

**1999 Report of the  
Executive Director of the APEC  
Secretariat  
To the Eleventh Ministerial Meeting**

**Auckland, New Zealand**

**September 1999**

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**1999 Report of the  
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**Executive Summary**

1999 has been a year of particular change and challenge for the APEC Secretariat.

Our workload has continued to expand with the **increasing scope of APEC activities**. At the same time there has been a 55% turnover of professional seconded staff in the past twelve months. This **staffing situation is a cyclical problem** and will repeat itself in 2002 if not addressed. It also raises the question as to whether the Secretariat can adequately fulfill its mandate to provide continuity and institutional knowledge for the APEC process while staffed by secondees rotated on a 2-3 year basis in and out of the organisation.

This constantly evolving environment has required significant **change management**. The objective has been to ensure that the necessary level of service to the APEC process is delivered both now and in the future. To this end the following initiatives have been undertaken:

- ◆ *Development of an Operational Plan for the APEC Secretariat. This will be an essential tool in maintaining continuity in operations and accountabilities, both within the Secretariat and between the Secretariat and its external clients.*
- ◆ *Promulgation of Guidelines on Seconded Staff Management agreed with Senior Officials as the basis for consultation on the appropriate skill mix for secondees and the timing of placements.*
- ◆ *Development of operating guidelines and systems to formalise and regularise practices in the Secretariat. These include the introduction of a record management system; a common format and central file for job descriptions; guidance for participation in trade fairs; and detailed guidance for secondees on transfer.*

In addition, the Secretariat has been proactive in utilising **Information Technology** to improve its own work practices and to facilitate the work of APEC fora. In 1999 the Secretariat has:

- ◆ *Maintained the APEC Website as the major window into APEC for government officials, business, academics, and the general public. It has been redesigned and now attracts a daily average of over 6,500 requests and some 70 MB data transmitted.*

- ◆ *Run password-access websites to distribute papers for the July Budget and Management Committee (BMC) meeting and selected documents for the Third Senior Officials' Meeting (SOM).*
- ◆ *Launched on the APEC website, the 'Project Database' containing details of over 350 APEC funded projects and their linkages to APEC's Economic and Technical Cooperation (ECOTECH) priority themes and Ministers'/Leaders' Initiatives.*
- ◆ *Established an on-line cyberstore for APEC publications.*

Providing information on APEC activities, through **Public Affairs** and outreach, has been a major area of emphasis in Secretariat activities with more than thirty addresses, seminars, and media briefings given as well as over 239 visitors briefed at the Secretariat offices in Singapore. Production of general APEC publications has included three editions of the 'Update on Activities within APEC'.

Other highlights of the Secretariat's ongoing work in 1999 have included:

- ◆ *Secretariat support for meetings of all APEC fora and Ministerial Meetings, with the exception of those held under the auspices of the Finance Ministers process which decided against our participation.*
- ◆ *Support for the implementation and evaluation of over 150 APEC-funded projects.*
- ◆ *Logistical management for the Preparatory SOM held in Singapore in December 1998 and five other meetings held at the secretariat conference facility.*
- ◆ *Advice and support for the management review process.*

## **INTRODUCTION**

1999 has seen an increased focus on resource management, both human and financial, in an effort to maintain and improve the delivery of the Secretariat's services to member economies, APEC fora and the SOM Chair. To focus the Secretariat's functions and resource allocations, an Operational Plan was drawn up with the full involvement of all staff. (The plan is attached as Annex A.) It describes all outputs produced by the Secretariat, the intra-Secretariat services required to produce these outputs and details of performance accountability.

The following outlines the Secretariat's performance in fulfilling its Operational Plan during 1999.

## **SECTION A: SECRETARIAT OUTPUTS**

### **Output I: Logistic and Advisory Support to APEC Fora**

This key output involves all Secretariat staff and comprises on-the-ground support for fora meetings (for example, document management, advice on APEC policies and procedures, reporting on activities in other parts of the APEC network) and ongoing intersessional support (for example, drafting agendas and meeting papers).

In 1999 Secretariat staff participated in 96 meetings of APEC fora including the *SME Ministerial Meeting*, the *Meeting of APEC Ministers Responsible for Trade* and the *HRD Ministerial*. (A full list of meetings is attached as Annex B.) Support was also provided to *ABAC* and APEC-related meetings including the *Women Leaders Network* and the *APEC Study Centres Consortium Conference*.

Highlights of the support provided to APEC fora include:

- ◆ Development of the 'Project Database' containing details of over 350 APEC projects and their linkages to APEC's ECOTECH priority themes and initiatives. This database responds to the Secretariat's own reference and evaluation needs and the particular project-related work of the Budget and Management Committee (BMC) and the SOM Sub-committee on Economic and Technical Cooperation (ESC). It also provides a central reference point for APEC fora to ascertain convergent or complementary projects being undertaken by others. It is accessible to the public through the Secretariat website.
- ◆ Development by the Secretariat of password-access websites to distribute papers for the July BMC meeting and selected SOM III documents.
- ◆ Drafting of the Committee on Trade and Investment (CTI), ESC and BMC Reports to Ministers.
- ◆ Provision of briefing and advice to facilitate handovers to the new Chairs for the Industrial Science and Technology Working Group (ISTWG), the Sub-committee on Customs' Procedures (SCCP), the Sub-committee on Standards and Conformance (SCSC), the Tourism Working Group (TWG) and the Group on Services (GOS).
- ◆ Provision of appraisal commentary on projects seeking APEC funding.
- ◆ Negotiation with Federal Express Corporation to secure continuing FedEx sponsorship of the APEC Tariff Database for another two years.
- ◆ Development of "*Guidelines on APEC Database Projects and Internet Websites*" in response to the proliferation of database projects and Internet websites within APEC.

## **Output II: Support for the SOM Chair**



The Secretariat has provided ongoing advice and support for the SOM Chair's 1999 Agenda. Highlights include:

- ◆ Management of the 1999 Individual Action Plan (IAP) improvement process, including collecting IAP updates and drafting summaries for the SOM Chair.
- ◆ Assistance with the IAP review process including support for fora undertaking self-reviews and managing the Pacific Economic Cooperation Council's (PECC) work on the 'Independent Assessment of APEC IAPs' project.
- ◆ Management/collation of EVSL status reports on NTMs, facilitation and ecotech.
- ◆ Management of Working Group reports to the SOM.
- ◆ Preparation of reports for the SOM on *APEC's Response to the Financial Crisis* and *ABAC's 1998 Recommendations and APEC Actions*.
- ◆ Provision of a *Media Information Library* service to assist journalists covering the September meetings in New Zealand.
- ◆ Attendance following consultation with the SOM Chair, at the *Asian Development Bank (ADB) Meeting*, 30 April to 2 May, as an observer and a briefing by the Executive Director to the *International Confederation of Trade Unions-Asia Pacific Labour Network* on APEC's activities.

The Secretariat has continued to manage non-member participation requests and advise the SOM Chair and APEC fora on the relevant procedures. Following is a summary of activities since October 1998:

- ◆ The Secretariat has received eight requests for non-member participation in APEC activities (excluding one-off non-policy activities). In addition, the Secretariat has been informed of six requests/proposals for non-member participation in APEC activities.
- ◆ The Secretariat also received a verbal request from Colombia to attend the Auckland meetings, but was subsequently advised that a written request would not be submitted.
- ◆ The SOM has approved eight requests/proposals for non-member participation in APEC activities.
- ◆ APEC fora have approved eight requests/proposals for non-member participation in APEC activities (excluding one-off, non-policy activities) and disapproved four.

(Details of non-member participation decisions and applications since October 1998 are attached as Annex C.)

### **Output III: Management of the APEC Operational and TILF Accounts**

The Secretariat continued to advise on project proposals and the management of funds for approved projects in accordance with approved financial guidelines. As at 31 July 1999, there were a total of over 160 active projects, some of which comprise several sub-programmes.

The Secretariat has over the last three years tried to cope with the increasing number and complexity of projects within the same level of administrative resources. The Accounts section in the Secretariat is stretched to its limit, and its work is not helped by the fact that some project overseers are unfamiliar with, or reluctant to follow, the financial rules. These problems have been advised to the BMC, which has recommended remedial actions to Senior Officials. Senior Officials have since approved these recommendations and asked all fora to implement them. Hopefully this will relieve some pressure on the Secretariat.

The Statement of Accounts for the Operational and TILF Accounts is included under Service II below.

### **Output IV: Public Affairs/Provision of Information on APEC**

#### ***General Outreach***

With growing interest in APEC, the Secretariat's public affairs activities have continued to increase. Refinements have been made to our standard information materials (*Update of Activities within APEC, APEC Brochure*) and three editions of the *Update* were produced this year. Ongoing interaction with media, academics, and the general public has continued with 239 visitors to the APEC Secretariat for general briefings and 24 speeches and media interviews undertaken by the Executive Director and Deputy Executive Director. (The list of speeches and interviews is attached as Annex D.) The Secretariat has also been represented at two exhibitions this year – the APEC Investment Travel Mart, Seoul, 2-5 June and the APEC Trade Display, Auckland, 24-30 June – to distribute informational material on APEC.

#### ***APEC Secretariat Website***

In supporting the Secretariat's outreach and information dissemination, the website (<http://www.apecsec.org.sg>) plays a key role and continues to experience a steady growth in popularity by recording an average of 6,500 requests and some 70 MB of data transmission every day. In addition to being the repository of APEC-related information, the Secretariat's website also provides linkages to the websites of APEC fora, member economies, the network of APEC Study Centers,

and other international organizations. (The summary statistics for the website and the documents available on the website are contained in Annexes E and F, respectively.)

### ***Publications***

The Secretariat has continued to manage the production and sale of publications on behalf of APEC fora. (A full list of publications is attached as Annex G.) This year the Secretariat entered the realm of electronic commerce with the opening of a cyber bookstore at <http://www.ecomz.com.apec>. This has cut down transaction costs and helped achieve a 9% increase in sales revenue for January-May 1999 compared to 1998. (Sales revenue figures are attached as Annex H.) Negotiations have also been initiated for the production, distribution and sale of APEC publications on CD-ROM with royalty payments to the Secretariat. Finally, the Secretariat has amended the *APEC Publication Policy and Style Manual* to reflect the inclusion of three new APEC members and to simplify and clarify the requirements.

### ***Library Facilities***

The library has expanded its scope to provide better facilities for public access to information on APEC. It is now two years since implementation of the APEC Document Access Policy administered by the Secretariat. And our archives currently contain approximately 90% of non-restricted meeting documents.

Recently the Secretariat has intensified its efforts to obtain all meeting documents in electronic format. This enables savings on storage costs and a better response to the strong demand for electronic copy through the 'Virtual Library' section of the APEC homepage, from which 7,500 documents were downloaded during the April- June period. Some fora have been active in utilising the opportunity provided by this service – for example the HRD Ministerial documents were published on the web rather than in hard copy. To expand the range of APEC documents accessible to the public, the library is in the process of preparing document classification lists for the SOM and Ministerial Meetings from 1989-1997. The library is also storing APEC meeting documents and publications in CDROM format so that information becomes more portable.

As the Secretariat is receiving many requests for statistical information on APEC economies, the IT section and library have begun to compile and upload relevant economic indicators onto the web site.

The regular Current Awareness Service, which circulates news reports on APEC issues, continues to be popular with 76 subscribers APEC-wide.

### ***Intellectual Property***

Management of APEC's intellectual property has become an increasingly important concern for the Secretariat. Recently there has been one unauthorised case of use of the APEC logo and acronym for an event. The Secretariat has been in close contact with the SOM Chair and is currently reviewing protection of APEC's intellectual property and will soon be in touch with member economies through the Intellectual Property Rights Experts' Group (IPEG) to seek their assistance in improving domestic copyright/trademark protection. Interestingly the Secretariat has discovered 8 organisations (totally unrelated to APEC) which share our acronym.

### **Output V: APEC Project Evaluation**

The Secretariat is playing a growing role in supporting the BMC's efforts to improve evaluation of APEC projects. The Secretariat has advised the BMC on revised evaluation procedures and provided comment on evaluation reports submitted by fora.

## **SECTION B: INTRA-SECRETARIAT SERVICES REQUIRED TO PRODUCE OUTPUTS**

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### **Service I: Communication and Information Services**

Communication and information technology continue to be critical to the work of the APEC Secretariat and to require substantial resources. In 1999 a number of projects were undertaken to improve IT systems and to ensure that IT was used to maximise the efficiency of the Secretariat's operations. These included:

- ◆ Development of a more efficient system for storing information on APEC contacts, and
- ◆ Upgrading of hardware used by PSMs.

### **Service II: Management of the APEC Administrative Account**

The Administrative Account covers the costs of running the APEC Secretariat office in Singapore and production of Operational Plan outputs. In 1999, the Secretariat continued to exercise prudence in managing this account, for example:

- ◆ Contracts with suppliers of goods and services have been reviewed and as a result some suppliers have been changed and savings achieved.
- ◆ Thanks to early negotiation with airlines and travel agents, the Secretariat was able to purchase air tickets for New Zealand meetings at a substantial discount.
- ◆ With the assistance of IT staff, a number of IT-training courses were conducted in-house with considerable savings.
- ◆ Identification and return of US\$116,100 savings at July BMC.

On 14 August, a fire broke out in the premises above the Secretariat office. It was quickly put out by the water sprinkler system in the building but water seeped into the Secretariat and caused damage to office fittings, furniture and equipment. We are still quantifying the loss and claiming compensation from insurance companies and the relevant tenant. We will report further to the BMC at its next meeting on any implications for the Administrative Account.

The Secretariat manages three accounts under the APEC Central Fund – the Administrative Account, the Operational Account and the TILF Special Account. The following financial report covers all these accounts.

### **Financial Report for the Period Ending 31 July 1999**

#### 1. Asset Status

The Secretariat maintains all assets in deposits, most in the form of US dollar fixed deposits. Members' contributions are made in US dollars. Eventual disbursements to approved projects are also mostly made in US dollars. Singapore-dollar denominated expenditures are required for local costs of the APEC Secretariat. The relevant US dollar accounts are drawn upon and converted to Singapore dollars when such expenditures are necessary.

As at 31 July 1999, the total assets under the Operational and Administrative Accounts were as follows:

Fixed Deposit Account	US\$
5,296,100	
Current Account	
2,100	
Amounts maintained in Singapore dollars (S\$269,000)	<u>159,500</u> *
Total:	
<u>5,457,700</u>	

The total assets under the TILF Special Account were as follows:

Fixed Deposit Account	US\$
8,897,400	
Amounts maintained in Singapore dollars (S\$25,400)	<u>15,100</u> *
Total:	
<u>8,912,500</u>	

(\* Per exchange rate as at 31 July 1999)

## 2. Revenue

The total revenue for the period 1 January to 31 July 1999 for the Administration and Operational Accounts was US\$3,378,300 (**Annex I**).

The total revenue from 1 January to 31 July 1999 under the TILF Special Account was US\$4,366,600 (**Annex J**).

## 3. Expenditure

### ◆ *Operational Account*

The total approved amount under the Operational Account for 1997, 1998 and 1999 projects was US\$6,289,000. The APEC Secretariat had up to 31 July 1999 disbursed a total of US\$2,633,300 (41.9%). (Details are at **Annex K**.)

### ◆ *TILF Special Account*

The total approved amount under the TILF Special Account for 1997, 1998 and 1999 projects was US\$10,213,100. The Secretariat had up to 31 July 1999 disbursed a total of US\$3,870,100 (37.9%). (Details are at **Annex L**.)

### ◆ *Administrative Account*

In July 1999, the BMC approved an adjusted 1999 Administrative Account budget of US\$2,091,100. The expenditure incurred from 1 January to 31 July 1999 was US\$819,100 (39.2%). (Details are at **Annex M**.)

## 4. Uncommitted Reserves

The uncommitted reserves are the total funds under the management of the APEC Secretariat which are not committed by the BMC for any specific purpose at a specific point of time. These reserves consists of members'

contributions, savings from expired and cancelled projects, bank interest, book sales, and any other income, minus all committed expenditures including approved budgets for project funding and upkeep of the APEC Secretariat, and provisions for other possible expenditures.

The uncommitted reserves for the Administrative and Operational Account as of 31 July 1999 amounted to US\$344,897. (Details are at [Annex N](#).)

The uncommitted reserves for the TILF Special Account as of 31 July 1999 amounted to US\$2,475,598. (Details are at [Annex O](#).)

### **Service III: Management Support**

The Secretariat welcomed Ambassador Serbini Ali of Brunei Darussalam as the new Deputy Executive Director on 4 January 1999. The new secondees who joined the Secretariat as Program Directors since Ministers last met are Mr Jaime Pomareda (Peru), Mr Mario Artaza (Chile), Tomio Sakamoto (Japan), Mr Bradley Crofts (Australia), Mr Ji Hye Yang (Korea), Mrs Catherine Wong (Singapore), Mr Charles C Jose (Philippines), Mr Kazuo Yuhara (Japan), Mr Richard Eason (USA), and Mr John Lai (Chinese Taipei).

Program Directors who relinquished their posts: Mr Claudio Rojas (Chile), Ms Julie Gould (Australia), Shinya Aoki (Japan), Mr Shin Jhong Weon (Korea), Ms Sulaimah Mahmood (Singapore), Mr Rey Catapang (Philippines), Mr Thomas Engle (USA), Dr Mignon Chan (Chinese Taipei), and Mr Tsunehiro Ogawa (Japan).

### **Service IV: Secretarial and Administrative Services**

It is now five years since the Secretariat's salary scales for support staff were designed. Given the increased number of staff and changes in skill requirements (for example, high demand for IT staff) the initiative has been taken to review the support staff salary system to ensure it is consistent with current market rates and practices. Data on salaries and bonuses of similar organizations is currently being compiled in order to appropriately benchmark the APEC Secretariat salary system.

In addition, the IT workload is continuing to grow and the Secretariat has notified SOM it will be seeking approval from the BMC to employ another staff member.

#### ***In-house Training***

The Secretariat encourages its staff to improve their computer skills and all new secondees are given special tuition during their first few weeks at the Secretariat.

During 1999, additional training sessions were held on file management, housekeeping emails in Outlook, how to deal with viruses, prevention of system failure, Microsoft Excel, and the compression of files using WINZIP. Further courses are planned on Windows 98 and Lotus Notes. Development of the skills of Secretariat IT staff is also a priority – a senior staff member attended a “System Administrative Networking and Security Course” to better equip our response to the increasing problems with attacks on our homepage. Other advanced IT courses taken have included website design, and Lotus Notes Administration and Development.

In addition to computer skills, the Secretariat is also planning to organize ‘capacity building’ courses for PSMs to maximise their report writing skills. Other local staff, such as the Librarian have attended specialist seminars in their work area, and a number of staff have taken ‘Accelerated Learning’ courses to improve their general work practices.

### ***Update of Inventory***

A gift of a digital painting titled “into the Millenium” by Singapore artist Lin Hsin Hsin was presented to the Secretariat. The painting originated during preparations for the Y2K symposium. The painting has been recorded in the inventory. The Secretariat will update its inventory during the third quarter of 1999.

### ***Manuals***

The Secretariat completed production of its Operational Manual. In June 1999 each Program Director received a copy of this internal manual. The manual consists of all operational procedures on the work of the Secretariat, policies and guidelines as well as updated versions of other manuals produced by the Secretariat. The Secretariat has begun to compile job descriptions for each Program Director in keeping with the requirements of management review/trends/fora’s needs. On completion of the project the information will be bound and preserved in a manual.

### **Meetings at the APEC Secretariat**

The Secretariat organized the following formal meetings held within its premises. The Secretariat was involved in the organization of larger meetings held outside the Secretariat e.g. Y2K symposium held in April 1999 in a local hotel, and the Preparatory SOM held in December 1998.

- ◆ Budget and Management Committee Meetings, 22-24 March and 5-7 July 1999



- ◆ Dispute Mediation Meeting 19-23 April 1999
- ◆ IEG: Training Program on Strategies to Identify and Facilitate Investment in Special Areas (CTI/12/98T) 15-17 June 1999
- ◆ Tourism WG Charter Taskforce Meeting, 4-5 August 1999

## APEC SECRETARIAT 1999 OPERATIONAL PLAN

### CONTENTS

- (i) Introduction
- (ii) Vision Statement
- (iii) Statement of Business
- (iv) Annual Operational Priorities and Accountability
- (v) Statement of Outputs
- (vi) Intra-secretariat Services Required to Produce Outputs

### **Introduction**

The APEC Secretariat was established in February 1993. Singapore was selected as its site at the APEC Ministerial Meeting in September 1992 in Bangkok. (Annex I contains the secretariat accommodation and host-economy agreement.)

*The Bangkok Declaration on Asia-Pacific Economic Cooperation (APEC) Institutional Arrangements* determined the principal functions, financial arrangements and staffing of the secretariat. Refinements were made in 1995 in the *Report of the Task Force For the Review of the APEC Secretariat* and the 1996 and 1997 *Reports of the Task Force on Management Issues*.

The secretariat has grown from an initial complement of 11 professional staff seconded from among the then 15 member economies, to 23 secondees from among the current 21 member economies. Local support staff personnel totals 23.

The position of Executive Director is filled on secondment from the member economy chairing APEC. The position of Deputy is similarly filled from the economy that will chair APEC in the following year.

**Vision Statement**

To support and facilitate the achievement of APEC goals.

**Statement of Business**

The secretariat is the core support mechanism for the APEC process.

The secretariat provides advisory, operational and logistic/technical services to member economies and APEC fora to coordinate and facilitate conduct of the business of the organisation.

On behalf of member economies, it (the secretariat) provides preparatory advice on formulation of APEC projects, manages project funding and evaluates projects funded from the APEC Operational and TILF Accounts.

The secretariat produces a range of publications, liaises with the media and maintains a website to provide information and public affairs support on APEC's role and activities, including specific outreach efforts to business. It acts on behalf of APEC members as and when directed.

The secretariat maintains a capacity to support research and analysis in collaboration with APEC Study Centres and PECC as required by APEC fora.

The Executive Director is responsible to APEC Senior Officials through the Senior Officials' Meeting (SOM) Chair and manages the secretariat in line with priorities set by the SOM on behalf of Ministers.

**Annual Operational Priorities and Accountability**

APEC's operational priorities and activities are established annually by Leaders' and Ministers' tasking directions to Senior Officials. APEC Senior Officials manage activities and may adjust priorities on behalf of Ministers in the course of the year.

The Executive Director of the secretariat is responsible to Senior Officials through the SOM Chair and manages the secretariat in line with priorities determined as above. Secretariat staff are responsible to the Executive Director for fulfillment of their respective responsibilities.

The Executive Director will provide performance accountability statements to the SOM, as purchaser of secretariat outputs, at its periodic regular meetings and also annually to Ministers.

The Executive Director will also provide relevant reports to the Budget and Management Committee (BMC).

## Statement of Outputs

### **Output I : Logistic and Advisory Support for APEC Fora**

This output involves delivery of a wide range of support services for the different fora (committees, working groups, *ad hoc* groups, task forces, etc.) and associate bodies (e.g. APEC Business Advisory Council [ABAC]) through which APEC conducts its business. Fora meet periodically, hosted by different member economies. Support is also provided to ministerial meetings and meetings held in Singapore, including at the APEC Secretariat.

<b>Output Description</b>	<b>Collective Performance Indicators</b>
<p>The secretariat provides direct support to the Chair/Lead Shepherd at and between meetings as follows:</p> <p>A Managing document circulation at meetings and drafting documents, including</p> <ul style="list-style-type: none"> <li>– <i>Agendas</i></li> <li>– <i>Meeting records</i></li> <li>– <i>Other documents, including background papers, as requested by fora</i></li> </ul> <p><u>Primary Responsibility</u>: Program Directors as assigned to fora</p> <p>B Providing regular briefings and advice on APEC policies and procedures contained in Annex II, including</p> <ul style="list-style-type: none"> <li>– <i>Consolidated Guidelines on Non-member Participation in APEC Working Group Activities</i></li> <li>– <i>Use of APEC Logo and Acronym</i></li> <li>– <i>APEC Publication Policy</i></li> <li>– <i>Selection, Terms and Functions of Lead Shepherds of APEC WGs</i></li> <li>– <i>Guidebook on Financial Procedures</i></li> <li>– <i>Guidelines for Hosting APEC Meetings</i></li> <li>– <i>Guidelines on APEC Database Projects</i></li> <li>– <i>Guidelines on Information Sharing Among APEC Fora</i></li> <li>– <i>Guidelines for Evaluation and Reporting System for APEC Projects</i> (continued overleaf)</li> </ul>	<p>Member economies representatives, in particular the SOM Chair and Fora Chairs/Lead Shepherds/host economies express satisfaction with Program Director's support and delivery of agreed services. No complaints received by Executive Director.</p> <p>Executive Director's deployment of staff is considered by the SOM and Fora Chairs to be in line with agreed support requirements.</p>

<ul style="list-style-type: none"> <li>– <i>Implementation of the New Document Access Policy</i></li> <li>– <i>Guidelines on ECOTECH Activities</i></li> <li>– <i>Guidelines for Business/Private Sector Involvement in Activities of CTI, ESC, EC and their Sub-fora</i></li> <li>– <i>Guidelines for Updating and Reporting System for IAPs</i></li> </ul> <p>Primary Responsibility: Program Directors as assigned to fora</p>	<p>This column not aligned with L hand column</p>
<p>C Providing comprehensive information on relevant activities of other APEC fora, including Leaders/Ministerial/SOM tasking <u>Primary Responsibility</u>: Program Directors as assigned to fora</p>	<p>Fora have information at hand when planning activities</p>
<p>D Representing the interests of particular fora in the secretariat's general service areas (public affairs, the APEC website, and the project funding/management process) and acting as necessary as a channel of communication and coordination. <u>Primary Responsibility</u>: Program Directors as assigned to fora</p>	<p>Accurate and timely flows of information maintained</p>
<p>E Managing the production of publications on behalf of fora including collating information, sourcing printers/proofreaders/Internet authoring and distribution. <u>Primary Responsibility</u>: Program Directors as assigned to fora <u>Support from</u>: Director (Public Affairs), Publications Manager, Director (IT)</p>	<p>Publications produced in accordance with <i>APEC Publication Policy</i></p>
<p>F Providing preparatory advice to fora and project proponents on formulation and financing of projects, managing applications to BMC for APEC Operational and TILF account funding and providing BMC with independent advice on levels of support/participation, TILF linkage (for TILF projects), possible overlaps, and conformity with financial guidelines Responsibility : Director (Finance), Project Coordinator, Program Directors as assigned to fora</p>	<p>Fora/project proponents fully advised of relevant procedures and requirements. Project applications to BMC are accompanied by accurate and complete secretariat commentary. No surprises in BMC meeting.</p>

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<p>G Providing electronic support to virtual taskforces <u>Responsibility:</u> Director (IT) <u>Support from:</u> Program Directors as assigned to fora  Cost:</p>	<p>Support provided to maximise efficiencies of electronic communications, within secretariat resources</p>
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<b>Output II : Support for SOM Chair</b>	
This output involves delivery of support services to the SOM Chair	
<b>Output Description</b>	<b>Collective Performance Indicators</b>
<p>A Providing analysis, advice and administrative support to the SOM Chair on substantive and procedural issues  <u>Primary Responsibility:</u> Executive Director, Special Assistant to Executive Director (ED)  <u>Support from:</u> Relevant Program Directors</p>	Support delivered in a timely and proactive way which meets with the approval of the SOM Chair.
<p>B Drafting documentation for SOM Meetings, including;            – <i>Agenda</i>            – <i>Detailed notes and Chair’s Summary Record</i>            – <i>Annual tasking statements</i>            – <i>Executive Director’s Report</i>            – <i>Other papers as requested by the SOM Chair.</i>  <u>Primary Responsibility:</u> Special Assistant to ED  <u>Support from:</u> Relevant Program Directors</p>	
<p>C Documentation for annual Ministerial Meeting including:            – <i>Annual Report on ECOTECH Activities</i>            – <i>CTI Annual Report</i>            – <i>Economic Committee Annual Report</i>            – <i>Annual Overview of APEC Activities in Sustainable Development</i>  <u>Primary Responsibility:</u> Program Directors for relevant fora</p>	
<p>D Management of the annual IAP collation and distribution process  <u>Primary Responsibility:</u> CTI Coordinator  <u>Support from:</u> Director (Information Systems)</p>	

- E Support with media relations and information
- Managing press contacts and liaison at SOMs
  - Drafting press releases
  - Providing *APEC Brochure* and *Update* publications for distribution by the SOM Chair
  - Assisting with information distribution to media through secretariat email journalist gateway

Primary Responsibility: Director (Public Affairs)

Support from: Program Directors

- F Liaison with the SOM Chair on behalf of the EC, ESC, CTI and BMC Chairs

Primary Responsibility: Relevant Program Directors

Cost:

### Output III : Management of the APEC Operational and TILF Accounts

This output involves delivery of financial management services for APEC-funded projects. These projects are designed to build capacity in support of the objectives of APEC Leaders and Ministers.

Output Description	Collective Performance Indicators
<p>A Disbursement of funds for approved projects in liaison with relevant project proponents and fora.</p> <p>B Providing advice to fora and project proponents on project implementation processes including contracts and tendering (Requests for Proposals -RFPs)</p> <p>Primary Responsibility: Director (Finance)  <u>Support from:</u> Project Coordinator, Program Directors whose fora propose projects.</p> <p>Cost:</p>	<p>Checklists of administrative requirements supplied to project overseers. Funds disbursed on time and according <i>Guidebook on Financial Procedures</i>. Project evaluation and progress reports submitted to the BMC. Project proponents and the BMC satisfied with secretariat inputs.</p>

### Output IV : Public Affairs/Provision of Information on APEC

This output involves delivery of information on APEC to academics, business, and the general public. It includes both generic information on APEC and its objectives as well as specific support to fora and their activities.

Output Description	Collective Performance Indicators
<p>A Production of general information resources on APEC</p> <ul style="list-style-type: none"> <li>- <i>APEC Update</i> publication (at least twice annually)</li> <li>- <i>APEC Brochure</i> publication (once annually)</li> <li>- APEC video (as required)</li> <li>- APEC posters for exhibition purposes</li> </ul> <p>Primary Responsibility: Director (Public Affairs), Publications Manager Support from: All Program Directors</p>	<p>Information about APEC readily accessible and responsive approach to enquiries, positive response to requests for media briefings and speeches; website updated as and when required and reviewed bi-monthly, all meeting documents archived in hard copy and, where possible, electronically.</p>
<p>B Marketing APEC publications in accordance with the <i>APEC Outreach Strategy</i></p> <p><u>Primary Responsibility:</u> Director (Public Affairs), Publications Manager</p>	
<p>C Press liaison, media briefings and press releases in accordance with <i>Procedures for Issuing Press Advisories/Releases from the APEC Secretariat</i></p> <p><u>Primary Responsibility:</u> Director (Public Affairs) <u>Support from:</u> All Program Directors</p>	
<p>D Speeches and briefings for outside groups and visitors to secretariat</p> <p><u>Primary Responsibility:</u> Director (Public Affairs) <u>Support from:</u> All Program Directors</p>	

<p>E Support for Fora Chairs in Media Relations.  <u>Primary Responsibility</u>: Director (Public Affairs)  <u>Support from</u>: All Program Directors  <u>Website uploading</u>: Director (Information Systems)</p> <p>F Secretariat Website  <u>Primary Responsibility</u>: Director (Information Systems)  Content update responsibility: All Program Directors, IT Staff, Librarian</p> <p>G Management of APEC document access policy, including procedures for collection of meeting documents, and maintenance of archives of APEC meeting documents and other publications. Report to the BMC annually on document access policy and any problems encountered.  <u>Primary Responsibility</u>: Librarian  Support from: All Program Directors.</p> <p>H Provision of Current Awareness Service to member economies  <u>Primary Responsibility</u>: Librarian</p> <p>I Provision to ABAC and Internet publication of quarterly <i>Business Briefing Newsletters</i> publication on key APEC activities  <u>Primary Responsibility</u>: Program Director assigned to ABAC</p> <p>J Management of intellectual property (APEC logo, copyright for publications and data) on behalf of APEC members and provision of relevant advice to them.  <u>Primary Responsibility</u>: Director (Administration), Director (Public Affairs)  Support from: All Program Directors.</p>	<p>This column not aligned with L hand column</p> <p>Responsibilities of PSM fulfilled in accordance with <i>Responsibility and Timing Table to Update APEC Documents</i></p> <p>PSMs deliver a full set of meeting documents to library immediately following meetings.</p>
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ANNEX A

<p>K Maintenance of a comprehensive manual of APEC Policies and Procedures containing the guidelines listed in Output 1 B <u>Primary Responsibility</u>: Program Director (Management Issues) <u>Support from</u>: Director (Administration), All Program Directors.</p> <p>L Secretariat representation at APEC fairs <u>Primary Responsibility</u>: Relevant Program Directors <u>Support from</u>: Director (Public Affairs).</p> <p>Cost:</p>	<p>All policies and procedures reviewed internally at least annually and changes/updates recommended where appropriate.</p> <p>Representation undertaken in accordance with the <i>Guidelines on APEC Secretariat's Participation in Exhibitions</i>.</p>
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<b>Output V : APEC Project evaluation</b>	
This output involves assistance to the Budget and Management Committee and ESC in assessing completed APEC projects.	
<b>Output Description</b>	<b>Collective Performance Indicators</b>
<p>A Administering the <i>Guidelines for Project Evaluation</i> as follows:</p> <ul style="list-style-type: none"> <li>– Proactive liaison with APEC fora to ensure that progress and evaluation reports conform to Guidelines</li> <li>– Advice to the BMC and the ESC on the progress and evaluation of specific projects</li> </ul> <p><u>Primary Responsibility</u>: Project Coordinator  <u>Support from</u> Director (Finance), Program Directors whose fora undertake projects</p> <p>B Providing advice to the BMC on the development and implementation of the APEC project evaluation guidelines  <u>Primary Responsibility</u>: Project Coordinator  <u>Support from</u> Director (Finance), Program Directors whose fora undertake projects</p> <p>Cost:</p>	<p>Progress and evaluation reports supplied to BMC conform with procedures. Secretariat input on project evaluation regarded by the BMC and the ESC as proactive and constructive.</p>

## Output VI : Research and Analysis Support

This output involves supporting research and analysis as requested by APEC fora.

Output Description	Collective Performance Indicators
<p>A Research requested by APEC fora, subject to approval on a case by case basis.  <u>Primary Responsibility:</u> Director (Research and Analysis)  <u>Support from:</u> Program Directors for fora requiring research</p>	<p>Research delivered in a cost-efficient way and to the satisfaction of the commissioning fora            Research synergies and information flows maximised.</p>
<p>B Liaison with APEC Study Centres and PECC  <u>Primary Responsibility:</u> Director (Research and Analysis)  <u>Support from:</u> Program Directors for fora requiring research.</p>	
<p>C Support, within the resources of the secretariat library, for researchers on APEC.  <u>Primary Responsibility:</u> Librarian</p>	
<p>D Maintenance of matrix of information gathering and analysis activities by APEC fora  <u>Primary Responsibility:</u> Director responsible for information gathering and analysis</p>	<p>Secretariat fulfills responsibilities as set out in the September 1998 SOM decision.</p>
<p>E Updating the APEC TILF Information Directory  <u>Primary Responsibility:</u> Program Directors as assigned to fora  <u>Support from:</u> Director (Research and Analysis), Librarian, IT Specialist</p>	<p>Secretariat fulfills responsibilities four weeks before SOM III.</p>
<p>Cost:</p>	



**Specific Output Targets for 1999**

<b>Output Description</b>	<b>Collective Performance Indicators</b>
<ul style="list-style-type: none"><li>Implementation of a new contacts database <u>Primary Responsibility</u>: Director (IT)</li></ul>	Effective system that meets requirements. Operational by 31 March (? Year).

### Intra-Secretariat Services Required to Produce Outputs

<b>Service I: Communication and Information Services</b>	
This service involves maintenance of operational capacities to facilitate current information flows and storage within the APEC Secretariat	
<b>Service Description</b>	<b>Collective Performance Indicators</b>
<p>A Maintaining an IT system to meet word processing, communication, database, website support, and other IT requirements.  <u>Primary Responsibility:</u> Director (Information Systems)  <u>Support from:</u> IT staff</p> <p>B Maintaining a library of historical and current APEC-related material for reference or research by APEC Secretariat staff  <u>Primary Responsibility:</u> Librarian</p> <p>C Maintaining a record management (storage and retrieval) system for APEC Secretariat working documents and correspondence.  <u>Primary Responsibility:</u> Director (Administration)  <u>Support from:</u> Program Directors, Support Staff</p> <p>Cost:</p>	<p>Systems meet needs of APEC Secretariat users in a cost efficient way.</p>

<b>Service II: Management of APEC Administrative Budget</b>	
This service involves the development and prudential management of the secretariat's operating budget	
<b>Service Description</b>	<b>Collective Performance Indicators</b>
<p>A Preparation of an annual budget estimate for consideration by the BMC and subsequent outturn reporting on it</p> <p>B Cost effective and prudential management of expenditure in accordance with the Administrative Budget approved by the BMC.</p> <p>Primary Responsibility: Director (Finance)  <u>Support from:</u> Finance Staff</p> <p>Cost:</p>	The BMC satisfied with secretariat performance

### Service III: Management Support

This service involves management of administrative systems and the terms and conditions of employment for secretariat locally-engaged staff. It also includes assistance to seconded staff.

Service Description	Collective Performance Indicators
<p>A Assistance to seconded staff with the following administrative matters:</p> <ul style="list-style-type: none"> <li>– <i>Facilitation of privilege and immunities</i></li> <li>– <i>Liaison work with government departments</i></li> <li>– <i>Obtaining visas for official travel</i></li> <li>– <i>Assistance for newly arrived seconded staff, including Guidance Booklet for New Arrivals</i></li> </ul>	<p>Staff matters processed efficiently and according to policies and procedures. <i>Guidance Booklet for New Arrivals</i> updated each February.</p>
<p>B Administration of the following policies and procedures for locally-engaged staff:</p> <ul style="list-style-type: none"> <li>– <i>Recruitment policy</i></li> <li>– <i>Development of skills for learning</i></li> <li>– <i>Terms and conditions for local staff</i></li> <li>– <i>Annual review of performance</i></li> </ul>	
<p>C Property management: office equipment and security of premises  <u>Primary Responsibility:</u> Director (Administration)  <u>Support from:</u> Administration staff</p>	<p>All policies and procedures reviewed at least annually and changes/updates recommended where appropriate.</p>
<p>D Maintenance of a comprehensive manual of APEC Secretariat Internal Guidelines and Procedures (Refer to Annex III).  <u>Primary Responsibility:</u> Director (Administration)  <u>Support from:</u> All Program Directors.</p>	
<p>Cost:</p>	

### Service IV: Secretarial and Administrative Services

This service involves the provision of secretariat, logistical and wordprocessing services for professional staff and at SOM, CTI, ESC, BMC and EC meetings, as well as others held in Singapore.

Service Description	Collective Performance Indicators
<p>A Word processing and administrative support to Program Directors</p> <p>B Planning and organisation of conference facilities – management and support services for meetings held in Singapore, particularly at the APEC Secretariat.</p> <p><u>Primary Responsibility</u>: Director (Administration), Support Staff</p> <p>Cost:</p>	<p>Accurate and timely services provided to Program Directors</p>

### Specific Service Targets for 1999

Output Description	Collective Performance Indicators
<p>Service IA</p> <ul style="list-style-type: none"> <li>• Monitoring of secretariat's information systems to ensure Y2k compliance</li> <li>• Full implementation of virus scanning software with monthly updates</li> </ul> <p>Primary Responsibility: Director (IT) Support from: IT Staff</p>	<p>Secretariat IT and electronic data management systems transit to 2000 with no problems Any viruses eradicated within 2 days of detection.</p>
<p>Service IB</p> <ul style="list-style-type: none"> <li>• Establishment a new training policy for PSMs and SSMs</li> <li>• Preparation of a comprehensive inventory for secretariat assets</li> <li>• Liaison with Singapore MFA on new building for secretariat</li> </ul> <p>Primary Responsibility: Director (Administration) Support from: All Program Directors.</p>	
<p>Service IC</p> <ul style="list-style-type: none"> <li>• Review implementation of records management/data storage system</li> </ul> <p>Primary Responsibility: Director (Administration) Support from: All Program Directors.</p>	<p>System reviewed in terms of operational effectiveness</p>
<p>Service IIB</p> <ul style="list-style-type: none"> <li>• Undertake a review of all APEC Secretariat service contracts with a view to identifying cost savings</li> </ul>	<p>Any savings reported to the BMC and reflected in Admin Account</p>

## SECRETARIAT PARTICIPATION IN APEC MEETINGS (JANUARY – SEPTEMBER 1999)

- 19<sup>th</sup> Meeting of Human Resources Development Working Group (HRDWG)  
(*Santiago, Chile, 25-29 January*)
- Sub-committee on Standards and Conformance Experts' Group  
(*Wellington, New Zealand, 1-2 February*)
- Early Voluntary Sectoral Liberalisation Experts' Group (*Wellington, 2-4 February*)
- Market Access Group (*Wellington, 3 February*)
- Infrastructure Workshop (*Wellington, 3 February*)
- Implementation of the Uruguay Round/Rules of Origin (*Wellington, 3 February*)
- Informal Experts' Group on the Mobility of Business People (*Wellington, 3 February*)
- Investment Experts' Group (*Wellington, 3-4 February*)
- Sub-committee on Customs Procedures (*Wellington, 3-4 February*)
- Government Procurement Experts' Group (*Wellington, 3-4 February*)
- Group on Services (*Wellington, 4 February*)
- Economic Outlook Task Force (*Wellington, 4 February*)
- Committee on Trade and Investment (*Wellington, 5-6 February*)
- Economic Committee (*Wellington, 5-6 February*)
- Sub-committee on Economic and Technical Cooperation (*Wellington, 5-6 February*)
- Preparatory meeting for the Ad Hoc Task Force on the Integration of Women in APEC  
(*Wellington, 5-6 February*)
- Senior Officials' Meeting I (*Wellington, 8-9 February*)
- Joint Fora Meeting (*Wellington, 10 February*)
- APEC Symposium on Intellectual Property Rights  
(*Kitakyushu-city, Japan, 22-24 February*)
- Meeting of Intellectual Property Rights Experts' Group  
(*Kitakyushu-city, Japan, 25-26 February*)
- 16<sup>th</sup> Meeting of Industrial Science and Technology Working Group (ISTWG)  
(*Hong Kong, China, 2-4 March*)
- 11<sup>th</sup> APEC Trade Promotion Working Group Meeting  
(*Canberra, Australia, 9-12 March*)
- 19<sup>th</sup> Telecommunications Working Group (TELWG) Meeting  
(*Miyazaki, Japan, 10-13 March*)
- 15<sup>th</sup> APEC Transportation Working Group Meeting (*Santiago, 19-22 April*)
- First Energy Working Group (EWG) Business Network Meeting (*Oakland, USA, 21 April*)
- Meeting of Chairs of Energy Working Group Expert Groups (*Oakland, 21 April*)
- 17<sup>th</sup> Meeting of Energy Working Group (*Oakland, 22-23 April*)
- 1999 APEC Infrastructure Workshop & Public-Private Dialogue  
(*Malaysia, 21-24 April*)
- SME Ministerial Meeting (*Christchurch, New Zealand, 26-28 April*)
- Sub-committee on Standards and Conformance Experts' Group  
(*Christchurch, 29-30 April*)
- Informal Experts' Group on the Mobility of Business People (*Christchurch, 30 April*)
- Competition Policy and Deregulation Workshop (*Christchurch, 30 April - 1 May*)

- Steering Group on Communicating the Impact of Liberalisation (*Christchurch, 1 May*)
- Sub-committee on Standard and Conformance (*Christchurch, 1 May*)
- Investment Experts' Group (*Christchurch, 1-2 May*)
- Early Voluntary Sectoral Liberalisation Experts' Group (*Christchurch, 2-3 May*)
- Ad Hoc Taskforce to Study ABAC's Proposal for an APEC Food System (*Christchurch, 2 May*)
- Group on Services (*Christchurch, 2 May*)
- Steering Group on the PECC Review of IAPs (*Christchurch, 2 May*)
- Committee on Trade and Investment (*Christchurch, 3-4 May*)
- Sub-committee on Economic and Technical Cooperation (*Christchurch, 3-4 May*)
- Senior Officials' Meeting II? (*Christchurch, 6-7 May*)
- Transportation Working Group Forum on Intermodalism and Satellite-Based Transportation Technologies (*Singapore, 5-7 May*)
- XIV Tourism Working Group Meeting (*Mexico, 11-14 May*)
- 20<sup>th</sup> APEC Human Resources Development Working Group Meeting (*Hong Kong, China, 11-14 May*)
- APEC Fisheries Working Group 10 Conference (*Cairns, Australia, 17-19 May*)
- 12<sup>th</sup> Meeting of Marine Rescues Conservation Working Group (*Cairns, 17-20 May*)
- 2<sup>nd</sup> 1999 Meeting of ABAC (*Tokyo, Japan, 21-23 May*)
- Uruguay Round Seminar on WTO New Agreements (*Tianjin, China, 24-26 May*)
- APEC Study Centre Meeting (*Auckland, 29-30 May*)
- APEC Study Centres Consortium Conference (*Auckland, 31 May – 2 June*)
- APEC Investment Mart (*Seoul, Korea, 2-5 June*)
- ATCEG Meeting (*Tokyo, 7-10 June*)
- Meeting on the Economic Outlook (*Santiago, 14-15 June*)
- IEG Training on Strategies to Identify and Facilitate Investment in Specific Areas (*APEC Secretariat, Singapore, 15-17 June*)
- Women in Exporting Business Seminar (*Wellington, 19-20 June*)
- Women Leaders Network Meeting (*Wellington, 20-23 June*)
- Informal Writing Workshop for the Framework for Integration of Women into APEC (*Wellington, 24 June*)
- APEC Business Symposium on Prosperity for Our Region (*Auckland, 24-26 June*)
- APEC Student Company Achievers' Forum (*Auckland, 25-29 June*)
- Informal Senior Officials' Meeting (*Auckland, 27 June*)
- Electronic Commerce Steering Group Meeting (*Auckland, 27-28 June*)
- Trade Liberalisation Seminar (*Auckland, 28 June*)
- Meeting of APEC Ministers Responsible for Trade (*Auckland, 29-30 June*)
- APEC Trade Roundtable (*Auckland, 30 June*)
- Budget and Management Committee (*APEC Secretariat, 5-7 July*)
- APEC Forum on HRD 1999 (*Chiba, 14-15 July*)
- IPEG IX (*Guadalajara, Mexico?, 15-17 July*) ?spell out
- First APEC Automotive Dialogue Meeting (*Bali, Indonesia, 26-27 July*)
- 3<sup>rd</sup> APEC HRD Ministerial Meeting (*Washington DC, USA, 27-29 July*)
- APEC Seminar on Start-Up Companies and Venture Capital (*Taipei, 28-30 July*)
- Sub-committee on Standards and Conformance Experts' Group (*Rotorua, New Zealand, 4-5 August*)
- Early Voluntary Sectoral Liberalisation Energy Experts' Group (*Rotorua, 5 August*)



- Sub-committee on Customs Procedures (*Rotorua, 5-7 August*)
- Investment Experts' Group Seminar (*Rotorua, 5-7 August*)
- Sub-committee on Standards and Conformance Workshop (*Rotorua, 6 August*)
- Informal Experts' Group on the Mobility of Business People (*Rotorua, 6-7 August*)
- Sub-committee on Standards and Conformance (*Rotorua, 7-8 August*)
- Tourism Working Group Task Force Meeting (*APEC Secretariat, 4-5 August*)
- Infrastructure Workshop (*Rotorua, 7 August*)
- Market Access Group (*Rotorua, 7 August*)
- Group on Services (*Rotorua, 7-8 August*)
- Economic Outlook Taskforce (*Rotorua, 8 August*)
- Government Procurement Experts' Group (*Rotorua, 8 August*)
- Ad Hoc Task Force to Study ABAC's Proposal for an APEC Food System (*Rotorua, 8 August*)
- Working Group on Trade Promotion Steering Group (*Rotorua, 8 August*)
- Committee on Trade and Investment (*Rotorua, 9-10 August*)
- Economic Committee (*Rotorua, 9-10 August*)
- Sub-committee on Economic and Technical Cooperation (*Rotorua, 9-10 August*)
- Task Force on the Integration of Women in APEC (*Rotorua, 9-10 August*)
- Senior Officials' Meeting III? (*Rotorua, 12-13 August*)
- 17<sup>th</sup> IST Working Group Meeting (*Seattle, USA, 15-20 August*)
- 15<sup>th</sup> Tourism Working Group Meeting (*Lima, Peru, 2-3 September*)
- Informal Senior Officials' Meeting (*Auckland, 7-8 September*)
- 11<sup>th</sup> APEC Ministerial Meeting (*Auckland, 9-10 September*)
- 7<sup>th</sup> APEC Economic Leaders' Meeting (*Auckland, 12-13 September*)

## PARTICIPATION ISSUES

Since October 1998, the Secretariat has received the following requests:

- A letter from Argentina in October 1998 applying for participation, as a guest, in EWG, TID and ATC activities;
- A letter from Mongolia in December 1998 requesting renewal of its guest status in TP;
- A letter from India in February 1999 requesting renewal of its guest status in EWG;
- A letter from Mongolia in March 1999 requesting renewal of its guest status in EWG; and
- A letter in March 1999 from Asia-Pacific Broadcasting Union (ABU) applying for participation, as a guest, in TEL activities;
- A letter from Bangladesh in April 1999 requesting for participation, as a guest, in the EWG activities;
- A letter in July 1999 from Asia Oceania Electronic Messaging Association (AOEMA) applying for participation, as a guest, in TEL activities; and
- A letter in August 1999 from Global Telecommunications Action Committee (GTAC) applying for participation, as a guest, in TEL activities.

During the same period, the Secretariat was also informed of the following requests/proposals:

- A proposal in November 1998 for continued participation of World Travel and Tourism Council (WTTC), as a guest, in TWG activities;
- A proposal in November 1998 to invite International Telecommunication Union (ITU) to attend TEL meetings and activities in connection with the Center of Excellence activities;
- A proposal in January 1999 to invite International Energy Agency (IEA) to attend a meeting of an EWG Expert Group in March 1999, as a guest;
- A proposal in March 1999 to invite the Network of Aquaculture Centres in Asia Pacific (NACA), Southeast Asian Fisheries Development Centre (SEAFDEC), International Centre for Living Aquatic Resource Management (ICLARM), and the Intergovernmental Organization for Marketing and Technical Advisory Service for Fishery Products in the Asia and Pacific Region (INFOFISH) to attend the tenth meeting of FWG (FWG10) in May 1999, as guests;

- A proposal in April 1999 to invite the Southeast Asian Program in Ocean Law, Policy and Management (SEAPOL) to attend the 12th meeting of MRC (MRC12) in May 1999, as a guest; and
- A proposal in May 1999 to invite SEAPOL to attend the 13th meeting of MRC (MRC13) in 2000, as a guest.

In July 1999, the Secretariat received a verbal request from Colombia to requesting attendance in Auckland meetings. The Secretariat was informed later that no written request will be followed by Colombia.

Since November 1998, SOM has made the following decisions on non-member participation:

- Approval, in December 1998, for the proposal to invite WTTC to participate in TWG activities as a guest, on the understanding that TWG does not hold its activities in the areas of political sensitivity;
- Approval, in December 1998, for the proposal to invite ITU to attend TEL meetings and activities in connection with the Center of Excellence activities as guest; on the understanding that TEL does not hold its activities in the areas of political sensitivity;
- Approval, in February 1999, for the request from Mongolia to renew its guest status in TP;
- Approval, in February 1999, for the proposal to invite IEA to attend an EWG Expert Group meeting in March 1999 as a guest;
- Approval, in April 1999, for the request from India to renew its guest status in EWG;
- Approval in April 1999 for the proposal to invite NACA, SEAFDEC, ICLARM and INFOFISH to attend FWG10 in May 1999 as guests;
- Approval, in May 1999, for the request from Mongolia to renew its guest status in EWG; and
- Approval, in August 1999, for the proposal to invite SEAPOL to attend MRC13 in 2000.

Since November 1998, APEC fora have made the following decisions on non-member participation:

- TWG decided in November 1998 to accept the proposal for continued participation by WTTC in TWG;
- TEL decided in November 1998 to accept the proposal to invite to attend TEL meetings and activities in connection with the Center of Excellence activities
- EWG did not reach consensus in January 1999 to accept the request from Argentina to participate in EWG activities as a guest;
- TP decided in January 1999 to accept the request from Mongolia to renew its guest status in TP;
- ATC did not reach consensus in February 1999 to accept the request from Argentina to participate in ATC activities as a guest;
- EWG decided in February 1999 to accept the proposal to invite IEA to attend an EWG Expert Group meeting in March 1999;
- EWG decided in March 1999 to accept the request from India to renew its guest status in EWG;
- FWG decided in March 1999 to accept the proposal to invite NACA, SEAFDEC, ICLARM and INFOFISH to attend FWG10 in May 1999;
- EWG decided in April 1999 to accept the request from Mongolia to renew its guest status in EWG;
- MRC did not reach consensus in April 1999 to accept the proposal to invite SEAPOL to attend MRC12 in May 1999;
- EWG did not reach consensus in May 1999 to accept the request from Bangladesh to participate in EWG activities; and
- MRC decided in May 1999 to accept the proposal to invite SEAPOL to attend MRC13 in 2000.

**List of Speeches, Interviews and Articles Written by  
Ambassador Timothy Hannah  
Executive Director  
and  
Ambassador Serbini Ali  
Deputy Executive Director  
APEC Secretariat**

1.	APEC 1999: Agenda for Economic Recovery and Business Facilitation Article for <i>Trade Route Asia Pacific Magazine</i> – 1999
2.	The Impact of Multilateral Trading Agreements in Asia Article for <i>Economic Bulletin</i> – January 1999
3.	APEC: Opportunities and Challenges for the Peruvian Business Sector Lima, Peru 21 January 1999
4.	Presentation at the Seminar: “Asian & Russian Crisis and Latin America” Lima, Peru 22 January 1999
5.	“APEC and Business: Partners in Regional Recovery and Development” Utech Asia '99, Singapore, 16 March 1999
6.	Agenda Item 3: Overview from the Secretariat by the Executive Director Budget & Management Committee Meeting APEC Secretariat, Singapore 23 March 1999
7.	Remarks to General Motors Public Policy Conference Regent Hotel, Singapore 15 April 1999
8.	Remarks to Y2K Symposium Press Conference Shangri-La Hotel, Singapore 21 April 1999
9.	APEC and the WTO: Two Tracks to Trade Liberalisation Remarks to European Union Embassy Representatives German Centre, Singapore 23 April 1999
10.	Remarks to Policy Level Group on Small & Medium Enterprises Christchurch, New Zealand 26 April 1999
11.	Remarks to The Sixth APEC SME Ministerial Meeting Christchurch, New Zealand 27-28 April 1999
12.	Remarks on the Secretariat’s Accountability Statement to SOM II Christchurch, New Zealand 7 May 1999
13.	Remarks to Second Meeting of APEC Business Advisory Council in 1999 Tokyo, Japan 21-23 May 1999
14.	Lecture to Foreign Affairs College on The Role of APEC in the Asia-Pacific Region Beijing, China 21 June 1999

15.	Remarks on the Secretariat's Accountability Statement to SOM III Rotorua, New Zealand 12-13 August 1999
16.	Report to Third HRD Ministerial Meeting Washington DC, USA 28-29 July 1999
17.	Presentation to the Fifth Conference of the ICFTU-APLN Wellington, New Zealand 15 August 1999
18.	Interview by El Peruano 22 January 1999
19.	Interview by The Straits Times 10 March 1999
20.	Interview by the South China Morning Post 16 April 1999
21.	Interview by Computer Times 6 May 1999
22.	Interview by Nihon Keizai Shimbun 8 July 1999
23.	Interview by Network Televisa-Eco 20 July 1999
24.	Interview by CNBC 24 August 1999
25.	Interview by the South China Morning Post 25 August 1999

## Summary Statistics for the APEC Website

From 1 October 98 to 31 July 99 (excluding February 99 data)

### 1. General statistics (9 months)

Total successful requests: 1,801,588  
Average successful requests per day: 6,574  
Total data transferred: 19,139 MB  
Average data transferred per day: 69.9MB

### 2. Monthly Report (Requests for pages)

Oct 98: 351,231  
Nov 98: 347,195  
Dec 98: 190,326  
Jan 99: 141,654  
Feb 99: not available (due to data clash)  
Mar 99: 138,071  
Apr 99: 142,049  
May 99: 169,918  
June 99: 169,339  
July 99: 151,805

### 3. Top 10 Downloaded APEC Publications

- 1) 1997 APEC Economic Outlook: 1420
- 2) The Impact of Trade Liberalization in APEC: 1304
- 3) 1998 APEC Economic Outlook: 1167
- 4) Infrastructure Development In APEC: 1055
- 5) The Impact of Investment Liberalisation in APEC: 870
- 6) Selected APEC Documents, 1997: 697
- 7) The Impact of Subregionalism in APEC: 566
- 8) Government Procurement: 500
- 9) SME Guidebook: 476
- 10) APEC Financial Procedures Guidebook: 453



## List of Documents available in Secretariat's website

(Website URL : <http://www.apecsec.org.sg>)

as of 20 August 1999

### HTML Mode (Viewable)

1. Background information on APEC (APEC Brochure, 1999 version)
2. Calendar of APEC Activities (monthly update)
3. APEC Publication list and order form
4. APEC Economic Leaders' Declarations (1993 – 1998)
5. Joint Statements of APEC Ministerial Meetings (1989 – 1998)  
\* including all the Sector Ministerial Meetings held in 1999
6. Update on Activities within different APEC fora  
\* including 9 working groups, CTI, EC, BAC, PLG-SME and ATC.
7. Contact point and economic indicators of each member economy
8. Economic profile for member economies (yearly update)
9. ABAC report to Economic Leaders (1996 – 1997)
10. APEC Electronic Book Resources (APEC Youth network)
11. Reports from APEC Eminent Persons Group (1993, 1994 & 1995)
12. Reports from Pacific Business Forum (PBF) (1993 & 1994)
13. CTI Annual Report to Ministers (1996 -1998)
14. APEC Financial Guidebook  
\* including Operational Account and TILF Special Account.  
\*\* including the Face Sheet and Application form
15. List of contact agencies for Government Procurement  
\* including linkages to websites maintained by member economies
16. 1995 Osaka Action Agenda.
17. MAPA '96 (Manila Action Plan for APEC)
18. Vancouver Product Line (1997)
19. 1998 Kuala Lumpur Statements
20. APEC Business Travel Handbook
21. APEC regulations and policies
22. Selected documents for CTI Sub-Committee on Standard and Conformance
23. Compendium on Rules of Origin
24. APEC Deregulation Report (1997 – 1998)
25. APEC InfraNet (Infrastructure Network)

26. International Commercial Disputes : A Guide to Arbitration and Dispute Resolution in APEC Member Economies, 1999
27. Papers from the Government Procurement Seminar, February 1999
28. Option for Investment Liberalization and Business Facilitation to Strengthen the APEC Economies
29. Blueprint for Customs Modernization
30. Background Report on Electronic Commerce 1998

### **FTP site (Downloadable)**

1. APEC Economic Outlook (1996 – 1998)
2. CTI Annual Report to Ministers. (1996 – 1998)
3. APEC Roundtable on “Best Practices” in Infrastructure Development
4. ABAC Report to Economic Leader (1996 and 1997)
5. Update on Activities within APEC (June, 1999 version)
6. Osaka Action Agenda, 1995
7. APEC Investment Guidebook, 3<sup>rd</sup> Edition 1998 (Internet version)
8. APEC Investment Guidebook, 3<sup>rd</sup> Edition 1996 (Gbook version)
9. Selected APEC Documents, 1989-1994
10. MAPA IAPs, CAPs (1996)
11. Selected APEC Documents, 1996
12. Selected APEC Documents, 1997
13. Selected APEC Documents, 1998
14. APEC Financial Guidebook.
15. Compendium on Rules of Origin
16. Blueprint for the Customs Modernization
17. Help Your Business Grow : Guide for SMEs in the APEC Region
18. APEC Database of Transportation Technology Research
19. Vancouver Product Line
20. 1998 Kuala Lumpur Statements
21. Member Economies’ Individual Action Plans (IAPs), 1997 and 1998
22. Gender Issues
23. Infrastructure Development in APEC, 1997
24. The Impact of Trade Liberalization in APEC, 1997
25. The Impact of Investment Liberalization in APEC, 1997
26. The Impact of Sub-regionalism in APEC, 1997
27. Development of Electronic Commerce in APEC
28. Development of Electronic Commerce in International Organizations
29. Retrospective on the APEC Economic Committee (1995 – 1998)
30. Economic Outlook Symposium 1998
31. Towards an Information Society : Developments in APEC
32. The Impact of Expanding Population and Economic Growth on Food, Energy and the Environment : Proceedings of the FEEEP Symposium
33. The Impact of Expanding Population and Economic Growth on Food, Energy and the Environment: Task Force on Food 1997 Progress Report and Analytical Studies
34. Infrastructure and Sustainable Development : Proceedings of the 1998 Public – Business/Private Sector Dialogue
35. Report to APEC Economic Leaders, Building Sustainable Prosperity in APEC : Options for Possible Joint Actions
36. 1998 Report on Economic & Technical Cooperation to the 10<sup>th</sup> APEC Ministerial Meeting

37. 1998 Report of the Executive Director, APEC Secretariat to the 10<sup>th</sup> APEC Ministerial Meeting
38. International Commercial Disputes : A Guide to Arbitration and Dispute Resolution in APEC Member Economies, 1999
39. Cost and Productivity Trends and Patterns of Specialization in APEC
40. Aspects of Market Integration
41. Trade and Environment Workshop, 1998 – Proceedings
42. Survey on Trade-Related Environmental Measures and Environmental-Related Trade Measures in APEC
43. APEC Investment Regimes Guidebook, 4th Edition, 1999
44. APEC Air Shipment of Live and Fresh Fish and Seafood Guidelines

**Virtual Library (Downloadable)**

Summary Reports of APEC Fora and all meeting documents available in electronic format (since January, 1998)

**Database**

APEC Project Database  
APEC TILF Information Directory

## AVAILABLE APEC PUBLICATIONS

*Last update on 19 August 1999*

### APEC Business Advisory Council

*APEC Means Business: Restoring Confidence, Regenerating Growth, 1998*  
APEC #98-AB-01 ISBN 971-92060-0-4 (Price: Free)

*APEC Means Business: ABAC's Call to Action, 1997*  
APEC #97-AB-01 ISBN 9810096410 (Price: Free)

*APEC Means Business: Building Prosperity for our Community, 1996*  
APEC #96-AB-01 ISBN 9810081987 (Price: Free)

### APEC Secretariat

*Selected APEC Documents 1998*  
APEC# 99-SE-05.1 ISSN 0219-1105 (Price: S\$30 / US\$20)

*Selected APEC Documents 1997*  
APEC# 98-SE-05.2 ISSN 0219-1105 (Price: S\$30 / US\$20)

*Selected APEC Documents 1996*  
APEC #97-SE-05.1 ISBN 9810088728 (Price: S\$20 / US\$15)

*Selected APEC Documents 1995, December 1995*  
APEC #95-SE-05.3 ISBN 9810073682 (Price: S\$15 / US\$10)

*Selected APEC Documents 1989-1994, February 1995*  
APEC #95-SE-05.1 ISBN 9810061285 (Price: S\$15 / US\$10)

### Committee on Trade and Investment

*Taking Customs Reform into the New Millennium Bringing Benefits to Business*  
APEC#99-CP-01.1 ISBN 0-477-07713-7 (Price: Free)

*International Commercial Disputes: A Guide to Arbitration and Dispute Resolution in APEC Member Economies, 1999 Edition*  
APEC #99-CT-03.2 ISBN 9810413912 (Price: S\$40 / US\$25)  
*1997 Edition*  
APEC #97-CT-03.1 ISBN 981009647X (Price: S\$40 / US\$25)

*Report on Progress of Alignment with International Standards in APEC Priority Areas*  
APEC #98-CT-01.9 ISBN 9810409028 (Price: S\$15/US\$10)

*APEC TILF (Trade and Investment Liberalization and Facilitation) Information Directory*  
APEC #98-CT-02.1 ISBN 9810402813 (Price: S\$150/US\$93)

*First Anniversary Status Report: A Blueprint for Customs Modernization: Working with Business for a Faster, Better Border*  
APEC #98-CP-01.1 ISBN 9810063156 (Price: Free)

Field CodeChanged

*Compendium on Rules of Origin, 1997*  
APEC #97-CP-01.1 ISBN 9810086857 (Price: S\$15 / US\$10)

*Deregulation Initiatives of APEC Member Economies, 1996*  
APEC #96-CT-01.2 ISBN 9810085737 (Price: S\$20 / US\$15)

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*Guide for Alignment of APEC Member Economies' Standards with International Standards*  
APEC #96-CT-03.3 ISBN 9810085745 (Price: S\$7 / US\$5)

*Report of Case Studies on Alignment with International Standards*  
APEC #96-CT-01.1 ISBN 9810081588 (Price: S\$20 / US\$15)

*Survey of Impediments to Trade and Investment in the APEC Region, 1995*  
APEC #95-CT-01.1 ISBN 981007042X (Price: S\$40 / US\$25)

*Milestones in APEC Liberalisation: A Map of Market Opening Measures by APEC Economies*  
APEC #95-CT-01.2 ISBN 981 0070438 (Price S\$30 / US\$20)

### Economic Committee

*APEC Economies Beyond the Asian Crisis*  
APEC #99-EC-01.3 ISBN 981-04-1762-4 (Forthcoming)

*1999 APEC Economic Outlook*  
APEC #99-EC-01.2 ISBN 981-04-1764-0 (Forthcoming)

*Assessing APEC Trade Liberalization and Facilitation – 1999 Update*  
APEC #99-EC-01.1 ISBN 981-04-1763-2 (Forthcoming)

*Cost and Productivity Trends and Patterns of Specialisation in APEC*  
APEC #98-EC-01.5 ISBN 981-04-0605-3 (Price: S\$15 / US\$10)

*Aspects of Market Integration in APEC: Trade, Foreign Direct Investment and Labor Migration*  
APEC #98-EC-01.8 ISBN 981-04-0734-5 (Price: S\$15 / US\$10)

*Survey on Trade-related Environmental Measures and Environmental-related Trade Measures in APEC*  
APEC #98-EC-01.6 ISBN 9810413386 (Price: S\$15 / US\$10)

*The Impact of Investment Liberalization in APEC: Policy Reviews and Case Studies*  
APEC #98-EC-01.9 ISBN 9810107653 (Price: S\$15 / US\$10)

*1998 APEC Economic Outlook Symposium*  
APEC #98-EC-04.2 ISBN 9810406029 (Price: S\$20 / US\$15)

*1998 APEC Economic Outlook*  
APEC #98-EC-01.4 ISBN 9810406037 (Price: S\$20 / US\$15)

*Towards an Information Society: Developments in APEC*  
APEC #98-EC-01.7 ISBN 9810407637 (Price: S\$15 / US\$10)

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APEC #98-EC-04.3 ISBN 9810406045 (Price: S\$15 / US\$10)

*The Impact of Expanding Population and Economic Growth on Food, Energy and the Environment – Task Force on Food Report*  
APEC #98-EC-01.2 ISBN 9810405995 (Price: S\$15 / US\$10)

*The Impact of Expanding Population and Economic Growth on Food, Energy and the Environment – Symposium Proceedings*  
APEC #98-EC-04.1 ISBN 9810406002 (Price: S\$15 / US\$10)

*Survey Results on the Use of Economic Instruments in APEC Economies*  
APEC #98-EC-01.1 ISBN 9810092423 (Price: S\$15 / US\$10)

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APEC #97-EC-01.1 ISBN 9810096429 (Price: S\$15 / US\$10)

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*The Impact of Trade Liberalization in APEC*  
APEC #97-EC-01.2 ISBN 9810096445 (Price: S\$15 / US\$10)

*The Impact of Investment Liberalization in APEC*  
APEC #97-EC-01.3 ISBN 9810096453 (Price: S\$15 / US\$10)

*The Impact of Subregionalism on APEC*  
APEC #97-EC-01.4 ISBN 9810096461 (Price: S\$15 / US\$10)

*Infrastructure Development in APEC*  
APEC # 97-EC-04.1 ISBN 9810096402 (Price: Free)

*1996 APEC Economic Outlook*  
APEC #96-EC-01.1 ISBN 9810083475 (Price: S\$20 / US\$15)

*The State of Economic and Technical Cooperation in APEC*  
APEC #96-EC-01.2 ISBN 9810083483 (Price: S\$20 / US\$15)

### **Eminent Persons Group**

*Implementing the APEC Vision 1995*  
APEC #95-EP-01 ISBN 9810069545 (Price: S\$7 / US\$5)

*Achieving the APEC Vision: Free and Open Trade in the Asia Pacific, 1994*  
APEC #94-EP-01 ISBN 9810059256 (Price: S\$7 / US\$5)

### **Energy Working Group**

*Proceedings of APEC Sixth Technical Seminar on Clean Fossil Energy*  
APEC #99-RE-04.1 ISBN 0-86638-190-2 (Price: Free)

*Overview of Trade Flows of Energy-Using Products between APEC Member Economies*  
APEC #98-RE-01.9 ISBN 0-9669083-0-9 (Price: S\$30 / S\$20)

*APEC Energy Statistics 1996 (Published October 1998)*  
APEC #98-RE-01.5 ISSN0219-0842 (Price: S\$60 / US\$40)

*Analysis of Renewable Energy Retrofit Options to Existing Diesel Mini-Grids*  
APEC #98-RE-01.6 (Price: S\$35 / US\$20)

*The Inaugural APEC Coal Trade and Investment Liberalisation and Facilitation Workshop*  
APEC #97-RE-04.4 (Price: S\$45 / US\$30)

*Overview of the Quality and Completeness of Resource Assessment Data for the APEC Region*  
APEC #97-RE-01.4 ISBN 9810401663 (Price: Free)

*Environmentally Sound Infrastructure in APEC Electricity Sectors: A Report to the APEC Energy Working Group, 1998* (Price: Free)

*APEC Energy Statistics 1995*  
APEC #97-RE-01.5 ISSN0219-0842 (Price: S\$60 / US\$40)

*APEC Energy Statistics 1994*  
APEC #96-RE-01.2 ISBN 9810081596 (Price: S\$55 / US\$40)

*APEC Energy Statistics 1993*  
APEC #95-RE-01.5 ISBN 9810072651 (Price: S\$40 / US\$30)

*APEC Energy Statistics 1992*  
APEC #94-RE-01.3 ISBN 9810059795 (Price: S\$40 / US\$30)

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APEC #95-RE-01.4 ISBN 9810059787 (Price: S\$60 / US\$40)

*Manual of Best Practices of Independent Power Producers*  
APEC #97-RE-03.1 ISBN0642-28343-5 (Price: S\$15 / US\$10)

*Assessment and Development of Technology Cooperation, Needs, Skills and Capabilities for Sustaining Area-based New and Renewable Energy Projects*  
APEC #97-RE-01.6 ISBN971-91969-0-4 (Price: S\$15 / US\$10)

*Third APEC Coal Flow Seminar*  
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*Report of Regulation Strategies for Energy Efficiency and Conservation in Transportation Sector – December 1996*  
APEC #96-RE-01.3 ISBN 979-95128-0-8 (Price: S\$15 / US\$10)

*Directory of Demand Side Management: Program Service Providers and Vendors*  
APEC #95-RE-02.1 ISBN 9810070969 (Price: S\$40 / US\$30)

### Fisheries Working Group

*APEC Air Shipment of Live and Fresh Fish and Seafood Guidelines*  
APEC #98-FS-03.1 ISBN 0966931602 (Price: S\$20 / US\$15)

*Inventory of Fisheries Administrations and Organizations in APEC*  
APEC #97-FS-02.1 ISBN 9810099061 (Price: S\$20 / US\$15)

*Who is Who in Fish Inspection of APEC Economies, 1995*  
APEC #95-FS-02.2 ISBN 9810073763 (Price: S\$15 / US\$10)

### Human Resources Development Working Group

*The Human Resources Development Dimension of the Asian Financial Crisis: Towards the Definition of an APEC Response*  
APEC #98-HR-04.2 ISBN 0-88763-433-8 (Price: S\$15 / US\$10)

*Trends in Management and Executive Development in the Asia-Pacific, 1998*  
APEC #98-HR-01.1 ISBN 0-88763-418-4 (Price: S\$15 / US\$10)

*Capacity Building of Human Resources Development of Key Basic Industries in the Asia-Pacific Region, 1998*  
APEC #HRD 05/96 (Price: S\$38 / US\$25)

*Leadership Development in Small and Medium Enterprises, 1997*  
APEC #97-HR-04.1 ISBN 9810090927 (Price: S\$26 / U S\$19)

*Lifelong Learning*  
APEC #97-HR-04.4 ISBN 0-9682334-0-6 (Price: Free)

*APEC Education Forum: Utilization of Computer Networks in Schools*  
APEC #97-HR-01.7 ISBN 9-8388-027-993370 (Price: S\$20 / US\$15)

*APEC Education Forum: Based Indicators of Effectiveness: Experiences and Practices in APEC*  
APEC #97-HR-04.4 ISBN 7-5633-2445-3/G (Price: Free)

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*Marketing Case Studies and a Training Curriculum for SME Managers in the APEC Region, 1996*  
APEC #96-HR-01.2 ISBN 9810081997 (Price: S\$35 / US\$25)

*The Role and Status of Women's Human Resources Development in Social and Economic Development of Asia-Pacific Region*  
APEC #14/95 (Price: S\$15 / US\$10)

*Economic Development Zones Senior Managers Training Project in the Asia-Pacific Region*  
APEC #05/94,08/95 (Price: S\$20 / US\$15)

### Industrial Science and Technology Working Group

*Guidebook to Industrial Science and Technology Policies in Selected APEC Economies, 1996*  
APEC #97-IT-03.1 ISBN 981008871X (Price: S\$20 / US\$15)

### Pacific Business Forum

*The Osaka Action Plan: Roadmap to Realising the APEC Vision*  
APEC #95-PB-01 ISBN 9810069553 (Price: S\$7 / US\$5)

### Small & Medium Enterprises

*Helping your Business Grow: Guide for Small and Medium Enterprises in the Region and Profile of SMEs in APEC Economies*  
(Price: Free)

### Policy Level Group on Small and Medium Enterprises

*Eco-Efficiency in Small and Medium Enterprises*  
*Set of one Final Report and eight Manuals* (Price: S\$70 / US\$50)

- Textile Industry APEC#98-SM-03.7 ISBN 9810401426
- Steel and Metal Products Industry APEC#98-SM-03.6 ISBN 9810401418
- Paper & Printing Industry APEC#98-SM-03.5 ISBN 981040140X
- Machinery & Electrical Equipment Industry  
APEC#98-SM-03.4 ISBN 9810401396
- The Leather Products Industry APEC#98-SM-03.3 ISBN 9810401388
- Food & Beverages Industry APEC#98-SM-03.2 ISBN 981040137X
- The Chemicals & Plastic Industry APEC#98-SM-03.1 ISBN 9810401361
- Vehicle Parts & Assembly Industry APEC#98-SM-03.8 ISBN 9810401434
- Final Report APEC #98-SM-01.1 ISBN 9810401353

### Marine Resource Conservation Working Group

*Set of two books: Inventory of Ocean Models and Synthesis of Information on Cross Boundary Impacts, October 1998*  
(Price: S\$25 / US\$15)

### Telecommunications Working Group

*Economic and Commercial Effects of Liberalisation of Telecommunications: An APEC Seminar for Industry and Government, January 1997, Jakarta*  
APEC #97-T-C-04.1 ISBN981009292X (Price: S\$20 / US\$15)

*Practical Manual for Network Planning*  
APEC #97-T-C-03.1 ISBN 9810092911 (Price: S\$30 / US\$20)

*Telecommunications Regulatory Environment in APEC Member Economies, 1996*  
APEC #96-T-C-01.3 ISBN 9810081995 (Price: S\$50 / US\$35)



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*The State of Telecommunications Infrastructure and Regulatory Environment of APEC Economies*  
Volume 1, November 1993; Volume 2, June 1994

APEC #93-TC-03 ISBN 9810051433 (Volume 1)  
APEC #94-TC-03.1 ISBN 9810051441 (Volume 2) (Price: S\$75/US\$50 – set)

*HRD Manual/Guidelines: How to Approach Training Within a Telecommunications Organization, 1994*  
APEC #94-TC-03.2 ISBN 9810056515 (Price: S\$15 / US\$10)

*Communications Policy Issues Associated with EDI and Electronic Commerce, 1994*  
APEC #94-TC-01.2 ISBN 9810058896 (Price: S\$20 / US\$15)

*APEC EDI Pilot on Electronic Commerce, 1995*  
APEC #95-TC-01.1 ISBN 9810067364 (Price: S\$7 / US\$5)

### Tourism Working Group

*The Economic Impact of Travel and Tourism Development in the APEC Region*  
APEC #98-TO-01.1 (Price: S\$25 / US\$18)

*Impediments to Tourism Growth in the APEC Region*  
APEC #97-TO-01.1 ISBN 9810086553 (Price: S\$28 / US\$20)

*Environmentally Sustainable Tourism in APEC Member Economies*  
APEC #96-TO.01.1 ISBN 9810085559 (Price: S\$28 / US\$20)

*Tourism and the Environment Symposium, 1-2 May, NZ*  
APEC #95-TO-04.1 ISBN 9810073690 (Price: S\$15 / US\$10)

### Trade and Investment Data Review Working Group

*Trade and Investment Database*  
APEC #98-TD-02.1 ISBN 9810408021 (Price: S\$15 / US\$10)

### Transportation Working Group

*Congestion Points Study Phase III: Best Practices Manual and Technical Report (Volume 1: Air Transport; Volume 2: Sea Transport)*  
APEC #97-TR-01.1 ISBN 9810089376 (set of 2 books) (Price: S\$70 / US\$50)

*APEC Database of Transportation Technology Research, 1995*  
APEC #95-TR-02.1 ISBN 9810070136 (Price: S\$25 / US\$15)

*Report on Transportation Data Survey, 1994*  
APEC #94-TR-01.1 ISBN 9810054491 (Price: S\$7 / US\$5)

*Transportation Systems and Services Survey, 1994*  
APEC #94-TR-01.2 ISBN 9810054505 (Price: S\$60 / US\$40)

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Prices exclude freight and handling fees. This also applies to free publications. Prepayment is required.

**Total Sales Revenue (Estimated)**  
**For the Year 1999**  
**As at 31 July 1999**

	Jan-1999 S\$	Feb-1999 S\$	Mar-1999 S\$	Apr-1999 S\$	May-1999 S\$	Jun-1999 S\$	Jul-1999 S\$	Aug-1999 S\$	Sep-1999 S\$	Oct-1999 S\$	Nov-1999 S\$	Dec-1999 S\$
Total Publications Sold	56	122	69	42	240	89	42					
Gross Publication Sales	\$ 1,768.00	\$ 1,991.50	\$ 1,608.50	\$ 940.90	\$ 5,428.80	\$ 1,737.40	\$ 943.10					
Credit Sales	\$ 367.00	\$ 50.00	\$ 240.00	\$ 360.00	\$ 297.00	\$ 374.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -
Cyber Bookstore	\$ -	\$ 153.00	\$ 34.00	\$ -	\$ 57.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Australian Study Ctr	\$ -	\$ -	\$ -	\$ -	\$ 48.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Select Books	\$ -	\$ 1,418.50	\$ 96.60	\$ 67.90	\$ 329.00	\$ 147.00	\$ 47.60	\$ -	\$ -	\$ -	\$ -	\$ -
InfoSvcs (HK)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.50	\$ -	\$ -	\$ -	\$ -	\$ -
Brunei Press	\$ -	\$ -	\$ 197.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Resellers(Invoice)	\$ -	\$ -	\$ -	\$ -	\$ 14.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cash/Cheque	\$ 1,401.00	\$ 370.00	\$ 1,040.40	\$ 513.00	\$ 4,683.00	\$ 1,216.40	\$ 290.00	\$ -	\$ -	\$ -	\$ -	\$ -
Less												
3% Commission	\$ 11.83	\$ 3.10	\$ 10.42	\$ 15.20	\$ 13.93	\$ 16.00	\$ 3.81	\$ -	\$ -	\$ -	\$ -	\$ -
Discounts	\$ -	\$ -	\$ -	\$ -	\$ 316.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Net Sales Revenue</i>	\$ 1,756.17	\$ 1,988.40	\$ 1,598.08	\$ 925.70	\$ 5,098.37	\$ 1,721.40	\$ 939.29	\$ -	\$ -	\$ -	\$ -	\$ -

Note:

\* Gross Publication Sales: Value of books sold to customers/booksellers. Excludes mailing fee & handling fee.

\* Discounts: One time discounts given on sales orders.

Total S\$
660
\$ 14,418.20
\$ 1,793.00
\$ 244.80
\$ 48.00
\$ 2,106.60
\$ 500.50
\$ 197.50
\$ 14.00
\$ 9,513.80
\$ 74.29
\$ 316.50
\$ 14,027.41

**Revenue for Administrative and Operational Accounts  
01 January to 31 July 1999**

	Amount USD	Total USD
<b>(1) 1999 Members' Contributions received as at 31 July 1999</b>		
Australia	224,000	
Brunei	50,000	
Canada	303,000	
Chile	50,000	
People's Republic of China	258,000	
Hong Kong, China	92,000	
Indonesia	50,000	
Japan	601,000	
Republic of Korea	198,000	
Russia	135,000	
Malaysia	50,000	
Mexico	134,000	
New Zealand	92,000	
Papua New Guinea	0	
Peru	50,000	
Philippines ( Note 1)	0	
Singapore	92,000	
Chinese Taipei	158,000	
Thailand	50,000	
United States of America	601,000	
Viet Nam	50,000	<b>3,238,000</b>
<b>(2) Bank Interest (January - July 1999)</b>		<b>126,400</b>
<b>(3) Publication Sales (January - July 1999)</b>		<b>8,300</b>
<b>(4) Other Income (January - July 1999)</b>		<b>5,600</b>
<b>Total</b>		<b>3,378,300</b>

Note:

1. Philippines' contribution of US\$50,000 was received on 13 August 1999

**Revenue for TILF Special Account  
01 January to 31 July 1999**

	<b>Total USD</b>
<b>(1) 1999 Contribution received on 12 June 1999</b>	<b>4,201,300</b>
<b>(2) Bank Interest (January - July 1999)</b>	<b>165,300</b>
<b>Total</b>	<b><u>4,366,600</u></b>

**Revenue for TILF Special Account  
01 January to 31 July 1999**

	<b>Total USD</b>
<b>(1) 1999 Contribution received on 12 June 1999</b>	<b>4,201,300</b>
<b>(2) Bank Interest (January - July 1999)</b>	<b>165,300</b>
<b>Total</b>	<b><u>4,366,600</u></b>

**Projects Financed by Operational Account**  
**Status of Approved Budget & Actual Expenditure (01.01.97 - 31.07.99)**

	1997 Projects		1998 Projects		1999 Projects	
	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement
	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)
<b>A. <u>WORKING GROUPS</u></b>						
1. Energy Working Group	242,850	162,197	224,600	34,763	289,100	18,315
2. Fisheries	76,100	75,643	19,388	5,436	216,130	28,784
3. Human Resources Development	210,055	162,965	316,866	166,429	224,330	8,116
4. Industrial Science & Technology	168,750	124,280	194,750	58,359	313,050	12,163
5. Marine Resources Conservation	107,260	94,805	153,700	48,905	152,650	14,766
6. Telecommunications	253,164	161,836	225,000	195,778	266,900	37,700
7. Tourism	154,000	149,018	68,700	48,700	123,764	4,435
8. Trade and Investment Data	32,200	32,200	84,400	78,790	4,350	-
9. Trade Promotion	19,500	19,500	7,000	2,656	-	-
10. Transportation	55,000	50,000	165,750	49,750	185,300	-
<b>B. <u>COMMITTEES/AD-HOC GROUPS</u></b>						
1. Committee on Trade and Investment	193,675	107,114	305,573	180,082	227,475	108,722
2. Economic Committee	72,000	54,550	138,000	74,867	190,600	-
3. SME Policy Level Group	203,800	170,759	160,000	18,021	70,000	-
4. Senior Officials' Meeting	-	-	-	-	136,200	55,000
5. Finance Ministers' Technical Working Group	-	-	-	-	25,658	17,881
6. SOM Sub-Committee & Economic Technical Cooperation	-	-	-	-	11,425	-
<b>TOTAL</b>	<b>1,788,354</b>	<b>1,364,867</b>	<b>2,063,727</b>	<b>962,536</b>	<b>2,436,932</b>	<b>305,882</b>

**Projects Financed by TILF Special Account**  
**Status of Approved Budget & Actual Expenditure (01.05.97-31.07.99)**

	1997 Projects		1998 Projects		1999 Projects	
	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement
	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)
<b>A. WORKING GROUPS</b>						
1. Energy Working Group	739,720	595,293	391,950	115,000	284,000	13,600
2. Fisheries	-	-	75,000	75,000	84,005	-
3. Human Resources Development	500,000	339,181	548,400	160,297	-	-
4. Industrial Science & Technology	-	-	148,000	-	-	-
5. Telecommunications	212,000	83,222	181,000	72,400	63,000	-
6. Trade and Investment Data	-	-	84,500	64,123	-	-
7. Transportation	168,644	61,281	-	-	67,000	-
<b>B. COMMITTEES/AD-HOC GROUPS</b>						
1 Committee on Trade and Investment	1,477,098	810,245	1,855,835	775,006	2,252,113	8,326
2 Economic Committee	148,000	118,041	342,000	122,818	-	-
3 SME Policy Level Group	480,800	422,180	110,000	34,046	-	-
<b>TOTAL</b>	<b>3,726,262</b>	<b>2,429,443</b>	<b>3,736,685</b>	<b>1,418,690</b>	<b>2,750,118</b>	<b>21,926</b>



## 1999 Administrative Account as at 31 July 1999

	<b>Approved Budget US\$</b>	<b>Actual Expenditure US\$</b>
<b>(1) <u>TRAINING/SEMINARS</u></b>		
1.1 Course fees, registration fees and related items	<b>10,000</b>	<b>1,727</b>
<b>(2) <u>PUBLICATIONS</u></b>		
2.1 Publication of APEC Literature	65,000	26,151
2.2 Support for press media and outreach programs	10,000	649
	<b>75,000</b>	<b>26,800</b>
<b>(3) <u>LIBRARY</u></b>		
3.1 Subscriptions	8,000	3,012
3.2 General reference books/Encyclopedia	3,500	714
3.3 Databases	20,000	6,173
3.4 CD ROMs and others	3,300	124
3.5 Scanning	17,400	500
	<b>52,200</b>	<b>10,523</b>
<b>(4) <u>PUBLIC RELATIONS</u></b>		
4.1 Official functions/Receptions	12,000	4,978
4.2 Others	8,000	1,117
	<b>20,000</b>	<b>6,095</b>
<b>(5) <u>EQUIPMENT</u></b>		
5.1 Office equipment, furniture and fittings, etc	<b>40,000</b>	<b>32,769</b>
<b>(6) <u>TRAVEL</u></b>		
6.1 Exec-Dir/Deputy Exec-Dir	105,000	42,186
6.2 Professional Staff	435,000	211,471
6.3 Support Staff	48,800	17,983
6.4 Other related expenses	5,000	-
	<b>593,800</b>	<b>271,640</b>
<b>(7) <u>PERSONNEL - SUPPORT STAFF</u></b>		
7.1 Recruitment costs	4,000	-
7.2 Salaries and bonus	739,200	300,563
7.3 Insurance	27,000	19,750
7.4 Others	3,000	58
	<b>773,200</b>	<b>320,371</b>
<b>(8) <u>RESEARCH AND ANALYSIS</u></b>		
8.1 Research work	<b>10,000</b>	-
<b>(9) <u>ADMINISTRATION</u></b>		
9.1 Communications	211,000	32,362
9.2 Professional Fees	13,000	4,597
9.3 Maintenance/Insurance of vehicles	19,000	6,740
9.4 Stationery	41,700	9,890
9.5 Postage and courier charges	47,000	25,798
9.6 Office and building maintenance	51,300	24,096
9.7 Others	13,000	6,104
	<b>396,000</b>	<b>109,587</b>
<b>(9) <u>ACDS</u></b>		
9.1 Operational Costs	75,900	20,101
9.2 Development Costs	35,000	18,094
9.3 Miscellaneous Expenses	10,000	1,400
	<b>120,900</b>	<b>39,595</b>
<b>TOTAL</b>	<b>2,091,100</b>	<b>819,107</b>

**APEC Operational & Administrative Accounts: Uncommitted Reserves as at 31 July 1999**

	US\$
Uncommitted reserves as at 31 December 1998	848,209
<u>Add</u>	
Returned funding for expired 1997 & 1998 projects (HRD 02/97, IST 04/97, MRC 01/97, CTI 11/97, SME 02/97, SME 04/97 & FWG 01/98)	96,791
Returned funding for reprogrammed 1999 projects (TID 01/99, EC 02/99 & ESC 01/99)	118,745
1999 mid-year savings from Administrative Account	116,100
Bank interest income (1.1.99 to 31.7.99)	126,393
Net publications sales (1.1.99 to 31.7.99)	8,347
Other income (1.1.99 to 31.7.99)	5,647
2000 members' contribution (subject to Ministers' approval and to be received from members in 2000)	3,338,000
<u>Less</u>	
Extended funding for expired project IST 04/97	(25,200)
Approval of five projects intersessionally in Jan 99 by BMC and SOs (EWG 07/99, SME 02/99, TPT 01/99, IST 03/99 & IST 04/99)	(190,950)
Approval of CTI 06/99 by BMC by circulation in June 99	(20,000)
New funding for 1999 projects approved by BMC and SOM 3 (TEL 05/99, TWG 03/99 & TWG 04/99)	(142,000)
2000 Operational Account (subject to Ministers' approval)	(1,877,185)
2000 Administrative Account (subject to Ministers' approval)	(2,058,000)
	<b><u>344,897</u></b>

**TILF Special Account: Uncommitted Reserves as at 31 July 1999**

	US\$
Uncommitted reserves as at 31 December 1998	2,052,019
 <u>Add</u>	
Bank interest income (1.1.99 to 31.7.99)	165,308
1999 TILF Contributions (received 12.6.99)	4,201,328
2000 TILF Contributions (assumed to be same as 2000 TILF projects approved to date)	2,007,841
 <u>Less</u>	
Extended funding for expired project HRD 01/97T	(90,000)
Funding of 1999 TILF projects (approved by MM, Nov. 98)	(2,713,590)
Approval of CTI 24/99T, CTI 25/99T & CTI 27/99T (EVSL projects) via circulation by BMC , Jun 99 and endorsed by SOM 3	(382,455)
New funding for 1999 projects (approved in July 99 BMC) (CTI 29/99T, CTI 30/99T, CTI 31/99T, CTI 32/99T, SME 02/99T, SME 03/99T & TEL 03/99T) and endorsed by SOM 3	(757,012)
Funding of 2000 TILF projects (subject to Ministers' approval)	(2,007,841)
	<hr/> <b>2,475,598</b> <hr/>