



Asia-Pacific
Economic Cooperation

APEC PROJECTS

Project Event Preparations

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SOM 1, Palm Springs 2023

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

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Agenda

This sub-section covers:

- Resources Available
- Process Overview
- Event Recording Policy
- Honorarium
- Event Attendance List
- Summary



Resources Available

Acceptance Letter

Issued by PMU



Project Guidebook



Project Overseer Toolkit

www.apec.org/projects/forms-and-resources



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Key Policies and Information Resources for APEC Projects

- [Guidebook on APEC Projects \(Edition 16\)](#) - the key document containing APEC project policies and processes
- [Edition 16: Edit Summary](#) - an overview of new content in the current edition of the Guidebook

Templates and Resources for Hosting an APEC Project Event

- [APEC Project Event Timeline](#) - guidance on planning and implementing a project event (workshop, seminar etc)
- [General Information Circular Template](#) - template to share APEC project event information, including nomination form
- [APEC Guidelines on Managing Cooperation with Non-Members](#) - policy to guide non-APEC member participation in APEC events
- [APEC Attendance List for Completion Report](#) - mandatory format for collating attendance lists at project events
- [Per Diem and Attendance Certification](#) - certify event attendance for funded travelers
- [Travel Undertaking Template - Revised, April 2022](#) - undertaking for travelers funded on reimbursement or advance payment
- [Pre-event Planning Flowchart](#) - to guide Project Overseers planning a virtual APEC project event
- [Post-event Process Flowchart](#) - to guide Project Overseers following delivery of a virtual APEC project event



Process Overview



Workplan
(Project Proposal/ Project
Design Amendment and
Extension Form)



**Draft and circulate
General Information/
Administrative Circular**



**Send proposed
Workshop Speakers
and Participant List
and Non-Member
Participation (NMPs)**

**PO to certify
workshop
attendance**



**Ensure Travel/
Honorarium
Undertakings are
issued**



**Send Hosting
Quotation for
approval**



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APEC Project Event Recording Policy

Appendix N (Guidebook)



- Must be identified in the Concept Note, Project Proposal, or Self-Funded Project Proposal.
- Full and unedited recordings cannot be publicly disseminated.
- No livestream, except to approved remote participants, project experts, speakers and contractors.
- Authority to make the recording is subject to:
 - 1) endorsement by the proposing forum or fora and
 - 2) pre-agreement by all event attendees



Honorarium Payment Schedule

Time spent at the event	Honorarium Rates \$US (includes preparation time)
Up to 1 hour	Up to \$500
Between 1 hour and 3 hours	Up to \$700
Between 3 and 6 hours	Up to \$800
More than 6 hours but less than 8 hours	Up to \$1000
8 hours or more (or one whole-day event where event is 8 hours or more)	Up to \$1200
Multiple-day event (each event day is 8 hours or more)	Up to \$1500

- Honorarium is a fee for a particular service and is not paid for the purpose of supplementing travel or other costs, or as compensation for foregone salaries.
- PO need to substantiate payment of an Honorarium and describe the scope and nature of the speaker's contribution to the event.



APEC Event Attendance List

PO toolkit

- [APEC Attendance List for Completion Report](#) - mandatory format for collating attendance lists at project events

APEC EVENT SPEAKER AND PARTICIPANT LIST

Project Number:				Event Name (if applicable):			
Project Title:				Event Date(s):			
				Event Cit(ies):			
#	First Name	Last Name	Email Address	M/F	Speaker/Expert or Participant	Economy	Organization

- Reporting requirement in Completion Report.
- Include all participant and speaker names, email addresses* gender, economy, organization
- Strongly encourage to submit the attendance list after the workshop.
- Data must be consistent with the tables of the CR (Section 4 and 5)



Summary



- If project is going to be delayed, alert PD/PE at least 6 weeks in advance and complete the Project Design Amendment and Extension form.
- Send proposed Workshop Speakers and Participant List and Non-Member Participation (NMPs) to us 6 weeks in advance.
- Do not enter into any financial commitment with any providers. APEC will not be liable for any non-allowable expenses incurred.
- POs need to capture final attendance list rather than the event registration list.
- Do ensure that event complies with APEC Hosting Guidelines.



Thank You!



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