



**Asia-Pacific  
Economic Cooperation**

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**2021/SOM2/SCSC/FSCF/003**

Agenda Item: 4

## **Project Updates**

Purpose: Information

Submitted by: APEC Secretariat



**8<sup>th</sup> Food Safety Cooperation Forum  
28-29 May 2021**



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# APEC Project Update

28<sup>th</sup> May, 2021

Food Safety Cooperation Forum (FSCF)

Eva Nakamura, APEC secretariat



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

# PROJECT SESSION 1, 2021

## Outcomes and Updated schedule

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

\*1 project determined ineligible

Project Session 1 2021 Schedule		
<b>Concept Note</b>	6 May	➤ POs have received advice of the outcome of PS 1
<b>Selection Outcome</b>		➤ Successful POs commence preparation of their Project Proposal
<b>Submit Project Proposal</b>	3 June	Successful CNs from PS 1 must submit elaborated Project Proposals (PPs) to the Secretariat by this date
<b>BMC Approval of Project Proposals</b>	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.

# PROJECT SESSION 1, 2021

## Outcome for SCSC

Unfunded

This table shows the Project Session 1, 2021 outcome for our group:

Project Number	Title	Proposing Economy	Outcome
-	Sustainable Cities and Communities : Case Study and Promotion for Standard on Public Health Emergency Response in Smart City Operation Models	PRC	Concept Note Unfunded



# PROJECT in 2020

## Overall Outcome for SCSC

PS1 6 Concept Notes submitted and 4 were approved

PS2 9 Concept Notes submitted and 6 were approved in principle

Number of Concept Notes submitted	15
Number of Projects approved	10
Approval Rate	66%



# High Success Rate!

## Good reputation on FSCF activities.



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# PROJECT SESSION 2, 2021

## Dates to remember

<b>Internal Submission Deadline</b>	<b>28 June</b>	<ul style="list-style-type: none"><li>➤ <b>Submit Concept Note to Program Director (PD) by this date</b></li><li>➤ <b>Minimum co-sponsors must be secured (2 Co-sponsor for SCSC)</b></li><li>➤ <b>Check with PDs if more than 2 co-sponsors are required for your forum or Sub-Fund</b></li><li>➤ <b>Endorsement of Concept Notes commences</b></li></ul>
<b>Final Submission Deadline</b>	<b>12 July</b>	<ul style="list-style-type: none"><li>➤ <b>PDs submit endorsed Concept Notes to PMU by this date</b></li><li>➤ Responsible APEC Fora assess eligibility and score Concept Notes</li><li>➤ BMC makes final in-principle approvals</li></ul>
<b>Concept Note Selection Outcome</b>	<b>12 August</b>	<ul style="list-style-type: none"><li>➤ POs receive advice of outcome</li><li>➤ Successful POs commence preparation of their Project Proposal</li></ul>
<b>Submit Project Proposal</b>	<b>9 September</b>	<b>POs must submit fully developed Project Proposal to Secretariat by this date otherwise Project considered as withdrawn</b>
<b>BMC Approval of Project Proposals</b>	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.
- Seek your cooperation in:
  - Ensure proposed projects align closely with your forum's goals (or annual work plan, strategic plans and the broader strategic if there is) and policy priorities of APEC
  - Review thoroughly and endorse Concept Notes against an agreed set of forum-level assessment criteria if there is one
  - Note that Project Overseers (POs) must submit monitoring and completion reports on time. \*Penalty applies for not submitting these 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.

# 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>

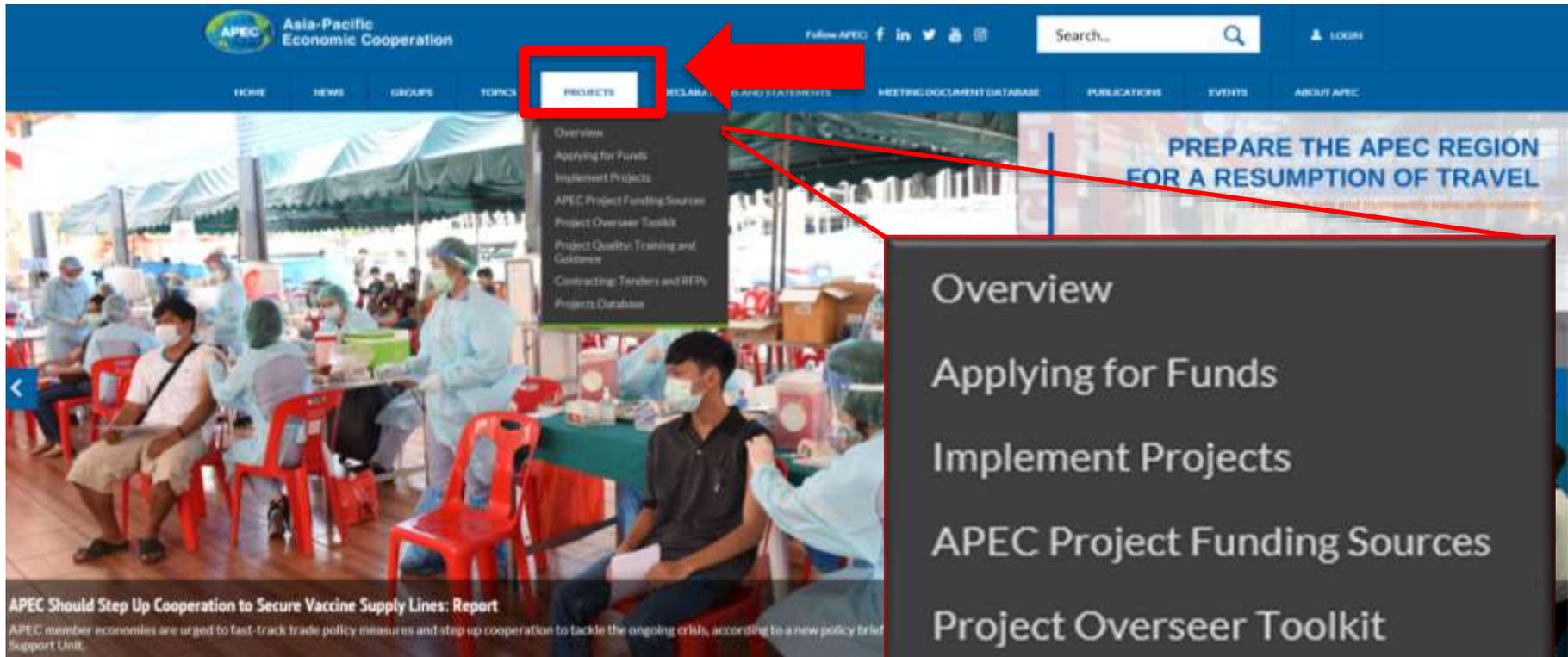
Visit the **Project Quality: Training and Guidance** page:

<https://www.apec.org/Projects/Project-Quality-Training-and-Guidance>



# PROJECT UPDATES

Need to knows:



The screenshot shows the APEC website header with the 'PROJECTS' menu item highlighted in a red box. A red arrow points from the 'PROJECTS' menu to a dark grey dropdown menu containing the following items: Overview, Applying for Funds, Implement Projects, APEC Project Funding Sources, Project Overseer Toolkit, Project Quality: Training and Guidance, Contracting: Tenders and RFPs, and Projects Database. Another red arrow points from the dropdown menu to a larger dark grey box on the right side of the page, which lists the same items in a larger font. The background of the website shows a news article titled 'APEC Should Step Up Cooperation to Secure Vaccine Supply Lines: Report' with a photo of people at a vaccination site.

Visit Project Page on APEC website

# Thank you!

SCSC FSCF

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