

**Summary Conclusions of the
APEC Budget and Management Committee Meeting
APEC Secretariat, Singapore
21 – 22 April 2005**

Introduction

1. The APEC Budget and Management Committee (BMC) held its first 2005 meeting at the APEC Secretariat, Singapore, on 21-22 April.
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**.
3. The meeting was chaired by Mr Mario Ignacio Artaza, of the Embassy of Chile, Beijing.

Agenda item 1: Adoption of Agenda

4. The meeting adopted the Agenda as at **Annex 2**.

Agenda item 2: Business Arrangements and Program

5. The business program was agreed.

Opening Remarks by the BMC Chair

6. The BMC Chair set the scene for the 2005 work plan for the Committee. He intended to make a positive change to the work processes of BMC to meet the expectations of SOM in delivering APEC reform. On projects he introduced the categorization of projects (paper 2005/BMCI/015-6 supplementary information) as a tool for reference to ensure that APEC priorities were fully taken account of in the Committee's deliberations on projects. This would help to ensure that APEC funds were distributed efficiently. The projects funded should be for the benefit of APEC collectively. It was important that sectoral Working Groups presented projects that helped APEC realize its collective goals. There was general support for the message. Members observed that the categorization referred to the source of the project initiative; not to relative priorities.
7. With regard to APEC reform the Chair and members agreed that discussion on this item at SOM II should be given a higher priority in the agenda with a sufficient allocation of time. It was one of the main priorities for the 2005 Korea year. The Executive Director reported that the SOM Chair was already preparing an agenda for the meeting which took account of these views. The afternoon of the informal SOM on 30 May 2005 would be devoted to these issues.

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

8. The Executive Director reported on recent developments as set out in 2005/BMCI/003.
9. He congratulated the new Chair and Vice-Chair on their assumption of posts and thanked the outgoing Chair for his work. He welcomed the Senior Officials of Australia, Peru and Chinese Taipei to the meeting;
10. He noted that to-date fourteen economies had paid their annual contribution. Efforts were being made to chase up the one economy which had not yet paid its 2003 or 2004 contributions. [Post-meeting note: the arrears have been received on 22 April 2005.] He reported on staffing changes at the Secretariat;
11. The Secretariat had been able to report savings of US\$918,187.11 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, taking into account the proactive measures taken from the beginning of 2005, 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. There was a vital need to develop a sustainable financial strategy for APEC;
12. He reminded delegates of the importance which SOM attached to projects being aligned with APEC priorities. He described briefly the priorities of Korea for 2005. He commended the BMC Chair for his leadership in proposing to categorise projects according to the extent to which they met APEC priorities; and
13. He informed members of the establishment of the Friends of the Chair group to consider APEC reform. He anticipated that the BMC would have valuable input to give to the group.
14. The meeting welcomed the report of the Executive Director.

Agenda item 4: Financial report for 2004

A. Review of Administrative Account

B. Review of Operational Account

C. Review of TILF Special Account

15. The meeting noted the draft audited report and the detailed outturn of the Administrative Account (including the analysis of the variances), the Operational Account, and the TILF Special Account for 2004 in 2005/BMCI/004. The audited accounts would be signed and after two weeks' scrutiny by BMC members and then would be submitted to Senior Officials for information. [Post-meeting note: the audited accounts attached to the paper are confirmed now as being the final accounts.]

Agenda item 5: Appointment of Auditors

16. The meeting considered 2005/BMCI/005 and agreed to recommend to SOM II the reappointment of PricewaterhouseCoopers (PwC) as the auditor for the 2005 accounts of the APEC Central Fund.

Agenda item 6: ISO Update – April 2005

17. 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 2005/BMCI/011. The meeting noted the measures taken by the Secretariat to improve its performance, particularly the raising of the target for the Service Satisfaction Index (SSI) from 70% to 80% from September 2004 and the addition of two new targets on papers for meetings. The meeting was appreciative of the general upward trend in the SSI. Members considered that, in line with continuous improvement the Secretariat should consider raising the standards or percentages for the targets to be met and possibly adding new targets that were more directly relevant to stakeholders. Members noted though that the attainment of some targets was dependent upon the cooperation of others: for instance, an uncooperative Project Overseer could jeopardize the attainment of the target for the issue of travel undertakings before meetings.
18. Members requested that the proposed survey of Senior Officials be oriented towards questions that could result in improvements to the service of the Secretariat. The meeting noted that Lead Shepherds would be evaluated in the evaluation of their WGs. They considered that evaluation may assist incoming Lead Shepherds to improve their work. The BMC Chair observed that it was important that all APEC fora considered the quality of their work.
19. There then followed a general discussion on improvements to work processes of APEC fora and the Secretariat. Members expressed concern that there were urgent projects which were deferred to the following year. Such instances should be minimized. Members reviewed the BMC process for the intersessional approval of projects which had taken place in January 2005. This had been less rigorous than would be the case for projects approved at BMC I and in some cases intersessional consideration may not have been justified. Members agreed that it was important that, in other than exceptional cases, project proposals should be considered in competition with others. Members requested the Secretariat to consider ways to make the intersessional approval process more competitive.
20. The BMC Chair suggested and members agreed that to help ensure the highest quality of consultants on APEC funded projects, a registry of consultants who had worked with APEC should be established. This would not be a registry of approved consultants but could help track the performance of consultants. The Secretariat would develop such a registry. Members also suggested that some consultants could be sourced from IFIs.

Agenda item 7: Evaluation of Committee/Working Group Projects (including Self-Financed Projects)

A. Evaluation Reports and Outcomes of BMC Small Groups

21. 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 that the Quality Assessment Framework (QAF) process for the evaluation of ongoing and completed APEC projects would be developed in the coming months. The meeting noted the contents of 2005/BMCI/012.

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

22. The meeting noted the contents of 2005/BMCI/013 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. The problem highlighted in paper 2005/BMCI/019 was that in the past only 50% of projects were actually evaluated. Members requested the Secretariat to compile a list of recent completed projects for which evaluations had not been made. Lead Shepherds and fora leaders should be made aware of this as should the proposing economies. It may in due course be necessary to apply sanctions to those not completing the evaluation process, taking these omissions as a factor in approving future projects. Members noted their previous support for this dating back to 1999. Members considered the practical difficulties for Project Overseers and WGs to complete evaluation reports within 8 weeks of completion of projects and agreed to extend this to 12 weeks.

Agenda item 8: Forecast of the TILF Special Account

23. The meeting considered 2005/BMCI/007 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\$4,569,243 for TILF Special Account projects in 2006. 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 2006 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.
24. Japan announced that its contribution to the TILF Special Account in fiscal year 2005-6 would be 224,205,000 yen, in consideration of the level of uncommitted reserves and the demand for the TILF fund. 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 9: 2005 Budget

A. Report on Business Transacted Inter-sessionally

25. The meeting noted 2005/BMCI/014.

B. APEC Secretariat's Consideration of an Offer by Microsoft to provide its Solution Sharing Network (SSN) Software

26. The APEC Secretariat introduced paper 2005/BMCI/023. Members welcomed the Secretariat's careful consideration of this offer from Microsoft for the free SSN software (including upgrades) together with assistance on customization, installation and training. Members noted that the initial hardware requirements could be met from a planned hardware upgrade in the 2005 Administrative Account budget. Members noted that the project was scaleable and as more fora used the collaborative tool additional hardware may be required. In response to members' concerns over duplication with the APEC SOM Tasking database the Secretariat said that if the SSN tracking function was suitable then the SSN could take its place – the database project being on hold at present. The Secretariat was refining the user requirements and if these could be met by the SSN would be recommending to proceed.

27. The Executive Director urged Members to give their comments on the two test sites. Members requested to be kept informed of progress. Members requested further information to be provided either intersessionally or at SOM II on the costs (including risks) and benefits of the proposal. Members were assured that the Secretariat would ensure that the APEC Sponsorship guidelines were followed in providing recognition to Microsoft for the donation, if accepted.

C. Operational Account – Reprogramming and Requests for Urgent Funding

28. The meeting approved the following requests put forward in 2005/BMCI/015 and 2005/BMCI/015 Supplementary information:

Ex-Gratia Requests:

MRC 01/2001 and FWG 02/2001 - US\$29,999.70;

FWG 02/2003 – US\$ 19,778.81;

FWG 01/2002 – US\$ 13,595.13; and

FWG 02/2002 – US\$ 40,413.00.

Extension of Disbursement Deadline:

MRC 02/ 2003 – to 31 May 2005

29. In approving the ex gratia requests the meeting expressed concern that the requests were almost all from the same WG and the implications that this had for project management of that Group. The BMC Chair would write to all APEC fora reminding them to improve their project management, complete all projects within the two-year time-frame and minimize ex-gratia requests.

Urgent Funding:

30. After some discussion members agreed to add the savings from the completed projects SOM 02/2004, HRD 01/2004 and FIN 03/2004 to the uncommitted reserves, thus permitting a commitment of up to US\$399,255 for urgent 2005 Operational Account (OA) funding.
31. Members agreed to consider the project proposals one by one, having regard to the categorization put forward by the Secretariat at the request of the Chair. Members agreed that this method taking into account APEC relevance would be more appropriate than the former fora alphabetical method. Members recognized that there could be a tension between a relatively poorly designed project responding to leaders priorities compared to (say) a better designed project responding to host or sectoral priorities. The aim should be to approve the best projects fitting APEC priorities. In this context there was an inconclusive discussion about the abolition of the current cap of 15% for each fora's project proposals.
32. Members agreed to the withdrawal of EWG 10/2005 and indicated their willingness to reconsider this project at BMCII should the EWG put it forward with high priority. SME 05/2005 was withdrawn for further consultations. EC 02/2005 was withdrawn for consideration of funding under the TILF Special Account. The decisions of the meeting on the Operational Account projects are at **Annex 3**.

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

33. Members approved the following requests put forward in 2005/BMCI/016 and 2005/BMCI/016 Supplementary information:

Ex-Gratia Requests:

CTI 25/2003T – US\$ 700; and
FWG 03/2001T – US\$51,000.

Urgent Funding:

34. Members agreed to consider the project proposals one by one, having regard to the categorization put forward by the Secretariat at the request of the Chair.
35. On the self-funding element, Members confirmed that items which were not fundable by APEC (such as refreshment breaks and technical tours) should not count towards self-funding. The principle that APEC member economies should wherever possible fund their own government officials was reaffirmed. Japan suggested that the time of government officials should not in principle count towards self-funding, but a consensus on this point was not reached.
36. Projects EWG 06/2005T and CTI 27/2005T were withdrawn for further consultation by the respective fora. Project EC 02/2005T was a revised version of the former EC 02/2005. Members requested further information from the PO on the financial structure of CTI 25/2005T by **Friday, 6 May 2005**. Members had some concern on the agenda

and structure of the symposium proposed in CTI 29/2005T and agreed that the agenda should be examined by CTI, as described in the project proposal.

37. The BMC's decisions on the urgent 2005 TILF Special Account funding requests in 2005/BMCI/016 are set out at **Annex 4**. Projects above US\$100,000 (CTI 23/2005T) will be submitted to Senior Officials for approval.

Agenda item 10: Forecast of the Operational and Administrative Accounts 2005-2009

38. The meeting noted the forecast in 2005/BMCI/006 and agreed to combine discussion on this item with agenda item 11.

Agenda item 11: BMC and the APEC Reform Process

A. Support for the Friends of the Chair Group

39. The meeting noted paper 2005/BMCI/008. Members agreed that the Chair should write to the FOTC to provide information on the comments by BMC members on matters of concern to APEC Reform.

B. Financial Sustainability

40. The Executive Director made a presentation on financial sustainability (paper 2005/BMCI/009) based on the updated information from 2005/BMCI/006, presenting options at different levels of Operational Account funding. Following this there was a wide-ranging discussion commencing with remarks from Australia as the FOTC lead economy on financial sustainability.
41. The Senior Official of Australia said that there was a need to make difficult decisions by the end of the year. The task of the FOTC was to understand the funding pressure on APEC, when decisions were required and the nature of those decisions. The easy way would be to increase contributions, but the issue is more complex. The intention was to draft a paper by 9 May 2005 for review among the FOTC. The paper would then be considered at the FOTC meeting on 27 May 2005 before full discussion of the issue at SOM II on 30 May 2005.
42. The view of Australia, echoed by some other members, was that there was still some scope for further reductions within the Administrative Account budget, noting that for some items the 2005 budget significantly exceeded the 2004 outturn. Members agreed to forward their concrete proposals in this regard to the New Zealand BMC representative (Mark Pearson: e-mail mark.pearson@mfat.govt.nz): for consolidation by **9 May 2005**. Members were concerned that the disparity between budget and outturn for the Administrative Account made analysis difficult and had the unfortunate side-effect that SOM did not have to be confronted with the financial consequences of their decisions – there was always some 'saved' money available. An ideal of budget outturn within 2% of budget was mentioned but members also noted the comments by the Secretariat that this would be difficult, given exchange rate volatility and uncertainties over staff travel requirements at the time of the preparation of the budget.

Members considered that it would be helpful to have a functional analysis of the Administrative Account. The Secretariat would provide such an analysis before SOM II. Members suggested that APEC should develop a reserve that could be used in a disciplined way to help smooth travel peaks and troughs between the different host economy years.

43. Members were of the view that it would not be appropriate to reduce the OA projects below their current level of US\$2,000,000. Members appreciated that the contributions to the APEC Support Fund were to supplement the OA projects, not substitute for them. Projects were a vital part of the APEC process. They provided the action-oriented 'Cooperation' element of APEC, particularly for projects addressing APEC-wide priorities. Members also agreed that it would be helpful if project budgets could be closer to outturn. Project proponents and economies were urged to give close attention to this. Members recognized the difficulty where travel was budgeted for the participation of all travel-eligible economies but not all such members availed themselves of the opportunity. Members also recognized the savings obtained through competitive bidding for projects.
44. The ESC Chair (Senior Official of Peru) considered that there were opportunities for APEC to collaborate with IFIs, reducing APEC expenditure for a good outcome. He also floated the ideas of a moratorium on the establishment of new WGs; a maximum value/number of projects per WG or economy to encourage diversity within the APEC priority areas. Members considered that FOTC/SOM should look carefully at the idea of a moratorium on new WGs or ad-hoc groups.
45. The Senior Official of Chinese Taipei considered that a combination of options was necessary: streamlining of AA/different cap for OA projects/increased contributions. In view of the importance of these issues, he encouraged other Senior Officials to attend. He welcomed the proposals on the APEC Support Fund but to encourage additional donations it may be desirable for the Fund to be less restrictive. He requested the Secretariat to continue the study of the contribution formula begun at BMC II in 2004. The Secretariat undertook to provide such a paper before SOM II. On contributions the Chair said that it seemed inevitable that there would need to be an increase in contributions. Some economies, whose economic situation had improved since 1998, such as Chile, were in a position to increase their contributions. He also suggested that funding should be sought from the private sector, perhaps tapping into the resources of ABAC members.
46. The Chair added that the Mid-Term Stocktake would help identify the areas for APEC to concentrate on. It would be important for priorities for the year to be agreed early; that these priorities should be few in number; the projects to be approved should be those which contribute most to the priorities, not necessarily the cheapest; and duplication should be avoided. There needed to be an appropriate balance also to recognize the contribution from sectoral Ministerials.
47. Members appreciated the opportunity for interaction with Senior Officials. Members agreed with the Executive Director that the timeline for making decisions that may lead to changes in contribution levels through FOTC and SOM was very tight, given the stated need for some economies to have up to two years' advance warning of changed contributions.

48. Members noted that the United States may be presenting further proposals on the timing of BMC meetings to bring the BMC closer to SOM.

C. *APEC Support Fund*

49. Members approved the details of the operational modalities of the APEC Support fund as set out in paper 2005/BMCI/010. Australia added that the Fund was set up to promote capacity building for APEC developing member economy members. The Fund would be looking to support projects responding to APEC priorities where there were significant multiplier effects. The intention was also to promote best practice in project management. The Secretariat would prepare a more detailed MOU for members' intersessional comments ahead of SOM I.

Agenda item 12: Project Management and Evaluation Matters

A. *Report on the Small Group on Evaluation Meeting of the ESC, held in Seoul, Korea, on 27 February 2005*

50. Members noted the report made by the Chair of the Small Group (Australia) in paper 2005/BMCI/017. The Chair said he looked forward to the trial of the next phases of the QAF. To comments from members on the QAF 1-3 scale, the Chair of the Small Group said that the Group at its next meeting would look at alternative scales, 1-5 or 1-10, to provide greater discrimination between projects. Members thanked Australia for funding a new PSM post at the Secretariat for work relating to project assessment and evaluation.

B. *Amendments to the 'Guidebook on APEC Projects'*

51. Members agreed, in discussing paper 2005/BMCI/018, to provide comments on the proposed interim 6th edition *Guidebook on APEC Projects* by **Monday 9 May 2005**. They agreed that, subject to these comments, the interim 6th edition *Guidebook* should be used for new projects seeking APEC funding. They agreed to ask Ministers to delegate to the BMC the approval of subsequent editions of the *Guidebook*.
52. Members agreed to change the eligibility for business travel to travel duration (airport to airport) in excess of 12 hours instead of 9 hours flying time as at present. There would be some flexibility in applying these guidelines to the travel of senior experts attending workshops and conferences, taking into account the need to attract high quality presenters and to ensure that they were able to maximize their contribution to the discussion.

C. *Report on the APEC Secretariat's Research on Projects – Phase One*

53. Members considered the report in paper 2005/BMCI/019 a useful start and looked forward to a more complete analysis at BMC II.

Agenda item 13: Intellectual Property Policy

54. Members noted the draft intellectual property policy in paper 2005/BMCI/020 and that the Secretariat would continue its trial of the new draft contract for direct labour under APEC-funded projects. Members considered that the IP policy was fairer to all concerned. Members agreed to provide their views on the documents by **Friday, 15 July 2005**.

Agenda item 14: Guidelines for Hosting APEC Meetings at the APEC Secretariat

55. Members discussed paper 2005/BMCI/021 and agreed that the scope of the guidelines should be as proposed. The Secretariat would prepare draft Guidelines for consideration at BMC II. Members agreed that from the 2006 budget onwards there should be a specific sub-head under Head 4 for the hosting of APEC meetings at the Secretariat. Members considered that more use should be made of the facilities at the APEC Secretariat and nearby.

Agenda item 15: Communications and Outreach in APEC

56. BMC noted the contents of 2005/BMCI/022 and were appreciative of the presentation on the work plan.

Agenda item 16: Any Other Business

57. There was no other business.

Agenda item 17: Classification of Documents

58. The agreed document classification list of this meeting is at 2005/BMCI/000.

Agenda item 18: Date of Next Meeting

59. The next meeting will be held from Tuesday, 23 – Thursday, 25 August 2005, in Singapore.
60. The meeting agreed the following deadlines for BMC II:
- 22 July 2005 : Receipt of finalised ranked project proposals from fora
- 11 August 2005 : Deadline for Secretariat to upload projects and papers for BMC II.

Agenda item 19: Approval of Summary Conclusions of the Meeting

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

APEC Budget and Management Committee Meeting
APEC Secretariat, Singapore
21-22 April 2005

Participant List

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31	Ms	Olga Bulavenko	Consultant, Budget Policy Department	Ministry of Finance	Tel: Fax: Email:	(7-095) 298 9508 (7-095) 913 4473 p0804_aa@minfin.ru	F

Economy: Singapore

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
32	Mr	Walter Chia	Assistant Director, APEC, International Economics	Ministry of Foreign Affairs	Tel: Fax: Email:	(65) 6379 8562 (65) 6479 2529 mfa_apec@mfa.gov.sg	M
33	Ms	Sheila Saw	Desk Officer, APEC, International Economics	Ministry of Foreign Affairs	Tel: Fax: Email:	(65) 6379 8563 (65) 6479 2529 sheila_saw@mfa.gov.sg	F

Economy: Chinese Taipei

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
34	Mr	John C Chen	Senior Official, Department of International Organizations	Ministry of Foreign Affairs	Tel: Fax: Email:	(886-2) 2348 2539 (886-2) 2382 1174 apecct@mofa.gov.tw	M
35	Ms	Chuang Li-Hsin	Section Chief, Department of International Organizations	Ministry of Foreign Affairs	Tel: Fax: Email:	(886-2) 2348 2539 (886-2) 2382 1174 apecct@mofa.gov.tw	F
36	Mr	Hsiao Kuang-Wei	Officer, Department of International Organizations	Ministry of Foreign Affairs	Tel: Fax: Email:	(886-2) 2348 2539 (886-2) 2382 1174 apecct@mofa.gov.tw	M

Economy: Thailand

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
37	Ms	Noppanuch Thongphakdi	First Secretary, International Economic Policy Division, Department of International Economic Affairs	Ministry of Foreign Affairs	Tel: Fax: Email:	(66-2) 643 5249 (66-2) 643 5247 apecdesk@mfa.go.th	F
38	Ms	Thitiya Panmanee	International Economic Policy Division, Department of International Affairs	Ministry of Foreign Affairs	Tel: Fax: Email:	(66-2) 643 5249 (66-2) 643 5247 apecdesk@mfa.go.th	F

Economy: USA

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
39	Mrs	Virginia Palmer	Director, Office of Economic Policy, Bureau of East Asian & Pacific Affairs	US Department of State	Tel: Fax: Email:	(1-202) 647 2001 (1-202) 647 0136 PalmerVE@state.gov	F
40	Mr	David Hillon	Economic Officer	Embassy of the United States of America in Singapore	Tel: Fax: Email:	(65) 6476 9076 (65) 6476 9340 hillonCD@state.gov	M

Economy: Viet Nam

S/N	Title	Name	Position	Organization	Tel / Fax / Email		Gender
41	Ms	Nguyen Minh Hang	APEC Desk Official, Department of Multilateral Economic Cooperation	Ministry of Foreign Affairs	Tel: Fax: Email:	(84-4) 199 3211 (84-4) 199 3618 hangnm@mofa.gov.vn	F
42	Mr	Bui Hong Duong	Trade Official, Multilateral Trade Policy Department	Ministry of Trade of Viet Nam	Tel: Fax: Email:	(84-4) 826 2538 Extension 1140 (84-4) 826 4696 BDUONG@mot.gov.vn	M

Economy: APEC Secretariat

S/N	Title	Name	Position	Tel / Fax / Email		Gender
43	Amb	Choi Seok Young	Executive Director	Tel: Fax: Email:	(65) 6775 6012 (65) 6775 6013 csy@apec.org	M
44	Amb	Tran Trong Toan	Deputy Executive Director	Tel: Fax: Email:	(65) 6775 6012 (65) 6775 6013 ttt@apec.org	M
45	Mr	Geoffrey Woodhead	Director (Finance)	Tel: Fax: Email:	(65) 6772 7641 (65) 6775 6013 gw@apec.org	M
46	Mr	Bruce Bennett	Director (Program)	Tel: Fax: Email:	(65) 6772 7651 (65) 6775 6013 bb@apec.org	M

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48	Mr	Benyamin S Carnadi	Director (Program)	Tel: Fax: Email:	(65) 6772 7609 (65) 6775 6013 bc@apec.org	M
49	Dr	Soonthorn Chaiyindeepum	Director (Program)	Tel: Fax: Email:	(65) 6772 7650 (65) 6775 6013 sc@apec.org	M
50	Ms	Anita Douglas	Director (Program)	Tel: Fax: Email:	(65) 6772 7659 (65) 6775 6013 ad@apec.org	F
51	Mr	Takumi Fujino	Director (Program)	Tel: Fax: Email:	(65) 6772 7611 (65) 6775 6013 taf@apec.org	M
52	Mr	Han Joonki	Director (Information Technology)	Tel: Fax: Email:	(65) 6772 7662 (65) 6775 6013 hjk@apec.org	M
53	Mr	Timothy Hsiang	Director (Program)	Tel: Fax: Email:	(65) 6772 7657 (65) 6775 6013 tth@apec.org	M
54	Mr	Atsushi Iwasaki	Director (Program)	Tel: Fax: Email:	(65) 6772 7660 (65) 6775 6013 ai@apec.org	M
55	Ms	Michelle Lowe	Director (Program)	Tel: Fax: Email:	(65) 6772 7658 (65) 6775 6013 ml@apec.org	F
56	Mr	Nguyen Minh Vu	Director (Program)	Tel: Fax: Email:	(65) 6772 7607 (65) 6775 6013 nmv@apec.org	M
57	Ms	Monica Ochoa Palomera	Director (Program)	Tel: Fax: Email:	(65) 6772 7661 (65) 6775 6013 mop@apec.org	F

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58	Mr	Park Doo Soon	Director (Program)	Tel: Fax: Email:	(65) 6772 7648 (65) 6775 6013 pds@apec.org	M
59	Mr	Scott A Smith	Director (Program)	Tel: Fax: Email:	(65) 6772 7613 (65) 6775 6013 sas@apec.org	M
60	Mr	Tan Kok Nam	Director (Administration)	Tel: Fax: Email:	(65) 6772 7630 (65) 6775 6013 tkn@apec.org	M
61	Mr	Tong Xianguo	Director (Program)	Tel: Fax: Email:	(65) 6772 7652 (65) 6775 6013 txg@apec.org	M
62	Ms	Catherine Wong	Director (Program)	Tel: Fax: Email:	(65) 6772 7612 (65) 6775 6013 cw@apec.org	F

APEC Budget and Management Committee Meeting
APEC Secretariat, Singapore
21-22 April 2005

Agenda
(as at 19 April 2005)

1. Adoption of Agenda
(2005/BMCI/001)
2. Business Arrangements and Program
(2005/BMCI/002)
3. Overview from the Secretariat by the Executive Director
(2005/BMCI/003)
including a report on the outcomes of SOM I and the formation of the Friends of the Chair (FOTC) Group relevant to BMC
4. Financial Report for 2004
(2005/BMCI/004)
To receive the audited Financial Statements for the year ended 31 December 2004
 - a) Review of Administrative Account
 - b) Review of Operational Account
 - c) Review of TILF Special Account
5. Appointment of Auditors
(2005/BMCI/005)
6. ISO Update
(2005/BMCI/011)
7. Evaluation of Committee/Working Group Projects (including self-financed projects)
 - a) Evaluation Reports and Outcomes of BMC Small Groups
(2005/BMCI/012)
 - b) Comments in Evaluation Reports that may be of General Applicability
(2005/BMCI/013)
8. Forecast of the TILF Special Account
(2005/BMCI/007)
including decision on the Affordable Level of Expenditure for 2006 Projects
9. 2005 Budget
 - a) Report on Business Transacted Inter-sessionally
(2005/BMCI/014)
 - b) APEC Secretariat's consideration of an offer by Microsoft to provide its Solution Sharing Network Software
(2005/BMCI/023)
 - c) Operational Account - Reprogramming and Requests for Urgent Funding
(2005/BMCI/015)
 - d) TILF Special Account - Reprogramming and Requests for Urgent Funding
(2005/BMCI/016)

10. Forecast of the Operational and Administrative Accounts 2005-2009
(2005/BMCI/006)
11. BMC and the APEC Reform Process
 - a) Support for the Friends of the Chair Group
(2005/ BMCI/008)
 - b) Financial Sustainability
(2005/BMCI/009)
 - c) APEC Support Fund
(2005/BMCI/010)
12. Project Management and Evaluation Matters
 - a) Report on the Small Group on Evaluation Meeting of the ESC, held in Seoul, Korea on 27 February 2005
(2005/BMCI/ 017)
 - b) Amendments to the *Guidebook on APEC Projects*
(2005/BMCI/018)
 - c) Report on the Secretariat's Research on Projects
(2005/BMCI/019)
13. Intellectual Property Policy
(2005/BMCI/020)
14. Guidelines for Hosting APEC Meetings at the APEC Secretariat
(2005/BMCI/021)
15. Communications and Outreach in APEC
(2005/BMCI/022)
Including statistics on publications
16. Any Other Business
17. Classification of Documents
18. Date of Next Meeting
19. Approval of the Summary Report of the Meeting

**2005 Operational Accounts
Requests for Urgent Funding**

Project Name		Decision	Provision Sought	Agreed Provision	Note	
			USD	USD		
(A) Request for New Funding						
ENERGY WORKING GROUP						
1	The Impact of oil prices on trade in the APEC region	EWG 09/2005	A	66,000	66,000	
2	The Future of Liquid Biofuels for APEC Economies	EWG 10/2005	Withdrawn	65,000	0	
INDUSTRIAL SCIENCE AND TECHNOLOGY WORKING GROUP						
1	APEC - EqTAP Seminar on Earthquake and Tsunami Disaster Reduction	IST 06/2005	A	69,484	69,484	1
MARINE RESOURCES CONSERVATION WORKING GROUP						
1	The Seoul Oceans Declaration Implementation Across APEC Economies : A Study for use at the 2nd APEC Ocean Ministerial Meeting (16-17 September 2005)	MRC 05/2005	A	18,390	12,000	2
SMALL & MEDIUM ENTERPRISES WORKING GROUP						
1	Policies and Programs for Micro-credit and Micro-enterprises : Stocktaking and Future Initiatives	SME 03/2005	A	20,350	20,350	
2	Tsunami Recovery : Vocational Training and Consultancy for MSME Development	SME 04/2005	A	82,400	82,400	3
3	Internship Support Systems for learning best practices in the development of micro and small enterprises within APEC economies	SME 05/2005	Withdrawn	12,000	0	
ECONOMIC COMMITTEE						
1	2005 APEC Economic Outlook Symposium on "The Economic Impact of Counter-terrorism in the APEC Region"	EC 02/2005	Approved under TILF Account under EC 02/2005T	53,920	0	
APEC FINANCE MINISTERS PROCESS						
1	APEC's Policy Dialogue on Remittance Systems	FIN 01/2005	A	56,230	51,230	4
HEALTH TASK FORCE						
1	HIV/AIDS and Migrant/Mobile Workers	HTF 06/2005	A	45,525	40,525	5
SENIOR OFFICIALS MEETING						
1	International Symposium on the Preparation for APEC Viet Nam 2006	SOM 01/2005	A	62,040	56,440	6
TOTAL				551,339	398,429	

Legend

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

Notes

	Project No.	Remarks/ Waviers	Additions/(Deductions) -US\$	
1	IST 06/2005	Approved. Waivers for funding of government officials from eligible developing economies, advance payment of airfare and per diem and funding of participants from non-APEC economies are approved.		
2	MRC 05/2005	Approved after deducting amount stated. Waiver for tendering process is approved.	Consultant	(4,640.00)
			CDs	(1,500.00)
			Uploading of report	(250.00)
3	SME 04/2005	Approved. Waivers for advance payment and funding of government officials are approved.		
4	FIN 01/2005	Approved after deducting amount stated. Waiver for funding of government officials is approved.	Airfare	(5,000.00)
5	HTF 06/2005	Approved after deducting amount stated. Waivers for funding of government officials from developing economies and advance payment of travel expenses to participants from developing economies are approved.	Event Hosting	(5,000.00)
6	SOM 01/2005	Approved after deducting amount stated. Waivers for advance payment for communication expenses, symposium material expenses, consultant fee, funding of experts from non-APEC members, airfares and per diem for speakers and participants who are government officials.	Speakers' Honorarium	(5,600.00)

**2005 TILF Special Accounts
Requests for Urgent Funding**

Project Name	Decision	Provision Sought	Agreed Provision	Note
		USD	USD	
(A) Request for New Funding				
ENERGY WORKING GROUP				
1 New Trends in the Financing of Projects of Mining Companies : A discussion within APEC	EWG 06/2005T	Withdrawn	90,000	0
COMMITTEE FOR TRADE AND INVESTMENT				
1 Workshop on Best Practices in Trade Facilitation Capacity Building	CTI 22/2005T	A	22,250	22,250
2 APEC Seminar on IT/Electronics Industry	CTI 23/2005T	A	108,150	108,150
3 Review of APEC's WTO Capacity Building Projects to Improve the Effectiveness of Future Activities	CTI 24/2005T	A	55,600	55,600
4 APEC Capacity Building - Legal Infrastructure for Multilateral Data Sharing	CTI 25/2005T	A	70,567	70,567
5 APEC/OECD Seminar on "Investment for Development : A Non-Prescriptive Approach"	CTI 26/2005T	A	87,680	87,680
6 Analysis of Temporary Entry Conditions	CTI 27/2005T	Withdrawn	13,000	0
7 SCSC Policy Dialogue with Business Experts from/on Behalf ABAC (2005)	CTI 28/2005T	A	18,600	18,600
8 APEC High-Level Symposium on IPR	CTI 29/2005T	A	84,400	84,400
ECONOMIC COMMITTEE				
1 APEC-OECD Structural Reform Capacity Building Symposium	EC 01/2005T	A	33,340	33,340
2 2005 APEC Economic Outlook Symposium on "The Economic Impact of Counter-terrorism in the APEC Region"	EC 02/2005T	A	54,320	54,320
HIGH LEVEL DIALOGUE ON AGRICULTURAL BIOTECHNOLOGY				
1 Biosafety Policy Options for APEC Economies	DAB 01/2005T	A	25,000	15,000
COUNTER-TERRORISM TASK FORCE				
1 Counter-Terrorism Action Plans Cross-Analysis	CTTF 02/2005T	A	18,000	18,000
TOTAL			680,907	567,907

Legend

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

Notes

	Project No.	Remarks/ Waviers	Additions/(Deductions) -US\$	
1	CTI 22/2005T	Approved. Waviers for funding of government officials, per diem for active participants from travel-eligible economies and advance payment for airfare and per diem are approved.		
2	CTI 23/2005T	Approved. Waviers funding of airfare and per diem for government officials and active participants from travel-eligible economies, funding of airfare, per diem and honorarium for experts from WTO and funding of airfare, per diem and honorarium for 8 speakers are approved.		
3	CTI 24/2005T	Approved. Wavier for tendering is approved.		
4	CTI 25/2005T	Approved. Waiver for funding of travel expenses and per diem for government officials is approved.		
5	CTI 26/2005T	Approved. Waviers for funding of airfare and per diem for government officials of ten developing economies, advance payment for airfare and per diem exceeding 50% of the total budget and non-member participation from international organisation are approved.		
6	CTI 29/2005T	Approved. Waviers for funding of government officials, per diem for active participants from travel-eligible economies and advance payment for airfare and per diem are approved.		
7	EC 01/2005T	Approved. Wavier for funding of government officials and OECD experts as speakers is approved.		
8	DAB 01/2005T	Approved after deducting amount stated. Wavier for funding of airfare and per diem for government officials from travel-eligible economies is approved.	Hosting	-10,000