



Asia-Pacific  
Economic Cooperation

# UPDATE ON APEC PROJECTS

SOM1 Meetings, February 2024

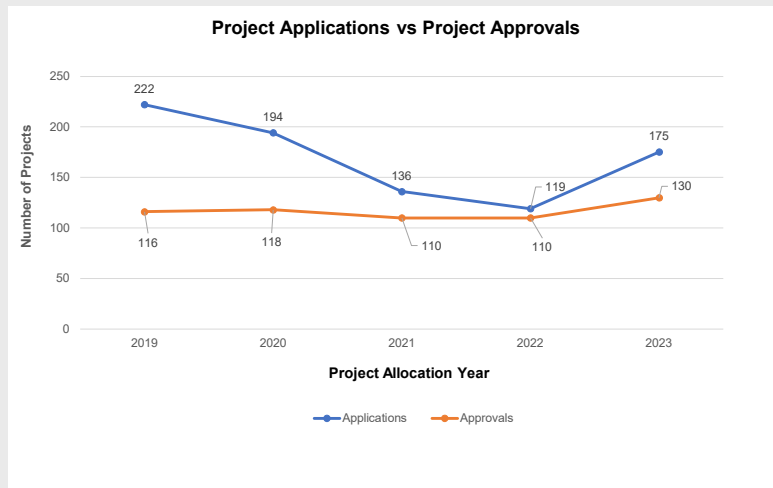
## Project funding in 2023

Significant increase in applications and approvals

- 130 CNs were funded out of 175 eligible applications
  - 53 of 74 in PS1, 77 of 101 in PS2
- 74% funding approval rate (92% in 2022)

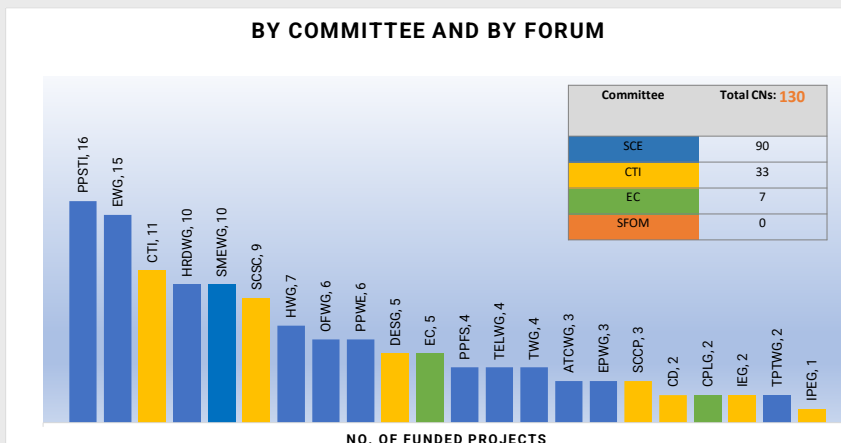
# History of Approvals

~ 69% of projects approved over five years (2019-2023)



# 2023 Project Data

Distribution of Funded Projects across APEC Fora



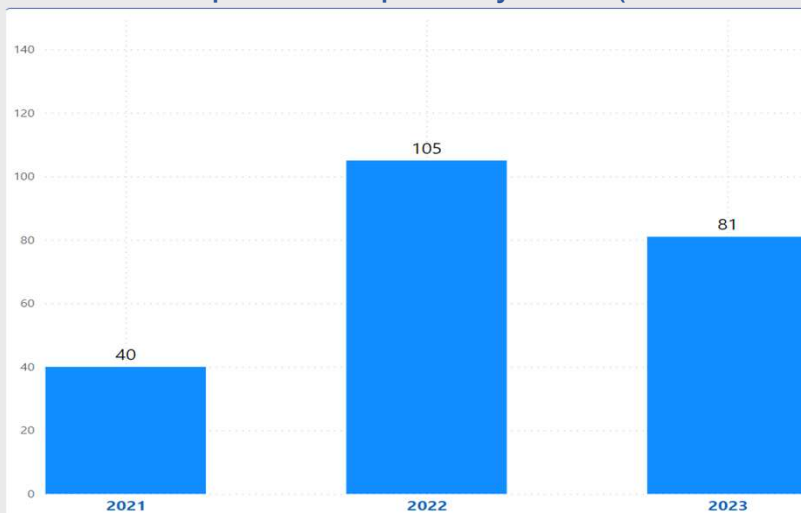
Forum	No. of Funded Projects
PPSTI	16
EWG	15
CTI	11
HRDWG	10
SMEWG	10
SCSC	9
HWG	7
OFWG	6
PPWE	6
DESG	5
EC	5
<b>PPFS</b>	<b>4</b>
TELWG	4
TWG	4
<b>ATCWG</b>	<b>3</b>
EPWG	3
SCCP	3
CD	2
CPLG	2
IEG	2
TPTWG	2
IPEG	1
<b>TOTAL</b>	<b>130</b>

## PPFS Project Data

2021		2022		2023	
APEC Funded	Self Funded	APEC Funded	Self Funded	APEC Funded	Self Funded
0	3	0	7	4	5
TOTAL		TOTAL		TOTAL	
3		7		9	

## Trends in Completion Reporting

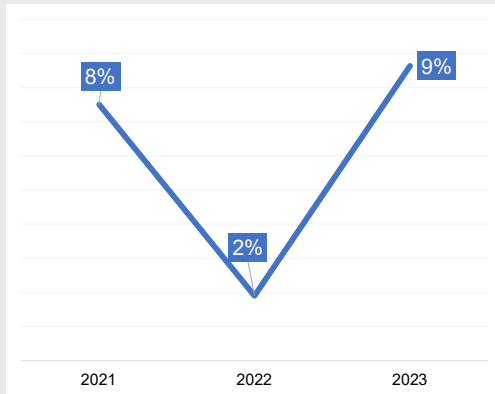
Number of Completion Reports by Year (2021-2023)



# Trends in Completion Reporting

## 'Unsatisfactory' ratings

Unsatisfactory CRs across all fora increased to 9% 2023 from 2% to 2022



### Criteria for Unsatisfactory CRs:

- Submitted more than one month late
- Uncontactable or unresponsive PO
- Incomplete reporting
- Post-event survey not conducted or reported on
- Project evaluation indicators not measured

# Trends in Completion Reporting

Implications – Low-quality and late CRs cause:

## 1. Project impacts to be unclear

- Quality of reporting to members is compromised due to lack of timely, complete, high-quality data

## 2. Negative impacts on Secretariat efficiency and capacity

- Resources expended on follow-up with POs reduce capacity for support in other areas

# Trends in Completion Reporting

## Recommendations

1. Economy focal points to **advise POs on best practices**
2. Focal points to **encourage POs to attend PMU trainings**
3. **Request for training** on specific project areas
4. Focal points to contact POs when Unsatisfactory CRs are circulated and **encourage future compliance**

## Project Session 1, 2024 Key dates

Submission and Approval Dates for Project Session 1, 2024		
<b>Concept Notes</b>		
Internal Submission Deadline	<b>18 March</b>	➢ Program Overseers submit Concept Note to Program Directors (PD) (some PDs may set earlier dates)
	8-11 April	➢ Program Overseers (POs) upload endorsed Concept Notes onto APAS
Final Submission Deadline	<b>15 April</b>	➢ PDs submit endorsed Concept Notes to PMU
	22 April – 6 May	➢ Responsible APEC Fora assess Concept Note eligibility and conduct scoring
	16-22 May	➢ BMC in-principle approval of Concept Notes
Concept Note Selection Outcome	<b>24 May</b>	➢ Program Overseers notified of funding outcome ➢ Funded POs commence preparation of their Project Proposal
<b>Project Proposals</b>		
Submission Deadline	<b>13 June</b>	➢ POs submit Project Proposal to Program Director
	8 July	➢ PDs submit endorsed Project Proposals to PMU for quality assessment
BMC final approval** **when PP satisfactory	<b>July to Sept</b>	➢ BMC approval of final Project Proposal, project implementation starts

# Project Session 1, 2024 Reminders

- Overview
- Applying for Funds
- Implementing Projects
- APEC Project Funding Sources
- Project Overseer Toolkit
- Project Quality: Training and Guidance
- Contracting: Tenders and RFPs
- Projects Database

[Applying for Funds | APEC](#)

[APEC Project Funding Sources | APEC](#)

[Project Overseer Toolkit | APEC](#)

# Project Session 1, 2024 Reminders

**Concept Note**  
 PO: Please draft the CN by filling in the fields below. Hover over the  symbol for instructions.

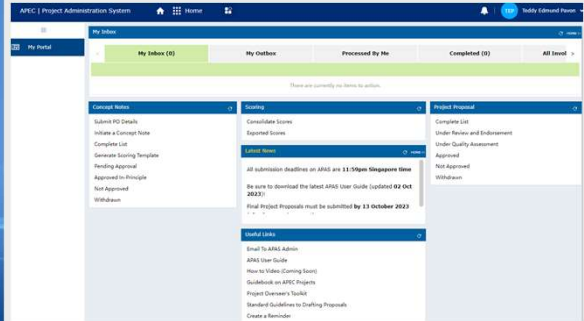
Project Overview			
Project Session	Please select.	Project Year	2024
Project Title	Please draft a brief Project Title.		
Fund Source	Please select.	Sub Fund	Please select.
APEC Forum	Please select.	Additional APEC Forum (if any applicable)	Please select.
Proposing APEC Economy(ies)	Please select.		
Co-Sponsoring APEC Economies	<input type="checkbox"/> Australia <input type="checkbox"/> Brunei Darussalam <input type="checkbox"/> Canada <input type="checkbox"/> Chile <input type="checkbox"/> China <input type="checkbox"/> Hong Kong, China <input type="checkbox"/> Indonesia <input type="checkbox"/> Japan <input type="checkbox"/> Korea <input type="checkbox"/> Malaysia <input type="checkbox"/> Mexico <input type="checkbox"/> New Zealand <input type="checkbox"/> Papua New Guinea <input type="checkbox"/> Peru <input type="checkbox"/> Philippines <input type="checkbox"/> Russia <input type="checkbox"/> Singapore <input type="checkbox"/> Chinese Taipei <input type="checkbox"/> Thailand <input type="checkbox"/> United States <input type="checkbox"/> Viet Nam		
Expected Start Date	Select date.	Project Completion Date	Select date.
CN Final Submission Date	18-03-2024 <i>this is a fixed deadline for submission.</i>		
Project Topic 1 (select up to 3)	Please select.		
Project Topic 2 (Optional)	Please select.		
Project Topic 3 (Optional)	Please select.		
Project Summary (Use 150 words or less)	Please draft a brief summary of your project.		
List All Project Outputs	1. Output 1 2. Output 2 3. Output 3 4. Output 4 (optional)		

[Concept Note Template](#)

[Video Walkthrough of the Concept Note](#)

[Template for POs](#)

# Project Session 1, 2024 Reminders



<https://apas.apec.org/>

## Trainings

Training Events	Date and Time Lima, Peru (GMT-5)	Description
<b>In-Person Workshop 1:</b> <i>Development of Quality Concept Notes for Project Funding Application (incl. use of the online platform APAS)</i>	<b>Wed 28 Feb</b> 2:30pm – 5:30pm	This session will run for 3 hours: <ul style="list-style-type: none"> <li>Project Cycle Overview</li> <li>Developing <b>Concept Notes (CNs)</b></li> <li>Drafting CNs using <b>APAS</b></li> <li>Experience Sharing - Successful POs and Quality CNs</li> <li>Questions and Answers</li> </ul>
<b>In-Person Workshop 2:</b> <i>Development of Quality Project Proposals for Successful Project Implementation (incl. use of the online platform APAS)</i>	<b>Thu 29 Feb</b> 2:30pm – 5:30pm	This session will run for 3 hours: <ul style="list-style-type: none"> <li>Project Cycle Overview</li> <li>Developing <b>Project Proposals (PPs)</b></li> <li>Drafting PPs using <b>APAS</b></li> <li>Experience Sharing - Successful POs and PPs</li> <li>Questions and Answers</li> </ul>
<b>In-Person Workshop 3:</b> <i>Developing Quality Project Budget Plans for Successful Project Implementation (incl. contract guidelines and use of the online platform APAS)</i>	<b>Fri 01 Mar</b> 2:30pm – 5:00pm	This session will run for 2 to 2.5 hours: <ul style="list-style-type: none"> <li>Quick refresher on the Funding Application process</li> <li>Project Budget Overview (Contracting and Procurement, Expert and Participant Travel, On-site and Virtual)</li> <li>Drafting the Budget using <b>APAS</b></li> <li>Experience Sharing - Successful POs and Quality Budget Plans</li> <li>Questions and Answers</li> </ul>

All 3 events are **only** for delegates who are **physically attending** meetings during SOM 1, 2024 in Lima. To attend, members **must register via the links below**.  
 For Workshop 1, register [here](#).  
 For Workshop 2, register [here](#).  
 For Workshop 3, register [here](#).  
**Important Note:** Members must also at the same time **notify their DAO** of their registration to complete their accreditation.

**Location:** All 3 workshops will be held in the **Lima Convention Center – LCC (Room Puruchuco)**

Additional Online Trainings in March 2024 (3<sup>rd</sup> /4<sup>th</sup> Week)

# Thank you.

Teddy Pavon

Program Director (PPFS, ATCWG, HLPDAB)

[tep@apec.org](mailto:tep@apec.org)



Asia-Pacific  
Economic Cooperation