

**Summary Conclusions of the
APEC Budget and Management Committee Meeting
APEC Secretariat, Singapore
17-18 April 2008**

Introduction

1. The APEC Budget and Management Committee (BMC) held its second meeting in 2008 at the APEC Secretariat in Singapore on 17-18 April.
2. The meeting was attended by representatives from Australia; Brunei Darussalam; Canada; Chile; China; Hong Kong, China; Indonesia; Japan; Korea; Malaysia; Mexico; New Zealand; Peru; Philippines; the Russian Federation; Singapore; Chinese Taipei; Thailand; the United States of America; Viet Nam and the Secretariat. Papua New Guinea was not represented. The list of participants appears as **Annex 1**.
3. The meeting was chaired by the BMC Chair, Mr Patrick Suckling, Department of Foreign Affairs and Trade, Australia.

Budget Oversight

2007 Audited Financial Statements

4. The BMC considered the audited financial statements for 2007 and noted that the Secretariat had received an unqualified opinion from the auditor (**2008/BMC2/002**). The meeting welcomed the savings of US\$221,949 (or 7.65%) in the Administrative Account (AA) for 2007, and requested the Secretariat continue to exercise prudence in its financial management.

2008 First Quarterly Report – Review of Financial Statements for the Quarter Ended 31 March 2008

5. The meeting noted and welcomed the first quarterly financial statements for the four accounts managed by the Secretariat, which was agreed as part of the reform measures to enable more effective scrutiny of the Secretariat's financial management by Members (**2008/BMC2/003**).
6. The BMC agreed that quarterly statements for the three project accounts (OA, TILF, ASF) were excessive and confirmed that the Secretariat should limit the quarterly financial statements to the AA beginning the second quarter of 2008.

Forecasts of the AA Budget 2009-2012

7. The meeting noted and welcomed the Secretariat's revised forecasts for the AA budget from 2009-12, which showed a reduction of the deficit in 2012 from US\$930,494 to US\$134,194 (**2008/BMC2/004**). Members, however, expressed concern about other factors that may impact on the financial position of the AA, and strongly encouraged the Secretariat to continue to work to identify possible areas to generate further savings, including, by:
 - a. reviewing expenditures on budget projections;
 - b. reviewing the level of Secretariat support at APEC meetings, including travel requirements;
 - c. reviewing the APEC calendar, spearheaded by Singapore; and
 - d. reducing energy costs wherever possible.
8. The Chair requested that members forward any suggestions designed to improve the operational efficiency and reduce Secretariat costs. He cautioned that there may be factors not yet reflected in the projections that may worsen the financial position of the AA. The Secretariat was asked to identify further efficiencies and report to the BMC.

Dealing with Exchange Risk

9. The Chair thanked the small group led by New Zealand for its options paper (2008/BMC/017) for managing the exchange risk faced by the Secretariat. Following discussions, Members agreed that of the options identified in the paper, two should be further explored:
 - a. Members' contributions received by the Secretariat in an appropriate mix of US and Singapore dollars; and
 - b. Use of forward contracts to purchase SG\$ based on an assessed SG\$/US\$ rate.
10. The Chair requested the small group to examine these two options in detail and report to BMC3 with recommendations on whether to proceed or not. In the meantime, Members were requested to consult with their respective capitals on the feasibility of the two options from an administrative perspective.

Progress on BMC Work Plan 2008

Gender Criteria in APEC Projects

11. The Chair thanked China for setting out the relevant issues regarding the assessment of the gender criteria in APEC projects (2008/BMC2/019). The meeting agreed that the gender criteria should be adequately addressed, and the proposed criteria should be easy to apply in the design and implementation of APEC projects. Noting that the APEC SOM Gender Focal Point Network (GFPN) had already drafted the "Practical Guide on Gender Criteria for APEC Project Proposals (2008/BMC2/016)", the Chair asked China and the Secretariat, in consultation with the GFPN, work to merge the two documents. There was agreement that, subject to the BMC's agreement, the finalised guidelines would be annexed to project application documents to serve as a guide to ensure that gender criteria are adequately addressed.

Project Management Process

12. The Chair thanked the United States (US) for leading the small group in preparing the paper on encouraging more strategic and long-term capacity building projects in APEC (2008/BMC2/018). He also welcomed the paper by the Secretariat on improving project management and funds disbursement (2008/BMC2/005). The meeting exchanged views on the issues highlighted in both papers, and agreed that a work program to address the range of issues raised in both papers should commence through the US-led small group – and assisted by resources from Australia – as soon as possible with the objective of putting recommendations to the BMC at its next meeting. It was agreed that the Secretariat should be closely involved in this work and using its expertise to advance the work as quickly as possible. There was strong agreement that making real progress in this area in 2008 should be a priority for the BMC.
13. The Deputy Executive Director (DED) noted the Secretariat would contact the ASEAN Secretariat to explore how ASEAN's approach to project management might inform the work being conducted by the US-led small group and Secretariat.

Review of Communication and Outreach budget resources

14. The BMC noted that the Secretariat's review of the Communications and Outreach Budget (2008/BMC2/006) provided a quantitative assessment of the budgetary resources expended in its communications and outreach activities. There was agreement that this should be followed up with a more qualitative assessment. The meeting agreed that expenditure should be linked to outputs/outcomes defined by the APEC priorities set by Leaders and Ministers. Members also suggested that travel expenses related to communication and outreach activities be included in the analysis to provide a fuller picture of resources utilised.

15. Thailand noted that member economies are responsible for their own outreach activities and encouraged economies' active participation in taking up communication and outreach initiatives.
16. The Chair requested the Secretariat to provide a list of the outputs/outcomes of its communications and outreach activities and relating them to the Ogilvy recommendations on a qualitative basis for consideration at SOM2.

Oversight on Secretariat Operations

Separate Bank Accounts for the AA and OA

17. The meeting noted that separate bank accounts have been established for the AA and OA since April 2008 as approved by SOM in August 2007.

Fixed Asset Replacement Plan

18. The meeting welcomed the proposed Fixed Asset Replacement Plan (FARP) (2008/BMC2/007), which was requested by the BMC in 2007 to ensure that assets required by the Secretariat were budgeted for and replaced in a predictable and systematic manner. It was noted that the FARP is based on existing needs and assigned tasks, but it does not include additional provisions for asset replacements or new assets that have yet to be approved by the BMC. The FARP will be updated annually.

Progress Report on Measures to Improve the Secretariat as a Result of the Staff Structure Study

19. The meeting noted the progress in the implementation of the recommendations of the Secretariat Staff Structure Study (2008/BMC2/008). The meeting agreed to the Secretariat's recommendation to retain current project travel approval processes until travel can be addressed as part of the broader review of project processes.
20. The meeting agreed to postpone the review of the role of the Chief Operating Officer (COO) until later in the year to enable the Deputy Executive Director to participate in the process.

Appointment of Auditors for the 2008 Accounts

21. The meeting agreed to re-appoint Ernst & Young as the Secretariat's auditors for 2008.

Project Approval Matters

22. The meeting noted the completed financial and evaluation reports of projects finalised prior to and during 2006 (2008/BMC2/009 & 010).

Requests for Funding

23. The meeting agreed to approve funding from the OA, according to the actual funding available, as approved by SOM.
24. The meeting approved the disbursement of funds from the OA, TILF Special Fund and APEC Support Fund for the projects listed at **Annex 2**.
25. The meeting noted that further revisions for already revised submissions were received after the deadline for the proposals that the Secretariat had rejected. However, given the limited time available to scrutinize these revised submissions, the meeting agreed that these projects – CTI 37/2008T, SME 04/2008, HTF 09/2008A and TWG 01/2008A – would be approved in principle, subject to further revisions by the Project Proponents. It was agreed that the Secretariat would reassess the revised proposals and submit them intersessionally for BMC consideration.

26. The meeting agreed that there would be no further intersessional approval of projects and that funds would be reserved for 2009 projects. The next opportunity for approval would be at BMC3 in October 2008.

Forecast for the TILF Special Account

27. The meeting agreed that an affordable level of expenditure for TILF projects in 2009 would be US\$3.5 million (2008/BMC2/015). If there are uncommitted reserves, the funding could be considered for urgent proposals in 2009.

Other Business

28. The Chair thanked China on behalf of the BMC for contributing US\$700,000 to the APEC Support Fund.
29. China requested the BMC waive the tender requirements for two approved projects. The meeting agreed that clearance should be sought first from the relevant Committee Chairs, and then a formal request should be made to the BMC for intersessional approval.

Classification of Documents

30. The agreed document classification list of papers prepared for this meeting is set out at 2008/BMC2/000.

Date of Next Meeting/Deadlines

31. The next meeting will be held on 22-23 October 2008 in Singapore.
32. The meeting noted the following deadlines for BMC3:
- 4 September 2008 – Deadline for submission of project proposals to the Secretariat
 - 23 September 2008 – Secretariat Project Assessment Panel completes assessment.
 - 8 October 2008 – Secretariat to upload decision papers for BMC3.

APEC Secretariat
April 2008

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Economy: Papua New Guinea

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2008 Operational Account Requests for Urgent Funding

Project Name	Project Code	Fund Requested	Decision	Provision Recommended	Note
		USD	USD		
(A) Request for New Funding					
SMALL & MEDIUM ENTERPRISES WORKING GROUP					
1	Assessment Framework Development of the Daegu Initiative on SME IAP	SME 03/2008	25,909	A	25,909
2	APEC Symposium on improving market access for ICT outsource SMEs	SME 04/2008	92,660		Transferred to ASF
COUNTER-TERRORISM TASK FORCE					
1	Capacity Building Workshop on APEC Trade Recovery Programme	CTTF 03/2008	64,150	A	64,150 1
SOM STEERING COMMITTEE ON ECOTECH					
1	Independent Assessment of the ECOTECH Implementation of APEC Working Groups and SOM Task Forces	SCE 01/2008	128,644	A	128,644 * 2
TOTAL			311,363		218,703

Legend

- A. Approved
- B. Tentatively approved
- C. Rejected
- * Urgent projects exceeding US\$100,000 need to be approved by Senior Officials on BMC's recommendation.

Notes

	Project No.	Remarks/Waviers
1	CTTF 03/2008	Approved. The following waivers are approved : a. advance payment for airfares and per diem. b. to fund government officials.
2	SCE 01/2008	Approved. The following waivers are approved : a. advance payment for direct labour is restricted to 25% of the contract fee. b. advance payment for airfares and per diem. c. publication cost is paid on a reimbursement basis.

**2008 TILF Special Account
Requests for Urgent Funding**

Project Name	Project Code	Fund Requested	Decision	Provision Recommended	Note
		USD	USD	USD	
(A) Request for New Funding					
INDUSTRIAL SCIENCE & TECHNOLOGY WORKING GROUP					
1 Technological Cooperative Framework on Nanoscale Analytical and Measurement Methods	IST 03/2008T	43,184	A	43,184	1
COMMITTEE FOR TRADE AND INVESTMENT					
1 MAG: Environmental Goods and Services (Climate Change) Workshop	CTI 30/2008T	45,016	A	45,016	2
2 GOS: Survey on APEC Trade Liberalization in Environmental Service	CTI 31/2008T	92,500	A	92,500	
3 IEG: Capacity Building for Sharing Success Factors of Improvement of Investment Environment	CTI 32/2008T	106,745	A	106,745 *	3
4 SCSC: Capacity-Building Training on Food Safety Risk Communication for APEC Developing Member Economies	CTI 33/2008T	79,776	A	79,776	4
5 IEG: Core Elements Project (Phase II)	CTI 34/2008T	82,320	A	82,320	5
6 IEG: Doing Business - Investment at the Sub-National Level to Promote Economic Integration (Phase 1)	CTI 35/2008T	77,600	A	77,600	6
7 LSIF: Capacity Building for Drug Regulatory Agencies on Clinical Trial and Good Clinical Practice (Phase 2)	CTI 36/2008T	96,100	A	96,100	7
8 GPEG: Seminar on the Implementation of the Value for Money Non Binding Principle (NBP) In Government Procurement	CTI 37/2008T	89,167	B	To be confirmed	8
ECONOMIC COMMITTEE					
1 Measuring the Ease of Doing Business in APEC	EC 03/2008T	21,600	A	21,600	9
SENIOR OFFICIALS' MEETING					
1 SOM Trade Policy Dialogue on RTAs/FTAs	SOM 03/2008T	47,599	A	47,599	10
TOTAL					
		781,607		692,440	

Legend

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

* Urgent projects exceeding US\$100,000 need to be approved by Senior Officials on BMC's recommendation.

Notes

	Project No.	Remarks/Waivers
1	IST 03/2008T	Approved. The following waivers are approved : a. advance payment for airfares and per diem b. to fund government officials
2	CTI 30/2008T	Approved. Waiver to fund government officials is approved.
3	CTI 32/2008T	Approved. Waiver to fund government officials is approved.
4	CTI 33/2008T	Approved. The following waivers are approved : a. to fund government officials b. advance payment for airfares, per diem and hosting cost c. photocopying, communication and publication costs are paid on a reimbursement basis
5	CTI 34/2008T	Approved. The following waivers are approved : a. to exempt tendering requirements and allow direct labour contract to be signed between APEC Secretariat and New Zealand with the latter sub-contracting UNCTAD b. Advance payment for direct Labour is restricted to 25% of the contract fee.
6	CTI 35/2008T	Approved. Waiver to exempt tendering requirements and allow direct labour contract to be signed between APEC Secretariat and Australia with the latter sub-contracting World Bank is approved.
7	CTI 36/2008T	Approved. The following waivers are approved : a. advance payment for airfares, per diem and hosting cost b. advance payment for direct labour is restricted to 25% of the contract fee c. to fund government officials d. non-member participation for speakers e. to support local transport for field training and on-site inspection
8	CTI 37/2008T	Tentatively Approved. PO to further revise the project proposal, if necessary, and submit it with the QAF on the revision. APEC Secretariat to reassess comment on the revised project proposal for BMC consideration.
9	EC 03/2008T	Approved. Waiver to grant co-sharing of copyrights between APEC Secretariat and Singapore on the publication is approved.
10	SOM 03/2008T	Approved. The following waivers are approved : a. advance payment for airfares and per diem b. non-member participation for speakers

**2008 APEC Support Fund Account
Requests for Urgent Funding**

Project Name	Project Code	Fund Requested	Decision	Provision Recommended	Note
		USD		USD	
Request for New Funding					
<u>(A) ASF General Fund</u>					
HUMAN RESOURCE DEVELOPMENT WORKING GROUP					
1 APEC Workshop on Embedding Entrepreneurship in the University Curriculum	HRD 11/2008A	93,245	A	93,245	1
HEALTH WORKING GROUP					
1 eHealth Initiative Seminar	HTF 09/2008A	53,000	B	To be confirmed	2
SMALL & MEDIUM ENTERPRISES WORKING GROUP					
1 APEC Symposium on improving market access for ICT outsource SMEs (Transfer from Operational A/C- SME 04/2008)	SME 04/2008A	92,660	B	To be confirmed	3
TOURISM WORKING GROUP					
1 Training on the application of APEC Skill Standard concept and system	TWG 01/2008A	85,180	B	To be confirmed	4
2 Capacity Building on Community Based Tourism As A Vehicle For Poverty Reduction and Dispersing Economic Benefits At The Local Level	TWG 02/2008A	100,000	A	100,000	5
COMMITTEE FOR TRADE AND INVESTMENT					
1 APEC-UNCTAD Joint Capacity Building Project for Addressing Knowledge Gaps in the Use of Foreign Direct Investment (Stage 2)	CTI 04/2008A	186,240	A	186,240 *	6
APEC FINANCE MINISTERS PROCESS					
1 Enhancing risk management and governance in the region's banks to implement Basel II	FMP 01/2008A	182,644	A	174,374 *	7
Total for ASF General Fund (A)		<u>700,309</u>		<u>553,859</u>	
<u>(B) ASF HUMAN SECURITY SUBFUND A</u>					

**2008 APEC Support Fund Account
Requests for Urgent Funding**

Project Name	Project Code	Fund Requested	Decision	Provision Recommended	Note
		USD		USD	
Request for New Funding					
TASK FORCE FOR EMERGENCY PREPAREDNESS					
1 Formulation of the Strategy for Disaster Risk Reduction and Emergency Preparedness and Response of the Asia - Pacific from 2009 to 2015	TFEP 04/2008A	146,528	A	146,528 *	8
Sub-Total (B)		146,528		146,528	
<u>(C) ASF HUMAN SECURITY SUBFUND: AI SPECIFIC</u>					
AGRICULTURAL TECHNICAL COOPERATION WORKING GROUP					
1 APEC Dialogue on Avian Influenza Risks in the Live Bird Market System	ATC 13/2008A	88,775	A	88,775	9
HEALTH WORKING GROUP					
1 APEC Workshop for the Control Practice of Dengue Fever	HTF 05/2008A	43,600	A	43,600	
2 Follow-up to the HIV/AIDS Workplace Guidelines: A Workshop on HIV as an episodic disability in the workplace	HTF 06/2008A	57,525	A	57,525	10
3 Capacity Building Seminar on Social Management Policies for Migrants to Prevent the Transmission of HIV/AIDS	HTF 07/2008A	98,650	A	98,650	11
4 Animal Health, Human Health and the Environment. Exploring the 'One Health, One World' Concept and Applying it to Risk Communications	HTF 08/2008A	69,040	A	69,040	12
Sub-Total (C)		357,590		357,590	
TOTAL HUMAN SECURITY (B) + (C) =(D)		504,118		504,118	
TOTAL ASF (A) + (D)		1,204,427		1,057,977	

Legend

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

* Urgent projects exceeding US\$100,000 need to be approved by Senior Officials on BMC's recommendation.

Notes

	Project No.	Remarks/Waivers	Additions/(Deductions) -US\$	
1	HRD 11/2008A	Approved. The following waivers are approved : a. advance payment for airfares, per diem, hosting, training materials and equipment rental costs. b. to fund government officials c. non-member participation for speakers		
2	HTF 09/2008A	Tentatively approved. APEC Secretariat to comment on the revised project proposal for BMC consideration.		
3	SME 04/2008A	Tentatively approved. PO to revise project proposal to re-focus its support in building capacity in developing economies.		
4	TWG 01/2008A	Tentatively approved. PO to submit revised project proposal.		
5	TWG 02/2008A	Approved. The following waivers are approved : a. to fund government officials b. non-member participation for speakers		
6	CTI 04/2008A	Approved. The following waivers are approved : a. advance payment for direct labour is restricted to 25% of the b. to exempt tendering requirements and allow direct labour contract to be signed between APEC Secretariat and Australia with the latter sub-contracting UNCTAD. c. to fund government officials		
7	FMP 01/2008A	Approved after deducting the amount stated. Waiver for advance payment for airfares and per diem is approved.	Consultant (including Researcher) Fees Per Diem- Active Participants Airfare-Active Participants Photocopying Communications Hosting	2,000.00 (5,630.00) (400.00) (400.00) (250.00) (3,590.00)
8	TFEP 04/2008A	Approved. The following waivers are approved : a. advance payment for airfares, per diem, materials, simultaneous translation equipment and meeting room rental costs. b. communication cost is paid on a reimbursement basis. c. advance payment for direct labour is restricted to 25% of the contract fee. Final milestone payment to be paid upon the completion of all tasks stated in the contract.		
9	ATC 13/2008A	Approved. The following waivers are approved : a. advance payment for airfares and per diem b. to fund government officials		

Notes

	Project No.	Remarks/Waviers	Additions/(Deductions) -US\$	
10	HTF 06/2008A	Approved. The following waivers are approved : a. advance payment for airfares, per diem and hosting costs. b. to fund government officials		
11	HTF 07/2008A	Approved. The following waivers are approved : a. advance payment for airfares, per diem, hosting, training materials and equipment rental costs. b. photocopying and communication costs are paid on a reimbursement basis. c. to fund government officials d. non-member participation for speakers		
12	HTF 08/2008A	Approved. The following waivers are approved : a. advance payment for airfares and per diem b. to fund government officials c. non-member participation for speakers		