



**Asia-Pacific  
Economic Cooperation**

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**2020/SOM1/BMC/005**

Agenda Item: 7.2

## **Extended 2018 Projects**

Purpose: Information

Submitted by: APEC Secretariat



**First Budget and Management Committee  
Meeting  
Putrajaya, Malaysia  
16 February 2020**

## **Extended Projects**

### **Purpose**

To provide information on project extensions and contract waivers granted by the Secretariat.

### **Issues**

1. In 2019, the Secretariat granted 37 extensions (or re-extensions) to projects that were approved by BMC in 2018 and 2017, compared to 50 extensions / re-extensions in the last annual report to BMC (February 2019). The list of project extensions is at **Annex 1**.
2. Reducing the extension rate has been a focus for the Secretariat. The Secretariat encourages the development of realistic and achievable project work plans that mitigate against implementation delays. Project monitoring and completion reports require an assessment of key lessons learned on project implementation and design, to inform future APEC projects.
3. At BMC 2, 2018, BMC approved an extended time frame for projects selected in the second project session such that all projects, irrespective of project session, will have 18-21 months available for implementation. Previously, projects selected in the first annual project session enjoyed longer implementation deadlines. This is expected to also reduce the extension rate.

### **Background**

4. Project delays are sometimes unavoidable. Some flexibility is needed to ensure that projects have enough time to be implemented satisfactorily and achieve project objectives.
5. BMC has delegated authority to the APEC Secretariat to grant project extensions for a total of twelve months beyond the project's original scheduled completion date. BMC has asked that the Secretariat report to it annually on extensions that have been granted.
6. In accordance with APEC guidelines, extension approval is granted based on an assessment of the strength of the justifications provided by the Project Overseer (PO), and whether there are any implications for the quality of the outcomes. In 2018, some of the typical reasons for extensions included:
  - more time being required to process payments due to supporting documentation not being submitted in sufficient time;
  - slippages in implementation due to delays with selection and recruitment of external contractors and experts;
  - delays with finalising venue and coordination arrangements, impacting other elements of work plans;
  - delays involving the completion of the final output with forum members requiring additional time to review and endorse it; and
  - changes to project personnel and delays with coordination between stakeholders.

### **Recommendation**

That BMC note the project extensions granted by the Secretariat, listed at **Annex 1**.

**Annex 1: Extension of Disbursement Deadlines (approved by Secretariat) for Projects funded in Project Allocation Year 2017 and 2018**

Project No.	Project Title	Proposing Economy	Proposed Duration (as stated in the proposal)	Revised End Date (approved by the Secretariat)	Reason for Request
CTI 17 2017A	Capacity Building and Technical Assistance to Implement Programs on Issuing Advanced Rulings, Phase 2	USA	Jan to Dec 2018	Dec 2019	<p>The aim of this project is to continue supporting volunteer developing economies in operationalizing and implementing technical assistance to establish a reliable and comprehensive advance rulings (AR) regime. This involves training government officials in each of the identified beneficiary economies. In the first phase of this project, assessment reports were finalized for the two volunteering economies, Malaysia and Viet Nam. This second phase of technical assistance aims to utilize the outputs of the first phase to implement the recommendations developed.</p> <p>The extension will allow for additional technical assistance to (1) Viet Nam on AR across stakeholders, and (2) to Malaysia, who had participated AR capacity building in the past, although additional details on that support would need to be refined. The deadline for this is end March 2019.</p>
CTI 18 2017A	Capacity Building and Technical Assistance to Implement Programs on Expedited Shipments, Phase 2	USA	Jan to Dec 2018	Dec 2019	<p>The aim of this project is to continue supporting volunteer developing economies in operationalizing and implementing technical assistance to establish a reliable and comprehensive expedited shipments regime. This involves training government officials in each of the identified beneficiary economies. In the first phase of this project, assessment reports were finalized for the two volunteering economies, the Philippines and Viet Nam. This second phase of technical assistance aims to utilize the outputs of the first phase to implement the recommendations developed.</p> <p>In February 2018, the US-ATAARI consultant and team participated in meetings with Viet Nam's General Department, Viet Nam Customs counterparts, as well as private sector stakeholders, to socialize and finalise the action plan. The POs</p>

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					<p>would have liked to continue working with Viet Nam to support address items in the action plan related to expedited shipments by providing any required training or outreach to ensure full implementation of the recommendations. However, work later in the year focused on advance rulings, which meant that work on expedited shipments in terms of technical assistance did not have further activities.</p> <p>The extension is to focus on this area (expedited shipments), as well as work with the Philippines (which was continuing to work on its domestic legislation and was not able to engage in further technical assistance). If the Philippines continues to stall, the PO propose to identify other economies that have targeted work on expedited shipments that can fit within the scope and timing of this project be identified, by March 2019.</p>
CTI 25 2017A (IPEG)	Best Practices on Patent Commercialisation for Independent Inventors	Peru	Dec 2017 to Dec 2018	May 2019	Response from economies to survey received late (in September 2018 instead of May 2018) which also delayed the preparation of the final toolkit. The work that remains is basically desk job focused on the drafting, preparation and design/layout of the aforementioned documents. PO requested sufficient time for feedback from IPEG members on the draft of the final toolkit.
CTI 28 2017 (MAG)	Seminar on Understanding the Impact of Smart Manufacturing in Policy and Regulatory Approaches	Malaysia	Aug 2017 to Aug 2018	Jul 2019	More time required for: (1) to incorporate two economies feedback into the Compendium and (2) circulate it to members for endorsement.
				Apr 2019	Contractor requested more time to complete the APEC Baseline Study incorporating Economies' comments.
CTI 30 2017A (SCCP)	Implementation of APEC Customs Transit Guidelines	Chile	Dec 2017 to Dec 2018	Aug 2019	The project team was involved in the arrangements related with SOM1 2019 and SCCP1 2019 and requested more time to complete the output(s) of the project.

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EC 04 2017A	APEC Peer Review on Public Consultation Initiatives	Malaysia	Jun 2017 to Aug 2018	Jul 2019	Final draft report on the Compendium have been circulated to EC members for comments since late November 2018. PO have requested more time for EC members to review the Compendium and for the Contractor to incorporate the comments/inputs from members into the report.
ACT 02 2017A	APEC Best-Fit Practices and Experience Sharing Workshop on Corruption Prevention Mechanisms in APEC Economies	Papua New Guinea	Sep 2017 to Dec 2018	Dec 2019	Manpower shortage within the project overseeing organisation has impeded the PO's ability to effectively coordinate and deliver the outcomes of the project. PO has taken the necessary steps to recruit and source out relevant technical officers within the project overseeing organisation to provide the necessary support to implement the project outcomes within the extension period.
HRD 01 2017T	APEC Skills Development Capacity Building Alliance (ASD-CBA): Fostering Connected APEC through Upskilling	Chinese Taipei	Nov 2017 to Dec 2018	Dec 2019	The outputs in the original project proposal was designed to respond to HRDMM7 which was to be held in September 2018 but has now been postponed.  The original outputs and objectives of the proposal remain the same. The workplan has been amended to reflect these outputs will be held in 2019 instead of 2018.
PPSTI 05 2017A	Workshop on High Growth Innovative Firms (HGIFs) Acceleration	Russia	Jan to Aug 2018	Aug 2019	PO requested more time for to complete two main outputs – Final Project Report and the Policy Recommendations.
PPSTI 06 2017A	Workshop on Domestic Innovation Systems and Networks	Papua New Guinea	Oct 2017 to Dec 2018	Jul 2019	Draft APEC Manual on Domestic Innovation Systems and Networks (Manual) presented during the APEC workshop in August 2018 was generally accepted but will require amendments to reflect suggestions from economies. As PO was unpacking the comments and editing the draft, it became apparent that more research was needed in order to develop a more indepth paper on the Manual. Given the infrastructural challenges in PNG, including the lack of access to internet, made the research process very slow and time consuming. In addition, there has

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					been some major structural changes by the PNG government and PO's organisation is being merged with another department. These events have hindered the development of a final draft to be shared among APEC economies before a final version is submitted.
PPWE 04 2017A	Gender Smart Workplaces – Building and Promoting Workplace Health, Safety and Inclusivity to Enhance Women's Economic Participation and Productivity	Papua New Guinea	Oct 2017 to Dec 2018	Dec 2019	The additional few months is needed to complete work that was initiated by a consultant initially hired to finalize the Prototype through self-funding. The consultant has since passed away before completing the project. The PO have now taken on the task of delivering the Prototype. The project is 80 percent complete, and a larger team of five officers within the Department of Justice & Attorney General Gender Team have been brought on to complete this.
				Apr 2019	The development and publication of the project report is in progress and is expected to be completed by end April 2019,
SME 05 2017	APEC SME Business Ethics for the Construction-Engineering Sector: Building a Strong Future for SMEs	USA	Aug 2017 to Dec 2018	Dec 2019	Due to an internal transfer of the SMEWG portfolio at the organisation, preparations are taking longer than expected to execute the project. Additionally, a key private sector partner has left so the project planning team is developing new stakeholder relationships to engage the private sector in the project planning phase.
TEL 01 2017A	Earthquakes and Waterfloods Monitoring System with the Application of the Internet of Things (IoT)	Russia	Jul 2017 to Dec 2018	Jun 2019	Delay in finalized the project report due to late feedback received from TELWG members on questionnaire. There was also a vigorous and lengthy consultation process on the contents of the outputs. The final report is on track to be completed by End February 2019 and to be circulated to TELWG members for endorsement by March 2019. Secretariat has approved an extension to end June 2019 for any eventual delays in getting the final report endorsed, including sufficient time for payment of the

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					final milestone to the Contractor.
TWG 02 2017	Prospect Analysis for Sustainable Development of Tourism in Remote Areas of APEC Economies, Phase 1	Russia	Jan to Dec 2018	Dec 2019	Change in an economy participating in the Study as well deferment of the Workshop to be held before April 2019. The endorsement of the Final Report by TWG will also be undertaken later. All outputs are expected to be completed by August 2019.
CTI 09 2018T	Research on Promoting Trade in Services by SMEs and Women Entrepreneurs	Japan	Nov 2018 to Sep 2019	Jun 2020	This project aims to prepare an in-depth research report analyzing to what extent service trade liberalization can be achieved in education, environment, and real estate services sectors. While the "semi-final" report has been circulated for comments in September 2019, some member economies requested more time (till December 2019) to coordinate among experts across domestic agencies to validate survey results cited on the report. This has also affected the consultant's timeline in finalising the report for endorsement. PO has requested till June 2020 to complete the project.
ECSG 02 2018	Promoting the Participation of MSMEs in the Regional Market to Bridge the Digital Divide in APEC Economies	Viet Nam	Jan to Dec 2019	Apr 2020	Draft report circulated to members for comments. More time required by the contractor to incorporate members' comments and for completion of the report, including payment to the Contractor.
EWG 01 2018A	APEC Low-Carbon Model Town (LCMT) Project Dissemination Phase 2	Japan	Aug 2018 to Dec 2019	Feb 2020	The request to extend the project completion date is in anticipation that the review of the project report by EWG members will take longer due to the Christmas and New Year holiday period.
EWG 08 2018A	APEC Peer Review on Energy Efficiency (PREE) Phase 9	Japan	Nov 2019 to Dec 2019	Mar 2020	PO received multiple requests for further detail from the hosting economy regarding specific items in the draft PREE Phase 9 report. Contractor and PO require more time to engage with the experts and provide the hosting economy with the detail that they seek.

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EWG 09 2018A	APEC Best Practice Guidelines for Establishing and Enhancing Energy Efficiency Incentive (EEI) Schemes	Australia	Sep 2018 to Dec 2019	Nov 2020	The extension is sought because the project is no longer on schedule due to resourcing issues arising from changes in the structure of the government agency responsible for this project. The resulting staff movements included the loss of the project manager working under the project overseer and changes in key management personnel. These unavoidable and unforeseeable changes followed the recent NSW state elections, including a period of caretaker government prior to the election and change of Minister. Additional time has also been built into the proposal to allow for the workshops to align with the expected meeting dates of the EWG and/or other expert groups and to compensate for clashes in the timing of project deliverables against holiday periods in Australia.
EWG 10 2018	Low Emissions Development Strategies: Supporting the Transition to Energy Efficient, Electric Transport Systems	USA	Dec 2018 to Dec 2019	Apr 2020	Project two months behind schedule as the Request for Proposal and contracting processes was longer than anticipated. It was challenging to find three evaluators to assess the tender bids. PO was able to find two evaluators in a timely manner but it took longer to confirm for the 3 <sup>rd</sup> and last evaluator.
EWG 11 2018A	APEC Study on Small-Scale Shallow Draft Carriers and Floating Storage Regasification Units	USA	Nov 2018 to Nov 2019	Jan 2020	Contractor has completed the final draft Study as of 31 October 2019. PO requested extension to end January 2020 to enable the Contractor to incorporate any PO, PD and EWG comments of the final Study, inclusive of endorsement and incorporating any further revisions, by 8 January 2020.
EWG 14 2018A	Coordinating Standards for Cool Roof Testing and Performance	USA	Oct 2018 to Dec 2019	Aug 2020	Original schedule was due to a start start, followed by a much longer than anticipated Request for Proposals process. The winning bidder has been selected. The new project end date was chosen to give sufficient time to successfully complete the project, without requiring any further extensions. The PO will initially schedule bi-weekly conference calls at the beginning of project



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					activities to ensure a smooth start, followed by at least monthly progress checks to catch any issues as early as possible.
EWG 15 2018A	Technological Challenges and Opportunities to Supply Flexibility to Electric Systems	Chile	Nov 2018 to Sep 2019	Feb 2020	Workshop for both projects was implemented in Mid-October 2019 and the Project Summary Report was to be submitted following the workshop. However, work schedules were altered due to the civil unrest. Hence, there will be a delay in submitting the said report. PO will plan a work schedule to ensure completion of the task by December 2019 or February 2020 at the latest.
EWG 16 2018A	Distributed Energy Resources Regulation and Rate Design	Chile	Jan to Dec 2019	Feb 2020	
EWG 17 2018A	Lessons Learned from Promotion Mechanisms Focused on Boosting Energy Solutions in Remote Areas	Chile	Jan to Sep 2019	Feb 2020	The civil unrest in Santiago was close to the ministry's offices and it was too dangerous for ministry personnel to report for work. The disruption has impacted on the working hours. As a result of this, more time is required to complete the project summary report.
EWG 18 2018A	Enhancing Women's Empowerment in Energy Field: Mapping Energy Policies with Gender Perspective	Chinese Taipei	Jan to Dec 2019	Jan 2020	Project publication is plan to be completed by 22 November 2019. PO requested a one-month extension in the event the endorsement of the publication is delayed.
HWG 04 2018A	Capacity Building for Community-Based Long-Term Care Supported by High-Tech Low-Cost Resources	Mexico	Nov 2018 to Dec 2019	Feb 2020	The project team has been advancing with the revision of several documents from the involved economies. PO and team have been checking the most suitable persons within three economies and this has delayed some of the work programmed for the first semester of 2019, thereby delaying the other deliverables originally proposed, hence the request for an extension.
HWG 06 2018A	Regional Workshop on Lung Cancer Prevention and Control	China	Dec 2018	Mar 2020	The Project Report was received in late December 2019. More time required for the report to be reviewed by APEC Secretariat on nomenclatures, followed by seeking endorsement from the forum.

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PPFS 01 2018	Assessing and Stocktaking on Economy-Level Policies relating to Sustainable and Climate Resilient Agriculture, Fisheries, and Aquaculture – MYAP on Food Security and Climate Change	Papua New Guinea	Sep 2018 to Dec 2018	Dec 2020	PO unable to attend the Workshop which was scheduled to be held at SOM3 2019, and also could not appoint another person to take over on his behalf. The workshop is proposed to be held at SOM3 2020 and this will give the PO time to plan the implementation of the event.
PPFS 03 2018	APEC Women in Agriculture and Fisheries (WIAF): Workshop on Sharing Information on Best Practices and Policies on Women's Participation in Agriculture and Fisheries to Enhance Food Security and Sustainable Livelihoods in the APEC Region	Papua New Guinea	Aug 2018 to Jul 2019	Jun 2020	Change in Government as well as head of Ministries has affected stability of work environment that accumulated to unfinished and prolonged project completion. PO request more time to complete the project.
PPWE 01 2018	APEC GIFTS A+: Promoting Gender Inclusion in Smart Agriculture (GIFTS: Gendered Innovation for Technology and Science)	Chinese Taipei	Apr 2018 to Dec 2019	Jun 2020	The contract signing of the animated toolkit between the contractor and the APEC Secretariat was postponed due to administrative processes, hence the production started in October 2019. PO requested more time to complete the animated toolkit.
SME 07 2018A	Capacity Building Workshop Series on APEC e-Instruments Utilisation: Capacity Building Workshop Series 1 on APEC MSMEs Marketplace Utilisation	Russia	Jan to Dec 2019	Jun 2020	The Project Report for both projects was received in late December 2019. More time required for reports to be reviewed by APEC Secretariat on nomenclatures, followed by seeking endorsement from the forum.

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SME 08 2018A	APEC Financing Opportunities Fair for Women-Led MSMEs	Russia and Chinese Taipei	Nov 2018 to Dec 2019	Jun 2020	
SME 11 2018A	Program of Supporting Women in Starting Online Businesses	Viet Nam	Feb to Nov 2019	Feb 2020	PO has submitted the Survey Analysis Report and Policy Recommendation Report which is required to be reviewed by the Secretariat before endorsement by the forum. Extension requested by the Secretariat for this purpose, including time for payment to the Contractor.
TEL 01 2018	Recommendations for Implementation of Smart Sustainable City (SSC) ICT Infrastructure in APEC Region	Viet Nam	Sep 2018 to Dec 2019	Jun 2020	PO originally planned for APEC-funded workshop to be held alongside TEL59, which was to be at SOM2 2019. However, TELWG members were informed that TEL59 will be held at SOM1 2019 instead. Due to this and given the short timeframe for a number of administrative issues to be sorted in preparation for the Workshop, PO decided to hold the Workshop alongside TEL60. The host for TEL60 will be Korea during the second half of the year. The exact month of the TEL60 will be confirmed during SOM1 2019.