Members agreed on Japan's proposal that, in the absence of additional contributions from other economies to the TILF Special Account, there should be a substantial element of self-funding for TILF-funded projects; for projects from developed member economies this should be of the order of 50%; for ones put forward by developing member economies this should be of the order of 20%. Project proponents of Operational Account projects would also be encouraged to provide some self-funding - it was noted that self-funding for hosting and participation was the norm already for these projects. Self-control should be exercised on what was counted as self-funding.
- (f) All projects put forward should have the active involvement of at least three economies - as proposing / co-sponsoring economy.
- (g) Honoraria should be reduced; normally no more than US\$300- US\$1,000 should be offered. The maximum would remain at US\$1,500. Government and international organisation officials would not be eligible.
- (h) Consultant and consultant secretary costs should be more closely tailored to that of the local economies with the normal hourly maxima of US\$80 and US\$20 retained. Points of contacts in economies should encourage consultants/organisations in their respective economies to bid for APEC contracts. The Secretariat would be working to improve the visibility of contract details on its website.

- (i) The number of APEC-sponsored speakers should be reduced to normally no more than 6 (six) a day. The number of APEC- sponsored participants should be kept down as far as possible and not exceed the numbers permitted in the *Guidebook on APEC Projects*.
 - (j) The hosting costs (where eligible) should be restricted to no more than US\$5,000 for a two day conference. There should be a competitive bidding process for the venue. This will have the added advantage of helping to keep hotel costs down.
 - (k) Members decided against placing a maximum value on APEC projects.
 - (l) Members agreed to recommend to SOM an increase in the value of projects which could be approved by BMC. This was suggested to be raised from US\$20,000 to US\$100,000.
31. Members agreed that the Chair would write to all Committee Chairs, Working Group Lead Shepherds and ad hoc group chairs regarding these changes.

Agenda item 14: BMC and APEC Reform Process

32. Members agreed that the letter referred to in paragraph 31 above would be copied to the SOM Chair as input to the APEC Reform process. To meet the reform process deadline the Chair would send the letter on or before 15 April 2004.

Agenda item 15: Any Other Business

33. There was no other business.

Agenda item 16: Classification of Documents

34. The agreed document classification list of this meeting is at **Annex 4**.

Agenda item 17: Date of Next Meeting

35. The next meeting will be held on Tuesday, 24 – Thursday, 26 August 2004, in Singapore.

36. The meeting agreed the following deadlines for the next meeting:

30 July 2004 : Receipt of finalised ranked project proposals from fora
13 August 2004 : Deadline for Secretariat to upload projects and papers for BMC II

Agenda item 18: Approval of Summary Conclusions of the Meeting

37. The meeting approved inter-sessionally these summary conclusions for submission to Senior Officials.

PARTICIPANT LIST

Economy: Australia

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
1	Ms	Michèle Kafer	Program Officer, Trade Development Division, APEC Branch, Business Facilitation & Secure Trade Section	Department of Foreign Affairs & Trade	Tel: Fax: Email:	(61-2) 6261 3956 (61-2) 6261 3009 michele.kafer@dfat.gov.au	F
2	Mr	Lincoln Young	Consultant	c/o Department of Foreign Affairs and Trade	Tel: Fax: Email:	(61-2) 6282 2365 (61-2) 6261 3009 lincolnj@webone.com.au	M
3	Mr	Ross Muir	Director, Asia Regional Programs	Australian Agency for International Development (AusAID)	Tel: Fax: Email:	(61-2) 6206 4900 (61-2) 6206 4875 ross_muir@ausaid.gov.au	M

Economy: Brunei Darussalam

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
4	Mr	Brahim Haji Ismail	Senior Administrative Officer	Ministry of Finance	Tel: Fax: Email:	(673-2) 383 937 (673-2) 383 934 bbismail@brunet.bn	M
5	Mr	Md Hakashah Hj Abd Samad	Special Duties Officer, International Relations and Trade Department	Ministry of Industry and Primary Resources	Tel: Fax: Email:	(673-2) 382 822 (673-2) 382 846 kashah_irt@brudirect.com	M

Economy: Canada

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
6	Mr	Christopher Burton	Economic Policy Officer (APEC), International Economic Relations & Summits Division	Department of Foreign Affairs & International Trade	Tel: Fax: Email:	(1-613) 944 2187 (1-613) 944 2732 christopher.burton@dfait-maeci.gc.ca	M

Economy: Chile

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
7	Mr	Mario Artaza	APEC Coordinator, APEC Department	Ministry of Foreign Affairs	Tel: Fax: Email:	(56-2) 565 9350 (56-2) 696 0639 martaza@direcon.cl	M

Economy: China

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
8	Mr	Yang Yafei	First Secretary, APEC Division, Department of International Organisations and Conferences	Ministry of Foreign Affairs	Tel: Fax: Email:	(86-10) 6596 3182 (86-10) 6596 3160 apec-china@fmprc.gov.cn	M

Economy: Hong Kong, China

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
9	Mr	Raphael Ng	Principal Trade Officer	Trade & Industry Department, The Government of the Hong Kong Special Administrative Region	Tel: Fax: Email:	(852) 2398 5535 (852) 2787 7799 hkcapec@tid.gov.hk	M
10	Mr	Alfred Tang	Assistant Director (Trade)	Hong Kong Economic & Trade Office	Tel: Fax: Email:	(65) 6330 9333 (65)6339 2112 alfred_tang@hketosin.gov.hk	M

Economy: Indonesia

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
11	Ms	Siti Nugraha Mauludiah	Deputy Director for APEC, Asia, Pacific and Africa Intra Regional Cooperation	Department of Foreign Affairs	Tel: Fax: Email:	(62-21) 381 1083 (62-21) 384 4867 dithenb@deplu.go.id ; iningtea@yahoo.com	F
12	Ms	Enita R Depari	Head, Sub Division International Cooperation	Ministry of Finance	Tel: Fax: Email:	(62-21) 345 1090/345 1128 (62-21) 345 1205 edepari.SJ@depkeu.go.id	F

Economy: Japan

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
13	Mr	Hiroyuki Minami	Director, Developing Economies & APEC Division, Economic Affairs Bureau	Ministry of Foreign Affairs	Tel: Fax: Email:	(81-3) 5501 8342 (81-3) 5501 8340 hiroyuki.minami@mofa.go.jp	M
14	Mr	Kazuhisa Oyama	Deputy Director, APEC Office	Ministry of Economy, Trade and Industry	Tel: Fax: Email:	(81-3) 3501 1407 (81-3) 3501 5898 oyama-kazuhisa@meti.go.jp	M
15	Mr	Masahiro Kikuchi	Deputy Director, Customs and Tariff Bureau	Ministry of Finance	Tel: Fax: Email:	(81-3) 3581 3825 (81-3) 5251 2123 masahiro.kikuchi@mof.go.jp	M
16	Mr	Jiro Takamoto	Official, Developing Economies & APEC Division, Economic Affairs Bureau	Ministry of Foreign Affairs	Tel: Fax: Email:	(81-3) 5501 8342 (81-3) 5501 8340 jiro.takamoto@mofa.go.jp	M
17	Ms	Yuki Tanaka	Technical Official	Ministry of Economy, Trade and Industry	Tel: Fax: Email:	(81-3) 3501 1407 (81-3) 3501 5898 tanaka-yuki3@meti.go.jp	F

Economy: Korea

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
18	Mr	Woo Kyoung-ha	Director for Regional Cooperation, Regional Cooperation Division	Ministry of Foreign Affairs and Trade	Tel: Fax: Email:	(82-2) 2100 7652 (82-2) 2100 7980 apeco@mofat.go.kr	M
19	Mrs	Kim Hyo-eun	Deputy Director, Regional Cooperation Division	Ministry of Foreign Affairs and Trade	Tel: Fax: Email:	(82-2) 2100 7653 (82-2) 2100 7980 hekim92@mofat.go.kr	F

Economy: Malaysia

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
20	Ms	Sumathi Balakrishnan	Assistant Director, APEC Division	Ministry of International Trade and Industry	Tel: Fax: Email:	(603) 6203 3159 (603) 6203 1305 sumathi@miti.gov.my	M

Economy: Mexico

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
21	Ms	Flavia Farinetti	Director for Economic Cooperation Affairs, Multilateral and Regional Negotiations Bureau	Ministry of the Economy	Tel: Fax: Email:	(52-55) 5729 9365 (52-55) 5729 9313 ffarinet@economia.gob.mx	F

Economy: New Zealand

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
22	Mr	Richard Graves	Senior Policy Officer (APEC), Economic Division	Ministry of Foreign Affairs and Trade	Tel: Fax: Email:	(64-4) 439 8426 (64-4) 439 8545 richard.graves@mfat.govt.nz	M

Economy: Peru

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
23	Mr	Guido Loayza	Minister and Deputy Head of Mission	Ministry of Foreign Affairs, Embassy of Peru in Singapore	Tel: Fax: Email:	(65) 6738 8595 (65) 6738 8601 embperu@pacific.net.sg	M

Economy: Philippines

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
24	Mrs	Ma. Angelina M. Sta. Catalina	Acting Senior Official for APEC, Special Assistant, Office of the Undersecretary for International Economic Relations and APEC National Secretariat	Department of Foreign Affairs	Tel: Fax: Email:	(63-2) 834 3019 (63-2) 834 1451 amstacatalina@dfa.gov.ph	F
25	Mr	Noel Novicio	Special Assistant, Office of the Undersecretary for International Economic Relations and APEC National Secretariat	Department of Foreign Affairs	Tel: Fax: Email:	(63-2) 834 3038 (63-2) 834 1451 noelnovicio@dfa.gov.ph	M

Economy: Russian Federation

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
26	Mr	Vitaly Egorov	Senior Counselor of Asia-Pacific Division, Department of Economic Cooperation	Ministry of Foreign Affairs of the Russian Federation	Tel: Fax: Email:	(7-095) 244 9033 (7-095) 244 2769 apec.russia@mid.ru	M
27	Mr	Mikhail Antonikov	Senior Specialist, Currency Department,	Ministry of Finance of the Russian Federation	Tel: Fax: Email:	(7-095) 298 9089 (7-095) 9215875 garazh@zmail.ru	M
28	Mrs	Natalia Zabarova	Head of the Division of Integration and Economic Cooperation	Ministry of Finance of the Russian Federation	Tel: Fax: Email:	(7-095) 298 9089 (7-095) 9215875 garazh@zmail.ru	F

Economy: Singapore

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
29	Ms	Faith Gan	Desk Officer (APEC), International Economics Directorate	Ministry of Foreign Affairs	Tel: Fax: Email:	(65) 6379 8571 (65) 6479 2529 faith_gan@mfa.gov.sg	F

Economy: Chinese Taipei

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
30	Mr	Yaser Cheng Tai-Hsiang	Section Chief, Task Force for APEC Affairs, Department of International Organisations	Ministry of Foreign Affairs	Tel: Fax: Email:	(886-2) 2348 2537 (886-2) 2382 1174 thcheng@mofa.gov.tw	M
31	Ms	Chuang Li-Hsin	Consul on Home Assignment, Department of International Organisations	Ministry of Foreign Affairs	Tel: Fax: Email:	(886-2) 2348 2540 (886-2) 2382 1174 apecct@mofa.gov.tw	F

Economy: Thailand

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
32	Mr	Chutintorn Sam Gongsakdi	Director, International Economic Policy Division, Department of International Economic Affairs	Ministry of Foreign Affairs	Tel: Fax: Email:	(66-2) 643 5246 (66-2) 643 5247 chutintorn@mfa.go.th	M

33	Ms	Supavadee Chotikajarn	Third Secretary, Department of International Economic Affairs	Ministry of Foreign Affairs	Tel: Fax: Email:	(66-2) 643 5248-9 (66-2) 643 5247 supac@mfa.go.th	F
----	----	-----------------------	---	-----------------------------	------------------------	--	---

Economy: USA

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
34	Ms	Soching Tsai	Director, Office of Economic Policy, Bureau of East Asian and Pacific Affairs	US Department of State	Tel: Fax: Email:	(1-202) 647 2001 (1-202) 647 0136 TsaiS@state.gov	F
35	Mr	Carl Chan	APEC Officer, Office of Economic Policy, Bureau of East Asian and Pacific Affairs	US Department of State	Tel: Fax: Email:	(1-202) 647 2089 (1-202) 647 0136 chanck2@state.gov	M
36	Mr	Paul Brown	Economic Officer	US Department of State, Embassy of the United States of America in Singapore	Tel: Fax: Email:	(65) 6476 9344 (65) 6476 9340 BrownPA@state.gov	M

Economy: Viet Nam

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
37	Mr	Bui Hong Duong	Trade Official, Multilateral Trade Policy Department	Ministry of Trade of Viet Nam	Tel: Fax: Email:	(84-4) 826 2545 (84-4) 826 2558 BDUONG@mot.gov.vn	M

Economy: APEC Secretariat

S/N	Title	Name	Position	Tel / Fax / Email		Gender
38	Amb	Mario Artaza	Executive Director	Tel: Fax: Email:	(65) 6775 6012 (65) 6775 6013 mar@apsecsec.org.sg	M
39	Amb	Choi Seok Young	Deputy Executive Director	Tel: Fax:	(65) 6775 6012 (65) 6775 6013	M

				Email:	csy@mail.apecsec.org.sg	
40	Mr	Geoffrey Woodhead	Director (Finance)	Tel: Fax: Email:	(65) 6772 7641 (65) 6775 6013 gw@mail.apecsec.org.sg	M
41	Mr	Guillermo J Anguita	Special Assistant to the Executive Director	Tel: Fax: Email:	(65) 6772 7607 (65) 6775 6013 gja@mail.apecsec.org.sg	M
42	Mr	Bruce Bennett	Director (Program)	Tel: Fax: Email:	(65) 6772 7651 (65) 6775 6013 bb@mail.apecsec.org.sg	M
43	Mr	Julio Bravo	Director (Program)	Tel: Fax: Email:	(65) 6772 7608 (65) 6775 6013 jab@mail.apecsec.org.sg	M
44	Mr	Julio Cardenas	Director (Program)	Tel: Fax: Email:	(65) 6772 7610 (65) 6775 6013 jcv@mail.apecsec.org.sg	M
45	Mr	Benyamin S Carnadi	Director (Program)	Tel: Fax: Email:	(65) 6772 7609 (65) 6775 6013 bc@mail.apecsec.org.sg	M
46	Dr	Soonthorn Chaiyindeepum	Director (Program)	Tel: Fax: Email:	(65) 6772 7650 (65) 6775 6013 sc@mail.apecsec.org.sg	M
47	Mr	Joseph Doraisamy	Director (Program)	Tel: Fax: Email:	(65) 6772 7649 (65) 6775 6013 jd@mail.apecsec.org.sg	M
48	Ms	Anita Douglas	Director (Program)	Tel: Fax: Email:	(65) 6772 7659 (65) 6775 6013 ad@mail.apecsec.org.sg	F
49	Mr	Takumi Fujino	Director (Program)	Tel: Fax: Email:	(65) 6772 7611 (65) 6775 6013 taf@mail.apecsec.org.sg	M

50	Mr	Han Joonki	Director (Information Technology)	Tel: Fax: Email:	(65) 6772 7662 (65) 6775 6013 hjk@mail.apecsec.org.sg	M
51	Mr	Timothy Hsiang	Director (Program)	Tel: Fax: Email:	(65) 6772 7657 (65) 6775 6013 tth@mail.apecsec.org.sg	M
52	Mr	Charles C Jose	Director (Program)	Tel: Fax: Email:	(65) 6772 7658 (65) 6775 6013 ccj@mail.apecsec.org.sg	M
53	Mr	Kang Jae-Kwon	Director (Program)	Tel: Fax: Email:	(65) 6772 7660 (65) 6775 6013 kjk@mail.apecsec.org.sg	M
54	Ms	Sheryl Lowe	Director (Communications & Public Affairs)	Tel: Fax: Email:	(65) 6772 7617 (65) 6775 6013 sl@mail.apecsec.org.sg	F
55	Mr	Sergey B Shipilov	Director (Program)	Tel: Fax: Email:	(65) 6772 7615 (65) 6775 6013 sbs@mail.apecsec.org.sg	M
56	Mr	Tan Kok Nam	Director (Administration)	Tel: Fax: Email:	(65) 6772 7630 (65) 6775 6013 tkn@mail.apecsec.org.sg	M
57	Mr	Masanori Wada	Director (Program)	Tel: Fax: Email:	(65) 6772 7653 (65) 6775 6013 mmw@mail.apecsec.org.sg	M
58	Ms	Catherine Wong	Director (Program)	Tel: Fax: Email:	(65) 6772 7612 (65) 6775 6013 cw@mail.apecsec.org.sg	F

**Agenda
APEC Budget and Management Committee
24-25 March 2004
Singapore**

1. Adoption of Agenda
(2004/BMC I/001)
2. Business Arrangements and Program
(2004/BMC I/002)
3. Overview from the Secretariat by the Executive Director
(2004/BMC I/003)
including a report on the outcomes of ISOM and SOM I relevant to BMC

Message from the BMC Chair
(2004/BMC I/021)
4. Financial Report for 2003
(2004/BMC I/004)
To receive the audited Financial Statements for the year ended 31 December 2003
 - a) Review of Administrative Account
 - b) Review of Operational Account
 - c) Review of TILF Special Account
5. Appointment of Auditors
(2004/BMC I/005)
6. ISO Issues and Report on Complaints Received by the Secretariat
(2004/BMC I/006)
7. Evaluation of Committee/Working Group Projects (including self-financed projects)
 - a) Evaluation Reports and Outcomes of BMC Small Groups
(2004/BMC I/007)
 - b) Comments in Evaluation Reports that may be of General Applicability
(2004/BMC I/008)
8. Forecast of the Operational Account
(2004/BMC I/009)
9. Forecast of the TILF Special Account
(2004/BMC I/010)
10. 2004 Budget
 - a) Report on Business Transacted Inter-sessionally
(2004/BMC I/011)
 - b) Operational Account - Reprogramming and Requests for Urgent Funding
(2004/BMC I/012)
 - c) TILF Special Account - Reprogramming and Requests for Urgent Funding
(2004/BMC I/013)
11. APEC Publication Policy and Statistics on APEC Publications

- (2004/BMC I/014)
12. Guidelines for Hosting APEC Meetings
(2004/BMC I/015)
 13. Project Management and Evaluation Matters
 - a) Report on the Small Group on Evaluation Meeting of the ESC, held in Santiago on 27 February 2004
(2004/BMC I/016)
 - b) Amendments to the *Guidebook on APEC Projects*
(2004/BMC I/017)
 - c) Establishment of Criteria for the Approval of Projects at BMC II
(2004/BMC I/018)
 - Japan's Proposal to Set a Priority List for Projects Seeking Funding from the TILF Special Account
(2004/BMC I/022)
 - d) Streamlining APEC Approval of Project Proposals
(2004/BMC I/019)
 14. BMC and APEC Reform Process
(2004/BMC I/020)
 15. Any Other Business
 16. Classification of Documents
 17. Date of Next Meeting
 18. Approval of the Summary Report of the Meeting

**2004 TILF Special Accounts
Requests for Urgent Funding**

Project Name	Decision	Provision Sought	Agreed Provision	Note	
		USD	USD		
(A) Request for New Funding					
SMALL & MEDIUM ENTERPRISE WG					
1 BRI International Visitor Program Training	SME 04/2004T	Approved under Operational Account as SME 06/2004	30,000	0	
COMMITTEE FOR TRADE AND INVESTMENT					
1 IEG: Current FDI Trends and Investment Agreements: Challenges and Opportunities	CTI 23/2004T	A	95,692	95,692	1
2 GOS: Transparency of Mode 4 Commitments	CTI 24/2004T	A	25,320	25,320	2
3 IEGBM: APEC Capacity Building (STAR Measure) -Travel Document Security (Phase 3)	CTI 25/2004T	A	46,660	46,660	3
4 GOS: Symposium on Mutual Recognition Agreements	CTI 26/2004T	A	60,664	59,384	4
5 SCSC: Policy Dialogue with the experts for/on behalf of ABAC at SCSC 2	CTI 27/2004T	A	16,550	16,550	
6 Chemical Dialogue Capacity Building for Globally Harmonised System (GHS) CD-CB	CTI 28/2004T	A	75,740	66,690	5
7 Life Sciences Innovation Readiness Assessments	CTI 29/2004T	A	25,000	32,000	6
ECONOMIC COMMITTEE					
1 International Symposium 2004 APEC Economic Outlook on FTAs and RTAs	EC 01/2004T	A	50,648	43,840	7
COUNTER-TERRORISM TASK FORCE					
1 Document Security Training Workshop	CTTF 01/2004T	A	40,000	40,000	8
2 APEC Government Roundtable on Measures to Secure Trade	CTTF 02/2004T	A	97,700	60,200	9
ELECTRONIC COMMERCE STEERING GROUP					
1 APEC Symposium on ebXML for Internet Paperless Trading and Collaborative e-Business	ECSG 01/2004T	A	134,012	91,202	10
SENIOR OFFICIALS' MEETING					
1 APEC High Level Conference on Structural Reform.	SOM 04/2004T	A	231,150	169,480	11
TOTAL			929,136	747,018	

Legend

- A. Approved
- B. Tentatively approved
- C. Rejected

Notes

	Project No.	Remarks/ Waviers	Additions/(Deductions)
1	CTI 23/2004T	Approved. Waivers for airfare and per diem for government officials from developing economies, advance payment for these government officials and funding of experts from relevant international organizations are approved.	
2	CTI 24/2004T	Approved. Waivers for funding of government officials and advance travelling expenses of these officials and experts are approved.	
3	CTI 25/2004T	Approved. Waivers for advance payment of travel expenses and funding of government officials are approved.	
4	CTI 26/2004T	Approved after deducting amount stated. Waiver for per diem for delegates from developing economies is approved.	Per Diem-Delegates
5	CTI 28/2004T	Approved after deducting amount stated. Waivers for advance payment, travelling expenses for government officials and accommodation for 20 participants of the 10 eligible economies are approved.	Speaker's Honorarium Project Consultant and Consultant's Secretary Cost Per Diem-Speakers
6	CTI 29/2004T	Approved after deducting/adding amount stated.	Per Diem - Experts Airfare - Experts Photocopying Communication

Notes

	Project No.	Remarks/ Waviers	Additions/(Deductions)
7	EC 01/2004T	Approved after deducting amount stated. Waiver to fund experts from non-APEC members is approved.	Speaker's Honorarium Per Diem - Speakers
8	CTTF 01/2004T	Approved. Waivers for funding of government officials, per diem for active participants and advance travel expenses for these participants from developing economies are approved.	
9	CTTF 02/2004T	Approved after deducting amount stated. Waivers for per diem of active participants, advance travel expenses for these participants and funding of government officials are approved.	Airfare - Active Participants
10	ESCG 01/2004T	Approved after deducting amount stated. Waivers for travel costs of government officials, per diem of active participants and advance payment are approved.	Speaker's Honorarium Per Diem - Speakers Airfare-Speakers Airfare - Active Participants
11	SOM 04/2004T	Approved after deducting/adding amount stated. Waivers for airfare and per diem for government officials, English-Japanese translators (simultaneous interpretation) and per diem for active participants are approved.	Consultants Fees Consultant's Secretary Cost Per Diem - Speakers and Active Participants Airfare - Speakers and Active Participants Hosting

uctions) -US\$
-1,280
-3,700
-4,000
-1,350
-3,000
12,000
-1,000
-1,000

uctions) -US\$
-4,000
-2,808
-37,500
-8,500
-2,460
-9,350
-22,500
5,000
-10,000
-18,670
-41,000
3,000