



**Asia-Pacific  
Economic Cooperation**

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**2019/SOM1/ECSG/003**

Agenda Item: 6

## **APEC Secretariat Updates**

Purpose: Information

Submitted by: APEC Secretariat



**39<sup>th</sup> Electronic Commerce Steering Group Meeting  
Santiago, Chile  
28 February 2019**



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# APEC Secretariat Updates

Adrian Cheng  
Program Director, ECSG

ECSG and Related Meetings, 26-28 Feb 2019  
SOM 1 & Related Meetings, Feb – Mar 2019



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# APEC Chile 2019

- Theme: ***“Connecting People, Building the Future”***
- Policy Priorities
  - i) Digital Society***
  - ii) Integration 4.0***
  - iii) Women, SMEs and Inclusive Growth***
  - iv) Sustainable Growth***

For more details: [2018/ISOM/005rev1/006rev1/007rev1/008/011](#)

## APEC 2019 SOM CHAIR

Director for Multilateral Economic Affairs  
General Directorate for International Economic  
Affairs, Ministry of Foreign Affairs  
Mr Mathias Francke



## Chile Senior Official

International Adviser  
Cabinet of the President of Chile  
Mr Benjamin Salas



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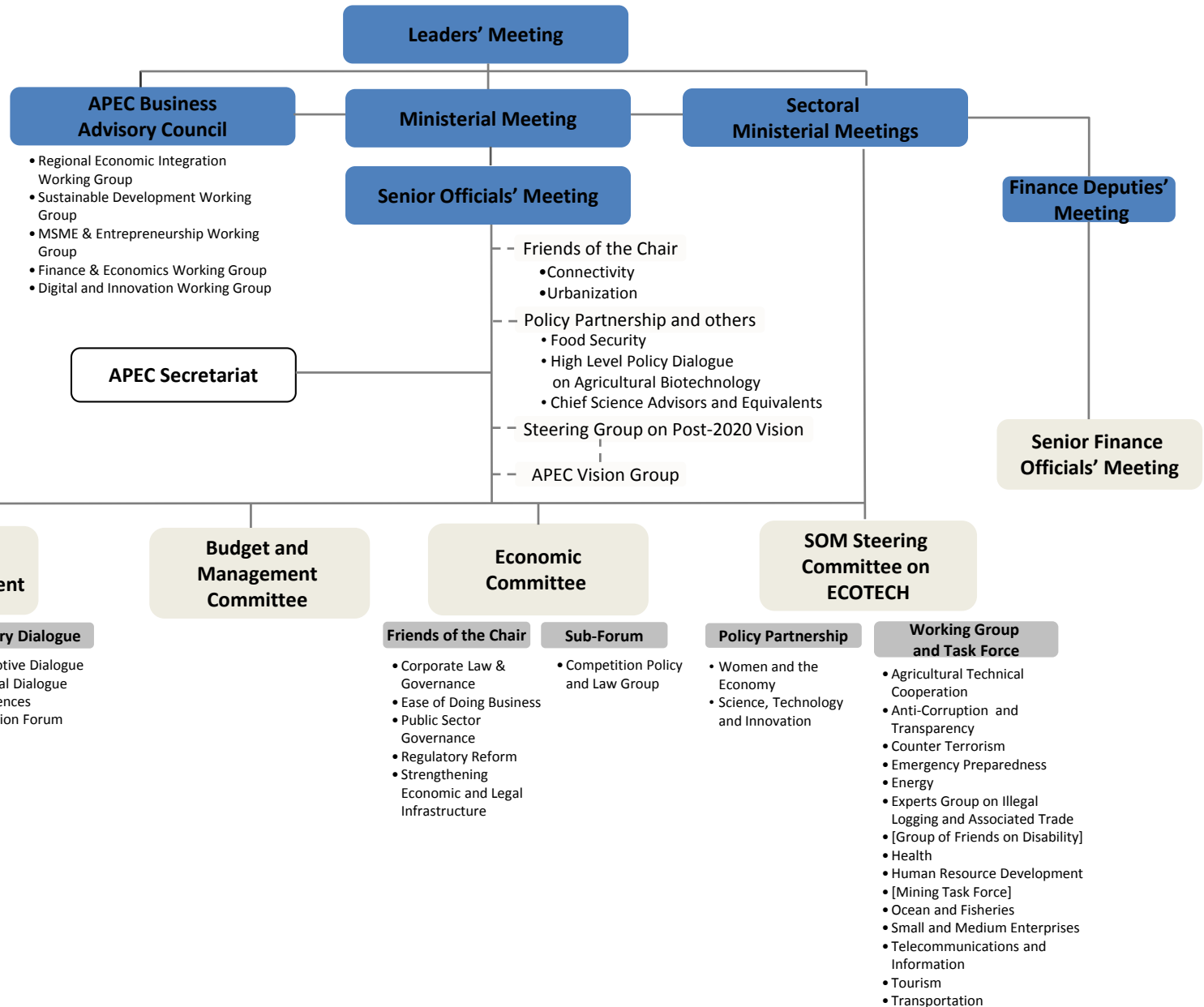


# Key Meeting Dates of APEC 2019

<b>First Senior Officials' Meeting (SOM1) and Related Meetings</b>	<b>23 February - 8 March 2019</b>	<b>Santiago</b>
Finance and Central Bank Deputies' Meeting	7-8 March 2019	Santiago
<b>Second Senior Officials' Meeting (SOM2) and Related Meetings</b>	3-15 May 2019	Valparaíso-Viña del Mar
APEC Study Centers Consortium Meeting	6 May 2019	Valparaíso-Viña del Mar
PECC Meeting	8 May 2019	Valparaíso-Viña del Mar
First Senior Finance Officials' Meeting (SFOM)	14-15 May 2019	Valparaíso-Viña del Mar
Ministers Responsible for Trade Meeting (MRT)	17-18 May 2019	Valparaíso-Viña del Mar
<b>Third Senior Officials' Meeting (SOM3) and Related Meetings</b>	<b>17-30 August 2019</b>	<b>Puerto Varas</b>
Agriculture Ministerial Meeting (Food Security Week)	17-24 August 2019	Puerto Varas
SME Week: SMEWG; High Level Dialogue on Digital and Innovation; and SME Ministerial Meeting	2-6 September 2019	Concepción
Women Ministerial Meeting & Women and the Economy Forum (WEF)	30 September-05 October 2019	La Serena
Second Senior Finance Officials' Meeting (SFOM)	13 October 2019	Santiago
Finance and Central Bank Deputies' Meeting	14 October 2019	Santiago
Finance Ministers' Meeting – (FMM)	14-15 October 2019	Santiago
Concluding Senior Officials' Meeting (CSOM)	11-12 November 2019	Santiago
APEC Ministerial Meeting (AMM)	13-14 November 2019	Santiago
APEC CEO Summit	14-16 November 2019	Santiago
APEC Business Advisory Council (ABAC) Dialogue with APEC Economic Leaders	16 November 2019	Santiago
Leaders' Dinner	16 November 2019	Santiago

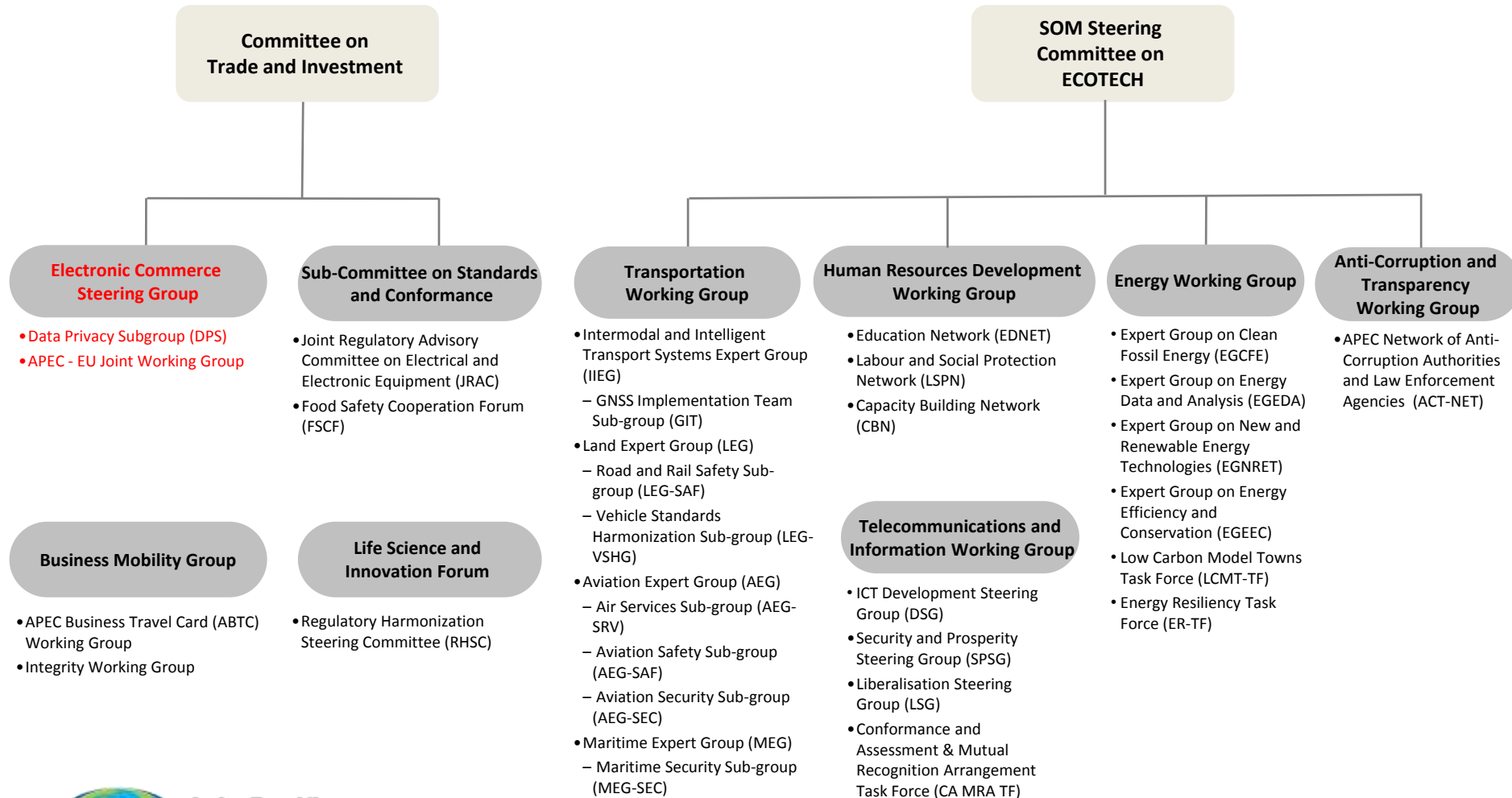


# ASIA-PACIFIC ECONOMIC COOPERATION



\* In addition to the above, a number of sub fora exist as part of the APEC Structure that are not reflected in the chart.

## SUBSIDIARY BODIES OF APEC SUB-FORA



# Key Outcomes and Action Items from APEC 2018 since 38<sup>th</sup> ECSG Meeting

## ECSG ONGOING WORK

- ❖ **Enhancement of CBPR website**
  - Contractor has delivered the revamped website
  
- ❖ **Administration and Accountability Study Group (AASG)**
  - Conference call held on 18 December 2018 with updates from member economies present, CPEA administrator, Accountability Agents and ECSG guest organizations



# Key Documents APEC 2018 relevant to ECSG

1. The Chair's Era Kone Statement (2018/AELM/STMT)
  - a. APEC Action Agenda for the Digital Economy (Annex A) (2018/AELM/STMT/Anxa)
2. Recommendations on Governance of the Implementation of the APEC Internet and Digital Economy Roadmap (2018/CSOM/019)







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# Project Update

Project Management Unit  
APEC Secretariat

February-March 2019  
SOM 1 & Related Meetings



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# PROJECT SESSION 2, 2018

## Overall Outcomes

Number of Concept Notes submitted	114*
Number of projects approved	46
Approval rate	40%
Average approval rate (5 years)	40%
*includes 1 ineligible.	



# PROJECT SESSION 2, 2018

## Our Outcome

This table shows the Project Session 2, 2018 outcome for ECSG:

Project Number	Title
ECSG 01 2018	APEC Cross-Border Privacy Rules System Fostering Accountability Agent Participation for Participants, Developing Economies, and MSMEs Benefit Workshop (United States)
ECSG 02 2018	Promoting the Participation of MSMEs in the Regional Market to Bridge the Digital Divide in APEC Economies (Viet Nam)
ECSG 03 2018A	Promoting Consumer Protection in Digital Trade: Challenges and Opportunities (Republic of Korea)



# PROJECT SESSION 1, 2019

## Dates

### **12 March: Internal Submission Deadline**

- Must submit your Concept Note to your Program Director for the endorsement phase.
- Must have the minimum co-sponsors in place by 12 March (this is 2 - except it is 5 for HRDWG projects, and it is 4 for projects applying ASF EELCM). More may be added during endorsement phase.

### **22 March: Final Submission Deadline**

- Endorsed Concept Notes must be submitted to PMU, for distribution to the Responsible APEC Fora for eligibility assessment and scoring between 27 March and 10 April, and BMC between 15-18 April.

### **22 April: POs receive advice of Concept Note selection outcome**

### **20 May: Project Proposals due to Secretariat**

### **June/July: Project Proposals approved by BMC**

- subject to forum endorsement and Secretariat quality assessment



# PROJECT SESSION 1, 2019

## Fund Availability

Project Fund	Project Session 1, 2019
General Project Account (GPA)	\$1,170,000
Trade & Investment Liberalisation and Facilitation Account (TILF)	\$845,610
APEC Support Fund (ASF) General Fund	\$1,414,320
<b>ASF Sub-funds</b>	
Human Security	\$252,134
Energy Efficiency and Low Carbon Measures	\$1,266,190
Supply Chain Connectivity	\$668,309
Mining	TBC
Free Trade Area of the Asia-Pacific and Global Value Chains	\$669,008
Innovative Development, Economic Reform and Growth	\$316,702
Connectivity	\$493,098
Micro, Small and Medium Enterprises	\$134,604
Renewed APEC Agenda on Structural Reform (RAASR)	\$434,946
Women and the Economy	\$350,400
Economic Development in Remote Areas	\$492,393
<b>Total Amount Available (GPA+TILF+ASF+Sub-Funds)</b>	<b>\$8,507,716</b>



# PROJECT APPROVAL PROCESS

## In a Flow Diagram

After the *Internal Submission Deadline*: Fora endorse Concept Notes (CNs). Some fora do this earlier. Must have minimum co-sponsors.



After the *Final Submission Deadline*: Endorsed CNs are sent to the APEC forum responsible for the APEC funding source, to assess against the specific eligibility requirements of the funding source, and then score eligible CNs. Each economy in the forum uses the APEC Scoring Template.



All the Scoring Templates are returned to the Secretariat by the deadline provided. The Secretariat averages the scores provided by each economy for each eligible CN. Ineligible concepts can re-apply next round.



The Secretariat recommends to BMC which CNs can be funded, based on order of scores (highest to lowest) and with consideration to the total amount that is available in the fund.



CNs that are approved 'in-principle' by BMC are developed into Project Proposals.

# PROJECT UPDATES

## Key Information

- The latest edition (Ed.13) **Guidebook on APEC Projects** was released last November. Please make sure you are familiar with the updated Concept Note and Project Proposal templates and use the right versions when applying for funding in 2019. You will find detailed guidance in relation to all 2019 changes on the APEC website.
- When completing the Concept Note in 2019, a good tip is to prepare your answers (in advance) to the questions on *Outputs*, *Outcomes* and *Monitoring & Evaluation* in the Project Proposal. This will strengthen the presentation of your concept and help to expedite the transition from Concept Note to Project Proposal, if you are approved.
- Monitor the **eligibility criteria and fund priorities** specific to the fund that you are interested in.
- When developing your Concept Note, refer to the **APEC Scoring Template** to understand how your concept will be scored.



# PROJECT UPDATES

## Key Information

- The scope of each project is approved by BMC. Please ensure that requests to **amend the design or budget** of a project (including extension requests) are submitted to the Secretariat using the APEC Project Design Amendment & Extension form and the APEC Project Budget Amendment form.
- **Monitoring Reports (MRs)** are due on 1 February and 1 August for projects selected in 2017 and earlier. 2018 and 2019 projects are due once-yearly on the date advised to POs in the Letter of Acceptance (either 1 April or 1 October).
- **Completion Reports (CRs)** are due within 2 months of the end of a project. Penalties apply for late submission of MRs and CRs.





# KEY ADVICE FOR PROJECT IMPLEMENTATION

## How to have a successful workshop:

- Give at least sufficient notice to members of workshops, nomination requests.
- Do your research and use your networks to find the right participants and speakers (don't rely on members to find them for you).
- Involve relevant International Experts and organizations as speakers, ensuring you follow the Guidelines on Managing Cooperation With Non-members.
- Invite a representative(s) of other APEC working groups if relevant.
- Work closely with your Secretariat Program Executive on travelers approvals and acquittals.

# SELF-FUNDED APEC PROJECTS

- Can be put forward at any time
- Must be approved by the group
- Must comply with **APEC guidelines and practices** (hosting, publications, logo use, non-member participation)
- Project Overseer must submit **Self-Funded Project Proposal Coversheet** (Guidebook on APEC Projects, Appendix C) to the Secretariat before commencement of the project
- Project Overseer is strongly encouraged to submit **Completion Report** (Guidebook on APEC Projects, Appendix G)



# PROJECT RESOURCES

<https://www.apec.org/Projects/Forms-and-Resources>

## Project Guidebook

- [Guidebook on APEC Projects \(13th Edition\)](#)
- [Edition 13: Edit Summary](#)

## Forms for Applicants

- [Concept Note Template](#)
- [Project Proposal Template](#)
- [APEC Self-Funded Project Proposal Coversheet](#)

## Resources for Applicants

- [2019: What do I need to know about the new Concept Note and Project Proposal templates?](#)
- [APEC SCE Guidelines for Cross-Fora Collaboration](#)
- [Project Session 1, 2019: An Overview of Changes](#)
- [2015 SCE Capacity Building Policy](#)
- [APEC Scoring Template](#)
- [Project Quality Training Materials](#)
- [Concept Note Development Materials](#)
- [Project Proposal Development Materials](#)
- [Quality Criteria for Assessing APEC Projects](#)
- [Guide on Gender Criteria](#)
- [Applying for APEC Funds Overview](#)
- [APEC Guidelines on Conducting Capacity Building](#)



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