Project Management Update

Purpose: Information
Submitted by: APEC Secretariat

**21st Anti-Corruption and Transparency Experts'
Working Group Meeting
Cebu, Philippines
22 August 2015**

Project Management Update

SOM3 & Related Meetings, Aug & Sept 2015

Prepared by
APEC Project Management Unit

PROJECT OVERVIEW:
Projects funded in S2 2015

Number of Projects Requesting Funding	103
Value of Projects Requesting Funding	$12,604,884
Number of Projects Approved	In Progress

- *All figures are USD*
- *To be confirmed by BMC: 21 August 2015*

PROJECT OVERVIEW:
Session 2, 2015: Funds Available

Project Fund	Session 2, 2015 (US $)
General Project Account (GPA)	$1,038,057
Trade & Investment Liberalization and Facilitation Account (TILF)	$761,844
APEC Support Fund (ASF) General Fund	$833,632
ASF Sub-funds	
(i) Human Security	$220,305
(ii) Health & Emergency Preparedness	$136,727
(iii) Energy Efficiency	$3,195,001
(iv) ANSSR	$524,189
(v) Supply Chain Connectivity	$1,215,615
(vi) Mining	$469,000
Total GPA+TILF+ASF	**$8,394,370**

To Note:
- *Figures are **estimated** as of 26 May 2015*
- *Updated estimates fluctuate based on contributions received, funds dispersed and monies returned*
- *Figures and availability for 2015 are available on the APEC website*
- *All Figures are in USD*

IMPORTANT RECENT INFORMATION:

Important information since BMC 1, 2015 includes:

Criteria for Accessing New Sub-Funds
- The Mining Taskforce has established procedures for accessing the new ASF Mining sub-fund.
- For details, refer to: http://www.apec.org/Projects/Funding-Sources.aspx

Exhaustion of TFAP II and Technology sub-funds:
- Both sub-funds are now fully exhausted.

Additional sub-funds:
- Three new sub-funds will be established by China. These will focus on:
  - FTAAP and GVCs
  - Innovative Development, Economic Reform and Growth (IERG)
  - Connectivity

APPROVAL PROCESS:
2015– Dates and Deadlines

Session 2: Concept Notes were due July 17.
- Deadlines expired <u>midnight, Singapore time</u>

For approved Concept Notes, Session 2 Proposals will be due:
- <u>Sept 14</u> for Oct 6 approval; or
- <u>Oct 5</u> for Oct 30 approval; or
- <u>Oct 26</u> for Nov 19 approval
- All dates and details subject to change

Sessions 1 & 2, 2016: Dates will be set in late 2015. Please check:
> http://www.apec.org/Projects/Applying-for-Funds.aspx)

APPROVAL PROCESS:
How are projects approved?

Forum discusses, then endorses and scores Concept Note/s using the 2015 Scoring Template

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Committees use the 2015 Scoring Template to score CNs overall, for each fund

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

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CNs expanded into full proposals and assessed by PMU

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

PROJECT REQUIREMENTS:
Monitoring and Completion Reports

Monitoring Reports (MRs):
- Monitoring reports are due every 6 months on 1 February and 1 August

Completion Reports (CRs):
- Completion reports are due within 2 months of the project's completion

Requirements:
- Report templates can be found at
  http://www.apec.org/Projects/Forms-and-Resources.aspx

Failure to submit MRs or CRs:
- POs with outstanding MRs are ineligible to submit new Concept Notes or have any proposal approved until all 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.

CONCEPT NOTES:
Key advice

➤ **Follow all guidelines:**
- Meet the submission deadline
- 3-page maximum
- At least 2 co-sponsoring economies (6 for HRD)
- Link project to 2015 APEC Funding Criteria
- Ensure project end date is by December of the following year
- Use most current form, found on APEC website, project link
- Follow all guidelines in Guidebook

➤ **Ensure your economy participates in the scoring of Concept Notes**

PROJECT RESOURCES:
Forms & resources at http://www.apec.org/Projects/Forms-and-Resources.aspx

APEC
Asia-Pacific
Economic Cooperation

Project Guidebook
- Guidebook on APEC Projects (11th Edition) - June 2015

Forms for Applicants
- Concept Note Template - BMC1 2015
- Project Proposal Template - BMC1 2015
- APEC Self-Funded Project Proposal Coversheet (approved, BMC2 2012)
- QAF – Quality Assessment Framework - BMC1 2015

Resources for Applicants
- Project Quality Training Materials - BMC2 2015
- Concept Note Development Materials - BMC1 2015
- Project Proposal Development Materials - BMC1 2015
- Funding Criteria for all APEC-Funded Projects in 2015
- Quality Criteria for Assessing APEC Projects - BMC1 2015
- Guide on Gender Criteria
- Applying for APEC Funds Overview - BMC1 2015
- APEC Guidelines on Conducting Capacity Building - BMC1 2015

Forms and Resources for Projects in Implementation
- Monitoring Report Template (BMC1 2015)
- Multi-year Project August Monitoring Report Template
- Completion Report Template (BMC1 2015)
- APEC Project Evaluation Survey Form (approved, BMC1 2014)
- Sample Tracer Evaluation Form
- Per Diem and Attendance Certification (*Word Format*)
- Per Diem and Attendance Certification (*Excel Format*)

Contracting Forms & Resources
- APEC Contracting Forms & Resources List
- Request For Proposal (RFP) Template - Standard Projects (for Contracts over USD20,000)
- Request For Proposal (RFP) Template - Multi-Year Projects (for Contracts over USD20,000)
- RFP Timeline
- RFP Example
- Revision/Addenda to RFP
- Proposal Compliance Checklist
- Evaluation of Proposals Template
- Procurement Process Summary and Endorsement Template
- Contract Template - Standard Project
- Contract Template - Multi-Year Project
- Approval Checklist for Contracts
- Contractor's Travel Reimbursement Claim Form
- APEC Policy Guidelines – addressing Conflict of Interest Issues (Procurement Principles)

PROJECT RESOURCES:
Further assistance

APEC
Asia-Pacific
Economic Cooperation

Further assistance on projects can be found:
- Through the APEC Secretariat, via your Program Director or the Project Management Unit:
  - Program Directors: http://www.apec.org/ContactUs.aspx?t=Secretariat
  - PMU Program Director, Andrew R Lloyd: arl14@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