



**Asia-Pacific
Economic Cooperation**

2021/SOM3/BMC/006

Agenda Item: 4.5

Update on Key Staffing Issues

Purpose: Information

Submitted by: APEC Secretariat



**Second Budget and Management
Committee Meeting
27-28 August 2021**

Update on Key Staffing Issues

Objective

1. The objective of this paper is to update BMC on the key staffing issues between August 2020 and August 2021.

Staffing

2. As at August 2021, the Secretariat's staff strength stands at 70 compared to 72 during the last update in August 2020. The gender composition of the Secretariat stands at 30 [43%] males and 40 [57%] females. Among the Directors and ED, 9 are female and 17 are male.

3. Member economies have continued to expeditiously fill vacated posts and since August 2020, the following changes in seconded staff have taken place:

Economies	Arrivals	Departures
Australia	Averil Besier Director (Project Management) / 11 January 2021	Daniel Simson Director (Project Management) / 24 December 2020
Australia	Felicity Hammond Director (Program) / 10 March 2021	Chau Chung-Linh Director (Program) / 16 January 2021
Brunei Darussalam	Ardina Md Agus Din Director (Human Resource) / 4 January 2021	-
Canada	-	Bernard Li Director (Program) / 29 July 2021
Hong Kong, China	Joanna Tsui Man Yee Director (Finance) / 14 September 2020	Sylvester Wong Director (Finance) / 23 September 2020
Japan	Takuo Miyazaki Director (Program) / 1 July 2021	Tetsuya Shimokawa Director (Program) / 29 July 2021
Korea	Lee Min-Kyong Director (Program) / 17 November 2020	Lee Kyoo-Ho Director (Program) / 23 October 2020
New Zealand	Adam Edwards Host Economy Representative / 17 November 2020	-
Philippines	Teddy Pavon Director (Program) / 19 April 2021	Joyce Camacho Director (Program) / 23 January 2021
Russia	Kirill Makhrin Director (Program) / 5 October 2020	Pavel Bronikov Director (Program) / 1 October 2020
Singapore	Benjamin Tan Director (Program) / 4 January 2021	Adrian Cheng Director (Program) / 26 December 2020
Chinese Taipei	Aurora Tsai Director (Program) / 11 August 2021	Johnny Lin Director (Program) / 23 July 2021
Chinese Taipei	Stephanie Chou Assistant Human Resource Executive / 7 August 2021	-
Viet Nam	Pham Tu Uyen Director (Program) / 10 June 2021	Pham Hoang Tung Director (Program) / 6 June 2021

4. Apart from Directors, there are 35 support staff comprising 9 Program Executives, 7 Communications and Public Affairs Unit staff, 5 Finance Unit staff, 4 Administration Unit Staff, 4 Project Management Unit Staff, 3 IT Unit staff, 2 Executive Office staff and 1 Human Resource Staff. The division are as follows: -

Unit	No of Staff	Female	Male
Project Executive	9	9	
Communications & Public Affairs Unit	7	4	3
Finance	5	4	1
Administration	4	2	2
Project Management	4	4	
Information Technology	3	1	2
Executive Director Office	2	2	
Human Resource	1	1	
Total	35	27	8

Retirement and Resigned

5. Mr Rahmatullah s/o Samsudden, Office Assistant, retired on 25th May 2021. Ms Sandra Koh, Receptionist will be retiring on 25th August 2021. There are currently no plans to fill in the posts.

6. Ms Daphney Chew, Program Executive resigned on 7th July 2021 and Ms Beh Jia Hui, Program Executive resigned on 11th July 2021. Two new Program Executives have been recruited to fill in the posts. Ms Dwi Prameswari joined the Secretariat on 7th July 2021 and Ms Estella Ho joined on 21st July 2021.

Strengthening the Secretariat

7. The Secretariat, initiated a comprehensive HR review in February 2020. The review included salary benchmarking and performance management. US-SEGA funded this review by engaging a HR consultant to undertake the review which was completed in August 2020. Please refer to the separate report by the HR Unit on the HR review recommendations updates.

Training and Development

8. Users training for the new Performance Appraisal were carried out with individual Units throughout the Performance appraisal period. In house training by the Project Management Unit and the Communications & Public Affairs Unit were also carried out for Program Directors and Program Executives.

External Support

9. The Secretariat has housed the team from the US Support for Economic Growth in Asia (US-SEGA) project that replaced the US-APEC Technical Assistance to Advance Regional Integration (US-ATAARI) project with effect from January 2019. The Secretariat also continues to benefit from the Australian Government Effectiveness Grant which funds the hiring of one full-time staff of the Project Management Unit.

BMC's Action

10. That BMC notes progress and advises on views.