



**Asia-Pacific
Economic Cooperation**

2021/SOM1/BMC/002

Agenda Item: 5

2021 Budget and Management Committee Work Plan

Purpose: Consideration
Submitted by: BMC Chair



**First Budget and Management Committee
Meeting
2 March 2021**

2021 Budget and Management Committee Work Plan

According to the terms of reference of the Budget and Management Committee (BMC) last updated in 2017 and approved by Senior Officials (Annex C to 2018/SOM1/015), BMC's mandate is to "advise the SOM and make recommendations to it on matters concerning APEC's budgets, administration, management and operations, including project management".

2. Last year, significant progress was made by BMC on a substantial work program. The key items to be implemented in 2021 as agreed by BMC include:

- Promote capacity building efforts and initiatives, and encourage more contributions, especially untied contributions;
- Continue monitoring the implementation of the Secretariat's Process Modernisation Initiative;
- Continue monitoring the planning and implementation of the Secretariat's Human Resources Review and
- Continue improving and streamlining APEC governance.

3. To take forward the achievements of BMC and the priorities identified by Senior Officials last year, a detailed 2021 work plan of BMC is proposed at Annex. In addition to the tasks identified above, BMC shall continue to:

- Provide oversight of the budgetary position and the financial processes of APEC, including reviewing the Secretariat's administrative budget, and evaluating its proposals in relation to APEC's administrative and operational efficiency; and
- Oversee the effective project management by the Secretariat which focus on improving quality and impact of APEC projects, including reviewing and approving project funding applications proposed by APEC fora, and evaluating the Secretariat's analytical reports on monitoring and evaluation of projects.

Recommendation

4. BMC is invited to consider and endorse the proposed 2021 BMC work plan at Annex.

2021 BMC Chair
February 2021

BMC Work Plan 2021

Work Program	Action Required	Lead	Timeline
Ensuring an accountable, effective and efficient Secretariat	<ul style="list-style-type: none"> Review the Secretariat's proposed administrative budget for 2022-24 and its fixed asset replacement program, and recommend to CSOM for ministerial approval of the following year's budget and the corresponding contributions by Member Economies; 	BMC / Secretariat	BMC2 to CSOM, 2021
	<ul style="list-style-type: none"> Evaluate any other Secretariat proposals, give advice to the Secretariat (process issues) and make recommendations to SOM (substantive issues) on measures for improving APEC's administrative and operational efficiency, including in relation to financial management, Secretariat staffing and IT systems; 	BMC / Secretariat	Ongoing
	<ul style="list-style-type: none"> Review the BMC-approved investment policy statement and the Secretariat's investment strategy on an annual basis; 	BMC / Secretariat	Ongoing (intersessionally)
	<ul style="list-style-type: none"> Review the 2022 Secretariat Effective Action Plan; 	BMC / Secretariat	BMC2, 2021
	<ul style="list-style-type: none"> Monitor the implementation of the Secretariat's Process Modernisation Initiative; and 	BMC / Secretariat	Ongoing
	<ul style="list-style-type: none"> Monitor the planning and implementation of the Secretariat's Human Resources Review. 	BMC / Secretariat	Ongoing
Supporting an Effective APEC	<ul style="list-style-type: none"> Provide inputs into the Committee sub-fora assessment process, where necessary. 	BMC	Ongoing
The APEC Putrajaya Vision 2040	<ul style="list-style-type: none"> Provide inputs into the implementation plan of the APEC Putrajaya Vision 2040, where necessary. 	BMC	Ongoing
Enhancing Project Management Effectiveness			
i) Project Selection and Approval	<ul style="list-style-type: none"> Oversee the transparent selection and approval of APEC projects for funding and administer two project approval sessions following the processes and procedures in the Guidebook on APEC Projects. 	BMC / Secretariat	Project sessions commence March and June 2021

Work Program	Action Required	Lead	Timeline
ii) Project Implementation and Completion	<ul style="list-style-type: none"> Undertake an annual collective review and evaluation of project Monitoring and Completion Reports for APEC-funded Projects. 	BMC / Secretariat	Between November and December 2021
iii) Project Evaluation	<ul style="list-style-type: none"> Review the recommendations in response to the 2019 Longer-Term Evaluation of APEC Projects and monitor the implementation of recommendations as approved; and Undertake the annual Longer-Term Evaluation of APEC-funded Projects and provide an analytical report. 	BMC / Secretariat	BMC2, 2021
iv) Project Funding	<ul style="list-style-type: none"> Plan and implement a 2021 aspirational target for untied voluntary contributions from Member Economies to the APEC Support Fund (ASF) General Fund and the Trade and Investment Liberalization and Facilitation Fund (TILF); and Implement the BMC-approved mechanism to transfer the Secretariat Account reserve to the General Project Account (GPA). 	BMC / Secretariat	BMC1 to SOM, 2021
v) Small Working Group on Project Management and Funding	<ul style="list-style-type: none"> With the support from the Secretariat, the Small Working Group will continue to discuss the possible areas for further enhancing the project selection process as well as other project management and funding issues. 	BMC / Secretariat	Ongoing