



Asia-Pacific  
Economic Cooperation

# APEC Secretariat Report

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EGEEC/EGNRET Meeting



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

# CHILE'S HOST YEAR AND THEMES IN 2019

- APEC Chile 2019 Theme:  
    **“Connecting People, Building the Future”**
- Policy Priority 1: WOMEN, SMEs AND INCLUSIVE GROWTH
- Policy Priority 2: DIGITAL SOCIETY
- Policy Priority 3: INTEGRATION 4.0
- Policy Priority 4: SUSTAINABLE GROWTH
- **Sustainable energy:** modernization for a better quality of life
  - ✓ Workshop on Boosting Energy solutions in Remote Areas
  - ✓ Workshop on Technological Challenges and Opportunities to Supply Flexibility to Electric Systems
  - ✓ Workshop on Distributed energy resources regulation and rate design

# APEC PROJECT SESSION 1 2019 (1)

## Stage 1

### Preparing and Submitting Concept Notes

1. PO prepares Concept Note (CN).
2. PO socialises CN in forum and secures minimum 4 co-sponsoring economies.
3. PO must submit CN to PD by the *Internal Submission Deadline*. PD circulates the CN around forum for endorsement.
4. PO, through the PD, submits the *endorsed* CN by *Final Submission Deadline* to PMU.



# APEC PROJECT SESSION 1 2019 (2)

## Stage 2

### Concept Note (CN) - Eligibility Assessment and Scoring

6. Secretariat submits the CNs to EWG for eligibility assessment and scoring.
7. Using the *APEC Scoring Template*, each economy assesses the eligibility of each CN and then scores each CN they deem eligible.



# APEC PROJECT SESSION 1 2019 (3)

## - APEC Scoring Template -

Enter your scores in the yellow columns only						
	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Total Concept
<b>Is this concept note eligible for funding?</b> (click on this cell for further explanation)	<b>Supports the Priorities of the APEC Fund to which it is applying</b> (click on this cell for further explanation)	<b>Quality Appears Strong</b> (click on this cell for further explanation)	<b>Supports My Economy's Priorities</b> (click on this cell for further explanation)	<b>Supports Capacity Building</b> (click on this cell for further explanation)	<b>Supports Cross-Fora Collaboration and Benefits to Multiple Economies</b> (click on this cell for further explanation)	<b>Note Score</b>
(Yes / No)	/ 20	/ 15	/ 10	/ 10	/ 5	Total / 60
						0
						0
						0



# APEC PROJECT SESSION 1 2019 (4)

## Stage 2 (Continued)

Concept Note (CN) -  
Eligibility Assessment  
and Scoring

## Stage 3

Quality Assessment  
of Project Proposals  
(PP)

8. Secretariat receives APEC Scoring Templates and averages scores for eligible CNs. Recommends to BMC that the highest scoring CNs be funded in-principle.
9. BMC approves CNs in principle.
10. PO develops full PP and submits to PD by the deadline. PD circulates to forum for endorsement and comments.
11. PO revises PP as required and submits endorsed PP by *Final PP Submission Deadline*.
12. Secretariat assesses PPs for quality against 5 indicators. PO revises the PP until it reaches satisfactory quality.
13. Secretariat recommends PPs to BMC for final approval
14. BMC approves PPs.



# APEC PROJECT SESSION 1 2019 (5)

## Key Dates

**EELCM Budget:** Approximately **US\$ 1,266,190**

### ***Concept Note stage***

- **12 March:** Internal Submission Deadline (submit to Program Director)
- **22 March:** Final Submission Deadline (submit to Project Management Unit)
- **27 March -10 April:** Responsible APEC Fora to assess eligibility and score concept notes
- **15-18 April:** BMC In-Principle Approval
- **22 April:** Project Overseers to be notified

### ***Project Proposal stage***

- **20 May:** Submission of Project Proposal to APEC Secretariat
- **27 May:** Submit to Project Management Unit
- **15 July:** Project Overseers to be notified



# APEC PROJECT SESSION 2 2019(1)

## Key Dates

### ***Concept Note stage***

#### ***<Step 1:Optional EWG Review>***

**29 March: EWG Project Review Deadline**

**1-19 April:** EG/TF secretariat circulate CNs to members for comments

**22 April:** EG/TF secretariat share comments with PO

**23-25 April:** PO revise the CNs

**26 April:** Submission Deadline for EWG's review

**9 May:** PD circulate the CNs to EWG members

**23-24 May:** EWG members review at EWG 57/ PO or Proposing Economy rep ask co-sponsoring





# APEC PROJECT SESSION 2 2019(2)

## Key Dates

### ***Concept Note stage***

<Step 2: Formal Review>

- **15 July:** Internal Submission Deadline (submit to Program Director)
- **25 July:** Final Submission Deadline (submit to Project Management Unit)
- **30 July -13 August:** Responsible APEC Fora to assess eligibility and score concept notes
- **16-22 August:** BMC In-Principle Approval
- **23 August:** Project Overseers to be notified

### ***Project Proposal stage***

- **20 September:** Submission of Project Proposal to APEC Secretariat
- **27 September:** Submit to Project Management Unit
- **15 November:** Project Overseers to be notified



# 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.

### Failure to submit MRs or CRs:

- POs with outstanding MRs are ineligible to submit new CN or have PPs approved until overdue reports are submitted.
- Any APEC forum whose project has not submitted a CR is ineligible to submit new Concept Notes or have any full proposal approved until all overdue reports are submitted.



# KEY ADVICE FOR PROJECT IMPLEMENTATION

## How to have a successful workshop:

- Give at least sufficient notice to members of workshops, nomination requests (EWG PD strongly recommend to **send GI 2 months before**).
- 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.



# KEY ADVICE FOR PROJECT IMPLEMENTATION

## Be familiar with and follow APEC procurement rules:

- **Guidebook Chapter 12** on Contracting
- **Procurement takes time!** Refer to your Letter of Acceptance for suggested timelines.
- Different requirements for contracts below USD 5,000; 20,000; 50,000; 50,001 and above.
- When evaluating bids, ensure that the specific Evaluation Criteria identified in the Request For Proposal (RFP) documentation are used to evaluate the bids.
- For over USD 50,001 get your proposal assessment panel together early. Only members of your forum officials (or their nominated delegates) can be assessors.
- Use the RFP timeline and correct templates  
<http://www.apec.org/Projects/Forms-and-Resources.aspx>

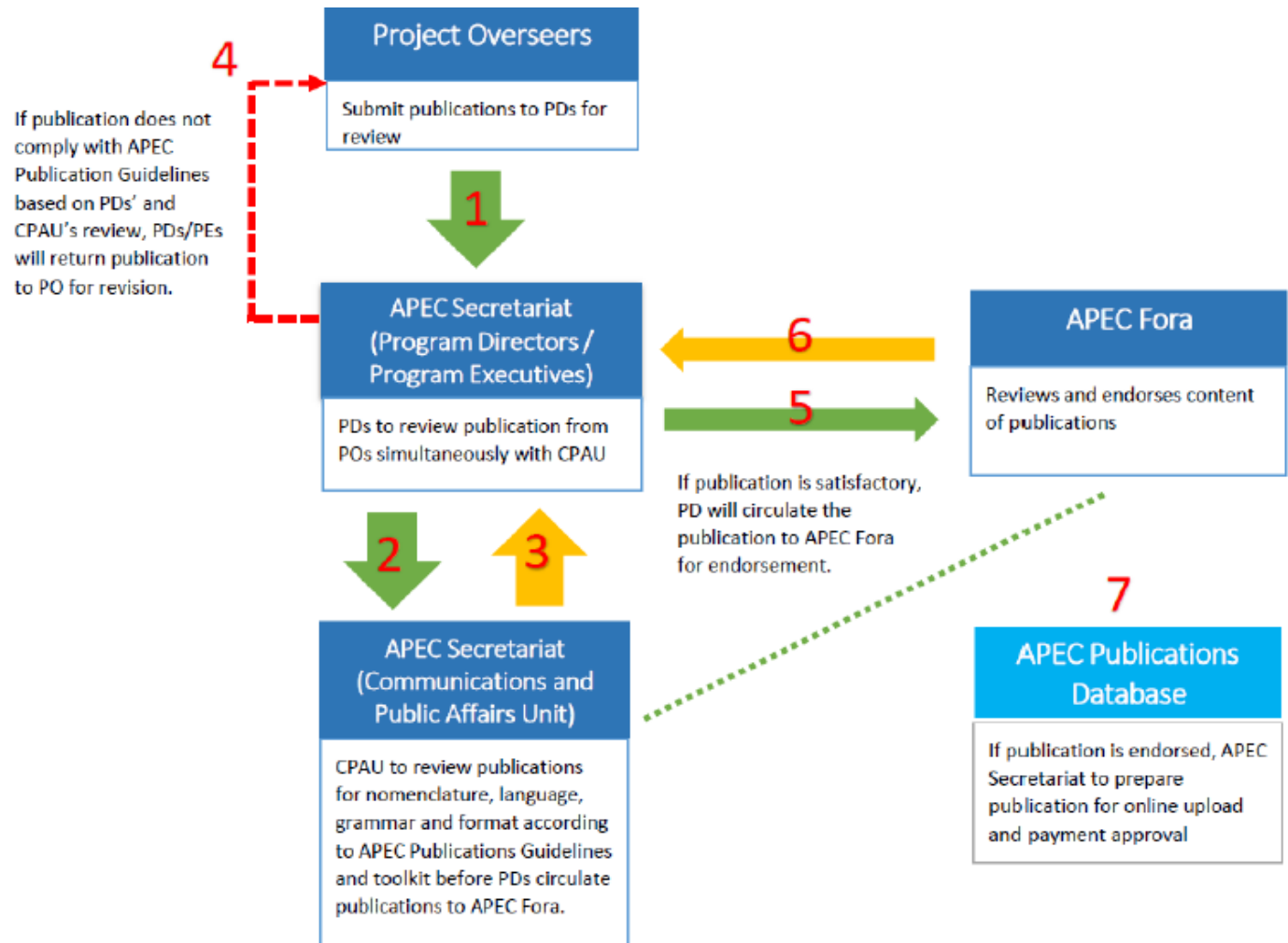


# KEY ADVICE FOR PROJECT IMPLEMENTATION

Some changes with regard to publication procedures:

**Before**  
CPAU check after For a endorsement.

**After**  
CPAU check before For a Endorsement (See diagram)



# 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 \(12th Edition\)](#)
- [Edition 12: Edit Summary](#)

## **Forms for Applicants**

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

## **Resources for Applicants**

- [APEC SCE Guidelines for Cross-Fora Collaboration](#)
- [Project Session 1, 2018: 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](#)

