



**Asia-Pacific
Economic Cooperation**

2016/SOM2/MTF/002

Agenda Item: 3

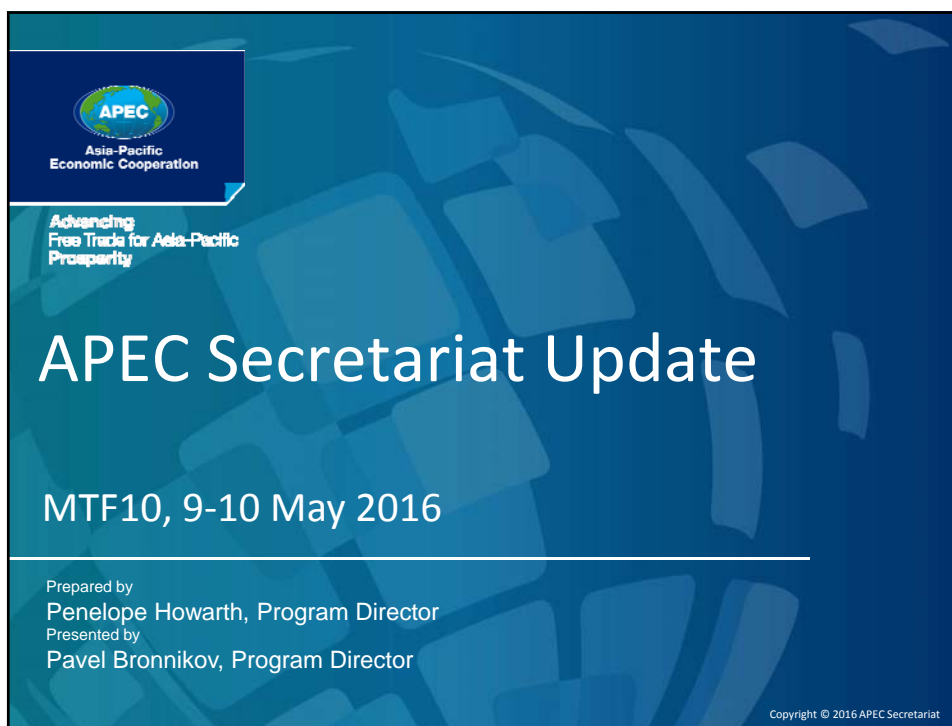
APEC Secretariat Update

Purpose: Information


Submitted by: APEC Secretariat



**10th Mining Task Force Meeting
Arequipa, Peru
9-10 May 2016**



The slide features a dark blue background with a faint globe graphic. In the top left corner, there is a white box containing the APEC logo (a globe with 'APEC' text) and the text 'Asia-Pacific Economic Cooperation'. Below this, the tagline 'Advancing Free Trade for Asia-Pacific Prosperity' is written in white. The main title 'APEC Secretariat Update' is centered in large white font. Below the title, the date 'MTF10, 9-10 May 2016' is displayed. A horizontal white line separates the title and date from the preparer information. The preparer information lists 'Prepared by Penelope Howarth, Program Director' and 'Presented by Pavel Bronnikov, Program Director'. In the bottom right corner, there is a small copyright notice: 'Copyright © 2016 APEC Secretariat'.


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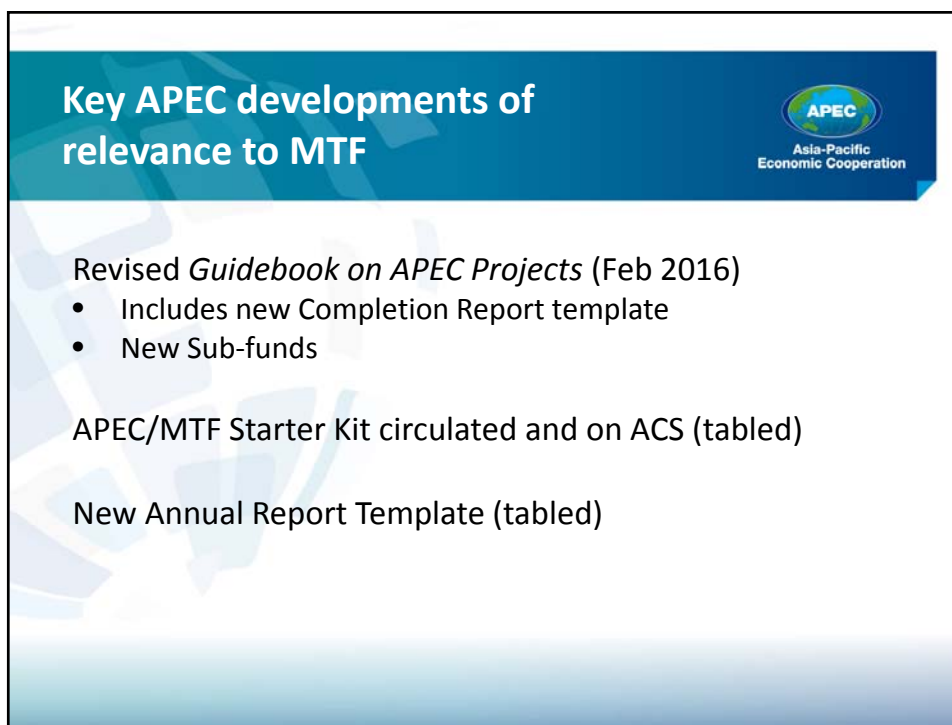
Advancing
Free Trade for Asia-Pacific
Prosperity

APEC Secretariat Update

MTF10, 9-10 May 2016


Prepared by
Penelope Howarth, Program Director
Presented by
Pavel Bronnikov, Program Director

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The slide has a white background with a blue header bar at the top. The header bar contains the title 'Key APEC developments of relevance to MTF' in white text on the left and the APEC logo (a globe with 'APEC' text) and 'Asia-Pacific Economic Cooperation' on the right. The main content area lists three items: 'Revised *Guidebook on APEC Projects* (Feb 2016)' followed by a bulleted list with two items: 'Includes new Completion Report template' and 'New Sub-funds'. Below this, it states 'APEC/MTF Starter Kit circulated and on ACS (tabled)' and 'New Annual Report Template (tabled)'. The bottom of the slide has a light blue gradient.

Key APEC developments of relevance to MTF


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Revised *Guidebook on APEC Projects* (Feb 2016)

- Includes new Completion Report template
- New Sub-funds

APEC/MTF Starter Kit circulated and on ACS (tabled)

New Annual Report Template (tabled)

APEC COLLABORATION SYSTEM (ACS) – do you currently use it??



www.apec.org

Current MTF ACS

New APEC COLLABORATION SYSTEM (ACS)



- The ACS or the **APEC Collaboration System** is a **private intranet** for use of APEC members
- MTF has a dedicated area on the ACS where you can find:
 - ✓ **Pre-meeting documents** (like this one!)
 - ✓ Key **strategic reference materials** (eg annual workplan, strategic plan)
 - ✓ The current MTF members and Guests **contact list**
- The ACS is a tool for members to conduct discussions and share information.
- It was originally deployed in 2005 and last upgraded in 2009. It about to have a big upgrade!
- Show of hands please – how many MTF members are using it? How could we make it more useful for members?

New APEC COLLABORATION SYSTEM (ACS)



- The new ACS is faster, easier to navigate, and administer
- **New Features**
 - ✓ Enhanced Contact List
 - ✓ Document Discussions and Group Online Editing
 - ✓ Multi Browser support
 - ✓ Mobile and touch interface compatible
 - ✓ Creation of “WorkSpaces” to include “Guest” users.
- The new ACS will be rolled out before SOM3 2016...further information will be emailed to MTF members in due course.

New APEC COLLABORATION SYSTEM (ACS)




The new ACS can be pre-viewed thru
<https://sgapec.sharepoint.com/sites/acs/>

Current AIMP users will still retain their old IDs and Passwords but will have to use a full email address format using “@apeconline.org”
 i.e. **ph_jtb** – Current ID
 will now be ph_jtb@apeconline.org and the user’s current password.

PROJECT OVERVIEW:

Fund Availability – S1 2016



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Project Fund	Project Session 1, 2016
General Project Account (GPA)	\$ 975,000
Trade & Investment Liberalisation and Facilitation Account (TILF)	\$ 440,000
APEC Support Fund (ASF) General Fund	\$ 1,085,000
ASF Sub-funds	
Human Security	\$298,000
Health & Emergency Preparedness	\$ 128,000
Energy Efficiency	\$ 2,052,000
Supply Chain Connectivity	\$ 769,000
Mining	\$ 598,000
Free Trade Area of the Asia-Pacific and Global Value Chains	\$ 588,000
Innovative Development, Economic Reform and Growth	\$ 392,000
Connectivity	\$ 294,000
Total Amount Available (GPA+TILF+ASF+Sub-Funds)	\$ 7,619,000

To Note:

- *Figures and availability for Session 2 2016 will be available on the APEC website in June 2016*
- ***For the Mining Sub-fund the balance for Session 2 is likely to be just over \$300,000***
- *All Figures are in USD*

Congratulations! Four MTF projects funded in S1

IMPORTANT RECENT INFORMATION:



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Existing sub-funds of interest:

- Mining Sub-fund
- Energy-efficiency sub-fund (potentially)

Additional sub-funds:

- Three new sub-funds were established by China by Session 1 2016.
 - FTAAP and GVCs
 - Innovative Development, Economic Reform and Growth (IERG)
 - Connectivity
- Two additional sub-funds are expected by Session 2 2016:
 - Micro, Small and Medium Enterprises (MSMEs)
 - Renewed APEC Agenda on Structural Reform (RAASR) and Services

Criteria for Accessing Sub-Funds

- Specific eligibility criteria and application processes for all sub-funds are available on the APEC Website:
<http://www.apec.org/Projects/Funding-Sources.aspx>

IMPORTANT RECENT INFORMATION:



Capacity Building in Projects

- In 2015, SCE approved a new capacity building policy
- Capacity building in APEC is defined as:
 - “A process to enable member economies - particularly developing economies - to obtain, share, strengthen, maintain and develop knowledge, abilities, skills and technical know-how to improve their policies and regulations or their institutional structures or processes”
- Budget and Management Committee is examining how to strengthen project focus on capacity building. By 2017, you can expect:
 - Updates to the Guidebook on APEC Projects and project templates
 - Possible changes to the project selection and approval process

APPROVAL PROCESS: 2016– Dates and Deadlines



**Session 2, 2016: Draft MTF Concept Notes are due 23 May
Final Concept Notes are due 22 June**

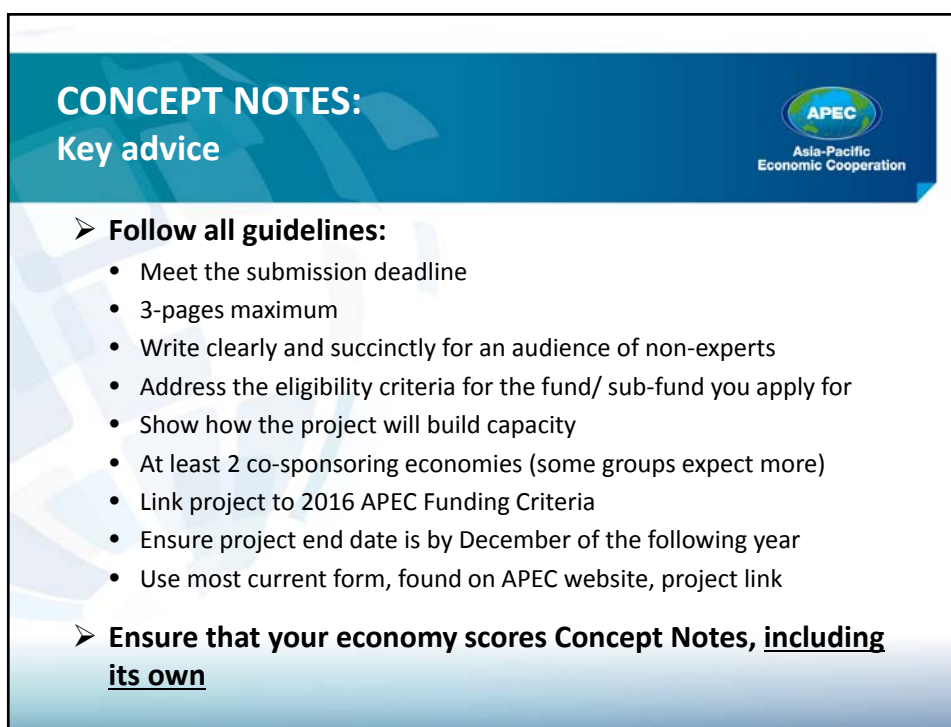
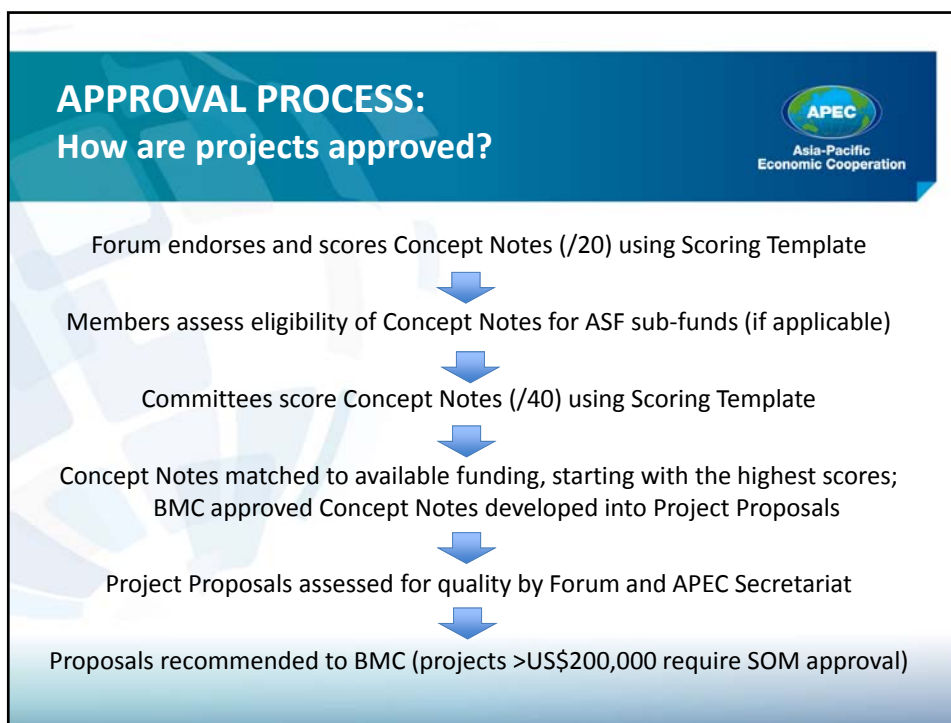
Project Proposals for Concept Notes approved in Session 2 will be due:

- 14 September for October 7 approval; or
- 10 October for 1 November approval; or
- 26 October for 30 November approval

(Deadlines expired midnight, Singapore time. All dates and details subject to change)

All dates with detailed explanations are available on the APEC website:

<http://www.apec.org/Projects/Applying-for-Funds.aspx>



PROJECT PRE-APPROVAL RESOURCES:

Forms & resources at <http://www.apec.org/Projects/Forms-and-Resources.aspx>



Project Guidebook

- [Guidebook on APEC Projects \(11th Edition\)](#) - Feb 2016

Forms for Applicants

- [Concept Note Template](#) - BMC1 2015
- [Project Proposal Template](#) - BMC1 2015
- [APEC Self-Funded Project Proposal Coversheet](#) - BMC2 2012
- [QAF - Quality Assessment Framework](#) - BMC1 2015

Resources for Applicants

- [Funding Criteria for all APEC Funded Projects in 2016](#)
- [Project Quality Training Materials](#) - BMC2 2015
- [Concept Note Development Materials](#) - 14 Aug 2015
- [Project Proposal Development Materials](#) - 14 Aug 2015
- [Quality Criteria for Assessing APEC Projects](#) - BMC1 2015
- [Guide on Gender Criteria](#)
- [Applying for APEC Funds Overview](#) - BMC1 2015
- [APEC Guidelines on Conducting Capacity Building](#) - BMC1 2015

PROJECT POST-APPROVAL RESOURCES:

Forms & resources at <http://www.apec.org/Projects/Forms-and-Resources.aspx>



Forms and Resources for Projects in Implementation

- [Monitoring Report Template](#) - BMC1 2015
- [Multi-year Project December Monitoring Report Template](#)
- [Completion Report Template](#) - Feb 2016
- [APEC Project Evaluation Survey Template](#) - BMC1 2014
- [Sample Tracer Evaluation Form](#)
- [Per Diem and Attendance Certification \(Word Format\)](#)
- [Travel Undertaking Template - Reimbursement](#)
- [Travel Undertaking Template - Advance Payment](#)

Contracting Forms & Resources

- [APEC Contracting Forms & Resources List](#)
- [Request For Proposal \(RFP\) Template - Standard Projects \(for Contracts over USD20,000\)](#)
- [Request For Proposal \(RFP\) Template - Multi-Year Projects \(for Contracts over USD20,000\)](#)
- [RFP Timeline](#)
- [RFP Example](#)
- [Revision/Addenda to RFP](#)
- [Proposal Compliance Checklist](#)
- [Evaluation of Proposals Template](#)
- [Procurement Process Summary and Endorsement Template](#) - Jan 2016
- [Contract Template - Standard Project](#)
- [Contract Template - Multi-Year Project](#)
- [Approval Checklist for Contracts](#)
- [Contractor's Travel Reimbursement Claim Form](#)

PROJECT REQUIREMENTS: Monitoring and Completion Reports



Monitoring Reports (MRs):

- Monitoring reports are due every 6 months on 1 February and 1 August

Completion Reports (CRs):

- Completion reports are due within 2 months of the project's completion

Requirements:

- Report templates can be found at <http://www.apec.org/Projects/Forms-and-Resources.aspx>

Failure to submit MRs or CRs:

- POs with outstanding MRs are ineligible to submit new Concept Notes or have any proposal approved until all overdue reports are submitted
- Any APEC forum whose project has not submitted a CR is ineligible to submit new Concept Notes or have any full proposal approved until all overdue reports are submitted

PROJECT IMPLEMENTATION How to avoid delays, headaches and disappointment



Be familiar with and follow APEC procurement rules:

- *Guidebook* Chapter 12 on Contracting
- Different requirements for contracts below USD 5,000; 20,000; 50,000; 50,001 and above
- For over USD50,001 get your proposal assessment panel together early and remember **only MTF officials (or their nominated delegates) can be assessors!** (Co-sponsors pls help)
- Use the RFP timeline and correct templates <http://www.apec.org/Projects/Forms-and-Resources.aspx>

How to have a successful workshop:

- Give at least 2 months notice to MTF members of workshops, nomination requests
- Do your research and use your networks to find the right participants and speakers – don't just rely on MTF members to find them for you
- Involve relevant International Experts and organisations as speakers
- Invite a representative(s) of other APEC working groups if relevant
- Work closely with Joel (MTF Program Executive) on travelers approvals and acquittals

PROJECT RESOURCES: Further assistance



Further assistance on projects can be found:

- In the *Guidebook on APEC Projects and Proposal Development Materials*:
 - <http://www.apec.org/Projects/Forms-and-Resources.aspx>
- On the *APEC Project Database* public site:
 - http://member.aimp.apec.org/pdb_sites/default.aspx
- Through the APEC Secretariat, via the MTF Program Director and Program Executive:
 - Program Director: Penelope Howarth ph15@apec.org
 - Program Executive: Joel Bassig jgb14@apec.org
- Through your BMC or MTF delegate

Thank you!

Any questions?

