



Asia-Pacific
Economic Cooperation

APEC Projects: Overview

Chile

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Presented by Renee Watkins
Program Director, SCE

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

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The basics

- In APEC, a project is a set of actions, guided by a pre-determined delivery framework, intended to generate a set of pre-defined outcomes that are consistent with a specified objective/objective(s).
- We do projects to:
 - Translate the policy objectives set by Ministers and Leaders into actions and outcomes within the APEC system: Strategic Alignment
 - Progress the ECOTECH Agenda: Capacity Building

“a process to enable member economies - particularly developing economies - to obtain, share, strengthen, maintain and develop knowledge, abilities, skills and technical know-how to improve their policies and regulations or their institutional structures or processes.”



The basics

What can projects do?

- Contribute to ongoing work programs
- Seed, test and socialise new ideas
- The **Project Database** and the **PO Toolkit** are great places to start
- Projects are either APEC-funded or Self-funded
- The rulebook: the [Guidebook on APEC Projects](#)
- The *Concept Note* is your *pitch*: make an impression
- Concept Notes are selected through a competitive, merits-based process
- There are two funding rounds – or Project Sessions – a year.
- If your Concept Note is selected you must develop a detailed design called a *Project Proposal*
- Typical APEC funding amount: US\$120,000 (total available depends on the APEC project fund you nominate)



The basics

- Around 100 APEC-funded projects start each year
- Projects are allocated 18-21 months to complete
- Projects include workshops, seminars, training, research work (etc)
- Projects produce information products: summary reports, guidelines, recommendation reports, online tools and APEC Publications
- Projects can use consultants and other contracted inputs
- Key players in projects:
 - Project Overseers (POs –p11,12)
 - Program Directors (PDs – p.13)
 - Proposing Forum
 - Responsible APEC Forum/Fora (RAF – p.10)
 - Budget and Management Committee (BMC – p.10)
 - Project Management Unit (PMU) PMU@apec.org



Project Session 2 Dates

1. Concept Note Stage	Submission Date	Notification Date of BMC Decision
Internal Submission Deadline (Submit to Program Director)	15 July	N/A
Final Submission Deadline (Submit to PMU)	25 July	23 August
2. Project Proposal Stage	Submission Date to APEC Secretariat	Notification Date of BMC Decision
Submission Deadline	20 September	15 November*

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