



Asia-Pacific
Economic Cooperation

Applying for APEC Funding

Sesi Taklimat Mengenai Dana Sains, Teknologi dan Inovasi (STI) Antarabangsa

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Putrajaya, Malaysia



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

Applying for APEC Fund

Presentation Outline

- 1) Background of APEC
- 2) Overview of APEC Fund
- 3) Available Funds and Key Dates
- 4) Approval Process
- 5) Monitoring and Completion Reports
- 6) Key Advice for Project Implementation



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What is APEC?

<https://www.apec.org/About-Us/About-APEC>



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3 Pillars in APEC



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APEC Papua New Guinea 2018



“Harnessing Inclusive Opportunities, Embracing the Digital Future”

3 Priorities:

Improving Digital Connectivity, Deepening Regional Economic Integration

Promoting Inclusive and Sustainable Growth

Strengthening Inclusive Economic Growth through Structural Reform



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APEC Guiding Principles

- **APEC work is founded on the principles of:**
 - **Voluntariness;**
 - **Consensus-based; and**
 - **Non-binding.**
- **Peer pressure is the key driving force in achieving results.**



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APEC Guiding Principles (cont.)

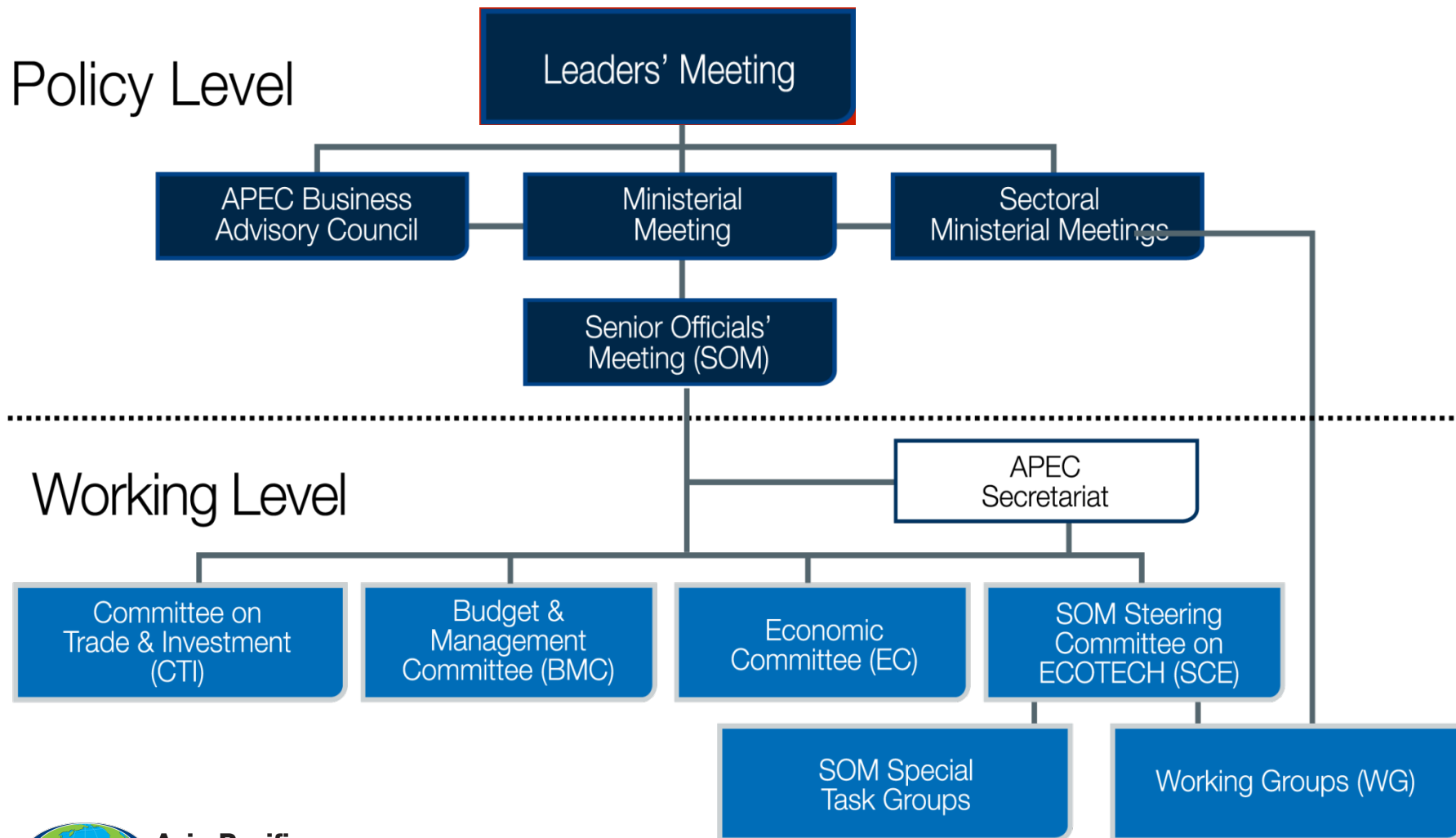
- **APEC initiatives & activities are built on 3 pillars:**
 - **Trade and Investment Liberalisation;**
 - **Business Facilitation; and**
 - **Economic and Technical Cooperation.**
- **Initiatives and activities are guided by Leaders' and Ministers' mandate.**
- **Leaders' and Ministers' mandates are translated into strategic and action plans by individual working groups.**
- **APEC capacity building initiatives are undertaken to achieve the strategic and action plans.**



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How APEC Operates



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APEC-funded Projects

- **2,000 projects implemented since 1993;**
- **Approximately 100-150 per year;**
- **Average value of each project: US\$100,000;**
- **APEC contribution ranges from 80% to 100% depending on type of funds;**
- **In 2017, 2 project evaluation and approval sessions for funding: March & July; and**
- **Budget and Management Committee (BMC) set policies and approve projects.**



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APEC Projects Implemented in Malaysia in 2013-2016

- **20 Projects: 12 projects initiated by Malaysia & 8 projects by other economies.**
- **APEC funding for 20 Malaysia's projects from : US\$2.4 million**
- **In 2016,**
 - **199 participants from the public and private sector; and**
 - **12 Speakers****participated in APEC funded capacity building projects held in other APEC economies.**



PROJECT SESSION 2, 2017

Outcomes

Number of Projects Requesting Funding	123
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Number of Projects Approved	59
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Overall Approval Rate (Session 2, 2017)	48%
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(Overall Approval Rate - 5 Year Average)	42%
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PROJECT SESSION 1, 2018

Available Funds

Project Fund	Project Session 1, 2018
General Project Account (GPA)	\$1,170,000
Trade & Investment Liberalisation and Facilitation Account (TILF)	\$788,312
APEC Support Fund (ASF) General Fund	\$1,307,561
ASF Sub-funds	
Human Security	\$129,596
Health & Emergency Preparedness	\$115,675
Energy Efficiency and Low Carbon Measures	\$1,384,553
Supply Chain Connectivity	\$742,914
Mining	TBC
Free Trade Area of the Asia-Pacific and Global Value Chains	\$550,509
Innovative Development, Economic Reform and Growth	\$323,082
Connectivity	\$199,998
Micro, Small and Medium Enterprises	\$148,189
Renewed APEC Agenda on Structural Reform (RAASR)	\$951,790
Women and the Economy	\$350,400
Total Amount Available (GPA+TILF+ASF+Sub-Funds)	\$8,244,843



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PROJECT SESSION 2, 2018

Key Dates

1. Concept Note Stage	Submission Date	Notification Date of BMC Decision
Internal Submission Deadline (Submit to Program Director)	22 June	N/A
Final Submission Deadline (Submit to PMU)	29 June	31 July
2. Project Proposal Stage	Submission Date	Notification Date of BMC Decision
Submission Deadline	28 August	26 October*

**Project Proposals which require a BMC decision before the date advertised here should be submitted to the Secretariat prior the Submission Deadline where possible. PMU will seek earlier BMC decisions where required by project timelines, but Project Proposals must be endorsed by the proposing forum, and must achieve a satisfactory rating across the Quality Criteria for Assessing APEC Projects, before they will be submitted by PMU to BMC for earlier approval.*



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APPROVAL PROCESS

The New Model (2018)

The new process starts in Project Session 1, 2018. Some key new things to remember:

- Review all the information on the Projects pages of www.apec.org
- Ensure you are using the current Concept Note (CN) template.
- Consider the new APEC Scoring Template when preparing your CN (see upcoming slide)
- After the Internal Submission Deadline, the proposing forum is only required to endorse CNs, they no longer score.
- After the Final Submission Deadline, endorsed CNs will be submitted to the applicable Responsible APEC Forum (RAFTs - see upcoming slide)
- Each economy on the RAFT will assess the eligibility of each CN, and will score each eligible CN. If any economy finds a CN ineligible, reasons should be given – *but the CN cannot proceed further* (but can reapply next Project Session).
- Understand the eligibility of the funding source in question. If you need support, please contact your Program Director, or PMU@apec.org.



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APPROVAL PROCESS

The New Model (2018)

- Meet the 2 submission deadlines – & the Final Submission Deadline is *final!*
- 3-pages maximum.
- Specify the exact funding source ('ASF' alone is not a project fund description).
- Address the eligibility criteria for the funding source you apply for.
- Capacity building is central to *all* APEC projects – and you *must show* how your project will support capacity building needs for APEC developing economies, **for all** ASF General and ASF sub-fund projects.
- Write clearly and succinctly for an audience of non-experts.
- Secure at least 2 co-sponsoring economies (some groups expect more).
- Ensure project end date is by December of the following year.
- Use most current form, found on APEC website, project link.



APPROVAL PROCESS

The New Model (2018) – Responsible APEC Fora

Fund	Fora	Funding Criteria
General Project Account	SOM	Incoming and outgoing host priority themes
ASF General Fund	SOM	The Manila Framework on ECOTECH
TILF	CTI	The Osaka Action Agenda
Connectivity Sub-Fund	SCE*	Specific sub-fund eligibility
Energy Efficiency Sub-Fund	EWG	As above
FTAAP and GVCs Sub-Fund	CTI*	As above
Health and Emergency Preparedness Sub-Fund	SCE	As above
Human Security Sub-Fund	SCE	As above
IERG Sub-Fund	SCE*	As above
Mining Sub-Fund	MTF*	As above
MSME Sub-Fund	SMEWG*	As above
RAASR Sub-Fund	EC*	As above
Supply Chain Connectivity Sub-Fund	CTI*	As above
Women and the Economy Sub-Fund	PPWE	As above (new sub-fund for 2018)
*Already decide eligibility for these funds under 2017 process		



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APPROVAL PROCESS

The New Model (2018) – the APEC Scoring Template criteria

Supports the Priorities of the APEC Fund to which it is applying

Please give a score out of **20** based on your assessment of how well the project addresses the priorities of the fund to which it is applying.

Quality Appears Strong

Please give a score out of **15** for project quality. APEC considers project quality against the following five criteria:

- *Relevance: this considers why the project is proposed;*
- *Impact: this considers what the project seeks to change;*
- *Effectiveness: this considers how a project will reach its objectives;*
- *Sustainability: this considers whether the benefits are likely to continue after the project is completed;*
- *Efficiency: this considers how a project will be implemented, particularly measuring the outputs (services, goods) against the inputs (cost of resources).*

Supports My Economy's Priorities

Please give a score out of **10** based on how well the project aligns with the APEC priorities of your economy.

Supports Capacity Building

Please give a score out of **10** based on how well the project supports APEC's Capacity Building Objectives, Goals and Operational Principles, which are listed in the APEC Project Guidebook.

Supports Cross Fora Collaboration and Benefits to Multiple Economies

Please give a score out of **5** based on whether there is broad support for the project, including cross fora collaboration. Please consider how well the project will benefit multiple members and the region as a whole.



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APPROVAL PROCESS

The New Model (2018) – in a flow diagram

After the *Internal Submission Deadline*: Fora endorse Concept Notes (CNs). Some fora do this earlier.



After the *Final Submission Deadline*: Endorsed CNs are sent to the APEC forum responsible for the APEC funding source, to assess against the specific eligibility requirements of the funding source, and then score eligible CNs. Each economy in the forum uses the APEC Scoring Template.



All the Scoring Templates are returned to the Secretariat by the deadline provided. The Secretariat averages the scores provided by each economy for each eligible CN. Ineligible concepts can re-apply next round.



The Secretariat recommends to BMC which CNs can be funded, based on order of scores (highest to lowest) and with consideration to the total amount that is available in the fund.



CNs that are approved 'in-principle' by BMC are developed into Project Proposals.



Capacity Building in APEC Projects

Capacity Building in Projects

- Capacity building is central to APEC Projects. In 2015, SCE approved a Capacity Building Policy for APEC. The Policy aims to strengthen the focus of APEC projects towards capacity building outcomes.
- From 2018, 'Supports Capacity Building' will be part of the Concept Note Scoring Template (10 points /60 points).
- The current edition of the Guidebook on APEC Projects (Ed.12) expresses the Policy through changes to the Concept Note template; new appendix which addresses APEC's Capacity Building Goals, Objectives and Principles.

Monitoring and Completion Reports

Monitoring Reports (MRs):

- MRs for projects approved in 2017 and before are due every 6 months on 1 February and 1 August; those approved in 2018 and after will have only be required once a year (1 April or as advised)

Completion Reports (CRs):

- Completion reports are due within 2 months of the project's completion.

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.

Report templates can be found on the APEC Website:

<http://www.apec.org/Projects/Forms-and-Resources.aspx>



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Key Advice for Project Implementation

How to have a successful workshop:

- Give at least sufficient notice to members of workshops, nomination requests
- Do your research and use your networks to find the right participants and speakers – don't just 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
- Different requirements for contracts below USD 5,000; 20,000; 50,000; 50,001 and above
- For over USD 50,001 get your proposal assessment panel together early and remember **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>



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](#)



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