



Asia-Pacific
Economic Cooperation

Applying for APEC Funding:

Developing Quality Concept Notes and Project Proposals

APEC Project Management Unit
APEC Secretariat
5 September 2023

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

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AGENDA

This session will cover:

- Introduction to APEC Projects
- Project Selection Process and Funding Sources
- Preparing Quality Concept Notes
- Drafting Quality Project Proposals
- Forms and Resources



Why does APEC have
projects?



APEC Projects aim to:

1 ***Translate*** APEC policy objectives into actions and outcomes that advance the ***Putrajaya Vision 2040***

2 ***Progress*** the ECOTECH Agenda by ***building capacity*** in APEC economies



What is capacity building?

...a process to enable member economies to *obtain, share, strengthen, maintain and develop* **knowledge, abilities, skills** and **technical know-how** to improve policies, regulations, systems and institutions in APEC economies.



APEC Capacity Building Events

**Workshop on Reducing and Managing
Land-based Debris in Oceans for
Sustainable Development** delivered in Viet Nam



**Workshop on Social Protections
for Digital Economy Workers**
delivered in Malaysia

**Workshop for Empowering Women in the
Era of Automation** delivered in Indonesia



**Seminar on Best Practices on
Green and Innovative Medium,
Small and Micro Enterprises**
delivered in Thailand



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Overview of APEC-Funded Projects

- ✓ APEC approves 100+ projects a year, through 2 Project Sessions (funding rounds) in March and June
- 👤 Projects are proposed, designed and implemented by member economy representatives called Project Overseers
- 👍 APEC projects must be proposed through an APEC committee or forum, which endorses the Concept Note
- 💰 There are 18 project funding sources for APEC projects (see website)
- 💵 APEC project funds are drawn from membership fees and additional voluntary contributions by some economies.



Overview of APEC-Funded Projects



Funding application begins with a **Concept Note** written by the **Project Overseer**



Concept Notes must be **co-sponsored** by other APEC economies



Project selection is a **merit-based process** by economies



Projects have **15~20 months** to complete (on average)



Guidebook on APEC Projects is the APEC projects 'rule book'.



From June 2023, APEC project administration conducted online (following endorsement of Concept Notes) – [APAS](#).



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APEC Project Cycle – *Concept Notes*

Concept Note

- Drafted by PO
- Endorsed by forum
- Scored by economies
- Ranked by PMU
- (If successful) In-principle approval by BMC

Project Proposal

- Drafted by PO
- Endorsed by forum
- Quality assessed by PMU until 'Satisfactory'
- Final Approval by BMC

Implementation

- Procurement and contracting
- Deliver outputs according to Workplan
- Submit Monitoring Report (Apr or Oct)
- Complete by PCD
- Evaluate project
- Submit Completion Report



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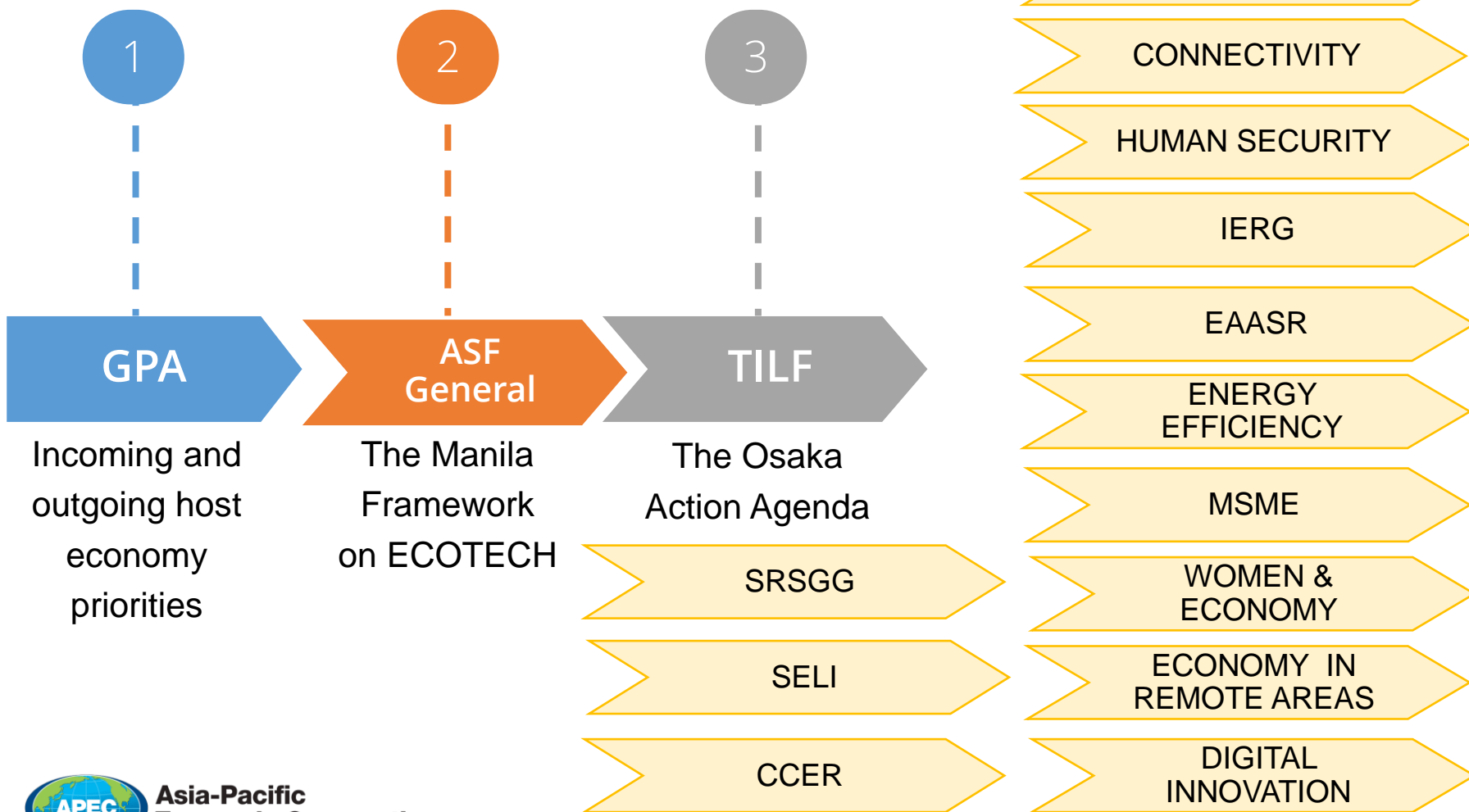
Available Project Funds for Project Session 2, 2023

Project Fund	Available Funding
General Project Account (GPA)	\$ 791,775
Trade & Investment Liberalisation and Facilitation Account (TILF)	\$ 1,144,502
APEC Support Fund (ASF) General Fund	\$ 1,550,391
ASF Sub-funds	
Human Security	\$ 1,046,126
Energy Efficiency, Low Carbon and Energy Resiliency Measures	\$ 3,447,232
Supply Chain Connectivity	\$ 1,082,545
Free Trade Area of the Asia-Pacific and Global Value Chains	\$ 1,375,075
Innovative Development, Economic Reform and Growth	\$ 783,488
Connectivity	\$ 1,305,901
Micro, Small and Medium Enterprises	\$ 1,140,226
Women and the Economy	\$ 350,000
Economic Development in Remote Areas	\$ 448,748
Digital Innovation	\$ 2,105,087
Marine Debris Management and Innovation	\$ 1,758,308
Strengthening Economic Legal Infrastructure	\$ 269,328
APEC Cooperation on Combating COVID-19 and Economic Recovery	\$ 1,256,268
Enhanced APEC Agenda for Structural Reform	\$ 1,560,290
Structural Reform for Sustainable Green Growth	\$ 867,990
Total Amount Available	\$ 22,283,281



Funding Priorities

To view information on funding sources, use [this link](#)



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Key dates: Project Session Dates 2023

Concept Note

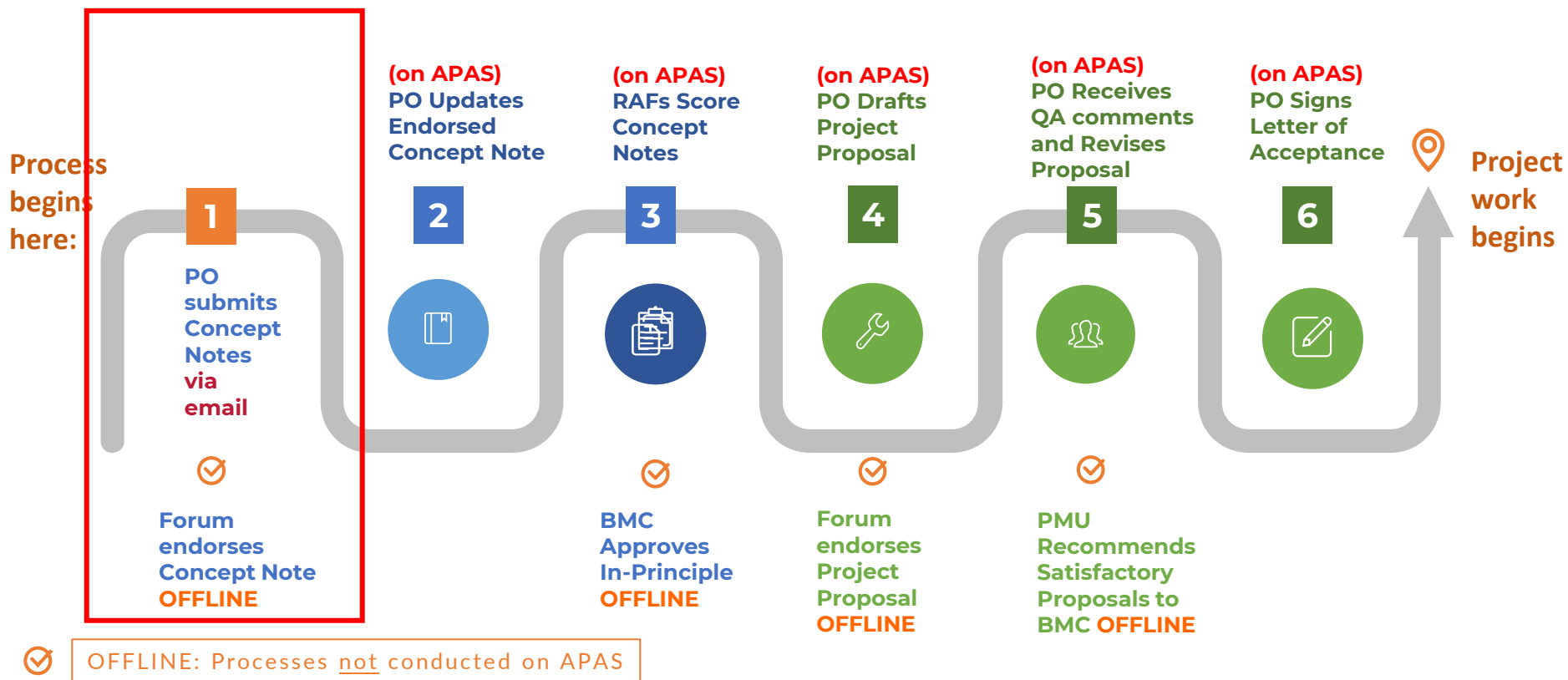


*APEC Project Administration System (APAS) launched in Project Session 2

APEC PROJECT ADMINISTRATION SYSTEM (APAS)

Online Application Process

At a Glance



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CONCEPT NOTE

Getting Started

Template

Download the most **current** version from the APEC website
([Project Overseer Toolkit webpage](#))



Co-Sponsors

Get the minimum required number of **co-sponsoring** economies



5-Page Maximum ^{*including Annex}

Be clear and concise, fill out all the sections



Non-Technical

Avoid jargon, write for the general audience, not the experts



the CONCEPT NOTE Template:

Page 1

Project Title

Project Summary

Budget

Outputs

APEC Concept Note

Please submit to APEC Secretariat Program Director. Concept Notes exceeding **4 pages** (including cover page) and incomplete submissions will not be considered. Responses must be no less than 10pt font.

Project Title: <input type="text"/>	
Fund Source (Select one): <input type="checkbox"/> General Project Account (GPA) <input type="checkbox"/> Trade and Investment Liberalization and Facilitation Special Account (TILF) <input type="checkbox"/> APEC Support Fund (ASF) – General Fund <input type="checkbox"/> APEC Support Fund (ASF) – Sub-fund. <u>You must nominate the Sub-fund here:</u>	
APEC Forum: <input type="text"/>	
Proposing APEC Economy: <input type="text"/>	
Co-sponsoring Economies: <input type="text"/>	
Expected Start Date: <input type="text"/>	
Project Completion Date: <input type="text"/> <small>See Chapter 7 Guidebook on APEC Projects</small>	
Project Summary: <i>In 150 words -</i> <ul style="list-style-type: none"> What is the issue that you will address or examine in your project? Outline the key things your project will do, in terms of what, where, when and with whom. <i>(Summary must be no longer than the box provided. Cover Sheet must fit on one page)</i>	
Total cost of proposal: (APEC funding + self-funding): USD <input type="text"/>	Total amount being sought from APEC (USD): <input type="text"/> By category: Travel: <input type="text"/> Labor costs: <input type="text"/> Hosting: <input type="text"/> Publication & distribution: <input type="text"/> Other: <input type="text"/> <small>(See Guidebook on APEC Projects, Chapter 9 to ensure all proposed costs are allowable)</small>
List all project outputs: <i>For example:</i> <ol style="list-style-type: none"> Research and Background Paper Workshop Project Summary Report 	<i>Project Overseers are encouraged to limit outputs to 3 or fewer</i> <ol style="list-style-type: none">



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the CONCEPT NOTE Template:

Page 2

Objective

Relevance

Funding Priorities

Capacity Building

Methodology

Project Synopsis

Project Objective:

Enter text here

- State the overarching objective of the project in 100 words or less.
The objective is the overarching goal of your project, for example, "Our objective is to build the capacity of project participants through workshop and research to better support the X Roadmap, and produce recommendations as a basis for further collaboration to address the APEC-wide issue of..."

1. a) **Relevance – Issues:** What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region?
b) **Relevance – Alignment to APEC:** Describe specific APEC priorities, goals, strategies and/ or statements that the project supports, and explain how the project will contribute to their achievement.
c) **Relevance – Alignment to Forum:** How does the project align with your forum's work plan/ strategic plan?
2. **Eligibility and Fund Priorities:** How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated Fund or Sub-fund? *Refer to the APEC website*
3. **Capacity Building:** How will the project build the capacity of APEC member economies. For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.)
4. **Methodology:** How do you plan to implement the project? Briefly address the following:
 - **Workplan:** In a simple table, outline the project from start to end. Show key project outputs and activities and associated dates or timelines. Indicate if you intend to record any project event. Refer to the *APEC Project Event Recording Policy* at Annex N of the Guidebook.
 - **Beneficiaries:** Selection criteria for participants, beneficiary profiles (e.g. participants, end users, policy makers, researchers/ analysts, gender) and how they will be engaged.
 - **Evaluation:** Outline the indicators which will be used to measure progress towards the project outcomes. Where possible, provide indicators which could assess impacts on women.
 - **Linkages:** Information on other APEC and non-APEC stakeholders and how they will be engaged. If and how this proposal builds on (but does not duplicate) the work of other projects. How will this activity promote cross fora collaboration?



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the CONCEPT NOTE Template: Page 3 – the Annex

Project Alignment to Putrajaya Vision 2040 through Aotearoa Plan of Action



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Project Alignment to APEC's Putrajaya Vision 2040 & Aotearoa Plan of Action

All APEC projects must align with the Putrajaya Vision 2040 (PV 2040) and Aotearoa Plan of Action (APA).

The table below lists the 10 APA Objectives under the 3 PV 2040 Drivers. Using the radio buttons in the left-hand columns, please select one Primary Objective your project most closely aligns with. You may also select one (optional) Secondary Objective, from the same or a different PV 2040 Driver.

SELECT below:

1 Primary objective <input type="radio"/>	1 (optional) Secondary objective <input type="radio"/>	Table of PV 2040 Drivers and APA Objectives (To see PV 2040 in full, click here . To see APA in full, click here .)
<input type="radio"/>	<input type="radio"/>	Driver 1 Trade and Investment
<input type="radio"/>	<input type="radio"/>	Objective: <i>Regional trade and investment</i> 1 "To ensure that the Asia-Pacific remains the world's most dynamic and interconnected regional economy, we acknowledge the importance of, and will continue to work together to deliver, a free, open, fair, non-discriminatory, transparent and predictable trade and investment environment."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Multilateral trading system and international trade flows</i> 2 "We reaffirm our support for agreed upon rules of the WTO in delivering a well-functioning multilateral trading system and promoting the stability and predictability of international trade flows."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Bogor Goals and economic integration in the region</i> 3 "We will further advance the Bogor Goals and economic integration in the region in a manner that is market-driven, including through the work on the Free Trade Area of the Asia-Pacific (FTAAP) agenda which contributes to high standard and comprehensive regional undertakings."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Connectivity and supply chains</i> 4 "We will promote seamless connectivity, resilient supply chains and responsible business conduct."
<input type="radio"/>	<input type="radio"/>	Driver 2 Innovation and Digitalization
<input type="radio"/>	<input type="radio"/>	Objective: <i>Structural reforms and innovation</i> 1 "We will pursue structural reforms and sound economic policies to promote innovation as well as improve productivity and dynamism."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Digital economy and global interconnectedness</i> 2 "To empower all our people and businesses to participate and grow in an interconnected global economy, we will foster an enabling environment that is, among others, market-driven and supported by digital economy and innovation."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Digital infrastructure and transformation</i> 3 "We will strengthen digital infrastructure, accelerate digital transformation, narrow the digital divide, as well as cooperate on facilitating the flow of data and strengthening consumer and business trust in digital transactions."
<input type="radio"/>	<input type="radio"/>	Driver 3 Strong, Balanced, Secure, Sustainable and Inclusive Growth
<input type="radio"/>	<input type="radio"/>	Objective: <i>Economic resilience and health & wellbeing inclusiveness</i> 1 "To ensure that the Asia-Pacific region is resilient to shocks, crises, pandemics and other emergencies, we will foster quality growth that brings palpable benefits and greater health and wellbeing to all, including MSMEs, women and others with untapped economic potential."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Human resource development and skills for the future</i> 2 "We will intensify inclusive human resource development as well as economic and technical cooperation to better equip our people with the skills and knowledge for the future."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Environmental & climate challenges and natural disasters</i> 3 "We will promote economic policies, cooperation and growth, which will support global efforts to comprehensively address all environmental challenges, including climate change, extreme weather and natural disasters, for a sustainable planet."

Note: You are encouraged to elaborate on how your project aligns with the selected Objective(s) above in section 1(h) Relevance – Alignment

CONCEPT NOTE

Project Topic and Outputs

Avoid these four common **traps**
to maximise support for your project

1.

Duplication

2.

**Overly
broad scope**

3.

**Activities
that present
risks to
APEC**

4.

**Overly
ambitious
outputs
(number
and scope)**



Trap 1: Duplication

?

Has this topic been discussed before

?

How is my topic angle different

?

How can my project build on previous work

- ⚡ Build on **previous work** or consider **multi-phase projects**
- ⚡ Go to the **APEC Project Database** to research



Trap 2: Overly broad project scope

?

Which are your targeted sectors, groups, industries?

?

Who are your **primary** targeted participant groups?

?

Too many dimensions to cover in one project?

- ⚡ Define a **targeted** audience
- ⚡ Think of a **clear, specific** topic



Trap 3: Activities that present risks to APEC



Does my project involve:

- industrial design, experiments or inventions,
- promotion of specific products or services,
- facilitation of investment and commercial relationships



Does it follow:

APEC's Intellectual Property Policy and the
APEC project contract (Standard Conditions)



Note that APEC asserts **sole IP ownership** of all project outputs



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Trap 4: Overly ambitious outputs

?

How much time do I have to complete the project?

?

What are the risks that may cause project delays?

?

Why is more than one capacity building event necessary?

⚡ Limit to 3 outputs: e.g. research + one event + one report

⚡ Ensure one capacity building event per project



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Examples of Project Outputs

Events	Information Products
<ul style="list-style-type: none">• workshops• seminars• conferences• dialogues• training	<ul style="list-style-type: none">• research reports• summary reports• recommendations• online tools• APEC publications



CONCEPT NOTE

Important Dates

APEC Concept Note

*Please submit to APEC Secretariat Program Director. Concept Notes exceeding 5 pages (including cover page and Annex A) and incomplete submissions will not be considered. Responses must be no less than 10pt font. From Project Session 1, 2023, Project Overseers must complete the **attached Annex A** to align projects with the APEC Putrajaya Vision and Aotearoa Plan of Action.*

Project Title:	
Fund Source (Select one):	
<input type="checkbox"/> General Project Account (GPA)	
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APEC Forum:	
Proposing APEC Economy:	
Co-sponsoring Economies:	
Expected Start Date:	
Project Completion Date: <small>See Chapter 7 Guidebook on APEC Projects</small>	

ESD: Expected Start Date

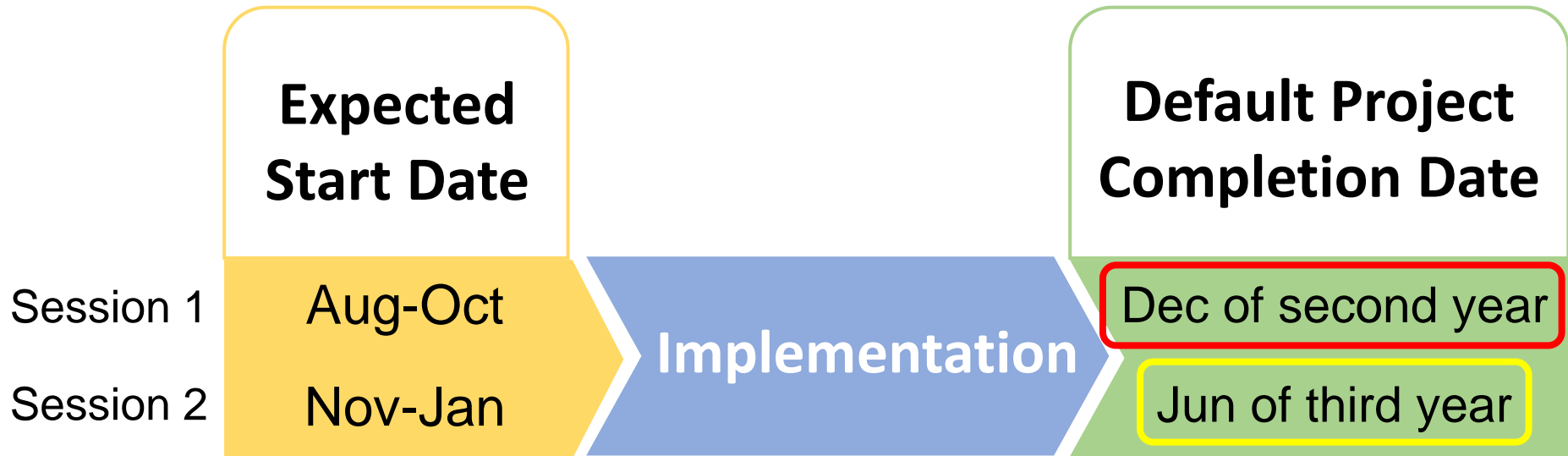
PCD: Project Completion Date



CONCEPT NOTE

Setting Start and Completion Dates

Project Duration: 15-20 months



Example:

Project approved in PS1, 2023

Project approved in PS2, 2023

December **2024** PCD

June **2025** PCD



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APEC Concept Note

Please submit to **APEC Secretariat Program Director**. Concept Notes exceeding **5 pages** (including cover page and Annex A) and incomplete submissions will not be considered. Responses must be no less than **10pt font**. From Project Session 1, 2023, Project Overseers must complete the **attached Annex A** to align projects with the **APEC Putrajaya Vision and Aotearoa Plan of Action**.



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Total cost of proposal: (APEC funding + self-funding): USD <input type="text"/>	Total amount being sought from APEC (USD): <input type="text"/> By category: Travel: <input type="text"/> Labor costs: <input type="text"/> Hosting: <input type="text"/> Publication & distribution: <input type="text"/> Other: <input type="text"/> <small>(See Guidebook on APEC Projects, Chapter 9 to ensure all proposed costs are allowable)</small>

CONCEPT NOTE

Planning the Budget

Decide the Project Value

APEC funding + Self-Funding = **Total Project Value (US\$)**

Develop an **initial** Budget Plan

- For **hosting** and **travel** budget: consider city, venue, event days, platform fees
- For **Direct Labour** budget: consider contractor's tasks and work hours
- Understand the non-allowable expenses (Chapter 8 of the Guidebook on APEC Projects)

Be as **accurate** as possible

- Once CN is approved, the budget can't be increased



CONCEPT NOTE

Template – Page 2

Project Objective

Project Synopsis

Project Objective:

Enter text here

- State the overarching objective of the project in 100 words or less.

The objective is the overarching goal of your project. For example: 'The objective of this project is to improve the capacity of APEC economies to collect and report gender data, in order to enhance collaboration on regional gender initiatives, including the implementation of the APEC La Serena Roadmap'.

1. a) **Relevance – Issues:** What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region?
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[]



CONCEPT NOTE

Setting the Objective

OBJECTIVE

‘The objective of this project is to **build the capacity of APEC member economies to combat antimicrobial resistance** by increasing access to new antimicrobials.

This will be achieved through an assessment of barriers to market entry and new drug development, equitable access, and how current antimicrobials can be preserved through stewardship efforts’.

- Clear and concise statement of what you will do, and how
- Don’t use bullet points or lists
- Don’t detail outputs
- 2-3 short sentences



the CONCEPT NOTE Template:

Page 1

Relevance
(1a, b, c)

Eligibility and Fund
Priorities (2)

Capacity Building (3)

Methodology (4)

Project Synopsis

Project Objective:

Enter text here

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[]



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CONCEPT NOTE

Question 1: Relevance

- a. **Issues** - What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region?
- Describe the **project topic** clearly and concisely
 - Use **data** and **statistics** to substantiate statements
 - Demonstrate how the project topic has **regional relevance**

CONCEPT NOTE

Question 1: Relevance

- b. Alignment to APEC** - Describe specific APEC priorities, goals, strategies and/ or statements that the project supports, and explain how the project will contribute to their achievement.
- Link to any other higher level **APEC strategies** (from last 5 years)
 - Quote Leader or Ministerial statements (recent)
 - Describe how the project links to the **Putrajaya Vision 2040 drivers** and **Aotearoa Plan of Action objectives** that you selected in the Annex (Page 3)



CONCEPT NOTE

Question 3: Capacity Building

3. How will the project **Build Capacity** for APEC economies?

- Describe the **skills, information and resources** that the project will provide participants, and how they will benefit from it
- Briefly describe the **approach to capacity building**
- For ASF General Fund projects, POs must also state **how the project will address the needs of developing APEC economies.**



CONCEPT NOTE

Question 3: **Capacity Building**

(Example)

1. (on **skills, information, resources**) “The project will improve participants’ understanding of the barriers to women’s employment in the transportation sector, and therefore improve their ability to develop effective policies in this area.”
2. (on **approach**) presentation of researched findings, inviting expert speakers, presentation of case studies, discussions to identify best practices, lessons learned, recommendations etc.
3. (on **developing economies**) “While developing economies often have fewer resources to devote to combating human trafficking, their contributions to the development of best practices and resources are critical in creating effective solutions. This project would ensure that input is sought from APEC developing economies, and incorporated into the development of best practices and resources that the economies can implement to combat human trafficking across all modes of transportation.”



CONCEPT NOTE

Question 4: Methodology

a. Work Plan

- **General** project timeline
- Should include all **outputs** and **key tasks**:
 - contracting process,
 - conducting research/survey,
 - event preparation and delivery,
 - mandatory reporting (Monitoring and Completion Reports),
 - drafting and submitting final reports.



CONCEPT NOTE

Question 4: Methodology

b. Beneficiaries – Focus on **direct beneficiaries** such as event participants or resource users. Create a Target Participant Profile.

- What **experience or expertise** should the participants have, to be able to contribute to the Workshop?
- If public officials, which **ministries or agencies** would they work for, and what **roles** should they hold (e.g. technical officers, policymakers)?
- If private sector, which **sectors or organisations** are most relevant?



CONCEPT NOTE

Question 4: Methodology

b. Beneficiaries – Focus on **direct beneficiaries** such as event participants or resource users

(Example)

“The target webinar participants are **policymakers responsible for financial inclusion policies from central banks and Finance or Treasury Ministries** among APEC member economies. Resource speakers will be individuals or institutions with **significant involvement on digital financial inclusion initiatives, for example, focal persons of pilot projects**. There may also be speakers from **monetary and financial authorities** of APEC economies, academe, international organizations (such as the International Monetary Fund, World Bank, Asian Development Bank, Bank for International Settlements, among others), fintech companies, and consumer groups.”



CONCEPT NOTE

Question 4: Methodology

c. **Evaluation** – *setting indicators*

- Measurable and achievable
- Quantitative and qualitative
- Measures project's **Outputs** (event, report)
 - Participation rates, number of economies, number of speakers, number of Best Practices/Recommendations
- Measure project's **Outcomes** (knowledge increase, collaboration, changes to policies and practices)
 - Event Evaluation survey (ex-ante and ex-post)
- **Gender** indicators
 - Female Participation Rate, Female Speaker Rate, alignment to women's economic empowerment pillars



CONCEPT NOTE

Question 4: Methodology

d. Linkages

- **Previous work in and outside APEC**
 - Is this a follow-up phase, or build on previous accomplishments?
 - How is this project not duplicating?
- **Cross Fora Collaboration**
 - Engagement with other APEC fora (e.g. forming steering committee, develop agenda, invite speakers etc.)
- **Outside APEC**
 - Relevance to other APEC or non-APEC groups
 - Consider how they will be engaged to add value to the project e.g. expert speakers invited from relevant international organisations, industry bodies, ABAC



CONCEPT NOTE

Annex – Page 3

Project Alignment to Putrajaya Vision 2040 through Aotearoa Plan of Action



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Project Alignment to APEC's Putrajaya Vision 2040 & Aotearoa Plan of Action

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The table below lists the 10 APA Objectives under the 3 PV 2040 Drivers. Using the radio buttons in the left-hand columns, please select one Primary Objective your project most closely aligns with. You may also select one (optional) Secondary Objective, from the same or a different PV 2040 Driver.

SELECT below:

1 Primary objective <input type="radio"/>	1 (optional) Secondary objective <input type="radio"/>	Table of PV 2040 Drivers and APA Objectives (To see PV 2040 in full, click here . To see APA in full, click here .)
		Driver 1 Trade and Investment
<input type="radio"/>	<input type="radio"/>	Objective: <i>Regional trade and investment</i> 1 "To ensure that the Asia-Pacific remains the world's most dynamic and interconnected regional economy, we acknowledge the importance of, and will continue to work together to deliver, a free, open, fair, non-discriminatory, transparent and predictable trade and investment environment."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Multilateral trading system and international trade flows</i> 2 "We reaffirm our support for agreed upon rules of the WTO in delivering a well-functioning multilateral trading system and promoting the stability and predictability of international trade flows."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Bogor Goals and economic integration in the region</i> 3 "We will further advance the Bogor Goals and economic integration in the region in a manner that is market-driven, including through the work on the Free Trade Area of the Asia-Pacific (FTAAP) agenda which contributes to high standard and comprehensive regional undertakings."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Connectivity and supply chains</i> 4 "We will promote seamless connectivity, resilient supply chains and responsible business conduct."
		Driver 2 Innovation and Digitalization
<input type="radio"/>	<input type="radio"/>	Objective: <i>Structural reforms and innovation</i> 1 "We will pursue structural reforms and sound economic policies to promote innovation as well as improve productivity and dynamism."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Digital economy and global interconnectedness</i> 2 "To empower all our people and businesses to participate and grow in an interconnected global economy, we will foster an enabling environment that is, among others, market-driven and supported by digital economy and innovation."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Digital infrastructure and transformation</i> 3 "We will strengthen digital infrastructure, accelerate digital transformation, narrow the digital divide, as well as cooperate on facilitating the flow of data and strengthening consumer and business trust in digital transactions."
		Driver 3 Strong, Balanced, Secure, Sustainable and Inclusive Growth
<input type="radio"/>	<input type="radio"/>	Objective: <i>Economic resilience and health & wellbeing inclusiveness</i> 1 "To ensure that the Asia-Pacific region is resilient to shocks, crises, pandemics and other emergencies, we will foster quality growth that brings palpable benefits and greater health and wellbeing to all, including MSMEs, women and others with untapped economic potential."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Human resource development and skills for the future</i> 2 "We will intensify inclusive human resource development as well as economic and technical cooperation to better equip our people with the skills and knowledge for the future."
<input type="radio"/>	<input type="radio"/>	Objective: <i>Environmental & climate challenges and natural disasters</i> 3 "We will promote economic policies, cooperation and growth, which will support global efforts to comprehensively address all environmental challenges, including climate change, extreme weather and natural disasters, for a sustainable planet."

Note: You are encouraged to elaborate on how your project aligns with the selected Objective(s) above in section 1(h) Relevance – Alignment

The PV 2040 Drivers and APA Objectives

Select **2 OBJECTIVES** your project closely aligns with

Driver One

Trade and Investment

Objectives

- 1:** Regional trade and investment
- 2:** Multilateral trading system and international trade flows
- 3:** Bogor Goals and economic integration in the region
- 4:** Connectivity and supply chains

Driver Two

Innovation and Digitalization

Objectives

- 1:** Structural reforms and innovation
- 2:** Digital economy and global interconnectedness
- 3:** Digital infrastructure and transformation

Driver Three

Strong, Balanced, Secure, Sustainable and Inclusive Growth

Objectives

- 1:** Economic resilience and health & wellbeing inclusiveness
- 2:** Human resource development and skills for the future
- 3:** Environmental & climate challenges and natural disasters





Question & Answer

10 mins Break



Asia-Pacific
Economic Cooperation

APEC Project Cycle – *Project Proposal*

Concept Note

- Drafted by PO
- Endorsed by forum
- Scored by economies
- Ranked by PMU
- (If successful) In-principle approval by BMC

Project Proposal

- Drafted by PO
- Endorsed by forum
- Quality assessed by PMU until 'Satisfactory'
- Final Approval by BMC

Implementation

- Procurement and contracting
- Deliver outputs according to Workplan
- Submit Monitoring Report (Apr or Oct)
- Complete by PCD
- Evaluate project
- Submit Completion Report



PROJECT PROPOSAL

Getting Started

Template

Log onto APAS to create Project Proposal (after receiving email notification your Concept Note has been funded)



Consistency

Follow elements stated in the approved Concept Note



Detail

Elaborate details of outputs, workplan, set outcomes



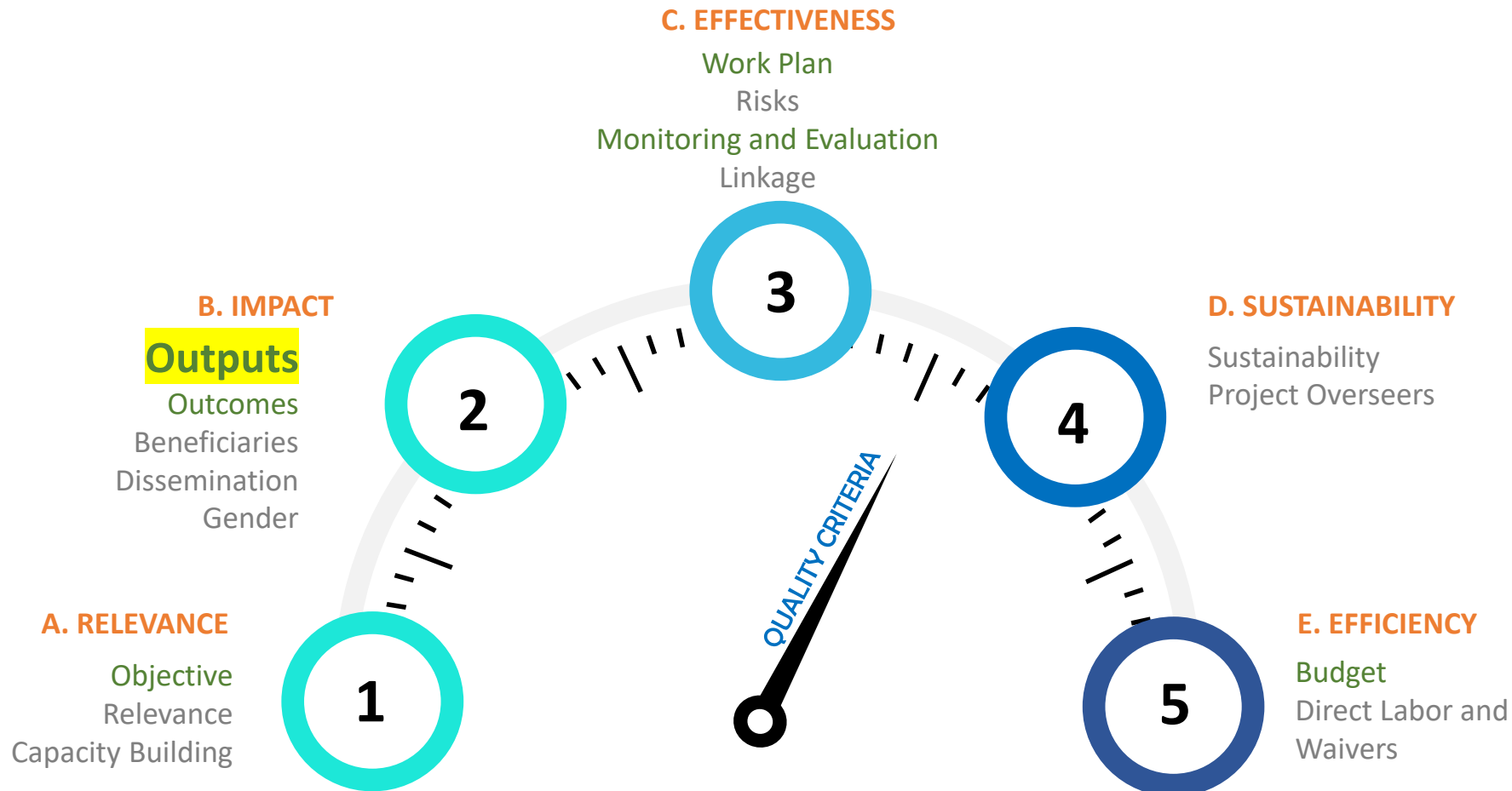
Budget

Develop a **detailed** Budget Plan in line with approved funding amounts



PROJECT PROPOSAL

5 Sections



PROJECT IMPACT

Outputs

- Limit outputs to 3
- Use the **same** name for outputs throughout
- Align with the outcomes
- Describe in detail – activities/events, written products
- Present in **chronological** order
- Publications should have at least **12-15** pages

research

- scope
- methodology
- targets
- result presentation

event

- purpose
- format
- duration
- target audience
- rough agenda

website

- purpose
- target user
- expected lifetime
- hosting
- maintenance cost

report

- purpose
- content
- page length
- audience
- rough structure



PROJECT IMPACT

Outputs

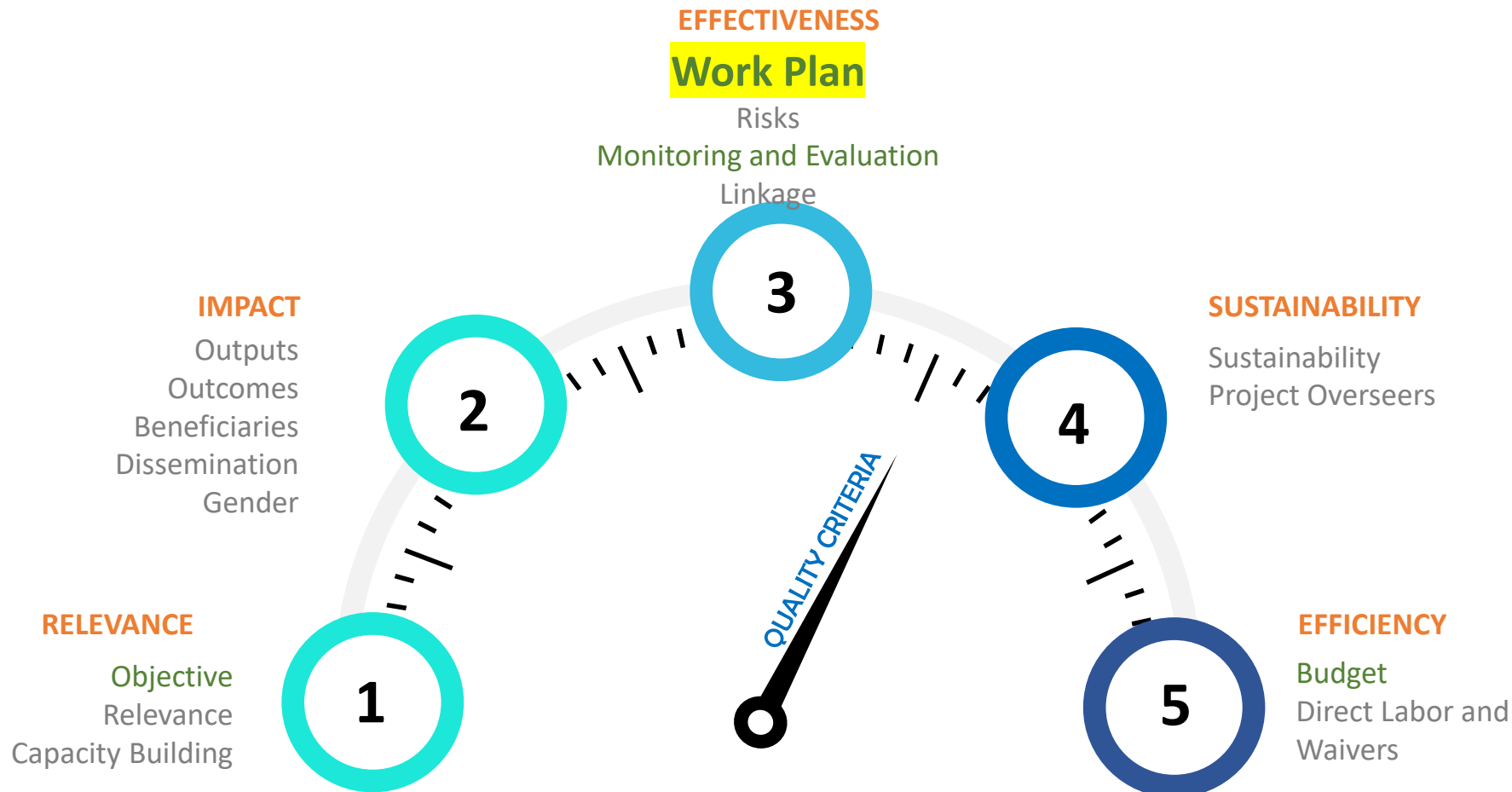
Example:

1. Background Research Paper
2. 2-day virtual Workshop
3. Report on Supply Chains: Impacts and Adaptation during Covid-19 (including policy recommendations for APEC economies)



PROJECT PROPOSAL

5 Sections



Asia-Pacific
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PROJECT EFFECTIVENESS

Workplan

A detailed plan with specific, chronological steps to implement the outputs.

Time	Tasks	Deliverables
July-Aug 2022	<ul style="list-style-type: none">Draft and finalise procurement documents (Terms of Reference); identify and sign contractor	Signed contract
Sept-November	<ul style="list-style-type: none">Research and draft Background Research Report, including survey of APEC economies	Background Research Report
Sept-Oct	<ul style="list-style-type: none">Develop Workshop agendaIdentify and contact speakersConfirm Workshop venueDraft the General Information Circular (GIC), including nomination form	Agenda, confirmed speaker list, confirmed venue, draft GIC
October	<ul style="list-style-type: none">Submission of Monitoring Report to Secretariat (by 1 October)	Monitoring Report submitted
November	<ul style="list-style-type: none">Disseminate GIC	Disseminated GIC
November-December	<ul style="list-style-type: none">Register participants, review speaker presentations, participant and speaker travel arrangements (with Secretariat)Send Background Research Report to registered participants	Registered participants, confirmed travel arrangements Background Research Report disseminated
January 2023	<ul style="list-style-type: none">Hold 2-day Workshop	Delivery of Workshop
February 2023	<ul style="list-style-type: none">Disseminate participant feedback survey	Dissemination of survey, collation of results

Consistency
with **Names**
of outputs



PROJECT EFFECTIVENESS

Workplan

Reminders

- Start the Workplan from the **Expected Start Date (ESD)**
- Must complete by default **Project Completion Date (PCD)**
- Same names for outputs throughout
- Always begin with the contracting process (**8 wks**), if applicable
- Detail all event planning tasks – identifying and confirming speakers, venue and logistics, registration, agenda development, GIC, post-event survey etc
- General Information Circular (GIC) sent out no later than **2 months** before event date
- Project Report (publication) submitted **8 weeks before** PCD, for the forum's endorsement and review and approval by CPAU.



PROJECT EFFECTIVENESS

Workplan

Include mandatory reporting tasks

During Implementation

- **Monitoring Reports** are submitted annually on **1 Apr or 1 Oct**

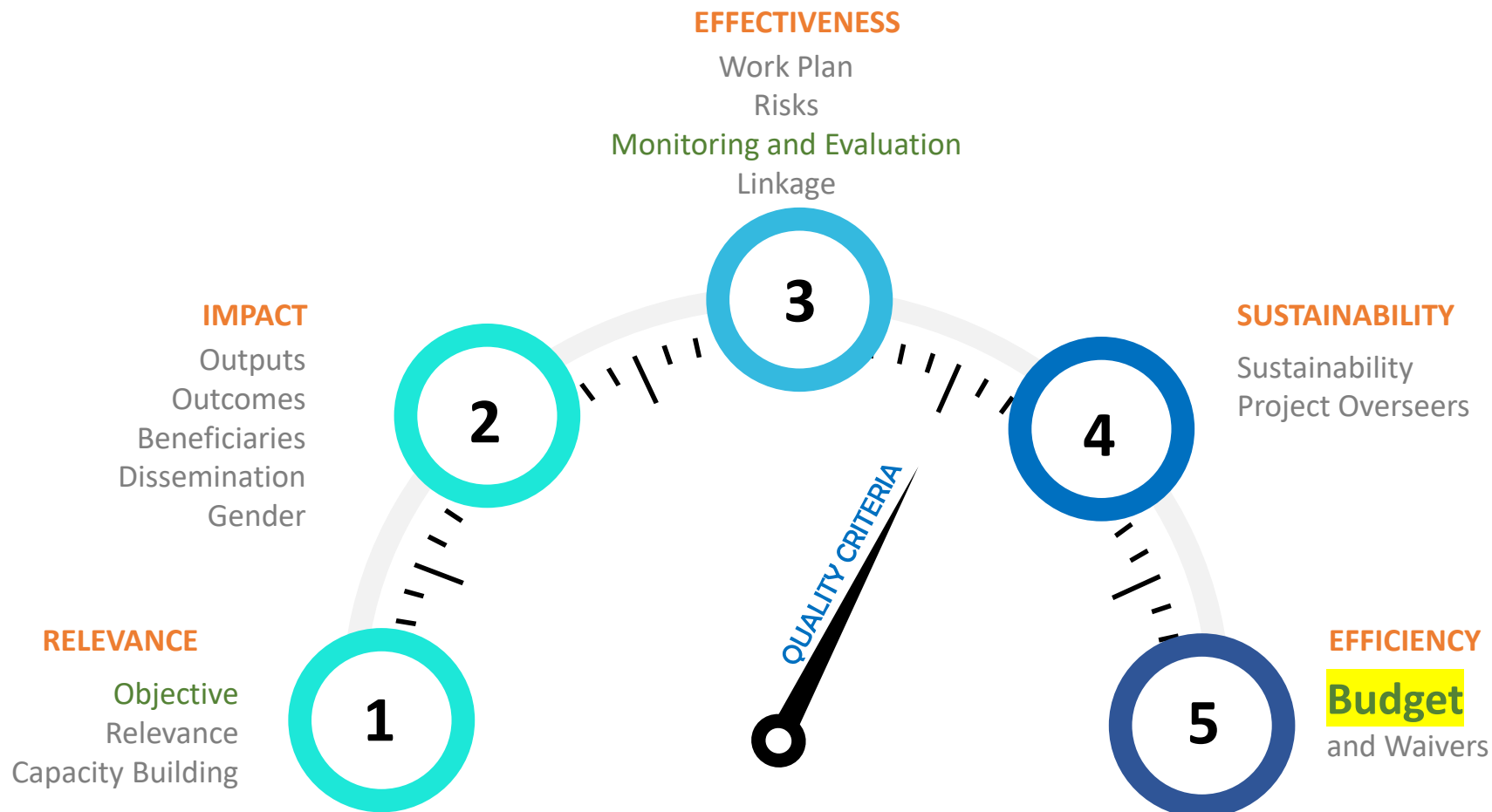
On Completion

- A **Completion Report** must be submitted within 2 months **after** the Project Completion Date (PCD)
- 6-12 months after project completion, participation in the Longer-Term Evaluation of APEC Projects (**LTEAP**) survey



PROJECT PROPOSAL

Budget



Asia-Pacific
Economic Cooperation

PROJECT EFFICIENCY

Budget

Capacity Building

- ✓ Include travel and hosting costs

- ✓ **Travel Eligible**
Budget for all
11 Travel Eligible*
Economies

- ✓ **Honorarium**
Follow the
Honorarium Payment
Schedule



Research

- ✓ Seek quote and check other project budgets

Expenses

- ✓ Understand the allowable and non-allowable

Direct Labor

- ✓ List contractor's
tasks and work
hours

Cost Efficient = Good Project Value

Total amount approved in the Concept Note is the cap



Asia-Pacific
Economic Cooperation

*11 TEE: Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, Philippines, Peru, Russia, Thailand, Viet Nam

BUILDING A BUDGET PLAN

Budget Items to Fund

All Events

- Honoraria for Experts
- Hosting (room rental inc a/v equipment)
- Direct Labour (contractor fees)
- Publications

Physical Event

- Travel (speakers and TEE participants)
- Contractor Travel (*only as expert and not for administrative or logistical support*)

Virtual Event

- Platform Rental/subscription
- Internet Access Subsidies for TEE Participants
- Video and Audio Equipment Rental



BUILDING A BUDGET PLAN

APEC Project Budget Example

OUTPUTS

1. Research
2. In-person Event (2 days)
3. Project Report (20-25 pages)

EVENT LOCATION

Bangkok, Thailand

AMOUNT SOUGHT FROM APEC

\$119,960 (as physical event)
\$34,200 (as virtual event)

BUILDING A BUDGET PLAN

Physical Event (2 days, 7-8 hours per day)

DIRECT LABOUR

<u>All Figures in USD</u>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
Direct Labour					
Speaker's honorarium (<i>government officials ineligible</i>)	(# of speakers) 6	\$800	\$4,800		
Short-term clerical fees (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours) 125	\$20	\$2,500		<ul style="list-style-type: none"> Administrative tasks: agenda, registration, GIC, note taking, post-event survey etc
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 240	\$80	\$19,200		<ul style="list-style-type: none"> Research and analysis Preparation of Project Report (20-25 pages) for publication



**Asia-Pacific
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BUILDING A BUDGET PLAN

Physical Event

TRAVEL

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
Travel (Speaker, Experts, Researchers)					
Per diem (incl. accommodation and "75% additional payment")	(# of persons and days) 6 X 3.75	\$232	\$5,220		2 days in Bangkok
Airfare (Speakers are entitled to business class if flying over 12 hours)	(# of persons and trips) 6	\$4,000	\$24,000		
Travel for Participants (from travel-eligible economies only. Active participants only)					
Per diem (incl. accommodations and "75% additional payment")	(# of persons and days) 22 X 3.75	\$232	\$19,140		2 days in Bangkok
Airfare (<i>restricted economy class</i>)	(# of persons and trips) 6	\$2,500	\$15,000		Latin America/PNG
Airfare (<i>restricted economy class</i>)	(# of persons and trips) 16	\$1,000	\$16,000		All others



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BUILDING A BUDGET PLAN

Physical Event

OTHER ITEMS

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
Other items					
Publication/distribution of report	(# of copies)				
Specialized equipment or materials (please describe)	(type, #, and # of days)				
Photocopying	(# of copies)		\$100		Handouts for activities at event (research findings)
Communications (telephone, fax, mail, courier)					
Hosting (provide breakdown, e.g., room rental, stationery)	(units as appropriate)	\$7,000	\$14,000		2 days
Total:			\$119,960		



BUILDING A BUDGET PLAN

Virtual Event (2 days, 3 hours per day)

DIRECT LABOUR

<u>All Figures in USD</u>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
Direct Labour					
Speaker's honorarium (<i>government officials ineligible</i>)	(# of speakers) 6	\$500	\$3,000		
Short-term clerical fees (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)	(# of hours) 125	\$20	\$2,500		<ul style="list-style-type: none"> Administrative tasks: agenda, registration, GIC, note taking
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 240	\$80	\$19,200		<ul style="list-style-type: none"> Research and analysis Preparation of Project Report (20-25 pages) for publication
Contractor fees (contractors Secretary's fees to be included in cost and packaged together)	(# of hours) 125 + event platform	\$40	\$8,000		<ul style="list-style-type: none"> Technical services and support (may include equipment, platform)



**Asia-Pacific
Economic Cooperation**

BUILDING A BUDGET PLAN

Virtual Event

OTHER ITEMS

<i>All Figures in USD</i>	# of Units	Unit Rate	APEC Funding	Self-Funding	Notes
Other items					
Publication/distribution of report	(# of copies)				
Specialized equipment or materials (<i>please describe</i>)	(type, #, and # of days)		\$4,000		1. Audio/Visual equipment 2. Internet access subsidies (for TEE participants)
Photocopying	(# of copies)				
Communications (telephone, fax, mail, courier)					
Hosting (provide breakdown, e.g., room rental, stationery)	(units as appropriate)				
Total:			\$34,200		

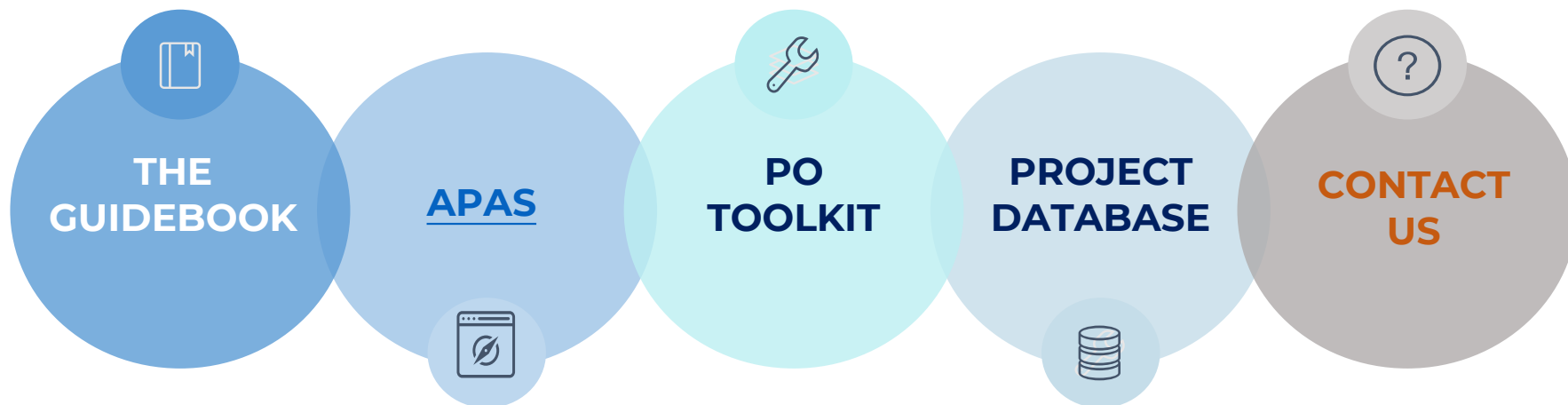


FORMS & RESOURCES

Our 'rulebook'
to applying and
implementing
APEC projects

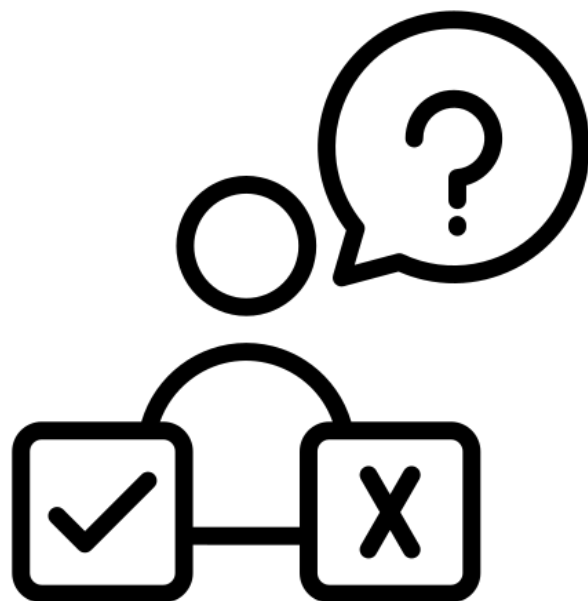
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materials

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PD or PE; (for
APAS) email:
apas@apec.org



Online CN
submission &
scoring;
PP drafting and
assessment

Research all
past and
current
APEC
projects,
including
budgets



Question & Answer Close



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