



**Asia-Pacific
Economic Cooperation**

2016/SOM1/CTI/046

Agenda Item: 13.3

Project Management Update

Purpose: Information

Submitted by: APEC Secretariat



**First Committee on Trade and Investment Meeting
Lima, Peru
28-29 February 2016**



Asia-Pacific
Economic Cooperation

Advancing
Free Trade for Asia-Pacific
Prosperity


Project Management Update

SOM1 & Related Meetings, Feb & Mar 2016

Prepared by
APEC Project Management Unit

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PROJECT OVERVIEW: Projects funded in S2 2015




Asia-Pacific
Economic Cooperation

Number of Projects Requesting Funding	102
Value of Projects Requesting Funding	\$12,379,884
Number of Projects Approved	37

- All figures are USD

PROJECT OVERVIEW:

Fund Availability – S1 2016




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Project Fund	Session 1, 2016 (US \$)
General Project Account (GPA)	\$975,000
Trade & Investment Liberalization and Facilitation Account (TILF)	\$440,000
APEC Support Fund (ASF) General Fund	\$1,085,000
ASF Sub-funds	
(i) Human Security	\$298,000
(ii) Health & Emergency Preparedness	\$128,000
(iii) Energy Efficiency	\$2,052,000
(iv) Supply Chain Connectivity	\$769,000
(v) Mining	\$449,000
(vi) Free Trade of Asia/Pacific & Global Value Chains	\$588,000
(vii) Innovative Devlpmnt, Econ Reform & Growth	\$392,000
(viii) Connectivity	\$294,000
Total GPA+TILF+ASF	\$7,470,000

To Note:

- *Figures are estimates as of 25 January 2016*
- *Updated estimates are based on contributions received, funds dispersed and monies returned;*
- *Figures and availability for 2016 will also be available on the APEC website*
- *All Figures are in USD*

IMPORTANT RECENT INFORMATION:



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Important information since BMC 2, 2015 includes:


Additional sub-funds:

- Three new sub-funds have been established by China. These focus on:
 - FTAAP and GVCs
 - Innovative Development, Economic Reform and Growth (IERG)
 - Connectivity

Criteria for Accessing Sub-Funds

- Specific eligibility criteria and application processes for all sub-funds are available on the APEC Website:
<http://www.apec.org/Projects/Funding-Sources.aspx>

APPROVAL PROCESS: 2016– Dates and Deadlines



Session 1: Concept Notes are due March 7.

For approved Concept Notes, Session 1, Proposals will be due:


- May 12 for May 25 approval; or
- May 23 for June 10 approval; or
- June 3 for June 30 approval

(Deadlines expired midnight, Singapore time. All dates and details subject to change)

Dates are available on the APEC website: <http://www.apec.org/Projects/Applying-for-Funds.aspx>

Sessions 2, 2016: Commences 22 June.

APPROVAL PROCESS: How are projects approved?



Forum endorses and scores Concept Notes (/20) using Scoring Template

↓

Members assess eligibility of Concept notes for ASF sub-funds

↓

Committees score Concept Notes (/40) using Scoring Template

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Concept notes matched to available funding, starting with the highest scores,
BMC approves these Concept Notes for development into Project Proposals

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Project Proposals assessed for quality by Forum and APEC Secretariat

↓

Proposals recommended to BMC (projects >US\$200,000 require SOM approval)

APPROVAL PROCESS: In the Case of CTI Projects



- **Internal deadline** for concept note Submission - **7 March**.
(Those submitted after 7 March will not be taken into account.)
- Endorsement and scoring of Concept Notes (By **17 March**).
- CTI members to decide eligibility of concept notes for the following ASF sub-funds (**18 March**).
 - FTAAP and GVCs
 - Supply Chain Connectivity
 (Including **ALL CNs** applying for these funds (CTI + Other Fora))
- The deadline for the submission of final concept notes to PMU is **31 March**

PROJECT REQUIREMENTS: Monitoring and Completion Reports



Monitoring Reports (MRs):

- Monitoring reports are due every 6 months on 1 February and 1 August

Completion Reports (CRs):

- Completion reports are due within 2 months of the project's completion

Requirements:


- Report templates can be found at <http://www.apec.org/Projects/Forms-and-Resources.aspx>

Failure to submit MRs or CRs:

- POs with outstanding MRs are ineligible to submit new Concept Notes or have any proposal approved until all overdue reports are submitted.
- Any APEC forum whose project has not submitted a CR is ineligible to submit new Concept Notes or have any full proposal approved until all overdue reports are submitted.

CONCEPT NOTES:


Key advice



- **Follow all guidelines:**
 - Meet the submission deadline
 - 3-page maximum
 - At least 2 co-sponsoring economies (6 for HRD)
 - Link project to 2016 APEC Funding Criteria
 - Ensure project end date is by December of the following year
 - Use most current form, found on APEC website, project link
 - Follow all guidelines in Guidebook
- **Ensure your economy participates in the scoring of Concept Notes**

PROJECT RESOURCES:

Forms & resources at <http://www.apec.org/Projects/Forms-and-Resources.aspx>



- Project Guidebook**
 - Guidebook on APEC Projects (11th Edition) - June 2015
- Forms for Applicants**
 - Concept Note Template - BMC1 2015
 - Project Proposal Template - BMC1 2015
 - APEC Self-Funded Project Proposal Coversheet - BMC2 2012
 - QAF - Quality Assessment Framework - BMC1 2015
- Resources for Applicants**
 - Funding Criteria for all APEC Funded Projects in 2016
 - Project Quality Training Materials - BMC2 2015
 - Concept Note Development Materials - 14 Aug 2015
 - Project Proposal Development Materials - 14 Aug 2015
 - Quality Criteria for Assessing APEC Projects - BMC1 2015
 - Guide on Gender Criteria
 - Applying for APEC Funds Overview - BMC1 2015
 - APEC Guidelines on Conducting Capacity Building - BMC1 2015
- Forms and Resources for Projects in Implementation**
 - Monitoring Report Template - BMC1 2015
 - Multi-year Project December Monitoring Report Template
 - Completion Report Template (BMC1 2015)
 - APEC Project Evaluation Survey Template - BMC1 2014
 - Sample Tracer Evaluation Form
 - Per Diem and Attendance Certification (*Word Format*)
 - Travel Undertaking Template - Reimbursement
 - Travel Undertaking Template - Advance Payment

PROJECT RESOURCES: Further assistance



Further assistance on projects can be found:

- Through the APEC Secretariat, via your Program Director or the Project Management Unit:
 - Program Directors: <http://www.apec.org/ContactUs.aspx?t=Secretariat>
 - PMU Program Director, Andrew R Lloyd: arl14@apec.org
- In the *Guidebook on APEC Projects and Proposal Development Materials*:
 - <http://www.apec.org/Projects/Forms-and-Resources.aspx>
- On the *AIMP Project Database* site:
 - http://member.aimp.apec.org/pdb_sites/default.aspx
- Through your BMC or fora delegate