



**Asia-Pacific  
Economic Cooperation**

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**2016/SOM3/BMC/003**  
Agenda Item: 4.1

## **Update on Secretariat Key Staffing Issues**

Purpose: Information  
Submitted by: APEC Secretariat



**Second Budget and Management Committee  
Meeting  
Lima, Peru  
22 August 2016**

## Update on Key Staffing Issues

### Objective

- The objective of this paper is to inform BMC on the key staffing issues since its last report.

### Staff Update

2. Since the last update to members at BMC in August 2015, there have been several changes in staffing within the Secretariat. Currently, in addition to the Executive Director and the Chief of Staff (COS), the Secretariat has a total of 22 Professional Staff Members, namely Program Directors/Corporate Directors seconded from member economies, a Director (Communications & Public Affairs) who was locally recruited and 28 Support Staff Members. The APEC Policy Support Unit currently has 13 staff members. The gender composition of the Secretariat stands at 52% female and 48% male staff members with 8 female and 17 male Directors.

3. In total, the Secretariat staff strength stands at 66 staff members as at August 2016 compared to 65 staff in August 2015 as a result of the departure of a Program Director from the Mexico and the arrivals of Host Economy Representative from Peru and the Director (IT) from Republic of Korea. The Secretariat continues to house 5 members of the US-funded APEC Technical Assistance to Advance Regional Integration (US-ATAARI).

4. The resignation of 3 Program Executives in the first half this year has presented some operational challenges for the Secretariat. There are currently 7 fulltime Program Executives and 1 temporary Program Executive supporting 22 Directors. The Secretariat has had to engage temporary staff to assist in the more process intensive tasks as we try to balance the workload among the Program Executives.

- The following are the main changes among the PSMs since August 2015:

<b>Economies</b>	<b>Arrivals</b>	<b>Departures</b>
<b>Hong Kong, China</b>	Mr Sylvester Wong Director (Finance) / (July 2016)	Ms Chelsea Wong (July 2016)
<b>Japan</b>	Mr Akifumi Fukuoka Director (Program) / (December 2015)	Ms Sakura Ozaki (December 2015)
<b>Republic of Korea</b>	Mr Seungchul Ha Director (IT) / (May 2016)	Director (Administration) covered the position from February 2015
<b>Mexico</b>	-	Mr Alvaro Castro Espinosa (March 2016)
<b>Peru</b>	Ms Denisse Mariella Luyo-Lopez Host Economy Representative / (December 2015)	-
<b>Russia</b>	Mr Pavel Bronnikov Director (Program) / ( February 2016)	Mr Alexey Sapetko (February 2016)
<b>United States</b>	Mr Joel Ostrom Director (Program) / (January 2016)	Ms Kristin O'Grady (June 2015)
<b>Viet Nam</b>	Mr Nghiem Xuan Hoa Director (Program)/Host Economy Representative 2017 / (May 2016)	Ms Ha Thi Quynh Phuong (August 2016)

6. The following are the main changes among the Support Staff Members:

<b>Positions</b>	<b>Arrivals</b>	<b>Departures</b>
<b>Assistant Accountant</b>	Ms Chin Sook Ming (December 2015)	Wong Chi Chung (October 2015)
<b>Executive Officer (formerly known as Staff Officer)</b>	Ms Ha Thi Quynh Phuong (August 2016)	Ms Kathryn Archer (July 2016)
<b>Program Executive</b>	Ms Michelle Lim Li Teng (February 2016)	Ms Mary Tan Buay Lee (February 2016)
	Ms Kallie Teo Suet Yee (June 2016)	Ms Michelle Lim Li Teng (June 2016)
	Temporary Staff	Ms Teo Siow Yen (May 2016)
<b>Publishing and Brand Manager (formerly known as Publishing &amp; Public Affairs Manager)</b>	Ms Rechelle B Tangcangco (August 2016)	Ms Tizi Melissa Othman (May 2016)

### **Training and Development**

7. Training and development of staff skills remains a priority in the Secretariat. In relation to Program Directors, the continuing focus is on leadership development as part of the Career Development System designed to develop and enhance Program Directors capabilities in a structured and tangible way. Since August 2015, the Secretariat has sent 15 staff for various training courses and conducted induction training for 20 new Secretariat and PSU staff including interns. The Secretariat also organised a successful staff retreat in July 2016 which focused on developing its Strategic Plan for 2017 to 2019.

8. As approved by BMC last year, the Secretariat is utilising the remaining balance of the Secretariat's cash grants previously provided by the Government of Singapore under the Job Credit Scheme in 2008 and 2010 to fund staff training in 2016.

### **BMC's Action**

9. The Secretariat recommends BMC take note of the key staffing issues for 2015-2016.

**APEC Secretariat  
August 2016**