



**Asia-Pacific
Economic Cooperation**

APEC Senior Officials' Report on

Economic and Technical Cooperation 2011

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



**Asia-Pacific
Economic Cooperation**

APEC Secretariat

35 Heng Mui Keng Terrace Singapore 119616

Tel: (65) 68 919 600 Fax: (65) 68 919 690 Email: info@apec.org Website: www.apec.org



**Asia-Pacific
Economic Cooperation**

**2011 Senior Officials' Report on
Economic and Technical Cooperation**

**SOM Steering Committee on Economic and Technical
Cooperation**

November 2011

Printed by
APEC Secretariat
35 Heng Mui Keng Terrace Singapore 119616
Tel: (65) 6891 9600 Fax: (65) 6891 9690
Email: info@apcc.org Website: www.apcc.org

© 2011 APEC Secretariat

ISSN 0219-1105 APEC#211-SE-01.6

Contents

A Letter from the SCE Chair	5
Executive Summary	7
1. Introduction	9
2. 2011 Highlights and priorities	11
2.1. Strengthening ECOTECH activities in APEC.....	11
a. <i>SCE Fora Reform</i>	11
a. <i>Alignment with Overall APEC Objectives</i>	
b. <i>Creation of the Policy Partnership on Women and the Economy</i>	
c. <i>Creation of the Ocean and Fisheries Working Group</i>	
b. <i>Fora's Accountability and Communications</i>	12
a. <i>Creation of the APEC Experts Group on Illegal Logging and Associated Trade</i>	
b. <i>Creation of the Policy Partnership on Food Security</i>	
c. <i>Policy on Scheduling of Sub-fora Operations to Enhance Effectiveness</i>	
d. <i>Strategic Planning Guide and Template</i>	
c. <i>Coordination among APEC fora</i>	13
2.2. Independent Assessment of SCE Fora.....	14
2.3 Other SCE decisions	14
a. <i>Elevation of Anti-Corruption and Transparency Task Force (ACT) to working group status</i>	
2.4 APEC Support Fund	15
3. Progress Review of the APEC Growth Strategy	16
a. <i>Balanced Growth</i>	16
b. <i>Inclusive Growth</i>	16
c. <i>Sustainable Growth</i>	17
d. <i>Innovative Growth</i>	18
e. <i>Secure Growth</i>	19
4. APEC projects in action	22
a. <i>Funding Criteria for all APEC Projects</i>	24
5. Implementation of the APEC medium-term ECOTECH priorities	25
a. <i>Regional Economic Integration</i>	25
6. Key achievements of SCE fora	27
7. Recommendations	30
Annexes	
Annex 1: SOM Steering Committee on Economic and Technical Cooperation 2011 Work Program	31
Annex 2: Terms of Reference of Policy Partnership on Women and the Economy	33
Annex 3: Terms of Reference of the APEC Experts Group on Illegal Logging and Associated Trade	39

Annex 4:	Terms of Reference of the Policy Partnership on Food Security	41
Annex 5:	Strategic Planning – Process Guide for Working Groups	45
Annex 6:	Terms of Reference of the Tourism Working Group	51
Annex 7:	Terms of Reference of the Counter Terrorism Task Force	55
Annex 8:	Policy on Scheduling of Sub-fora Operations to Enhance Effectiveness.....	57
Annex 9:	Independent Assessment of the ECOTECH Implementation of APEC Working Groups and SOM Task Forces: Emergency Preparedness Working Group – SCE Decisions	59
Annex 10:	Independent Assessment of the ECOTECH Implementation of APEC Working Groups and SOM Task Forces: Small and Medium Enterprises Working Group – SCE Decisions.....	67
Annex 11:	Independent Assessment of the ECOTECH Implementation of APEC Working Groups and SOM Task Forces: Fisheries Working Group and Marine Resources Conservation Working Group – SCE Decisions	73
Annex 12:	Independent Assessment of the ECOTECH Implementation of APEC Working Groups and SOM Task Forces: Mining Task Force – SCE Decisions.....	79
Annex 13:	2011 Annual Funding Criteria for APEC Projects.....	95
Annex 14:	Abbreviations and Acronyms.....	97

A Letter from the SCE Chair

For the SOM Steering Committee on ECOTECH, the year 2011 has been a productive year with considerable progress in many areas. The SCE successfully implemented all its tasks from the 2011 annual workplan. We have also overseen the realignment of the SCE sub-fora to more directly contribute to APEC goals and objectives, the implementation of the independent assessments of four SCE sub-fora and the conduct of a review of the process of independent assessments which will be further discussed and implemented in 2012.

The key achievement of the SCE in 2011 was its significant realignment of the organizational structure in order to ensure the work of APEC continues to match its overall goals and objectives in the context of an ever changing global economy. The realignments made in 2011 include the creation of three new groups: the Policy Partnership on Women and the Economy, the Ocean and Fisheries Working Group, and the APEC Experts' Group on Illegal Logging and Associated Trade. A new Policy Partnership on Food Security was also created by APEC Senior Officials in 2011. More details on the key achievements over the past year are provided in this report. Although significant progress has been made so far, there is still a lot of work ahead of us, but with strong commitment from SCE members, I believe that we will be able to accomplish this work.

As you will see in this report, SCE and its sub-fora contributed greatly to APEC's ECOTECH agenda in 2011; we could not have done so without the commitment of the sub-fora and all member economies. In particular I would like to thank SCE members, especially the SCE Vice Chair, Ambassador Kurt Tong, for their support during my chairmanship.

I would also like to take this opportunity to welcome Indonesia as the new Chair of SCE in 2011 and wish them well in guiding the SCE to meeting APEC's ECOTECH goals over the coming year

Yours faithfully,



Ambassador Gennady Ovechko
Chair, SOM Steering Committee on ECOTECH

**Document is designed for double-sided printing.
Blank pages have been deliberately included to allow correct pagination.**

Executive Summary

In 2011, the SOM Steering Committee on Economic and Technical Cooperation (SCE) met on three occasions in the margin of SOM meetings to discuss, *inter alia*, and the implementation of ongoing independent assessments. SCE also held the sixth SCE – Committee of the Whole (COW) meeting with Chairs and Lead Shepherds of APEC committees and fora to discuss various policy issues as well as a Dialogue on the APEC Growth Strategy.

The Committee had strong performance in 2011, meeting all commitments outlined in its annual work-plan. Key achievements include the creation of three new working groups: the Policy Partnership on Women and the Economy, Ocean and Fisheries Working Group, and the APEC Experts Group on Illegal Logging and Associated Trade; a new Policy Partnership on Food Security was also created by SOM in 2011. Following successful implementation of independent assessments of five APEC working groups and task forces in 2011, the Committee also conducted a review of the process of independent assessments with recommendations to be implemented in 2012.

SCE also considered and approved the annual work-plans of 16 working groups and task forces, upgraded the Anti Corruption and Transparency Task Force (ACT) to a working group, and considered revised medium-term and strategic work plans of the Counter Terrorism Task Force, the Industrial Science and Technology Working Group, the Human Resources Development Working Group and the Tourism Working Group.

SCE assessed and ranked all project proposals of SCE working groups/taskforces applying for APEC funding ahead of presentation to the Budget Management Committee (BMC).

Section 3 provides a progress report on the APEC Growth Strategy. This update serves as the follow-up the Leaders' request that Senior Officials conduct "annual progress reviews on APEC's relevant work programs while finding ways to take stock of progress, and making any needed adjustments in the work programs to maximize APEC's efforts to promote the Five Growth Attributes."

Section 4 of this report highlights some of the projects undertaken by various SCE fora to support economic and technical cooperation. Notably, during the period from October 2010 to October 2011, APEC working groups and taskforces have registered 86 ECOTECH-related projects. These include 67 projects approved by the BMC for APEC funding and 19 self-funded projects initiated and implemented by individual economies and/or groups of economies. The SCE itself had one APEC funded project and one self-funded project during this period.

Section 5 of this report outlines key achievements of the SCE fora and ongoing efforts to strengthen the implementation of APEC's economic and technical cooperation.

Recommendations

The following recommendations are proposed to the 23rd APEC Ministerial Meeting (AMM):

1. Endorse the 2011 SOM Report on Economic and Technical Cooperation;
2. Welcome the progress of work on strengthening APEC ECOTECH activities and enhancing fora accountability and communications, in particular the creation of the Policy Partnership on Women and the Economy, Ocean and Fisheries Working Group, APEC Experts Group on Illegal Logging and Associated Trade and the Policy Partnership on Food Security;
3. Welcome the achievements of the Working Groups and SOM Task Forces and welcome the ongoing improvements that have been achieved through the Program of Independent Assessment of all SCE fora; and
4. Welcome 2011 contributions to the APEC Support Fund from Australia, Japan and Russia.

1. Introduction

In 1998, the SOM Sub-Committee on Economic and Technical Cooperation was established with the mandate to “assist SOM in improving the management and coordination of ECOTECH activities among APEC fora”. The Sub-Committee was later elevated to the SOM Committee on Economic and Technical Cooperation (ESC) in 2002. In 2006, as part of the APEC reform process, the ESC was transformed into the SOM Steering Committee on ECOTECH (SCE) with an enhanced mandate to strengthen the prioritisation and effective implementation of ECOTECH activities by various APEC fora. In 2009, SOM agreed to further strengthen SCE’s policy guidance role as recommended by SCE’s internal review, the Terms of Reference (ToR) of the SCE were revised in 2010 to reflect the new working arrangement of the Committee.

In 2011, the SCE was chaired by Ambassador Gennady Ovechko, the Senior Official for APEC from Russia. The Vice Chair of the Committee was Ambassador Kurt Tong, APEC Senior Official from the United States.

The Committee met on three occasions during the year to discuss:

- (a) SCE fora reform to better align the structure of APEC working groups with overall APEC goals and objectives;
- (b) ways to improve accountability and communications in APEC; and,
- (c) the implementation of independent assessments of sub-fora.

The first SCE meeting of 2011 and the sixth annual SCE-COW meeting were held on 9 March 2011 in Washington, D.C. The format of the SCE-COW meeting allowed for a very constructive and frank discussion between Senior Officials and representatives from APEC fora on communications between the SCE and sub-fora. At these meetings the SCE endorsed a new policy on Scheduling of Sub-fora Operations to Enhance Effectiveness whose key element is that SCE sub-fora meetings should be held at the same time and at the same venue as the major SOM meetings. The SCE reviewed progress of the ongoing independent assessments, and considered the 2011 annual work-plans submitted by working groups and task forces. SCE also endorsed the upgrade of the ACT from a SOM Special Task Force to a Working Group; the revised Terms of Reference for the CTF; and revised medium term work plans of the HRDWG and the ISTWG.

SCE-COW members reconvened on 10 March for a Policy Dialogue on the APEC Growth Strategy. The policy dialogue focused on two attributes of growth: sustainable growth and inclusive growth. SCE members and sub-fora chairs and lead shepherds held an open discussion on possible efforts by sub-fora to advance APEC's work in these areas.

The second SCE meeting took place on 15 May 2011 in Big Sky, Montana. The Committee discussed ways to realize the untapped contributions that women can make to the regional economy, including through the creation of a Policy Partnership on Women and the Economy. The SCE continued its discussions on SCE fora reform and on sub-fora accountability and communications agreeing that decisions affecting the organizational structure of APEC will be made in 2011. The SCE also endorsed a proposal to undertake a review on how independent assessments of sub-fora are conducted with a view to making them more cost effective and valuable.

SCE members met for the third time on 23 September 2011 in San Francisco, California. The SCE continued its discussions on SCE fora reform and on sub-fora accountability and communications, recommending to SOM the merger of the Fisheries Working Group with the Marine Resources Conservation Working Group, and encouraging the EWG and ISTWG, the ATCWG and HLPDAB as well as the HWG and LSIF to continue consideration of ways they might increase collaboration. The SCE also agreed on the importance of attendance at the SCE COW and will take steps to encourage greater attendance from SCE sub-fora. Resulting from review of the independent assessment process, SCE agreed to develop an implementation plan for changing this process to be discussed in 2012. The SCE also endorsed the Terms of Reference for the Policy Partnership on Women and the Economy as well as the revised Strategic Plan for the Tourism Working Group. Discussion also took place on Terms of Reference for an APEC Experts Group on Illegal Logging and Associated Trade.

With the endorsement of the five medium term ECOTECH priorities in the Framework to Guide APEC ECOTECH Activities in 2010, this report includes a summary of the work undertaken in 2011 on the implementation of these priorities. During the period from October 2010 to October 2011, APEC committed to fund a total of 66 ECOTECH projects proposed by the SCE and its fora. In addition, 18 projects initiated and self-funded by individual member economies or group of economies were undertaken to advance work in priority areas and support economic and technical cooperation in APEC.

There were 10 additional ECOTECH projects from other Committees of APEC: 6 projects from the Committee on Trade and Investment (CTI), 3 projects from the Economic Committee (EC) and 1 project from the Finance Ministers Process (FMP), all of which received funding from the APEC Support Fund. The outcomes of these CTI, EC and FMP projects will be reported in their respective reports to Leaders and Ministers.

2. 2011 Highlights and Priorities

2.1 Strengthening ECOTECH activities in APEC

Two main threads of work supported this key agenda of SCE in 2011. One was reforming APEC structures through fora reform. The other was addressing the issues of accountability and communications to increase the responsiveness of APEC fora to the overall goals and objectives of APEC as set by Leaders and Ministers.

a. SCE Fora Reform

Alignment with Overall APEC Objectives

In 2010 the SCE developed a *Framework to Guide ECOTECH Activities* as a practical document covering long term and medium term priorities as well as short term priorities or annual SCE policy criteria. This document was created recognizing that APEC needs to adopt a more strategic and holistic approach to ECOTECH activities, focusing APEC resources on achieving the outcomes most important to its members and maximising APEC's contribution to the region. It was agreed that SCE sub-fora activities should be aligned with approved APEC medium-term ECOTECH priorities and the funding criteria for all projects. It was also agreed that the SCE will discuss as an official agenda item the discontinuance, merger or re-focusing of its sub-fora if certain triggers are reached.

At CSOM in November of 2010, Senior Officials endorsed a set of recommendations on specific sub-fora to be examined in 2011. SOM recommended that the following sub-fora with overlapping mandates hold their meetings in 2011 back-to-back and use joint sessions to explore synergies and specifically discuss between themselves the potential for and benefits of merger. If these groups did not agree to merge, they would need to report back to the SCE at SCE3 and explain why they should remain separate. The following merger candidates were specifically identified:

- a) Fisheries Working Group and Marine Resources Conservation Working Group
- b) Energy Working Group and Industrial Science and Technology Working Group;
- c) Life Science and Innovation Forum and Health Working Group;
- d) Gender Focal Point Network and Women Leaders Network;
- e) Agricultural Technical Cooperation Working Group and High Level Policy Dialogue on Agricultural Biotechnology.

This strategic approach resulted in substantial changes to the APEC organizational structure in 2011.

Creation of the Policy Partnership on Women and the Economy

The creation of the Policy Partnership on Women and the Economy at SOM2 in Big Sky, Montana, combines the strengths of the Gender Focal Point Network and the Women's Leadership Network by creating a single public-private entity to streamline and elevate the influence of women's issues in APEC. The Gender Focal Point Network, an official APEC sub-forum, and the private sector-oriented Women's Leadership Network have been the two primary mechanisms addressing women in the economy issues within APEC. Despite the importance of their mandate,

these two groups have faced difficulty in gaining high profile attention in APEC for their recommendations. Therefore, the implementation of their recommendations has been less effective than desired.

The first meeting of the Policy Partnership on Women and the Economy took place in September 2011 in San Francisco as a part of the APEC Women and the Economy Summit which also included a High-Level Policy Dialogue for high-ranking officials responsible for a broad spectrum of economic policies along with private sector leaders. The Terms of Reference for the Policy Partnership on Women and the Economy are contained in Annex 2.

Creation of the Ocean and Fisheries Working Group

The FWG and MRCWG held an extraordinary joint session in March 2011 in Washington, DC and held their annual meetings, with two joint sessions, in June 2011 in Bali, Indonesia. Following these discussions, the members of the two working groups agreed to merge and to form the Ocean and Fisheries Working Group. This merger was endorsed by SOMs in San Francisco, California in September; the Terms of Reference will be discussed intersessionally for approval in 2012.

b. Fora's Accountability and Communications

In 2010 SOMs recommended that the Gender Focal Point Network, Industrial Science and Technology Working Group, Mining Task Force, Tourism Working Group, Marine Resources Conservation Working Group and Fisheries Working Group be reviewed by the SCE during the course of 2011 with an eye toward considering whether their attendance, work volume, level of participation in the SCE process and, most importantly, degree of relevance to APEC's core ECOTECH priorities justifies their continued operation as separate entities. With the creation of the Policy Partnership on Women and the Economy as well as the Ocean and Fisheries Working Group, it was agreed that a significant refocusing of efforts had been undertaken by the Gender Focal Point Network, Fisheries Working Group and Marine Resources Conservation Working Group. The SCE also endorsed a new Strategic Plan for the Tourism Working Group (Annex 6) which served as a demonstration of their willingness to focus on the outcomes most important to members.

The SCE and SOM further changed the APEC organizational structure through the creation of two new working groups focussed on issues of importance to APEC that were not adequately addressed through existing structures. Aside from restructuring and refocusing of the sub-fora, the SCE also adopted a new Policy on Scheduling of Sub-fora Operations to Enhance Effectiveness in order to encourage greater cooperation between fora.

Creation of the APEC Experts Group on Illegal Logging and Associated Trade

In recognition of the benefits provided by forests and forest resources and the adverse economic, environmental, and social impacts brought about by Illegal logging and associated trade, APEC Ministers Responsible for Trade directed officials to establish an experts group. The goal of the Experts Group is to enhance the efforts of member economies to take concrete steps to combat illegal logging and associated trade, promote trade in legally harvested forest products, and support capacity building activities. (The Experts Group was formally established by SOMs in San Francisco, California in September. The Terms of Reference are contained in Annex 3).

Creation of the Policy Partnership on Food Security

In 2009 the APEC Business Advisory Council (ABAC) issued a strategic framework for food security which among its recommendations called for the establishment of an ongoing mechanism

at a high level to ensure the policy and technical cooperation necessary to achieve an integrated food system. In 2010 APEC Ministers Responsible for Food Security declared that consultation with relevant stakeholders is critical to making sustained progress towards food security goals and instructed Senior Officials to integrate ABAC into APEC's food security efforts in a more substantive manner. In order to ensure that APEC's continued approach to food security reflects member economies' commitment to facilitation of investment, trade and markets and sustainable development of the agricultural sector as outlined in the Niigata Declaration on Food Security, In San Francisco, SOMs agreed to create a Policy Partnership on Food Security (PPFS) which will report directly to SOM. The Terms of Reference are contained in Annex 4.

Policy on Scheduling of Sub-fora Operations to Enhance Effectiveness

The SCE adopted a new policy seeking to increase communications, accountability oversight of sub-fora by SOMs and to increase opportunities for enhanced coordination between the sub-fora. The main objective is to ensure that "to the maximum extent possible and as long as the host economy is willing, sub-fora meetings should be held at the same time and at the same venue as the major SOM meetings". This new policy will reduce the financial burden of attendance at meetings held in locations outside of SOM meetings, it is also expected to aid in the administration of meetings as meetings held on the margins of the major SOM meetings are provided a high level of support by the host economy and the APEC Secretariat. The text of the policy can be found in Annex 8.

Strategic Planning Guide and Template

As a part of the reforms contained in the 2010 Framework to Guide ECOTECH Activities, the APEC Secretariat Executive Director was tasked with providing an annual report to SCE1 on the alignment of SCE fora work plans with APEC's overall vision and objectives with updates provided on the implementation of these plans at subsequent meetings of the SCE. During the development of these reports the Executive Director noted that the quality of the work plans submitted by the fora varied significantly and sought to proactively develop a tool that would help all sub-fora with their strategic planning processes. With the help of the APEC Technical Assistance and Training Facility a consultant was hired to develop a strategic planning guide which was presented at SCE3 (Annex 5), it was also provided to all sub-fora Chairs and Lead Shepherds. On the margins of SOM3 in San Francisco, California presentations were made to three sub-fora on the use of this tool; training was also provided to all APEC Secretariat Program Directors.

c. Coordination Among APEC Fora

To further enhance the coordination among APEC fora, the 2010 Framework to Guide ECOTECH Activities requests that the APEC Secretariat assists the SCE Chair in this matter and encourages fora with a similar focus to hold meetings back-to-back. Fora are also encouraged to hold joint sessions/dialogues to work on issues of common interest. Reports from working groups/taskforces show that they understand the complementary nature of work done by other groups and the need to avoid duplication of efforts across various work streams.

During 2011 a number of sub-fora held joint meetings, conducted joint projects or otherwise coordinated efforts with other sub-fora. Joint meetings held in 2011 included: the Transportation Working Group and the Energy Working Group, including at the Ministerial level; the Counter Terrorism Task Force with the Sub Committee on Customs Procedures; the Health Working Group and the Life Sciences Innovation Forum; the Fisheries Working Group and the Marine Resources Conservation Working Group; and the Agricultural Technical Cooperation Working Group and the

High Level Policy Dialogue on Agricultural Biotechnology; In addition, APEC Ministers Responsible for Small and Medium Enterprises met in joint session with Ministers Responsible for Trade.

2.2 Independent Assessment of SCE Fora

In 2011, the SCE completed its review of the independent assessment of five working groups and task forces: the Emergency Preparedness Working Group; Small and Medium Enterprises Working Group; Fisheries Working Group and Marine Resources Conservation Working Group (conducted jointly); Mining Task Force. The SCE's decisions related to the independent assessment of these groups are set out respectively in Annexes 9, 10, 11 and 12. All groups were requested to implement SCE's decisions and report progress regularly to SCE.

The Committee received reports on the implementation of the independent assessment recommendations from the Transportation Working Group, Human Resources Conservation Working Group, Tourism Working Group, Counter Terrorism Task Force, and the Health Working Group.

The SCE also commenced the review of five other fora including the Telecommunications and Information Working Group; Policy Partnership on Women and the Economy; Anti-Corruption Working Group; Agricultural Technical Cooperation Working Group and High Level Policy Dialogue on Agricultural Biotechnology (jointly).

SCE discussed the results of a survey of the consultants who have conducted previous assessments, APEC economies and sub-fora Chairs and Lead Shepherds on ways to improve the process of independent assessments. Recommendations were provided for the APEC Secretariat, the SCE and sub-fora Chairs/Lead Shepherds. For the APEC Secretariat recommendations included: creating a package of background materials for assessors and sub-fora Chairs/Lead Shepherds; a document setting out roles and responsibilities during an assessment; creating a report template/guidance on key components for assessors. Recommendations for the SCE included: take measures to ensure proactive engagement and ensure sufficient time is allocated to the assessment; consider practical ways to better integrate assessments; initiate a project to develop standard principles for measuring the performance of sub-fora; consider whether the resourcing and selection of assessors needs further investigation. Recommendations for Chairs/Lead Shepherds included: take measures to ensure more proactive engagement and ensuring sufficient time is allocated by the sub-fora to the assessment; once standard principles are developed, develop performance measures for the sub-fora, consistent with those principles. A plan to implement the recommendations will be developed in 2012.

2.3 Other SCE Decisions

a. *Elevation of Task Force for Anti Corruption and Transparency Task Force to working group status*

At SCE1 in Washington, D.C. the Anti Corruption and Transparency Task Force presented a proposal for elevation of the forum from task force to working group status in order to reduce the constraints imposed on the forum by the ad-hoc and short term nature of its mandate. SCE endorsed the proposal recognizing that corruption it is an issue which has the potential to threaten every facet of APEC's fundamental values and functions and that corruption causes the greatest economic, social, and environmental harm among the least prosperous APEC economies. The achievements of the Anti Corruption and Transparency Task Force in terms of raising awareness of corruption as a priority issue in the region, in improving the capacity of each economy to

prevent and combat corruption within its borders, and in contributing to the growing global anti-corruption effort were also recognized in this decision.

2.4 APEC Support Fund

In 2004, Ministers endorsed the Australian proposal to set up the APEC Support Fund (ASF) to serve as a flexible funding mechanism to complement the existing Operational Account (OA) and Trade and Investment Liberalisation Fund (TILF) for meeting capacity building needs for APEC developing economies in APEC's agreed high priority sectors for economic and technical cooperation. Since its inception, the fund has received contributions from many economies including Australia; China; Hong Kong, China; Japan; Korea; Russia; Chinese Taipei; and the United States. This has significantly boosted resources available to build capacity in the region for economic and technical cooperation activities.

In January 2011, Australia amended their Memorandum of Understanding (MOU) with the APEC Secretariat to provide AUD\$1.5 million (USD\$1,505,550) for the ASF General Fund, this was in addition to the AUD\$8.6 million which was provided in the years 2008-2010. Australia also provided AUD\$2.5m (USD\$2,666,250) for a new ASF sub fund for projects designed to benefit developing APEC economies to implement the structural reform agenda in line with the APEC New Strategy on Structural Reform.

Further to Australia's 2006 contribution to the Avian and Pandemic Influenza component of the Human Security Sub Fund, in September 2011 Australia agreed to broaden the coverage of the Avian Influenza sub fund to cover the ASF Human Security sub fund: Priority 2 (Health Security, including Avian and Pandemic Influenza, and HIV/AIDS) and Priority 3 (Emergency Preparedness). This increase in scope impacts USD\$2,006,991 remaining in the sub-fund. During 2011 Japan provided funds for the ASF totalling JPY383,226,000 (USD\$4,931,048). In March 2011 Japan committed JPY30,000,000 (USD\$366,748) to the ASF General Fund, this was followed by an additional JPY22,300,000 (USD\$270,303) also to the General Fund in May. These funds were followed in September by a contribution of JPY331,296,000 (USD\$4,293,997) to ASF Sub-Fund D - Energy Efficiency.

In March 2011 Russia signed an MOU with the APEC Secretariat to provide US\$3 million over two years for the ASF. In May this year US\$1 million was received with a US\$500,000 contribution to Sub-Fund A – Human Security and US\$500,000 to Sub-Fund C – Science and Technology.

From October 2010 to September 2011, the ASF funded 43 ECOTECH capacity-building projects in wide range of areas such as food security, emergency preparedness, avian influenza and harmonization of standards.

3. Progress Review of the APEC Growth Strategy

In 2010 APEC Economic Leaders agreed upon a Growth Strategy to improve the quality of economic growth in the region so that it will be more balanced, inclusive, sustainable, innovative, and secure. In the Leaders statement on this strategy it was requested that APEC Senior Officials conduct “annual progress reviews on APEC’s relevant work programs while finding ways to take stock of progress, and making any needed adjustments in the work programs to maximize APEC’s efforts to promote the Five Growth Attributes”.

SCE sub-fora have undertaken work to promote all five growth attributes during 2011. In particular Sustainable Growth, Inclusive Growth, and Secure Growth each form an aspect of APEC’s medium term ECOTECH priorities, structural reforms that will gradually unwind imbalances a raise potential outputs is an important component of Balanced Growth and is also a medium term ECOTECH priority.

Balanced Growth

In the area of balanced growth APEC Leaders have stated that they “seek growth across and within our economies through macroeconomic policies and structural reforms that will gradually unwind imbalances and raise potential output.” Two SCE sub-fora reported activities in 2011 which support this priority. The first is the Small and Medium Enterprises Working Group which has begun formulating “Guidelines on Creating a Favorable Environment for SME Export”, to address an identified need for open and transparent business environments. In addition, the SMEWG has begun to work on the Innovative SMEs, as a continuation of the SMEWG Strategic Plan 2009-2012.

The Human Resources Development Working Group is also supporting the structural reform agenda through the APEC Learning Community Builders which contributes structural reform for the education system by sharing information on education and fostering learning environments through cyber networking. This forum also held a seminar in August 2011 on Quality in Higher Education: Identifying, Developing, and Sustaining Best Practices where scholars and administrators from governments, universities and quality agencies shared the best practices on how to ensure and improve the quality in higher education.

Inclusive Growth

In the area of inclusive growth APEC Leaders have stated that they “seek to ensure that all our citizens have the opportunity to participate in, contribute to, and benefit from global economic growth.” Eight SCE sub-fora reported activities in 2011 which support this priority.

The Ocean and Fisheries Working Group has commenced to elevate the forum’s work and concept into higher level food security consideration in relation to the issue of food security and green growth. Member economies will provide Senior Officials with briefings on the relation of fisheries and ocean health to food security in order to generate support by Leaders to include this topic in the debate.

Human Resources Development Working Group efforts in this area have been focused on two projects. The first was completed in May 2011 and was focussed on “Capacity Building of Mining

Stakeholders in APEC Economies on Corporate Social Responsibility”. This project promoted human capacity building and strengthened markets through improved productive processes. The second project is ongoing and is looking to “Advancing Inclusive Growth through Social Protection”, the project seeks to build capacity within APEC, especially in developing economies, to strengthen social safety nets, share best practices and recommendations for ensuring greater effectiveness and sustainability of social protection measures and systems.

The Industrial Science and Technology Working Group project on co-incubation networks which seeks to form a system that will promote the innovation, regional economic integration and entrepreneurship to enable technology-based entrepreneurs and companies to conduct business and collaboration more easily through networked services of business incubators.

The Policy Partnership on Women and the Economy has at its core the idea of inclusive growth. PPWE discussions focus assisting APEC to identify and address gender issues within its work, including through promoting women's representation, assessing the use of gender criteria in project proposals, collecting good practices in gender integration, facilitating the provision of gender expert advice and reporting and making recommendations in all these areas.

In response to the APEC Leader's call to support Promote Small and Medium Enterprises, Micro Enterprises, and entrepreneurship development, the Small and Medium Enterprises Working Group, at its 32nd Meeting, the Small and Medium Enterprises Working Group agreed on five actions the Group will take to address barriers to SMEs' full participation in international trade: (i) setting up an agenda item, “Address Barriers to Increased SME Export”, to discuss the barriers to increasing SME exports in this year's SMEWG agenda; (ii) addressing barriers in the action plans of the SMEWG Strategic Plan that will be formulated in next SMEWG meeting, especially in the priority area of Internationalization; (iii) formulating “Guidelines on Creating a Favorable Environment for SME Export”; (iv) holding APEC Symposium on Enhancing SME Capacity of Managing the Risks Associated with Trade Liberalization to find out the ways for SMEs to compete in the global trade environment; and (v) implementation of Phase III of the APEC SME Internationalization Best Practice Study. As instructed by the SME and Trade Ministers, the SMEWG completed Guidelines on Creating a Favorable Environment for SME Export and the three sets of APEC principles for voluntary codes of ethics by the APEC Economic Leaders' Meeting in November 2011.

A project from the Telecommunications and Information Working Group on ICT Applications for People with Special Needs (seniors and people with Disabilities) was approved in 2011 and the workshop will be held in September 2012.

The promotion of tourism also falls within the scope of inclusive growth. This work is conducted as a core part of the Tourism Working Group with the understanding that tourism is a driving force for business, employment, entrepreneurship, and SME development.

Sustainable Growth

In the area of sustainable growth APEC Leaders have stated that they “seek growth compatible with global efforts for protection of the environment and transition to green economies.” “Green Growth” was identified as one of the specific priority areas for 2011, and nine SCE sub-fora reported activities in 2011 which support this priority.

In 2011 the Agricultural Technical Cooperation Working Group held a “Biofuels Network Annual Symposium and Biotrade/Technical Training Workshop” to discuss the current status, future trends, and sustainability of 1st, 2nd, and 3rd generations of biofuels as an environmentally sustainable alternative energy source.

In recognition of the focus that APEC Leaders have placed on improving energy efficiency as a "cost-effective way to enhance energy security and address greenhouse gas emissions while promoting economic growth and development" Energy Working Group members have actively participated and proposed many projects to enhance the quality of life through a better environment. Six new projects from this forum in 2011 are: "Phasing Out Fossil Fuel Subsidies to Reduce Waste and Limit CO₂ Emissions while Protecting the Poor"; "APEC Cooperative Energy Efficiency Design for Sustainability (CEEDS) Phase 3"; "APEC Peer Review on Low-Carbon Energy Policies (PRLCE) Phase 1"; "APEC Workshop on Energy and Green Transport Benefits of Electric Vehicles"; "APEC Low Carbon Town (LCMT) Forum"; "Workshop on Low Emission Development Strategies (LEDS) for APEC Economies with a Focus on Energy and Transport"; "Addressing Challenges of AMI Deployment in APEC"; "Renewable Energy Sources in Electricity Markets: Goals and Conditions for Providing Sustainable Development"; "APEC Unconventional Gas Census: Evaluating the Potential for Unconventional Gas Resources to Increase Gas Production and Contribute to Reduced CO₂ Emissions" and "Energy Performance Evaluation Methodology Development and Promotion in APEC Economies".

In 2011 the Human Resources Development Working Group is implementing a project on Human Capital Policies for Green Growth and Employment focused on building human capital for green growth, which will safeguard quality of life. A symposium on green growth skills has been scheduled for the first quarter of 2012.

The Small and Medium Enterprises Working Group has held a number of events focussed on SMEs and sustainable growth including: the APEC SME Green Innovation Conference which was held in April 2011; a half-day seminar on "How to Grow Your Green Small Business" and a forum entitled "Shaping the Agenda: Enhanced SME Competitiveness in APEC through Clean Growth," which were both held in May 2011; a workshop and training session on "The Role of Business Incubators in Developing Green Technology-based SMEs" was also held in Indonesia in September.

The Telecommunications and Information Working Group held a "Study Workshop on Best Practices Transfer of Green ICT for Sustainable Growth" in September 2011.

The Tourism Working Group completed a new set of policy goals in 2011 to serve as a medium term strategic plan. The third strategic objective in this plan is to promote and enhance sustainability of businesses and destinations by providing an enabling environment based on sound principles of sustainable tourism." The policy goals were endorsed by SCE in 2011.

The Transportation Working Group has two ongoing projects which contribute to the APEC agenda on sustainable growth, including a project on "Transport, Energy and Environmental Benefits of Transit Oriented Development" and one on "Transport, Energy and Environmental Benefits of Intermodal Freight Strategies"; both projects are expected to conclude in 2011.

The Mining Task Force has also conducted work in 2011 which aim to advance a green mining economy, through resource-efficient and environment-friendly mining practices ("green mines"). Under the auspices of the Mining Task Force, Korea has completed a report to the UN Commission on Sustainable Development stemming from the project "Balancing Competing Demands of Mining, Community and the Environment to Achieve Sustainable Development in the Mining Sector" which was conducted in 2010.

Innovative Growth

Innovative Growth, which seeks to create an economic environment that promotes innovation and emerging economic sectors, was supported by the work of five SCE sub-fora in 2011.

The Energy Working Group in cooperation with the Sub Committee on Standards and Conformance of the Committee on Trade and Investment has been intensifying the work of standards harmonization for key energy-intensive appliances and building components. The EWG has also been working on a Low Carbon Model Town Project which includes research into economic incentives for low carbon development.

The Health Working Group in cooperation with the Life Sciences Innovation Forum of the Committee on Trade and Investment held a High Level Systems Innovation Dialogue in September which focussed on the use of innovative approaches to reducing chronic diseases in the region.

The Human Resources Development Working Group continued to provide “APEC e-Learning Training Programs” for educational to facilitate the innovative systemic change of education while utilizing new technology and ICT, and continued to provide “APEC Internet Volunteers” for developing economies to reduce the digital divide among APEC economies. This forum also commenced a project which seeks to equip the workforce in APEC economies with 21st century skills to participate in and benefit from regional economic integration.

Members of the Industrial Science and Technology Working Group focus much of their attention on innovation and its commercialization policy through the building of linkages between APEC economies through Innovative growth, this has been done through the establishment of an Innovation Policy Forum to seek and share new initiatives. The Industrial Science and Technology Working Group project on co-incubation networks seeks to form a system that will promote innovation, regional economic integration and entrepreneurship to enable technology-based entrepreneurs and companies to conduct business and collaborate more easily through networked services of business incubators. The forum is also conducting activities to expand researcher mobility and increase public interest in science and technology, including through the 2011 APEC Youth Festival, which target participants aged of 15 to 18 years old to bring awareness of science and technology impacts on global concerns and environment issues.

The Telecommunications and Information Working Group Strategic Action Plan for 2010-2015 focusing on the five following areas all of which contribute to innovated growth: (i) to develop ICT to promote new growth; (ii) to enhance socio-economic activities through the use of ICT; (iii) to promote a safe and trusted ICT environment; (iv) to promote regional economic integration; and (v) to strengthen cooperation in the ICT sector. In addition to their regular meetings, this forum is undertaking nine projects to advance these objectives in 2011, five of which are entirely self-funded. The projects include: Best Practices Transfer of Green ICT for Sustainable Growth; ICT Applications for People with Special Needs; Workshop on Enhancing broadband development and internet usage for improving networks and services in APEC member economies, Workshop on Infrastructure Sharing to Foster Broadband Access among others.

Secure Growth

Secure Growth, which seeks to protect the region's citizens' economic and physical well-being and to provide the secure environment necessary for economic activity, was supported by the work of twelve SCE sub-fora in 2011.

Anti-Corruption and Transparency Working Group members are currently preparing two projects for implementation in 2012 enhancing APEC work in the area of Secure Growth. The first is a workshop on “Effectively Combating Corruption and Illicit Trade through Tracking Cross-Border Financial Flows, International Asset Recovery and Anti-Money laundering Efforts: Its Impact on Poverty Reduction and Economic Growth”, while the second is entitled “Implementation of the

APEC Code of Conduct for Business (Integrity and Transparency Principles of the Private Sector)”.

The Agricultural Technical Cooperation Working Group has nine current or upcoming projects and events in this area: “Workshop on Food Productivity and Food Security in APEC Member Economies; “APEC Workshop to Assess and Improve Agricultural Data Collection and Dissemination; “Enhancing Food Security through a Regional Approach and Wide Stakeholder Participation to Plant Bio-security”; APEC Food Security Forum”; Symposium on Biofuels from Agricultural and Agro-Industrial Wastes; “Workshop on Building An Efficient Agricultural Technical Transfer Platform to Enhance APEC Food Security and Food Safety”; “APEC Workshop on Collaboration on the Promotion of Indigenous Vegetables for Coping with Climate Change and Food Security”; “Innovative Approaches in the Implementation of APEC Food Security Action Plan in Developing Economies”; “Seminar-Workshop on the Assessment of Good Animal Husbandry Practices in APEC Member Economies”.

The Energy Security Initiative (ESI) is the principal mechanism through which the Energy Working Group addresses the short and long term energy security challenges in a sustainable manner in APEC. The ESI comprises a series of short-term measures to respond to temporary energy supply disruptions and longer-term policy responses to address the challenges facing the region's energy supply. Short term measures include the Joint Oil Data Initiative (JODI), maritime security, real-time emergency information sharing system, and energy emergency responses (including oil stocks). Long term measures include natural gas trade, energy investment, energy efficiency, renewable energy, clean fossil energy, alternative transportation fuels, nuclear energy, hydrogen and fuel cells, methane hydrates, and petroleum infrastructure and crude and refined products.

The Emergency Preparedness Working Group was established to be an effective mechanism to coordinate/facilitate emergency and natural disaster preparedness and response within APEC. All seven current projects of this forum contribute to APEC Secure Growth priority: “The International Disaster Management Course”; “Facing the abnormal flood disaster: new vision for APEC member economies”; “Workshop on Private Sector Emergency Preparedness”; “5th APEC Senior Disaster Management Officials Forum”; “School Earthquake Safety in APEC Economies: Reducing Risk and Improving Preparedness”; “Study Course on Wildfires Management”; and, A training course on Quantitative Precipitation/Estimation”.

The Ocean and Fisheries Working Group, in line with the stronger focus on Food Security, has agreed to develop “APEC Information Platform on Food Security” that aims to provide a portal website which will bring together relevant information on food security and which will facilitate information exchange among economies.

The Health Working Group has undertaken a number of events contributing to members capacity in health emergency preparedness and response, including: APEC Capacity Building Workshop on Vaccination Against Avian Influenza; Planned Approach to HIV/AIDs Prevention: An Immersion Course Community Health Promotion for APEC Members; Enhancing Hospital Safety and Responding to Public Health Emergencies by Applying RFID; International initiatives to control antimicrobial resistance in the Asia-Pacific region; ‘APEC Emerging Infectious Disease Network (EINet): Expert Roundtable Series on Hot Topics in Emerging Infectious Diseases’; APEC Capacity Building Workshop on Vaccination against Avian Influenza’ and ‘Development of an Information platform for Avian Influenza(AI) community Management and Engagement’.

The Industrial Science and Technology Working Group implemented a project on “Disaster Reduction Hyperbase-Asian Application. The objective of this project was the development and

dissemination of an information platform - DRH-Asia, which is a facility for disseminating disaster reduction technology and knowledge of implementation strategies.

Members of the Telecommunications and Information Working Group have actively supported this aspect of the growth strategy through work on a Construction of Disaster Information Distribution System and Service Mechanism of Exemplar Platform for NGO which studied how citizens and NGOs could utilize social media and cloud intelligence to disseminate disaster/relief related information. The forum also held Disaster Management Seminar to discuss the availability and use of communications and systems for public protection and disaster relief; a Workshop on Cybersecurity Policy Development in the APEC Region; hosted an APEC Cybersecurity Awareness Day including an exhibition of economies' posters on cyber security; working towards the creation of an intergovernmental expert group on cybercrime; a Training and Workshop on the Domain Name Service Security Extension (DNSSEC); a joint seminar with the Counter Terrorism Task Force on Protection of Cyberspace aiming at encouraging cooperative and effective efforts to combat diverse cyber threats and cyber terrorism.

A joint Dialogue on Tourism Security between the Tourism Working Group and the Counter-Terrorism Task Force was held in 2011 focussing on large-scale event security, e.g. sporting events and exhibitions.

The Transportation Working Group contributed to the secure growth agenda through a number of workshops and events including: an Airport Safety Oversight and Advanced Technologies Workshop where delegates called for high-level APEC pressure for economies to heed advice for airport safety enhancements, especially in secondary airports among developing economies that are critical to developing APEC economies tourist and/or export industries; International Ship and Port Facility Security Code Implementation Assistance Program and Visit Program to assist economies develop the capacity required to effectively implement the International Ship and Port Facility Security Code; APEC Airport Safety Evaluation Visit Program; APEC Aviation Security Canine Screening Workshop to promote the sharing of information and best practices and capacity building in the use of canines for explosive detection.

The Counter Terrorism Task Force was established out of a recognition by APEC member economies that creating a secure environment for economic activity is an important part of any strategy for regional growth and prosperity: all the forum's activities stem from this understanding and contribute to secure growth in APEC economies. The Forum is currently undertaking 8 projects in this area including: Combating Corruption and Anti-Money Laundering; APEC Workshop on Counter-Terrorism Finance and the Non-Profit Organization Sector; and the Secure Trade in the APEC Region Conference. The Counter Terrorism Task Force is also cooperating on events with the Transportation Working Group, Tourism Working Group, and the Sub Committee on Customs Procedures of the Committee on Trade and Investment.

Contributions to secure growth by the Mining Task Force include a Socio-economic study of the impact of a new EU nickel compounds classification system on APEC Economies. This study, to be completed in 2012, will analyze the impact of the new EU classification system on nickel-containing substances that are purportedly dangerous.

4. APEC Projects in Action

With the endorsement of the new Framework to guide ECOTECH activities in APEC, from 2010, SCE reports annually against the five medium-term priorities. These priorities for APEC's economic and technical cooperation are:

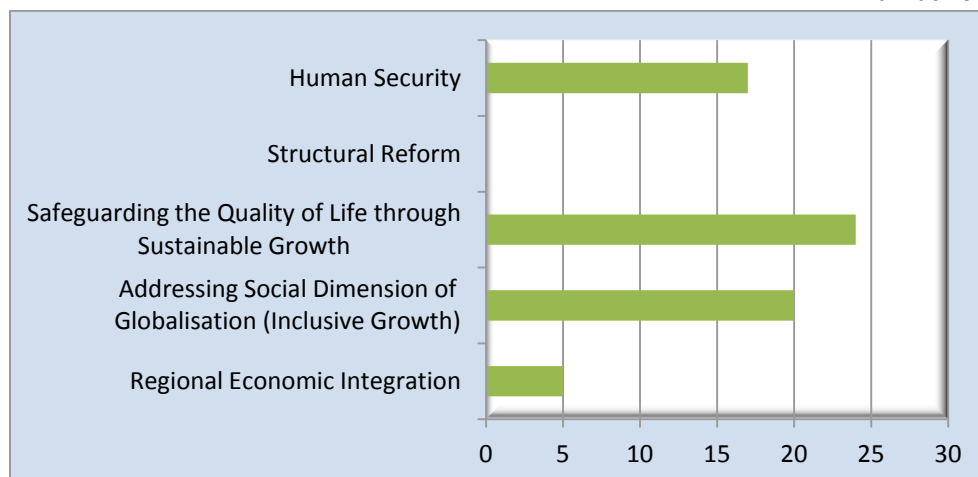
- Regional Economic Integration;
- Addressing Social Dimension of Globalisation (Inclusive Growth);
- Safeguarding the Quality of Life through Sustainable Growth;
- Structural Reform; and
- Human Security.

During the period from October 2010 to September 2011, APEC committed to fund a total of 67 ECOTECH projects proposed by the SCE and its fora. Out of the 67 projects, 7 projects received funding from the TILF Special Account, 17 projects were funded by the OA and 43 projects by the ASF. In addition, 19 projects initiated and self-funded by individual member economies or group of economies were undertaken to advance work in priority areas and support economic and technical cooperation in APEC. There were also 10 additional ECOTECH projects from other Committees of APEC: 6 projects from CTI, 3 projects from EC and 1 project from the Finance Ministers Process (FMP), all of which received funding from the APEC Support Fund. The outcomes of these CTI, EC and FMP projects will be reported in their respective reports to Leaders and Ministers.

The following section highlights projects/activities undertaken by various SCE fora to support economic and technical cooperation. Projects¹ approved for APEC funding during the period from October 2010 to September 2011 are summarised in the following charts; self funded projects are not included in the data unless specifically noted, the SCE project for the independent assessment of sub-fora has also been excluded where necessary as it could not be classified into one of the ECOTECH priority areas.

ECOTECH Projects by Priorities (period 10/2010 – 09/2011)

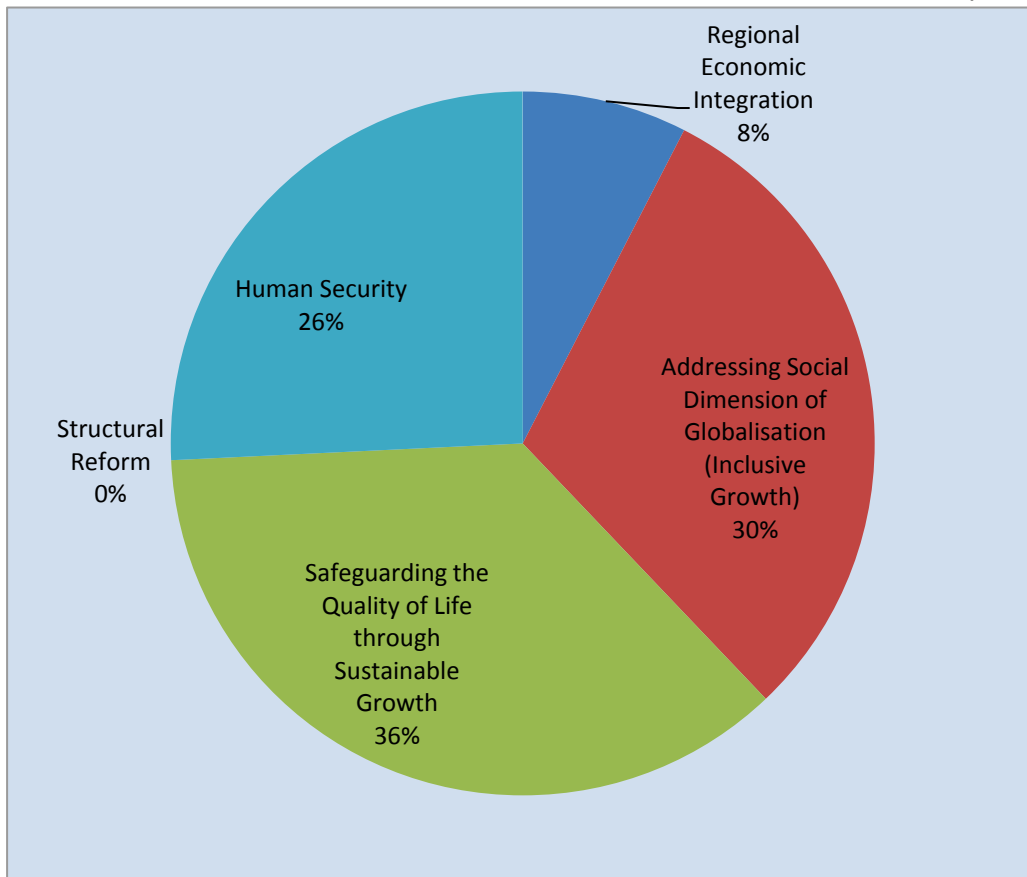
**Number of projects*



¹ SCE had one project on the Independent Assessment of SCE sub-fora which is not included in the figures.

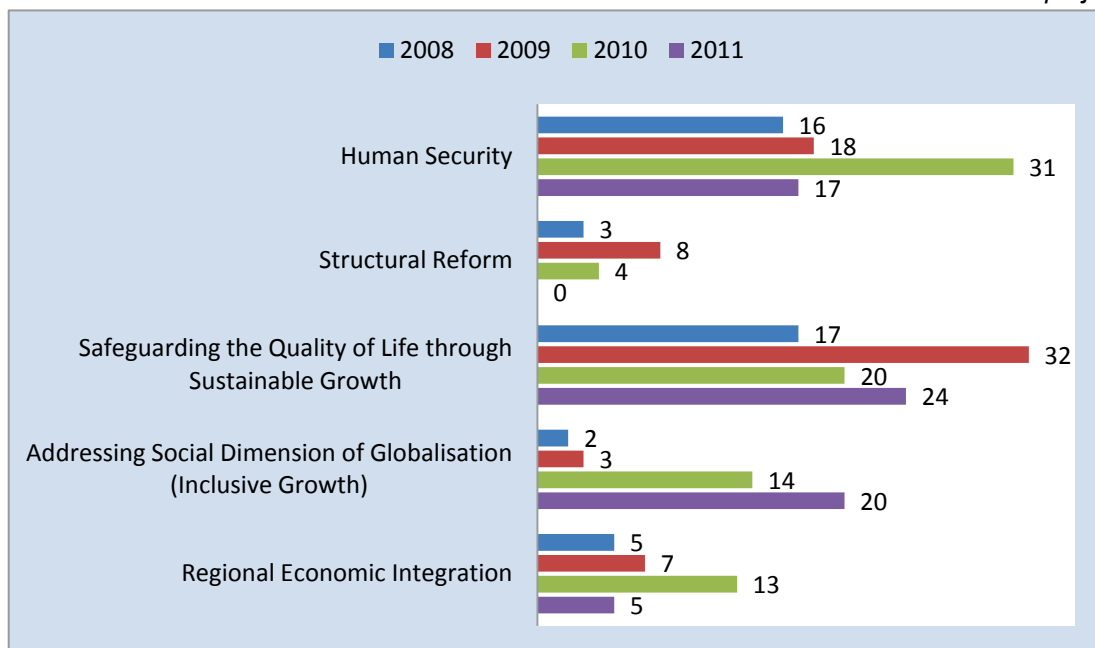
ECOTECH PROJECTS BY PRIORITIES (period 10/2010 – 09/2011)

**percentage*



ECOTECH PROJECTS BY PRIORITIES 2008 – 2011²

**Number of projects*



² 2008 and 2009 projects supporting other priorities are not included in Figure 5.

NUMBER OF APEC FUNDED PROJECTS INITIATED BY SCE FORA UNDER EACH ECOTECH PRIORITY WORK STREAM (10/2010 – 09/2011)

APEC Forum	ACT	ATCWG	EWG	EPWG	HWG	HRDWG	ISTWG	OFWG	PPWE	SME	TEL	TWG	TPTWG	CTTF	MTF	Total
Regional Economic Integration			2										3			5
Addressing Social Dimension of Globalisation (Inclusive Growth)			3			2	1		2	9	1	2				20
Safeguarding the Quality of Life through Sustainable Growth		5	11			2	2			2	1		1			24
Structural Reform																0
Human Security	2	2	1	5	2		1						3	1		17

SUMMARY OF ECOTECH PROJECTS CONDUCTED BY SCE FORA ACCORDING TO FUNDING SOURCE (10/2010 – 09/2011)

APEC Forum	ACT	ATCWG	EWG	EPWG	HWG	HRDWG	ISTWG	OFWG	PPWE	SME	TEL	TWG	TPTWG	CTTF	MTF	SCE	Total
Operational Account			5	2		2	1			3			2	1		1	17
APEC Support Fund	2	6	9	3	2	2	3		2	6	2	2	4				43
TILF Special Account		1	3							2			1				7
Self-Funded		1					1	2		2	5		1	6		1	19
Total	2	8	17	5	2	4	5	2	2	13	7	2	8	7	0	2	86

a. Funding criteria for all APEC projects

The introduction of holistic funding priorities is designed to ensure that all proposals are prioritized in line with APEC Leaders' and Ministers' instructions, and that there is a common basis for making funding decisions given that the demand for project funding significantly exceeds the supply.

In 2009, SCE took the first step to strengthen the SCE Policy Criteria by replacing the old six-tier ranking framework with the new four-tier rankings based on the nexus between the project proposal and the achievement of APEC's core objectives. In 2010 the SCE oversaw the creation of a uniform set of funding criteria for all of APEC regardless of the originating forum, the CTI and EC were also involved in the development of these funding criteria. These criteria are aligned with the APEC medium-term ECOTECH priorities, but will be reviewed every year to meet Leaders' and Ministers' instructions and APEC-wide annual objectives. The 2011 funding criteria are attached as Annex 13.

5. Implementation of the APEC Medium-term ECOTECH Priorities

Section 3 of this report contains a progress review of the implementation of the APEC Growth Strategy and provides a breakdown of the activities of APEC sub-fora contributing to the five growth attributes. Also noted in the APEC Growth Strategy Review is that the five growth attributes sought by APEC coincide significantly with the five medium-term ECOTECH priorities. In order not to duplicate the information already provided, this current section will only highlight the 2011 implementation of the ECOTECH priority of Regional Economic Integration, the one priority area not already discussed with the APEC growth strategy. A brief summary of the four ECOTECH priorities already covered previously:

1. *Addressing Social Dimension of Globalization (Inclusive Growth)*: Eight (8) groups (FWG & MRCWG, HRDWG, ISTWG, PPWE, SMEWG, TELWG) reported activities supporting this priority area.
2. *Safeguarding the Quality of Life through Sustainable Growth*: Nine (9) groups (ATCWG, EWG, HRDWG, ISTWG, SMEWG, TELWG, TWG, TPTWG, MTF) reported activities supporting this priority area.
3. *Structural Reform*: Two (2) groups (HRDWG, SMEWG) reported activities supporting this priority area.
4. *Human Security*: Eleven (11) groups (EWG, EPWG, FWG & MRCWG, HWG, ISTWG, TELWG, TWG, TPTWG, CTF, MTF) reported activities supporting this priority area.

a. Regional Economic Integration

Activities to support regional economic integration occur across many fora and cover various areas from supply chain connectivity, environmental goods and services to investment in specific sectors. In 2011 seven groups reported activities supporting this ECOTECH priority.

The Agricultural Technical Cooperation Working Group undertook a Workshop on Ease of Doing Business in the Agricultural Sector. Another workshop to Assess and Improve Agricultural Data Collection and Dissemination by APEC Member Economies is currently on-going and will also contribute to regional economic integration.

As its contribution to regional economic integration, the Energy Working Group, under the Energy Emergency Response System, held training courses on emerging response and bilateral arrangements in ASEAN on joint response systems.

The Human Resources Development Working Group undertook a project on a “Strategic Approach to Sustainable Capacity Building, this project developed a strategic framework for sustainable capacity building programs in APEC to improve the institutional and human capacity of government, business as well as civil society in meeting the new challenges of APEC economic integration. This forum also currently preparing a project on Effective Labor Market Signaling: A Strategy for Solving the Problem of Unemployment and Talent Mismatch. This project is being implemented and will examine how labour market signaling by the business sector in APEC economies could effectively channel and communicate the human resource requirements to the

supply side of the labor market, thus, address the problem of domestic unemployment and talent shortage, and contribute to regional economic growth and integration.

As a part of their 2011 and 2012 agenda, the Small and Medium Enterprises Working Group will discuss how to “Address Barriers to Increased SME Export” with a view to including specific actions to be included in the forum’s Strategic Plan that will be formulated in next meeting.

The Telecommunications and Information Working Group has completed two substantive items relating to regional economic integration approved at the eighth Telecommunications Ministerial Meeting in October 2010. The first is a guide on Telecommunications elements of Regional Trade Agreements and Free Trade Agreements which highlights the key principles and disciplines that promote greater liberalization and competition within the telecommunications sector. Ministers also endorsed a Mutual Recognition Arrangement for Equivalence of Technical Requirements which builds upon the MRA for Conformity Assessment (MRA-CA) adopted in 1999, by facilitating the recognition of equivalent standards or technical requirements and provides for a further reduction in the costs of conformity assessment.

As a part of APEC’s regional economic integration agenda, the Tourism Working Group will work with the World Travel and Tourism Council and the Pacific Asia Travel Association for a project on “Creating Business Growth Opportunities in the New APEC Economy.”

The Transportation Working Group has a number of projects contributing to APEC’s regional economic integration agenda including: “Security Monitoring Model and Network for Regional Supply Chain” which has a particular focus on food security; “Road Safety Measures for Heavy Vehicles in APEC Transport Supply Chains” which aims to empower developing economies to develop their own road safety measures for heavy vehicles in the APEC transport chain; “Transborder Control and Optimal Transborder Logistics”; and, a policy dialogue on the topic of “Air Cargo, Trade, and Economic Growth.”

The Transportation Working Group also has a number of projects focussed on the contributions of intermodal transport towards expanding regional economic integration. These project include: “Using More Inland Rivers in Intermodal Transport” which provided capacity building measures for member economies in the area of inland waterway intermodal transportation systems; reduction of transportation costs within and between APEC economies and improvement of records in transportation safety and environmental protection; “Secure and Smart Container Development for Intermodal Transport” which put forth the systemic operation mode of secure and smart container, explaining how to use the container to realize container security monitoring and automatic operation function, for example, combined with the automatic software, the crane can identify and handle the secure and smart container in the yard without people to improve the efficiency of container operation; “Transport, Energy and Environmental Benefits of Intermodal Freight Strategies” which examines the extent to which intermodal freight strategies can reduce freight transit times and costs, curb oil consumption and imports, and limits urban air pollutants and green house gas emissions in APEC economies that adopt such strategy. “Sustainable Intermodal Transportation Network Using Short Sea Shipping”; an APEC training course on “Common Principles to Shipping Policy”; and

The Counter Terrorism Task Force engaged in a policy dialogue on Border Security Management which involved discussions with the chairs of Sub Committee on Customs Procedures and the Business Mobility Group, both of the Committee on Trade and Investment, on border management challenges and cooperation opportunities among APEC fora and other international organizations.

6. Key Outcomes

Selected key achievements of SCE fora

FORA	KEY OUTCOMES AND EXPECTED DELIVERABLES
ACT	<ul style="list-style-type: none"> • ACT Guidelines on Financial/Asset Disclosure Systems for Conflicts of Interest and Illicit Enrichment • a more robust reporting/mechanism on economies' progress in implementing APEC anti-corruption commitments, including UNCAC commitments • synchronize and collaborate more effectively across APEC sub-fora to combat corruption and illicit trade • ACT – ABAC dialogue and partnership on combating corruption, bribery: ensuring greater integrity in APEC economies, markets and supply chains • ACT-IPEG workshop on Investigating and Prosecuting Corruption and Illicit Trade • ACT Seminars that will facilitate regional synergies
ATCWG	<ul style="list-style-type: none"> • Voluntary Actions on Food Security • Projects on bio-fuels as environmentally sustainable alternative energy source.
EWG	<ul style="list-style-type: none"> • Energy Smart Communities Initiative • Joint Transportation and Energy Ministerial Conference • Progress with APEC Peer Review of Energy Efficiency (PREE) and Cooperative Energy Efficiency Design for Sustainability (CEEDS) • Harmonization on Standards and Testing Methods for key energy-intensive appliances and building components • implementing projects on policies and best practices to promote energy efficiency in APEC economies • undertaking projects on renewable energy and Bio-fuels • projects to address energy investment and trade barriers in the APEC region, pursuant to the APEC Energy Trade and Investment Study and Roundtable
EPWG	<ul style="list-style-type: none"> • A draft Implementation Plan for the APEC Strategy for Disaster Risk Reduction and Emergency Preparedness and Response • APEC Principles on Public Private Partnerships to Promote Disaster Resilient Businesses and Communities • High Level Dialogue on Disaster Resiliency
FWG & MRCWG	<ul style="list-style-type: none"> • Voluntary merger of the two for a to form the Ocean and Fisheries Working Group. • Develop a work program or project that addresses the interaction between climate change and fisheries • enhance OFWG project submission and evaluation process so projects can better respond to Leaders/ Ministers/SOM decisions, SCE priorities, as well as the OFWG Strategic Framework • develop a strategy to further implement new project proposals in accordance to ECOTECH Priorities
HWG	<ul style="list-style-type: none"> • a white paper on non-communicable diseases • Two coordinated Policy Dialogues on Aging, Health and Innovation were held in 2011 • A high level health and life sciences event (hosted jointly with the LSIF) focused on strengthening health systems

HRDWG	<ul style="list-style-type: none"> • Outlining future directions of HRDWG projects • Finalizing the theme and content of the 34th HRDWG meeting • Finalizing the theme and content of AEMM 2012 • Deciding the time and host economy of HRDMM
ISTWG	<ul style="list-style-type: none"> • APEC Symposium on Low-Carbon Technology and Industrial Cooperation • Awarding of the inaugural APEC Science Prize for Innovation, Research and Education (ASPIRE Prize) • APEC Youth Festival • APEC International Biogas Resources Development and Utilization Science and Technology Cooperation Forum • Harnessing and Using Climate Information for Decision-making in Agriculture, Water Resource Management and Energy Efficiency, • Development of an APEC Co-Incubation Network
PPWE/ GFPN	<ul style="list-style-type: none"> • Adoption of the PPWE work plan and Terms of Reference • APEC Women and the Economy Summit • Adoption of the San Francisco Declaration by the High Level Policy Dialogue participants, covering four main issues: access to capital, access to markets, capacity and skills building and women's leadership. <p>The PPWE adopted 8 tasks for itself: 1) Assist APEC fora and actively cooperate with them to identify and address priority gender equality; 2) Promote and report on women's representation across APEC and within individual fora; 3) Assess the use of gender equality criteria in project proposals, reporting and evaluation; 4) Collect and share best practices in gender equality integration; 5) Support and report on the progress of implementation of gender integration within individual fora and across APEC economies; 6) Proactively engage key members of PPWE, including private sector members and ABAC; 7) Collaborate/assist in the development of project proposals in the area of women in the economy; 8) Propose recommendations and areas of priority for advancing gender equality and women and the economy integration in APEC.</p>
SMEWG	<ul style="list-style-type: none"> • Identification of gaps and formulation of action plans in each priority area of the SMEWG Strategic Plan. • Formulation of guidelines on creating a favorable environment for SME export. • Completion of the "APEC Principles for Voluntary Codes of Ethics for SMEs in the Medical Devices Sector" (Kuala Lumpur Principles), the "The Mexico City Principles for Voluntary Codes of Business Ethics in the Biopharmaceutical Sector and "The Hanoi Principles for Voluntary Codes of Business Ethics in the Construction and Engineering Sector". • Improved efficiency of the SMEWG and ministerial meetings, allowing greater productivity and enhanced policy outcomes to benefit SMEs/MEs • Increased knowledge amongst APEC members in key areas for SMEs such as access to finance, technology, innovation, and markets, as well as trade promotion, and crisis management
TEL	<ul style="list-style-type: none"> • Progress on Universal Access to Broadband by 2015 • Progress to Enhance Socio-economic Activities through the Use of ICT • A Draft Guideline for the Implementation of MRA-ETR (Equivalence of Technical Requirement) • Creation of Intergovernmental expert group on cybercrime
TPTWG	<ul style="list-style-type: none"> • Assist APEC economies to develop the capacity required to effectively implement the International Ship and Port Facility Security Code • APEC Airport Safety Evaluation Visit Program
TWG	<ul style="list-style-type: none"> • APEC Tourism Strategic Plan • Commence a flagship TWG project on "Creating Business Growth Opportunities in the New APEC Economy" in close cooperation with and joint funding from the

	<p>WTTC and PATA</p> <ul style="list-style-type: none">• formulate proposals for projects on ecotourism, emergency preparedness, and counter-terrorism, in cooperation with the EPWG and CTTF• complete a project on new types of tourism• Engagement of multinational organizations in TWG activities
CTTF	<ul style="list-style-type: none">• Consolidated APEC Strategy on Counter-terrorism and Secure Trade• Report on APEC economies Counter Terrorism Capacity Building Needs• CTTF-Tourism Working Group policy dialogue on tourism security• Secure Trade in the APEC Region Conference
MTF	<ul style="list-style-type: none">• Development of the MTF annual work plan• Development of the MTF medium-term work plan• Addressing Leaders/Ministers' priorities and government/industry perspectives in mining and metallurgy

7. Recommendations

Recommendations

The following recommendations are proposed to the 23rd APEC Ministerial Meeting (AMM):

1. Endorse the 2011 SOM Report on Economic and Technical Cooperation;
2. Welcome the progress of work on strengthening APEC ECOTECH activities and enhancing fora accountability and communications, in particular the creation of the Policy Partnership on Women and the Economy, Ocean and Fisheries Working Group, APEC Experts Group on Illegal Logging and Associated Trade and the Policy Partnership on Food Security;
3. Welcome the achievements of the Working Groups and SOM Task Forces and welcome the ongoing improvements that have been achieved through the Program of Independent Assessment of all SCE fora; and
4. Welcome the 2011 contributions to the APEC Support Fund from Australia, Japan and Russia.

ANNEX 1

SOM Steering Committee on ECOTECH 2011 Work Program

1. Proposed Work Plan for 2011 in Response to Leaders'/ Ministers'/SOM Decisions and SCE Priorities.

- Reforming of Economic and Technical Cooperation (ECOTECH) in APEC, including:
 - Streamlining of SCE Fora to more closely align with APEC priorities and reduce;
 - Monitoring the implementation of the *New Framework to Guide ECOTECH Activities*;
- Provide policy recommendations on issues related to ECOTECH to SOM;
- Coordinate and supervise all ECOTECH-related Working Groups and SOM Special Taskforces, and provide strategic policy guidance to these fora on the ECOTECH agenda;
- Conduct Independent Assessments of APEC fora in accordance with the approved schedule and monitor the implementation of previous reviews' recommendations by relevant fora;
- Prioritize and rank all project proposals submitted by SCE fora ahead of presentation to the Budget Management Committee (BMC);
- Prepare annual SCE Fora Report and SOM Report on ECOTECH to Ministers
- Monitor and review the revised accountability measures for all Chairs, Lead Shepherds and Program Directors of SCE fora including adherence to the *Guidelines for Lead Shepherd/Chair of APEC working Groups and SOM Task Forces*.

2. Expected Outcomes/Deliverables For 2011.

- Progress in the streamlining of APEC fora;
- Successful implementation of the Independent Assessments of the fora scheduled for completion this year, specifically the Emergency Preparedness Working Group (EPWG); Fisheries Working Group (FWG) and the Marine Resource Conservation Working Group (MRCWG); the Small and Medium Enterprises Working Group (SMEWG) and the Mining Task Force (MTF).
- Commencement of new independent assessments for 2012;
- 2011 SCE Fora Report
- Submission of the annual SOM Report on ECOTECH to Ministers in November 2011.

**Document is designed for double-sided printing.
Blank pages have been deliberately included to allow correct pagination.**

ANNEX 2

Proposed PPWE Terms of Reference For Discussion at PPWE 2011

1. Purpose

As endorsed by Senior Officials in Big Sky, Montana, in May 2011, the APEC Policy Partnership on Women and the Economy (PPWE) provides a streamlined and effective mechanism to integrate gender equality and women and the economy considerations and elevate the influence of women's economic issues in APEC. The PPWE advances the *Framework for the Integration of Women* in APEC based on the principle that gender equality is a cross-cutting issue within APEC. The PPWE, in conjunction with APEC processes, will provide the vehicle for SOM to continue work on issues that affect the economic empowerment of women in the APEC region.

The PPWE also promotes the full and equal participation of women in APEC economies through the Trade and Investment Liberalization and Facilitation (TILF) and Economic and Technical Cooperation (ECOTECH) agendas. The PPWE will provide policy and practical advice to APEC fora and Senior Officials to increase women's economic participation and drive economic growth in the APEC region.

2. PPWE's Eight Tasks

The PPWE will conduct eight basic tasks:

1. Assist APEC fora and actively cooperate with them to identify and address priority gender equality and women and the economy issues within their work, including inviting the Chairs of the relevant sub-fora to the PPWE meetings to discuss issues that are relevant to each group.
2. Promote and report on women's representation across APEC and within individual fora.
3. Assess the use of gender equality criteria in project proposals, reporting and evaluation, revising the gender equality criteria, where appropriate and seek to ensure that at least one secretariat representative from member economies has specific gender equality and women in the economy expertise at all times.
4. Collect and share best practices in gender equality integration amongst fora and on an annual basis select one topic area of best practice to be featured at the PPWE meeting.
5. Support and report on the progress of implementation of gender integration within individual fora and across APEC economies, including following up on the implementation of policy recommendations on women and the economy called for by APEC Leadership.
6. Proactively engage key members of PPWE, including private sector members and APEC Business Advisory Council (ABAC), especially the host economy ABAC member to be selected to be PPWE Women and the Economy advisor, as well as other relevant stakeholders, including international organizations, to advance women's economic empowerment in APEC.
7. Collaborate/assist in the development of project proposals in the area of women in the economy.

8. Propose recommendations and areas of priority for advancing gender equality and women and the economy integration in APEC.

To achieve the tasks above, the PPWE will submit its medium-term and annual work plan to the SCE.

3. Functions

The PPWE acts as an institutional mechanism for reporting to the Steering Committee on ECOTECH (SCE) on APEC gender activities and outcomes. The broad goal of the PPWE will be to provide linkages between APEC fora, APEC economies and the APEC Secretariat to advance the economic integration of women in the APEC region for the benefit of all economies.

4. Membership

The key members of PPWE are:

1. Economy public and private PPWE delegates (The composition of each economy's PPWE delegation will ultimately be determined by that economy)
2. Women and the Economy Program Director
3. ABAC: 2 representatives

Responsibilities of each member are in Annex A.

5. The PPWE Management Council

In order to ensure sustained efforts by the PPWE within APEC, the PPWE Management Council will be created. The core members of the Council will be the chair, who will be members from the current host economy, and the co-chairs, who will represent the previous host economy and the future host economy. The chair and co-chairs, who will be government officials, will use the Management Council to guide the efforts of the PPWE. The chair and co-chairs may invite private sector participants from their economies to serve as advisors. Interested members from other economies and ABAC would also be invited to join the discussion at the PPWE Management Council. The host economy will nominate one of their ABAC representatives to serve in an advisory capacity to the PPWE Management Council on women in the economy. The ABAC Women's Forum will also nominate a member to serve in an advisory capacity to the PPWE Management Council.

6. Role, Term and Membership of the Project Assessment Standing Committee (PASC)

A PASC will be formed at the invitation of the PPWE Management Council Chair to assist the Women and the Economy Program Director in assessing the proposals submitted to APEC. The PASC will comprise:

1. The host economy;
2. The future host economy;
3. The previous host economy;

4. A volunteer developed economy¹; and
5. A volunteer developing economy.²

The PASC will provide advice to the Program Director on the extent to which the gender criteria are addressed in project proposals. The group will facilitate technical assistance if necessary.

APEC Secretariat will send APEC proposals to the PASC for their review.

The Project Assessment Standing Committee (PASC) will be appointed annually and will assist the Program Director for the duration of one year from 1 January to 31 December of each year.

7. Timing of PPWE Meetings

The PPWE will meet at least once annually, preferably before SOM III. This is to prepare the report and recommendations to the SCE for consideration by SOM, and the APEC Leaders and Ministers.

The PPWE meeting will be held in coordination with the SOM schedule, preferably succeeding the SMEWG meeting.

8. Reporting

The PPWE will provide regular reports to SCE and other reports as appropriate. The annual report of the PPWE will be provided to SCE, and with agreement of SCE to the SOM and with its agreement to Ministers and Leaders where considered appropriate.

9. Sunset Clause

In view of the revised TOR and the tasks assigned to the PPWE, the SCE will review PPWE's operations taking into account the various outcomes of the work programmes/projects carried out in the year.

¹ Developed Economies: Australia; Brunei Darussalam; Canada; Korea; Japan; New Zealand; Singapore; Chinese Taipei; United States.

² Developing Economies: Chile; China; Hong Kong, China; Indonesia; Malaysia; Mexico; Papua New Guinea; Philippines; Peru; Russia; Thailand; Viet Nam,

Annex A

APEC Policy Partnership on Women and the Economy

Responsibilities of PPWE Members

The APEC Policy Partnership on Women and the Economy will act as an institutional mechanism for reporting to SOM on APEC gender equality and women and the economy activities and outcomes. The broad goal of the PPWE will be to provide linkages between APEC fora, APEC economies and the APEC Secretariat to advance economic empowerment of women in the APEC region for the benefit of all economies. The PPWE will comprise Economy public and private PPWE delegates, assisted by an APEC Women and the Economy Program Director at the APEC Secretariat. The APEC Business Advisory Council (ABAC) will also provide advice and assistance to the Partnership.

I. Economy PPWE Delegation Members

Economy public and private PPWE delegates will be experts on women and the economy areas at the economy level. They will facilitate and advise on the implementation of the Framework at the economy level and provide assistance to their economy representatives in APEC fora.

Economy PPWE delegates will:

- promote and facilitate the implementation of the Framework as well as policy recommendations related to Women and the Economy called for by the APEC leadership within their economy through the cooperation between the public and private sector, and report on its progress annually;
- work collaboratively with the Women and the Economy Program Director to:
 - provide expert advice as appropriate to facilitate the development and implementation of gender equality-related and integrated projects by APEC fora;
 - support the Women and the Economy Program Director by providing gender equality expert advice and contributing to the further development of gender equality resources and tools;
 - contribute to and assist with the preparation of the annual report of the PPWE on gender equality and women and the economy integration and the Implementation of the Framework for Senior Officials and their report to Ministers and Leaders where considered appropriate; and prepare for the High-Level Policy Dialogue on Women and Economy, as appropriate;
- participate in the annual meeting of the PPWE to contribute to identification of gender issues for APEC consideration;
- maintain regular contact with other participants in the PPWE;
- maintain regular contact with participants in relevant ECOTECH subfora, such as the SMEWG and HRDWG to identify opportunities for collaboration and integrate gender considerations into existing APEC work streams; and
- contribute to the maintenance and development of APEC gender tools and resources.
- encourage women's participation in the process of policy formulation to realize the recommendations in each economy.

II. Women and the Economy Program Director

This role is essential to sustain gender integration across APEC. PPWE will seek to ensure that at least one secretariat representative from member economies has specific gender equality and

women and the economy expertise at all times. The Program Director will be a professional staff member appointed from within the APEC Secretariat with responsibility to:

- support and coordinate the activities of the PPWE, including coordinating the annual meetings and assisting with the High-Level Policy Dialogue on Women and the Economy, as appropriate;
- work with Economy public and private PPWE delegates to ensure access to gender equality expert advice relevant to the work of individual fora;
- assist the PPWE with:
 - regular reports of the PPWE as a standing agenda item in each SCE;
 - the annual report of the PPWE on gender equality and women and the economy integration and the Implementation of the Framework for Senior Officials and their report to Ministers and Leaders where considered appropriate;
- prepare an annual newsletter and other materials on gender equality and women and the economy activities in APEC; and
- maintain current and future APEC gender equality and women and the economy tools and resources including the:
 - Gender Equality guideline for APEC project proposals;
 - Gender Equality Webpage on the APEC Website;

The Women and the Economy Program Director should have significant experience in gender equality and women and the economy.

III. APEC Business Advisory Council (ABAC)

The APEC Business Advisory Council (ABAC) is the private sector arm of APEC, and comprises three business leaders from each APEC economy appointed by their respective Leaders, and represents a range of business sectors, including small and medium enterprises. ABAC is a permanent forum established to advise Leaders and other APEC officials on issues of interest to business and to respond to requests from various APEC fora for information about the business perspective on specific areas of cooperation. ABAC's reports to Economic Leaders have provided recommendations on solving problems faced by business as well as advice on improving ECOTECH activities.

ABAC has an important role to play to ensure that gender equality issues, and women's economic empowerment, in particular, are integral to all APEC activities and policy formulation processes. A representative of the host economy's ABAC members will be nominated by the host economy to act in an advisory capacity to the PPWE Management Council on women in the economy and will be invited to attend the annual PPWE meeting. Alternatively, the host economy may work together with ABAC to select another ABAC representative to act in an advisory capacity to the PPWE Management Council.

ABAC has established an ABAC Women's Forum to work specifically on improving opportunities for women in business; the ABAC Women's Forum will also select a representative to act in an advisory capacity to the PPWE Management Council and to be invited to attend PPWE meetings. It is recognized that the enhanced participation of women in ABAC will contribute to the implementation of the Framework throughout APEC.

Annex B**APEC Policy Partnership on Women and the Economy Management Council**

The APEC PPWE Management Council will act as an institutional mechanism to maintain the continuity of efforts and to report to PPWE on the progress made in implementing policies. The chair and co-chairs, who will be government officials, will use the Management Council to guide the efforts of the PPWE.

I. Members

1. Chair: a member (government official*) from the current host economy (term:1 year)
2. Co-Chairs: members (government officials*) from the previous host economy and the future host economy (term: 1 year)
3. *The chair and co-chairs may invite private sector participants from their economies to serve as advisors
4. Members: 2 members from each interested economy
5. ABAC: 2 representatives

II. PPWE Management Council's Tasks

1. Monitor the implementation of the PPWE work plans and policy recommendations within APEC and across APEC economies.
2. Liaise and coordinate with each member economy and PPWE member.
3. Collect and report annually to the SCE on women and the economy information from each member economy.
4. Support the host economy's planning and coordination of each year's meetings; act as a resource for retaining memory for the organization.

III. Timing of the Meeting

The PPWE Management Council will meet at least once annually, in conjunction with the PPWE meeting.

ANNEX 3

APEC Experts Group on Illegal Logging and Associated Trade Terms of Reference

(Final Version 9/25/11 – Co-sponsored by Chile, Indonesia, and the United States)

1. Context

Forests and forest resources provide critical economic, social, and environmental benefits for APEC economies and the world as a whole. In 2010, APEC economies accounted for approximately 53 percent of the world's forests, 60 percent of global production of forest products, and 80 percent of global trade in forest products; and APEC forest products trade was valued at over \$150 billion.

Illegal logging and associated trade is a significant problem facing the Asia-Pacific region with adverse economic, environmental, and social impacts. APEC Leaders agreed in Yokohama in 2010 to enhance cooperation to address concerns with illegal logging and associated trade and to promote sustainable forest management and rehabilitation. In 2011, APEC Ministers Responsible for Trade directed officials to establish an experts group in order to promote trade in legally harvested forest products, combat illegal logging and associated trade, and build capacity.

2. Goal

The goal of the Experts Group is to enhance the efforts of member economies to take concrete steps to combat illegal logging and associated trade, promote trade in legally harvested forest products, and support capacity building activities in member economies.

3. Objectives and Scope of Activities

The Experts Group will:

- a) serve as a platform for member economies to strengthen policy dialogue on combating illegal logging and associated trade and promoting trade in legally harvested forest products;
- b) consider and share information, where available, on policies that combat illegal logging and associated trade and promote trade in legally harvested forest products, and exchange views on how to learn from successful policies;
- c) provide member economies with opportunities to exchange information, views, experiences, and analyses on relevant matters, including on (i) developments in laws, regulations, and other measures relating to combating illegal logging and associated trade, (ii) new technologies designed to assist efforts to combat illegal logging and associated trade and promote trade in legally harvested forest products, and (iii) data and other information on production, processing, exports, imports, and consumption of forest products, to the extent available;
- d) assist member economies in identifying capacity building needs and developing targeted capacity building assistance;

- e) facilitate law enforcement cooperation and information sharing related to combating illegal logging and associated trade, consistent with domestic law and in accordance with applicable international agreements (e.g., by creating sub-groups, exchanging enforcement personnel, holding joint law enforcement meetings and exercises, and participating in and/or establishing law enforcement networks);
- f) recognizing APEC's commitment and activities relating to sustainable forest management and rehabilitation, as well as work on these topics in international and regional forestry organizations, collaborate with those organizations, as appropriate, and endeavor to ensure that its activities complement and do not duplicate activities being carried out in those organizations; and
- g) collaborate with industry and civil society to raise awareness and contribute to national and regional efforts to combat illegal logging and associated trade and promote trade in legally harvested forest products.

4. Structure and Administration

- a) The Experts Group will be guided by Leaders' and Ministers' directives and the objectives set out in section 3 above.
- b) The Experts Group will be composed of officials of member economies responsible for trade, forestry, and other matters relevant to the group's work.
- c) A Chair will be selected and undertake duties in accordance with the *Guidelines for Lead Shepherd/Chair and Deputy Lead Shepherd/Chair of APEC Working Groups and SOM Taskforces*.
- d) The Experts Group will meet twice a year unless it decides otherwise. Meetings will be arranged so as to minimize costs and maximize member participation. The group will conduct inter-sessional work through electronic means.
- e) The Experts Group may invite non-members, including representatives of non-member economies, international and regional forestry organizations, civil society, and the private sector to participate in its work in accordance with the *APEC Guidelines on Managing Cooperation with Non-Members*.

5. Review and Reporting Requirements

- a) The Experts Group will periodically review its activities and operations. In addition, the group will be independently assessed every four years according to the Independent Assessment Schedule established by the SCE.
- b) The Experts Group will report annually through the SCE Fora Report or as requested by SOM.

ANNEX 4

APEC Policy Partnership on Food Security Terms of Reference

Background

The APEC Business Advisory Council (ABAC) has been engaged in food security efforts since 1999 when APEC Leaders endorsed a plan for a unified APEC Food System. In 2009, ABAC issued a strategic framework for food security which among its recommendations called for the establishment of an ongoing mechanism at a high level to ensure the policy and technical cooperation necessary to achieve an integrated food system. This mechanism should include direct input and participation from the private and research sectors, as well as the public sector in the form of a formal, institutionalized “Food Dialogue.”

In 2010, APEC Ministers Responsible for Food Security declared that consultation with relevant stakeholders is critical to making sustained progress towards food security goals and instructed Senior Officials to integrate ABAC into APEC's food security efforts in a more substantive manner. In 2011, APEC Senior Officials agreed to create a Policy Partnership on Food Security (PPFS).

Membership

Government: Given the complexity and cross-cutting nature of food security, each APEC member government is encouraged to create a high-level interagency “Food Security Task Force” where there is no such existing equivalent body or policy part of a member government. The government representatives to the PPFS should be able to represent the consensus from multiple agencies/ministries.

Private Sector: Each APEC member government may nominate private sector representatives to sit on the PPFS. ABAC may also nominate private sector representatives. They shall be endorsed by SOM in consultation with ABAC. Private sector participants may represent agrifood-related industry bodies, farmers’ groups or individual companies and should strive to see that their views represent consensus within the industry.

APEC Sub fora and Multilateral Organizations: The chair of the PPFS, in consultation with the PPFS members, may request the ATCWG, HLPDAB and other related APEC sub fora, as well as World Bank, Asian Development Bank, Inter-American Development Bank, Food and Agriculture Organization, World Trade Organization, and other groups to send observers/advisers to the PPFS.

Research and Academic Institutions, NGOs: The chair of the PPFS, in consultation with PPFS members may nominate such institutions they believe will add value to the PPFS process and the PPFS chair will request those institutions to send observers/advisers to the PPFS.

Leadership

The PPFS will be chaired by a government representative of the current host economy; government representatives of previous and future host economies will serve as vice chairs in a troika arrangement. The private sector representatives to the PPFS will nominate a principal

advisor to serve as a vice chair along with the government representatives. The selection process for the principal advisor will be an open and transparent process, conducted by ABAC and approved by APEC Senior Officials. The chair, government vice chairs and private sector principal advisor will constitute the PPFS management council. The Management Council will convene planning meetings for all interested APEC economies to develop the agenda for the PPFS plenary meeting and may invite private sector representatives, multilateral organizations and academic representatives to participate.

Objectives

APEC's approach to food security must reflect member economies' commitment to facilitation of investment, trade and markets and sustainable development of the agricultural sector as outlined in the Niigata Declaration on Food Security.

Among other things, we will look to:

- Promote adequate, reliable and sustainable supplies of crop and livestock products, through developing rural communities, increased agricultural productivity and more efficient regional and global markets linking demand and supply.
- Promote an open and rules-based trading system that allows reliable movement of agricultural and food products. Support efficient distribution systems throughout the supply chain.
- Encourage agricultural research, extension and educational systems.
- Facilitate the development and dissemination of new and existing technologies.
- Accelerate inclusive agriculture sector growth, including recognition that women should have equal access to affordable inputs and improved techniques and technology.
- Recognize that both public and private sectors have appropriate roles to play and can achieve more if they work together.
- Promote an inclusive and transparent process for the development of Responsible Agricultural Investment principles.
- Confront challenges related to climate change and natural resource management with a focus on agricultural and food production issues.
- Foster conditions that spur development and utilization of technological advances and best practices that will help the region address short and long-term food security challenges.
- Create multi-sector partnerships and networks including government; private sector (including local farmers); agriculture-related industry organizations; non-profit organizations; and academia and researchers to address food security issues.
- Raise awareness about food system issues and facilitate effective sharing of information among APEC economies.
- Identify gaps in areas that support food security.
- Consider issues that are of concern to economies that are experiencing food insecurity.
- Develop and maintain an annual work plan and adopt measures to monitor progress of activities.

The long term goal of the PPFS shall be the attainment of a food system structure by 2020 sufficient to provide lasting food security to APEC member economies. The PPFS should look to further define the elements of a food system structure as part of its objectives.

Scope

Establishing a comprehensive food system-based food security environment in APEC is a complex, long term effort. The current Niigata Action Plan for Food Security established at the 2010 ministerial on food security sets forth an excellent starting point to build from. The PPFS should be the primary mechanism APEC uses to address food security policy concerns and should oversee all issues related to, and affecting, food security. These would include (but are not limited to): trade, productivity, rural development, technology dissemination, fisheries, post-harvest loss, balanced use of land and water resources for human, animal and energy use, transparency of markets, and the impact of financial instruments on food prices. The PPFS will primarily examine policy issues as they relate to food security, but will remain cognizant of the capacity building work occurring in APEC working groups such as the Agricultural Technical Cooperation Working Group and Ocean and Fisheries Working Group, as well as the work undertaken by the Sub-Committee on Standards and Conformance, Food Safety Cooperation Forum so that efforts are complementary and not duplicative. In order to increase cooperation between APEC working groups it is recommended that the PPFS be represented at the SOM Steering Committee on ECOTECH (SCE) Committee of the Whole (COW) meeting. The PPFS may also recommend to SOM gaps in capacity that APEC may be able to help address.

The PPFS will report directly to APEC Senior Officials and its recommendations will be forwarded as appropriate to Ministers and Leaders.

The PPFS will establish both short-term and long-term goals each year and the chair of the PPFS with assistance from PPFS members will report on implementation of the APEC Food Security Action Plan as outlined in the 2010 APEC Ministerial Meeting on Food Security Declaration.

PPFS goals may entail suggested recommendations to APEC fora, APEC governments, International Finance Institutions or other relevant international institutions, the private sector, and civil society institutions. PPFS will monitor and report on their implementation.

The PPFS will refrain from recommending the creation of new institutions wherever possible, and will seek to maximize the use of existing institutions – regional, international and economy-specific – to create the nexus of new relationships necessary to create an efficient food system for greater food security.

Meetings and Venue

The PPFS will meet at least once yearly in plenary. The duration of the meeting shall be determined by the agenda. Other plenary meetings, or subgroup meetings, or PPFS planning meetings may be scheduled as necessary, especially in conjunction with SOM meetings. The PPFS plenary meetings are designed to be held at high level to ensure commitment from both government and private sector stakeholders. The chair, in consultation with the management council, will decide whether the plenary meeting should be held at the level of Ministers/CEOs, Vice Ministers/Group Presidents etc.

Support

The APEC Secretariat will serve as the primary support for the PPFS. The PPFS will also receive support from the ABAC Secretariat. Virtual links to other existing institutions shall be used to increase resources. The program director at the APEC Secretariat will help to organize meetings, provide guidance regarding APEC guidelines and protocols and serve as a focal point for the distribution of information regarding the PPFS. The ABAC Secretariat will be responsible for ensuring that information regarding the PPFS is appropriately distributed to private sector participants and will assist in collecting feedback from relevant stakeholders. The ABAC Secretariat may also provide support to the PPFS Management Council in drafting an annual report from PPFS to SOM, Ministers and Leaders on progress made and issues needing attention.

Sunset Clause

The PPFS will evaluate its effectiveness on a regular basis in line with current APEC guidelines. The terms of reference will be reviewed periodically, particularly if there is a change in situation, with a view to modification or amendment.

ANNEX 5



**Asia-Pacific
Economic Cooperation**



USAID
FROM THE AMERICAN PEOPLE

Strategic Planning – Process Guide for APEC Working Groups

September 2011

Strategic Planning – Process Guide for Working Groups

WHAT IS AN APEC WORKING GROUP STRATEGIC PLAN?

A step by step guide, created by a working group, to map out how it will reach its goals and objectives. The strategic plan for the working group will establish a foundation so that all of APEC knows what is planned and what is expected of the working group. Essentially, it builds on APEC's overarching vision by setting a mission for the chosen targets of the working group for a three to five year period.

Strategic planning is often confused with tactical planning. A good strategy should define **what** the objectives are; good tactics set a plan for **how** to achieve those objectives. A simpler way to think of it is:

- **Strategy** is longer-term, often 3-5 years, and sets the overarching objectives and purpose for the working group;
- **Tactics** are shorter-term, often written up in annual work plans, focused on process and actions. While the strategy for the working group may not change year to year, tactics can be adapted over time to identify and act on new ways to reach the goals and objectives already established in the strategy.

A working group strategic plan should serve as a systematic, management tool for problem solving, activity planning, funding decisions, and guiding the preparation of annual work plans.

When everyone participates in the strategic planning stages, all will work harder to carry out the plans and projects. APEC can't buy or outsource this kind of motivational interest, and working group leadership must be an integral part of such vital activities. Therefore, the strategic planning process should include a variety of people from the working group to participate in any brainstorming sessions, including key stakeholders from private and public sectors among member economies if that is possible.

Five Elements of a Strategic Plan

There are five elements that help shape the foundation of a workable and achievable strategic plan. These elements are:

- Vision
- Mission Statement
- Critical Success Factors
- Set Objectives
- Prioritized Implementation Schedule

The strategic planning process should begin by exploring essential questions about the purpose of having a working group. Working group leadership and members must answer these essential questions and come up with a consensus on the answers. Answers to these questions will help in determining the elements to the strategic plan.

- What is APEC's vision?
- What is the working group's vision?
- How does the working group's vision contribute to APEC's vision?
- What do we do best?
- What is our purpose?
- What needs can the working group satisfy for member economies that they cannot more easily do on their own?
- What kind of image does the working group want?
- What does the working group want to be known for?
- How many objectives does the working group want to have?
- What value does the working group want to have for APEC's member economies?

BUILD THE FIVE ELEMENTS

Vision Statement: A brief statement describing direction and growth plans of the working group [Aspirational]

The working group's vision statement should directly support APEC's mission statement. From the APEC website:

“APEC is the premier Asia-Pacific economic forum. Our primary goal is to support sustainable economic growth and prosperity in the Asia-Pacific region. We are united in our drive to build a dynamic and harmonious Asia-Pacific community by championing free and open trade and investment, promoting and accelerating regional economic integration, encouraging economic and technical cooperation, enhancing human security, and facilitating a favorable and sustainable business environment. Our initiatives turn policy goals into concrete results and agreements into tangible benefits.”

- Develop a concise vision for the working group. Try to address:
- Who are we?
- Where are we? (What is our current state?)
- Where do we want to go (or not go) and why? (What is our desired future state?)

Remember that defining – and being able to communicate – a clear working group vision is most important for those outside of the group. So make sure that the working

group's vision informs everyone— both inside and outside APEC – about the working group's aspirations.

If it is possible, the working group should seek an opportunity to engage APEC senior officials and leaders in a discussion on the working group's vision, especially if the APEC policy leadership is new. The intent of the discussion would be how to best articulate a working group's vision in a concise yet descriptive manner that the working group can use to best inform its mission statement as part of the three to five year strategic planning process.

Mission Statement: Statement describing the working group's capabilities to help realistically achieve key objectives identified by member economies (or the working group itself) within the three to five year strategic planning period

The mission statement should answer the question, "What outcome or outcomes do we think is/are possible for the committee to deliver within three to five years?" The mission statement should encompass a few concrete objectives, achievable within the timeframe of the strategic plan.

The mission statement should be more than just "The [_____] working group establishes policy." The mission statement should describe how it facilitates the achievement of outcomes. For example, "The [_____] working group's mission is to address policy bottlenecks and guide member economies to make [productive decisions] that support the vision of APEC in a timely manner."

Critical Success Factors

Critical success factors are elements that are vital for a strategy to be successful. A critical success factor drives the strategy forward. It makes or breaks the success of the strategy – hence, it is "critical." Addressing critical success factor(s) is required to ensure the success of the activity or organization. Critical success factors are those few things that must go well to ensure success, and, therefore, they must be given special and continual attention to bring about high performance.

For your working group, critical success factors might include:

- Achieving credibility;
- Maintaining quality standards;
- Finding needed resources;
- Performing additional market research to inform the APEC region;
- Establishing definitions and standards of how the working group can serve and listen to all members;
- Establishing internal and external communication standards;
- Maximizing cost-effective operations;
- Establishing a continuous improvement policy for reviewing and evaluating progress;

- Establishing a system that documents processes so others can be trained;
- Securing buy-in from all levels of APEC, which helps understanding and acceptance through participation;
- Commitment and willingness from the member economies to make changes.
- A plan to deal with downturns should they occur; or
- Systems and administrative policies to ensure the working group does its job most effectively.

After identifying critical success factors for your working group, review them for practicality and achievability. Can all critical success factors be addressed by the working group and directly incorporated into the strategic plan?

Explicitly identify ways that each of the critical success factors will be addressed by the working group and incorporated into the strategy.

Set Objectives

Objectives are those specific steps that enable you to accomplish, or make measurable progress against, your working group's mission statement.

There is no set rule for how many objectives your working group should set. However, all of the objectives should be attainable within the 3 to 5 year timeframe of the strategic plan.

A major reason that strategic plans fail to reach their objectives is that implementation is assigned to members who never participated in the planning.

In setting objectives, you should eliminate the "why" and the "how." If you need to discuss "why" you're interested in doing something, you should have that discussion earlier when establishing your working group vision and mission statement. When you set objectives, you won't explain "why" you are planning to do something, and you won't attempt to justify your objective to those who review your plan.

Neither will you describe "how" you'll accomplish the objective at this point in the process. Describing "how" you'll accomplish an objective will be part of prioritized implementation planning in the next step.

There are two kinds of objectives you can develop – results-oriented and activities-oriented. "We will increase the volume of cross border trade within the APEC region by 10 percent next year" is a results-oriented objective. "We will facilitate three regional conferences for APEC next year" is an activities-oriented objective. The first example is a stronger statement because it focuses on achieving something (results). Whenever possible, write your objectives in terms of a result, rather than an activity.

However, there are times when you simply can't write a results-oriented objective, and if so, write your objective as an activity. But these are the exceptions. "Install the new computer system by the end of the year," "Hire a manager of human resources by June 15th," "Launch the new product by the third quarter." Each of these is an activity-oriented objective. They are

not ideal objectives, because no result (other than the completion of the activity) can be measured. Generally, your objectives should be results-oriented.

Prioritized Implementation Schedule: Annual Work Planning. Prioritize the objectives and corresponding actions in order of importance.

For a one year period, document a schedule, including start dates, milestone dates and anticipated completion dates for each working group action. The annual work planning process is not about making new strategic objectives. It is about defining the steps that are necessary to achieve strategic objectives successfully. It is important to make sure participants in the process understand and agree that the strategic objectives are important and relevant to the working group's role in helping to achieve its vision, and ultimately the overarching vision of APEC. Part of building this support is effectively identifying problems that may occur if you do not move towards achieving the working group's mission as well as identifying the benefits if you do achieve the working group's mission.

The emphasis in the work plan is on articulating the steps that support the overarching strategic plan. It is good for the steps to be challenging rather than trivial, but often planning falters when there is a substantial gap between expectations and what is feasible. Therefore, steps should be delineated in terms of time horizons and milestones, and driven by realistic resource availability.

ANNEX 6

APEC Tourism Strategic Plan 2011 - 2015

Background and Planning Process

Pursuant to the decisions of the 6th APEC Tourism Ministerial Meeting (TMM) in September 2010 in Nara, Japan, the APEC Tourism Working Group (TWG) undertook the formulation of an APEC Tourism Strategic Plan for 2011 to 2015 to provide the roadmap to address critical issues and concerns pertaining to tourism growth in the region.

The Plan preparation involved the TWG review of the tourism policy goals in the APEC Tourism Charter adopted by the TMM during its first meeting in 2001 and the independent assessment undertaken by the ECOTECH on the efficiency and relevance of the TWG. Guided by the strategic planning process/ guide for APEC Working Groups, the TWG conducted focused group discussions and workshops on the sideline of the TWG meetings in Japan, Philippines, and USA as well as intercessional exchange of information, inputs and comments to develop its strategic plan.

TWG Vision

The APEC Tourism Working Group (TWG) shall promote a sustainable and balanced tourism development in the APEC region that will enable Member Economies to increase their visitor arrivals, stimulate greater investments in destination development and infrastructure, as well as develop the capability of its industry workers and local people to benefit from tourism growth, while working to ensure the protection and conservation of natural and cultural heritage resources.

TWG Mission Statement

The APEC TWG shall persist as a working group to provide a platform for Member Economies reap the benefits of regional economic integration in tourism by harmonizing and consolidating national policies and programs with the regional objectives; providing access to market information and knowledge that will promote competitiveness; working to promote better understanding of tourism as an industry, and optimizing the benefits of tourism for the local communities, including women, youth and indigenous/ ethnic people.

TWG Critical Success Factors

The attainment of the forgoing vision and mission is hinged on ensuring that the following factors are eliminated, if not minimized, by the TWG through the cooperation of other APEC Fora and support from the private sector and international and multilateral organizations:

1. Undertaking greater market research and sharing of information to allow for free flow of investments and mobility of natural persons in the region pursuant to the Bogor Declaration, while ensuring a sustainable path as inscribed in the Manila Declaration.
2. Providing a mechanism that will enable a better understanding of the importance of tourism by leaders and policy makers.
3. Forging stronger linkages with other sectors and working groups in the APEC as well as the private sector and international and multilateral organizations to address various issues

affecting the movement of visitors, destination and product development, human resources development and, marketing and promotion (e.g. transport, investments, business mobility and counter terrorism, UNWTO, WTTC, PATA, ASEAN, etc).

4. Promoting appreciation of the multi-cultural and distinct natural resources of the region as a tourism destination through sharing of best practices and models on conservation, preservation and protection of tourism assets.
5. Establishing protocols and mechanisms to assist Member Economies in distress, as a result of natural or man-made calamities and circumstances, to rise above and regain tourism growth momentum.

Strategic Objectives/ Directions and Programs

1. Promote better understanding and recognition of tourism as an engine for growth and prosperity in the APEC region.
 - Institutionalize the Tourism Satellite Account as an effective tool to measure socio-economic impact of tourism.
 - Engage the private sector, multilateral, and international organizations in research and joint activities to address current issues and to identify new ones.
 - Ensure the travel and tourism sector's voice is considered in broader economic and social issues, e.g. climate change.
2. Ensure inclusive growth in the travel and tourism sector by encouraging socially and culturally responsible tourism.
 - Help small and medium enterprises, including women, youth and other local entrepreneurs, to gain better access to global markets.
 - Facilitate worker retraining, skills upgrading, and career path direction to promote labour mobility in the travel and tourism industry.
 - Encourage responsible community-based tourism, rural tourism, ecotourism, etc.
 - Continue to develop occupational skills standards, certification programs, and capacity building for the tourism workforce.
 - Identify new tourism products and niche segments (e.g. cruise tourism, culinary tourism, sports and adventure tourism, health/ medical and wellness tourism).
3. Promote and enhance sustainability of businesses and destinations by providing an enabling environment based on sound principles of sustainable tourism.
 - Promote environmental, social and cultural indicators for sustainable tourism.
 - Facilitate green initiatives, best practices, ethics, and technologies for the management of tourism businesses and destinations.
 - Embrace a set of sustainability standards for accreditation and certification of tourism businesses and destinations.
 - Recognize and highlight best practices and models.

4. Promote efficiency and regional economic integration through policy alignment and structural reform.
- Facilitate access and connectivity (air transport, infrastructure, etc.)
 - Address opportunities for cross-border tourism flows.
 - Identify convergences between tourism and national policies as well as programs with other economic sectors and multi-lateral organizations.
 - Facilitate investment in tourism infrastructure and destinations.
 - Consolidate an emergency preparedness plan from several resources and support crisis and risk management protocols.
 - Develop a crisis communication plan to assist economies in distress and provide support for recovery and revival of the travel and tourism industry.

Implementation Schedule

Attached as Annex A is the work plan of the APEC TWG for 2011 to 2015, which enumerates the strategic objectives/ directions, programs, activities, expected outcome, timeframe and cooperating parties for easy reference and monitoring.

To ensure the effective implementation of the APEC Tourism Strategic Plan, the TWG shall designate a coordinator for each strategic objective to assist Member Economies identify issues and develop project proposals, coordinate with multilateral, international and regional organizations for joint cooperation/ partnership, monitor implementation of programs, and monitor outcomes. The following economies shall serve as coordinators for the identified strategic objectives:

Strategic Objectives	Coordinators
1. Promote better understanding and recognition of tourism as an engine for growth and prosperity in the APEC region	Lead Economy: USA Co-Lead Economy: Philippines
2. Ensure inclusive growth in the travel and tourism sector by encouraging socially and culturally responsible tourism	Lead Economy: Indonesia Co-Lead Economy: Peru
Strategic Objectives	Coordinators
3. Promote and enhance sustainability of businesses and destinations by providing an enabling environment based on sound principles of sustainable tourism	Lead Economy: Australia Co-Lead Economy: Chile
4. Promote efficiency and regional economic integration through policy alignment and structural reforms	Lead Economy: Philippines Co-Lead Economy: USA

The membership of TWG Executive Board/Committee shall be expanded to include the above coordinators. The Board shall regularly assess the implementation of the strategic plan and its work program through the coordinators. A report of the implementation of each strategic objective shall be made by the concerned coordinator during TWG meetings, highlighting on projects and activities undertaken as well as policy and program interventions.

The Chair of the TWG shall report to the TMM the accomplishments of the strategic plan, including the necessary policy and program adjustments, if necessary.

**Document is designed for double-sided printing.
Blank pages have been deliberately included to allow correct pagination.**

ANNEX 7

APEC Counter-Terrorism Task Force Terms of Reference

1. Introduction

APEC member economies recognize that creating a secure environment for economic activity is an important part of any strategy for regional growth and prosperity. APEC plays a valuable and constructive role in helping to: protect the economic systems of the Asia-Pacific region from attack, disruption, and misuse; protect the flow of legitimate trade and travel from compromise; and promote human security and a safe business environment.

In October 2001, following the terrorist attacks in the United States on September 11, APEC Leaders in Shanghai issued a Leaders Statement on Counter-Terrorism. They underlined that terrorism was a direct challenge to APEC's vision of free, open and prosperous economies, and to the fundamental values that APEC members hold. Leaders built on their commitments and instructions in a further Statement on Fighting Terrorism and Promoting Growth in 2002 in Los Cabos, as well as in every subsequent Leaders Statement. Leaders agreed to take appropriate individual and joint actions to follow up on the commitments in line with their respective circumstances and in accordance with APEC principles. APEC Ministers, including sectoral Ministers, have also supported Leaders' commitments and instructions on countering terrorism in their ministerial statements and activities.

Bearing in mind Leaders' instructions to monitor progress and build capacity in counter-terrorism, APEC Senior Officials established an APEC Counter-Terrorism Task Force (CTTF) in May 2003.

2. Mission

The mission of the Counter-Terrorism Task Force is to:

- Coordinate, monitor, and review the implementation of the Leaders' and Ministers' commitments and instructions on countering terrorism and securing trade, using the APEC Counter-Terrorism Action Plans as the foundation for this work;
- Assist APEC member economies to identify, assess, and address counter-terrorism and secure trade needs, including by developing, sponsoring, and coordinating targeted capacity building and technical assistance programs;
- Facilitate close coordination and collaboration among relevant APEC fora on counter-terrorism and secure trade issues;
- Advise APEC Senior Officials, as appropriate, on current and emerging trends in counter-terrorism and secure trade efforts and report on proposals and projects as necessary;
- Build partnerships with relevant multilateral organizations, including multilateral financial institutions, and the private sector to advance Leaders' and Ministers' instructions and avoid unnecessary duplication of efforts.

3. Structure and Administration

CTTF membership will be open to all interested APEC member economies. Where appropriate, invitations to relevant APEC fora, multilateral organizations, private sector representatives, etc. to participate in CTTF meetings, can be extended by the Chair in consultation with CTTF members. Invitations will be issued in accordance with the “APEC Guidelines on Managing Cooperation with Non-Members.”

The Task Force will be managed by a Chair and Vice Chair, with support from the APEC Secretariat, in accordance with the APEC “Guidelines for Lead Shepherd/Chair and Deputy Shepherd/Chair of APEC Working Groups and SOM Task Forces”. The Task Force will be supported at the working level by the “Friends of the Chair (FOTC)” who will provide recommendations, advice, and input and develop work programs as required.

The Task Force’s current priorities and projected outputs will be outlined in its annual Workplan, which will be reported to Senior Officials through the SCE Fora Report. The activities and deliverables of the CTTF will be included in the SCE Fora Report.

The Task Force will meet on the margins of the Senior Officials’ meetings and conduct business via email intersessionally. The Task Force will report to SOM and have a two year term from 2011-2012. Towards the end of its mandate, the CTTF will review its achievements and outputs and invite SOM to consider its future.

ANNEX 8

Policy on Scheduling of Sub-fora Operations to Enhance Effectiveness

To the maximum extent possible and as long as the host economy is willing, sub-fora meetings should be held at the same time and at the same venue as the major SOM meetings. In the event that chairs of sub-fora consider it necessary to hold meetings with different schedules or outside the host economy for reasons that they judge will improve their effectiveness, they should consult with chairs of the committee to which they report and seek authorization based on the justification they provide. Should chairs of the relevant committees concur with such a request, they should seek further guidance from Senior Officials. Chairs of sub-fora meetings which are already scheduled for 2011 outside of the SOMs are authorized to meet according to their existing schedules but should follow this procedure in arranging for future meetings, and seek opportunities to increase interaction with and oversight by Senior Officials.

**Document is designed for double-sided printing.
Blank pages have been deliberately included to allow correct pagination.**

ANNEX 9

INDEPENDENT ASSESSMENT OF THE ECOTECH IMPLEMENTATION OF APEC WORKING GROUPS AND SOM TASKFORCES: EMERGENCY PREPAREDNESS WORKING GROUP (EPWG)

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or EPWG	Proposed timeline to implement the recommendation by SCE or EPWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>Recommendation to SCE1. Encourage greater inclusion of emergency preparedness into APEC working groups’ TOR and long-term work plans/strategies; EPWG can support and advise as needed.</p>	<p>APEC Secretariat As a fundamental part of its role, the Secretariat has been tasked to encourage efforts at cross-fora collaboration to increase convergence and avoid any risks of duplication. We are examining ways of strengthening the exchange of information between PDs within the Secretariat to facilitate stronger dialogue on projects.</p> <p>SCE Members Collaboration between working groups on the margins of major meetings or electronically could help achieve cross-fertilisation. Program Directors could also play a role here.</p> <p>This recommendation is valid in light of the fact that natural disasters have intensified in recent years. The cooperation between EPWG and SMEWG has been strengthened and other working groups should also collaborate with EPWG.</p>	SCE encourages the EPWG to seek continued and increased cooperation, including projects, in with other fora	Ongoing	YES
<p>Recommendation to SCE2. Explore alternative funding sources and advice for APEC projects to decrease economies’ reliance on APEC funding.</p>	<p>APEC Secretariat The Secretariat encourages the possibility of exploring alternative funding sources (UN, WB or bilateral agencies) particularly when trade links cannot be articulated/demonstrated to strongly justify the use of APEC funds.</p>	PMU/BMC to explore types of funding options are available	SCE2 2012	YES

	<p>SCE Members Develop a mechanism for identifying, tracking and alerting economies to alternative funding resources; create incentives for alternative funding sources to invest in disaster prevention.</p> <p>In order to solidify this recommendation, it is also suggested that the potential funding sources are also stated. Furthermore, each working group should examine the possible funding sources.</p>			
<p>Recommendation to SCE3. Develop performance guidelines for EPWG projects to ensure that funding is well-utilised, goals are met, and results showcased.</p>	<p>APEC Secretariat Revised project procedures approved by BMC in 2010 include as an aim to encourage the use of performance measurement in APEC projects and include targeted and measurable objectives that can be independently assessed. At BMC3, a paper on conducting longer term evaluations of APEC projects was endorsed by members and approved by SOM. The evaluation exercise is scheduled to commence in mid 2012.</p> <p>SCE Members</p>	In process by the BMC/PMU.	N/A	YES
<p>Recommendation to SCE4. Install a more prescriptive monitoring and reporting system for APEC work.</p>	<p>APEC Secretariat Under the guidance of the BMC, the Secretariat is examining options for improving the collection of project related information in monitoring and completion reports to improve the overall quality of APEC funded projects. This information will also be useful in undertaking longer term evaluations of APEC funded projects.</p> <p>SCE Members Monitoring and evaluating the effectiveness of projects is critical. However the system that is adopted to achieve this should draw on the existing processes established by the Secretariat and should not distract the EPWG from its core business.</p>	BMC/PMU to update EPWG on progress on project to examine options.	EPWG1 2012	YES

<p>Recommendation to SCE5. Discuss ways to measure how APEC fora incorporate gender considerations, the Hyogo Framework of Action (HFA), and contribute to the Bogor Goals.</p>	<p>APEC Secretariat The establishment of the PPWE and its recently approved Terms of Reference are relevant in this context. The PPWE PASC is intended to work in collaboration with the PMU to ensure that each project adequately addresses gender issues.</p> <p>SCE Members APEC Fora could be required to submit a yearly report on how its projects have incorporated gender considerations, the HFA and progress towards the Bogor Goals. The Secretariat could amalgamate these reports into a single overarching document for tabling and discussion at CSOM.</p>	<p>Have this as an agenda item for the next EPWG meeting for further discussion. PPWE representation at this meeting to contribute to a discussion on creative ways to include a gender component in EPWG's work could be of value.</p>	<p>EPWG1 2012</p>	<p>YES</p>
--	--	---	-------------------	-------------------

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or EPWG	Proposed timeline to implement the recommendation by SCE or EPWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO EPWG				
<p>Recommendation to EPWG 1. Define EPWG Chair(s)' role and selection process.</p> <ul style="list-style-type: none"> • Define and make known the role and working arrangements of the EPWG Chair(s) • Develop a selection process that is fair, transparent, consistent, and based on consensus • Ensure a reasonable period of transition between the incumbent and new Chair(s) • Stagger EPWG Co-Chair terms to enable an experienced economy to serve with an inexperienced one • Promote EPWG Chair(s) diversity in geography, developmental levels and gender considerations 	<p>APEC Secretariat Australia and Indonesia have been EPWG Co-Chairs for seven years; other economies have not expressed an interest in assuming this role.</p> <p>SCE Members The Chair of the EPWG Steering Committee Secretariat should take the lead here (in consultation with the current EPWG co-chairs and Secretariat) and institute a workable process after consultation with all APEC economies.</p> <p>Is there some sort of open election annually in which these two are perpetually re-elected? If not, there should be some kind of re-election or nomination process. Even the incumbents would need to be re-nominated/ re-elected.</p>	As per the recommendation	SCE2 2012	YES
<p>Recommendation to EPWG 2. Define EPWG Steering Committee role, and encourage greater activity.</p> <ul style="list-style-type: none"> • Determine if the EPWG's Steering Committee Chair is needed, and if so, determine its role and responsibilities • Develop a selection process for the EPWG Steering Committee Chair that is fair, transparent, consistent, and based on consensus • Encourage greater engagement of Steering Committee, including by assessing projects, by providing feedback to the relevant economies, and by providing training on the use of the 	<p>APEC Secretariat The Secretariat encourages efforts of improving the QAF and the composition of the SC to achieve better quality outcomes.</p> <p>SCE Members In our view, the Steering Committee should retain the position of Chair as the key coordinator of the Committee's activities. The Committee's de facto role as assessor of projects and provider of feedback and training on use of the QAF should be formalised. The Committee's other EPWG activities should be kept to a minimum to ensure that the assessment role takes precedence. This would relieve the Program Management Unit and Program Director of some of</p>	As per the recommendation	SCE2 2012	YES

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or EPWG	Proposed timeline to implement the recommendation by SCE or EPWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO EPWG				
<p>Quality Assessment Framework (QAF)</p> <ul style="list-style-type: none"> Standardise the Steering Committee members- term- it should run on a staggered, rotational basis Cap the number of Steering Committee members, based on such factors as geographical, development, and gender diversity Consider creating a separate email list for the Co-Chairs and the Steering Committee 	<p>its burden, freeing up resources for other aspects of the EPWG's work. The Steering Committee's terms of reference should also be clarified and the number of its members reduced to a workable number to prevent the committee becoming too unwieldy. The Steering Committee could also develop performance guidelines for EPWG projects.</p>			
<p>Recommendation to EPWG 3. Improve EPWG's administrative resources and processes.</p> <ul style="list-style-type: none"> Explore how EPWG Program Directors can be provided with more administrative resources Notify EPWG member economies in advance of administrative changes or plans Discuss ways which allow the EPWG Steering Committee to take a greater lead in EPWG work and activity. 	<p>SCE Members Here, funding is of the essence. Relieving the PMU and PDs of some of their responsibilities, e.g. by devolving them to the Steering Committee and/or EPWG chair/co-chairs, could help here.</p> <p>It is not clear what the EPWG PD is lacking that they need to do a better job, if there is a problem this may be an issue for BMC to discuss</p>	As per the recommendation	SCE2 2012	YES
<p>Recommendation to EPWG 4. Encourage greater and wider EPWG member participation.</p> <ul style="list-style-type: none"> Explore ways to attract EPWG economies to attend and actively participate in meetings Distribute electronically meeting minutes and other documents as quickly as possible See how the APEC Information 	<p>APEC Secretariat Average meeting attendance is 13 economies and around 40 participants. No attendance of other APEC fora or organizations outside APEC was registered in the last meetings.</p> <p>SCE Members The Secretariat could promote some of the side-benefits of attendance – e.g. opportunities to lobby face-to-face for co-sponsoring of projects; lobbying</p>	As per the recommendation	SCE2 2012	YES

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or EPWG	Proposed timeline to implement the recommendation by SCE or EPWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO EPWG				
<p>Management Portal (AIMP) can be utilized more effectively for communications and information sharing</p> <ul style="list-style-type: none"> • Schedule periodic meetings with the APEC Communications and Public Affairs Unit on latest resources to promote greater and more engaged communications • Ensure that economies absent from meetings be kept abreast of proceedings and developments, perhaps uploaded through the EPWG website, as well as the normal AIMP 	<p>for joint funding of projects etc.</p> <p>In our view, an average attendance by 13 out of 21 APEC economies at APEC meetings is NOT a poor average given the logistics involved.</p> <p>It is recommended that the APEC AIMP be used more effectively, so that EPWG members can communicate with each other. This suggestion is also useful for other working groups. The AIMP can allow economies to share information.</p> <p>Close cooperation with the APEC Communications and Public Affairs Unit is another valid suggestion for all working groups, as working groups need to strengthen outreach.</p> <p>Is EPWG work effectively publicized? EP has potential to be “sexy” to the public if highlighted well in press releases etc.</p>			
<p>Recommendation to EPWG 5. Optimize EPWG website.</p> <ul style="list-style-type: none"> • Decide the purpose and application of both EPWG website and APEC EPWG webpage • Harmonize information that is posted on both websites • Install a plan for maintenance and periodic updates of the EPWG website, including meetings and contact lists of member economies and APEC Secretariat Program Director • Consider mutual links from EPWG 	<p>APEC Secretariat The EPWG has an Intranet supported by Chinese Taipei, which is used for disseminating information and to upload presentations and reports that have emanated from EPWG meetings taking place away from plenary meeting.</p> <p>SCE Members This is a key recommendation but one that will require ongoing IT and other resources. In our view the EPWG website should be linked into the APEC website to avoid confusion and duplication.</p>	<p>As per the recommendation. The EPWG website should be linked into the APEC website.</p>	<p>SCE2 2012</p>	<p>YES</p>

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or EPWG	Proposed timeline to implement the recommendation by SCE or EPWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO EPWG				
<p>website to other APEC for a, and related non-APEC bodies</p> <ul style="list-style-type: none"> • Review which and where downloadable internal and external documents and publications should be stored; determine the appropriate security measures • Decide the purpose, application, and management of the EPWG newsletter 				
<p>Recommendation to EPWG 6. Promote greater and more regular communications within APEC fora and related non-APEC bodies, especially the private sector.</p> <ul style="list-style-type: none"> • Seek greater input on emergency preparedness (e.g. presentations and discussions) by international organizations, private sector bodies and other APEC fora in EPWG meetings and activities. • Consider EPWG attendance and presentations at the meetings of other APEC fora and non-APEC bodies, as well as formal feedback at EPWG meetings • Establish ongoing and mutual communications with relevant APEC for a, distributing updated information to EPWG member economies • Examine ways to promote the EPWG within member economies, APEC fora and wider non-APEC community • Consider which working groups to collaborate on relevant projects 		As per the recommendation	SCE2 2012	YES

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or EPWG	Proposed timeline to implement the recommendation by SCE or EPWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO EPWG				
<p>Recommendation to EPWG 7. Discuss ways for more and faster project feedback and review.</p> <ul style="list-style-type: none"> • Explore ways to get faster EPWG member economy feed-back • Discuss how EPWG can give more time for project proposal discussion and review 	<p>SCE Members Optimising the EPWG website would facilitate this.</p>		SCE2 2012	YES
<p>Recommendation to EPWG 8. Assess EPWG work in incorporating gender considerations, the Hyogo Framework of Action (HFA), and contribute to the Bogor goals; discuss with SCE.</p> <ul style="list-style-type: none"> • Consider more in-depth discussion and review of project proposals, including on whether projects support the Bogor Goals and gender through the QAF criteria and Steering Committee project assessment phase • Explore ways to achieve a better gender balance in EPWG leadership – for example, the balance at EPWG meetings could be tracked and participation by more women encouraged if necessary • Consider further collaboration with the Gender Focal Network, or future Policy Partnership for Women in the Economy 	<p>APEC Secretariat Under the guidance of the BMC, including through revised project procedures in 2010, and in the context of the establishment of the PPWE, the secretariat continues to encourage the incorporation of gender considerations into APEC projects and stronger engagement with the secretariat Gender Focal point.</p> <p>SCE Members As above, APEC Fora could be required to submit a yearly report on how its projects have incorporated gender considerations, the HFA and progress towards the Bogor Goals.</p>	<p>As per the recommendation Have this as an agenda item for the next EPWG meeting for further discussion. PPWE representation at this meeting to contribute to a discussion on creative ways to include a gender component in EPWG's work could be of value.</p>	SCE2 2012	YES

ANNEX 10

INDEPENDENT ASSESSMENT OF THE ECOTECH IMPLEMENTATION OF APEC WORKING GROUPS AND SOM TASKFORCES: SMALL AND MEDIUM ENTERPRISES WORKING GROUP (SMEWG)

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or SMEWG	Proposed timeline to implement the recommendation by SCE or SMEWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>Recommendation to SCE1. The funding and approval process for APEC projects should be reviewed. The project guidelines provide a sound set of principles to guide project development, however, the standard project cycle time, of 12-18 months compromises the design of good in-depth projects of quality. The current budgetary and funding process that establishes separate APEC funds with budgets from year to year may limit such developments, but the introduction of a facility for multi-year projects is welcome. Whilst I recognise that this may lay outside the terms of reference for SCE (and more within responsibility of BMC), APEC should consider ways in which longer term projects could be established across all member economies on key economic themes such as innovation and technology-based SMEs.</p>	<p>APEC Secretariat The need for APEC to support longer-term, more strategic and better coordinated capacity building projects has previously been identified. BMC has formally approving a pilot phase of multi-year projects allowing for longer term, strategic projects of 3- 5 years in duration and valued at up to \$500,000. MYP are defined as single capacity building initiatives broken down into inter-related phases.</p> <p>SCE Members Recommended actions already in trial by way of MYP</p> <p>SME had one MYP approved and one teed up for submission next year</p> <p>The current funding process is still useful for short term projects that may only apply to a particular theme or event in time that may not necessarily need the longevity.</p>	In process by the BMC/PMU.	N/A	Yes
<p>Recommendation to SCE2. Although I recognize again that the evaluation process lies within the responsibility of BMC, the quality assessment framework (QAF) is front-loaded. SCE may wish to examine ways in which a selection of highly ranked projects could be probably evaluated and lessons learned. Although APEC does provide lessons</p>	<p>APEC Secretariat At BMC3, a paper on conducting longer term evaluations of APEC projects was endorsed by members and approved by SOM. The evaluation exercise is scheduled to commence in mid 2012.</p> <p>SCE Members Recommended actions are already agreed through the</p>	In process by the BMC/PMU.	N/A	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or SMEWG	Proposed timeline to implement the recommendation by SCE or SMEWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>from previous assessments, these focus on areas such as communication and administration of projects. A more systematic evaluation of outcomes could enable identification of ‘good practice’ projects.</p>	<p>proposed longer term evaluations of APEC projects. Though longer term evaluations as noted by the Secretariat applies in some cases, in other cases long term evaluations for projects would not be necessary. It would really depend on what project it is and what goals it has. It also would then have to incorporate long-term goals into the model to have something to actually evaluate in the long term. SCE to encourage BMC to modify the Project Proposal template to include an M&E plan to include long-term objectives, which could be measured through long-term evaluation.</p>			
<p>Recommendation to SCE3. APEC has a large number of working and sub-groups and there is some danger of duplication of effort on some key APEC themes, but there are also opportunities for closer working and integration of such groups especially through joint projects. For example, between SMEWG, GFPN, HRDWG and EPG, although there are exceptions such as the Women’s Entrepreneurship Summit meetings. Such integration and project developments may require greater guidance and facilitation by SCE.</p>	<p>APEC Secretariat The Secretariat aims to strengthen its internal processes to enable PDs to discuss project concepts at an early stage of the project cycle to assess potential areas of convergence, and prevent overlap and duplication.</p> <p>SCE Members SME should think creatively in the project planning phase and reach out to sub-fora who may also have equities in proposed projects. SCE/BMC members may consider policies which would encourage greater cross-for a project submission.</p> <p>Interested in an update to the SCE on how the internal Secretariat processes are working.</p>	<p>APEC Secretariat to take note</p>	<p>Ongoing</p>	<p>Yes</p>
<p>Recommendation to SCE4. Projects are currently developed in somewhat of an evidence vacuum. Although the APEC statistics portal is a valuable addition, it is not</p>	<p>SCE Members Another approach could be to have a listing of projects by theme to keep track of what has been done for each theme, whether it’s for women, green growth,</p>	<p>SMEWG to coordinate with PSU/PMU to examine the feasibility of a database or</p>	<p>SCE2 2012</p>	<p>Yes</p>

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or SMEWG	Proposed timeline to implement the recommendation by SCE or SMEWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>currently achieving its potential as a tool for member economies; SCE could examine the development of methodology that allows the collection of SME statistics. There are challenges to the collection of such statistics across the 21 diverse economies of APEC and because of differences in the importance and definitions of micro, small and medium-sized enterprises across these member economies. However, these challenges could be addressed by the development of an appropriate framework or methodology. One approach may be to establish an APEC SME observatory alongside the APEC statistics portal.</p>	<p>youth, etc.</p> <p>This suggestion shows that working groups may want to collect data that are of particular importance to them. Therefore, it is suggested that APEC develop a database whereby data of significance to the various working groups are placed. The working groups will be responsible for collecting the data that they considered to be significant.</p> <p>We would be interested in the views of PSU/PMU, and the possibly of a the preparation of a paper for discussion</p>	<p>alternatives.</p>		
<p>Recommendation to SCE5. APEC is a unique international organisation and has made strong progress in achieving its primary goal of sustainable economic growth. Links seem to exist with the World Bank and as an affiliate of their Global Learning Development Network, but scope exists to strengthen and develop relationships with other international bodies such as the OECD and more independent bodies such as the Global Economic Forum.</p>	<p>SCE Members Recommendation open for discussion at SCE2. It would be good to get a readout of what APEC's current relationship is with other international fora, and the usefulness of the relationships.</p>	<p>Project proponents are encouraged to collaborate with external fora in the development and implementation of projects.</p>	<p>SCE2 2012</p>	<p>Yes</p>

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or SMEWG	Proposed timeline to implement the recommendation by SCE or SMEWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SMEWG				
<p>Recommendation to SMEWG 1. The current six priorities, of the current Strategic Plan, should be reduced along the lines developed in the 32nd SMEWG meeting at Big Sky, Montana, where two main themes provided the focus for discussion. The development of two to three overarching priorities will enable the focus of activities, the development of projects and the identification of outcomes that will benefit SMEs; collapsing priorities to the following three areas: Improving Business Environment; Market Access and Internationalisation and Building Management Capabilities may be considered.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to SMEWG 2. Many projects have been focused on sharing knowledge and experience with indirect outcomes for SMEs. A greater focus on projects that directly impact on SMEs would improve the nature of outcomes of projects. This could be through greater participation of SMEs directly in events, such as workshops and exhibitions. It is difficult to assess the effectiveness of projects and programmes when many outcomes are of an indirect nature. The sharing of practice and experience will always have a role, but the direct involvement of SMEs and integration of private sector business organizations, including ABAC, will assist the achievement of greater direct impacts on SMEs with longer lasting impacts.</p>	<p>SCE Members There should be a repository/portal of projects, say in a database – thematic repository or database would be good record keeping to know what’s been done and what’s in the system. It should be easy to use. <i>[APEC Secretariat Note: an improved project database is currently under development]</i></p>	As per the recommendation	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or SMEWG	Proposed timeline to implement the recommendation by SCE or SMEWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SMEWG				
<p>This focus could be reflected in the KPIs developed for the next Strategic Plan. Similarly, there is limited value in reporting 'gaps'. There may be more value in having deeper and longer projects on a limited focus rather than trying to develop projects that cover a wide range of priorities and themes.</p>				
<p>Recommendation to SMEWG 3. Some projects have limited member participation (through for example 'travel eligible' economies). A focus on a smaller number of priorities and the development of deeper and multi-year projects should encourage more economy participation in projects and hence impacts and effectiveness across the APEC region.</p>	<p>APEC Secretariat The Secretariat encourages more emphasis to be placed on participant selection to ensure that the capacity building outcomes of the APEC projects are achieved and can be tracked more effectively.</p>	As per the recommendation	SCE2 2012	Yes
<p>Recommendation to SMEWG 4. The twice yearly plenary meetings rely on the role and effectiveness of the Chair and support from the APEC Secretariat. The agenda is inevitably large and could benefit from greater focusing of key or 'starred' items for discussion and non-starred items for information. The break-out sessions at the 32nd meeting served a useful purpose for focusing discussion and identifying priorities that can be taken forward inter-sessionally.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to SMEWG 5. The development of links with other APEC fora, especially with ABAC, but also with GFPN, HRDWG, and EPG is welcome and</p>	<p>SCE Members SME should think creatively in the project planning phase and reach out to sub-fora that may also have equities in proposed projects. SCE/BMC members</p>	As per the recommendation	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or SMEWG	Proposed timeline to implement the recommendation by SCE or SMEWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SMEWG				
<p>should be intensified where possible. If joint projects could be developed, for example with the HRDWG and with EPG this would help to strengthen the quality of projects, their outcomes and their impacts.</p>	<p>may consider policies which would encourage greater cross-fora project submission.</p> <p>The suggestion is that joint projects among related working groups be developed. The advent of multi-year projects is APEC's recognition that joint projects are important. APEC should continue to implement more multi-year projects that bring together related fora.</p>			

ANNEX 11

INDEPENDENT ASSESSMENT OF THE ECOTECH IMPLEMENTATION OF APEC WORKING GROUPS AND SOM TASKFORCES: FISHERIES WORKING GROUP (FWG) AND MARINE RESOURCES CONSERVATION WORKING GROUP (MRCWG)

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or FWG/MRCWG	Proposed timeline to implement the recommendation by SCE or FWG/MRCWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>Recommendation to SCE1. Seek to enhance communication & information management between the newly merged group (including developing for the working group a range of procedural enhancements as appropriate) and the SCE to ensure that during times of transition in group membership or LS offices that communication processes are not unnecessarily affected.</p>		FWG, MRCWG, SCE and APEC Secretariat to work together on keeping strong communication during transition of merger	Ongoing	Yes
<p>Recommendation to SCE2. Provide guidance and realistic timeframes on when the newly merged working group should develop and finalise a Strategic Framework, and provide support for the group to develop more action-oriented work plans with achievable milestones and timelines.</p>	<p>APEC Secretariat Under the Guidance of the APEC Secretariat Executive Director a strategic planning guide for use by APEC sub-fora has been developed which can be used to help fora increase the value and relevance of their strategic planning processes.</p>	OFWG to apply, with the assistance of APEC Secretariat, the strategic planning guide	SCE2 2012	Yes
<p>Recommendation to SCE3. Guide finalisation of the newly merged working groups' Terms of Reference (TOR) to ensure that this instrument meets the expectation of APEC. In doing so, also encourage direct reference in the TOR to the 5 Medium term ECOTECH priorities (thus encouraging enhanced working group activity correlation to ECOTECH priorities).</p>		As per the recommendation	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or FWG/MRCWG	Proposed timeline to implement the recommendation by SCE or FWG/MRCWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>Recommendation to SCE4. In light of the decision to merge the FWG and MRCWG made by represented Economies at the 10th Joint FWG/MRCWG Meeting Sessions held in Bali, Indonesia, 6-9 June 2011, endorse the merge and support the formalisation of this decision.</p>	<p>APEC Secretariat The merger of the FWG and MRCWG was recommended by SCE and endorsed by SOMs at SOM3 2011 in San Francisco, California.</p>	completed	N/A	Yes
<p>Recommendation to SCE5. Seek agreement with the newly merged working group on the level of any additional administrative support that the SCE can reasonably provide and document such agreement if deemed necessary.</p>	<p>APEC Secretariat The level of support that the working group can expect from the APEC Secretariat is documented in the “Revised Guidelines for Lead Shepherd/Chair and Deputy Lead Shepher/Chair of APEC Working Groups and SOM Task Forces” endorsed in 2010.</p>	OFWG to consider additional administrative support required	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or FWG/MRCWG	Proposed timeline to implement the recommendation by SCE or FWG/MRCWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO FWG/MRCWG				
<p>Recommendation to FWG/MRCWG 1 Under the guidance of the Program Director (PD) the newly merged working group should ensure that an adequate level of understanding is maintained by all Project Proponents (PP) in order to enhance project proposal development processes to deliver greatest benefit to Economies.</p>	<p>APEC Secretariat The Secretariat appreciates the value of effective dissemination of key project related information to the newly established Working Group. Most importantly, project proponents need to appreciate the importance of the project guidebook for guidance on APEC policies and procedures at all stages of the project cycle.</p>	As per the recommendation	Ongoing	Yes
<p>Recommendation to FWG/MRCWG 2 Adopt an internal annual audit/review process to measure how well the working group has: met its objectives, and supported the objectives and goals of APEC and ECOTECH priorities.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to FWG/MRCWG 3 Upon the formalisation of the newly merged group document the history of the two working groups past significant events, work activities and projects. Include key decision or turning points in the evolution of the two groups becoming one. Update this document annually.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to FWG/MRCWG 4 Develop meeting agendas with a lead time of 2 – 3 months and place a higher level of importance on following the agenda more rigidly (unless otherwise needed) to provide greater certainty for meeting participants on the intended scope and subject matter of meetings which they may need to prepare for or address from their Economies perspective. Where minor or</p>		As per the recommendation	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or FWG/MRCWG	Proposed timeline to implement the recommendation by SCE or FWG/MRCWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO FWG/MRCWG				
significant deviation from an agenda is necessary, ensure that the reasons for this are adequately communicated to meeting attendees.				
Recommendation to FWG/MRCWG 5 During the inter-sessional period prior to tabling a finalised TOR for the merged working group ensure clarity of content and achievability of targets or outcomes if specified.		As per the recommendation	SCE2 2012	Yes
Recommendation to FWG/MRCWG 6 Develop focused and descriptive action-oriented Work-Plans that are reviewed annually. These work plans should include indicators used to measure implementation success or challenges, as well as specific actions that will take place (in addition to annual meetings) to enhance working group performance particularly in the area of securing collaborative activity with other APEC fora and organisations external to APEC.	APEC Secretariat SCE requires each working group to develop an annual work plan using an approved template to be endorsed at SCE-COW each year. The annual work plan template includes a section on planned collaborative activities within and outside of APEC structures.	As per the recommendation	SCE2 2012	Yes
Recommendation to FWG/MRCWG 7 Consider how the work of the working groups could provide an enhanced level of support through investigating avenues where fisheries and marine resource management play a role in REI.		As per the recommendation	SCE2 2012, ongoing	Yes
Recommendation to FWG/MRCWG 8 Strongly consider the benefit of making direct reference to all ECOTECH priorities within the new TOR.		As per the recommendation	SCE2 2012	Yes
Recommendation to FWG/MRCWG 9 When developing new projects review to what level		As per the recommendation	SCE2 2012, ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or FWG/MRCWG	Proposed timeline to implement the recommendation by SCE or FWG/MRCWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO FWG/MRCWG				
such projects can support ECOTECH priorities and communicate these links during the project proposal development process.				
Recommendation to FWG/MRCWG 10 As the merged working group begins to establish itself and future project work and activities carefully review first the need for project correlation to ECOTECH priorities and how these can be related to or inform new projects and activities.		As per the recommendation	SCE2 2012	Yes
Recommendation to FWG/MRCWG 11 Additional to the guidance contained in 2011/SOM1/SCE/003 for annual meetings after 2011 to be “held at the same time and the same venue as SOM”, invite Lead Shepherds of other relevant working groups to future annual WG meetings (in addition to workshops) where scheduling permits.		As per the recommendation	SCE2 2012	Yes
Recommendation to FWG/MRCWG 12 Within the merged working groups TOR specify in some detail the anticipated relationships with APEC and non-APEC fora and outline how collaborative/cooperative goals will be pursued.		As per the recommendation	SCE2 2012	Yes
Recommendation to FWG/MRCWG 13 Clearly identify the desire for enhanced collaboration by the newly merged working group in its TOR.		As per the recommendation	SCE2 2012	Yes
Recommendation to FWG/MRCWG 14 Seek to implement shared projects and activities on a regular basis with suitable organisations. Create a shortlist of the most viable collaboration potential		As per the recommendation	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or FWG/MRCWG	Proposed timeline to implement the recommendation by SCE or FWG/MRCWG	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO FWG/MRCWG				
entities and during inter-sessional periods seek to establish shared project work or activities.				
Recommendation to FWG/MRCWG 15 Adopt and maintain networking fora through existing IT solutions such as FACEBOOK or TWITTER. Suggest that the administration of a FACEBOOK or TWITTER account be managed by a 'friends of the LS group		OFWG to examine the feasibility and practicability of social media use.	SCE2 2012	Yes
Recommendation to FWG/MRCWG 16 Place a higher level of importance on achieving successful collaborative activities and report on the types and impacts of these at annual meetings and at SOM.		As per the recommendation	SCE2 2012, ongoing	Yes
Recommendation to FWG/MRCWG 17 To provide a platform for enhanced integration and cooperation, proceed with the working group merge and adopt a standard single tier structure.		As per the recommendation	SCE2 2012	Yes
Recommendation to FWG/MRCWG 18 Adopt within the new groups TOR and Strategic Framework the four thematic areas of the Paracas Declaration, whilst ensuring that each instrument continues to account for the need to achieve Ecosystem Based Management (EBM).		As per the recommendation	SCE2 2012	Yes
Recommendation to FWG/MRCWG 19 In the TOR formalise the position of a LS and a Deputy Lead Shepherd (DLS) and describe respective roles and functions.		As per the recommendation	SCE2 2012	Yes

ANNEX 12
INDEPENDENT ASSESSMENT OF THE ECOTECH IMPLEMENTATION OF APEC WORKING GROUPS AND SOM TASKFORCES:
MINING TASK FORCE (MTF)

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>Recommendation to SCE1. Encourage MTF participation and input into the APEC Ministers Responsible for Mining (MRM4) whether taking place in 2011 in China or in Russia in 2012 in order to contribute to the evaluation of MTF's record, performance and standing in APEC since MRM3 2007. This should include a review and update of the ToR and the 10 APEC Mining Policy Principles and to examine the possibility of integrating the MTF with the EWG oil/gas fossil fuel sectors to form a new and unique APEC Extractive Industries Working Group (EIWG) that would considerably strengthen, broaden and integrate the vital mineral and energy sector interests of all the APEC economies. The EIWG would have two Task Forces, the existing MTF (minerals, metals) and a Fossil Fuel FTF (oil/gas) with the coal sector spanning both the MTF and the FTF.</p>	<p>SCE Members Australia notes that that the Group of Experts on Mineral and Energy Exploration and Development (GEMEED) was originally an Expert Group that reported to the APEC Energy Working Group. It was found in 2006 that the issues addressed by GEMEED did not fit with EWG responsibilities in addressing regional energy security and as such it was split from the EWG. Given this, the EWG membership is unlikely to be supportive of this recommendation and any other recommendations that seek to re-establish formal linkages between the EWG and the Mining Task Force.</p> <p>SCE Members MTF and EWG should first discuss the proposed merger before SCE considers this recommendation. SCE to consider not supporting proposed integrating the MTF into any other entity such as the EWG.</p>	<p>SCE to encourage MTF participation in MRM4 and continue streamlining discussions with respect to MTF as agreed at SCE3 2011.</p>	<p>In time for MRM4 and SCE2 20112.</p>	<p>Yes, with streamlining of MTF to be discussed by SCE in 2012</p>
<p>Recommendation to SCE2. Pending the outcome of MRM4 and its recommended review of the MTF standing in APEC, respond to the Leaders and Ministers instructions to meet the new challenges in APEC's mining agenda and if agreed recommend that the SCE endorse the</p>		<p>Review the outcome of MRM4</p>	<p>Following MRM4</p>	<p>Yes</p>

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
<p>extension of the MTF mandate for a further 2 years and forward to SOM the request to grant the renewal of the mandate. In regard to the renewal timeframe it should be extended to a term (3 – 4 years) that would allow MTF plans and projects to be fully discussed and implemented.</p>				
<p>Recommendation to SCE3. SCE/SOM to take note of the MTF recent progress in the development of the MTF Medium-term Work Plan addressing Leaders/Ministers priorities and government/industry perspectives in mining and metallurgy and its contribution to the APEC New Growth Strategy in capacity building, knowledge based mining, sustainable developments in mining and mining regulatory improvements, market transparency and trade facilitation and investment liberalization.</p>	<p>SCE Members SCE to review MTF’s work in addressing APEC priorities</p>	<p>As per the recommendation</p>	<p>SCE2 2012</p>	<p>Yes</p>
<p>Recommendation to SCE4. Through its Friends of the Chair (FotC) Club which consists of private sector mining industry representatives that provide necessary expertise and evaluation of MTF’s activities identify an efficient way to convert relevant findings and recommendations into useful guidance in the strengthening of the MTF and in the updating of the FotC membership and achievements.</p>	<p>SCE Members FotC should be used by the Chair in a more regular and structured manner. Importantly, the comment that the “MTF is potentially one of the most business-oriented groups in APEC” should be harnessed and emphasised for leverage. The Chair and Vice-Chair, with the support of other member economies, should engage with industry to inform the agenda and make sure the MTF or relevant new Working Group is producing work of direct interest to the private sector. In this context, we also support the recommendation at MTF 13 under 5.2. The FotC group should be re-activated and re-invigorated under the Russian and</p>	<p>As per the recommendation</p>	<p>SCE2 2012</p>	<p>Yes</p>

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO SCE				
	Malaysian chairmanship and vice-chairmanship of the MTF in 2012-13.			
<p>Recommendation to SCE5. Economies are invited to contribute to the proposed APEC New Growth Strategy and APEC 2011 Priorities for achieving in particular Sustainable Growth, Innovative Growth and Green Growth and towards implementing ABAC 2010 Recommendations with regard to promoting post crisis recovery, facilitating trade flows, enhancing investment flows, ensuring access to labor and addressing energy security and climate change in mining. Encourage members to make presentations and publish their findings to raise the profile of APEC MTF's work.</p>		As per the recommendation	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
<p>Recommendation to MTF 1. Encourage all APEC member economies to actively and fully participate in leadership roles to develop the MTF Long-term Action Plan addressing Leaders/ Ministers priorities and government/industry perspectives in mining and metallurgy.</p>		As per the recommendation	Ongoing	Yes
<p>Recommendation to MTF 2. Include in annual work plans, a set of targets and objectives, which can be used to measure the effectiveness of activities in contributing to the MTF, consider how the current year's priorities for MTF align with those in the medium term work plan and provide realistic timeframes for its activities and goals.</p>	<p>APEC Secretariat With respect to projects, revised project procedures approved by BMC in 2010 include as an aim to encourage the use of performance measurement in APEC projects and include targeted and measurable objectives that can be independently assessed. At BMC3, a paper on conducting longer term evaluations of APEC projects was endorsed by members and approved by SOM. The evaluation exercise is scheduled to commence in mid 2012.</p>	As per the recommendation	2012 work plan onwards	Yes
<p>Recommendation to MTF 3. In future, whenever a draft work plan containing the strategic priorities and directions of the MTF is being developed, a copy or copies of the document should be provided to other stakeholders and if appropriate to other relevant APEC fora for their expert opinion and input.</p>	<p>SCE Members The draft work plan can be circulated to stakeholders, so that their opinions can be reflected in the work plan. This is an excellent suggestion, as it enables the development of a comprehensive and clear work plan. Furthermore, it is suggested that each working group lists its major stakeholders, so that the working group will be able to request opinions from the major stakeholders as smoothly and rapidly as possible.</p>	As per the recommendation	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
<p>Recommendation to MTF 4. Consider having templates or procedural documents for reference at MTF meetings in order to encourage more participation and contribution to the action items and the Chair needs to circulate all responses received.</p>	<p>SCE Members While a number of templates and procedural documents already exist, RET strongly supports the Chair playing a more active role and circulating all responses received from economies on relevant work plans, projects etc.</p>	As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 5. Define a leading economy to take responsibility for every MTF work stream, for example investment incentives, by planning and coordination of all relevant activities and focus on one or two to be implemented every year.</p>	<p>SCE Members A suggestion for MTF (MTF5) is that each of the major work programs will be headed by a leading economy. This suggestion is valid in that a program will be given better attention. The SMEWG has implemented similar action for advancing the SMEWG's priorities. Therefore, all working groups should have similar program.</p>	As per the recommendation	Ongoing	Yes
<p>Recommendation to MTF 6. Strengthen the protocols and conventions for the Chair's leadership role to address pragmatics and transparency and an invitation to SCE/ ECOTECH to nominate a guest speaker for guidance.</p>	<p>SCE Members SCE to recommend be adopted as core condition for MTF work to continue We suggest the role and job description of the Chair be strengthened, and elucidated including a greater engagement with less active economies to ascertain their interests, and greater emphasis on open and timely communication as an essential component of responsibilities (as a KPI in itself).</p>	As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 7. Consider the socio-economic and cultural differences among MTF members and focus on issues of common interest rather than on economy – specific mining laws and policies and consider the MTF economies variations in terms of their mineral</p>		As per the recommendation	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
sector development in intersessional and meeting discussions that take care of all their interests.				
<p>Recommendation to MTF 8. Consider establishing a dedicated APEC MTF website or portal for exchange of information, news, promotion and expert interactive advice and appoint a lead economy manager to maintain intersessional discussions on special critical issues that arise that can reflect MTF's timely responses.</p>	<p>SCE Members A website or database is time- and resource-intensive for all users, particularly given the need for updating to maintain relevance. Alternatively, we suggest a site with Economy Profiles be set up by each economy (with links to appropriate websites in English) – that would benefit all, and each economy could maintain its own component. Australian Government agencies already publish extensive information on geological information and production and trade data. We would envisage the Australian page of this site simply providing links to these sources.</p>	MTF to discuss the feasibility of such a website or portal drawing on the APEC Secretariat.	SCE2 2012	Yes
<p>Recommendation to MTF 9. Establish an APEC minerals database to cover high-level geological information and key market data such as production, consumption and trade on an agreed, consistent and comparable basis and should be complemented by capacity building in data collection and analysis in developing APEC economies.</p>	<p>SCE Members See comments under previous recommendation.</p>	MTF to discuss the feasibility of such a database drawing on the APEC Secretariat and PSU.	SCE2 2012	Yes
<p>Recommendation to MTF 10. Ensure that final reports are completed and approved for publication for each project in a timely manner and future project reports should contain a summary of the outcomes of the project and a list of recommendations for future consideration.</p>	<p>APEC Secretariat Under the guidance of the BMV, the Secretariat seeks to increase the value of information on outcomes (particularly capacity building outcomes) in project completion reports. Project Overseers are encouraged to examine the possibilities of building on achievements and</p>	As per the recommendation	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
	outcomes as a way of enhancing the sustainability of APEC interventions.			
Recommendation to MTF 11. Design a best practice MTF scorecard for each economy minimum standards for their action plan mining policies and operations and complete peer reviews of the current situation of the mining sector in member economies.	SCE Members This could potentially be useful but also costly. Further consideration is needed, including possibly as part of the agenda for the planned MTF meeting for February 2012 in Moscow. SCE advice would be welcome here.	MTF to examine the feasibility of economy specific scorecards.	SCE2 2012	Further consideration needed
Recommendation to MTF 12. Explore and identify funding sources including but not limited to APEC to sponsor MTF activities and propose more self-funding projects, workshops and seminars on key issues in conjunction with every MTF meeting.		As per the recommendation	Ongoing	Yes
Recommendation to MTF 13. Work closely with the public and private sector and other stakeholders to insure that the MTF work is practical and focused on improving the business climate within and among member economies and encourage mining and metallurgy industries of member economies to develop business recommendations to the MTF Action Plan to make it more strategic oriented.	SCE Members SCE and MTF Chairs may wish to discuss with head of ABAC to progress a number of these issues.	As per the recommendation	Ongoing	Yes
Recommendation to MTF 14. In regard to the world economic crisis and importance of mining sector for the economics of the APEC region underline necessity of further coordinated development of key themes of MTF: Market Transparency and Trade Facilitation and Mining and Sustainable Development.	SCE Members Note this is consistent with and may be relevant to work being pursued in the G20 on commodity markets.	As per the recommendation	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
<p>Recommendation to MTF 15. Finalize analysis on the best practices in attracting investments in mining sector to APEC economies as well as develop a methodology of competitiveness.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 16. Promote Corporate Social Responsibility CSR awareness and capabilities in the APEC region and future work that will encourage dialogue among all relevant stakeholders including NGOs, civil society and indigenous people.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 17. Consider new special SD and CSR programs that are relevant to many MTF member economies including mineral exploration, mine safety, small - scale mining, industrial minerals and sea floor mining.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 18. Identify key areas where capacity building and direct technical assistance are required and can be provided in mining sustainable development, corporate social responsibility and regulation compliance for the economies in need and explore additional resources from aid agencies, NGOs and universities that could provide training and other assistance.</p>	<p>APEC Secretariat Secretariat strongly encourages any efforts at clearly identifying and mapping out key capacity building and technical assistance needs in the sector. The potential to access external funding sources from multilateral and bilateral agencies, NGOs and tertiary institutions should be examined particularly if the capacity building needs cannot be easily funded through existing APEC funding mechanisms.</p>	As per the recommendation	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
<p>Recommendation to MTF 19. Identify pitfalls in practical mining operations including governance and the awareness of technological solutions and service providers and identify the role of the mining industry in the region's green technology low carbon development and pursue a low-carbon mining through capacity building.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 20. Recognize the special problems arising from the actual location of mining activities in protected areas and in indigenous communities.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 21. Explore the role of state and local authorities participation in the MTF in regard to the mining jurisdictions of economies such as Australia, Canada and the USA that are governed by the States and Provinces and in the case of Indonesia by even more decentralized local authorities.</p>	<p>SCE Members RET would be willing to explore contributions from and participation from its state governments where appropriate in the context of the relevant work plan and specific projects.</p>	As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 22. Collaborate with IEG, HRD WG, SMEWG, EWG, TPTWG, ISTWG and other interested APEC fora on relevant issues on case by case basis by the exchange of information, and consideration of possible joint project proposals, providing relevant expertise and invite relevant APEC fora to MTF activities and coordinate cross cutting issues to avoid duplication.</p>	<p>APEC Secretariat As a fundamental part of its role, the Secretariat encourages efforts at cross-fora collaboration to increase convergence and avoid any risks of duplication. We are examining ways of strengthening the exchange of information between PDs within the Secretariat to facilitate stronger dialogue on projects.</p> <p>SCE Members</p>	MTF chair, SCE and APEC Secretariat to actively collaborate to achieve this outcome.	Ongoing	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
	The rising importance of cross-cutting issues has ensured that this recommendation has been implemented already. However, there is the need to go one step further by creating a list of relevant fora for every working group. This means the fora of importance to a working group will be stated. There is the great likelihood that each working group will have different sets of collaborating partners.			
Recommendation to MTF 23. Inform MTF's progress to other APEC fora on related issues and organize activities on topics that interrelate mining with energy, industrial science and technology and investment and vice versa.		As per the recommendation	SCE2 2012	Yes
Recommendation to MTF 24. Invite ABAC to identify stakeholders and institutions that would assist each economy to provide case study seminar on an agreed topic or on a need for their choice which is common across the region.	SCE Members This is an important recommendation that has the potential to assure greater relevance and targeted work being done by the MTF.	As per the recommendation	SCE2 2012	Yes
Recommendation to MTF 25. Encourage MTF members to contribute strategic letters to Ministers to consider improvements in processes and regimes which apply to mining as a communication strategy and each economy should upload their profile on their mining website.		MTF chair, SCE and APEC Secretariat to actively collaborate to achieve this outcome.	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
<p>Recommendation to MTF 26. APEC funded workshops should continue to remain open to representatives from the private sector, as and when appropriate to enhance collaboration and capacity building activities and foster and encourage greater attendance and participation of non-APEC observers and stakeholders as guests at meetings to improve collaboration and integration of the MTF activities and include them on the agenda.</p>	<p>SCE Members Strongly supported</p>	<p>MTF chair, SCE and APEC Secretariat to actively collaborate to achieve this outcome.</p>	<p>Ongoing</p>	<p>Yes</p>
<p>Recommendation to MTF 27. Continue on-going work to initiate dialogue with European Union on the classification of nickel compounds as dangerous substances and its potential far-reaching adverse economic impact for APEC nickel producing and consuming economies.</p>	<p>SCE Members Australia has been closely engaged in this process.</p>	<p>As per the recommendation</p>	<p>Ongoing</p>	<p>Yes</p>
<p>Recommendation to MTF 28. Continue to ensure its work agenda avoids duplication with other international fora, and remain focused on specific areas where APEC can add value. This could be done through the MTF's role in coordinating and facilitating APEC projects regarding mining sector across all APEC fora.</p>		<p>As per the recommendation</p>	<p>Ongoing</p>	<p>Yes</p>
<p>Recommendation to MTF 29. Continue cooperation with the World Bank and facilitate contacts and exchange of information with ASEAN Senior Officials Meeting on Minerals, Intergovernmental</p>		<p>As per the recommendation</p>	<p>SCE2 2012</p>	<p>Yes</p>

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
<p>Forum on Mining, UNCSD, International Nickel, Copper and Lead and Zinc Study Groups, OECD Steel Committee, European Commission. Collaborate with UNIDO in their development of cleaner production toolkits for application to mining in member economies, continue to monitor activities of international organizations in mining and metallurgy in which the MTF members are involved in to avoid possible duplication.</p>				
<p>Recommendation to MTF 30. Follow up the United Nations Commission on Sustainable Development (UNCSD) Review of Mining in 2010-2011 submission of the Report on Sustainable Development of Mining Sector in APEC, monitor and disseminate information on the review process and encourage member economies to exchange information about their strategies including any activities in other mining fora.</p>	<p>SCE Members Australia would support the formal adoption of the mining policy agreed at CSD19 in May 2011 (or at least the key elements thereof), noting that this text was not formally adopted due to failure to reach agreement in some of the other themes at negotiated at CSD19.</p>	As per the recommendation	SCE2 2012 and following MRM4	Yes
<p>Recommendation to MTF 31. Consider establishing organizational contacts with ICMM and EITI internationally and with CCOP and SOPAC regionally as well as relevant NGOs and broaden stakeholder participation in MTF activities and recognize the role of NGOs and Environmental Groups in mining activities and share experiences.</p>		As per the recommendation	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
<p>Recommendation to MTF 32. Encourage the APEC processes involved in allowing MTF members to attend relevant meetings and conferences and jointly sponsoring activities with other international organizations.</p>	<p>SCE Members This should be as a matter of an agreed norm to allow access for sharing information and knowledge transfer.</p>	As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 33. Encourage economies that are members of the ASEAN Senior Officials Meeting on Minerals and other regional mineral groups to brief them on MTF activities and invite their cooperation and collaboration on common issues.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 34. Invite small-island, non-APEC economies, in the Asia Pacific region with a developing mining sector such as East Timor and some of the Pacific islands, such as Fiji, and economies like Cambodia as an observer in MTF activities.</p>	<p>APEC Secretariat Participation of non-member economies in APEC activities is managed through the APEC Guidelines on Managing Cooperation with Non-Members” revised in 2010.</p>	As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 35. Continue interaction with mining and metallurgy industry through the Friends of the Chair (FoTC) group designed to be one of the main channels of communication with business and encourage wider business participation and encourage FoTC to invite the mining industry to organize an annual mining forum for input into MTC meetings.</p>	<p>SCE Members FoTC should be used by the Chair in a more regular and structured manner. Importantly, the comment that the “MTF is potentially one of the most business-oriented groups in APEC” should be harnessed and emphasised for leverage. The Chair and Vice-Chair, with the support of other member economies, should engage with industry to inform the agenda and make sure the MTF or relevant new Working Group is producing work of direct interest to the private sector.</p>	As per the recommendation	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
	The FotC group should be re-activated and re-invigorated under the Russian and Malaysian chairmanship and vice-chairmanship of the MTF in 2012-13.			
Recommendation to MTF 36. Prepare a FoTC annual report on the current situation in mining sector including major events, trends, and problems/issues of the sector, forecast for the future.		As per the recommendation	SCE2 2012	Yes
Recommendation to MTF 37. Invite the GFPN (Gender Focal Point Network) to a future meeting to raise awareness of gender considerations and establish an ongoing collaborative relationship with this forum.	APEC Secretariat Secretariat encourages the attempts to ensure that gender concerns are addressed effectively – this is pertinent in the context of the policy directions outlined under the PPWE. SCE Members This is important, especially for community engagement and community education.	As per the recommendation	SCE2 2012	Yes
Recommendation to MTF 38. Encourage more female participation in meetings and activities and invite leading female experts and speakers. Include a section outlining consideration of issues relating to gender equality in all future project proposals.	SCE Members This is important, especially for community engagement and community education.	As per the recommendation	SCE2 2012	Yes
Recommendation to MTF 39. Focus on gender issues in sustainable mining in relation to engagement by industry with communities thus having gender balance in decision-making committees		As per the recommendation	SCE2 2012	Yes

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or MTF	Proposed timeline to implement the recommendation by SCE or MTF	Agreement on the suggested action (Yes/No)
RECOMMENDATIONS TO MTF				
<p>Recommendation to MTF 40. Report results of MTF work to MRM4 Meeting on the short, medium and long-term programs that could assist mining industry development and how to best implement them within the APEC process and examine the need to establish a non-binding convention that MRMs are held more or less than every 3 years.</p>		As per the recommendation	MRM4	Yes
<p>Recommendation to MTF 41. Identify the opportunity to hold Mining CEO Summit back to back with the next Ministers Responsible to Mining (MRM4) meeting.</p>		As per the recommendation	SCE2 2012	Yes
<p>Recommendation to MTF 42. Follow up MRM3 agreement to increase the participation and employment of indigenous communities in mining and that industry address the mining skills shortage common to all APEC communities.</p>		As per the recommendation	Ongoing	Yes
<p>Recommendation to MTF 43. Progress the MRM4 review of the MTF ToR priority areas to ensure that the directions of the MTF are strategic and responsive to current mining challenges experienced by the region.</p>		As per the recommendation	Following MRM4	Yes

**Document is designed for double-sided printing.
Blank pages have been deliberately included to allow correct pagination.**

FUNDING CRITERIA FOR ALL APEC-FUNDED PROJECTS IN 2011

In assessing APEC-funded projects in 2011, priority should be given – pursuant to instructions from Leaders and Ministers – to funding capacity-building activities, with special emphasis on developing economies, in accordance with the following rankings. These criteria will be used for ranking all of APEC's funded projects.

Rank 1: Projects that **specifically and significantly contribute** to promoting regional economic integration via free and open trade and investment

This includes projects related to:

- Next generation trade and investment issues as building blocks to a Free Trade Area of the Asia-Pacific
- Investment
- Services
- Standards, conformity assessment, technical regulations, and regulatory cooperation
- Trade facilitation, including projects related to implementing the supply chain connectivity framework action plan, simplifying rules of origin documentation and procedures, and improving transparency to facilitate trade
- Ease of doing business
- Digital economy
- Environmental goods and services

Rank 2: Projects that **directly support the Action Plan in the APEC Leaders' Growth Strategy**

This includes, but is not limited to, projects closely related to:

- Implementation of the APEC New Strategy for Structural Reform (ANSSR)
- Implementation of the Beijing APEC Human Resources Development Action Plan
- Development and implementation of the APEC Green Growth Plan, including work on:
 - Low-carbon and energy-efficient technologies
 - Phasing out inefficient fossil fuel subsidies
 - Remanufactured products
 - Conservation, sustainable management, and rehabilitation of forest resources, and combating illegal logging and associated trade
 - Green jobs education and training
 - Climate change mitigation and adaptation
 - Activities which support the implementation of the 2007 Leaders Declaration on Energy Security and Clean Development, including the APEC Peer Review on Energy Efficiency and the EWG Energy Security Initiative
- Promotion of innovative growth
- Promotion of SMEs, entrepreneurship, and education
- Implementation of the Niigata APEC Action Plan on Food Security
- Implementation of the FSCF/PTIN roadmap for food safety
- Fighting corruption, and improving governance and transparency
- Emergency preparedness

Rank 3: Projects that are **linked to other priorities** identified by Leaders and Ministers but are less closely linked to regional economic integration via free and open trade and investment

For example:

- Activities which contribute to balanced, inclusive, sustainable, innovative and secure growth in the longer-term, such as:
 - Promotion of healthy oceans and marine environment
 - Initiatives which support trade recovery (e.g. the APEC Trade Recovery Programme)

- Prevention and control of emerging infectious diseases
- Counter terrorism initiatives/anti-money laundering activities

NOTES

Cross-cutting issues: All projects should maximise: developing human capital; building linkages between APEC economies; gender equality; engagement of other APEC fora, ABAC, the private sector and other multilateral organisations; multi-year capacity building opportunities; and the spectrum of capacity building models and activities, although the extent to which projects incorporate these methodologies will not affect their priority rankings.

Prioritisation within a rank: In the event that there are more project proposals than available funding for initiatives within a particular rank, projects will be prioritized in accordance to the degree to which they contribute to its rank's objective (and therefore to APEC's overall objective of furthering the goal of economic integration via free and open trade and investment).

ANNEX 14

Abbreviations and Acronyms

ABAC	APEC Business Advisory Council
ACT	Anti Corruption and Transparency Task Force
AI	Avian Influenza
AMM	APEC Ministerial Meeting
APEC	Asia-Pacific Economic Cooperation
ASEAN	Association of Southeast Asian Nations
ASF	APEC Support Fund
ASPIRE	APEC Science Prize for Innovation, Research and Education
ATCWG	Agricultural Technical Cooperation Working Group
BMC	Budget Management Committee
CEEDS	Cooperative Energy Efficiency Design for Sustainability
COW	Committee of the Whole
CSOM	Concluding Senior Officials' Meeting
CTI	Committee on Trade and Investment
CTTF	Counter Terrorism Task Force
DNSSEC	Domain Name Service Security Extension
EC	Economic Committee
EINet	Emerging Infectious Disease Network
EPWG	Emergency Preparedness Working Group
ESC	Economic and Technical Cooperation
ESI	Energy Security Initiative
EWG	Energy Working Group
FMP	Finance Ministers Process
FOTC	Friends of the Chair
FWG	Fisheries Working Group
GEMMED	Group of Experts on Mineral and Energy Exploration and Development
HLPDAB	High Level Policy Dialogue on Agricultural Biotechnology
HWG	Health Working Group
ICT	Information and Communications Technology
ISTWG	Industrial Science and Technology Working Group
JODI	Joint Oil Data Initiative
LCMT	Low Carbon Model Town
LEDS	Low Emission Development Strategies
MOU	Memorandum of Understanding
MRA	Mutual Recognition Arrangement
MRA-CA	MRA for Conformity Assessment
MRCWG	Marine Resources Conservation Working Group
MRM	Ministers Responsible for Mining
MTF	Mining Task Force
NGO	Non-Governmental Organizations
OA	Operational Account

OFWG	Ocean and Fisheries Working Group
PASC	Project Assessment Standing Committee (<i>under PPWE</i>)
PATA	Pacific Asia Travel Association
PMU	Project Management Unit (<i>under APEC Secretariat</i>)
PPFS	Policy Partnership on Food Security
PPWE	Policy Partnership on Women and the Economy
QAF	Quality Assessment Framework
SCE	Steering Committee on Economic and Technical Cooperation
SMEWG	Small and Medium Enterprises Working Group
SOM	Senior Officials' Meeting
TELWG	Telecommunications and Information Working Group
TILF	Trade and Investment Liberalisation Fund
TMM	Tourism Ministerial Meeting
ToR	Terms of Reference
TPTWG	Transportation Working Group
TWG	Tourism Working Group
UNCSD	United Nations Commission on Sustainable Development
UNWTO	United Nations World Tourism Organization
WTTC	World Travel and Tourism Council