Asia-Pacific
Economic Cooperation

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2021/SOM2/CTI/015
Agenda Item: XII.a

Project Management Update

Purpose: Information
Submitted by: APEC Secretariat

NEW ZEALAND
APEC 2021
ASIA-PACIFIC ECONOMIC
COOPERATION 2021

**Second Committee on Trade and
Investment Meeting
25-27 May 2021**

Project Management Update

APEC Secretariat

May 2021
SOM 2 & Related Meetings

Advancing Free Trade
for Asia-Pacific **Prosperity**

PROJECT SESSION 1, 2021
Outcomes and Updated schedule

Total number of Concept Notes submitted	63*
Number of Concept Notes approved in-principle by BMC	48

*1 project determined ineligible

Project Session 1 2021 Schedule		
Concept Note Selection Outcome	6 May	➤ POs have received advice of the outcome of PS 1 ➤ Successful POs commence preparation of their Project Proposal
Submit Project Proposal	3 June	Successful CNs from PS 1 must submit elaborated Project Proposals (PPs) to the Secretariat by this date
BMC Approval of Project Proposals	June onwards	Final BMC approval will be sought for those PPs that have passed the Secretariat's quality assessment process and been endorsed by their forum.

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PROJECT SESSION 2, 2021
Dates to remember

Internal Submission Deadline	28 June	➤ **Submit Concept Note to Program Director (PD) by this date** ➤ **Some PDs may set earlier deadlines** ➤ **Minimum co-sponsors agreed by this deadline** ➤ **Check with PDs if more than 2 co-sponsors are required for your forum or Sub-Fund** ➤ **Endorsement of Concept Notes commences**
Final Submission Deadline	12 July	➤ PDs submit endorsed Concept Notes to PMU by this date ➤ Responsible APEC Fora assess eligibility and score Concept Notes ➤ BMC makes final in-principle approvals
Concept Note Selection Outcome	12 August	➤ POs receive advice of outcome ➤ Successful POs commence preparation of their Project Proposal
Submit Project Proposal	9 September	Must submit to Secretariat by this date
BMC Approval of Project Proposals	September onwards	Final BMC approval, subject to forum endorsement and satisfactory Secretariat quality assessment

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Project Quality
Reminders to all APEC fora

- Important to ensure all APEC fora uphold the quality of projects by ensuring Concept Notes are of high quality.

- Our forum responsibilities are to:

  ➢ <u>Review</u> thoroughly and endorse Concept Notes against an agreed set of forum-level assessment criteria

  ➢ Ensure proposed projects <u>align</u> closely with your forum's annual work plan, strategic plans and the broader strategic and policy priorities of APEC

  ➢ Ensure that Project Overseers (POs) submit <u>monitoring and completion reports on time</u>.

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Project planning in 2021
Virtual events preferred

- COVID restrictions continue to impact project design and delivery in 2021

  ➤ Many projects from Project Session 2 2020 have been delayed or changed to virtual format. This has caused delays in the Secretariat's project cycle.

  ➤ Strongly recommend POs <u>plan virtual events in 2021</u>, rather than physical ones

  ➤ If a PO decides to change the event format from physical to virtual, the Secretariat requests they notify their Program Director four months ahead of the event.

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Project planning in 2021

Budgeting for virtual and hybrid events

- As a general principle, <u>it is expected that delivering virtual or hybrid events will cost less to hold than a physical event</u>.

- APEC funds can be used to pay for costs associated with Virtual Meeting Platforms (VMPs); any contracted inputs such as specialists to assist with the staging and logistics of the event; and ICT accessibility needs for travel-eligible participants, on a case-by-case basis.

- 2021 host New Zealand has made a VMP available for virtual project events, and we encourage POs to explore using it, to reduce project costs.

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RESOURCES

PMU is delivering online training during SOM2 (on Wednesday 19 May) on: 'Project Cycle Overview and Developing Quality Concept Notes & Project Proposals'.

Other resources:

Visit the **PO Toolkit** page on the APEC website: **https://www.apec.org/Projects/Forms-and-Resources**

Visit the **Project Quality: Training and Guidance** page: **https://www.apec.org/Projects/Project-Quality-Training-and-Guidance**

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