

APEC Self-Funded Project Proposal Coversheet

Submit through APEC Secretariat Program Director. Ensure that the proposal is no longer than 3 pages.

Project Title:	
Project Number (Assigned by Secretariat):	
Committee / WG / Sub-fora / Task-force:	
Proposing APEC economy:	
Co-sponsoring economies(if any):	
Date approved by fora:	
Expected start date:	
Completion date:	
Project summary: (Describe the project in under 150 words. Your summary should include the project topic, goals, planned activities, timing and location. You must provide more details information by answering the questions on the next page). (Summary must be no longer than the box provided. Cover sheet must fit on one page)	
Total cost of project (USD):	

Project Overseer Information and Declaration:

Name:

Title:

Organization:

Tel:

E-mail:

As Project Overseer and on behalf of the proposing APEC economy, I will ensure that all Project outputs (Project reports, proceedings, slides, presentations, CDs, etc.), will comply with the APEC Publications, APEC Logo and Copyrights Guidelines before being published. I will also ensure that the project will comply with the Guidelines on Managing Cooperation with Non-Members (the guidelines are at: <http://www.apec.org/About-Us/About-APEC/Policies-and-Procedures.aspx>). I am aware that I am solely responsible for project fund management in relation to fully self-funded projects. By submitting this APEC Self-Funded Project Proposal Cover Sheet to the APEC Secretariat, you (each Project Overseer or point of contact listed) agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Self-Funded Project Proposal Cover Sheet, which you have provided to the APEC Secretariat, in accordance with the Singapore's Personal Data Protection Act 2012 and our (the APEC Secretariat) data protection policy (<https://www.apec.org/PrivacyPolicy>). The APEC Secretariat will transfer any data provided on this form, which may contain personal data of Project Overseer(s), to APEC member economies overseas via the APEC Secretariat.

Name of Project Overseer

Name of Fora Chair/Lead Shepherd

Date:

Self-Funded Project Synopsis

1. **Relevance – Benefits to region:** What problem does the project seek to address? Does it have sustained benefits for more than one economy?

Relevance – Capacity Building: How will the project build the capacity of APEC members (refer to capacity building goals, objectives and principles at Appendix K of the Guidebook).

2. **Objectives:** State the key objectives of the project.
3. **Alignment – APEC:** Describe specific APEC priorities, goals, strategies and/ or statements that the project supports, and explain how the project will contribute to their achievement.

Alignment – Forum: How does the project align with your forum's workplan/ strategic plan?

4. **Methodology:** How do you plan to implement the project? Briefly address the following:
 - **Work plan:** Project timelines, dates of key activities and deliverable outputs.
 - **Beneficiaries:** Selection criteria for participants, beneficiary profiles (e.g. participants, end users, policy makers, researchers/analysts, gender) and how they will be engaged.
 - **Evaluation:** Indicators developed to measure progress, project outcomes and impacts/successes. Where possible provide indicators which could assess impacts on women.
 - **Linkages:** Information on other APEC and non-APEC stakeholders and how they will be engaged. If and how this proposal builds on (but does not duplicate) the work of other projects. How will this activity promote cross fora collaboration?

APEC Concept Note

Please submit to APEC Secretariat Program Director. Concept Notes exceeding 3 pages (including title page) and incomplete submissions will not be considered. Responses must be no less than 10pt font.

Project Title:			
Fund Source (Select <u>one</u> only):			
<input type="checkbox"/> General Project Account (GPA)			
<input type="checkbox"/> Trade and Investment Liberalization and Facilitation Special Account (TILF)			
<input type="checkbox"/> APEC Support Fund (ASF) – General Fund			
<input type="checkbox"/> APEC Support Fund (ASF) – Sub-Fund. You must nominate the sub-fund here:			
APEC forum:			
Proposing APEC economy:			
Co-sponsoring economies:			
Expected Start Date:			
Project Completion Date: <small>See Chapter 7 Guidebook on APEC Projects</small>			
Project summary: <i>In 150 words -</i>			
<ul style="list-style-type: none"> • What is the issue that you will address or examine in your project? • Outline the key things your project will do, in terms of what, where, when and with whom. <p><i>(Summary must be no longer than the box provided. Cover sheet must fit on one page)</i></p>			
Total cost of proposal: <i>(APEC funding + self-funding):</i>		Total amount being sought from APEC (USD):	
USD		By category: <i>Travel:</i> <i>Labor costs:</i> <i>Hosting:</i> <i>Publication & distribution:</i> <i>Other:</i>	
<small>(See Guidebook on APEC Projects, Ch. 9 to ensure all proposed costs are allowable.)</small>			

Project Overseer Information and Declaration:

Name:

Title:

Organization:

Tel:

E-mail:

As Project Overseer and on behalf of the above said Organization, I declare that this submission was prepared in accordance with the **Guidebook on APEC Projects (the Guidebook)** and any ensuing project will comply with said Guidebook. Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document's budget table, in the case of any inconsistencies within the document. By submitting this APEC Concept Note to the APEC Secretariat, you (each Project Overseer or point of contact) agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Concept Note, which you have provided to the APEC Secretariat, in accordance with the Singapore's Personal Data Protection Act 2012 and the APEC Secretariat's data protection policy (<https://www.apec.org/PrivacyPolicy>). The APEC Secretariat will transfer any data provided in this form, which may contain personal data of Project Overseer(s), to APEC member economies overseas via the APEC Secretariat.

Name of Project Overseer / Date

Project Synopsis

1. **Relevance – Benefits to region:** What problem does the project seek to address? Does it have sustained benefits for more than one economy?

Relevance – Eligibility and Fund Priorities: How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated fund or sub-fund? Refer to the APEC website.

Relevance – Capacity Building: How will the project build the capacity of APEC member economies? For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.)

Objective: State the overall objective of the project in 100 words or less. The objective is the overarching goal of your project, for example, "Our objective is to build the capacity of project participants through workshop and research to better support the X Roadmap, and produce recommendations as a basis for further collaboration to address the APEC-wide issue of..." In the Project Proposal, you will be required to identify a set of measurable project-level **outcomes**, which if collectively achieved, define whether the project has met the objective stated here. You can identify more than one objective, but avoid confusing the **objective** or goal of the project with the project's **outcomes**.

2. **Alignment – APEC:** Describe specific APEC priorities, goals, strategies and/or statements that the project supports, and explain how the project will contribute to their achievement.

Alignment – Forum: How does the project align with your forum's workplan/strategic plan?

3. **Methodology:** How do you plan to implement the project? Briefly address the following:

- **Workplan:** In a simple table, outline the project from start to end. Show key project outputs and activities and associated dates or timelines.
- **Beneficiaries:** Selection criteria for participants, beneficiary profiles (e.g. participants, end users, policy makers, researchers/analysts, gender) and how they will be engaged.
- **Evaluation:** Outline the indicators which will be used to measure progress towards the project outcomes. Where possible provide indicators which could assess impacts on women.
- **Linkages:** Information on other APEC and non-APEC stakeholders and how they will be engaged. If and how this proposal builds on (but does not duplicate) the work of other projects. How will this activity promote cross fora collaboration?

ขั้นตอนการขอรับเงินสนับสนุน จากเอเปคเพื่อดำเนินโครงการ

สิ่งที่ส่งมาด้วย ๓

STEP
1

การจัดทำ CONCEPT NOTE (CN)



- ความยาวต้องไม่เกิน 3 หน้ากระดาษ A4
- ระบุวัตถุประสงค์ และ ชื่อหมวดของกองทุน
- Program Director (PD) เวียนคณะกรรมการ/
คณะทำงาน/กลุ่มต่างๆ เพื่อขอการสนับสนุน
(co-sponsor) จากเขตเศรษฐกิจต่างๆ

การประเมิน CONCEPT NOTE (CN)

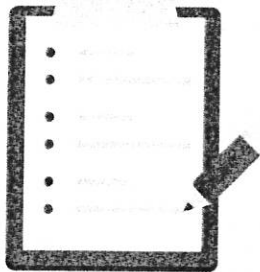
STEP
2

- คณะกรรมการ/คณะทำงานของ
แต่ละหมวดกองทุนเป็นผู้ให้คะแนน CN
- เกณฑ์การให้คะแนนอิงจาก APEC Scoring Template
- CN ทั้งหมดจะถูกเรียงลำดับจากคะแนนมากไปน้อย
- Budget Management Committee (BMC)
เป็นผู้อนุมัติกองทุน โดยอิงจากงบประมาณของ
แต่ละกองทุนซึ่งมีไม่เท่ากัน



STEP
3

การนำเสนอ PROJECT PROPOSAL

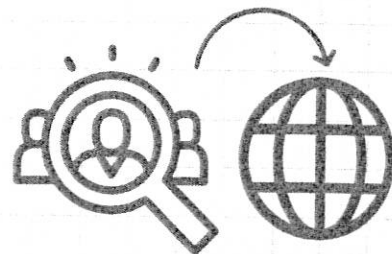


- ความยาวต้องไม่เกิน 12 หน้ากระดาษ A4
- สามารถสร้าง Project Proposal ร่วมกับ Secretariat
และทีมงานเอเปค
- ต้องได้รับการรับรองจากคณะกรรมการหรือ
คณะทำงานที่เกี่ยวข้อง
- APEC Secretariat และ Project Management Unit (PMUs)
เป็นผู้ประเมินคุณภาพก่อนส่งไปให้
Budget Management Committee (BMC) อนุมัติ

การดำเนินการโครงการและ การติดตามและประเมินผล

STEP
4

- ใช้เวลา 2 ปีในการตรวจสอบการดำเนินการ
- ก่อตั้ง Steering Committee ภายในกลุ่ม
เพื่อทำรายงานการตรวจสอบ
- ส่งรายงานการตรวจสอบให้ APEC Secretariat
ผ่านทาง Program Director (PD)
ของคณะกรรมการ/คณะทำงาน



STEP
5

การสรุปผลการดำเนินการ



- จัดทำรายงานสรุปผลโครงการ Completion Report
- ส่งแบบประเมินผลโครงการที่ APEC Secretariat ผ่าน
Program Director (PD) ของคณะกรรมการ/คณะทำงาน