Project Management Update

Purpose: Information
Submitted by: APEC Secretariat
Project Management Update
APEC Secretariat

May 2021
SOM 2 & Related Meetings
# PROJECT SESSION 1, 2021

Outcomes and Updated schedule

## Total number of Concept Notes submitted

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<tbody>
<tr>
<td>Total number of Concept Notes submitted</td>
<td>63*</td>
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<tr>
<td>Number of Concept Notes approved in-principle by BMC</td>
<td>48</td>
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*1 project determined ineligible

## Project Session 1 2021 Schedule

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<tr>
<td><strong>Concept Note Selection Outcome</strong></td>
<td>6 May</td>
</tr>
<tr>
<td></td>
<td>✓</td>
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<tr>
<td>POs have received advice of the outcome of PS 1</td>
<td></td>
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<tr>
<td>Successful POs commence preparation of their Project Proposal</td>
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<tr>
<td><strong>Submit Project Proposal</strong></td>
<td>3 June</td>
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<tr>
<td><strong>BMC Approval of Project Proposals</strong></td>
<td>June onwards</td>
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# PROJECT SESSION 2, 2021

## Dates to remember

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<tr>
<th>Milestone</th>
<th>Date</th>
<th>Description</th>
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| **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 |
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:
  ➢ Review thoroughly and endorse Concept Notes against an agreed set of forum-level assessment criteria
  ➢ Ensure proposed projects align 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 monitoring and completion reports on time.
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 plan virtual events in 2021, 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.
Project planning in 2021
Budgeting for virtual and hybrid events

• As a general principle, it is expected that delivering virtual or hybrid events will cost less to hold than a physical event.

• 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.
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