



**Asia-Pacific
Economic Cooperation**

2020/SOM1/BMC/008

Agenda Item: 7.5

BMC Small Working Group on Project Management and Funding - Terms of Reference

Purpose: Consideration

Submitted by: Korea



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

**Budget and Management Committee
Small Working Group on Project Management and Funding**

Terms of Reference

I. Background

1. At BMC2 (2019), as part of the discussions on Agenda item 5 (Project Management and Funding), the Secretariat presented several documents, including the independent ex-post evaluation of the APEC Multi-Year Project (MYP). The primary recommendation of the ex-post evaluation was that 'MYPs be made a permanent part of the APEC project portfolio, alongside the standard project format'. The Secretariat supported this recommendation.
2. While BMC noted the ex-post evaluation and its recommendations, and the Secretariat recommendations in response, it did not reach a final decision. However, BMC agreed to create a Small Working Group (SWG) to examine the possible establishment of MYPs as a project modality for APEC-funded projects, as well as other project selection, management and funding issues on the agenda.
3. The BMC Terms of Reference state that BMC may form small working groups with a defined mandate and timeframe, to advance particular issues within the BMC mandate.

II. Roles and Functions

4. The SWG is tasked by the BMC to:
 - i. For MYP issues:
 - a. Assess the recommendations from the evaluation and the Secretariat recommendations in response;
 - b. Develop a concept paper (no more than 5 pages) that outlines the attributes, framework and implementation plan in relation to the MYPs as proposed for APEC, for approval by BMC; and
 - c. Subject to the approval of the concept paper, develop terms of reference for a full and comprehensive design process, in consultation with relevant stakeholders, for approval by BMC and SOM.
 - ii. For the project selection process and other project management and funding issues:
 - a. Assess the 2017 Revised Project Selection Process, taking into account the Project Management Unit Evaluation Report of the 2017 Revised Project Selection Process (2019/SOM3/BMC2/015);
 - b. Develop a paper that provides necessary recommendations to further enhance the transparency and effectiveness of this process, for approval by BMC; and
 - c. Subject to the approval of the paper, provide strategic advice to the BMC in implementing the aforementioned recommendations.
5. The SWG Chair shall submit the paper to BMC:

- i. For MYP issues: no later than BMC2, 2020.
- ii. For the project selection process and other project management and funding issues agreed by BMC: no later than BMC1, 2021.

III. Decision Making

6. Documentation available to the SWG will also be circulated to the BMC for consideration. All decisions and/or recommendations to be taken by the SWG will be taken by consensus.

IV. Chairmanship and Membership

7. The SWG will be led by a Chair, represented by an economy to be selected and endorsed by the BMC by consensus. The SWG is open to membership from BMC members and interested members of the SOM Steering Group on Economic and Technical Cooperation (SCE), Committee on Trade and Investment (CTI) and Economic Committee (EC), until its mandate ceases.

V. Frequency of Meetings

8. The SWG will hold regular meetings in conjunction with the BMC meetings. The SWG will also progress work intersessionally as needed.

VI. Role of the APEC Secretariat

9. The APEC Secretariat will provide the necessary support for the effective functioning of the SWG. It will also implement or monitor the implementation of the SWG's recommendations as approved by BMC, and SOM as required.

VII. Review

10. The SWG terms of reference will be subject to review by the BMC as and when necessary, and by consensus.

VIII. Sunset Clause

11. Unless otherwise agreed by the BMC, the mandate of the SWG shall cease on the day after the second BMC meeting in 2022.

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