



**Asia-Pacific  
Economic Cooperation**

---

**2013/SOM2/MAG/005**

Agenda Item: 9

## **Project Management Update**

Purpose: Information

Submitted by: APEC Secretariat



**44<sup>th</sup> Market Access Group Meeting  
Surabaya, Indonesia  
11 April 2013**



**Project Management Update**  
SOM2 & Related Meetings, Surabaya  
April 2013

*Prepared by*  
APEC Project Management Unit


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



APEC  
Asia-Pacific  
Economic Cooperation

Copyright © 2012 APEC Secretariat.

**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*

Copyright © 2012 APEC Secretariat

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

Copyright © 2012 APEC Secretariat

PROJECTS OVERVIEW: 2013 Funds Available Estimates	
Fund	Funds available for <u>Session 2</u>
OA	<b>637,562</b>
TILF	<b>685,845</b>
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	<b>4,669,161</b>
<b>Total: OA, TILF, ASF</b>	<b>5,992,568</b>

*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*

Copyright © 2012 APEC Secretariat

**APPROVAL PROCESS:**  
**2013 – Dates and deadlines**

➔ **Session 1:** Concept Notes approved.  
 Proposals due Apr 15 or 22 for Apr 29 or May 16 approval

➔ **Session 2:** Concept Notes due May 16

➔ **Session 3:** Concept Notes due Sept (TBC)

**Notes:**

- Deadlines expire midnight, Singapore time
- 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> )

Copyright © 2012 APEC Secretariat

**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)

Copyright © 2012 APEC Secretariat

## 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.

Copyright © 2012 APEC Secretariat

## PROJECT RESOURCES

### Forms & Resources on Website

Search   [Officials' Login](#)

[Home](#) [Groups](#) [Topics](#) [Projects](#) [Publications](#) [Meeting Papers](#) [Events](#) [Press](#) [About Us](#)

You are at: [Home](#) > [Projects](#) > [Forms and Resources](#) 
[Font Size](#) [Print](#) [Share](#) [RSS](#) [Twitter](#) [Facebook](#)

#### Project Forms and Resources

**Project Guidebook**

- [Guidebook on APEC Projects \(8th Edition\)](#)

**Forms for Applicants**

- [Concept Note Template \(approved, BMC2 2012\)](#)
- [Project Proposal Template \(approved, BMC2 2012\)](#)
- [APEC Self-Funded Project Proposal Coversheet \(approved, BMC2 2012\)](#)
- [QAF – Quality Assessment Framework \(2012\)](#)

**Forms for Multi-year Project Applicants**

- [MYP Concept Note Template \(approved, BMC2 2012\)](#)
- [MYP Project Proposal Template \(approved, BMC2 2012\)](#)
- [MYP Budget Template \(approved, BMC2 2012\)](#)
- [MYP Monitoring Report Template \(approved, BMC2 2012\)](#)
- [MYP Completion Report Template \(approved, BMC2 2012\)](#)

**Resources for Applicants**

- [Developing APEC Concept Notes](#)
- [Proposal Development Materials: Designing APEC Projects](#)
- [Funding Criteria for all APEC-Funded Projects in 2013](#)
- [Quality Criteria for Assessing APEC Projects](#)
- [Guide on Gender Criteria](#)
- [Project Quality Training Materials - Presentation, resources, examples](#)
- [Training Materials for Improved Project Quality \(TATF - Singapore 2 day workshop, April 2011\)](#)
- [Applying for APEC Funds Overview](#)

**Projects**

- [Overview](#)
- [Applying for Funds](#)
- [Implement Projects](#)
- [Multi Year Projects](#)
- [Funding Sources](#)
- [Forms and Resources](#)
- [Projects Database](#)
- [Contracting: Tenders and RFPs](#)

**Find Out More**

- [Requests for Proposals/Tenders](#)
- [Budget and Management Committee](#)
- [APEC Projects Database](#)

## 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](mailto:npm@apec.org)  
Project Development Specialist, Adam Hunt: [ah@apec.org](mailto: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](http://member.aimp.apec.org/pdb_sites/default.aspx)
- Through your BMC or fora delegate