Project Management Update

Purpose: Information
Submitted by: APEC Secretariat

44th Market Access Group Meeting
Surabaya, Indonesia
11 April 2013

Project Management Update

SOM2 & Related Meetings, Surabaya
April 2013

Prepared by
APEC Project Management Unit

APEC
Asia-Pacific Economic Cooperation

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

PROJECTS OVERVIEW:
2012: Total projects funded

APEC
Asia-Pacific Economic Cooperation

Number of Projects Requesting Funding	215
Value of Projects Requesting Funding	$25,135,842
Number of Projects Approved	103
Value of Projects Approved	$11,504,811
% of Concept Notes Approved	48%
Average Project Cost	$111,697

* All figures are USD

PROJECTS OVERVIEW:
2013, Session 1: Concept Notes Approved

Number of Projects Requesting Funding	76
Value of Projects Requesting Funding	$10,814,611
Number of Projects Approved	39
Value of Projects Approved	$4,344,337
% of Concept Notes Approved	51%
Average Project Cost	$111,393

* All figures are USD

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PROJECTS OVERVIEW:
2013 Funds Available Estimates

Fund	Funds available for Session 2
OA	637,562
TILF	685,845
ASF - General	923,288
ASF - Human Security	425,980
ASF - Health & Emergency Preparedness	233,809
ASF - TFAP II	95,808
ASF - Technology	281,597
ASF- Energy Efficiency	1,729,864
ASF- ANSSR	978,815
Sub-total for ASF	4,669,161
Total: OA, TILF, ASF	5,992,568

Figures fluctuate based on contributions received, funds dispersed and monies returned.

*Figures are estimates as of 22 January 2013 and have not been adjusted to incorporate any unspent Session 1 funds – with the exception of the ANSSR figure. Further adjustments will be made after Session 1 is complete.

** All figures are USD

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APPROVAL PROCESS:
2013 – Dates and deadlines

➡ **Session 1:** Concept Notes approved.

Proposals due <u>Apr 15 or 22</u> for Apr 29 or May 16 approval

➡ **Session 2:** Concept Notes due <u>May 16</u>

➡ **Session 3:** Concept Notes due <u>Sept</u> (TBC)

Notes:
- Deadlines expire <u>midnight, Singapore time</u>
- After CN deadline, the PO has approx. 2 weeks to ensure CN compliance and forum endorsement
- All dates and details subject to change (check website: http://www.apec.org/Projects/Applying-for-Funds.aspx)

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APPROVAL PROCESS:
How are projects approved?

Forum discusses, then endorses and prioritises Concept Note/s

⬇

Committees use the 2013 Funding Criteria
to rank and prioritise CNs overall, for each fund

⬇

CNs approved for funding starting with highest priority, until available funds are depleted

⬇

CNs expanded into full proposals and assessed by PMU

⬇

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

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CONCEPT NOTES
Key advice

Follow all guidelines:
- Meet submission deadlines
- 3-page maximum
- At least 2 co-sponsoring economies (6 for HRD)
- Link project to 2013 APEC Funding Criteria
- Ensure project end date is by Dec of next year
- Use most current form, found on website
- Follow all guidelines in Guidebook

Make sure your economy participates in the ranking and prioritisation of Concept Notes.

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PROJECT RESOURCES
Forms & Resources on Website

PROJECT RESOURCES
Further assistance

Further assistance on projects can be found:

- Through the APEC Secretariat: your Program Director or the PMU: http://www.apec.org/ContactUs.aspx?t=Secretariat

  PMU Program Director, Nadira Mailewa: npm@apec.org
  Project Development Specialist, Adam Hunt: ah@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