



**Asia-Pacific  
Economic Cooperation**

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**2019/SMEWG48/002**

Agenda Item: 6

## **APEC Secretariat Report**

Purpose: Information

Submitted by: APEC Secretariat



**48th Small and Medium Enterprises Working Group  
Meeting  
Qingdao, China  
30-31 May 2019**



Asia-Pacific  
Economic Cooperation

# APEC Secretariat update

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Advancing Free Trade  
for Asia-Pacific Prosperity

# Presentation outline

1. SMEWG project session 1 outcomes
2. Next project session
3. Fora Assessment Process
4. Gender Focal Point



# PROJECT SESSION 1, 2019

## Overall Outcomes

Number of Concept Notes submitted	103*
Number of Concept Notes approved in-principle	52
Approval rate	50%
Average approval rate (5 years)	42%
*includes 3 ineligible.	



# SMEWG project session 1 outcomes

- 9 Concept Notes submitted by 8 economies → 8 CNs endorsed
  - ASF General Fund: 5
  - ASF MSMEs Sub Fund: 2
  - General Project Account (GPA): 1
- 7 SMEWG CNs were approved in principle
  - US\$ 842,500 (total amount for all projects)
  - High approval rate: 87.5%
  - SMEWG CNs are 13% of the total approved CNs



Project Fund	Project Session 1, 2019
<a href="#">General Project Account (GPA)</a>	\$ 1,170,000
<a href="#">Trade &amp; Investment Liberalisation and Facilitation Account (TILF)</a>	\$ 845,610
<a href="#">APEC Support Fund (ASF) General Fund</a>	\$ 1,414,320
ASF Sub-funds	
<a href="#">Human Security</a>	\$ 252,134
<a href="#">Energy Efficiency and Low Carbon Measures</a>	\$ 1,266,190
<a href="#">Supply Chain Connectivity</a>	\$ 668,309
<a href="#">Free Trade Area of the Asia-Pacific and Global Value Chains</a>	\$ 669,008
<a href="#">Innovative Development, Economic Reform and Growth</a>	\$ 316,702
<a href="#">Connectivity</a>	\$ 493,098
<a href="#">Micro, Small and Medium Enterprises</a>	\$ 134,604
<a href="#">Renewed APEC Agenda on Structural Reform (RAASR)</a>	\$ 434,946
<a href="#">Women and the Economy</a>	\$ 350,400
<a href="#">Economic Development in Remote Areas</a>	\$ 492,393
<b>Total Amount Available (GPA+TILF+ASF+Sub-Funds)</b>	<b>\$ 8,507,714</b>

Almost 10% of the total amount available has been assigned to SMEWG projects



# PROJECT SESSION 1, 2019

## Dates

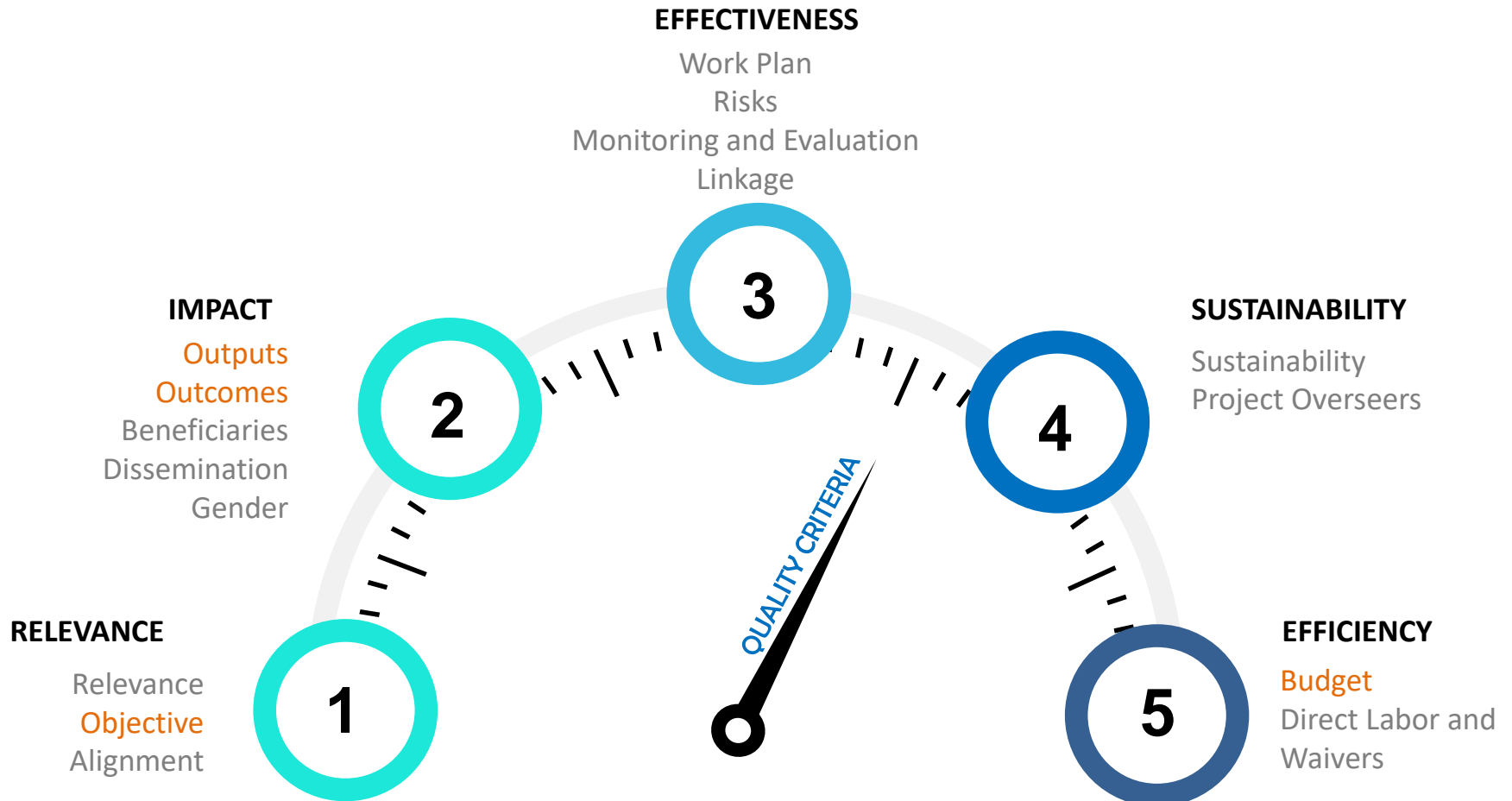
### We are currently in the Project Proposal phase

2. Project Proposal Stage	Submission Date to APEC Secretariat	Notification Dates of BMC Decision
<b>Submission Deadline</b>	<b>20 May</b>	<b>From 15 July</b>

- After comments and endorsement, it starts the Secretariat **Quality Assessment process**. Some funding sources require Project Proposals to be shared for inputs from other fora.
- Once satisfactory, it will be sent to BMC for the final approval, and then the project can begin. Please *carefully* read your Letter of Approval – it has important information specific to your project.
- Project Proposals which require final BMC approval before **15 July** should be submitted to the Secretariat prior 20 May where possible. PMU will seek earlier BMC approvals where required (for example, events planned for SOM3) but subject to satisfactory project quality and forum endorsement.



# Project Proposal





# PROJECT SESSION 2, 2019

## Dates

Next Project Session opens on:

# Monday 15 July (Internal Submission Deadline)

Please make sure that you:

- Submit your Concept Note (CN) no later than 15 July (or earlier if it has set earlier deadlines)
- Develop and socialise your CN as early as possible
- Submit the CN with the minimum co-sponsors already agreed and in place
- Submit on the latest CN template
- Understand the relevant eligibility criteria
- Consult the PO Toolkit for more assistance: [www.apec.org](http://www.apec.org)



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# PROJECT APPROVAL PROCESS

## In a Flow Diagram

After the *Internal Submission Deadline*: Fora endorse Concept Notes (CNs). Some fora do this earlier. Must have minimum co-sponsors.



After the *Final Submission Deadline*: Endorsed CNs are sent to the APEC forum responsible for the APEC funding source, to assess against the specific eligibility requirements of the funding source, and then score eligible CNs. Each economy in the forum uses the APEC Scoring Template.



All the Scoring Templates are returned to the Secretariat by the deadline provided. The Secretariat averages the scores provided by each economy for each eligible CN. Ineligible concepts can re-apply next round.



The Secretariat recommends to BMC which CNs can be funded, based on order of scores (highest to lowest) and with consideration to the total amount that is available in the fund.



CNs that are approved 'in-principle' by BMC are developed into Project Proposals.

# PROJECT UPDATES

## Key Information

- The latest edition (Ed.13) **Guidebook on APEC Projects** was released last November.
  - ✓ New Concept Notes and Project Proposal Templates (from PS1 2019)
  - ✓ 2019 changes on the APEC website.
  - ✓ PO Toolkit and Overview of the changes (website)
- When completing the Concept Note in 2019
  - a good tip is to prepare your answers (in advance) to the questions on *Outputs, Outcomes* and *Monitoring & Evaluation* in the Project Proposal
  - Monitor the **eligibility criteria and fund priorities** specific to the fund that you are interested in.
  - Refer to the **APEC Scoring Template** to understand how your concept will be scored.



# KEY ADVICE FOR PROJECT IMPLEMENTATION

## How to have a successful workshop:

- Give at least sufficient notice to members of workshops, nomination requests.
- Do your research and use your networks to find the right participants and speakers (don't rely on members to find them for you).
- Involve relevant International Experts and organizations as speakers, ensuring you follow the Guidelines on Managing Cooperation With Non-members.
- Invite a representative(s) of other APEC working groups if relevant.
- Work closely with your Secretariat Program Executive on travelers approvals and acquittals.



# SELF-FUNDED APEC PROJECTS

- Can be put forward at any time
- Must be approved by the group
- Must comply with **APEC guidelines and practices** (hosting, publications, logo use, non-member participation)
- Project Overseer must submit **Self-Funded Project Proposal Coversheet** (Guidebook on APEC Projects, Appendix C) to the Secretariat before commencement of the project
- Project Overseer is strongly encouraged to submit **Completion Report** (Guidebook on APEC Projects, Appendix G)

# Fora Assessment Process

- The last **APEC** Senior Officials' Meeting (SOM) Steering Committee on Economic and Technical Cooperation (**SCE**) was held on 13 May 2019:
  - Approved a pilot program for SCE fora assessment.
  - Agreed to cancel the contract with the current independent contractor.
  - Directed the Assessment Team to work intersessionally to develop additional metrics for fora assessment.
- For SCE3, reporting on the implementation of the new Fora Assessment Pilot Program. This should include a discussion of developing metrics for assessing projects and the presentation of the reports generated to date.



# Gender Focal Point

- With Chile's "Women, SMEs and Inclusive Growth" priority, increased focus on gender issues throughout APEC, including with APEC projects



# Gender Focal Point Report – what is it?

- One of the ways the APEC Secretariat supports mainstreaming gender issues is through the Secretariat's Gender Focal Point (GFP)
- Aim of GFP is to ensure gender considerations are taken into account in APEC funded projects through application of Guide on Gender Criteria
- GFP looks at all APEC project proposals and provides advice on how well gender criteria are addressed
- Aim of the GFP Report is to update PPWE members on how well APEC projects are addressing gender





# Gender focal point: target setting

- Target setting for number of women speakers and participants involved in their APEC funded project events:

- **More than half of APEC projects initiated in 2018 have targets of 30%+ for female speakers and participants.**
- **But, only 12% have balanced speaker and participant targets (i.e. 50%).**

Secretariat now collects data on whether these targets are being met.  
Will be able to provide performance data in next GFP Report.



## Gender focal point: highlights

Female representation in APEC-funded project events in 2018:

- **44% of participants were female**
- **32% of experts and speakers were female**



# How can we increase those numbers?

- Some options:
  - Secretariat to establish sex-disaggregated database of all speakers/experts that participated in past APEC project events
  - PPWE could recommend to SCE and BMC that all APEC members aim to include at least one woman as part of their nominations for APEC project events
  - Explore with ABAC the establishment of a mechanism to enable POs to seek suggestions for female speakers directly from ABAC



# PROJECT RESOURCES

<https://www.apec.org/Projects/Forms-and-Resources>

## Project Guidebook

- [Guidebook on APEC Projects \(13th Edition\)](#)
- [Edition 13: Edit Summary](#)

## Forms for Applicants

- [Concept Note Template](#)
- [Project Proposal Template](#)
- [APEC Self-Funded Project Proposal Coversheet](#)

## Resources for Applicants

- [2019: What do I need to know about the new Concept Note and Project Proposal templates?](#)
- [APEC SCE Guidelines for Cross-Fora Collaboration](#)
- [Project Session 1, 2019: An Overview of Changes](#)
- [2015 SCE Capacity Building Policy](#)
- [APEC Scoring Template](#)
- [Project Quality Training Materials](#)
- [Concept Note Development Materials](#)
- [Project Proposal Development Materials](#)
- [Quality Criteria for Assessing APEC Projects](#)
- [Guide on Gender Criteria](#)
- [Applying for APEC Funds Overview](#)
- [APEC Guidelines on Conducting Capacity Building](#)



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