

**Summary Conclusions of the  
APEC Budget and Management Committee Meeting  
APEC Secretariat, Singapore  
1-2 August 2007**

**Introduction**

1. The APEC Budget and Management Committee (BMC) held its second 2007 meeting at the APEC Secretariat, Singapore, on 1-2 August 2007.
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; the Philippines; the Russian Federation; Singapore; Chinese Taipei; Thailand; the United States of America (USA); Viet Nam and the APEC Secretariat. Papua New Guinea was absent. The list of participants is in 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 appears in Annex 2. The order was rearranged to discuss policy issues (agenda items 3 to 6) and the budget (agenda items 8B, 10, 9A and E) before project matters.

**Agenda Item 2: Business Arrangements and Program**

5. The Meeting agreed to the business arrangements and program as set out in 2007/BMC2/002.

**Agenda Item 3: Overview of Secretariat by Executive Director (ED)**

6. The ED reported on recent developments as set out in 2007/BMC2/003:
  - The major business for BMC 2 is to consider the long-term sustainability of the Secretariat's budget through an increase in member contributions with a view to making firm recommendations to SOM, as well as a number of improvements to current budgeting practices, which will assist in ensuring transparency in financial management and long-term sustainability.
  - There is a record 135 projects for consideration by the BMC.
  - The Secretariat has established the Project Management Unit (PMU), which will assist in the formulation, implementation and evaluation of better APEC projects.

***Increase in Member Contributions***

- There has been no increase in the Secretariat's Administrative Account (AA) and Operational Account (OA) budgets in recent years, following the decision in 2005 to raise contributions back to the 1998 level of US\$3,864,000. This is not sustainable. At SOM 3, there was broad consensus for an increase in contributions from 2009 of 30% to US\$5,000,000 as proposed by the SOM Chair. This will enable sustainability for this year's reform initiatives:

- The on-going appointment of the Chief Operating Officer (COO) and Director/Information Technology (D/IT) who have been appointed in 2007.
- The possible appointment of a fixed-term ED from 2010, subject to SOM's approval.

### ***Improvements to how APEC Manages its Accounts /Budgets***

The Secretariat proposed a number of changes as part of its internal reform effort to increase transparency and accountability, and these are detailed in paper 2007/BMC/026. They include:

- Separation of the AA and OA.
- Budgeting for expenditure on the AA on an *actual* instead of *net* basis.
- With the AA and OA separated, establish separate reserves for each.
- Removal of the 5% overhead fee payable to the AA for contributions to the APEC Support Fund (ASF).
- Evaluation of the SOM Contingency Fund of US\$ 150,000, in light of the establishment reserves for the AA and OA.

### ***APEC Secretariat Staffing***

- The ED reported on the completion of the Secretariat-commissioned study on the implications of staffing reform measures. The Secretariat is presently evaluating the recommendations to see how they can be implemented over the rest of 2007.
  - 2007 has seen the largest turnover of Program Directors since the establishment of the Secretariat; with 13 departures so far this year.
7. The BMC Chair thanked the ED for the overview report and noted that APEC reform was a continuous process. She encouraged Members to participate fully in the important discussions ahead. The meeting welcomed the overview report.

### **Agenda Item 4: BMC and the APEC Reform Process**

8. The Meeting noted that the work of the Reform FOTC covered in the ED's report. The Meeting also noted paper 2007/BMC2/004, which set out the key outcomes of the SOM Committee on ECOTECH (SCE) Review of Fora. The guidelines had been agreed to inform the work of the Chairs/Lead Shepherds and for the establishment of new fora. Members agreed that the impact on the workload and budget (including travel) of the Secretariat should be considered in the establishment of new fora.

### **Agenda Item 5: APEC Secretariat Matters**

#### ***(A) Report on Staff Structure Study***

9. Members considered paper 2007/BMC2/005 on the above study, the report of which had earlier been presented to SOM 3. Issues considered included the role of the COO in the organizational structure, establishment of the PMU and the salary structure of locally engaged staff. Follow-up work is ongoing. The impact of its recommendations on the budget was expected to be neutral. Members welcomed the report and the opportunity to be proactive in

the strategic management of the Secretariat. They agreed that a progress report on the reform be made to BMC 1 in 2008.

10. Members were pleased to note the progress in professionalizing the Secretariat through the recruitment of the COO and D/IT. The COO would provide continuity in the operation of the Secretariat. Members noted that there would be an internal review of the role of the COO after 6 months. A full report on the operation of the position would be submitted to SOM in April 2008 (i.e., 12 months after the creation of the position).
11. The Meeting endorsed a proposal by the Secretariat to trial the outsourcing of travel arrangements for APEC projects to an outside travel agent. The Secretariat will report on the outcome of the trial to BMC next year before a final decision on whether or not to proceed is made.
12. Members agreed that it would be desirable for Secretariat staff vacancies to be advertised throughout the APEC member economies to obtain greater representation across economies, but acknowledged that many staff would continue to be taken from the Singapore labour market for positions which the Secretariat was unable to offer expatriate packages. Members noted that staff vacancies were placed on the website and advertised in local newspapers/online job portals as appropriate, but asked that they also be notified. They noted also that for senior posts, the heads of APEC missions in Singapore and all Senior Officials were notified to encourage a broad range of applicants. If the budget allowed, Members were looking to see further professionalization in other areas of corporate management.
13. Members were pleased to see the establishment of the PMU, which was already making a large contribution to improving the project application process. The Project Database (PDB) ensured that the project process was transparent.

***(B) ISO Issues and Report on Complaints Received by the Secretariat***

14. The Meeting noted with approval the progress made by the Secretariat in meeting its performance targets, as reported in [2007/BMC2/006](#). Members also noted with appreciation, the amount of work required to maintain the ISO 9001:2000 accreditation and the achievement of the targets.

**Agenda item 6: Communications and Outreach**

15. The Meeting considered paper [2007/BMC2/007](#) and noted the comparisons with other organizations, remarking that about 20% of APEC's AA budget was devoted to communications and outreach. The principal means of outreach was the website, which received 8-11 million hits a month from some 270,000 users. Analysis was in progress of the users and their usage patterns.
16. As reported earlier the Secretariat was intending to develop a publications database. Members supported the initiative but cautioned against spreading the communications and outreach work too thin.
17. Members discussed the effectiveness of the APEC Communications and Outreach Strategy and considered it may be useful to update the 2001 media strategy, which was undertaken by Ogilvy & Mather. They suggested that since funds were not available in the current budget for this effort that the Secretariat explore this in-house or request direct assistance from APEC members on a voluntarily basis.
18. Following an observation by Australia, there was discussion on whether it was appropriate to continue the current arrangement in which the media manager was based outside Singapore. The ED noted that it was essential for the smooth, effective and efficient operation of the Secretariat's media team that the media manager be based at the Secretariat in Singapore. Peru informed the Meeting that as incoming host economy, Peru would like to continue

contracting the media manager for 2008 on the same terms as 2007. The Meeting noted the comments of the ED, Australia and Peru.

#### **Agenda Item 7: Project Management and Evaluation Matters**

##### **(A) Progress of Committee/Working Group Projects (including Self-Funded Projects)**

###### **(i) Progress Reports for Ongoing Projects**

19. The Meeting noted the report in paper 2007/BMC2/008.

###### **(ii) Evaluation Reports and Outcomes of BMC Small Groups**

20. The Meeting noted the report in paper 2007/BMC2/009.

###### **(iii) Completed Projects without Evaluation Reports**

21. The Meeting noted that there had been considerable improvement in the compliance rate, as reported in paper 2007/BMC2/010, in the completion of evaluation reports. Members reiterated the importance of for completing their evaluation of projects: it was useful in assessing new projects, especially where one project was the follow-on to another.

###### **(iv) Financial Statements of Settled Accounts for 2005 and Earlier Projects**

22. The Meeting noted the report in paper 2007/BMC2/011 on the financial statements of completed projects and was pleased that the service had been extended to completed OA projects and would be further extended to completed ASF projects after the completion of the first set of these projects at the end of 2007.

##### **(B) Amendment to the "Guidebook on APEC Projects"**

23. The Meeting noted that the PMU will update the *Guidebook on APEC Projects* (6<sup>th</sup> edition): to include reference to the PMU, the Secretariat Project Assessment Panels (SPAPs), etc. Under any other business, Members suggested that the project application form include budget limits for specific items to make it easier for Project Overseers (POs) to know the financial limits.

#### **Agenda Item 8: 2007 Budget**

##### **(A) Report on Business Transacted Intersessionally**

24. The Meeting noted the report in paper 2007/BMC2/013

##### **(B) Adjustments to the 2007 Administrative Account Budget**

25. The Meeting discussed paper 2007/BMC2/014 Members asked about the outreach activities and were assured that each activity was carefully evaluated for value to APEC. Most outreach activities were carried out in conjunction with scheduled meetings or sponsorship was obtained to reduce costs. Members approved the adjustments as detailed in **Annex 3**.

##### **(C) 2007 Operational Account – Status of Disbursements, Reprogramming and Requests for Urgent Funding**

26. The Meeting noted in paper 2007/BMC2/015 the disbursement status of projects and the status of uncommitted reserves in the OA. Members approved the extension of EWG 07/2005 to 31 August 2007. Members deferred consideration of urgent 2007 projects and the reprogramming, with additional funding request, of FWG 02/2007 to the discussion on the 2008 OA projects.

**(D) 2007 APEC Support Fund Account – Status of Disbursements, Reprogramming and Requests for Urgent Funding**

27. The Meeting noted in paper 2007/BMC2/016 the disbursement status of projects and the status of uncommitted reserves in the ASF. Members approved the reprogramming request for ACT 02/2007A. Members deferred consideration of urgent 2007 projects to the discussion on 2008 ASF projects.

**(E) 2007 TILF Special Account – Status of Disbursements, Reprogramming and Requests for Urgent Funding**

28. The Meeting noted in paper 2007/BMC2/017 the disbursement status of projects and the status of uncommitted reserves in the TILF Special Account.

29. The Meeting approved the extension of disbursement deadlines for CTI 11/2005T to 31 December 2007; CTI 13/2005T to 31 August 2007; and FWG 01/2006T to 31 December 2008. Members deferred consideration of urgent 2007 projects to the discussion on the 2008 TILF Special Account projects.

30. Members approved the authorization of the Chairs of Committee on Trade and Investment (CTI) sub-fora to endorse reprogramming and extension requests for projects from their respective fora, without having to seek the additional endorsement of the CTI Chair. Members approved the authorization of the Director (Finance) to approve extensions of up to 2 months for projects where the work has been completed before the BMC approved deadlines and where all that is required is to complete the disbursement of funds. These approvals apply to all funds, TILF Special Account, ASF and OA.

**Agenda Item 9: 2008 Budget**

**(A) 2008 Administrative Account Budget**

31. The Meeting discussed paper 2007/BMC2/018 and approved the 2008 AA budget as in Annex 4.

32. Members noted that the budget had been prepared as requested in a functional manner on a strict basis without contingencies. An exchange rate of US1 = S\$1.50 was applied.

33. Members requested the Secretariat to investigate efficiency gains and develop priorities for expenditure noting that, with the exception of salaries, no allowance was made for inflation. Members observed that contributions were made in US dollars, but expenditure in most cases, were in Singapore dollars. However, they agreed to continue with the current practice because of the convertibility of the US dollar and predictability for Members' contributions. In discussing means to reduce exchange risks, Members were advised that the size of the APEC funds was too small to be attractive to fund managers.

34. Members noted that a recent survey had shown a demand for a combination of electronic and printed documents with a greater percentage of SCE and CTI users wanting electronic documents. For the Economic Committee (EC), there was greater demand for hard copies.

35. Members agreed that the Secretariat should reduce expenditure on printed copies and postage, and use any resulting savings to fund other communications and outreach activities. Members also encouraged the Secretariat to develop a proactive outreach strategy.

36. The Meeting agreed that, beginning in 2008, the Secretariat would budget for the replacement of fixed assets, including motor vehicles, furniture and fittings, IT equipment, etc. Members urged the Secretariat to develop a fixed asset replacement plan.

37. The Meeting also agreed that the Secretariat would provide a quarterly financial report of all the accounts it manages to the BMC and Senior Officials to enable more effective scrutiny of the accounts by Member Economies.

### ***Project Assessment Process***

38. The Secretariat explained the assessment process used to prepare the evaluation matrices for projects from Working Groups and Task Forces requesting funding from the OA, ASF and TILF Special Account. The priority areas had been identified by the SCE and projects evaluated for quality by SPAPs. The resulting matrices were to assist the BMC in approving or rejecting projects (Paper [2007/BMC2/027](#)). The worksheets, which included all comments and scoring mechanisms, were also attached for Members' information. The assessment process for CTI projects was similar. The CTI had ranked the projects intersessionally after CTI 3. The projects had been placed on the PDB from an early stage so that Members could monitor the improvements made in response to suggestions from the SPAPs and Members.
39. The Secretariat noted some areas of project proposals continued to be poorly addressed and could be further improved, including gender; current status; relationship with other projects; and consultation with other fora. Members urged the PMU to educate new program directors and project overseers on how to adequately address the gender component. They suggested having a member from the Gender Focal Point Network (GFPN) address fora at SOM 1 next year to explain the importance of gender issues and how it should be included in projects. Members requested fora and project proponents to ensure that full consultation was carried out at the early stages of project development.
40. Members requested that fora be required to provide justification for the scores they give when completing the Quality Assessment Framework (QAF). Members also asked the Secretariat to explain clearly how projects were scored and ranked, the criteria used and weight given to each criterion. The Secretariat explained the scoring mechanisms, full details of which are located in the spreadsheet, and reminded Members that mechanisms of the independent assessment had been approved by BMC and the inclusion of gender instructed by SOM. For the benefit of the newcomers, the Secretariat will re-distribute further information on this to BMC, following a Secretariat review of the process.
41. All economies agreed that APEC should encourage more long-term, programmatic approach to projects.

### ***(B) 2008 Operational Account Budget***

42. The Meeting endorsed the proposal from the Chair to set aside at least 25% of the available funding for 2008 urgent projects (US\$625,000 out of US\$2,500,000, as in previous years but also taking into account actual interest income of US\$100,000 arising from the separation of the OA and AA). An alternative of allocating at BMC2 just 75% of the approved expenditure allocation for 2008 projects of US\$1,900,000 (i.e., US\$1,425,000) did not receive consensus. Members noted that by BMC 1 next year, the actual amount returned for completed 2006 and earlier projects would become clear; this could be additional expenditure for 2008 projects. In coming to their decision, Members noted that based on past experience, it would be necessary to propose projects with a notional value of US\$2,400,000 to achieve an expenditure of US\$1,900,000. Australia agreed not to stand in the way of consensus, but expressed concern that using an affordable level instead of the SOM-approved level as a basis for funding OA projects was contrary to the SOM decision in 2005 that any unspent or returned funds should be rolled over for use in the following year. Australia also argued that more funds should be set aside for BMC 1, when priorities for the year are clearer.
43. Members agreed that low quality projects would not be funded – this would apply to projects seeking funding from all accounts. Members noted that projects with 'low priority' were projects, which responded to SCE priorities – albeit not ones which had been referred to, other than in passing, in Leaders' or Ministers' Statements. They were not, however, projects

which had no priority. Members agreed that where there were limited funds, low priority items of reasonable quality would only be considered, if there were funds available after considering higher category projects also of reasonable quality.

44. Members were concerned that there were no projects in the high quality category and urged fora to improve the quality of projects put forward for consideration. Members agreed to fund all projects, which were of medium quality as put forward in Attachment 2 of paper 2007/BMC2/019, issued on 2 August 2007 (at **Annex 5A**), after receipt of revised projects from project proponents and rescoring by the relevant SPAPs.
45. The recommendations of the Meeting on the 2008 Operational Account projects (and 2007 urgent projects) to put before CSOM and Ministers are in **Annex 5**. Members also approved the reprogramming of FWG 02/2007 with an additional funding of US\$40,000. Members agreed that there would be no intersessional approval of OA projects. The next opportunity for approval would be at BMC 1 in 2008.

**(C) 2008 TILF Special Account Budget**

46. Members expressed their appreciation to Japan for its 2007 contribution to the TILF Special Account and to the USA for its first contribution to the account. Japan urged other economies to contribute to the account. The Affordable Level of Expenditure for 2008 TILF Special Account projects had been agreed by SOM at US\$4,200,000. With the additional US\$1,500,000 contribution from the USA, Members agreed that the Affordable level of Expenditure could be increased to US\$5,700,000. Members endorsed the proposal from the Chair to increase the set aside for urgent 2008 projects to at least 20%, in line with past recommendations to permit more projects to be funded at BMC 1.
47. Members agreed to fund all projects which were of high or medium quality as put forward in Attachment 2 of paper 2007/BMC2/020, issued on 2 August 2007 (at **Annex 6A**), after receipt of revised projects from project proponents and rescoring by the relevant SPAPs.
48. The Meeting recommended approval of the 2008 TILF Special Account projects (and 2007 urgent project) as at **Annex 6**. Members requested the project proponent of CTI 08/2008T to consult with relevant fora before implementing the project. Members agreed that there would be no intersessional approval of TILF projects. The next opportunity for approval would be at BMC 1 in 2008.

**(D) 2008 APEC Support Fund Budget**

49. Members welcomed the additional contribution to the ASF from the USA. The BMC encouraged further contributions to the ASF and noted that additional economies were considering making contributions to the ASF in 2008. Members agreed to allocate no more than 80% of the available funding in each sub-fund at BMC 2 to ensure that adequate funding was available for urgent projects. Members agreed to fund all projects which were of high or medium quality as put forward in Attachment 2 of paper 2007/BMC2/021 issued on 2 August 2007 (at **Annex 7A**).
50. The Meeting recommended approval of the 2008 ASF projects (and 2007 urgent projects) as at **Annex 7**. Due to funding availability and the long gap until BMC 1, the BMC agreed that there would be intersessional consideration of projects. Project proponents were invited to resubmit improved versions of rejected projects in the high or medium priority categories in October 2007 for BMC consideration in November 2007. Any new project proposals would also be considered then, and in particular, a recently approved TFEP project proposed by China.

**(E) Members' Contributions for 2008**

51. The Meeting considered paper 2007/BMC2/022 and agreed to recommend that the APEC Members' contributions to the APEC Central Fund for 2008 should be the same as those for 2007, in line with the recommendations from the 2005 Reform FOTC. These are set out in

**Annex 8.** Additional contributions to a total of US\$5,000,000 would only be considered for implementation from 2009.

**Agenda Item 10: Forecast of the Operational and Administrative Accounts 2008-2010**

52. The Meeting noted paper 2007/BMC2/023. Members noted that the forecast for 2011 was notional as no host economy for that year had been identified. For budgeting purposes an assumption was made that travel and other variable costs would be the same in 2011 as in 2010. Forecasts were provided with and without a fixed-term ED. Members noted that the forecast would be updated at each BMC.
53. The Meeting discussed paper 2007/BMC2/026 on long term budget sustainability and discussed the rationale for an increase in contributions to US\$5,000,000. The Meeting agreed to the increase and that it would be applied from 2009. Members agreed that the scope for reductions in the budget were marginal and would not affect this conclusion. Members encouraged the Secretariat to seek efficiencies in the conduct of the business, particularly in project management. Members agreed that the AA should be presented on an expenditure basis; with a separate income forecast.
54. Members noted that a notional budget of US\$400,000 was included as the cost of an expatriate salary package for a fixed-term ED, if this post were to be approved by SOM. The actual salary package would be refined and subject to further discussion.
55. The Meeting agreed that the AA and OA should be separated and operated independently. If the reserves for the AA were to exceed US\$1,000,000 without further calls on approved expenditure in the immediate future, then consideration would be given to recommending to SOM that surplus funds be transferred to the OA for projects.
56. Members noted the inequity of a 5% management fee on ASF contributions but not on TILF Special Account contributions. Members agreed that with the increase in Members' contributions from 2009, it would be appropriate to cease levying the 5% management fee on ASF contributions. The contributions were voluntary contributions from certain Member Economies to benefit all economies, particularly developing economies. It was equitable that all Members contributed to the management of these funds – which were variable in size over time - through their annual contributions to APEC.
57. In summarizing the discussion, the BMC Chair reiterated the following decisions of the Meeting:
  - a. Endorsed the 30% increase in Members' Contributions to US\$5,000,000.
  - b. Agreed to the separation of the AA and OA as proposed by the Secretariat.
  - c. Endorsed the Secretariat's proposal to establish reserves for the AA at US\$1,000,000 and, where reserves exceed the US\$1,000,000, to consider recommending to SOM that the excess be transferred to the OA for projects.
  - d. Endorsed the Secretariat's proposal that the AA be prepared on an *actual* rather than *net* basis.
  - e. Recommended that the 5% management fee be abolished with immediate effect for new contributions to the ASF, but from 2009 onwards for contributions under existing MOUs.
  - f. Recommended that the SOM Contingency Fund of US\$150,000 be discontinued from 2009, once sufficient reserves are available in the AA and OA.



**Agenda Item 11: Update on matters concerning the Project Management Unit**

58. The Meeting noted paper 2007/BMC2/024.

**Agenda Item 12: APEC Information Management Portal (AIMP)**

59. The Secretariat briefed the Meeting on the progress of the AIMP with a special emphasis on the PDB.

**Agenda Item 13: Chair and Vice-Chair for 2007**

60. Australia and Peru confirmed that they would assume the posts of Chair and Vice-Chair of the BMC respectively in 2008.

**Agenda Item 14: Dates of 2007 Meetings**

61. The Meeting agreed that provisionally, the BMC meetings would be held on 2-3 April 2008 and 15 – 16 October 2008.

**Agenda Item 15: Document Classification List**

62. The classification list is at Annex 9.  
(Note: documents containing budgetary information will be made publicly accessible only after the endorsement of the relevant budgets by Ministers.)

**Agenda Item 16: Approval of the Summary Conclusions of the Meeting**

63. The Meeting approved these summary conclusions for the Chair's transmission to Senior Officials. The Meeting thanked the Chair for the leadership she had provided to the meeting. The list of key decisions of BMC2 is attached.

**APEC Secretariat  
August 2007**

**BMC Chair**

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**BMC Vice-Chair**

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**Economy: Japan**

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**Economy: Korea**

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**Economy: Malaysia**

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**Economy: Mexico**

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**Economy: New Zealand**

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**Economy: Papua New Guinea**

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1							

**Economy: Peru**

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**Economy: Philippines**

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**Economy: Russian Federation**

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**Economy: Singapore**

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**Economy: Chinese Taipei**

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**Economy: Thailand**

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**Economy: USA**

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			State		Fax Email	(1-202) 647 0136 <a href="mailto:mccannam@state.gov">mccannam@state.gov</a>	
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**Economy: Vlet Nam**

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**Economy: APEC Secretariat**

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3	Mr	Adrian Chan	Director (Program)		Tel Fax Email	(65) 6772 7651 (65) 6775 6013 <a href="mailto:ac@asec.org">ac@asec.org</a>	M
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6	Ms	Hiroko Taniguchi	Director (Program)		Tel Fax Email	(65) 6772 7660 (65) 6775 6013 <a href="mailto:ht@asec.org">ht@asec.org</a>	F
7	Mr	Toni Widhiastono	Director (Program)		Tel Fax Email	(65) 6772 7609 (65) 6775 6013 <a href="mailto:tw@asec.org">tw@asec.org</a>	M
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**Agenda**  
**APEC Budget and Management Committee Meeting**  
**1-2 August 2007**  
**Singapore**

1. Adoption of Agenda  
(2007/BMC2/001)
2. Business Arrangements and Program  
(2007/BMC2/002)  
*Including training on the Project Data Base (to be held on Friday 3 August, subject to demand)*
3. Overview from the Secretariat by the Executive Director  
(2007/BMC2/003)
4. BMC and the APEC Reform Process  
(2007/BMC2/004)  
*A report on the progress of the work of the FOTC group and SCE relevant to BMC*
5. APEC Secretariat Matters
  - A) Report on the Review of the Structure of the APEC Secretariat  
(2007/BMC2/005)
  - B) ISO Update  
(2007/BMC2/006)
6. Communications and Outreach in APEC  
(2007/BMC2/007)
7. Project Management and Evaluation Matters
  - A) Progress of Committee/Working Group Projects (including Self-Funded Projects)
    - i) Progress Reports for Ongoing Projects  
(2007/BMC2/008)
    - ii) Evaluation Reports and Outcomes of BMC Small Groups  
(2007/BMC2/009)
    - iii) Completed Projects without Evaluation Reports  
(2007/BMC2/010)
    - iv) Financial Statements of Settled Accounts for 2005 and Earlier Completed TILF projects (2007/BMC2/011)
  - B) Amendments to the *Guidebook on APEC Projects*  
(2007/BMC2/012)
8. 2007 Budget
  - A) Report on Business Transacted Inter-sessionally  
(2007/BMC2/013)
  - B) Adjustments to the 2007 Administrative Account  
(2007/BMC2/014)
  - C) Operational Account – Status of Disbursements and Requests for Reprogramming  
(2007/BMC2/015)

- D) APEC Support Fund Account – Status of Disbursements and Requests for Reprogramming  
(2007/BMC2/016)
  - E) TILF Special Account – Status of Disbursements and Requests for Reprogramming  
(2007/BMC2/017)
9. 2008 Budget
- A) Administrative Account Budget  
(2007/BMC2/018)
  - B) Operational Account Budget  
(2007/BMC2/019)  
*Including advice from SCE on categorization of projects from WGs/TFs*
  - C) TILF Special Account Budget  
(2007/BMC2/020)  
*Including advice from SCE on categorization of projects from WGs/TFs*
  - D) APEC Support Fund  
(2007/BMC2/021)  
*Including advice from SCE on categorization of projects from WGs/TFs*
  - E) Members' Contributions  
(2007/BMC2/022)
10. Forecast of the Operational and Administrative Accounts 2009-2012  
(2007/BMC2/023), (2007/BMC2/026)
11. Update on Matters Concerning the Project Management Unit  
(2007/BMC2/024)
12. APEC Information Management Portal (AIMP)  
(2007/BMC2/025)
13. Chair and Vice-Chair for 2008
14. Dates of 2008 Meetings
15. Any Other Business
16. Classification of Documents  
(2007/BMC2/000)
17. Approval of Summary Record of the Meeting

## Proposed Adjusted 2007 Administrative Account

	Approved Budget as at 31 May 2007 US\$	Actual Exp as at 31 May 2007 US\$	Proposed Adjustment US\$	Proposed Adjusted Budget US\$
<b>(1) TRAINING/SEMINARS</b>				
1.1 Course Fees, Registration Fees and Related Items	10,000	2,843.69	-	10,000
<b>(2) PUBLISHING/COMMUNICATIONS</b>				
2.1 <u>Publishing</u>				
2.1.1 Publication of APEC Literature (e.g. APEC Brochure)	55,000	1,963.78	(5,000)	50,000
2.1.2 Publication of APEC Committee Reports	40,000	-	(4,100)	35,900
	95,000	1,963.78	(9,100)	85,900
2.2 <u>Communications</u>				
2.2.1 Website Redevelopment and Electronic Publishing	57,000	-	-	57,000
2.2.2 Support for Media and Outreach Programs	20,000	1,462.50	-	20,000
	77,000	1,462.50	-	77,000
2.3 <u>Salaries and Bonus</u>	288,700	99,082.71	9,100	297,800
<b>Total for Publishing/Communications Expenditure</b>	<b>460,700</b>	<b>102,508.99</b>	<b>-</b>	<b>460,700</b>
<b>(3) LIBRARY</b>				
3.1 Subscriptions (e.g. newspapers,journals,etc)	2,000	1,086.45	-	2,000
3.2 General Reference Books/Encyclopedia	1,500	-	-	1,500
3.3 Databases (electronic information)	15,000	6,874.35	-	15,000
	18,500	7,960.80	-	18,500
<b>(4) PUBLIC RELATIONS</b>				
4.1 Official Functions/ Receptions	12,000	353.21	2,200	14,200
4.2 Meetings at the Secretariat	6,000	800.26	(2,200)	3,800
4.3 Exhibitions/ APEC Promotional Items	5,000	281.16	-	5,000
	23,000	1,434.63	-	23,000
<b>(5) EQUIPMENT</b>				
5.1 Office Furniture and Equipment	14,000	6,767.68	16,000	30,000
5.2 Computer	33,500	11,279.40	4,500	38,000
5.3 Motor Vehicle	-	-	-	-
	47,500	18,047.08	20,500	68,000
<b>(6) TRAVEL</b>				
6.1 <u>Executive Director/Deputy Executive Director</u>				
6.1.1 SOM & Related Meetings, AMM, AELM	78,400	17,405.97	-	78,400
6.1.2 Ministerials, FMP and WGs	29,000	18,854.82	-	29,000
6.1.3 Outreach	31,500	3,556.53	-	31,500
	138,900	39,817.32	-	138,900
6.2 <u>Professional and Support Staff</u>				
6.2.1 SOM & Related Meetings, AMM, AELM	389,800	170,320.88	-	389,800
6.2.2 Ministerials, FMP and WGs	98,500	58,776.88	-	98,500
6.2.3 Outreach	20,000	61.65	-	20,000
	508,300	229,159.41	-	508,300
<b>Total for Travel Expenditure</b>	<b>647,200</b>	<b>268,976.73</b>	<b>-</b>	<b>647,200</b>

## Proposed Adjusted 2007 Administrative Account

	Approved Budget as at 31 May 2007 US\$	Actual Exp as at 31 May 2007 US\$	Proposed Adjustment US\$	Proposed Adjusted Budget US\$
<b>(7) <u>PERSONNEL -SUPPORT STAFF</u></b>				
7.1 Recruitment Costs	2,000	1,613.57	1,000	3,000
7.2 Insurance	25,000	2,367.03	-	25,000
	<b>27,000</b>	<b>3,980.60</b>	<b>1,000</b>	<b>28,000</b>
<b>(8) <u>RESEARCH AND ANALYSIS</u></b>				
8.1 Research	2,000	-	-	2,000
<b>(9) <u>ADMINISTRATIVE SUPPORT</u></b>				
9.1 <u>Communications</u>				
9.1.1 Fax Charges	4,500	500.71	-	4,500
9.1.2 Telephone	15,500	6,237.48	-	15,500
	20,000	6,738.19	-	20,000
9.2 <u>Professional Fees</u>				
9.2.1 Audit Fee	7,500	7,312.22	-	7,500
9.2.2 Legal & Professional Fees	35,000	882.53	-	35,000
	42,500	8,194.75	-	42,500
9.3 <u>Maintenance/Insurance of Vehicles</u>				
9.3.1 Insurance	3,500	764.10	-	3,500
9.3.2 Vehicle Running Expenses	12,000	4,912.19	1,000	13,000
	15,500	5,676.29	1,000	16,500
9.4 <u>Stationery</u>				
9.4.1 Photocopying Charges and Paper	4,000	1,666.39	200	4,200
9.4.2 Printed Stationery and Others	7,000	2,700.49	-	7,000
	11,000	4,366.88	200	11,200
9.5 <u>Postage and Courier Charges</u>	20,000	16,711.01	10,000	30,000
9.6 <u>Office and Building Maintenance</u>				
9.6.1 Office Supplies	1,100	448.62	-	1,100
9.6.2 Office Maintenance	45,000	4,450.85	(22,000)	23,000
9.6.3 Utilities	80,000	35,835.42	8,000	88,000
9.6.4 Insurance	4,000	0.00	-	4,000
9.6.5 Building Maintenance	65,000	27,514.74	-	65,000
9.6.6 Security Charges	30,000	9,093.40	-	30,000
	225,100	77,343.03	(14,000)	211,100
9.7 <u>Others</u>				
9.7.1 Local Transport, Overtime Meals, etc.	5,000	1,483.90	-	5,000
9.7.2 Bank Charges	10,000	2,473.43	-	10,000
9.7.3 Other Expenses	700	536.32	-	700
9.7.4 Staff Welfare	5,000	2,404.14	-	5,000
	20,700	6,897.79	-	20,700
9.8 <u>Salaries and Bonus</u>				
9.8.1 Administration	577,700	172,144.29	-	577,700
9.8.2 Project Management	306,200	97,464.20	-	306,200
	883,900	269,608.49	-	883,900
<b>Total for Administrative Support Expenditure</b>	<b>1,238,700.00</b>	<b>395,536.43</b>	<b>(2,800)</b>	<b>1,235,900</b>

## Proposed Adjusted 2007 Administrative Account

	Approved Budget as at 31 May 2007 US\$	Actual Exp as at 31 May 2007 US\$	Proposed Adjustment US\$	Proposed Adjusted Budget US\$
<b>(10) <u>INFORMATION TECHNOLOGY</u></b>				
10.1 <u>Operational Costs</u>				
10.1.1 Telecommunications Lines and Service Charges	45,000	13,903.38	-	45,000
10.1.2 Maintenance of Hardware	44,700	7,446.23	-	44,700
10.1.3 Maintenance of Software	6,300	39.56	-	6,300
10.1.4 Others	20,000	-	-	20,000
	<u>116,000</u>	<u>21,389.17</u>	-	<u>116,000</u>
10.2 <u>Development Costs</u>				
10.2.1 New Projects	15,000	0.00	-	15,000
10.2.2 Upgrading	20,000	7,200.00	-	20,000
	<u>35,000</u>	<u>7,200.00</u>	-	<u>35,000</u>
10.3 <u>Miscellaneous Expenses</u>				
10.3.1 Computer Accessories, CD Rom, etc.	5,500	1,817.40	-	5,500
10.4 <u>Salaries and Bonus</u>	271,100	63,469.91	<b>(18,700)</b>	252,400
<b>Total for IT Expenditure</b>	<u><b>427,600</b></u>	<u><b>93,876.48</b></u>	<u><b>(18,700)</b></u>	<u><b>408,900</b></u>
<b>Total :</b>	<u><u><b>2,902,200</b></u></u>	<u><u><b>895,165.43</b></u></u>	<u><u><b>-</b></u></u>	<u><u><b>2,902,200</b></u></u>

## Proposed 2008 Administrative Account

	Approved Budget as at 31 May 2007 US\$	Adjusted 2007 Budget if approved US\$	Proposed Adjustment US\$	Proposed 2008 Budget (US\$)
<b>(1) TRAINING/SEMINARS</b>				
1.1 Course fees, registration fees and related items	10,000	10,000	-	10,000
<b>(2) PUBLISHING/COMMUNICATIONS</b>				
2.1 Publishing				
2.1.1 Publication of APEC Literature (e.g. APEC Brochure)	55,000	50,000	-5,000	45,000
2.1.2 Publication of APEC Committee Reports	40,000	35,900	-5,900	30,000
	95,000	85,900	-10,900	75,000
2.2 Communications				
2.2.1 Website Redevelopment and Electronic Publishing	57,000	57,000	-2,000	55,000
2.2.2 Support for media and outreach programs	20,000	20,000	10,000	30,000
	77,000	77,000	8,000	85,000
2.3 Salaries and Bonus	288,700	297,800	14,400	312,200
<b>Total for Publishing/Communications expenditure</b>	<b>460,700</b>	<b>460,700</b>	<b>11,500</b>	<b>472,200</b>
<b>(3) LIBRARY</b>				
3.1 Subscriptions (e.g. newspapers, journals, etc)	2,000	2,000	-	2,000
3.2 General reference books/Encyclopedia	1,500	1,500	-	1,500
3.3 Databases (electronic information)	15,000	15,000	-	15,000
	18,500	18,500	-	18,500
<b>(4) PUBLIC RELATIONS</b>				
4.1 Official functions/receptions	12,000	14,200	-200	14,000
4.2 Meetings at the Secretariat	6,000	3,800	200	4,000
4.3 Exhibitions/APEC Promotional items	5,000	5,000	-	5,000
	23,000	23,000	-	23,000
<b>(5) EQUIPMENT</b>				
5.1 Office Furniture and Equipment	14,000	30,000	-15,000	15,000
5.2 Computer	33,500	38,000	(4,500)	33,500
5.3 Motor Vehicle	-	-	60,000	60,000
	47,500	68,000	40,500	108,500
<b>(6) TRAVEL</b>				
6.1 Executive Director/Deputy Executive Director				
6.1.1 SOM & Related Meetings, AMM, AELM	78,400	78,400	8,800	87,200
6.1.2 Ministerials, FMP and WGs	29,000	29,000	27,900	56,900
6.1.3 Outreach	31,500	31,500	500	32,000
	138,900	138,900	37,200	176,100
6.2 Professional and Support Staff				
6.2.1 SOM & Related Meetings, AMM, AELM	389,800	389,800	310,000	699,800
6.2.2 Ministerials, FMP and WGs	98,500	98,500	64,600	163,100
6.2.3 Outreach	20,000	20,000	4,000	24,000
	508,300	508,300	378,600	886,900
<b>Total for Travel expenditure</b>	<b>647,200</b>	<b>647,200</b>	<b>415,800</b>	<b>1,063,000</b>

## Proposed 2008 Administrative Account

	Approved Budget as at 31 May 2007 US\$	Adjusted 2007 Budget if approved US\$	Proposed Adjustment US\$	Proposed 2008 Budget (US\$)
<b>(7) PERSONNEL -SUPPORT STAFF</b>				
7.1 Recruitment costs	2,000	3,000	(1,000)	2,000
7.2 Insurance	25,000	25,000	-	25,000
	<u>27,000</u>	<u>28,000</u>	<u>(1,000)</u>	<u>27,000</u>
<b>(8) RESEARCH AND ANALYSIS</b>				
8.1 Research	2,000	2,000	-	2,000
<b>(9) ADMINISTRATIVE SUPPORT</b>				
9.1 <u>Communications</u>				
9.1.1 Fax charges	4,500	4,500	-	4,500
9.1.2 Telephone	15,500	15,500	14,500	30,000
	<u>20,000</u>	<u>20,000</u>	<u>14,500</u>	<u>34,500</u>
9.2 <u>Professional Fees</u>				
9.2.1 Audit fee	7,500	7,500	6,300	13,800
9.2.2 Legal & Professional fees	35,000	35,000	-25,000	10,000
	<u>42,500</u>	<u>42,500</u>	<u>-18,700</u>	<u>23,800</u>
9.3 <u>Maintenance/Insurance of Vehicles</u>				
9.3.1 Insurance	3,500	3,500	500	4,000
9.3.2 Vehicle running expenses	12,000	13,000	-	13,000
	<u>15,500</u>	<u>16,500</u>	<u>500</u>	<u>17,000</u>
9.4 <u>Stationery</u>				
9.4.1 Photocopying charges and paper	4,000	4,200	(200)	4,000
9.4.2 Printed stationery and others	7,000	7,000	-	7,000
	<u>11,000</u>	<u>11,200</u>	<u>(200)</u>	<u>11,000</u>
9.5 <u>Postage and courier charges</u>	20,000	30,000	10,000	40,000
9.6 <u>Office and Building maintenance</u>				
9.6.1 Office supplies	1,100	1,100	-	1,100
9.6.2 Office maintenance	45,000	23,000	2,000	25,000
9.6.3 Utilities	80,000	88,000	-	88,000
9.6.4 Insurance	4,000	4,000	-	4,000
9.6.5 Building maintenance	65,000	65,000	-	65,000
9.6.6 Security charges	30,000	30,000	-	30,000
	<u>225,100</u>	<u>211,100</u>	<u>2,000</u>	<u>213,100</u>
9.7 <u>Others</u>				
9.7.1 Local transport, overtime meals, etc.	5,000	5,000	-	5,000
9.7.2 Bank Charges	10,000	10,000	-7,000	3,000
9.7.3 Other Expenses	700	700	-	700
9.7.4 Staff Welfare	5,000	5,000	-	5,000
	<u>20,700</u>	<u>20,700</u>	<u>-7,000</u>	<u>13,700</u>
9.8 <u>Salaries and Bonus</u>				
9.8.1 Administration *	577,700	577,700	10,800	588,500
9.8.2 Project Management	306,200	306,200	3,100	309,300
	<u>883,900</u>	<u>883,900</u>	<u>13,900</u>	<u>897,800</u>
<b>Total for Administrative Support expenditure</b>	<u>1,238,700</u>	<u>1,235,900</u>	<u>15,000</u>	<u>1,250,900</u>



## Proposed 2008 Administrative Account

	Approved Budget as at 31 May 2007 US\$	Adjusted 2007 Budget if approved US\$	Proposed Adjustment US\$	Proposed 2008 Budget (US\$)
<b>(10) <u>INFORMATION TECHNOLOGY</u></b>				
10.1 <u>Operational Costs</u>				
10.1.1 Telecommunications lines and service charges	45,000	45,000	-	<b>45,000</b>
10.1.2 Maintenance of Hardware	44,700	44,700	-	<b>44,700</b>
10.1.3 Maintenance of Software	6,300	6,300	-	<b>6,300</b>
10.1.4 Others	20,000	20,000	-	<b>20,000</b>
	<u>116,000</u>	<u>116,000</u>	-	<b>116,000</b>
10.2 <u>Development Costs</u>				
10.2.1 New Projects	15,000	15,000	21,600	<b>36,600</b>
10.2.2 Upgrading	20,000	20,000	13,000	<b>33,000</b>
	<u>35,000</u>	<u>35,000</u>	34,600	<b>69,600</b>
10.3 <u>Miscellaneous Expenses</u>				
10.3.1 Computer accessories, CD Rom, etc.	5,500	5,500	-	<b>5,500</b>
10.4 <u>Salaries and Bonus</u>	271,100	252,400	32,800	<b>285,200</b>
<b>Total for IT expenditure</b>	<u><b>427,600</b></u>	<u><b>408,900</b></u>	<u>67,400</u>	<u><b>476,300</b></u>
<b>Grand Total :</b>	<u><b>2,902,200</b></u>	<u><b>2,902,200</b></u>	<u>549,200</u>	<u><b>3,451,400</b></u>

**2007 Operational Account  
Requests for Additional & Urgent Funding**

Project Name	Project Code	Fund Requested	Decision	Provision Recommended	Note
		USD		USD	
<b>(A) Request for Additional Funding</b>					
<b>FISHERIES WORKING GROUP</b>					
1 Assessment of Impacts of IUU fishing in Asia Pacific	FWG 02/2007	40,000	<b>A</b>	<b>40,000</b>	
<b>(B) Request for New Funding</b>					
<b>SMALL &amp; MEDIUM ENTERPRISES WORKING GROUP</b>					
1 APEC High Level Meeting on Driving SMEs' Growth to Promote Local Development	SME 01/2007	78,360	<b>A</b>	<b>78,360</b>	
2 Enhancing Service Provision Capacity and Cooperations of SME Association of APEC Economies to Strengthen SMEs' Competitiveness in Trade and Investment	SME 02/2007	84,780	<b>C</b>	<b>0</b>	
3 Experience and Policy to Stimulate Small and Medium Enterprises in the Asia-Pacific Region to Conduct Outsourcing	SME 03/2007	67,610	<b>C</b>	<b>0</b>	
<b>APEC FINANCE MINISTERS' PROCESS</b>					
1 Initiative on Ageing Issues in APEC	FIN 02/2007	59,320	<b>A</b>	<b>59,320</b>	
<b>TOTAL</b>		330,070		<b>177,680</b>	

Legend

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

**2008 OPERATIONAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**

**(I) WORKING GROUPS**

**AGRICULTURAL TECHNICAL COOPERATION**

- 1 Training Workshop on the Agricultural Technology Transfer and Training (ATT&T) Developed Agricultural Technologies and Agribusiness
- 2 Training for Quarantine Officials In Best Practice Auditing for Regulatory Purposes.
- 3 2008 Quarantine Regulators Seminar - Toward Implementing Harmonised Arrangements For Ensuring Effective Quarantine Treatments
- 4 Impact of "One Village One Product" Practice in APEC Region - Lessons and Experiences
- 5 An Analysis and Research into the Supply Chain Traceability and Trade Facilitation by Applying RFID Technology in Agriculture Production

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
	<b>304,773</b>		<b>54,052</b>	
ATC 01/2008	65,500	<b>C</b>	<b>0</b>	
ATC 02/2008	86,512	<b>C</b>	<b>0</b>	
ATC 03/2008	54,052	<b>A</b>	<b>54,052</b>	1
ATC 04/2008	78,709	<b>C</b>	<b>0</b>	
ATC 05/2008	20,000	<b>C</b>	<b>0</b>	

**ENERGY**

- 1 Operation of APEC Energy Database and Analysis
- 2 APEC 21st Century Renewable Energy Development Initiative (Collaborative VI): Practical Roadmaps toward the Development of New and Renewable Energy in the APEC Region
- 3 APEC 21st Century Renewable Energy Development Initiative (Collaborative VI): Successful Business Models for New and Renewable Energy Technology Implementation in APEC
- 4 APEC 21st Century Renewable Energy Development Initiative (Collaborative VI): Best Practices in New and Renewable Energy Technologies in Urban Areas in the APEC Region
- 5 Survey of Policies and Programs to Measure and Promote Energy Efficiency in Industry in APEC Economies
- 6 Status and Prospects for Coal-To-Liquids Technologies, Including Global Climate Implications

	<b>297,300</b>		<b>167,800</b>	
EWG 01/2008	20,000	<b>A</b>	<b>20,000</b>	
EWG 02/2008	49,500	<b>C</b>	<b>0</b>	
EWG 03/2008	49,500	<b>A</b>	<b>49,500</b>	2
EWG 04/2008	50,000	<b>A</b>	<b>50,000</b>	
EWG 05/2008	48,300	<b>A</b>	<b>48,300</b>	3
EWG 06/2008	80,000	<b>C</b>	<b>0</b>	

**FISHERIES**

- 1 Roundtable Meeting on the Role should Play by the Private Sector in Ensuring Sustainability of Tuna Fisheries
- 2 Strengthening Biosecurity for the Aquarium Trade (stage 1)
- 3 Harmonizing Quality and Traceability Standards for Pecten Trade in the Asia-Pacific Region

	<b>211,500</b>		<b>83,200</b>	
FWG 02/2008	36,300	<b>C</b>	<b>0</b>	
FWG 03/2008	92,000	<b>C</b>	<b>0</b>	
FWG 04/2008	83,200	<b>A</b>	<b>83,200</b>	4

**HUMAN RESOURCES DEVELOPMENT**

- 1 Education to Achieve 21st Century Skills for All
- 2 Collaborative Studies on Innovations for Teaching and Learning Mathematics in Different Cultures (III)-Lesson Study Focusing on Mathematical Communication
- 3 Capitalising Information Technology for Greater Equity and Access among Poor and Rural Communities
- 4 Mapping of Qualifications Frameworks across APEC Economies

	<b>483,775</b>		<b>483,775</b>	
HRD 01/2008	108,075	<b>A</b>	<b>108,075</b>	5
HRD 02/2008	83,440	<b>A</b>	<b>83,440</b>	6
HRD 03/2008	53,800	<b>A</b>	<b>53,800</b>	
HRD 04/2008	51,000	<b>A</b>	<b>51,000</b>	

**2008 OPERATIONAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**

	Project Code	Fund Requested US\$	Decision	Provision Recommended US\$	Note	
5	Research on the Impact of Performance-based Remuneration Systems on Productivity Performance of SMEs.	HRD 05/2008	53,680	A	53,680	7
6	APEC Youth Camp: Caring for the Sustainable Development of the Asia-Pacific Region	HRD 06/2008	133,780	A	133,780	8

**INDUSTRIAL SCIENCE & TECHNOLOGY**

		146,800		88,000		
1	APEC Climate Center for Climate Information Services to Society	IST 01/2008	79,000	A	79,000	9
2	Industry - Government - Academia Matching Seminar for Energy-Saving and New Energy Technology Aimec at Preventing Global Warming	IST 02/2008	58,800	C	0	
3	APEC Biotechnology Conference-Bio-connection Construction	IST 03/2008	9,000	A	9,000	10

**MARINE RESOURCE CONSERVATION**

		164,120		90,050		
1	Capacity Building Workshop for APEC Economies – Petroleum-based Organic Chemicals and Marine Environmental Safety	MRC 01/2008	45,100	A	45,100	11
2	Workshop on Sharing Policy, Experiences and Practices in Sea Level Rise Adaptation for Small Island/Archipelago State	MRC 02/2008	32,700	C	0	
3	The Climate Change Processes and Their Effects on Coastal Ecosystem	MRC 03/2008	41,370	C	0	
4	Satellite Application in Knowledge-based Economies (SAKE 2008)	MRC 04/2008	44,950	A	44,950	12

**SMALL AND MEDIUM ENTERPRISES**

		93,050		93,050		
1	APEC Small and Medium Enterprise Strategic Plan	SME 01/2008	51,000	A	51,000	13
2	APEC MSME Innovation Management Seminar	SME 02/2008	42,050	A	42,050	14

**TELECOMMUNICATIONS**

		31,994		31,994		
1	APEC Seminar on Using ICT for Rural Community Capacity Building	TEL 01/2008	31,994	A	31,994	15

**TOURISM**

		215,370		0		
1	Tourism Destinations Using Planning Processes to Facilitate Investment	TWG 01/2008	163,070	C	0	
2	Training on the Application of APEC Skill Standard Concept and System	TWG 02/2008	52,300	C	0	

**2008 OPERATIONAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**

**(II) COMMITTEES**

**COMMITTEE ON TRADE & INVESTMENT**

- 1 Publication and Internet Dissemination of the 2008 Blueprint for APEC Customs
- 2 Capacity-Building Seminar on Transnational Education Services.

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
	<b>75,188</b>		<b>72,188</b>	
CTI 01/2008	3,000	C	0	
CTI 02/2008	72,188	A	72,188	16

**ECONOMIC COMMITTEE**

- 1 Preparation for Part 1 of the APEC Economic Policy Report 2008

	<b>17,150</b>		<b>17,150</b>	
EC 01/2008	17,150	A	17,150	17

**(III) AD-HOC GROUPS/PROJECTS**

**ANTI CORRUPTION AND TRANSPARENCY EXPERTS TASK FORCE**

- 1 Comparative Study of Anti-Corruption Measures and Procedures in APEC

	<b>107,956</b>		<b>107,956</b>	
ACT 01/2008	107,956	A	107,956	18

**COUNTER-TERRORISM TASK FORCE**

1. APEC Seminar on Securing Remittance Systems and other Cross Border Payment from Terrorist Use
2. Sixth STAR Conference (STAR VI)

	<b>206,061</b>		<b>206,061</b>	
CTTF 01/2008	55,305	A	55,305	19
CTTF 02/2008	150,756	A	150,756	20

**GENDER FOCAL POINT NETWORK**

1. APEC Workshop on Gender Analysis Training

	<b>83,300</b>		<b>83,300</b>	
GFPN 01/2008	83,300	A	83,300	21

**TOTAL**

**2,438,337**

**1,578,576**

**Legend**

- A -Approved
- B -Tentatively Approved
- C -Returned

Notes for OA :

	Project No.	Remarks /Waivers
1	ATC 03/2008	Waivers for funding of government officials and per diem for active participants are approved.
2	EWG 03/2008	Meals including coffee or tea breaks are not allowable.
3	EWG 05/2008	Advance payment for Direct Labour is restricted to 25% of contract fee.
4	FWG 04/2008	Meals including coffee or tea breaks are not allowable.
5	HRD 01/2008	Waiver for funding of per diem for active participants from travel eligible economies is approved.
6	HRD 02/2008	Waiver for Advance payment of airfare, accommodation and per diem for researchers, funding of speakers/researchers who are government official are approved. Photocopying and communication costs are paid on a reimbursement basis.
7	HRD 05/2008	Waiver of Advance payment of airfare, accommodation and per diem for consultants is approved. Advance payment for direct labour is restricted to 25% of contract fee.
8	HRD 06/2008	Waivers for advance payments of airfares and per diem for the 7 experts, and transportation to Puno are approved. Funding of security staff is not allowable. Advance payment for direct labour is restricted to 25% of contract fee.
9	IST 01/2008	Waiver for funding of speakers/experts who are government officials from international organizations and non-APEC member economies is approved.
10	IST 03/2008	Waiver for Advance payment in accordance to the APEC advance guidelines is approved.
11	MRC 01/2008	Waiver for funding of government officials, advance payment of airfare and per diem are approved.
12	MRC 04/2008	Waiver for funding of government officials and advance payment in accordance to the APEC advance guidelines are approved.
13	SME 01/2008	Waiver for Advance payment for consultant's travel and per diem is approved. Advance for direct labour is restricted to 25% of contract value.
14	SME 02/2008	Waiver for Advance payment of travel costs, funding of experts/speakers who are government officials and experts/speakers from non-APEC economies are approved.
15	TEL 01/2008	Waivers for funding of per diem for active participants and advance payment in accordance to APEC advance guidelines are approved.
16	CTI 02/2008	Waivers for funding airfare for up to two government officials from travel eligible economies and advance payment for airfare and per diem are approved. Meals including lunches are not allowable.
17	EC 01/2008	Waiver for advance payment of airfare and per diem is approved. Advance payment for direct labour is restricted to 25% of contract fee.
18	ACT 01/2008	Waivers for advance payment for airfare and per diem, funding of government officials and hiring of consultants/researchers from NCCC are approved. Advance payment for Direct Labour is restricted to 25% of contract fee.
19	CTTF 01/2008	Waivers for funding per diem for active participants, advance payment, funding of government officials and non-member participation in experts are approved.
20	CTTF 02/2008	Waivers for funding of 2 government officials from 11 travel eligible economies and advance payment of travel costs are approved. Advance for Direct Labour is restricted to 25% of contract fee. Meals including coffee breaks and promotional materials are not allowable.
21	GFPN 01/2008	Waivers for funding per diem for Trainees and government officials are approved.

**SCE Policy criteria classification**

Quality and Relevance	High Priority Area Category 1	Medium Priority Area Category 2	Medium Priority Area Category 3	Low Priority Category 4
<b>High (2.5 - 3)</b>				
<b>Medium (2 – 2.4)</b>	ACT 01/2008; EWG 03/2008; EWG 04/2008; HRD01/2008; HRD 02/2008; HRD 03/2008;HRD04/2008; HRD05/2008;HRD 06/2008;ISTWG 01/2008; TEL 01/2008; CTTF01/2008; CTTF 02/2008; CTI02/2008  1,080,474	MRCWG 01/2008 SMEWG 01/2007; SMEWG 01/2008;FWG04/2008; MRC04/2008  302,610	EC01/2008; EWG 01/2008; EWG 05/2008; FIN02/2007; SMEWG 02/2008  186,820	ATC03/2008; GFPN01/2008; ISTWG 03/2008;  146,352
<b>Low (&lt; 2)</b>	ATC04/2008; EWG 02/2008; EWG 06/2008; ISTWG 02/2008  267,009	ATC01/2008; FWG02/2008;FWG03/2008; MRCWG 02/2008; MRCWG 03/2008; SMEWG 02/2007;  352,650	SMEWG 03/2007; TWG 01/2008; TWG 02/2008  282,980	ATC02/2008; ATC05/2008; CTI01/2008  109,512

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

Project Name	Project Code	Fund Requested	Decision	Provision Recommended	Note
<b>(A) Requests for New Funding</b>					
<b>SMALL &amp; MEDIUM ENTERPRISES</b>					
1 Capacity-Building Seminar on Ease of Doing Business: Dealing with Licenses	SME 04/2007T	35,870	<b>A</b>	<b>35,870</b>	1
<b>TOTAL</b>		35,870		<b>35,870</b>	

Legend

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



Notes

	Project No.	Remarks /Waivers
1	SME 04/2007T	Waviers for advance payment for travel costs, funding of government officials from travel eligible economies and per diem for active participants are approved.

**2008 TILF SPECIAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**

**(I) WORKING GROUPS**

**AGRICULTURAL TECHNICAL COOPERATION**

- 12th Workshop on Technical Cooperation, Capacity Building, Risk Assessment/Management and Emerging Issues in Agricultural Biotechnology

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
	<b>64,850</b>		<b>64,850</b>	
ATC 01/2008T	64,850	<b>A</b>	64,850	1

**ENERGY**

- Reducing Trade, Regulatory, and Financing Barriers to Accelerate the Uptake
- Facilitation of Increased Trade in Energy Efficient Products Through Establishment of an APEC Energy Efficiency Labelling Network
- Reducing barriers to trade through development of a common protocol for measuring the seasonal energy efficiency (SEER) of air conditioners
- Actions by Government and Industry to Promote LNG Trade and Investment in the APEC Region

	<b>322,000</b>		<b>98,500</b>	
EWG 01/2008T	98,500	<b>A</b>	98,500	2
EWG 02/2008T	65,000	<b>C</b>	0	
EWG 03/2008T	60,000	<b>C</b>	0	
EWG 04/2008T	98,500	<b>C</b>	0	

**HUMAN RESOURCE DEVELOPMENT**

- IPR Strategy for Emerging Enterprises - Capacity Building for Successful Entry to Global Supply Chain
- Measures Affecting Cross Border Exchange and Investment in Higher Education in the APEC Region

	<b>153,400</b>		<b>153,400</b>	
HRD 01/2008T	129,500	<b>A</b>	129,500	3
HRD 02/2008T	23,900	<b>A</b>	23,900	

**INDUSTRIAL SCIENCE & TECHNOLOGY**

- Seminar on the traceability in materials testing to reduce technical barriers to trade
- Technological Cooperative Framework on Nanoscale Analytical and Measurement Methods

	<b>132,227</b>		<b>70,086</b>	
IST 01/2008T	70,086	<b>A</b>	70,086	4
IST 02/2008T	62,141	<b>C</b>	0	

**SMALL & MEDIUM ENTERPRISE**

- APEC Conference "APEC SMEs and E-Commerce: Towards Free and Open Trade"
- APEC training course for SME Program Managers on supporting SMEs' export activity

	<b>173,824</b>		<b>0</b>	
SME 01/2008T	92,900	<b>C</b>	0	
SME 03/2008T	80,924	<b>C</b>	0	

**2008 TILF SPECIAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**

**TOURISM**

1. Capacity Building on Tourism Satellite Account as basis for promoting liberalisation and facilitation on tourism services

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
	<b>52,170</b>		<b>52,170</b>	
TWG 01/2008T	52,170	<b>A</b>	52,170	

**TRADE PROMOTION**

1. (Seminar / Workshop) "New Generation TPO Strategies: FTAs' Real-World Application"

	<b>54,265</b>		<b>0</b>	
TP 01/2008T	54,265	<b>C</b>	0	

**(II) COMMITTEES**

**COMMITTEE ON TRADE & INVESTMENT**

1. SCCP: Experience exchange in the adoption of international instruments and standards in Single Window initiatives
2. IEG: Capacity Building for International Investment Agreements
3. GOS: APEC Capacity Building Seminar Workshop on the Measurement of International Trade in Services
4. GOS: APEC Seminar on The Impact of Liberalization on Trade in Services
5. GOS: APEC Training Seminar on Trade in Energy Services
6. IPEG: APEC IPR Public Education and Awareness Program for SMEs
7. MAG: APEC workshop on IT/Electronics Industry
8. WCBG: APEC Seminar of Trade Logistics
9. IEG: Recent Trends on Investment Liberalization and Facilitation in Transport and Telecommunication Infrastructure
10. IEG: Good Governance on Investment Promotion
11. SCCP: Workshop on Application of Valuation Criteria in Advance Rulings in APEC Member Economies
12. SCSC: Seminar and Training Courses in Legal Metrology
13. CPDG: APEC Seminar for Sharing Experience in APEC Economies on Relations between Competition Authorities and Regulator Bodies
14. CPDG: APEC Training Course on Competition Policy
15. SCSC: Seminar on National Food Safety System and Food Safety Control

	<b>2,276,184</b>		<b>2,276,184</b>	
CTI 01/2008T	63,173	<b>A</b>	63,173	5
CTI 02/2008T	243,610	<b>A</b>	243,610	6
CTI 03/2008T	96,820	<b>A</b>	96,820	7
CTI 04/2008T	100,400	<b>A</b>	100,400	8
CTI 05/2008T	99,176	<b>A</b>	99,176	9
CTI 06/2008T	156,640	<b>A</b>	156,640	10
CTI 07/2008T	102,650	<b>A</b>	102,650	11
CTI 08/2008T	90,388	<b>A</b>	90,388	12
CTI 09/2008T	95,167	<b>A</b>	95,167	13
CTI 10/2008T	98,355	<b>A</b>	98,355	14
CTI 11/2008T	49,000	<b>A</b>	49,000	
CTI 12/2008T	91,280	<b>A</b>	91,280	15
CTI 13/2008T	61,810	<b>A</b>	61,810	16
CTI 14/2008T	73,880	<b>A</b>	73,880	17
CTI 15/2008T	52,320	<b>A</b>	52,320	

**2008 TILF SPECIAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**

	Project Code	Fund Requested	Decision	Provision Recommended	Note
		US\$		US\$	
16. SCCP: Study to identify best practices in processes from transportation arrival to the presentation of goods declaration	CTI 16/2008T	27,425	A	27,425	
17. SCCP: APEC Framework for Secure Trade	CTI 17/2008T	70,164	A	70,164	18
18. SCSC: Seminar on Understanding and Implementing APEC EE MRA	CTI 18/2008T	34,800	A	34,800	19
19. SCSC: 5th Conference on Good Regulatory Practice	CTI 19/2008T	34,925	A	34,925	20
20. SCSC: APEC SCSC Strategic Education Program for Trade Facilitation: Phase II - Textbooks and Teaching Manual Development	CTI 20/2008T	95,880	A	95,880	
21. SCSC: 7th Conference on Standards and Conformance	CTI 21/2008T	55,137	A	55,137	21
22. LSIF: Regional Seminars for Government Regulators: Harmonization of Medical Device Regulation	CTI 22/2008T	94,129	A	94,129	22
23. IPEG: Raising Awareness and Providing Policy Insights on promoting appropriate access and protection of genetic resources and traditional knowledge in APEC Economies	CTI 23/2008T	57,916	A	57,916	23
24. LSIF: Anti-Counterfeiting of Pharmaceutical Products and Medical Devices: Training Seminars for Government Official and Relevant Stakeholders	CTI 24/2008T	73,205	A	73,205	24
25. IPEG: International Seminar "Plant Variety Protection System"	CTI 25/2008T	81,600	A	81,600	25
26. SCSC: HACCP Cooperation among APEC members	CTI 26/2008T	30,950	A	30,950	26
27. BMG: Workshop on Frequent Passenger Programs and Border Security	CTI 27/2008T	68,606	A	68,606	27
28. SCCP: Arrangement of APEC Customs-Business Dialogue (ACBD) in 2008	CTI 28/2008T	27,615	A	27,615	
29. SCSC: Strengthening Chemical Metrology Infrastructure	CTI 29/2008T	49,163	A	49,163	28

**ECONOMIC COMMITTEE**

		<b>70,865</b>		<b>70,865</b>	
1. "Seminar on Best Practices in Regulation and Promotion of Efficiency in Transport Infrastructure Facilities"	EC 02/2008T	70,865	A	70,865	29

**(III) AD-HOC GROUPS/PROJECTS**

**HIGH LEVEL POLICY DIALOGUE ON AGRICULTURAL BIOTECHNOLOGY**

		<b>50,000</b>		<b>50,000</b>	
1. Bilateral Exchanges to strengthen Agricultural Biotechnology Policy Environments in APEC Economies (Phase II)	DAB 01/2008T	50,000	A	50,000	30

**2008 TILF SPECIAL ACCOUNT : DECISIONS ON PROJECT PROPOSALS**

**ELECTRONIC COMMERCE STEERING GROUP**

1. APEC E-Trade and Supply Chain Management Training Course (phase II: Financial Supply Chain Management Training)
2. Seminar to Advance & Promote APEC Work on e-Invoicing Framework
3. APEC Symposium on Paperless Trading Capacity Building: Finding Paperless Trading Instruments for Phased Development
4. Capacity Building Workshops on the International Implementation of the APEC Privacy Framework: Using Trustmarks and Enforcement Mechanisms for a Cross-Border Privacy Rules (CBPR) System
5. APEC Data Harmonization towards Single Window Paperless Environment
6. Development of APEC Guidance for E-Commerce, Using the Best Practices of e-GP Systems: Stage 2

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		US\$	
	<b>599,972</b>		<b>599,972</b>	
ECSG 01/2008T	62,630	<b>A</b>	62,630	31
ECSG 02/2008T	76,680	<b>A</b>	76,680	32
ECSG 03/2008T	62,884	<b>A</b>	62,884	33
ECSG 04/2008T	113,750	<b>A</b>	113,750	34
ECSG 05/2008T	191,528	<b>A</b>	191,528	35
ECSG 06/2008T	92,500	<b>A</b>	92,500	36

**SENIOR OFFICIALS' MEETING**

1. IAP Peer Review Process in 2008-2009
2. SOM Policy Dialogue on Structural Reform

	<b>547,104</b>		<b>547,104</b>	
SOM 01/2008T	498,760	<b>A</b>	498,760	37
SOM 02/2008T	48,344	<b>A</b>	48,344	38

**Total**

**4,496,861**

**3,983,131**

**Legend**

- A. Approved
- B. Tentatively Approved
- C. Returned

Notes for TILF:

	Project No.	Remarks /Waivers
1	ATC 01/2008T	Waivers for funding travel costs for government officials from travel-eligible economies and per diem for active participants are approved.
2	EWG 01/2008T	Waiver for funding travel costs for government officials is approved. Advance payment for direct labour is restricted to 25% of contract fees.
3	HRD 01/2008T	Waivers for funding travel costs for government officials and per diem for active participants are approved.
4	IST 01/2008T	Waivers for funding travel costs for government officials and non-member participation in speakers are approved.
5	CTI 01/2008T	Waivers for funding of government officials and per diem for active participants are approved. Advance payment for direct labour is restricted to 25% of contract fees. Funds are only available from 2008.
6	CTI 02/2008T	Waivers for advance payment, transportation between hotel and conference site, funding of government officials, per diem for active participants and project to be implemented by the International Law Institute are approved. Publication of report, Photocopying and Communications expenses are paid on a reimbursement basis.
7	CTI 03/2008T	Waivers for advance payment, funding of government officials and per diem for active participants are approved. Advance payment for direct labour is restricted to 25% of contract fees. Publication of reports and CD-ROMs, Photocopying and Communications expenses are paid on a reimbursement basis.
8	CTI 04/2008T	Waivers for advance payment and funding of government officials are approved. Publication of report and Photocopying expenses are paid on a reimbursement basis. Members requested to see the report of the self-funded study conducted by Indonesia which may be included for discussion at the proposed seminar.
9	CTI 05/2008T	Waivers for advance payment of rental of venue and travel costs, funding of government officials, per diem for active participants and non-member participation in experts are approved. Photocopying and Communications expenses are paid on a reimbursement basis. Meals including lunches are not allowable
10	CTI 06/2008T	Waivers for advance payment of travel costs and venue rental and per diem for active participants are approved. Meals including catering are not allowable.
11	CTI 07/2008T	Waivers for funding of government officials and per diem for active participants are approved.
12	CTI 08/2008T	Waivers for advance payment of rental of venue and travel costs, funding of government officials, per diem for active participants and non-member participation in experts are approved. Photocopying and Communications expenses are paid on a reimbursement basis. Meals including lunches are not allowable Project Overseer to consult with relevant fora before implementing the project.
13	CTI 09/2008T	Waivers for advance payment of travel costs, funding of government officials, per diem for active participants and inviting speakers from international organizations are approved.
14	CTI 10/2008T	Waivers for advance payment of travel costs, funding of government officials and per diem for active participants are approved.

Notes for TILF:

	Project No.	Remarks /Waivers
15	CTI 12/2008T	Waivers for advance payment, funding of government officials and per diem for active participants are approved. Publication of report and Photocopying expenses are paid on a reimbursement basis.
16	CTI 13/2008T	Waivers for advance payment for training room, office supplies, teaching materials and travel costs, funding of government officials, per diem for active participants and non-member participation in speakers/experts/lecturers are approved.
17	CTI 14/2008T	Waivers for advance payment for training room, office supplies, teaching materials and travel costs, funding of government officials, per diem for participants and non-member participation in speakers/experts/lecturers are approved. Photocopying and Communications expenses are paid on a reimbursement basis.
18	CTI 17/2008T	Waivers for funding travel costs for government officials and per diem for active participants are approved.
19	CTI 18/2008T	Waivers for advance payment of travel costs, per diem for active participants and non-member participation in speakers are approved.
20	CTI 19/2008T	Waivers for simultaneous interpretation and advance payment of travel costs and conference papers and folder are approved. Advance payment for Honorarium is not allowable.
21	CTI 21/2008T	Waivers for advance payment, non-member participation in speakers and simultaneous interpretation are approved. Advance payment for direct labour (interpretation fees) is restricted to 25% of contract fees. Advance payment for Honorarium is not allowable. Publication (hard copies and CD-ROMs) expenses are paid on a reimbursement basis.
22	CTI 22/2008T	Waivers for funding of government officials and non-member participation are approved.
23	CTI 23/2008T	Waivers for advance payment, per diem for active participants and simultaneous interpretation are approved. Advance payment for direct labour is restricted to 25% of contract fees. Advance payment for Honorarium is not allowable. Production of CD-ROMs (publication) expense is paid on a reimbursement basis.
24	CTI 24/2008T	Waivers for advance payment of travel costs, funding of government officials, per diem for active participants and non-member participation in speakers are approved.
25	CTI 25/2008T	Waiver for advance payment is approved. Advance payment for Honorarium is not allowable. Publication, Photocopying and Communications expenses are paid on a reimbursement basis.
26	CTI 26/2008T	Waiver for advance payment is approved. Advance payment for direct labour is restricted to 25% of contract fees. Advance payment for Honorarium is not allowable.

Notes for TILF:

	Project No.	Remarks /Waivers
27	CTI 27/2008T	Waiver for advance payment of travel costs is approved. Advance payment for Honorarium is not allowable.
28	CTI 29/2008T	Waivers for advance payment for travel costs and non-member participation in speakers are approved. Advance payment for direct labour is restricted to 25% of contract fees.
29	EC 02/2008T	Waivers for advance payment for travel costs, funding of government officials, per diem for active participants and non-member participation in speakers are approved.
30	DAB 01/2008T	Waivers for funding travel costs for government officials and per diem for active participants are approved.
31	ECSG 01/2008T	Waivers for funding travel costs for government officials and per diem for active participants are approved. Per diem for participants residing within normal commuting distance of seminar city is not eligible.
32	ECSG 02/2008T	Waivers for advance payment of conference room rental and travel costs for active participants, funding of government officials and per diem for active participants are approved.
33	ECSG 03/2008T	Waivers for advance payment of travel costs for active participants, funding of government officials from travel-eligible economies and per diem for active participants are approved.
34	ECSG 04/2008T	Waivers for advance payment of travel costs for active participants, funding of government officials and per diem for active participants are approved. Advance payment for Honorarium is not allowable.
35	ECSG 05/2008T	Waivers for funding travel costs for government officials and per diem for active participants are approved.
36	ECSG 06/2008T	Waivers for advance payment (20%) of contract fee to organiser and travel cost for speakers and participants, funding of government officials, per diem for active participants and direct award to project executor are approved.
37	SOM 01/2008T	Waivers for tendering requirement, advance payment for travel cost and 25% of Direct Labour and business class travel for trips in excess of 9 hours travel time are approved.
38	SOM 02/2008T	Waivers for advance payment, funding of government officials and per diem for active participants are approved. Advance payment for Honorarium is not allowable.



**Secretariat Assessment 2008 CTI (TILF & OA) and  
TILF (SOM and EC) Projects**

Quality and CTI ranking	CTI project ranked 1st – 10th	CTI project ranked 11th - 20th	CTI project ranked 21st – 29th	SOM project	EC project
<b>High (2.5 - 3)</b>	CTI 03/2008T CTI 04/2008T  ( US\$ 197,220)			SOM 01/2008T  (US\$ 498,760)	
<b>Medium (2 – 2.4)</b>	CTI 01/2008T CTI 02/2008T CTI 05/2008T CTI 06/2008T CTI 07/2008T CTI 08/2008T CTI 09/2008T CTI 10/2008T  (US\$ 949,159)	CTI 11/2008T CTI 12/2008T CTI 13/2008T CTI 14/2008T CTI 15/2008T CTI 16/2008T CTI 17/2008T CTI 18/2008T CTI 19/2008T CTI 20/2008T  (US\$ 591,484)	CTI 21/2008T CTI 22/2008T CTI 23/2008T CTI 24/2008T CTI 25/2008T CTI 26/2008T CTI 27/2008T CTI 28/2008T CTI 29/2008T  (US\$ 538,321)  CTI TILF TOTAL : US\$2,276,184)	SOM 02/2008T  (US\$ 48,344)  SOM TILF TOTAL: US\$ 547,104)	EC 02/2008T  (US\$ 70,865)  EC TILF TOTAL: US\$70,865)
<b>Low (&lt; 2)</b>					

**Secretariat Assessment ECOTECH TILF projects**

Quality and Relevance	High Priority Area Category 1	Medium Priority Area Category 2	Medium Priority Area Category 3	Low Priority Category 4
<b>High (2.5 - 3)</b>	ECSG 04/2008T \$113,750			
<b>Medium (2 – 2.4)</b>	ECSG 01/2008T; ECSG 02/2008T; ECSG 03/2008T; ECSG 05/2008T; IST01/2008T; ECSG 06/2008T \$556,308	HRD 01/2008T; SMEWG 04/2007T; HRD 02/2008T; \$189,270	EWG 01/2008T; TWG01/2008T \$150,670	ATC01/2008T; DAB 01/2008T \$114,850
<b>Low (&lt; 2)</b>		SMEWG 01/2008T; SMEWG 03/2008T; TP 01/2008T \$228,089	EWG 02/2008T; EWG 03/2008T; EWG 04/2008T; \$223,500	IST02/2008T; \$62,141

**2007 APEC Support Fund Account  
Requests for Urgent Funding**

Project Name	Project Code	Fund Requested	Decision	Provision Recommended	Note
<b>Requests for New Funding</b>					
<b>(A) ASF Human Security Subfund</b>					
<b>GENDER FOCAL POINT NETWORK</b>					
1 Women in Times of Disaster	GFPN 01/2007A	166,660	A	166,660	1
<b>(B) ASF AI Specific</b>					
<b>SMALL &amp; MEDIUM ENTERPRISES WORKING GROUP</b>					
1 APEC SMEWG - UNSIC Pandemic Influenza Train the Trainer Workshop	SME 03/2007A	11,750	A	11,750	2
<b>TOTAL ASF (A) + (B)</b>		<b><u>178,410</u></b>		<b><u>178,410</u></b>	

Legend

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

Notes

	Project No.	Remarks /Waivers
1	GFPN 01/2007A	Advance payment for Direct Labour is restricted to 25% of contract fee.
2	SME 03/2007A	Waiver for advance payment is approved. Production of CDs and photocopying are paid on a reimbursement basis.

**2008 APEC SUPPORT FUND : DECISIONS ON PROJECT PROPOSALS**

**ASF General Fund**

**(I) WORKING GROUPS**

**AGRICULTURAL TECHNICAL COOPERATION**

- 1 Sharing Experiences of Structural Adjustment Policies in the Agricultural Sector
- 2 Application of New Technologies to Improve and Harmonise Training Standards in the Management of Fresh Post-harvest Quality of Fruit and Vegetables in Developing APEC Economies. Part II: Development of Multilingual Training Modules
- 3 Workshop on Postharvest Technologies for Quality Maintenance and Food Safety of Fresh and Fresh-cut Produce in APEC Member Economies
- 4 Awareness and Facilitation of Sustainable Land Management (SLM) in the Agricultural Sector
- 5 Workshop on Innovative Agricultural Technology Transfer and Extension System for Enhancing Sector Productivity and Competition in APEC Member Economies
- 6 Livestock Identification and Traceability Network
- 7 Training on Plant Genetic Resources Documentation and Information Management for APEC Member Economies in the Southeast Asian Region
- 8 Workshop on Laws, Policies and Agreements Governing Plant Genetic Resources for Food and Agriculture for APEC Member Economies
- 9 Development of Organic Agriculture In Term of APEC Food System and Market Access
- 10 Workshop on Understanding and Developing Risk Management Options for Market Access

Project Code	Fund Requested US\$	Decision	Provision Recommended US\$	Note
	<b>734,962</b>		<b>338,462</b>	
ATC 01/2008A	70,183	A	<b>70,183</b>	
ATC 02/2008A	108,150	C	<b>0</b>	
ATC 03/2008A	40,600	A	<b>40,600</b>	1
ATC 04/2008A	100,500	A	<b>100,500</b>	
ATC 06/2008A	40,600	A	<b>40,600</b>	2
ATC 08/2008A	99,650	C	<b>0</b>	
ATC 09/2008A	44,800	C	<b>0</b>	
ATC 10/2008A	46,500	C	<b>0</b>	
ATC 11/2008A	86,579	A	<b>86,579</b>	3
ATC 12/2008A	97,400	C	<b>0</b>	

**ENERGY**

- 1 Planning and Cost Assessment Guidelines for Making New Coal-Fired Power
- 2 Workshop on Policies to Promote Energy Efficiency in Transport in APEC Economies
- 3 Field Measurements of Standby Power in Developing Economies
- 4 Workshop on Policies to Promote New and Renewable Energy Utilization in APEC Economies — Policies Enforced and Policies to be Developed

	<b>749,248</b>		<b>232,188</b>	
EWG 01/2008A	77,700	C	<b>0</b>	
EWG 02/2008A	49,200	A	<b>49,200</b>	4
EWG 03/2008A	48,500	C	<b>0</b>	
EWG 04/2008A	47,000	C	<b>0</b>	

**2008 APEC SUPPORT FUND : DECISIONS ON PROJECT PROPOSALS**

	Project Code	Fund Requested US\$	Decision	Provision Recommended US\$	Note	
5	APEC 21st Century Renewable Energy Development Initiative (Collaborative IX) : Workshop and Report on Implications of Bio-refineries for Energy and Trade in the APEC Region	EWG 05/2008A	50,000	C	0	
6	Assessment of the Capture and Storage Potential of CO <sub>2</sub> Co-produced with Natural Gas in South-east Asia	EWG 06/2008A	85,010	C	0	
7	Study of Employment Opportunities from Biofuel Production in APEC Economies	EWG 07/2008A	45,000	C	0	
8	APEC 21st Century Renewable Energy Development Initiative (Collaborative VII): Case Studies of New and Renewable Energy Applications in Rural Education. Role of New and Renewable Energy in Rural Electrification and Distributed Power	EWG 08/2008A	39,350	C	0	
9	Increasing the Knowledge and Awareness of Carbon Capture and Storage	EWG 09/2008A	87,988	A	87,988	
10	Case Studies of LNG Public Education and Information Campaigns in APEC Economies and Development of Best Practice Guidelines	EWG 10/2008A	79,500	C	0	
11	Assessment of Biomass Resources from Marginal Lands in APEC Economies	EWG 11/2008A	45,000	A	45,000	
12	Comparison of Building Energy Codes in APEC Economies	EWG 15/2008A	50,000	A	50,000	5
13	Assessment of Biomass Resource Elasticity in APEC Economies	EWG 16/2008A	45,000	C	0	

**FISHERIES**

		49,500		49,500		
1.	Economic Security and Sustainable Tuna Fisheries in the Coral Triangle	FWG 01/2008A	49,500	A	49,500	6

**HUMAN RESOURCES DEVELOPMENT**

		62,434		62,434		
1	TVET and HRD Training Program for Experts (2008 ~ 2011)	HRD 07/2008A	62,434	A	62,434	7

**INDUSTRIAL SCIENCE & TECHNOLOGY**

		229,058		169,458		
1	Human Capacity Building for Natural Hazard Mitigation in Cities and Coastal Regions	IST 01/2008A	51,940	A	51,940	8
2	APEC's Vision for Advancing Biotechnology and Ensuring Sustainable Financing in the 21C	IST 02/2008A	59,600	C	0	
3	APEC Symposium on Research and Innovation: Policy Mechanisms for Science and Technology Planning and Building Public/Private Partnerships	IST 03/2008A	117,518	A	117,518	9

**2008 APEC SUPPORT FUND : DECISIONS ON PROJECT PROPOSALS**

**SMALL & MEDIUM ENTERPRISES**

- 1 Capacity Building Workshop on SME Innovation for Policy Makers in APEC Developing Economies

Project Code	Fund Requested US\$	Decision	Provision Recommended US\$	Note
	<b>69,000</b>		<b>69,000</b>	
SME 01/2008A	69,000	A	<b>69,000</b>	10

**TRADE PROMOTION**

- 1 Technical Workshop of Export Branding Strategy

	<b>99,780</b>		<b>0</b>	
TP 01/2008A	99,780	C	<b>0</b>	

**ANTI CORRUPTION AND TRANSPARENCY EXPERTS TASK FORCE**

- 1 Symposium on Anti-corruption and Administrative Reform

	<b>79,170</b>		<b>79,170</b>	
ACT 02/2008A	79,170	A	<b>79,170</b>	11

**(II) COMMITTEES**

**COMMITTEE ON TRADE & INVESTMENT**

1. APEC Training Course on Anti-dumping

	<b>96,480</b>		<b>96,480</b>	
CTI 01/2008A	96,480	A	<b>96,480</b>	12

**(III) AD-HOC GROUPS/PROJECTS**  
**APEC FINANCE MINISTERS PROCESS**

1. Workshop on SMEs Financing in Asia-Pacific Region

	<b>113,314</b>		<b>113,314</b>	
FIN 02/2008A	113,314	A	<b>113,314</b>	13

**Total for ASF General Fund (A)**

**2,282,946                      1,210,006**

**ASF HUMAN SECURITY SUBFUND**

**(I) AD-HOC GROUPS/PROJECTS**  
**COUNTER TERRORISM TASK FORCE**

- 1 Effective Public-Private Partnerships in Counter-Terrorism

	<b>139,750</b>		<b>139,750</b>	
CTTF 01/2008A	139,750	A	<b>139,750</b>	14

**Sub-Total (B)**

**139,750                      139,750**

**2008 APEC SUPPORT FUND : DECISIONS ON PROJECT PROPOSALS**

**ASF AI SPECIFIC**

**(I) WORKING GROUPS**

**HEALTH TASK FORCE**

- 1 Training Course for Rapid Response Team (RRT) on Human Highly Pathogenic Avian Influenza (HPAI) Containment
- 2 Enhanced APEC Health Communications: Collaborative Preparedness in Asia Pacific
- 3 Development of an Information Platform for Avian Influenza (AI) community Management and Engagement

Project Code	Fund Requested	Decision	Provision Recommended	Note
	US\$		<b>US\$</b>	
	<b>303,460</b>		<b>303,460</b>	
HTF 01/2008A	106,550	<b>A</b>	<b>106,550</b>	15
HTF 02/2008A	96,910	<b>A</b>	<b>96,910</b>	16
HTF 04/2008A	100,000	<b>A</b>	<b>100,000</b>	17

**Sub-Total (C)**

**303,460**

**303,460**

**TOTAL HUMAN SECURITY (B) +(C)=(D)**

**443,210**

**443,210**

**TOTAL ASF (A) + (D)**

**2,726,156**

**1,653,216**

**Legend**

- A** -Approved
- B** -Tentatively Approved
- C** -Returned



Notes for ASF:

	Project No.	Remarks/Waivers
<b>ASF General Fund</b>		
1	ATC 03/2008A	Waiver for funding of government officials from travel eligible economies is approved.
2	ATC 06/2008A	Waiver for funding government officials from travel eligible economies is approved.
3	ATC 11/2008A	Waiver for funding per diem for active participants is approved. Additional day of per diem for local participants having long travel trip is not allowable.
4	EWG 02/2008A	Advance payment for Direct Labour is restricted to 25% of contract fee.
5	EWG 15/2008A	Advance payment for Direct Labour is restricted to 25% of contract fee.
6	FWG 01/2008A	Waivers for funding per diem for active participants and advance payment of airfare for participants from travel eligible economies are approved. Advance payment for Direct Labour is restricted to 25% of contract fee. Per diem for participants residing within normal commuting distance of seminar city is not eligible. Meals including coffee or tea breaks are not allowable.
7	HRD 07/2008A	Waiver for advance tender is approved but funds are only available from 2008.
8	IST 01/2008A	Waivers for funding per diem for active participants, government officials and advance payment of travel fee for active participants are approved.
9	IST 03/2008A	Waivers for funding per diem for active participants, government officials from travel eligible economies, advance payment for travel expenses and allow non-APEC member participation in experts from relevant international organizations (such as OECD) and non-government organizations are approved.
10	SME 01/2008A	Waivers for funding per diem for active participants and government officials from travel eligible economies are approved.
11	ACT 02/2008A	Waivers for funding per diem for active participants, travel and per diem expenses for speakers who are government officials and advance payment for travel expenses and per diem for speakers from APEC member economies and international organizations as well as active participants are approved. Advance payment for Direct Labour is restricted to 25% of contract fee. Advance payment for honorarium and per diem for en-route are not allowable.
12	CTI 01/2008A	Waivers for funding per diem for active participants, government officials from travel eligible economies, advance payment for speakers, training course' s room rental, training materials and equipment rental and invite experts from non-APEC members and international organisations speakers are approved Per diem for en-route and meals include lunch and tea breaks are not allowable.
13	FIN 01/2008A	Waivers for funding airfares and per diem for government officials and per diem for active participants are approved.

Notes for ASF:

	Project No.	Remarks/Waivers
<b><u>ASF Human Security Sub-Fund</u></b>		
14	CTTF 01/2008A	<p>Waivers for funding per diem for active participants, government officials, advance payment and non-APEC member participation (i.e., experts from international organizations such as WHO and FAO and representatives of non-governmental organizations) are approved.</p> <p>Advance payment for Direct Labour is restricted to 25% of contract fee.</p> <p>Publication, photocopying and communication expenses are paid on a reimbursement basis.</p>
<b><u>ASF AI Specific</u></b>		
15	HTF 01/2008A	<p>Advance payment for Direct Labour is restricted to 25% of contract fee.</p> <p>Funds are only available from 2008.</p>
16	HTF 02/2008A	<p>Waivers for funding per diem for active participants, government officials from travel eligible economies and the appointment of University of Washington as the prime contractor are approved.</p>
17	HTF 04/2008A	<p>Advance payment for Direct Labour is restricted to 25% of contract fee.</p> <p>Funds are only available from 2008.</p>

**ASF Secretariat Project Assessment**

Quality and Relevance	High Priority Area Category 1	Medium Priority Area Category 2	Medium Priority Area Category 3	Low Priority Category 4
High (2.5 - 3)				
Medium (2 – 2.4)	ACT02/2008A; ATCWG 01/2008A; ATCWG 03/2008A; ATCWG 06/2008A; CTTF 01/2008A; GFPN01/2007A; HTF01/2008A; HTF02/2008A; HTF04/2008A; ISTWG 01/2008A; SMEWG 01/2008A; SMEWG 03/2007A; FIN02/2008A; CTI01-2008A  1,182,907	ATCWG 04/2008A; ATCWG 11/2008A; EWG 02/2008A; EWG 09/2008A; EWG11/2008A; EWG15/2008A; FWG01/2008A, HRD 07/2008A; ISTWG 03/2008A  648,719		
Low (< 2)	ATCWG 02/2008A; ATCWG 12/2008A; EWG 01/2008A; EWG 05/2008A;  333,250	EWG07/2008A; EWG16/2008A; EWG 03/2008A; EWG 04/2008A; EWG 06/2008A; EWG 08/2008A;  309,860	EWG 10/2008A  79,500	ATCWG 08/2008A; ATCWG 09/2008A; ATC10/2008A; ISTWG 02/2008A; TP 01/2008A  350,330

**2008 Members' Contributions**

Economy	Recommended 2008 Contribution (US\$)	%
Japan	696,000	18.00
United States of America	696,000	18.00
Canada	350,000	9.07
China	299,000	7.74
Australia	259,000	6.70
Korea	230,000	5.95
Chinese Taipei	183,000	4.73
The Russian Federation	156,000	4.04
Mexico	155,000	4.02
Hong Kong, China	106,000	2.75
New Zealand	106,000	2.75
Singapore	106,000	2.75
Brunei Darussalam	58,000	1.50
Chile	58,000	1.50
Indonesia	58,000	1.50
Malaysia	58,000	1.50
Papua New Guinea	58,000	1.50
Peru	58,000	1.50
Philippines	58,000	1.50
Thailand	58,000	1.50
Viet Nam	58,000	1.50
	<b>3,864,000</b>	<b>100.00</b>

## KEY DECISIONS OF BMC 2, 1-2 AUGUST 2007

### Agenda Item 5: APEC Secretariat Matters

#### ***(A) Report on Study on Secretariat Staff Structure***

Endorsed Secretariat's proposal to trial the outsourcing of travel arrangements for APEC projects to a travel management company (TMC).

### Agenda Item 8: 2007 Budget

#### ***(B) Adjustments to the 2007 Administrative Account (AA) Budget***

Approved the adjustments to the Administrative Budget detailed in Annex 3.

#### ***(C) 2007 Operational Account – Status of Disbursements, Reprogramming and Requests for Urgent Funding***

Approved the extension of disbursement deadline for EWG 07/2005 to 31 August 2007.

#### ***(D) 2007 APEC Support Fund Account – Status of Disbursements, Reprogramming and Requests for Urgent Funding***

Approved the reprogramming request for ACT 02/2007A.

#### ***(E) 2007 Trade and Investment Liberalization Account – Status of Disbursements, Reprogramming and Requests for Urgent Funding***

- i. Approved the extension of disbursement deadline for CTI 11/2005T to 31 December 2007; CTI 13/2005T to 31 August 2007; and FWG 01/2006T to 31 December 2008.
- ii. Approved the authorization of the Chairs of Committee on Trade and Investment (CTI) sub-fora to endorse reprogramming and extension requests for projects from their respective fora, without having to seek the additional endorsement of the CTI Chair.
- iii. Approved the authorization of the Director (Finance) to approve extensions of up to 2 months for projects where the work has been completed before the BMC approved deadlines and where all that is required is to complete the disbursement of funds. These approvals apply to all funds, TILF Special Account, ASF and OA.

### Agenda Item 9: 2008 Budget

#### ***(A) 2008 AA Budget***

- i. Approved the 2008 Administrative Account Budget as detailed in Annex 4.
- ii. Agreed that the Secretariat should reduce expenditure on printed copies and postage and use any resulting savings to fund other communications and outreach activities.
- iii. Agreed that, starting in 2008, the Secretariat would budget for replacement of fixed assets, including motor vehicles, furniture and fixtures, IT equipment, etc. Secretariat is to develop a fixed asset replacement plan.

iv. Agreed that the Secretariat would provide quarterly financial reports of the accounts it manages to the BMC and Senior Officials to enable more effective scrutiny of the accounts by Member Economies.

***(B) 2008 Operational Account (OA) Budget***

i. Endorsed the proposal from the BMC Chair to set aside at least 25% of the available funding for 2008 urgent projects (US\$625,000 out of US\$2,500,000, as in previous years but also taking into account actual interest income of US\$100,000 arising from the separation of the OA and AA).

ii. Agreed that low quality projects would not be funded – this would apply to projects seeking funding from all accounts.

iii. Agreed to fund all projects which were of medium quality as put forward in Attachment 2 of paper 2007/BMC2/019, issued on 2 August 2007 (**Annex 5A**) after receipt of revised projects from proponents and rescoring by the relevant SPAPs.

iv. Recommended approval of the 2008 Operational Account projects (and 2007 urgent projects) in **Annex 5**.

v. Agreed that there would be no intersessional approval of OA projects. The next opportunity for approval would be at BMC 1 in 2008.

***(C) 2008 TILF Special Account Budget***

i. Agreed to set aside at least 20% of the available funding for 2008 urgent projects (US\$1,140,000 out of US\$5,700,000).

ii. Agreed to fund all projects which were of high or medium quality as put forward in Attachment 2 of paper 2007/BMC2/020, issued on 2 August 2007 (**Annex 6A**), after receipt of revised projects from proponents and rescoring by the relevant SPAPs.

iii. Recommended approval of the 2008 TILF Special Account projects (and 2007 urgent project) in **Annex 6**.

iv. Agreed that there would be no intersessional approval of TILF projects. The next opportunity for approval would be at BMC 1 in 2008.

***(D) 2008 APEC Support Fund (ASF) Budget***

i. Agreed to allocate no more than 80% of the available funding in each sub-fund at BMC 2;

ii. Agreed to fund all projects which were of high or medium quality as put forward in Attachment 2 of paper 2007/BMC2/021, issued on 2 August 2007 (**Annex 7A**), after receipt of revised projects from proponents and rescoring by the relevant SPAPs; and

iii. Recommended approval of the 2008 ASF projects (and 2007 urgent projects) as detailed in **Annex 7**. Projects of high or medium priority but which were currently of low quality would be reconsidered by the BMC in November 2007, after their proponents have resubmitted improved versions of the projects by October 2007. Such consideration could also be given to new projects, and in particular, a recently approved TFEP project proposed by China.

***(E) Members' Contributions for 2008***

Agreed to recommend that Members' contributions to the APEC Central Fund for 2008 should be the same as those for 2007, in line with the recommendations from the 2005 Reform FOTC as set out in **Annex 8**.

**Agenda Item 10: Forecast of OA and AA 2008-2010**

On the proposals as set out in paper 2007/BMC2/026, the BMC:

- a. endorsed the 30% increase in Members' Contributions to US\$5,000,000;
- b. agreed to the separation of the AA and OA as proposed by the Secretariat;
- c. endorsed the Secretariat's proposal to establish reserves for the AA at US\$1,000,000 and, where reserves exceed the US\$1,000,000, to consider recommending to SOM that the excess be transferred to the OA for projects;
- d. endorsed the Secretariat's proposal that the AA be prepared on an *actual* rather than *net* basis;
- e. recommended that the 5% management fee on the ASF be abolished with immediate effect for new contributions to the ASF, but from 2009 onwards for contributions under existing MOUs; and
- f. recommended that the SOM Contingency Fund of US\$150,000 be discontinued from 2009, once sufficient reserves are available in the AA and OA.

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