



**Asia-Pacific
Economic Cooperation**

2013/SOM3/CTTF/004

Agenda Item: 4

Project Management Update

Purpose: Information

Submitted by: APEC Secretariat



**30th Counter Terrorism Task Force Meeting
Medan, Indonesia
28-29 June 2013**

Project Management Update

SOM3 & Related Meetings, Medan
June/July 2013

Prepared by
APEC Project Management Unit




APEC
Asia-Pacific
Economic Cooperation

Advancing Free Trade for Asia-Pacific Prosperity

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PROJECTS OVERVIEW: 2013, Session 1: Concept Notes Approved



APEC
Asia-Pacific
Economic Cooperation

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		
Funds	Funding available for Session 2	Funding available for Session 3
OA	689,075	689,075
TILF	726,418	726,418
ASF - General	998,420	998,421
ASF - Human Security	441,724	441,723
ASF - Health & Emergency Prep.	321,551	321,551
ASF - TFAP II	143,712	143,713
ASF - Technology	310,371	310,371
ASF- Energy Efficiency	3,419,347	3,419,346
ASF- ANSSR	984,110	TBD
Total ASF	6,619,235	5,635,125
Total: OA+TILF+ASF	8,034,728	7,050,618

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

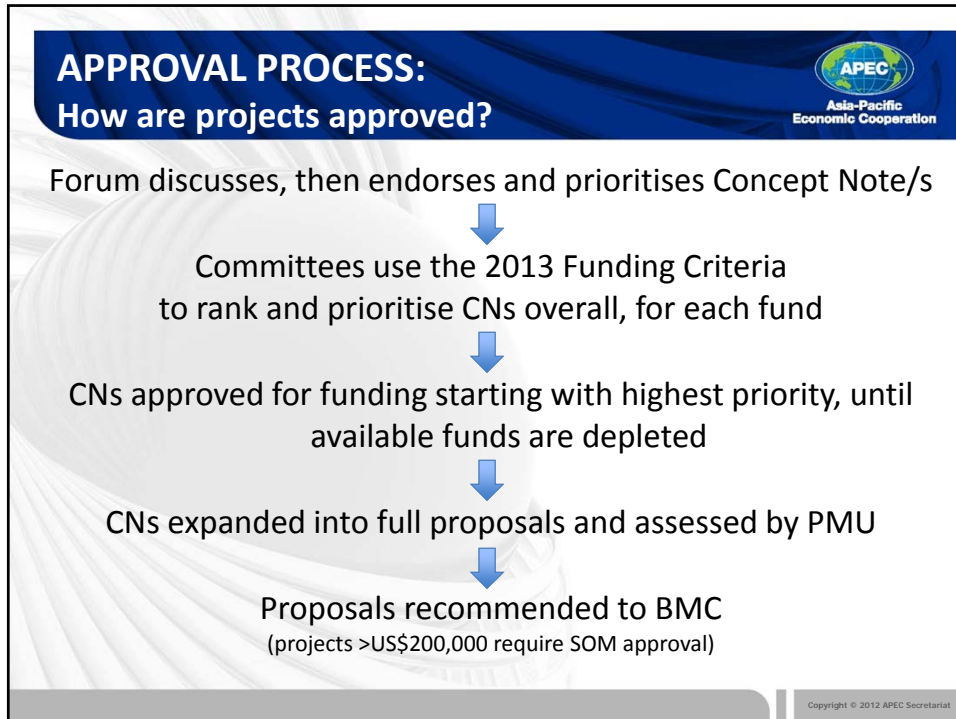
**Figures can change and are correct as of April 30, 2013*

*** All figures are USD*

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APPROVAL PROCESS: 2013 – Dates and deadlines	
→	Session 1: Concluded in May
→	Session 2: Mid-process, CN submission closed
→	Session 3: Concept Notes due <u>4 Sept</u>
→	2014 sessions: Dates to be announced by end 2013
Notes:	
•	Deadlines expire <u>midnight, Singapore time</u>
•	After deadline, the PO has approx. 2 weeks to ensure CN compliance and forum endorsement
•	Session 3 proposals will be approved in Nov/Dec
•	All dates and details subject to change (check website: http://www.apec.org/Projects/Applying-for-Funds.aspx)

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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 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](#)

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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

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