

**Summary Conclusions of the  
APEC Budget and Management Committee Meeting  
APEC Secretariat, Singapore  
7-8 March 2006**

**Introduction**

1. The APEC Budget and Management Committee (BMC) held its first 2007 meeting at the APEC Secretariat, Singapore, on 7-8 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; Papua New Guinea; 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 Madam Tran Thi Thu Hang, Deputy Director General of the Multilateral Trade Policy Department of the Ministry of Trade, Viet Nam.

**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.
6. Training sessions on the operation of the Project Data Base (PDB) were held during the meeting: a brief session on Wednesday 7 March 2007 and a more intensive session on the morning of 8 March 2007.

**Opening Remarks by the BMC Chair**

7. The BMC Chair welcomed members to the meeting.

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

8. The Executive Director reported on recent developments as set out in 2007/BMC1/003.
9. He congratulated the new Chair and Vice-Chair on their assumption of posts and thanked the outgoing Chair for her work.
10. On finance, the Executive Director noted that to-date nine economies had paid their annual contribution. It was important for the smooth running of the APEC Secretariat, under the strict financial guidelines agreed by Members, that Members also played their part and paid their dues promptly.
11. He reported on staffing changes at the Secretariat and the progress on recruitment of the term Chief Operating Officer and Director (IT) posts. He drew attention to the

unprecedented turnover of Program Directors in the year. This was a matter for SOM to consider.

12. The Secretariat had been able to report net savings of US\$217,221.88 from the Administrative Account. As the budget was now prepared and projects approved using more realistic figures, the scope for large returns was diminishing. The forecast of expenditure was in line with the expectations of the 2005 Reform FOTC and approved by Ministers.
13. He reminded delegates of the importance which SOM attached to projects being aligned with APEC priorities and that the BMC should give priority to such projects. With limited funds available they had to be applied to the best projects, eliminating where necessary those projects of low quality.
14. He informed members of the re-establishment of the Reform Friends of the Chair group to consider APEC reform.
15. The meeting welcomed the report of the Executive Director.

**Agenda item 4: Financial report for 2006**

- A. Review of Administrative Account*
- B. Review of Operational Account*
- C. Review of TILF Special Account*
- D. Review of the APEC Support Fund*

16. The meeting noted the audit report and the detailed outturn of the Administrative Account (including the analysis of the variances), the Operational Account, the TILF Special Account and the APEC Support Fund for 2006 in 2007/BMC1/004.
17. The meeting noted the clarification that the expenditure on the Administrative Account was at 96.07% of the original budget. On a net basis - after taking into account interest income, the fee received from the APEC Support Fund for managing that fund, income from publications and other income - US\$1,883,428.12 was spent compared to a budgeted net expenditure of US\$2,100,650. Thus an additional US\$217,221.88 was returned to the APEC Central Funds.

**Agenda item 5: Appointment of Auditors**

18. The meeting considered 2007/BMC1/005 noting that, as PricewaterhouseCoopers had declined to be the auditor for the 2007 accounts of the APEC Central Fund, the Secretariat was conducting a search for a replacement among reputable audit firms in Singapore. The BMC Chair would be consulted on both the proposals received and the recommendation to be put forward. A paper would then be prepared for intersessional consideration by the BMC and approval at SOM 2.

**Agenda item 6: BMC and the APEC Reform Process**

- a) Report on Discussions at SOM1**

19. The meeting noted paper 2007/BMC1/006 which attached the APEC Reform 2006 Deliverables and set out the key areas of work for the 2007 Reform Friends of the Chair (Reform FOTC) group. The BMC was willing to assist the Reform FOTC in its work intersessionally or at BMC2. At present the issue of the strengthened budget, the scale of contributions and the contribution formula was being considered by the Reform FOTC and SOM. Discussions in those fora were not sufficiently far advanced for the BMC to do detailed work.

**b) Outcome of SCE1**

20. The meeting noted paper 2007/BMC1/007. The SCE fora review recommendations were at Attachment 1. For the BMC of relevance was the recommendation to incorporate the Trade Promotion Working Group into the Small and Medium Enterprises Working Group. The two groups would have their last separate meetings in 2007 and would still be able to propose projects at these meetings in their current configuration. The Human Resources Development Working Group would incorporate the Social Safety Nets Capacity Building Network. The proposal emanating from the Mining Ministerial for a Mining Working Group would be discussed at SOM2.

21. Members' views were sought by **21 March 2007** on the recommendations to improve working arrangements (Attachment 3 to the paper).

**Agenda item 7: APEC Secretariat Matters**

**a) APEC Secretariat 2007 Workplan**

22. The meeting noted paper 2007/BMC1/008, attaching a copy of paper 2007/SOM1/004 by which SOM had approved the workplan.

**b) Update on recruitment of COO and D (IT).**

23. The processes of recruitment to the two posts were described – including how the information about the vacancies was communicated to member economies. Information to this effect was also placed on the BMC website. The current situation was described in the ED's remarks in paper 2007/BMC1/003.

**c) ISO Update**

24. 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 2007/BMC1/009. The meeting noted the measures taken by the Secretariat to improve its performance. Members noted that the Secretariat would continue to reach out to its external stakeholders with a view to improving its services.
25. Members expressed their appreciation to Dr Soonthorn Chaiyindeepum for his work as the Quality Management Representative for the past two years,

**Agenda item 8: Communications and Outreach in APEC**

26. The APEC Secretariat gave a presentation on Communications and Outreach in APEC which is available as paper 2007/BMC1/010.

**Agenda item 9: Evaluation of Committee/Working Group Projects (including Self-Financed Projects)**

***A. Evaluation Reports and Outcomes of BMC Small Groups***

27. The meeting noted the contents of 2007/BMC1/011. Members encouraged the use of the new simpler forms when evaluating projects.

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

28. The meeting noted the contents of 2007/BMC1/012, which was a collation of previous reports, updated with the findings from recently completed projects. The meeting was pleased that the Secretariat would continue to upload the lessons learned document on to the APEC website – and thus available to all fora - and circulate them also to Project Overseers for reference.

***C. Financial Statements of Settled Accounts for 2003 and 2004 Completed TILF Projects***

29. The meeting noted the contents of 2007/BMC1/013. Members agreed that the process should extend to all completed projects, regardless of funding source. Members discussed briefly the reasons for under-spending. It was hoped that the discipline in the project application process would help prevent the mismatch between the projects presented for approval and the needs of the developing member economies. Projects which had not started or for which little work was done were ones which were found not to respond to those needs.

**Agenda item 10: Forecast of the TILF Special Account**

30. The meeting considered 2007/BMC1/014 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\$3,545,378 for TILF Special Account projects in 2008. Taking this into account, currency exchange rate fluctuations, the level of uncommitted reserves, the need to maintain some reserves, and the demand for funding for projects under the TILF Special Account the meeting determined **an affordable level** of expenditure for projects in 2008 of US\$4,200,000. The meeting also reiterated that requests approved for funding of TILF projects in 2008 should not normally exceed this affordable level but such could be considered, providing that there were uncommitted reserves available.
31. Japan indicated that its contribution to the TILF Special Account in fiscal year 2007-8 would be around 190,000,000 yen, subject to approval by the Diet at the end of March 2007. Japan further advised that the amount to be contributed to the TILF fund in future years could not be guaranteed. Japan strongly reiterated its request that other economies contribute to the TILF fund.

**Agenda item 11: 2007 Budget**

**A. *Report on Business Transacted Inter-sessionally***

32. The meeting noted 2007/BMC1/015.

**B. *Operational Account – Reprogramming and Requests for Urgent Funding***

33. Members noted that a request would soon be forthcoming for an extension for project TPT 03/2005 Seafarers' Training Project (Phase III), now that counterpart funding had been obtained from Indonesia. Members approved the following requests put forward in 2007/BMC1/016:

***Urgent Funding:***

34. The paper 2007/BMC1/016 took account of the SCE categorization exercise and the assessment by the Secretariat Project Assessment Panel (SPAP) at 2007/BMC1/024.
35. Members agreed to the relocation of FIN 01/2007T (as FIN 01/2007) from the list of projects requesting TILF funding to the list of projects requesting Operational Account funding. The decisions of the meeting on the Operational Account projects are at Annex 3.

**C. *2006 APEC Support Fund Budget***

36. Members considered paper 2007/BMC1/017. The paper took account of the SCE categorization exercise and the assessment by the SPAP at 2007/BMC1/024.
37. Members agreed to the relocation of CTI 33/2007T (as CTI 01/2007A) from the list of projects requesting TILF funding to the list of projects requesting ASF funding. Members agreed that it was appropriate for the Secretariat to consult with relevant donor economies in advance if there were proposals to relocate projects to the ASF. The decisions of the meeting on the ASF projects are at Annex 4. The projects above US\$100,000 (HTF 03/2007A and FIN 02/2007A) will be submitted to SOM for intersessional approval.
38. The meeting noted that there would likely be funding requests for further projects: from the TFEP on emergency preparedness and from the HTF relating to influenza. Members agreed to consider these funding requests intersessionally.

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

39. Members approved the following requests put forward in 2007/BMC1/018:

***Reprogramming:***

CTI 10/2007T

***Urgent Funding:***

40. The paper 2007/BMC1/017 took account of the SCE categorization exercise and the assessment by the SPAP at 2007/BMC1/024 in respect of ECOTECH projects. It also took account of the SPAP for CTI, EC and FMP projects at the Annex to the paper.
41. Members agreed to consider the project proposals one by one, having regard to the broad APEC priorities and the urgency of the project.
42. Members noted that the total funding requested exceeded the Affordable Level of Expenditure of US\$4,500,000 approved for 2007 projects.
43. Members agreed to transfer FIN 01/2007T to the list of projects seeking Operational Account funding (paragraph 35 above) because of its strong linkage with capacity building and economic reform. Members agreed to transfer CTI 33/2007T to the list of projects seeking ASF funding as the project had a strong dimension of capacity building for developing economies. Members acknowledged that, while the project did have good TILF linkage, considered that it was more appropriately located as an ASF project. Members accepted the proposal from the project proponents of CTI 35/2007T that it be withdrawn for improvement and later submission at BMC2. With regard to TPT 02/2007T, Members agreed to fund this project, conditional on receiving more information from the project proponent about the urgency of the project and a reduced revised budget. The USA would provide the information by **Friday, 16 March 2007**. The decisions of the meeting on the TILF Special Account projects are at **Annex 5**. Projects above US\$100,000, SME 03/2007T and possibly TPT 02/2007T will be submitted to SOM for intersessional approval.

**Agenda item 12: Forecast of the Operational and Administrative Accounts 2007-2010**

44. The meeting noted the forecast in 2007/BMC1/019. With existing taskings for the APEC Secretariat and demands on the Operational Account additional funds would be required from 2009. The paper would be input into the work of the reform FOTC.

**Agenda item 13: Project Management and Evaluation Matters**

***A. Amendments to the ‘Guidebook on APEC Projects’***

45. Members agreed to revise the *Guidebook on APEC Projects* as proposed in paper 2007/BMC1/020.

***B. Quality Assessment, Monitoring and Evaluation for APEC Projects***

46. Members approved the new Quality Assessment Framework, which would be extended to cover all projects and the new combined Evaluation Framework as described in paper 2007/BMC1/021.

**Agenda item 14: Review of APEC Standard Contracts**

47. Members considered paper 2007/BMC1/022. Members considered that it was important to have simplicity in contracts; an overly legalistic approach would invite overly legalistic behaviour. The recent problems did not seem to indicate a systemic problem. It would be sufficient for the contracts to provide for discretion to reduce the value of the contracts in the light of concern on quality or timeliness.

**Agenda item 15: APEC Secretariat Staffing Study 2006-7**

48. Members noted paper 2007/BMC1/023.

**Agenda item 16: Any Other Business**

49. Members approved the appointment of the BMC representative from Canada, Ms Karen Garner, as the BMC Fora Gender Focal Point.
50. Members discussed the policies for the APEC Information Management Portal (AIMP). The Secretariat had prepared a paper on this, 2007/BMC1/025, which updated the interim policies approved at SOM2 in 2006 (paper 2006/SOM2/002). Members' views are requested by Wednesday 21 March 2007.

**Agenda item 17: Classification of Documents**

51. The agreed document classification list of this meeting is at Annex 6.

**Agenda item 18: Date of Next Meeting**

52. The next meeting will be held from Tuesday, 31 July – Thursday, 2 August 2007, in Singapore.
53. The meeting agreed the following deadlines for BMC 2:

Friday 15 June 2007: Receipt from fora of finalised ranked project proposals which require assessment by the SCE;

Friday 13 July 2007: Receipt from SCE, CTI, etc of finalized, ranked and assessed projects; and

Monday 23 July 2007: Deadline for Secretariat to upload decision papers for BMC 2.

**Agenda item 19: Approval of Summary Conclusions of the Meeting**

54. The meeting approved intersessionally these summary conclusions for submission to Senior Officials.

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2	Ms	Tran Nam Binh	APEC Desk Officer	Ministry of Foreign Affairs	Tel Fax Email		F

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5	Mr	Atsushi Iwasaki	Director (Program)		Tel Fax Email	(65) 6772 7660 (65) 6775 6013 <a href="mailto:ai@apec.org">ai@apec.org</a>	M
6	Mr	Benyamin S Carnadi	Director (Program)		Tel Fax Email	(65) 6772 7609 (65) 6775 6013 <a href="mailto:bc@apec.org">bc@apec.org</a>	M
7	Ms	Carmen Mak	Director (Program)		Tel Fax Email	(65) 6772 7617 (65) 6775 6013 <a href="mailto:cm@apec.org">cm@apec.org</a>	F
8	Ms	Catherine Wong	Director (Program)		Tel Fax Email	(65) 6772 7612 (65) 6775 6013 <a href="mailto:cw@apec.org">cw@apec.org</a>	F
9	Mr	Eduardo Menez	Director (Program)		Tel Fax Email	(65) 6772 7653 (65) 6775 6013 <a href="mailto:erm@apec.org">erm@apec.org</a>	M
10	Mr	Geoffrey Woodhead	Director (Finance)		Tel Fax Email	(65) 6772 7641 (65) 6775 6013 <a href="mailto:gw@apec.org">gw@apec.org</a>	M
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12	Mr	Luis Romero	Director (Program)		Tel Fax Email	(65) 6772 7649 (65) 6775 6013 <a href="mailto:lr@apec.org">lr@apec.org</a>	M
13	Ms	Michelle Lowe	Director (Program)		Tel Fax Email	(65) 6772 7658 (65) 6775 6013 <a href="mailto:ml@apec.org">ml@apec.org</a>	F
14	Ms	Monica Ochoa Palomera	Director (Program)		Tel Fax Email	(65) 6772 7661 (65) 6775 6013 <a href="mailto:mop@apec.org">mop@apec.org</a>	F
15	Mr	Park Doo Soon	Director (Program)		Tel Fax Email	(65) 6772 7648 (65) 6775 6013 <a href="mailto:pds@apec.org">pds@apec.org</a>	M
16	Mr	Scott A Smith	Director (Program)		Tel Fax Email	(65) 6772 7613 (65) 6775 6013 <a href="mailto:sas@apec.org">sas@apec.org</a>	M
17	Mr	Soonthorn Chaiyindeepum	Director (Program)		Tel Fax	(65) 6772 7650 (65) 6775 6013	M

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19	Mr	Takashi Hattori	Director (Program)		Tel Fax Email	(65) 6772 7611 (65) 6775 6013 <a href="mailto:th@apec.org">th@apec.org</a>	M
20	Mr	Tan Kok Nam	Director (Administration)		Tel Fax Email	(65) 6772 7630 (65) 6775 6013 <a href="mailto:tkn@apec.org">tkn@apec.org</a>	M
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23	Mr	Luis Tsuboyama	Director (Program)		Tel Fax Email	(65) 6772 7610 (65) 6775 6013 <a href="mailto:txg@apec.org">txg@apec.org</a>	M

**APEC Budget and Management Committee Meeting  
Singapore, 7-8 March 2007**

**DRAFT Agenda**

(As at 25 January 2007)

1. Adoption of Agenda  
(2007/BMC1/001)
2. Business Arrangements and Program  
*Including training on the Project Data Base (to be held on 8 March am, with a further more detailed session on Friday 9 March, subject to demand)*  
(2007/BMC1/002)
3. Overview from the Secretariat by the Executive Director  
*Including a report on the outcomes of SOM I and associated meetings relevant to BMC*  
(2007/BMC1/003)
4. Financial Report for 2006  
(2007/BMC1/004)
  - a) To receive the audited Financial Statements for the year ended 31 December 2006
  - b) Review of Administrative Account
  - c) Review of Operational Account
  - d) Review of TILF Special Account
  - e) Review of APEC Support Fund Account
5. Appointment of Auditors for the 2007 Accounts  
(2007/BMC1/005)
6. BMC and the APEC Reform Process
  - a) Report on discussions at SOM 1  
*With particular reference to the contribution formula*  
(2007/BMC1/006)
  - b) Outcome of SCE 1  
(2007/BMC1/007)
7. APEC Secretariat matters
  - a) APEC Secretariat 2007 Workplan  
(2007/BMC1/008)
  - b) ISO Update  
(2007/BMC1/009)
8. Communications and Outreach in APEC  
*Including statistics on publications and a paper on the costs/ benefits of having a single logo [ie that host economies do not prepare their own logo for each year. This is an APEC reform issue for consideration by BMC 1/ 2007with advice to SOM2.]*  
(2007/BMC1/010)

9. Evaluation of Committee/Working Group Projects (including self-financed projects)
  - a) Evaluation Reports and Outcomes of BMC Small Groups  
(2007/BMC1/011)
  - b) Comments in Evaluation Reports that may be of General Applicability  
(2007/BMC1/012)
  - c) Financial Statements of Settled Accounts for 2005 and earlier completed TILF projects  
(2007/BMC1/013)
10. Forecast of the TILF Special Account  
*Including decision on the Affordable Level of Expenditure for 2008 Projects*  
(2007/BMC1/014)
11. 2007 Budget
  - a) Report on Business Transacted Inter-sessionally  
(2007/BMC1/015)
  - b) Operational Account - Reprogramming and Requests for Urgent Funding  
(2007/BMC1/016)
  - c) ASF - Reprogramming and Requests for Urgent Funding  
(2007/BMC1/017)
  - d) TILF Special Account – Reprogramming and Requests for Urgent Funding  
(2007/BMC1/018)
12. Forecast of the Operational and Administrative Accounts 2007-2012  
(2007/BMC1/019)
13. Project Management and Evaluation Matters
  - a) Amendments to the *Guidebook on APEC Projects*  
(2007/BMC1/020)
  - b) Update on the QAF Process –*including progress on adapting it to TILF Special Account projects*  
(2007/BMC1/021)
14. Review of the standard APEC contracts  
(2007/BMC1/022)
15. APEC Secretariat Staff Study 2006-7 – *report on progress*  
(2007/BMC1/023)
16. Any Other Business
17. Classification of Documents  
(2007/BMC1/000)
18. Date of Next Meeting
19. Approval of the Summary Report of the Meeting



## 2007 Operational Account Requests for Urgent Funding

### Annex 3

Project Name	Project Code	Fund Requested	Decision	Provision Recommended	Note
		USD		USD	
<b>(A) Request for New Funding</b>					
<b>TELECOMMUNICATIONS &amp; INFORMATION WORKING GROUP</b>					
1 Deployment of GCIO Training Model and Networking for e-Government Development	TEL 03/2007	94,970	A	<b>94,970</b>	1
2 Voice over IP (VoIP) Security Guidelines	TEL 04/2007	78,000	A	<b>78,000</b>	2
<b>TRANSPORTATION WORKING GROUP</b>					
1 Symposium on APEC Port Services Network	TPT 04/2007	81,650	A	<b>81,650</b>	3
2 Land International Security and Commuters' Advocacy Protocol	TPT 05/2007	82,183	A	<b>82,183</b>	4
3 Management of Security, Safety and Emerging Technology in Intermodal Transportation and Supply Chain Systems	TPT 06/2007	45,750	A	<b>45,750</b>	
<b>APEC HIGH LEVEL POLICY DIALOGUE AGRICULTURAL BIOTECHNOLOGY</b>					
1 Workshop on Public Perception of Agricultural Biotechnology	DAB 01/2007	54,450	A	<b>54,450</b>	5
<b>APEC FINANCE MINISTERS' PROCESS</b>					
1 Policy Dialogue on Savings and Capital Market Development [Transfer from TILF]	FIN 01/2007	64,279	A	<b>64,279</b>	
<b>SOM STEERING COMMITTEE ON ECOTECH</b>					
1 Independent Assessment of the ECOTECH Implementation of APEC Working Groups and SOM Taskforces	SCE 01/2007	83,498	A	<b>83,498</b>	6
<b>TOTAL</b>					
		584,780		<b>584,780</b>	

Legend

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

Notes

	Project No.	Remarks/Waviers	Additions/(Deductions) -US\$	
1	TEL 03/2007	Approved. Waivers for advance payment of airfares, per diem, hosting and funding of government officials are approved. Communications and Publication are paid on a reimbursement basis.		
2	TEL 04/2007	Approved. Waiver for translation of documents produced is approved.		
3	TPT 04/2007	Approved. Waivers to fund government officials and per diem for active participants are approved.		
4	TPT 05/2007	Approved. Waivers of advance payment of teleconference unit, funding of government officials and per diem for active participants are approved. Advance payments of consultant fees, consultant's secretary cost and full-time clerical and secretarial staff remuneration are restricted to 25% of contract fees.		
5	DAB 01/2007	Approved. Waiver for funding of government officials from travel eligible economies is approved.		
6	SCE 01/2007	Approved. Waiver for advance payment of airfares and per diem of consultants is approved. Advance payments of consultant fees and consultant's secretary cost are restricted to 25% of contract fees.		

## 2007 APEC Support Fund Account Requests for Urgent Funding

Annex 4

Project Name	Project Code	Fund Requested	Decision	Provision Recommended	Note
		USD		USD	
<b>Request for New Funding</b>					
<b><u>(A) ASF General Fund</u></b>					
<b>COMMITTEE FOR TRADE AND INVESTMENT</b>					
1 Capacity Building for APEC member economies to Implement APEC Anti-counterfeiting and Piracy Initiative (Transfer from TILF A/C- CTI 33/2007T)	CTI 01/2007A	83,200	A	83,200	1
<b>APEC FINANCE MINISTERS PROCESS</b>					
1 Workshop on Risk Management in Banking Sector	FIN 02/2007A	137,301	A	137,301	2
<b>Total for ASF General Fund (A)</b>		<u>220,501</u>		<u>220,501</u>	
<b><u>(B) ASF HUMAN SECURITY SUBFUND</u></b>					
<b>HEALTH TASK FORCE</b>					
1 APEC Training for Program Managers on TB/HIV	HTF 03/2007A	109,896	A	109,896	3
<b>Sub-Total (B)</b>		<u>109,896</u>		<u>109,896</u>	
<b><u>(C) ASF AI SPECIFIC</u></b>					
<b>HEALTH TASK FORCE</b>					
1 Implementation of APEC Action Plan on the Prevention and Response to Avian and Influenza Pandemics: Progress review and building capacity for future work	HTF 01/2007A	74,752	A	74,752	4
2 Pandemic Risk Communications: Building Capacity in International Media and Stakeholder Relations	HTF 02/2007A	59,350	A	59,350	5
<b>Sub-Total (C)</b>		<u>134,102</u>		<u>134,102</u>	
<b>TOTAL HUMAN SECURITY (B) + ( C ) =(D)</b>		<u>243,998</u>		<u>243,998</u>	
<b>TOTAL ASF (A) + (D)</b>		<u><u>464,499</u></u>		<u><u>464,499</u></u>	

**Legend**

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

Notes

	Project No.	Remarks/Waviers	Additions/(Deductions) -US\$	
1	CTI 01/2007A	Approved. Waivers for advance payment of seminar's room rental, equipment rental, airfare, accommodation & per diem for participants & speakers, funding of government officials and non-member participation are approved. Per diem for en-route is not allowed. Photocopying and Communications expenses are paid on a reimbursement basis.		
2	FIN 02/2007A	Approved. Waiver to fund airfares and per diem of government officials who are speakers and trainees is approved.		
3	HTF 03/2007A	Approved. Waivers for advance payment of airfares & per diem for consultants, speakers & active participants and funding of site training transportation are approved. Advance payment of consultant fees should be restricted to 25% of contract fees. Honorarium for government officials and experts from international organizations is not permitted.		
4	HTF 01/2007A	Approved. Waivers for advance payment of equipment/materials, travel expenses of travel-eligible economies & hosting and funding of airfares & per diem of government officials who are speakers & participants are approved. Advance payment of consultant fees should be restricted to 25% of contract fees. Photocopying, Communications and production of CDROMs are paid on a reimbursement basis. Honorarium for government officials is not permitted.		
5	HTF 02/2007A	Approved. Waivers for advance payment of airfares & per diem for experts and active participants, funding of government officials from travel-eligible economies and non-member participation are approved.		

**2007 TILF Special Account  
Requests for Urgent Funding**

Project Name	Project Code	Fund Requested	Decision	Provision Recommended	Note
		USD	USD	USD	
<b>(A) Request for New Funding</b>					
<b>SMALL &amp; MEDIUM ENTERPRISES WG</b>					
1 The Second APEC OVOP Seminar	SME 03/2007T	125,339	A	125,339	1
<b>TRANSPORTATION WG</b>					
1 Web-based Atlas of Trade and Transportation Corridors (WATTS): A web-based information system for transportation infrastructures, trade flows, and impediments related to Bogor's Goals	TPT 02/2007T	122,500	B	122,500	2
<b>COMMITTEE FOR TRADE AND INVESTMENT</b>					
1 SCCP: Single Window Workshop	CTI 31/2007T	93,459	A	93,459	3
2 IEG/GOS Joint Workshop on the Relationship between Investment and Trade in Services in RTAs and Other International Investment Agreements	CTI 32/2007T	29,964	A	29,964	4
3 IPEG: Capacity Building for APEC member economies to Implement APEC Anti-counterfeiting and Piracy Initiative	CTI 33/2007T	83,200	Transfer to ASF A/C	0	
4 IEG: APEC-UNCTAD Capacity Building Workshop Project Proposal: 'The Impact of Recent Investor-State Disputes on the Negotiation of Bilateral Investment Treaties (BITs) and FTAs/RTAs in the APEC Region'	CTI 34/2007T	63,897	A	63,897	5
5 GOS: Seminar on Mutual Recognition Arrangements (MRAs) and Domestic Regulations	CTI 35/2007T	58,195	Withdrawn	0	
6 AD: Customs Import Automation: A Pilot Project for SMEs and OEMs (formerly Model Port - Automated Import Documentation System)	CTI 36/2007T	83,510	A	83,510	6
7 IEG: Achieving Better Practice by APEC IPAs: their Role in Policy Advocacy and Dispute Resolution	CTI 37/2007T	49,740	A	49,740	7
<b>ECONOMIC COMMITTEE</b>					
1 APEC Policy Dialogue: Seminar on the Role of Competition Policy in Structural Reform	EC 01/2007T	85,500	A	85,500	8
<b>APEC FINANCE MINISTERS PROCESS</b>					
1 Policy Dialogue on Savings and Capital Market Development	FIN 01/2007T	64,279	Transfer to Operational A/C	0	
<b>TOTAL</b>					
		859,583		653,909	

**Legend**

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

Notes

	Project No.	Remarks/ Waviers	Additions/(Deductions) -US\$	
1	SME 03/2007T	Approved. Waivers to fund government officials and per diem for active participants from travel-eligible economies are approved.		
2	TPT 02/2007T	Tentatively approved. PO to resubmit reduced itemized budget and provide further explanation of urgency.		
3	CTI 31/2007T	Approved. Waivers to fund government officials from travel-eligible economies and per diem for active participants are approved.		
4	CTI 32/2007T	Approved. Waivers for funding of government officials from travel-eligible economies, advance payment of airfare and per diem for speakers and funding of non-member participation from OECD,UNCTAD and other international organizations such as WTO are approved.		
5	CTI 34/2007T	Approved. Waivers for funding of government officials from travel-eligible economies, advance payment of airfare and per diem for speakers/active participants and funding of non-member participation from UNCTAD and other international organizations are approved.		
6	CTI 36/2007T	Approved. Waiver for advance payment of equipment/materials is approved. Advance payments of consultant fees, consultant's secretary cost and short-term clerical & secretarial staff remuneration are restricted to 25% of contract fees. Publication of report, photocopying and communications expenses are paid on a reimbursement basis.		
7	CTI 37/2007T	Approved. Waivers for funding of government officials from travel-eligible economies, advance payment of airfare and per diem for speakers/active participants and funding of non-member participation from OECD,UNCTAD and other international organizations such as MIGA are approved.		
8	EC 01/2007T	Approved. Waivers for advance payment of airfare and per diem for speakers and funding of non-member participation from OECD and UNCTAD are approved.		

**Document Classification List**

Document No.	Title	Agenda Item	Submitted By	Public Release		Reason for Restriction	Derestriction Date (where applicable)
				Yes	No		
2007/BMC1/000	Document Classification List – First Budget and Management Committee Meeting 2007	17	APEC Secretariat		✓		
2007/BMC1/001	Draft Agenda - First Budget and Management Committee Meeting 2007	1	APEC Secretariat	✓			
2007/BMC1/002	Business Arrangements and Program	2	APEC Secretariat	✓			
2007/BMC1/003	Overview from the Secretariat by the Executive Director	3	APEC Secretariat	✓			
2007/BMC1/004	Financial Report for 2006	4	APEC Secretariat		✓		
2007/BMC1/005	Appointment of Auditors for the 2007 Accounts	5	APEC Secretariat		✓		
2007/BMC1/006	APEC Reform Process	6a	APEC Secretariat		✓		
2007/BMC1/007	Outcome of the SOM Steering Committee on Economic and Technical Cooperation (SCE) Meeting	6b	APEC Secretariat		✓		
2007/BMC1/008	APEC Secretariat 2007 Workplan	7a	APEC Secretariat	✓			
2007/BMC1/009	ISO Update	7c	APEC Secretariat	✓			
2007/BMC1/010	Communications and Outreach Update	8	APEC Secretariat	✓			
2007/BMC1/011	Evaluation Reports and Outcomes of Assessments by BMC Small Groups	9a	APEC Secretariat (CTI, CTTF, DAB, EC, ECSG, MRC, TELWG, TPTWG, TPWG, TWG)	✓			
2007/BMC1/011-01	Evaluation Report: Toward a Cross-border Paperless Trading Environment – Actions for Trade Facilitation (CTI 03/2003T)	9a	CTI	✓			
2007/BMC1/011-02	Evaluation Report: Impact of Regional Economic Integration in East Asia on APEC Trade Liberalization (CTI 03/2006T)	9a	CTI	✓			
2007/BMC1/011-03	Evaluation Report: Capacity Building in Immigration Border Management – Advance Passenger Information (API) (CTI 06/2004T)	9a	CTI	✓			

Document No.	Title	Agenda Item	Submitted By	Public Release		Reason for Restriction	Derestriction Date (where applicable)
				Yes	No		
2007/BMC1/011-04	Evaluation Report: Capacity Building Seminar on Trade Facilitation/Customs Procedures (CTI 09/2004T)	9a	CTI	✓			
2007/BMC1/011-05	Evaluation Report: Multilateral Recognition Arrangement (MLA), Readiness Project in Environmental Management System Certification (PHASE 2) (CTI 17/2004T)	9a	CTI	✓			
2007/BMC1/011-06	Evaluation Report: Human Resource Integration – ILO (Immigration Liaison Officer) Cooperation in Border Management (CTI 21/2005T)	9a	CTI	✓			
2007/BMC1/011-07	Evaluation Report: APEC Capacity Building – Legal Infrastructure for Multilateral Data Sharing (CTI 25/2005T)	9a	CTI	✓			
2007/BMC1/011-08	Evaluation Report: Enhancing Investment liberalisation and facilitation in the APEC region – Stage 1 (CTI 26/2006T)	9a	CTI	✓			
2007/BMC1/011-09	Evaluation Report: Chemical Dialogue Capacity Building for Globally Harmonized System of Classification and Labelling of Chemicals (GHS) Project (CTI 28/2004T)	9a	CTI	✓			
2007/BMC1/011-10	Evaluation Report: Review of Temporary Entry Conditions (CTI 30/2005T)	9a	CTI	✓			
2007/BMC1/011-11	Evaluation Report: Supporting Potential Women Exporters (CTI 34/2003T)	9a	CTI	✓			
2007/BMC1/011-12	Evaluation Report: APEC Fourth Secure Trade in the APEC Region Conference (STAR IV) (CTTF 01/2006T)	9a	CTTF	✓			
2007/BMC1/011-13	Evaluation Report: APEC Symposium on Total Supply Chain Security, Singapore, 6-7 July 2006 (CTTF 02/2006T)	9a	CTTF	✓			
2007/BMC1/011-14	Evaluation Report: Biosafety Policy Options for APEC Economies (DAB 01/2005T)	9a	HLPDAB	✓			
2007/BMC1/011-15	Evaluation Report: Public Sector Governance Seminar (EC 01/2006T)	9a	EC	✓			
2007/BMC1/011-16	Evaluation Report: APEC Symposium on ebXML for Internet Paperless Trading and Collaborative e-Business (ECSG 01/2004T)	9a	ECSG	✓			



Document No.	Title	Agenda Item	Submitted By	Public Release		Reason for Restriction	Derestriction Date (where applicable)
				Yes	No		
2007/BMC1/011-17	Evaluation Report: The Sixth APEC Roundtable Meeting on the Involvement of Business/Private Sector in Sustainability of the Marine Environment (MRC 01/2005S)	9a	MRC	✓			
2007/BMC1/011-18	Evaluation Report: Ocean Models and Information System for the APEC Region (OMISAR) 2004 (MRC 04/2004)	9a	MRC	✓			
2007/BMC1/011-19	Evaluation Report: APEC Symposium on Data Privacy Implementation Mechanisms: Developing the APEC Privacy Framework (SOM 02/2004T)	9a	SOM	✓			
2007/BMC1/011-20	Evaluation Report: Best Practices in International Investigations (SOM 03/2004T)	9a	SOM	✓			
2007/BMC1/011-21	Evaluation Report: A Comparison on the Equivalence of Selected Telecommunications Standards (TEL 01/2004T)	9a	TEL	✓			
2007/BMC1/011-22	Evaluation Report: Benchmarking Knowledge Management Technologies and Behaviours (TP 01/2005T)	9a	TP	✓			
2007/BMC1/011-23	Evaluation Report: International Air Services Negotiations Training Course (TPT 01/2004T)	9a	TPT	✓			
2007/BMC1/011-24	Evaluation Report: Public and Private Partnership for Facilitating Tourism Investment in the APEC Member Economies (TWG 01/2004T)	9a	TWG	✓			
2007/BMC1/011-25	Evaluation Report: Tourism Occupational Skill Standard in the APEC Region Stage IV (TWG 01/2005)	9a	TWG	✓			
2007/BMC1/011-26	Evaluation Report: Exploring Best Practices of E-Commerce Application to the Small to Medium Sized Tourism Enterprises (SMTEs) in the APEC Region (TWG 02/2004T)	9a	TWG	✓			
2007/BMC1/012	Compilation of Lessons Learnt in Evaluation Reports that May Be of General Applicability	9b	APEC Secretariat	✓			
2007/BMC1/013	Financial Statements for Completed Projects: 2003 to 2005 Trade and Investment Liberalization and Facilitation (TILF) Special Account	9c	APEC Secretariat	✓			
2007/BMC1/014	Forecast of the Trade and Investment Liberalization and	10	APEC Secretariat		✓		

Document No.	Title	Agenda Item	Submitted By	Public Release		Reason for Restriction	Derestriction Date (where applicable)
				Yes	No		
	Facilitation (TILF) Special Account						
2007/BMC1/015	Report on Business Transacted Inter-Sessionally	11a	APEC Secretariat	✓			
2007/BMC1/016	2007 Operational Account Budget	11b	APEC Secretariat		✓		
2007/BMC1/016-01	Project Proposal: Workshop on Public Perception of Agricultural Biotechnology (DAB 01/2007)	11b	APEC Secretariat	✓			
2007/BMC1/016-02	Project Proposal: Independent Assessment of the Economic and Technical Cooperation (ECOTECH) Implementation of APEC Working Groups and SOM Taskforces (SCE 01/2007)	11b	APEC Secretariat	✓			
2007/BMC1/016-03	Project Proposal: Deployment of Government Chief Information Officer (GCIO) Training Model and Networking for e-Government Development (TEL 03/2007)	11b	APEC Secretariat	✓			
2007/BMC1/016-04	Project Proposal: Voice over Internet Protocol (VoIP) Security Guidelines (TEL 04/2007)	11b	APEC Secretariat	✓			
2007/BMC1/016-05	Project Proposal: Symposium on APEC Port Services Network (TPT 04/2007)	11b	APEC Secretariat	✓			
2007/BMC1/016-06	Project Proposal: Land International Security and Commuters' Advocacy Protocol (Land IS-CAP) (TPT 05/2007)	11b	APEC Secretariat	✓			
2007/BMC1/016-07	Project Proposal: Management of Security, Safety and Emerging Technology in Intermodal Transportation and Supply Chain Systems (TPT 06/2007)	11b	APEC Secretariat	✓			
2007/BMC1/017	2007 APEC Support Fund Budget	11c	APEC Secretariat		✓		
2007/BMC1/017-01	Project Proposal: Implementation of APEC Action Plan on the Prevention and Response to Avian and Influenza Pandemics: Progress Review and Building Capacity for Future Work (HTF 01/2007A)	11c	APEC Secretariat	✓			
2007/BMC1/017-02	Project Proposal: Pandemic Risk Communications – Building Capacity in International Media and Stakeholder Relations (HTF 02/2007A)	11c	APEC Secretariat	✓			
2007/BMC1/017-03	Project Proposal: APEC Training for Program Managers on TB/HIV (HTF 03/2007A)	11c	APEC Secretariat	✓			
2007/BMC1/017-04	Project Proposal: Workshop on Risk Management in Banking Sector (FIN 02/2007A)	11c	APEC Secretariat	✓			

Document No.	Title	Agenda Item	Submitted By	Public Release		Reason for Restriction	Derestriction Date (where applicable)
				Yes	No		
2007/BMC1/018	Reprogramming and Requests for Trade and Investment Liberalization and Facilitation (TILF) Special Account Urgent Funding	11d	APEC Secretariat		✓		
2007/BMC1/018-01	Project Proposal: Policy Dialogue on Savings and Capital Market Development (FIN 01/2007T)	11d	APEC Secretariat	✓			
2007/BMC1/018-02	Project Proposal: The Second APEC One-Village-One-Product (OVOP) Seminar (SME 03/2007T)	11d	APEC Secretariat	✓			
2007/BMC1/018-03	Project Proposal: APEC Policy Dialogue – Seminar on the Role of Competition Policy in Structural Reform (EC 01/2007T)	11d	APEC Secretariat	✓			
2007/BMC1/018-04	Project Proposal: Web-Based Atlas of Trade and Transportation Corridors (WATTS) – A Web-Based Information System for Transportation Infrastructures, Trade Flows and Impediments Related to Bogor's Goals (TPT 02/2007T)	11d	APEC Secretariat	✓			
2007/BMC1/018-05	Project Proposal: Single Window Workshop (CTI 31/2007T)	11d	APEC Secretariat	✓			
2007/BMC1/018-06	Project Proposal: Investment Experts Group (IEG) / Group on Services (GOS) Joint Workshop on the Relationship Between Investment and Trade in Services in RTAs and Other International Investment Agreements (CTI 32/2007T)	11d	APEC Secretariat	✓			
2007/BMC1/018-07	Project Proposal: Capacity Building for APEC Member Economies to Implement APEC Anti-Counterfeiting and Piracy Initiative (CTI 33/2007T)	11d	APEC Secretariat	✓			
2007/BMC1/018-08	Project Proposal: APEC-UNCTAD Capacity Building Workshop Project Proposal – The Impact of Recent Investor-state Disputes on the Negotiation of Bilateral Investment Treaties (BITs) and FTAs/RTAs in the APEC Region (34/2007T)	11d	APEC Secretariat	✓			
2007/BMC1/018-09	Project Proposal: Seminar on Mutual Recognition Arrangements (MRAs) and Domestic Regulations (CTI 35/2007T)	11d	APEC Secretariat	✓			
2007/BMC1/018-10	Project Proposal: Customs Import Automation – A Pilot Project for Small and Medium-Sized Enterprises (SMEs) and Original Equipment Manufacturers (OEMs) (Formerly Model Port – Automated Import Documentation System) (CTI 36/2007T)	11d	APEC Secretariat	✓			

Document No.	Title	Agenda Item	Submitted By	Public Release		Reason for Restriction	Derestriction Date (where applicable)
				Yes	No		
2007/BMC1/018-11	Project Proposal: Achieving Better Practice by APEC Investment Promotion Agencies (IPAs) – Their Role in Policy Advocacy and Dispute Resolution (CTI 37/2007T)	11d	APEC Secretariat	✓			
2007/BMC1/018a	CTI 10/2007T: Request for Waiver from Tender Requirements	11d	IEG	✓			
2007/BMC1/019	Forecast of the Operational and Administrative Accounts 2008-2010	12	APEC Secretariat		✓		
2007/BMC1/020	Amendments to Guidebook on APEC Projects	13a	APEC Secretariat	✓			
2007/BMC1/021	Quality Assessment, Monitoring and Evaluation for APEC projects	13b	APEC Secretariat	✓			
2007/BMC1/022	Review of the APEC Standard Contracts	14	APEC Secretariat	✓			
2007/BMC1/023	APEC Secretariat Staffing Review 2007 Progress Report	15	APEC Secretariat		✓		
2007/BMC1/024	APEC Secretariat Report of the Assessment of Economic and Technical Cooperation (ECOTECH) Projects	11	APEC Secretariat	✓			
2007/BMC1/025	Suggested Changes to APEC Information Management Portal (AIMP) Interim Operational Policy	16	APEC Secretariat		✓		
2007/BMC1/PL	Participant List - First Budget and Management Committee Meeting 2007		APEC Secretariat	✓			