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2005 Report of the Executive Director of the APEC Secretariat to the Seventeenth APEC Ministerial Meeting

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**17th APEC Ministerial Meeting
Busan, Korea
15-16 November 2005**

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**2005 Report of the Executive Director
of the APEC Secretariat to the
Seventeenth APEC Ministerial Meeting**

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EXECUTIVE DIRECTOR'S OVERVIEW

In line with the efforts to streamlining the SOM process, the APEC Secretariat has modified its annual reporting commitments to Senior Officials in 2004. Following the submission and approval of the *2005 APEC Secretariat Operational Plan* during SOM I in March 2005, the Secretariat brought to the attention of SOM II and SOM III only those issues that required decision or guidance. The annual report of the Executive Director of the APEC Secretariat at the Concluding SOM is therefore the opportunity whereby the Executive Director shall provide performance accountability to Senior Officials and to Ministers.

From the conclusion of the 16th APEC Ministerial Meeting (AMM) and the 13th APEC Economic Leaders' Meeting (AELM) in November 2004 in Santiago, Chile, the APEC Secretariat has continually provided advisory services and logistical support to the APEC process. These were provided in accordance with its mandate as approved by Ministers and the *2005 Operational Plan* as endorsed by Senior Officials. For reference, the 2005 Operational Plan appears as **Annex A**.

In accordance with the *2005 Operational Plan*, some of the specific service targets and outputs that have been achieved can be highlighted as follows:

- Permanent support and assistance has been provided for the implementation of the Individual Action Plan (IAP) Peer Review process. Based on the revised IAP Peer Review guideline adopted last year allowing for more efficient Peer Review Sessions, the IAP Peer Reviews of 7 economies were implemented at SOM I. This also marked a completion of the first round of the IAP Peer Review Process as instructed by Ministers. In addition, the APEC Secretariat assisted in the reviewing process of the Guidelines for a more efficient peer review process in the future.
- Support to the Friends of the Chair (FOTC) on APEC Reform in terms of background papers for discussions and proactive implementation of APEC reform within the Secretariat through the establishment of the Ad-hoc Group on APEC Secretariat Reform (SRG) and several cost saving measures.
- Developing the APEC Collaboration and Meeting System (ACMS) as a management tool for sharing meeting documents for SOM and all fora. As instructed by SOM, the Secretariat also assisted in the process of designing and developing an APEC Information and Management Portal (AIMP) which will provide an integrated tool for managing meeting documents and database for APEC fora.
- Continual implementation of the *2001 APEC Communications and Outreach Strategy* has resulted in an extended range of communications services and support provided to fora and economies to help publicise the activities and achievements of APEC, and to strengthen overall coordination of effort. APEC's media profile has been boosted substantially during 2005 and informal surveying of media groups during the year indicated an increase in both the quality and extent of reporting on APEC activities.

- Revision of existing APEC operational and project guidelines to supplement with additional policies and guidelines in the areas of communications, and intellectual property rights. In this connection, a set of publication policy guidelines have been updated and a set of *APEC Intellectual Property Guidelines* developed and presented for approval. In addition, a comprehensive reference material *Guidebook on APEC Procedures and Practices* has been prepared to advise hosts in efficiently organising future APEC meetings.
- While providing advice on project proposals at various levels of development and managing the process of approval of urgent project proposals, the Secretariat also undertook a review of the *Guidebook on APEC Projects* that incorporated the evaluation frameworks for APEC projects and a review of reimbursement procedures conducted by external consultants. This is to ensure efficient implementation of APEC projects.
- The Secretariat helped manage the process to establish the APEC Support Fund – with an initial donation from Australia under an MOU signed with the Secretariat. The first projects under this Fund are due to be approved at the AMM and be implemented from January 2006.
- Ensured a high level of services according to the ISO 9001: 2000 Quality Management Certification Standards. Over the course of 2005 the Secretariat successfully underwent a total of four ISO Audits (two internal and two external) and maintained its certification. The Secretariat has continually reviewed its Operational Manual to ensure that its policies, procedures and guidelines remain relevant.

As an organization staffed mainly by secondees from member economies, the APEC Secretariat has functioned well and with cost effectiveness. It has taken several initiatives and measures that contribute to the current reform process. Nevertheless, the Secretariat needs to continually adapt to the evolving requirements from APEC process that it serves. Furthermore, as APEC's stature as a cooperative process grows, the Secretariat is increasingly requested to represent APEC or participate in activities of other regional and international organisations. Therefore, it is reasonable for Senior Officials to consider maintaining the discussions on APEC reform that include the role and specific services as required by the Secretariat to better serve the evolving environment in which the Secretariat operates.

Finally, it has been an honor for me to serve as the head of the organization that have been serving APEC's member economies in the best possible way since its establishment in 1992, providing low profile but essential services to ensure the effectiveness and smooth running of the APEC process.



Choi Seok Young
Ambassador and Executive Director
APEC Secretariat

SECTION A: SECRETARIAT OUTPUTS

Output I: Logistical and Advisory Support to APEC Fora

- Provided logistical and advisory support to over 140 meetings/activities (40 more than last year) of APEC fora including 8 ministerial meetings on Telecommunications and Information Industry, Trade, Small and Medium Enterprises, Finance, Oceans-Related, Energy, Mining, and the APEC Joint Ministerial Meeting.
- Supported APEC fora in accordance with the agreed division of responsibilities between APEC fora and the APEC Secretariat, to ensure a more standard expectation of the level of support that the Secretariat is capable of providing to fora.
- Assisted in the setting up of two new APEC fora, namely the Anti-Corruption and Transparency Expert Task Force (ACT) and the APEC Task Force for Emergency Preparedness (TFEP).
- Developed an APEC Collaboration and Meeting System (ACMS) which is a web-based management tool for sharing meeting documents for SOM and all fora.
- Designed and developed the APEC Information and Management Portal (AIMP) which includes an advanced APEC Collaboration and Meeting System, an enhanced project database, a meeting documents database and a Remote Less Paper Meeting System. The Secretariat prepared the necessary request for proposals, finalised the contract with the vendor and entered into a sponsorship agreement with Microsoft for the necessary software for the AIMP. A separate document on this issue prepared by the APEC Secretariat is also presented at CSOM for information.
- Provided a new publication on *Guidebook on APEC Procedures and Practices* as a reference material for hosts in organising APEC meetings at various levels.

Highlights of the support provided to APEC fora include:

- Provided coordination and support for the IAP Peer Review Process conducted during 2005 for Brunei Darussalam, Indonesia, Malaysia, Papua New Guinea, Philippines, Russia and Viet Nam. The revised IAP Peer Review Guidelines for the second cycle, originally drafted by the Senior Officials was reviewed and finalized.
- The APEC Secretariat's Less Paper Meeting System for the Budget and Management Committee (BMC) meetings at the Secretariat in April and August 2005.
- Preparing the annual APEC Forum Reports to SOM III on a standard reporting template introduced in 2003 in order to reduce reporting burden of fora, avoid duplication and provide information on cross-cutting issues.
- Coordinated the ABAC 2004 Recommendations and APEC Actions Matrix as seen in **Annex B**;
- Drafted the annual Committee on Trade and Investment (CTI) Report, the Economic Committee (EC) Report, and the SOM Committee on ECOTECH (ESC) Report to Ministers.

The APEC Secretariat also had the honor of welcoming H. E. Lee Hae-chan, Prime Minister of Korea, to the Secretariat on 25 April 2005. During the meeting with the staff members, Prime Minister Lee Hae-chan stressed the unique role of APEC and reiterated the importance attached to the successful APEC meetings in 2005 by the Korean Government. The Secretariat had earlier received Ambassador Kim Jong-Hoon, APEC SOM Chair for 2005, in November 2004 for consultation on the preparation and support by the Secretariat to

the SOM Chair Office in 2005. There were also visits to the Secretariat by several dignitaries and delegations as well as visits made by the Executive Director and Deputy Executive Director of the APEC Secretariat to member economies and other organizations as part of the outreach and interaction with stakeholders. More detail is given in Section C, Service IV.

Output II: Support for SOM Chair

- Provided advice and support to the APEC 2005 SOM Chair on the preparation and hosting of Senior Officials, Ministerial and Leaders Meetings.
- Prepared the draft *APEC 2004 Tasking Statement*.
- Prepared the draft annotated agenda, draft expanded annotated agenda, draft Chair's Summary Conclusions and other substantive documents for the above-mentioned meetings.
- Provided guidance and on-site operational support for management of documentation process for SOM, Ministers Responsible for Trade and other sectoral Ministerial Meetings.
- Provided support in terms of background papers as required by the Friends of the Chair (FOTC) for discussions on APEC Reform agenda.
- Processed non-member participation requests/proposals. A detailed record on participation issues is attached as **Annex C**.
- Lent considerable communications expertise and support throughout the year to the host economy, to assist in multiplying both domestic and international profile-building efforts for the 2005 APEC programme of events.

Output III: Management of the APEC Operational, TILF and APEC Support Fund Accounts

The APEC Secretariat has provided ongoing support and advice to Project Overseers, including organising tendering, negotiating contracts and reimbursement for APEC funded projects in accordance with the 5th and 6th (*Interim*) Editions of the *Guidebook on APEC Projects* and the ISO 9001: 2000 Quality Management System.

The Secretariat managed preparations for the Budget and Management Committee (BMC) meetings in April and August 2005 and provided advice on project proposals seeking reprogramming, additional funding and new funding. At the request of the BMC Chair the Secretariat provided a categorization of the projects seeking APEC funding as a means to assist the BMC in the approval process. More detailed recommendations were provided for projects under the APEC Support Fund in accordance with its mandate.

Inter-sessionally, the Secretariat managed the process of approval of urgent project proposals, acting as an intermediary between project proponents and BMC members, and also between the SOM Chair and the BMC. The Secretariat also managed the requests for reprogramming received throughout the year. The BMC has been concerned at the number of requests for ex gratia payments from certain APEC fora and has requested these fora to manage the projects more carefully.

The Statement of Accounts for the Operational and TILF Accounts is included under Service II below. The projects approved under the APEC Support Fund at BMC II will begin implementation from January 2006.

The Secretariat has completed a review of the *Guidebook on APEC Projects*, incorporating the outcomes of a joint ESC – BMC initiative to improve evaluation through the adoption of a Quality Assessment Framework and a review of reimbursement procedures conducted by external consultants. This new 6th edition is for approval of ministers at the AMM.

Output IV: Communications and Public Affairs / Information Services

The Secretariat continues to extend the range of communications services and support provided to fora and economies to help publicise the activities and achievements of APEC and to strengthen overall coordination of effort.

Strategic advice from the Secretariat is routinely sought by fora in the planning and execution of communications related projects as well as in the development of promotional and editorial material.

Media Relations

During the year the Secretariat provided on-the-ground media liaison support for all Senior Officials Meetings and major Ministerial Meetings as well as the Secure Trade in the APEC Region (STAR III) Conference, CSOM and forthcoming APEC Joint Ministerial Meeting (AMM) and APEC Economic Leaders' Meeting (AELM). Assistance with managing media and publicity requirements is now being regularly extended by the Secretariat to all APEC fora and economies for major meetings, events and projects to help generate news opportunities.

APEC's overall media profile has been boosted substantially during 2005 through increased Secretariat output of information and material targeted directly at both general and specialist media outlets and surveying of media groups during the year has revealed a noticeable increase in both the quality and extent of reporting on APEC activities.

APEC Website and Online Services

The APEC website remains a key delivery mechanism for information about the APEC process to stakeholders and the public. A Website survey - **Annex D** - was conducted over a two-week period in April-May and the analysis of the results indicated, in general, a high level of satisfaction with the website. Areas that could be improved include search functions, access to documents, and more current information.

The APEC e-Newsletter was launched in December 2003 via e-mail delivery to a subscription database of businesses, academics, government officials and interested members of the public. Each issue provides an analysis of APEC's activities and the tangible benefits accruing from discussion and decisions reached in the forum. The list of self-subscribers now numbers in excess of 2,300.

Media releases continue to be the number one page accessed by website users after the Homepage. This indicates an on-going interest in the news that APEC generates about its fora and their activities.

Summary statistics for the website are attached as **Annex E**.

Outreach

This year the Secretariat developed a series of power point modules that can be used for outreach activities.

Trips with an outreach focus were made by the Executive Director (ED) to China; Hong Kong, China; and Chinese Taipei. These involved a range of activities engaging with key groups from the business sector, media, the academic community and government agencies to promote the work of APEC and encouraging greater involvement and input into the APEC process. As part of the Secretariat's on-going efforts to reduce expenses, an executive decision was taken this year to undertake outreach trips only to those economies which were prepared to pay expenses for the Executive Director and Deputy Executive Director.

The Deputy Executive Director (DED) and Professional Staff Members (PSMs) at the Secretariat also supported outreach efforts by speaking at numerous international meetings and events throughout the year and delivering presentations to government, business and student groups visiting the Secretariat.

A list of outreach activities undertaken by the ED, DED or by Professional Staff Members during the year appears as **Annex F**.

Responding to the need to engage more effectively with the business community and to better communicate APEC's relevance and the value of the process to business, the Secretariat developed a Business Outreach Strategy and has worked to generate communications products of interest to business. For example -

- APEC E-Newsletter: Developed articles aimed at business readers on practical outcomes and illustrating APEC's relevance to business.
- Trade Facilitation Brochure: Worked with CTI to produce a concise, business-oriented brochure, explaining trade facilitation and giving illustrative examples of trade facilitation work APEC has done.
- Business Association Relationship Management Program: Initiated a program with regular content mailings to develop a relationship with various business associations in the APEC region. Mailings have included direct letters, the e-Newsletter, a periodic business bulletin, and information about events such as the CEO Summit, with the aim of developing relationships with association contacts, improving their awareness of APEC, and inviting them to pass along information that would be of interest to their members.

Communications Policy and Best Practice

To support the adoption of best practice across various areas of APEC communications activity, the Secretariat developed a set of APEC Intellectual Property Guidelines for SOM approval, and a Website Policy.

Production of General Information Resources on APEC

The Secretariat produced and distributed a wide range of publications during 2005 as part of its publishing programme including promotional brochures and a variety of reports, studies and other annual publications on behalf of APEC fora.

The Secretariat is continuing a joint publishing arrangement with leading academic and professional publisher - World Scientific Publishing with its headquarters in Singapore. The arrangement offers the potential for APEC to improve the editorial quality as well as audience reach of its publications through access to the company's professional editorial capabilities as well as its extensive distribution and marketing channels.

A review of all publications produced under the APEC banner has also been initiated to identify opportunities for greater quality control and cost effectiveness.

The lists of publications produced and supported by the Secretariat; and sales revenue received during 2005 appears as **Annexes G and H** respectively.

Output V: APEC Project Monitoring and Evaluation

- The Secretariat assisted the BMC to monitor ongoing APEC projects and to evaluate completed APEC projects.
- The Secretariat assisted the ESC and the BMC develop and refine a project assessment, monitoring and evaluation framework. The Secretariat assisted members to implement the Quality Assessment Framework in 2005 and assisted with the trial and development of the monitoring and evaluation frameworks. Once completed, the quality assessment, monitoring and evaluation frameworks will be implemented for all ECOTECH projects from 2006 onwards.

Output VI: Research and Analysis Support

The Secretariat supported SOM and APEC fora as required with research and analysis within its limited resources. For example, the Secretariat supported the internal review of the ESC by conducting a study on the past implementation of the ECOTECH agenda by the ESC. The Secretariat also supported a group of researchers from Viet Nam's Institute for International Relations, Ministry of Foreign Affairs through an exchange of views on the topic of Economic Integration in ASEAN and APEC.

SECTION B: SPECIFIC OUTPUT TARGETS FOR 2005

- A. To support and provide assistance for the implementation of the IAP Peer Review Process. In 2005 there were IAP Peer Reviews for seven (7) economies: Brunei Darussalam, Indonesia, Malaysia, Papua New Guinea, Philippines, Russia and Viet Nam. The APEC Secretariat facilitated the preparation for the IAP Peer Reviews by applying the Guideline; assigned PSMs as members of the review teams and, arranged the Peer Review Sessions. The APEC Secretariat also finalized the revised IAP Peer review guideline for the next round of the process, which aims to make the Peer Review Session more efficient. The second round of the peer review process will take place at SOM I, 2007 and for that purpose the actual preparation for the process will start immediately after the AELM in 2005.
- B. The Secretariat worked with the e-IAP system developer (Spiragram) to develop as well as modify the system templates for reporting on transparency (both general and area-specific), RTAs/FTAs and the IAP Update. The Secretariat also oversaw the

updating of the e-IAP system by Spiragram to incorporate these templates into structure of the e-IAP system.

- C. To continue assisting to SOM and the Friends of the Chair (FOTC) in its efforts to undertake a broad APEC Reform and financial sustainability of APEC. The Secretariat assisted SOM and the Friends of the Chair (FOTC) on APEC Reform in their efforts to undertake a broad APEC Reform and financial sustainability of APEC. The Executive Director and the Deputy Executive Director of the APEC Secretariat were ex officio members of the FOTC and took part in all its sessions in the margins of SOM II and III, and at the special meeting held in Hanoi, Viet Nam in July 2005. In addition, the Secretariat assisted the work of the FOTC through the preparation of some background papers and, in conjunction with the SOM Chair, preparing the reports of the meetings.

The FOTC on APEC Reform completed its work at SOM III at which its recommendations were endorsed. On **financial sustainability**, the Secretariat prepared the 2006 budget in line with the recommendations – on a net basis, without contingencies. This budget is now for endorsement at AMM. The Secretariat will follow through in 2006 on the proposals to increase members’ annual contributions with effect from 2007. On **project implementation** the Secretariat will assist in developing the Terms of References (TORs) for the new SOM Steering Committee on ECOTECH (SCE), preparing any required consequential revisions to the TORs of the BMC and providing suggestions on how best the Secretariat can assist the Committees in their ranking and approval of projects.

The Secretariat also introduced changes in the timeline of its reporting to SOM to assist in streamlining the SOM Meetings process. It also contributed papers with suggestions to SOM II and SOM III, as well as to the BMC.

The Secretariat assisted Senior Officials develop the operational aspects of the APEC Support Fund, which arose out of the APEC Reform process in 2004 and was approved at SOM II. More details are under Section B, Output G below.

- D. Secretariat Reform SRG. Member Economies have increasingly expressed concerns about the cost of running the Secretariat. In 2004, Senior Officials called on the Secretariat to explore how the operation costs of managing the Secretariat could be reduced. In response, Secretariat adopted a proactive approach and conducted a critical assessment of its role and looked at target areas for reform, with the view to enable Secretariat to carry out its functions in a more cost-effective manner. As a result, the Ad-hoc Group on APEC Secretariat Reform (SRG) was set up within the APEC Secretariat to address specific issues/tasks.

The reform measures undertaken by the Secretariat in 2005 included the following:

- i) Business Class Travel Eligibility: The first substantive measure was implemented in the beginning of 2005 to revise the rule on eligibility for business class travel for all the APEC Secretariat staff from duration in excess of nine (9) hours to twelve (12) hours.

ii) Attendance at SOMs: In addition, stricter guidelines on attendance by Secretariat staff at Senior Officials' meeting were introduced thereby reducing the number of staff attending SOM to the necessary level.

iii) Secretariat's Staffing Requirements:

1. Immediate Measures: In line with ongoing efforts to improve its operations and reduce operating costs, Secretariat conducted a review of its manpower needs in May 2005 and decided that it no longer require the services of an IT Business System Manager. The post was terminated with effect from 31 July 2005.

At the same time, Secretariat decided to outsource the Receptionist's post. The incumbent was absorbed by the agency appointed to provide this service. The new arrangement has worked smoothly and without interruption to Secretariat's services and, more importantly, without disruption to the work of other support staff who would otherwise have to cover for the Receptionist when she was not available under the previous arrangement.

Secretariat also implemented Fixed-Term Contract Employment (FTCE) for three Support Staff positions – News Manager, IT Administrator, and the Communications & Outreach Manager. FTCE enabled Secretariat to manage its staffing needs better – in terms of job specifications and the flexible need for specific posts from time to time.

2. Ongoing Work: For the long-term, Secretariat had engaged a consultant from the National University of Singapore School of Business to look at its staffing practices in the context of the Singapore labour market. A separate report is submitted for the information of Senior Officials at CSOM. Detail of the report may be considered at BMC I, 2006. Meanwhile, the Secretariat continue to review and decide how best to approach the various recommendations contained in the study and whether there is a need to pursue specific issues in greater depth.

iv) APEC Secretariat Internship Framework (ASIF): ASIF was implemented in 2005. The first intern from Korea successfully completed his attachment in August 2005. The second and third interns from Korea and Viet Nam respectively began their attachment in September and are scheduled to complete their attachment in end November 2005.

The ASIF provides Secretariat with the services of qualified persons specialised in various professional fields, at the same time giving the intern the opportunity to work in a regional organisation with a multicultural environment and to interact with/learn from experienced professionals. Through interaction with Secretariat staff, interns would also obtain different perspectives on the work and operations of the Secretariat.

- v) Use of Information Technology: Secretariat is making increasing use of IT to improve work processes and productivity. Completed projects and works in progress are described in the Section C, Service I: Communications and Information Services.
- E. To implement and introduce further improvements to the APEC Communications and Outreach Program for 2005. The Secretariat has implemented several measures leading to improvements in the following areas:
- Communications planning and support services to host economy;
 - Engagement with fora on development of fora-specific communications plans and tactics to improve outreach to key audiences;
 - Develop and implement business outreach strategy and strengthen networks with business community;
 - Proactive media relations and information program;
 - Further extend APEC Internet presence through expansion of web-based information and communications services;
 - Development of extended range of generic communications resources and tools.
 - User Survey on Website to determine areas of improvement.
- F. To continue implementation of processes certified under the ISO 9001: 2000 Quality Management Certification and ensure that the ISO quality of service mentality takes a firm hold in the Secretariat.
- Over the course of 2005 the Secretariat underwent a total of four ISO Audits; two were conducted by the Internal Audit Team consisting of Secretariat volunteers trained in the process, and two external audits which were conducted by Lloyds. The Secretariat also held 8 meetings of the ISO Committee and 4 meetings of the Management Review Committee to address the issues that can lead to further improvement of its services to stakeholders. It also held an ISO Refresher Course for all staff to ensure that the ISO objectives are firmly in place.
 - In an ongoing process, the Secretariat continues to review its Operational Manual to ensure that its policies, procedures and guidelines remain relevant.
- G. To consider means to expand the financing of project proposals, in particular to develop proposals for the operational modalities of the APEC Support Fund; to seek Members' views and report on progress. The Secretariat assisted Senior Officials develop the operational aspects of the APEC Support Fund, which was approved at SOM II. The APEC Secretariat signed a Memorandum of Understanding (MOU) with Australia about the disbursement of funds in June 2005. To create a more effective approval process, Senior Officials agreed that ASF project proposals would be assessed by the Secretariat, following consideration by the relevant APEC fora. To achieve this, the Secretariat created a panel of Professional Staff Members (PSMs) to assess the projects, and provide a recommendation to the BMC. This process proved to be an extremely effective means of assessing projects, enabling the BMC to focus on key issues and approve projects quickly.
- H. To design and develop an APEC Information and Management Portal (AIMP) and the APEC Collaboration Meeting System (ACMS). The APEC Secretariat developed the APEC Collaboration and Meeting System (ACMS) as a valuable tool to enhance collaboration between APEC members and also provide a Less Paper Meeting System to allow secure access to meeting documents before and during meetings.

The Secretariat also secured sponsorship from Microsoft Corporation for the software licenses and engaged a IT vendor to develop an APEC Information and Management Portal (AIMP) as a secure, on-line integrated system which includes collaboration tools to ensure that important documents were not lost because emails did not arrive; an advanced search function to enable Senior Officials to better manage APEC's agenda, a Meeting Document Database to provide secure access to all APEC documents, an enhanced Project Database to better monitor and manage APEC projects, and a Remote Less Paper Meeting System.

- I. The Secretariat provided its assistance and logistic support for the preparations of the Seminar on WTO Capacity Building Best Practice and took all the measures available to disseminate its outcomes as follows:
 - Through the Group's efforts to organize a policy workshop on best practices in trade facilitation capacity building during May 22-23, 2005 in Jeju, Korea. This workshop resulted in useful recommendations on future APEC trade facilitation capacity building activities.
 - Through implementing the first phase of the two-phase process of WTO Capacity Building Review project which responded to Ministers' instruction to evaluate APEC's past capacity building activities aiming at improving the effectiveness of future activities.
 - Through implementing a training course on anti-dumping and safeguard measures, in Bangkok, Thailand during August 15 -18, 2006. This training course contributed to a better understanding of the process of administering these trade remedy measures.
- J. The Secretariat oversaw the implementation of the SOM project for the Mid Term Stock Take (SOM05/2004T). A project team comprising 5 experts recommended by Australia, China, Japan, Korea and Viet Nam (co-project overseers) was established to play a supporting role in the Mid Term Stock Take under SOM's guidance and direction. This role entailed the compilation and analysis of reports, preparation of a discussion paper and the organisation of a Mid Term Stock Take symposium to discuss a framework and elements of the final report of the Mid Term Stock Take. The Secretariat worked closely with the Project Team members, in particular, the overall coordinator (Korea) to ensure that the contracted tasks of experts were executed in an efficient and comprehensive manner. It also supported various fora (CTI, ESC and EC) in the preparation of their reports for the exercise.
- K. The APEC Secretariat provided support to the CTI in overseeing the implementation of the Trade Facilitation Action Plan (TFAP), including the development of the APEC TFAP Roadmap to 2006. The objectives of the roadmap are to set out concrete actions with clear timelines to assess overall progress towards the objective of reducing the transaction costs by 5% according to the TFAP goal.

The Roadmap also calls on economies to take the opportunity to critically review the progress of implementation, in particular, improvements made since 2004, in their submissions of their 2005 trade facilitation reports. The Secretariat collated these reports for submission to CSOM and AMM as set out in the Roadmap.

- L. The Secretariat developed an electronic IAP template to enable economies to report on their FTAs and to make this information publicly available to trade officials and

the business community. This template seeks details on the approach economies are taking with respect to bilateral and regional trade agreements, how RTAs and FTAs fit into an economy's overall trade policy, how they complement the economy's efforts in the WTO, and their role in helping the economy meet the Bogor Goals. For each agreement, specific details are to be provided on its general provisions, institutional framework and dispute settlement, the treatment of goods, product coverage, rules of origin, the treatment of services and investment, services coverage and new issues.

In response to instructions from Ministers to develop an FTA/RTA database, the Secretariat designed and implemented a cost-effective web-based matrix with hyperlinks to the FTA/RTA texts on the websites on member economies. The Secretariat continues to support projects to build the capacity of member economies to negotiate FTAs/RTAs.

- M. To assist SOM on the identification and implementation of capacity building projects under the four ECOTECH priorities. Using the existing management mechanisms, the Secretariat supported the ESC in identification and coordination of ECOTECH activities across Working Groups and Fora. These activities are reported in the 2005 SOM Report on Economic and Technical Cooperation.

The Secretariat also supported the ESC in strengthening the implementation of ECOTECH activities through an independent assessment of the ECOTECH's implementation of the Small and Medium Enterprises Working Group (SMEWG) and the Tourism Working Group (TWG). It also assisted the ESC-Small Group on Evaluation to further develop the Monitoring Framework for on-going projects and Evaluation Framework for completed projects respectively. It will continue to support the new SOM Steering Committee on ECOTECH (SCE) and SOM in strengthening the operation of the SCE including coordination with Working Groups and Fora on ECOTECH projects, evaluating progress of Working Groups in implementing ECOTECH priorities, ranking through categorization of projects proposals requesting operational funding and APEC Support Fund, and compile progress and evaluation reports of Working Groups.

- N. To ensure that APEC's communication strategy promotes APEC's counter-terrorism initiatives to its stakeholders. The Secretariat has worked closely with CTF throughout the year to continuously promote APEC's efforts in countering the economic effects of terrorism and in promoting secure trade. This has included generating media exposure through interviews and news releases and insertion of content on this important topic in key speeches, editorial and published material.
- O. To support and provide assistance for gender integration across APEC. The APEC Secretariat provided support and assistance for gender integration across APEC to the 2005 Gender Focal Point Network (GFPN) Secretariat and GFPN members. The APEC Secretariat's Gender Integration Program Director prepared and presented reports on Gender Related Developments in APEC and the Status of the APEC Gender Expert's Database.

The APEC Secretariat revised the Guidebook on APEC Projects and the 6th Edition now includes a reference on the procedure to assist Project Proponents to complete

questions on gender criteria.

Following SOM's recommendation, the APEC Secretariat appointed the Gender Integration Program Director as a member of the Secretariat Group assessing projects seeking APEC funding to ensure that project proposals include gender dimensions.

This year the APEC Secretariat approved the sub domain name for the new GFPN website and advised the GFPN Secretariat on developing the first quarterly issue of the GFPN e-bulletin, aimed to engage and inform GFPN members on gender-related activities in APEC, encourage gender integration and promote the work of the GFPN.

SECTION C: INTRA-SECRETARIAT SERVICES REQUIRED TO PRODUCE OUTPUTS

Service I: Communications and Information Services

Information Technology

Information and communications technology continues to be critical to the work of the Secretariat and requires substantial resources. A number of projects were undertaken to improve the IT system and to ensure that it maximizes the efficiency of the Secretariat's operation and APEC in general. The new projects and improvements of these systems demonstrate the continual effort taken by Secretariat in providing innovative initiatives to support the Secretariat's activities as well as the APEC processes.

Completed projects in 2005 are

- **E-Leave** – the Secretariat developed an electronic Leave system for staff leave submission and report processes. This has led to a reduced leave application handling procedures and provided leave balances access and reports without paper.
- **E-Booking** – the Secretariat developed a booking system which provides the Secretariat's meeting room booking electronically, and keep all booked records.
- **E-Inventory** – the Secretariat developed an electronic Inventory system which keeps and manages all Secretariat fixed asset inventory. This contributes to a convenient way of asset management tool.
- **APEC Collaboration and Meeting System (ACMS)** – the Secretariat developed and deployed the APEC Collaboration and Meeting System (ACMS) as a valuable tool to enhance collaboration between APEC members and also provide a Less Paper Meeting System (LPMS) to allow secure access to meeting documents before and during meetings. Up to 42 fora sites are currently opened for LPMS and collaboration activities. Among them, 15 LPMS sites are currently in operation, others are ready for use. The LPMS can support up to 6,000 clients, and 20 sites with simultaneous accesses within LAN or over Internet to APEC Fora/Host economy needs. The ACMS comes with other useful tools such as Fora contact lists, reference folders/links, email alerts to members, reports and meeting enrolments etc.
- **E-mail system** – ensured robust and reliable e-mail system to the Secretariat.
- **E-IAP database** – included Transparency, Trade facilitation, FTA/RTA, IAP update and IAP report chapters/documents into the e-IAP database system.
- **Meeting supports** – supported IT facilities for the Steering Committee Meeting for Symposium on Response to Outbreaks of Avian Influenza and Preparedness for a

Human Health Emergency, BMC I/II, IST working group which were held in Secretariat.

On-going work is

- **APEC Information Management Portal (AIMP)** – A development of the AIMP is on schedule. This includes ACMS, Meeting Document database and enhanced Project database systems. AIMP would facilitate creative collaboration and develop knowledge bases between APEC members thereby enabling member economies to: develop effective solutions to emerging issues; share best practices; strengthen institutional capacity, leverage collaboration between stakeholders and create communities of peers and experts providing help and support.

Management of APEC Documentation

The Secretariat continues to improve and strengthen its management of APEC documentation. Guidelines have been developed for the APEC host, and other meeting organizers to assist in the preparation, management, classification, and collection of complete documentation for APEC meetings. With better cooperation and coordination with meeting hosts, the Secretariat is able to respond in a timely manner to requests for APEC documents and to facilitate timely dissemination of APEC documents.

During 2005, the Secretariat assisted with the transfer of expertise and knowledge in this area to the host economy. Onsite support was provided at major meetings and staff involved were trained on documentation management.

To further facilitate ready access, search, and retrieval of APEC meeting documents for all users, the APEC Secretariat has prepared the requirements for the development of an APEC Meeting Documents Database as part of the APEC Information Management Portal (AIMP). This project is designed to implement a database-driven meeting documents repository that would allow registered users to access all papers (non-restricted and restricted) and non-registered users to access only non-restricted documents.

Service II: Management of the APEC Central Funds

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

Financial Report for the Period Ending 31 August 2005

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 the majority of the 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 August 2005, the total assets under the Operational and Administrative Accounts were as follows:

Fixed Deposit Account	US\$	5,212,300
Current Account		4,100
USD Petty Cash		2,100
Amounts maintained in Singapore dollars (S\$334,000)		<u>201,600*</u>
Total:		5,420,100

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

<i>Fixed Deposit Account</i>	US\$	<i>11,620,900</i>
<i>Amounts maintained in Singapore dollars (S\$17,800)</i>		<u><i>10,700*</i></u>
Total:		11,631,600

(* Per exchange rate as at 31 August 2005)

2. Revenue

The total revenue for the period 1 January to 31 August 2005 for the Administration and Operational Accounts was US\$3,361,000 (**Annex I**). Contributions from Member economies are required to be deposited in the APEC Central Fund by 31 March each year. The tendency for some economies to make their contributions late is becoming more marked. As part of APEC reform the APEC Secretariat budget is now prepared on a disciplined net basis without contingencies. For this to work also requires discipline from APEC member economies to provide their annual contributions on the agreed time-scale.

The total revenue from 1 January to 31 August 2005 under the TILF Special Account was US\$2,211,100 (**Annex J**).

The total revenue from 1 January to 31 August 2005 under the APEC Support Fund was US\$781,800 (**Annex K**).

3. Expenditure

Operational Account

The total approved amount under the Operational Account for 2001, 2002, 2003, 2004 and 2005 projects was US\$9,997,600. The APEC Secretariat had, up to 31 August 2005, disbursed a total of US\$5,671,500 (56.8%) (Details are at **Annex L**).

TILF Special Account

The total approved amount under the TILF Special Account for 2001, 2002, 2003, 2004 and 2005 projects was US\$25,618,100. The Secretariat had, up to 31 August 2005, disbursed a total of US\$13,916,500 (54.3%) (Details are at **Annex M**).

Administrative Account

The Administrative Account covers the costs of running the APEC Secretariat Office in Singapore and the production of Operational Plan outputs. In 2005, the Secretariat continues to exercise prudence and tight control in managing this account. Economizing measures were made in the management of APEC Secretariat staff travel to support meetings and an external review of APEC Secretariat staffing was commenced. The expenditure incurred from 1 January to 31 August 2005 was US\$1,224,600 (36.7%) (Details are at [Annex N](#)).

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 consist of members' contributions, savings from expired and cancelled projects, bank interest and any other income, minus all the committed expenditures.

The uncommitted reserves for the Administrative and Operational Account as of 31 August 2005 amounted to US\$3,815,050 (Details are at [Annex O](#)), before approval of projects at BMC II.

The uncommitted reserves for the TILF Special Account as of 31 August 2005 amounted to US\$ 5,165,200 (Details are at [Annex P](#)), before approval of projects at BMC II.

For the newly-established APEC Support Fund the uncommitted reserves as at 31 August 2005 amounted to US\$742,900 after the deduction of 5% for Administrative overhead and before the approval of projects at BMC II.

5. Forecast

As part of the APEC Reform process on financial sustainability, endorsed by BMC and SOM, it has been agreed that Members contributions will increase from 2007 from an aggregate US\$3,338,000 to US\$3,864,000 – the amount Members had contributed in 1998. The net amount allocated to Operational Account projects will increase from US\$1,700,000 to US\$1,900,000 also from 2007. The BMC agreed that the total amount committed for 2006 projects could continue at US\$2 million (net approximately US\$1,700,000) of which up to US\$574,065 should be set aside for urgent 2006 projects. To cater for unforeseen circumstances there will be a SOM Contingency Fund of US\$150,000 available to support the Administrative and Operational Accounts. The next financial review will take place in 2007 for implementation from 2009.

Service III: Management Support

Staffing

In January 2005, the Secretariat welcomed Ambassador Tran Trong Toan of Viet Nam as the new Deputy Executive Director.

Secondees who joined the Secretariat as Directors (Program) since Ministers last met were Mr Nguyen Minh Vu of Viet Nam, Mr Luis Quesada of Peru, Ms Michelle Lowe of Australia, Ms Carmen Mak of New Zealand, Mr Eduardo Menez of the Philippines, and Mr Pham Ngoc Huu of Viet Nam.

The Secretariat bade farewell to Ambassador Mario Artaza of Chile, Mr Guillermo Anguita of Chile, Mr Joseph Doraisamy of Malaysia, Mr Julio Cardenas Velarde of Peru, Ms Sheryl Lowe of New Zealand and Mr Charles Jose of the Philippines.

The Secretariat has coped well with the changes and measures have been taken to minimise any impact that regular staff transitions may have on Secretariat's support to member economies and fora.

The new post of Assistant Accountant (AA), approved by BMC II, August 2005, was filled with effect from October 2005. The main role of the AA is to manage the APEC Support Fund (ASF), as well as to perform other accounting/clerical duties. This was in recognition of the additional work to be done following the implementation of the ASF.

Otherwise, the attrition rate of the support staff remains low. Their dedication and loyalty provide valuable support and continuity to the Secretariat. The Communications & Outreach Manager (COM), recruited in November 2002, left in September 2005 for personal reasons. A replacement was appointed in August 2005.

Encouraging Innovation: Ideas Incentive Scheme (IIS)

The IIS, implemented in April 2004, has generated many ideas, some of which have been put into practice, whilst others are being explored for possible implementation. The Guidebook on APEC Procedures and Practices, circulated to Senior Officials, is a key outcome of the Ideas Incentive Scheme. It aims to give practical guidance to APEC delegates and those who will be responsible for organizing APEC meetings. It can serve as a reference material on the rules/practices in APEC to enhance the efficiency of APEC meetings.

Service IV: Secretarial and Administrative Services

Training Courses for Secretariat Staff

At the recommendation of its auditors, the Secretariat is developing a structured annual training program for its staff. Targeted courses include those aimed at enhancing the performance of staff, and/or which will contribute towards self-development.

The Secretariat has also developed a more streamlined induction program for newly-arrived PSMs. It will incorporate more focused briefings and training sessions on the work of PSMs – including management of Committees, Working Groups, Task Forces, and projects; key elements of the APEC process; Secretariat's Quality Management System; budgetary process; etc - and is aimed at enabling PSMs to be functional within the shortest period of time.

Meetings at the APEC Secretariat

Five meetings were held at the Secretariat building in 2005, as follows:

1. 28 Jan 2005 – Health Task Force
2. 7 Mar – 11 Mar 2005 – SCCP Meeting
3. 21 Apr – 22 Apr – BMC I Meeting
4. 23 Aug – 24 Aug 2005 – BMC II Meeting

5. 27 Oct – 28 Oct – IST WG

The Secretariat provided support services to the abovementioned meetings – assistance in obtaining hotel quotations and reservations, and coordinating with meeting organisers on logistical requirements.

Visits Hosted by the Secretariat

Prime Minister (PM) of the Republic of Korea, H.E. Lee Hae-chan, visited the Secretariat on 25 April 2005. The PM outlined the role of the Asia-Pacific community as leaders in the areas of community building, technology exchange and innovation. He mapped out the emergence of the region as the preeminent grouping, which would largely shape the agenda of the 21st century. PM Lee cited the achievements of APEC economies which have begun the process of building a regional community based on mutual trust, true cultural and intellectual exchange and mutual respect amongst members.

On 26 April 2005, the Secretariat welcomed the Prime Minister of Mongolia, HE Tsahiagiin Elbegdorj, and his delegation. The main purpose of the PM's visit was to intensify Mongolia's participation in APEC working groups and to enquire about procedures and criteria for eventual accession to APEC.

Korean Trade Minister, HE Kim Hyun Chong, also made a brief visit to the Secretariat on 29 April 2005.

Over the year, the Secretariat hosted several personalities and groups as part of its ongoing interaction with officials from member economies, as well as its outreach program. These include the following:

- Student Delegation from Soka University, Japan, 24 February.
- Delegation from the Ministry of Foreign Affairs of Viet Nam, 16 May.
- Australia 2007 Task Force, led by Ms. Ruth Pearce, Head, APEC 2007 Task Force, 9 June.
- Hon Simon Crean, Shadow Minister for Regional Development, Australia, 25 July.
- Government Officials and Researchers from Vietnamese, 26 August.
- Inter-Ministry Delegation from Viet Nam, led by Mdm Tran Thi Thu Hang, Viet Nam Senior Official, 12-13 October.
- An Australian Parliamentary Delegation, 25 October.

A full list of visits hosted by Secretariat is already shown in **Annex F**.

CLOSURE

I would like to take this opportunity to thank my Deputy Executive Director, Ambassador Tran Trong Toan of Viet Nam for his support, and also wish him a very successful year in 2006. My deep appreciation also goes to all APEC Senior Officials and member economies for their continuous support to me and the APEC Secretariat in fulfilling the mandate required. I would also like to commend the APEC Secretariat staff for their dedication and professional commitment shown during the year, and with whose support the Secretariat is able to continue to serve APEC's stakeholders well.

APEC SECRETARIAT 2005 OPERATIONAL PLAN

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Introduction

The APEC Secretariat was established in February 1993.

Singapore was selected as its site at the 4th APEC Ministerial Meeting in September 1992 in Bangkok.

The permanent site of the APEC Secretariat at 35 Heng Mui Keng Terrace was officially opened on 6 September 2003.

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 14th APEC Ministerial Meeting in October 2002 in Los Cabos, Mexico welcomed the *Report on Improving the Functioning of the APEC Secretariat*, took note of the recommendations therein and supported their prompt implementation.

From an initial complement of 11 professional staff seconded from among the then 15 member economies, the Secretariat has grown to number 23 professional staff seconded from among the current 21 member economies.

The Secretariat's support staff totals 28.

The position of Executive Director is filled on secondment from the member economy chairing APEC.

The position of Deputy Executive Director is similarly filled by the economy chairing APEC 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 logistical/technical services to member economies and APEC fora to coordinate and facilitate the conduct of business of the forum.

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

The Secretariat provides coordination and support for APEC's communications and outreach programs and promotes understanding and support of APEC's role and agenda through a range of targeted communications activities which include print and web publishing, media, promotional and information services, and outreach to business and other stakeholders.

The Secretariat maintains a limited capacity to support research and analysis in collaboration with APEC Study Centres and PECC as required.

The Executive Director is responsible to APEC Senior Officials through the SOM Chair and manages the Secretariat in line with priorities set by SOM on behalf of Ministers. The Secretariat acts on behalf of APEC member economies as and when required or directed.

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 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 fulfilment of their respective responsibilities.

The Executive Director will provide performance accountability statements to SOM 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: Logistical and Advisory Support for APEC Fora	
<p>This output involves delivery of a wide range of support services for the different fora (Committees, Working Groups, <i>Ad hoc</i> Groups, Task Forces, etc.) and associate bodies (e.g. 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 at the APEC Secretariat.</p>	
Output Description	Collective Performance Indicators
<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"> – Agendas; – Meeting records; – Other documents, including background papers, as requested by fora. <p><u>Primary Responsibility:</u> Directors (Program) as assigned to fora.</p> <p>B. Providing regular briefings and advice on APEC policies and procedures, including:</p> <ul style="list-style-type: none"> – <i>Consolidated Guidelines on Non-Member Participation in APEC Working Group Activities</i> – <i>Guidebook on APEC Publications, Websites and Meeting Documents</i> – <i>Selection, Terms and Functions of Lead Shepherds of APEC WGs</i> – <i>Guidebook on APEC Projects</i> – <i>Guidelines for Hosting APEC Meetings</i> – <i>Guidelines on APEC Database Projects</i> – <i>Guidelines on Information Sharing Among APEC Fora</i> – <i>Guidelines for Evaluation and Reporting System for APEC Projects</i> 	<p>Member economies representatives, in particular SOM Chair and Fora Chairs/Lead Shepherds/host economies express satisfaction with Directors' (Program) support and delivery of agreed services. No complaints received by the Executive Director.</p> <p>Fora have information at hand when planning activities.</p>

Output Description	Collective Performance Indicators
<p>– <i>Implementation of the New Document Access Policy</i> – <i>Guidelines on ECOTECH Activities</i> – <i>Guidelines for Updating and Reporting System for IAPs</i> – <i>Guidelines for IAP Peer Reviews</i> <u>Primary Responsibility:</u> Directors (Program) as assigned to fora.</p> <p>C. Maintenance of a comprehensive Operational Manual of APEC Policies and Procedures containing the guidelines listed in Output I B. <u>Primary Responsibility:</u> Director (Administration) with support from all Directors (Program).</p> <p>D. Providing comprehensive information on relevant activities of other APEC fora, including Leaders/Ministerial/SOM taskings. <u>Primary Responsibility:</u> Directors (Program) as assigned to fora.</p> <p>E. Representing the interests of particular fora in the Secretariat’s general service areas (communications and 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> Directors (Program) as assigned to fora with support from Director (Communications and Public Affairs), Director (Finance), Publications Manager and Webmaster.</p> <p>F. Managing the production of publications on behalf of fora including collating content, sourcing printers/proofreaders/Internet authoring, print production management and distribution. <u>Primary Responsibility:</u> Directors (Program) as assigned to fora, Communications and Public Affairs Director, and Publications Manager</p>	<p>All policies and procedures kept under internal review and changes/updates recommended where appropriate.</p> <p>Accurate and timely flows of information maintained.</p> <p>Publications produced in accordance with <i>Guidebook on APEC Publications, Websites and Meeting Documents</i>.</p> <p>Fora/project proponents fully advised of relevant procedures and requirements.</p>

Output Description	Collective Performance Indicators
<p>G. Providing preparatory advice to fora and project proponents on formulation and financing of projects, managing applications to BMC for APEC Operational and TILF Special 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. <u>Primary Responsibility:</u> Director (Finance), Project Overseers and Directors (Program) as assigned to fora.</p> <p>H. Providing electronic support to virtual taskforces, as required. <u>Primary Responsibility:</u> Director (Information Technology) with support from Directors (Program) as assigned to fora.</p> <p>I. Provision of support and assistance to the strengthened IAP Peer Review Process. - To support and provide assistance for the implementation of the strengthened IAP Peer Review Process by, among other things, selecting experts and seeking agreements on the Review Teams for member economies under review. <u>Primary Responsibility:</u> Executive Director supported by Director (Program) responsible for coordination of IAP Peer Reviews and Directors (Program) in charge of specific IAP Peer Reviews. - To provide technical/logistical support to the Review Teams, including preparation of draft reports after the visits, and to prepare Reports of the Peer Review Sessions for the consideration of SOM. <u>Primary Responsibility:</u> Director (Program) responsible for coordination of IAP Peer Reviews and Directors (Program) in charge of specific IAP Peer Reviews.</p> <p>J. Provision of program evaluation services. <u>Primary Responsibility:</u> Directors (Program) responsible for program evaluation supported by other Directors (Program) and Director (Finance).</p>	<p>Project applications to BMC are accompanied by accurate and complete Secretariat commentary. No surprises in BMC meeting.</p> <p>Support provided to maximize efficiencies of electronic communications within Secretariat resources.</p> <p>To the satisfaction of SOM, member economies under review and Review Teams.</p>

Output II: Support for SOM Chair

This output involves delivery of support services to the SOM Chair.

Output Description	Collective Performance Indicators
<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 with support from relevant Directors (Program).</p> <p>B. Providing support as and when appropriate for the work of the Friends of the Chair (FOTC) on APEC Reform agenda through the establishment of an Ad hoc Group on APEC Secretariat Reform (SRG) <u>Primary Responsibility</u>: Executive Director supported by members of the SRG.</p> <p>C. Drafting documentation for SOM Meetings, including:</p> <ul style="list-style-type: none">- Draft Annotated Agenda- Draft Expanded Annotated Agenda- Chair’s Summary Conclusions- Annual Tasking Statements- Executive Director’s Report- Other papers as requested by SOM Chair or SOM <p><u>Primary Responsibility</u>: Special Assistant to Executive Director with support from relevant Directors (Program).</p>	<p>Support delivered in a timely and proactive way which meets with the approval of the SOM Chair.</p>

Output Description	Collective Performance Indicators
<p>D. Documentation for Annual Ministerial Meeting including:</p> <ul style="list-style-type: none"> – Annual Report on ECOTECH Activities – CTI Annual Report – EC Annual Report – CTTF Annual Report <p><u>Primary Responsibility:</u> Relevant Directors (Program).</p> <p>E. Management of the annual IAPs collation and summarization process. <u>Primary Responsibility:</u> CTI Coordinator with support from Assistant to the CTI Chair and Director (Information Systems)</p> <p>F. Support for media management and liaison:</p> <ul style="list-style-type: none"> – Managing media logistics and liaison at SOM and related meetings; – Assistance with drafting and issuing of press releases; – Production and dissemination of backgrounders, APEC publications and information materials; – Providing background briefings to journalists; – Assisting with interview and press conference arrangements and other media opportunities; – Recording audio and video content for distribution to regional broadcasters. <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team with support from Directors (Program) assigned to fora.</p> <p>G. Liaison with the SOM Chair on behalf of the EC, ESC, CTI, BMC and CTTF Chairs. <u>Primary Responsibility:</u> Relevant Directors (Program).</p>	<p>Secretariat responsibilities undertaken in accordance with the <i>Guidelines for Updating and Reporting System for IAPs</i> in compliance with the timeframes agreed with SOM Chair and providing support for the work programs to be carried out in 2005 as directed by Ministers.</p>

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 overseers and fora.</p> <p>B. Providing advice to fora and project proponents on project implementation processes including contracts and tendering (Requests for Proposals-RFPs). <u>Primary Responsibility</u>: Director (Finance) with support from Project Overseers, Directors (Program) whose fora propose projects.</p>	<p>Checklists of administrative requirements supplied to Project Overseers. Funds disbursed on time and according to <i>Guidebook on APEC Projects</i>. Project evaluation and progress reports submitted to BMC. Project proponents and BMC satisfied with Secretariat inputs. Compliance with ISO 9001: 2000 quality management requirements.</p>

Output IV: Communications and Public Affairs/ Information Services

This output involves delivery of information on APEC and engagement with key audiences including media, government, academic and business audiences and the general public. It includes 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 and promotional resources on APEC such as:</p> <ul style="list-style-type: none">- Printed and electronic publications providing regular updates on the work of APEC;- Online and web-based tools and resources including e-Newsletter;- Audio/video material suitable for use by electronic media as required;- APEC promotional material for event use. <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team, with support from Directors (Program).</p> <p>B. Dissemination of APEC publications.</p> <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team.</p> <p>C. Media relations program including press liaison, development and dissemination of press releases, backgrounders, advisories and other information materials for media; and production of audio and video content for distribution to global broadcasters.</p> <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team with support from relevant Directors (Program).</p> <p>D. Presentations, speeches and briefings for business, industry, academic and other groups and visitors to Secretariat.</p> <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs), Communications Team and relevant Directors (Program)</p>	<p>Information about APEC readily accessible; efficient processing of enquiries; external audiences regularly updated on APEC developments via briefings, presentations, speeches, publications, media coverage and website. All meeting documents archived in hard and soft copies.</p>

Output Description	Collective Performance Indicators
<p>E. Support for Fora Chairs in media relations. <u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team with support from Directors (Program) as assigned to fora.</p> <p>F. APEC Secretariat website. <u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Communications Team with support from relevant Directors (Program).</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 BMC annually on document access policy and any problems encountered. <u>Primary Responsibility:</u> Director (Communications and Public Affairs) and Information Manager with support from Directors (Program) as assigned to fora.</p> <p>H. Provision of Current Awareness Service. <u>Primary Responsibility:</u> Information Manager.</p> <p>I. Activities to support outreach to business. <u>Primary Responsibility:</u> Director (Program) assigned to ABAC and Director (Communications and Public Affairs).</p> <p>J. Management of intellectual property (APEC logo, copyright for publications and data) on behalf of APEC member economies and provision of relevant advice. <u>Primary Responsibility:</u> Director (Administration), Director (Communications and Public Affairs) with support from relevant Directors (Program).</p>	<p>Directors (Program) deliver a full set of meeting documents to library immediately following meetings. Soft copies received from meeting organizers within fifteen days of meeting's conclusion.</p>

Output Description	Collective Performance Indicators
<p>K. Secretariat representation at APEC exhibitions, as required. <u>Primary Responsibility</u>: Relevant Directors (Program) with support from Director (Communications and Public Affairs).</p> <p>L. Outreach activities in APEC member economies as agreed. <u>Primary Responsibility</u>: Executive Director with support from relevant Directors (Program) and Director (Communications and Public Affairs).</p>	<p>Representation undertaken in accordance with the <i>Guidelines on APEC Secretariat's Participation in Exhibitions</i>.</p> <p>Identify opportunities for cost-effective outreach e.g. combined with other official APEC travel.</p> <p>Effectively support requesting member economies in delivery of information to APEC stakeholders.</p>

Output V : APEC Project Monitoring and Evaluation

This output involves assistance to the BMC and ESC in assessing completed APEC projects.

Output Description	Collective Performance Indicators
<p>A. Administering the <i>Guidelines for Evaluation and Reporting System for APEC Projects</i> as follows:</p> <ul style="list-style-type: none">– Proactive liaison with APEC fora to ensure that progress and evaluation reports conform to guidelines;– Advice to the BMC and ESC on the progress and evaluation of specific projects. <p><u>Primary Responsibility:</u> Project Overseer with support from Director (Finance), Directors (Program) whose fora undertake projects, Director (Program) responsible for Project Evaluation.</p> <p>B. Providing advice to the BMC on the development and implementation of the <i>Guidelines for Evaluation and Reporting Systems for APEC Projects</i>.</p> <p><u>Primary Responsibility:</u> Project Overseer with support from Director (Finance), Directors (Program) whose fora undertake projects, Director (Program) responsible for Project Evaluation</p>	<p>Progress and evaluation reports supplied to BMC conform to procedures. Secretariat input on project evaluation regarded by BMC and ESC as proactive and constructive.</p>

Output VI: Research and Analysis Support

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

Output Description	Collective Performance Indicators
<p>A. Research requested by Ministers, SOM or APEC fora (the latter, subject to approval on a case by case basis). <u>Primary Responsibility</u>: Relevant Directors (Program).</p> <p>B. Liaison with APEC Study Centres and PECC. <u>Primary Responsibility</u>: Directors (Program) in charge.</p> <p>C. Support, within the resources of the Secretariat library, for researchers on APEC. <u>Primary Responsibility</u>: Information Manager.</p>	<p>Research delivered in a cost-efficient way and to the satisfaction of the commissioning body or fora.</p> <p>Research synergies and information flows maximized.</p>

Specific Output Targets for 2005	
Output Description	Collective Performance Indicators
<p>A. To support and provide assistance for the implementation of the strengthened IAP Peer Review Process. <u>Primary Responsibility:</u> Executive Director supported by Director (Program) responsible for coordination of IAP Peer Reviews and Directors (Program) in charge of specific IAP Peer Reviews.</p>	To the satisfaction of SOM, member economies under review and the Review Teams.
<p>B. To continue assisting SOM and the Friends of the Chair (FOTC) in its efforts to undertake a broad APEC Reform and financial sustainability of APEC. <u>Primary Responsibility:</u> All Directors (Program)</p>	To the satisfaction of SOM.
<p>C. To implement and introduce further improvements to the APEC Communications and Outreach Program for 2005 with emphasis on the following areas:</p> <ul style="list-style-type: none"> - Communications planning and support services to host economy; - Engagement with fora on development of fora-specific communications plans and tactics to improve outreach to key audiences; - Develop and implement business outreach strategy and strengthen networks with business community; - Proactive media relations and information program; - Further extend APEC Internet presence through expansion of web-based information and communications services; - Development of extended range of generic communications resources and tools. 	To the satisfaction of SOM.

Output Description	Collective Performance Indicators
<p>D. To continue implementation of processes certified under the ISO 9001: 2000 Quality Management Certification and ensure that the ISO quality of service mentality takes a firm hold in the Secretariat. <u>Primary Responsibility:</u> Executive Director supported by ISO Quality Management Representative, Management Review Committee and ISO Committee.</p>	<p>To the satisfaction of SOM. Retention of the ISO 9001: 2000 Quality Management Certification.</p>
<p>E. To review and assess towards the end of 2005 whether it would be appropriate to obtain ISO 9001: 2000 Quality Management Certification for further Secretariat processes. <u>Primary Responsibility:</u> Executive Director supported by ISO Quality Management Representative, ISO Management Review Committee and ISO Committee.</p>	<p>To the satisfaction of SOM.</p>
<p>F. Keep under review the strategy developed in 2001 to address the potential financial problems relating to the forecasted expenditure for year 2006, minimising any increases in members' contributions, in line with work on APEC reform and financial sustainability.</p>	<p>Update and submit any recommendations to BMC, FOTC and SOM as necessary.</p>
<p>G. To consider means to expand the financing of project proposals, in particular to develop proposals for the operational modalities of the APEC Support Fund; to seek Members' views and report on progress. <u>Primary Responsibility:</u> Director (Finance).</p>	<p>Update and submit any recommendations to BMC, FOTC and SOM as necessary.</p>
<p>H. To design, develop and maintain the SOM Database on Implementation of APEC Commitments, when reaffirmed by Senior Officials at SOM I/2005 and the APEC Project Database. <u>Primary Responsibility:</u> Director (Information Technology) with support from all Directors (Program).</p>	<p>To the satisfaction of SOM.</p>

Output Description	Collective Performance Indicators
I. To improve the process of approval for APEC participation in non-member activities ensuring appropriate representation and outreach. To propose to SOM a guideline that properly considers the needs of representation and outreach.	To the satisfaction of SOM
J. K. <u>Primary Responsibility:</u> Relevant Directors (Program). To contribute to SOM with the review of the experience gained in terms of capacity building identifying measures and practices that may contribute to improve WTO capacity building activities. <u>Primary Responsibility:</u> Director (Program) and support from all other relevant Directors (Program).	To the satisfaction of SOM
L. To contribute to the timely completion of preparations to conduct a successful mid-term stocktake in 2005 on overall progress towards meeting the Bogor Goals. <u>Primary Responsibility:</u> Director (Program) and support from all other relevant Directors (Program).	To the satisfaction of SOM
M. To contribute to the trade facilitation process through the compilation of information about best practices and propose a project so that it may be made available in local languages of APEC. <u>Primary Responsibility:</u> Director (Program) and Director (Communications and Public Affairs).	To the satisfaction of SOM
N. To assist in further refining the template for reporting the implementation by economies of the General Transparency Standards and make these standards publicly available to the business community. <u>Primary Responsibility:</u> Director (Program) and Director (Communications and Public Affairs).	To the satisfaction of SOM

Output Description	Collective Performance Indicators
<p>O. To assist SOM on the identification and implementation of capacity building projects under the four ECOTECH priorities.</p> <ul style="list-style-type: none"> - To propose ways of using existing management mechanisms to significantly strengthen the coordination of APEC activities and in particular APEC projects. - To assist in the integration of the project evaluation framework into the APEC project framework for ECOTECH. (<i>not approved for TILF</i>) <p><u>Primary Responsibility:</u> Relevant Directors (Program) and Director (Information Technology).</p> <p>P. To ensure that APEC's communication strategy promotes APEC's counter-terrorism initiatives to its stakeholders.</p> <p><u>Primary Responsibility:</u> Director (Communications and Public Affairs) and relevant Directors (Program).</p>	<p>To the satisfaction of SOM</p> <p>To the satisfaction of SOM</p>

Intra-Secretariat Services Required to Produce Outputs

Service I: Communication and Information Services	
This service involves maintenance of operational capacities to facilitate current information flows and storage within the APEC Secretariat.	
Service Description	Collective Performance Indicators
<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) with support from IT Committee and 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> Information Manager.</p> <p>C. Maintaining a record management (storage and retrieval) system for APEC Secretariat working documents and correspondence. <u>Primary Responsibility:</u> Director (Administration) with support from all Directors (Program) and Support Staff.</p>	<p>Systems meet needs of APEC Secretariat and external users in a cost efficient way.</p>

Service II: Management of APEC Administrative Budget

This service involves the development and prudential management of the Secretariat's operating budget.

Service Description	Collective Performance Indicators
<p>A. Preparation of an annual budget estimate for consideration by BMC and subsequent outturn reporting on it. <u>Primary Responsibility</u>: Director (Finance) with support from Finance Staff.</p> <p>B. Cost effective and prudential management of expenditure in accordance with the Administrative Budget approved by the BMC. <u>Primary Responsibility</u>: Director (Finance) with support from Finance Staff.</p> <p>C. Implement other pro-active cost-saving measures in line with the basic direction of management for 2005 and as recommended by the Ad hoc Group on APEC Secretariat Reform (SRG) <u>Primary Responsibility</u>: Executive Director and Deputy Executive Director with support from the entire Secretariat.</p>	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">– Facilitation of privileges and immunities;– Liaison work with government departments;– Obtaining visas for official travel;– Assistance for newly arrived seconded staff, including <i>Guidance Booklet for New Arrivals</i>. <p>B. Administration of the following policies and procedures for locally-engaged staff:</p> <ul style="list-style-type: none">– Recruitment policy, including the possibility of a Fixed-Term Contract Employment (FTCE);– Development of skills for learning;– Terms and conditions for local staff;– Annual review of performance. <p>C. Property management: office equipment and security of premises. <u>Primary Responsibility</u>: Director (Administration) with support from Administration Staff.</p> <p>D. Maintenance of a comprehensive <i>Operational Manual of APEC Secretariat Guidelines and Procedures</i>. <u>Primary Responsibility</u>: Director (Administration) with support from all Directors (Program).</p>	<p>Staff matters processed efficiently and according to policies and procedures.</p> <p>All policies and procedures kept under review and changes/updates recommended where appropriate.</p>

Service IV: Secretarial and Administrative Services

This service involves the provision of secretariat, logistical and word processing 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. Secretarial and administrative support to Directors (Program).</p> <p>B. Planning and organization of conference facilities – management and support services for meetings held in Singapore, particularly at Secretariat. <u>Primary Responsibility:</u> Director (Administration), Director (Program) responsible for the relevant forum and Support Staff.</p> <p>C. Implementing APEC Secretariat’s Internship Programme. <u>Primary Responsibility:</u> Director (Administration) supported by relevant Director (Program) and Support Staff.</p>	<p>Accurate and timely services provided to Directors (Program).</p> <p>Achieving the objective as stated in the APEC Secretariat Internship Framework.</p>

Annex: Executive Summary of 2005 Work Plans on Administration, IT, and Communications and Outreach and Public Affairs

2005 WORK PLAN – Administration:

I Background

1 The Secretariat is the core support mechanism for the APEC process, providing procedural guidance, coordination, information and outreach services; assisting fora and member economies to manage/oversee projects; and administering APEC's annual budget

2 The Administration Section (Admin) manages the administrative systems of the Secretariat, in line with established policies, guidelines and objectives. Admin's mission is to ensure that the Secretariat functions optimally so that its activities and policies are implemented effectively. The main elements of the services provided by Admin are:

- Property & Assets Management
- Personnel Management
- APEC & Secretariat Procedures Management
- Conference Management
- Protocol Management

3 These services are governed by the policies, guidelines and procedures in the Secretariat's Operational Manual, which defines the manner and direction in which administrative and project support activities should be carried out and enables the Secretariat to operate and manage those activities in a systematic and transparent manner. Policies, guidelines and procedures are reviewed regularly to ensure that they remain relevant to the organization's needs and are consistent with established protocol.

4 In the light of increasing concerns expressed by Member Economies about the cost of running the Secretariat and the crescendoing call for reforms, Admin will be addressing those concerns so as to meet the expectations of Members.

II 2005 Work Plan

5 Admin will approach 2005 with the following objectives:

- consolidate processes and procedures
- continually and proactively explore innovative ways to make the Secretariat function smarter and more cost-effectively
- critically examine the role of the Secretariat and how things are done, to assess if:
 - it has performed its role adequately and has met the needs of stakeholders
 - if there is a rethink on the role that the Secretariat should play. If so, what is this new role and is this the consensus view of all members?

6 These objectives will be achieved through the following activities:

Property & Assets Management:

- ensure clean, healthy and comfortable work environment for staff

- coordinate with MFA Singapore on structural renovations, where required
- coordinate with Facilities Manager of HMK Complex on matters pertaining to common areas of Complex
- proper maintenance, purchase/upgrade of office equipment and vehicles to ensure cost-effectiveness and efficiency
- maintain/update inventory of fixed assets, including artworks
- formulate procedure for receipt, inventorising and upkeep of artworks
- review and update of security procedures
- discuss/negotiate with MFA Singapore on co-share arrangement for maintenance of Secretariat building

Personnel Management:

- recruitment and training of Support Staff Members (SSM)
- assignment of responsibilities to PAs
- monitor SSMs' performance, in consultation with supervisors, where necessary
- formulate, plan and review salary and terms and conditions of SSMs
- review Secretariat's needs vis-à-vis expectations of member economies
- finalize elements of proposed Internship Programme and implement Programme
- implement fixed-term contract employment for SSMs
- revise delegation of responsibilities to DED

APEC & Secretariat Procedures:

- ongoing review and update of policies and procedures under Admin's purview
- coordinate review and update of policies and procedures outside Admin's purview

Conference Management:

- efficient and proper management of conference facilities in Secretariat building
- organization of meetings held at/outside the Secretariat
- explore better usage of the facilities at the International Conference Centre (ICC)

Protocol Management:

- work with MFA Singapore on matters pertaining to the grant of privileges and immunities to ED, DED and PSMs
- work with local authorities/agencies on other matters pertaining to the settling-in/deposting of ED, DED and PSMs

III Reform Issues

7 Increasingly, Member Economies have expressed concerns about the cost of running the Secretariat. The concerns are not new and warnings about the state of the finances of the Secretariat had been raised since China Year 2001. It was not until 2004 that Senior Officials began to focus on the issue, calling on the Secretariat to explore the following options, in order of priority:

- how the cost of managing projects could be reduced;
- how the cost of managing the Secretariat's operations could be reduced;

- new or additional sources of funding; and
- increase in members' contributions

8 Against this background, under which the Secretariat's operations would be subject to close "scrutiny", Secretariat has established an Ad Hoc Group on APEC Secretariat Reform (SRG). The Group will conduct a critical assessment of the role of the Secretariat, look at target areas for reform, and suggest areas for reform, with pros and cons of proposed measures. It will outline the Secretariat's initiatives, plans/preliminary views and recommendations on how the Secretariat can function more cost-effectively. The Group's findings will be included in the Secretariat's report to Senior Officials. It would also lend support to the Friends of the Chair Group established by SOM Chair in 2005 to manage the reform process. The target areas for the SRG could include:

A *Staffing:*

- study feasibility of adopting a leaner policy?
- study feasibility of implementing fixed-term contract employment for SSMs.
- use of interns/temp staff to meet ad hoc needs - undertake specific tasks/projects.
- outsourcing certain tasks – e.g. post of Receptionist – is being actively explored.
- closer coordination between Secretariat and member economies on the expertise required by the Secretariat.

B *Use of Information Technology:*

- increasing use of IT to improve work processes and productivity.

C *Revenue/Conference Management:*

- Secretariat to study feasibility of charging a fee for hosting meetings/events of WGs/Task Forces/Committees.
- Secretariat will explore with the management of the HMK Complex how the facilities at the ICC could be better utilized for APEC meetings.

D *Property Management:*

- to explore with MFA Singapore the possibility of sharing cost of Managing Agent for Secretariat with ASEF.

E *Encouraging Innovation*

- The Ideas Incentive Scheme, implemented in April 2004 originally for SSMs, has been extended to PSMs. Staff are encouraged to generate ideas that will lead to tangible cost savings and/or improving the Secretariat's work processes.

2005 WORK PLAN – IT

I Introduction

1. Information Technology (IT) has increasingly become the essential tool to deliver key APEC works by the Secretariat to APEC stakeholders. The purpose of the IT work plan is to assess the status of information technology required in the Secretariat and provide the best possible services to its staff as well as APEC related parties at the lowest possible cost, given the available choices of technology and its effectiveness in delivering the services.

2. One of the critical components of the work plan is to **reduce IT operation costs** while strenuously **improving IT services**. More aggressive planning and user adaptive approaches will be taken to keep costs in line without compromising the quality of services.

3. Another aspect of the work plan is to maintain standards for information technology related software and hardware used in the office. While some of these standards may be suggested as guidelines for the Secretariat, the essential ones must be strictly maintained. Implementing technology standards across user requirements will result in:

- reduced training costs for software and hardware support staff;
- greater interoperability between systems when sharing data; and
- enhanced ability to perform disaster recovery

4. The last aspect of the work plan is to allow the Secretariat to take advantage of new technology to provide better service to staff which includes APEC related parties. Overall planning will be carefully considered on the above two key factors supporting by IT resources

II 2005 Work Plan

5. The objectives of APEC Information Technology can be highlighted as follows:
- Provide and support a secure, reliable IT infrastructure.
 - To maintain an information technological environment that is conducive to learning, teaching, research, and service, the Secretariat's information technology infrastructure including hardware, software, and support, requires adequate and predictable operation, maintenance, upgrading etc.
 - To improve network securities and split a Web site zone from the Intranet segment
 - Provide cost-effective services and applications to meet user's needs.
 - To ensure better user service responses and utilize lesson's learned for troubleshooting
 - Adequate network capacity for both the Secretariat and Internet access to meet the ever-increasing Secretariat's work and demands.
 - To upgrade Secretariat broadband lines to ensure required bandwidths
 - Explore and implement innovative IT systems for e-Secretariat initiatives efficiently through

- launching of an Intranet for a Knowledge Management solution as part of APEC Information Technology's larger vision to create knowledge-enabled ecosystem within stakeholders as well as taking advantage of new IT technology for better services; and
 - implementing innovative e-Leave, e-Inventory, e-Travel, central depository, Web document sharing and Fora supporting systems after thorough feasibility studies is carried out.
- Explore and improve the quality of APEC Databases such as e-IAP database, APEC Project database and SOM tasking database as required.

6. With those objectives, each member of the IT' team has prepared a detailed and comprehensive work plan. A combination of those individual plans constitutes the IT Work Plan for 2005 which is available from the APEC Secretariat. These work plans include both ongoing work and specific projects for 2005.

III Conclusions

7. IT expects to enhance better services for computing and communications infrastructure, new e-Secretariat services, support, revamping, and innovation. To facilitate those works, IT will work closely with other staff of the Secretariat to provide a wide range of services for users.

8. From this year, IT will launch the Secretariat Intranet in accordance with e-Secretariat initiatives. These tasks will deliver new areas of IT services. To minimize all development and operation costs including the Fora sites and the centralized depository, in-house work will be tasked. Those in-house activities will also reduce continual upgrading costs for user needs. In addition, Fora sites launching will facilitate servicing activities for meetings such as documents sharing, comments, Bulletin, less paper meeting system etc. Finally, a confluence of the centralized depository and the Fora sites will deliver consistent IT platform as well as provide consistent data integrity on documents.

WORK PLAN 2005 – Communications, Outreach and Public Affairs

Background

APEC commissioned Ogilvy Public Relations to develop a Communications Strategy. Senior officials endorsed that strategy and the findings and recommendations contained in the Ogilvy report in late 2001. Ogilvy identified two major problem areas: the first was that APEC's key audiences perceived that APEC was unclear about its mission and second, key audiences were unaware of the benefits of APEC's work.

Several recommendations were key to addressing these problems. First and foremost was the development of an integrated communications team, beefed up with three new positions: a Media Specialist and two Information Specialists. These positions were in addition to the publications, information and web positions already in place. It was determined that an integrated and better resourced team could engage in a more comprehensive, coordinated and conscious outreach to key audiences. In response to this recommendation the Secretariat engaged a Media advisor and a Communications specialist, and formalized the web position as full time within the Communications team.

While the Communications team has gone some way to implementing a more comprehensive approach, there is still work to be done to ensure that outreach efforts are maximized and that more clearly focused messages are provided to key audiences.

Work Plan Elements

There are two elements to the Communication Outreach and Public Affairs Work Plan. The first element is a timeline document which outlines the projected costs and anticipated completion dates of activities which have budget implications. This timeline can be seen in annex-a of the full 2005 Work Plan document available at the APEC Secretariat.

The second element consists of detailed and comprehensive individual work plans which outline both ongoing responsibilities and project specific tasks. These work plans can be seen in annex-b of the full 2005 Work Plan document.

Objectives of APEC Communications:

- Complement the work of the host economy in the planning and execution of its host year communications program;
- Support APEC's core mission and goals through the delivery of effective communications and outreach to stakeholders;
- Work with member economies and fora to facilitate coordinated and complementary approaches in furthering APEC communications objectives; and
- Adopt best-practice standards and align processes to ensure cost-efficient and coordinated delivery of APEC communications outputs

In order to achieve these objectives the following activities, in addition to necessary ongoing work, are scheduled to be undertaken during 2005.

Complement the work of the Host economy

- Provide active support and advice to host economy
- Promote events and outcomes of APEC Korea 2005
- Provide practical event management support
- Develop APEC media accreditation services
- Increase news output
- Increase news distribution reach
- Expand media outreach
- Finalize guide for APEC host economy website
- Update documentation guidelines
- Provide documentation support for SOM I and other meetings as required

Support APEC's core mission and goals

- Develop Outreach strategy for APEC Secretariat visits to member economies
- Develop a series of presentation modules so as to consistently deliver APEC's key messages during outreach presentations by Secretariat staff and other relevant stakeholders
- Speech development for Secretariat executives
- Develop and implement Business Outreach strategy
- Develop relevant success stories aimed at providing clear examples of the value of APEC
- Develop APEC Expert's list for media comment
- Increase subscriptions to APEC E-newsletter
- Develop a New brochure – APEC Handbook - A Guide to APEC
- Revamp APEC Outcomes and Outlook publication

Work with member economies and fora

- Communications Data base to be implemented
- Finalize website policies
- Pilot online services for fora
- Revamp Public Affairs Guidebook
- Develop guide for APEC satellite sites

Adopt best-practice standards and align processes

- Evaluate efficacy of Secretariat website, make necessary improvements resources permitting
- Investigate and implement a new search engine to assist users of the site to search for information more effectively
- Review and evaluate a document management system for more effective storage and retrieval of meeting papers
- IP issues to be resolved
- Evaluate collaboration with commercial publishers
- Evaluate APEC publications with respect to type and usefulness
- Evaluate APEC publications and sales – decline of on-line sales in 2004 to 37% of sales in 1998.
- Unify online applications available on APEC website to run on Communique platform.

**ABAC 2004 RECOMMENDATIONS AND APEC ACTIONS
(November 2005)**

This Report briefly highlights selected APEC actions and plans that are responsive or generally relevant to ABAC recommendations from 2004. This feedback process is informal in that it reflects a survey of available sources conducted by the APEC Secretariat. Further details may be found in primary source documents which include APEC declarations and statements, forum reports and meeting documents, and reporting by economies.

The following is a summary status report on APEC responses to recommendations outlined in the ABAC Report to APEC Economic Leaders presented in Santiago, Chile, in November 2004.

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
Achieving Concrete Results for the WTO Doha Development Agenda (DDA)		
Support for the Multilateral Trading System		
<p>That APEC member economies continue to work together to achieve an early and substantive outcome in the DDA.</p>	<p>As in 2004, “support for the Multilateral Trading System” continued to be one of APEC’s highest priorities, and this was reflected in a strong Statement issued by APEC Ministers Responsible for Trade in Jeju, Korea in June 2005.</p> <p>Setting this as a main priority, CTI developed a clear work plan with detailed objectives and activities.</p> <p>CTI and its sub-fora organized several capacity building activities/workshops aimed at helping developing economies better understand WTO issues, participate in WTO negotiations, and better implement their WTO obligations. A few of these activities included:</p> <ul style="list-style-type: none"> • APEC-WTO Roundtable on Trade 	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>Facilitation (February);</p> <ul style="list-style-type: none"> • Workshop on the Impact of Preferential Rules of Origin on Market Access (February); • Symposium on Mode 4 Transparency (March); • Symposium on Mutual Recognition for Professional Services (March); • Seminar on Scheduling of Commitments under GATS (March). <p>The work of CTI sub-fora, and in particular that of the GOS and the MAG, helped APEC economies to better understand WTO issues and supported the advancement of the DDA.</p> <p>At Ministers' direction, APEC has undertaken an evaluation of its past capacity building activities, and in the area of support for the WTO, Japan is coordinating phase one of a WTO Capacity Building Review project.</p> <p>CTI discussed a proposal by Australia, Canada, Chile, New Zealand and the United States to support the WTO discussions in relation to Geographical Indications (GIs).</p> <p>APEC also sought to further develop the working relationships and improve coordination between officials working on APEC and those representing APEC economies in Geneva. This effort has kept both sides better informed and has helped focus the agenda for both MRT and AMM. In practical terms, this cooperation has led to dialogue and exchanges between officials as well as support for June visit to Geneva of</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>the ABAC delegation.</p> <p>Ministers welcomed the Telecommunications and Information Working Group's (TEL) work on "<i>Progress Towards Adopting and Implementing the WTO Reference Paper on Basic Telecommunications</i>" and "<i>Best Practices for Implementing the WTO Reference Paper</i>", and noted the value of this work in the context of WTO capacity building.</p>	
A. Agriculture		
<p>Present a collective approach to maintain the momentum generated in Geneva and further advance the negotiations in agriculture to ensure that the three pillars of domestic support, export competition and market access are dealt with in a balanced and equitable manner.</p>	<p>The DDA negotiations on agriculture are on the agenda for the APEC Ministerial Meeting in November.</p> <p>With a view toward fulfilling the development objectives of the DDA, Leaders in Santiago agreed: "To work with a renewed sense of urgency to achieve a balanced overall outcome that will meet the high levels of ambition set for these negotiations, while respecting flexibility and taking into account the principles of special and differential treatment. Particularly in the core areas of agriculture, non-agricultural goods, services, and rules, the outcome should be substantially greater market access and fewer distortions." And the year before in Bangkok, Leaders had agreed to "Work towards the abolition of all forms of agricultural export subsidies, unjustifiable export prohibitions and restrictions, and commit ourselves to work in the negotiating group on rules in accordance with the Doha mandate."</p> <p>In Jeju, in June 2005, APEC Ministers responsible for trade agreed to a common understanding on the shape and core elements</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>The reduction of tariffs, elimination of export subsidies and substantial reductions in trade distorting domestic support should ensure the following:</p> <ul style="list-style-type: none"> (i) that there will be substantial improvement in market access for all products, especially those of interest to developing economies; (ii) that developing economies benefit from special and differential treatment, including not having a disproportionate burden in tariff reductions; (iii) member economies with higher trade-distorting domestic support systems will apply deeper cuts; and (iv) parallel elimination of all forms of export subsidies and disciplines on all export measures will be achieved with equivalent effect at the earliest possible date. 	<p>of the modalities for agriculture in the DDA.</p> <p>The DDA negotiations on agriculture are on the agenda for the APEC Ministerial Meeting in November.</p> <p>In Santiago, APEC Ministers stressed the importance of agricultural reform, including the abolition of all forms of agricultural export subsidies and unjustifiable export prohibitions and restrictions at an early date, substantial reduction of trade-distorting domestic support, as well as substantial improvements in market access.</p> <p>In Jeju, in June 2005, APEC Ministers responsible for trade agreed to a common understanding on the shape and core elements of the modalities for agriculture in the DDA, including the tiered formula for tariff reduction and treatment of sensitive products with necessary flexibility, the tiered formula for achieving substantial and harmonizing reductions in trade-distorting domestic supports, the process for eliminating all forms of export subsidies by a credible date to be agreed, and special and differential treatment for developing Members including special products and a special safeguard mechanism. It is expected that these steps will lead to substantial improvements in market access opportunities for all products.</p> <p>The ATCWG noted ABAC's recommendations on agriculture at its annual meeting in June.</p>	
B. Non-Agricultural Market Access		

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
Take the lead in the WTO Negotiating Group on Market Access (NGMA) to have the specific outstanding issues identified in the NAMA framework addressed expeditiously, and to develop a specific tariff reduction formula to be used on a line-by-line basis in the negotiations.	<p>MAG supported NAMA negotiations through further work in areas such as informational technology (IT) products. It hosted a Seminar on IT/Electronics Industry on 8 September 2005 in Gyeongju which identified measures to remove trade barriers and to improve market access in IT/electronic products.</p> <p>MAG shared views and approaches on environmental goods in support of the WTO and agreed that APEC members will continue to exchange information intersessionally to compare these approaches to environmental goods.</p>	
Product coverage must be comprehensive without a priori exclusions.		
The special needs and interest of developing economies should be recognized, including through less than full reciprocity in tariff reduction commitments.		
Take the lead in the NGMA to seek early agreement on the details of sectoral tariff elimination or harmonization initiatives, particularly on products of export interest to developing economies which are consistent with the Doha mandate and the framework for modalities agreed on 31 July 2004.	The Automotive and Chemical Dialogues continued to raise awareness of automotive/chemical sectoral discussions in the WTO/NAMA negotiations. The Chemical Dialogue briefed on a tariff reduction proposal being lead in the WTO by a group of APEC members, as well as discussing other priority topics like rules of origin. The Automotive Dialogue agreed to accelerate efforts to support the advancement of the DDA and to coordinate with the Geneva Auto Industry Dialogue.	
C. Services		
Move quickly to table services offers in advance of the new May 2005 Doha Development Agenda deadline to bring balance to the negotiations.	MRT issued a Ministerial message on services in May, urging all WTO members to submit offers on services by the May deadline. Most APEC economies submitted initial services	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>offers by the agreed deadline, and some submitted revised offers.</p> <p>GOS organized three symposia/seminars in Seoul, Korea aimed at supporting APEC Member economies' preparation of their services offers under the GATS and participation in the on-going WTO negotiations. The capacity building focuses of these seminars were: preparation of Economies' services offers under the GATS and participation in the WTO negotiations; Mutual Recognition Agreements; and Transparency of Mode 4 Commitments.</p> <p>GOS reviewed progress of the WTO services negotiations, exchanged information and discussed ways to support GOS members' preparations for successful participation in the negotiation. The issues discussed included: a scheduling proposal on express delivery submitted to the WTO; the possible parameters for the definition of services subsidies; and a proposal for possible work on transparency in domestic regulation.</p>	
Collectively develop, in the WTO, rules to improve transparency of domestic regulations.		
<p>Give immediate attention to the following priority areas within the services negotiations:</p> <p><u>Movement of natural persons</u></p> <ul style="list-style-type: none"> • Take steps to improve transparency with respect to visa procedures and establish clear criteria for the application of economic needs tests. • Review and clarify current visa and immigration policies, and simplify and speed 	<p>IEGBM has actively discussed ABAC's recommendations on GATS and Mode 4, and undertook a project to study actual current entry conditions in APEC economies, as a step toward being better able to discuss these issues.</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>up procedures for approving and processing entry visas.</p> <ul style="list-style-type: none"> Support proposal for a General Agreement on Trade in Services (GATS) Work Permit or other fast-tracking procedure to enable certain types of employees to enter a jurisdiction temporarily to work for subsidiaries or on contracts for the supply of services. <p><u>Recognition and regulation of professional standards</u></p> <ul style="list-style-type: none"> Support further GATS work on 'equivalence' in the context of mutual recognition of qualifications, technical standards and licensing requirements. Strengthen regulatory frameworks for the licensing of services professionals. Strengthen developing economies' capacity for domestic services regulation through technical assistance and their participation in international standards activities for services industries. Take steps towards the development of a mutual recognition initiative on professional credentials for key services industries within APEC economies, as a means of advancing progress on this critical issue. <p><u>Financial Services</u></p> <ul style="list-style-type: none"> Establish a public/private sector task force to identify best practices in financial services liberalization and to identify economy-specific capacity building needs. 	<p>IEGBM has also developed and is pursuing a work plan with respect to both transparency and professional services.</p> <p>IEGBM is also actively working on other issues relevant to the movement of persons, such as making smoother and more efficient the handling of visas and intra-company transfers, extending right to work provisions for dependents of intra-company transfers, and general improving the safety, integrity and efficiency of travel and immigration systems.</p> <p>Ministers welcomed the Telecommunications and Information Working Group's (TEL) work on "Progress Towards Adopting and Implementing the WTO Reference Paper on Basic Telecommunications" and "Best Practices for</p>	<p>GOS will continue discussion of these issues, and is planning to hold an additional symposium in 2006 on "Skill Standardization for Nursing Profession."</p> <p>TEL will update annually the study on <i>Progress Towards Adopting and Implementing the WTO Reference Paper</i>, to report relevant member economies' progress on implementing <i>WTO GATS Reference Paper</i> commitments; to</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p><u>Additional Services Sectors</u></p> <ul style="list-style-type: none"> • Make comprehensive commitments in additional services areas such as energy, environment, and courier/express delivery services. 	<p><i>Implementing the WTO Reference Paper</i>", and noted the value of this work in the context of WTO capacity building.</p>	<p>encourage capacity building and other efforts to assist developing members to participate in the DDA round and to make offers; and to encourage implementation of the <i>APEC Best Practice for Implementing the WTO Reference Paper</i>.</p>
D. Trade Rules		
<p>Support revisions to clarify and improve the rules and disciplines on anti-dumping and subsidies to:</p> <ul style="list-style-type: none"> (i) prevent the use of abusive and excessive anti-dumping measures; (ii) avoid excessive burdens on respondents; and (iii) enhance the transparency, predictability and fairness of the system in the WTO Doha Round. 	<p>CTI organized a WTO Training Course on Anti-dumping and Safeguard Measures on 15-18 August 2005 in Bangkok. The course was aimed at enhancing APEC government officials' expertise and understanding of the WTO rules on anti-dumping and safeguard measures, especially on technical issues relating to an investigation and injury determination such as the calculation of dumping margin, the assessment of injury and serious injury.</p>	
E. Trade Facilitation		
<p>Leverage APEC's trade facilitation agenda to bring definition to the WTO negotiations on trade facilitation with a view to:</p> <ul style="list-style-type: none"> • Concluding a comprehensive and binding agreement devoted solely to trade facilitation within the WTO framework which would incorporate existing General Agreement on Tariffs and Trade (GATT) provisions relating to certain elements of trade facilitation. • Ensuring capacity building assistance continues to be provided to WTO developing members, with a phase-in period for any new trade facilitation disciplines that are agreed. 	<p>CTI organized an APEC/WTO Roundtable on Trade Facilitation in Geneva on 10 February 2005. The Roundtable brought together a broad range of stakeholders from APEC and the WTO, including senior government officials, representatives of international organizations, and distinguished scholars. The objective was to share APEC's experiences and to raise awareness and discussion of these issues in the WTO, in the interest of contributing to the successful completion of the DDA negotiations. The sessions focused on: the WTO Trade Facilitation Negotiations; related work of other international organizations and possible contributions to the WTO; approaches to trade facilitation and sharing experience; and an agenda for future work in the WTO.</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>CTI also organized a Workshop on WTO Trade Facilitation Negotiations in Kuala Lumpur on 1-2 March 2005. The Workshop aimed to improve understanding among APEC trade and customs officials of issues involved in the WTO trade facilitation negotiations; to draw lessons from the APEC experience of trade facilitation relevant to the WTO negotiations; and to strengthen the capacity of APEC economies to participate effectively in the WTO negotiations.</p> <p>The WTO Capacity Building Group organized APEC Workshop on Best Practices in Trade Facilitation Capacity Building on 22-23 May 2005 in Jeju which resulted in useful recommendations on future APEC trade facilitation capacity building activities.</p>	

Reinvigorating APEC's Trade and Investment Liberalisation and Facilitation

A. Regional Trading Agreements/Free Trade Agreements (RTAs/FTAs)

<p>Ensure that RTAs/FTAs serve as 'building blocks' toward the achievement of the Bogor Goals by developing and adopting Best Practices for RTAs/FTAs in the APEC region with key principles, including consistency with WTO rules and procedures, with the Bogor Goals, and with other APEC principles such as those that apply to competition, regulatory reform, investment, government procurement and trade facilitation. The <i>APEC Common Understanding on RTAs</i>, developed by PECC, provides a useful reference in the development of these principles.</p>	<p>In Santiago, Leaders agreed that RTAs/FTAs can play a constructive role in accelerating liberalization in the region, and thus contributing to the achievement of the Bogor Goals and advancing the WTO process. To strengthen this contribution and ensure high-standard agreements, Leaders welcomed the APEC Best Practices for RTAs/FTAs as a reference for APEC members when undertaking RTA/FTA negotiations. They committed to greater transparency in RTAs/FTAs to facilitate public understanding of these agreements and their scope and effects. They also agreed to build on the APEC Best Practices for RTAs/FTAs in the area of trade facilitation.</p>	<p>In Busan Leaders and Ministers are expected to endorse model measures on Trade Facilitation in FTAs/RTAs that include provisions on transparency, consistency, release of goods, modernization and paperless trading, risk management, cooperation, fees and charges, confidentiality, express shipments, review and appeal, penalties, and advance rulings.</p> <p>A fourth SOM Policy Dialogue on RTAs/FTAs will take place in Viet Nam in 2006.</p> <p>CTI's Work Plan on FTAs/RTAs for 2006 includes the following elements:</p> <ul style="list-style-type: none"> Identifying areas of convergence and divergence between RTAs/FTAs and
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ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>Ministers, in order to enhance transparency, approved a new IAP reporting template in 2004, for economies to better share information on their RTAs/FTAs. Ministers also instructed Senior Officials to consider RTAs/FTAs in the context of IAP Peer Reviews, as well as to ensure that economies' notifications of RTAs/FTAs to the WTO are up to date.</p> <p>Ministers agreed to share the APEC Best Practices with the Geneva Caucus and explore possible ways these might contribute to the WTO. Ministers agreed to encourage reference to the Best Practices when Members are negotiating RTAs/FTAs, and welcomed the results of the 3rd SOM Policy Dialogue, held in Korea in 2005, which covered both trade facilitation and implementation of Best Practices concerning RTAs/FTAs.</p> <p>CTI developed a two-year work plan on RTAs/FTAs to help practically advance APEC's work, including:</p> <ul style="list-style-type: none"> • Publication of a guide to negotiating FTAs/RTAs; • Organization of an International Workshop on Identifying and Addressing Possible Impacts of FTAs and RTAs on APEC Developing Member Economies, held in June 2005 Hanoi, Viet Nam; • Development of a mechanism to catalogue existing FTAs and RTAs with respect to the Best Practices. <p>TELWG is also considering how APEC's RTA/FTA Best Practices may apply to the telecommunications and information sector.</p>	<p>studying features of RTA/FTA chapters, drawing on research by PECC and other relevant experts.</p> <ul style="list-style-type: none"> • Continuing to exchange information on RTAs/FTAs and holding a trade policy dialogue in 2006. Sharing experiences in negotiating RTA/FTA chapters. • Assisting in developing model measures for FTA and RTA chapters on specific issues. • Developing a mechanism for cataloguing existing FTAs and RTAs with respect to the Best Practices. • Providing capacity building on RTAs and FTAs, including a seminar in Viet Nam in 2006. • Discussing trade facilitation model measures by APEC fora. • Encouraging ABAC to identify priority areas where model measures for FTAs/RTAs would be most useful to the Asia Pacific business community • Outreach to stakeholders for FTA/RTA capacity building, via seminars. <p>Additional workshops to build capacity in negotiating FTAs will be held in 2006.</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	The APEC Secretariat has added a section to its website with links to information on RTAs/FTAs provided by Economies.	
B. Call for Bold, New Initiatives		
To expand upon the proposal for an integrated regional market, ABAC calls on APEC Leaders to undertake a joint scoping study with a view to launching by the 2005 APEC Leaders Summit an ambitious new Trans-Pacific Business Agenda.	In Santiago, Leaders noted ABAC's proposal for a joint scoping study for a Trans-Pacific Business Agenda. They welcomed such business community inputs, including ABAC's emphasis on expanding trade, and looked forward to ABAC's support as APEC develops and implements the <i>Santiago Initiative</i> . In particular, Leaders invited ABAC to provide its views on emerging trade facilitation issues as well as on the benefits and challenges that arise for business from the increasing number of RTAs/FTAs in the region, and ways that these can be addressed.	
Agree in Santiago in 2004 to further examine the feasibility and potential scope and features of a Free Trade Area of the Asia-Pacific (FTAAP). This process could be conducted by a high-level task force, which should be fully representative of APEC economies, and include government representatives as well as business and academic experts. Its task would be to examine the FTAAP concept in more detail with a view to presenting a report to APEC Leaders in 2005, taking into account the results of APEC's mid-term review and on-going progress in the WTO negotiations.	In Santiago, Leaders noted ABAC's proposal for a study of the feasibility and potential scope and features of a Free Trade Area of the Asia-Pacific.	
Coping with New Challenges for Trade and Investment		
Trade Facilitation	Ministers have reiterated their commitment to help build the capacity of developing economies to implement WTO agreements and endorsed APEC action plans. The majority of member economies have adopted procedures on	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>implementation of Customs-related WTO agreements, WTO Customs Valuation Agreement, TRIPS Agreement and the Agreement on Rules of Origin.</p> <p>APEC has also conducted a large number of Trade Facilitation initiatives, including capacity building projects, in many APEC fora. The main tracks of APEC's trade facilitation agenda is outlined under the Trade Facilitation Action Plan and are coordinated by CTI.</p>	
A. APEC Trade Facilitation Action Plan		
<p>That APEC member economies adopt a range of specific measures aimed at reaching the target of a five percent reduction in transaction costs.</p>	<p>Ministers have directed officials to intensify efforts on the Trade Facilitation Action Plan (TFAP). To advance this work, CTI developed and agreed on a "Trade Facilitation Action Plan Roadmap to 2006." The Roadmap outlines a work program to ensure that the APEC Trade Facilitation Action Plan delivers expected results by the end of 2006, as mandated by Leaders in 2001. The roadmap includes key provisions on capacity building, on the organization of expert reviews, and on better focusing trade facilitation efforts by working even more closely with the business community. The roadmap also calls on the Committee to identify specific trade facilitation elements in which member economies could cooperate to develop common approaches to reducing transaction costs for business.</p> <p>CTI and its sub-fora continued with the implementation of the APEC Trade Facilitation Principles. Eight CTI sub-fora submitted progress reports of their implementation of the APEC Trade Facilitation Principles.</p>	
1. Customs		

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>Undertake a review of customs procedures in each economy with a view to identifying specific areas where time and costs of movement of goods can be reduced, including streamlining procedures for low-risk transactions, further automation of customs documentation, enhanced transparency, and reduction of physical inspections with the application of new technology.</p> <p>Adopt the “Time required for release of goods – time taken between the arrival of goods at seaports/airports and their release (customs’ permission)” as one of the objective criteria to measure the effect of various actions and measures on trade facilitation in APEC.</p>	<p>SCCP continued to work towards goals of harmonization and simplification of customs procedures, and to contribute to APEC's goal of a 5% reduction in transaction costs by 2006. Steps being explored by SCCP include harmonization of tariff structure with HS Convention, advanced classification ruling system, adoption of UN/EDIFACT – paperless trading, enhanced cooperation and communication between Customs and the business sector, implementation of WCO guidelines on Express Consignment and international standard of customs clearance of express goods, implementation of risk management techniques and enhancement of Customs ability to implement Customs related STAR Initiative objectives.</p> <p>SCCP and its members collaborated with ABAC’s TILF Working Group to compile an APEC Customs Handbook that provides a concise one-stop repository of customs- and trade facilitation- related information for all APEC economies. The handbook was published and distributed at the APEC CEO Summit in November.</p> <p>SCCP adopted “Time-release Surveys (TRS) as new CAP item at its first meeting of the year in February as a means of undertaking a review of customs procedures to identify specific areas where time and costs of movement of goods can be reduced, and to measure the effect of various actions on trade facilitation. Following which, three workshops were held to provide necessary technical assistance on TRS and to</p>	<p>Ministers have endorsed APEC's Strategies and Actions Towards a Cross-Border Paperless Trading Environment and its recommendations. This paper sets out the following objectives for members:</p> <p>2006 – As a part of the APEC Trade Facilitation Action Plan, interested member economies implement ECO and e-SPS Pathfinders for the cross-border transmission of electronic certificates of origin and electronic sanitary and phyto-sanitary certificates.</p> <p>2011 – Most member economies establish a domestic paperless trading environment and implement pilots for the cross-border electronic transmission of customs clearance data.</p> <p>2020 – APEC establishes a comprehensive paperless trading environment that enables the electronic transmission of trade related information across the region.</p> <p>Economies have been given a new e-IAP template in which they are asked to report their work on paperless trading.</p> <p>The ECSG agreed to undertake a cost-benefit analysis of APEC’s paperless trading pathfinder initiatives, which will seek to measure the benefits in quantitative terms.</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>build the capacity of customs administrations faced with difficulties in the smooth introduction or implementation of TRS.</p> <p>The ECSG recognized the need to undertake a training program to advance the work on paperless trading. It developed a questionnaire to better understand the readiness of each economy to adopt paperless trading, and to identify differences and gaps among member economies. It is expected that one capacity building focus will be on standardization.</p>	
<p>2. Standards and Conformance</p> <p>Build on existing programs to undertake detailed independent assessments of the standards and conformance infrastructure currently existing in each APEC economy with the objective of identifying weaknesses and shortfalls to be overcome, and recommending and planning actions to rectify them.</p> <p>Undertake enhanced capacity building in the area of standards and conformance assessment to ensure an effective standards infrastructure in each APEC economy.</p> <p>Establish a program of APEC-wide seminars promoting the business case for the adoption and implementation of an internationally recognized standards infrastructure, building on existing programs.</p> <p>Identify and rectify shortfalls which prevent participation in the activities of international standards setting organizations and to develop adequate capacity building programs.</p>	<p>The Sub-Committee on Standards and Conformance (SCSC) completed a comprehensive review of its Voluntary Action Plan (VAP) alignment work from 2001 to 2005 and the review showed economies' rates of alignment in priority areas to be quite high.</p> <p>Responding to ABAC remarks at the 1st SCSC-ABAC Policy Dialogue last year, SCSC members agreed to a new VAP target of voluntary alignment with IEC standards for electrical equipment. In September, a 2nd SCSC-ABAC Policy Dialogue resulted in several recommendations to improve SCSC interaction with the private sector.</p> <p>APEC policy and capacity building events standards and conformance issues in 2005 included:</p> <ul style="list-style-type: none"> • A seminar on Food Safety Cooperation, resulting in the formation of an Ad-hoc Steering Group to look at improving cooperation on standards and regulations 	<p>SCSC has identified several areas for future work, including:</p> <ul style="list-style-type: none"> • To support capacity building activities for business, especially SMEs; • To develop 'standards education' in cooperation with Standards Regional Bodies; • To establish an ad hoc Steering Group on food safety cooperation under the SCSC; • To organise a seminar in June 2006 and prepare a work plan on the development of an APEC Sectoral Food MRA; • To establish a work programme for ongoing dialogue on EE MRA issues; • To prepare a case study examining the effectiveness of MRAs; • To organize a meeting of the Trade Facilitation Task Force at SOM I; • To follow up on recommendations from the SCSC-CDSG joint meeting, specifically concerning: EU REACH, SAICM, EuP, RoHS, and GHS.

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>Urge Ministers to continue to press the issue over the potential trade restricting effects of the EU's proposed new system for the registration, authorization and evaluation of chemicals (REACH).</p>	<p>affecting this US\$167 billion sector;</p> <ul style="list-style-type: none"> • An EEMRA Workshop, aiming to advance work on an EEMRA; • A seminar to discuss new EU Directives affecting environmental aspects of a range of goods, including household electrical and electronic goods; • A joint workshop with SMEWG, targeting SME managers on reducing regulatory compliance costs for SMEs, which also produced a list of proposed measures to reduce compliance burdens on business; • A Policy Dialogue with ABAC, aimed at enhancing SCSC's responsiveness to business concerns and interests; • A joint SCSC-CDSG meeting to exchange views on several standards policy topics that had been identified by business as important, including: EU REACH, SAICM, EuP, RoHS, and GHS. <p>On EU REACH, the Chemical Dialogue has led APEC advocacy, sending letters and providing public comment on the subject to the EU, in conjunction with the work of other groups like SCSC and the Auto Dialogue and Non-ferrous Metals Dialogue.</p> <p>The SCSC established a Trade Facilitation Task Force (TFTF) to help focus its work, particularly relating to trade facilitation and trade-related environmental policy. The TFTF held a joint session with the Chemical Dialogue to exchange views on topics of common interest such as EU REACH.</p> <p>Concerning SMEs, SCSC developed</p>	<p>TELWG will continue work on APEC TEL MRA implementation, including capacity building. Current work underway includes: a stocktake of progress by economies in implementing the MRA; work on the MRA Management System; development of a new MRA on the technical requirements of telecommunications equipment; encourage each APEC economy to implement the <i>Guidelines for the Use of Conformity Assessment Procedures for Telecommunications Equipment by APEC Economies</i>.</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>recommendations based on a 2004 survey on engagement with SMEs during standards development and on SME capacity building needs.</p> <p>TPTWG is implementing the project “the World Report for Intelligent Transportation Systems (ITS) Standards.” The Project is intended to promote cooperation and standardization in Intelligent Transportation systems by sharing recent experiences on applications and/or deployment of ITS standards.</p>	
<p>3. Mobility of Business People</p> <p>Participating economies in the APEC Business Travel Card (ABTC) scheme that have not yet implemented the scheme are encouraged to do so at their earliest convenience; while member economies that have not yet joined should join in the shortest possible time.</p> <p>Urge member economies to make a concerted effort to publicize the benefits of the ABTC scheme to the business community and to enhance understanding of immigration officers concerning the system and the operation of the scheme.</p> <p>Coordinate the standardization of technology requirements and enhance the harmonization of immigration procedures in order to further facilitate the mobility of business people in and around the region.</p>	<p>APEC's Informal Experts' Group on Business Mobility (IEGBM) continued to encourage economies not yet participating to join the ABTC Scheme. To-date, 17 economies have joined the ABTC Scheme. The IEGBM has agreed on actions to address a number of key processing and procedural issues including the need for a reduction in application processing and clearance times, better accessibility to APEC lanes and signage at ports, the need for recognition of the APEC card at smaller ports of entry, and the need to promote the card to business. At IEGBM's meeting in February, members agreed to try to reduce processing times, to review their airport signage, staff awareness and access to APEC lanes.</p> <p>IEGBM has undertaken numerous initiatives to enhance business mobility in the region by improving the efficiency, integrity and security of travel and border-control systems across the APEC region. Some of the initiatives include:</p>	<p>The initiatives described to the left are ongoing elements of IEGBM's work program, which IEGBM will seek to expand and improve in consultation with ABAC.</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>Make concerted efforts to identify and solve operational problems, and provide capacity building for smooth implementation.</p> <p>Ensure data privacy protection in handling personal information, particularly with the requirement of certain economies for airlines to submit their passenger and crew manifests under the Advanced Passenger Processing (APP) system and the Advanced Passenger Information System (APIS).</p> <p>Proactively consult with the business sector in discussing rational cost sharing, both in terms of dollars and time, for strengthening immigration control in order not to disproportionately burden the latter in meeting security requirements.</p>	<ul style="list-style-type: none"> • Advanced Passenger Information (API) and other comparable systems, which set up cooperative mechanisms between airlines and governmental officials to improve security and border control as well as improving passenger experience. • Machine Readable Travel Documents and other activities to improve travel document security. • Regional Movement Alert List (RMAL) system has been launched on a pilot basis to allow real-time checks against economies' lost and stolen passport data. • Immigration Liaison Officer (ILO) cooperation, to improve cross-border, real-time coordination and problem solving. • IEGBM work programs on transparency and professional services. • Other business mobility programs to stress quick, responsive processing, for example of short-term visitor visas and intra-company transfers. <p>IEGBM commissioned a study in response to an ABAC recommendation on services (noted under the section on services) to examine current entry conditions.</p> <p>IEGBM also appreciates its close and effective coordination with ABAC, which included active consideration of ABAC recommendations, regular exchanges of letters, and cross-participation in each others meetings.</p>	
B. Trade and Security		
<p>Make available as much information as possible to their business communities on rules and</p>	<p>Private sector representatives were invited to attend the STAR III Conference held in Incheon,</p>	<p>It has been proposed to seek ABAC's help in preparing for future STAR Conferences as a</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>procedures associated with new security initiatives. Authorities in all APEC economies should clearly report on the steps they are taking to communicate and consult with their business communities on the impact of these new security arrangements.</p>	<p>Korea in February 2005. The Conference explored, among other issues, the balancing of trade policy interests and security concerns, strengthening cooperation in capacity building, and private-public sector cooperation.</p> <p>One aim of the STAR Conferences is to better engage with the private sector, promote public-private partnerships, and seek cooperative ways of dealing with trade and security challenges. It was disappointing therefore that the level of private sector participation was lower than in the past.</p> <p>The Transportation Working Group is working on a project on "Enhancing Secure Trade and Efficiency in the APEC Region with Intelligent Transportation Systems (ITS) and Electronic Commerce Technologies, Phase 3-5: An Evaluation of the Economics of Trade Security Enhancement."</p> <p>The TELWG has been discussing cyber-security and cyber-crime issues. Members agreed that economies should strengthen their ability to combat cyber-crime by enacting domestic legislation consistent with international legal instruments; increasing cooperation among economies' Computer Emergency Response Teams (CERTs), law enforcement, and the public and private sectors; training SMEs in network security; and supporting law enforcement capacity-building.</p> <p>TELWG conducted capacity building projects in 2005 to include, a Computer Emergency Response Team Awareness and Capacity</p>	<p>way of encouraging better private-sector participation.</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>Raising project, and a program for training judges and prosecutors in APEC Economies on technology and cyber-crime related issues.</p> <p>TELWG held three multilateral conferences on cyber-crime for the APEC Region, in Thailand, Viet Nam and Korea. As further capacity building, the TELWG also provided six economy-specific cyber-crime legislation training workshops to appropriate officials and experts.</p>	
<p>New security requirements should be transparent and not be applied in a manner which could constitute a means of discrimination between economies where the same conditions prevail nor be a disguised restriction on international trade.</p>		
<p>Report on efforts to comply with new key security measures such as the International Ship and Port Security (ISPS) code and 24-Hour Advance Manifest presentation through the electronic Individual Action Plans (e-IAPs). Other new security-driven initiatives should be harmonized as far as possible on the basis of international standards and employing mutual recognition arrangements for testing conformity.</p>	<p>The Maritime Security Panel at STAR III discussed ISPS Code implementation and utilization of VMS (Vessel Monitoring System) for Marine Security among other topics.</p> <p>APEC is currently conducting a project, "International Ship and Port Facility Security Code Implementation" to deliver capacity building assistance to Economies seeking to implement the ISPS Code.</p> <p>Australia and Singapore jointly organized two Maritime Security Workshops for Economies on "Implementing and Sustaining Strategies for Port Security."</p> <p>The TEL WG developed and is implementing a Mutual Recognition Agreement for conformity assessment of telecommunications equipment, covering testing and certification as conformity</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>Cooperate with each other and in partnership with business to provide technical assistance and to exchange information on best practices associated with the adoption of new security measures. In order to assist developing economies in the region to comply with the new requirements – thus strengthening “weak links” in the security chain – APEC should seek to identify specific capacity building programs including training opportunities for APEC customs officials in implementing and maintaining security systems.</p>	<p>assessment procedures.</p> <p>At STAR III it was recommended that member economies should make clear and continued commitments to fight terrorism, take collective and individual action, and integrate active private sector participation.</p> <p>The CTTF conducted a cross-analysis study on members' Counter Terrorism Action Plans to identify capacity building needs, which will be shared with counter-terrorism donor coordination bodies.</p>	
<p>Work with the region’s business community in developing tools to measure possible efficiency gains due to the adoption of new security-driven technologies and procedures, which may have resulted in the reduction of transaction costs and will contribute to APEC’s five percent target. ABAC proposes that a study be undertaken in 2005 to measure the impact of the new security environment on trade transaction costs.</p>		
C. Investment Facilitation		
<p>Enhance transparency in investment-related regulations and procedures, particularly through the implementation of the APEC Transparency Standards and measures to reduce/eliminate corruption and improve administrative efficiency.</p> <p>Amend or clarify the wordings of the APEC Non-Binding Investment Principles, particularly in the areas of:</p> <ul style="list-style-type: none"> • transparency; 	<p>To make cross-border investment simpler and more transparent, APEC published the 5th edition of the APEC Investment Guidebook (published in 2003).</p> <p>IEG has included in its CAP, implementation of the APEC Transparency Standards on Investment.</p>	<p>IEG is planning to revise the APEC Investment Guidebook and publish the 6th Edition in 2007.</p> <p>IEG will consider ABAC’s proposal to revise the APEC Non-Binding Investment Principles intersessionally and submit comment to the IEG Convenor. An IEG Friends of the Chair group</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<ul style="list-style-type: none"> • non-discrimination between source economies; • national treatment; • performance requirements; • repatriation and convertibility; • entry and sojourn of personnel; • avoidance of double taxation; and • removal of barriers to capital exports. 		was formed to bring forward a discussion paper to the next IEG meeting in 2006.
Strengthen protection of intellectual property rights (IPR), <i>inter alia</i> , enforcement of IPR by promoting cooperation among enforcement agencies in the region.	IEG added the area of Intellectual property rights in the Menu of Options on the investment in 2001.	
Strengthen functioning of markets with robust economic legal infrastructure through the development of effective insolvency and creditors' right systems.		
Take concerted efforts to develop a common accounting framework, in line with the International Financial Reporting Standards (IFRS) issued by the International Accounting Standards Board (IASB), giving due consideration to the situation of markets and the views of the private sector.		
Implement effective environmental protection policies aimed at fostering recycling-based economy which creates new jobs, facilitates technology transfer, and develops new industries thus contributes to sustainable development of the region.		
D. E-Commerce		
1. Privacy <ul style="list-style-type: none"> • Ensure that the set of core agreement contained in the APEC Privacy Framework are adopted and implemented by all 	Ministers endorsed in 2004 the APEC Privacy Framework, and the Future Work Agenda on International Implementation of the APEC Privacy Framework. This was done in	The ECSG future work plan will focus on information sharing, cooperation, and the development of flexible mechanisms to ensure

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>member economies and look to develop an implementation mechanism.</p> <ul style="list-style-type: none"> • Ensure the core privacy agreement reflected in the final APEC Privacy Principles must remain consistent across all member economies in order for companies to devise meaningful global privacy solutions for their cross border data transfer/transactions. • Promote Codes of Conduct, as part of the implementation mechanism, as one of the methods to implement the APEC Privacy Agreement. 	<p>recognition of the importance of effective privacy protections that do not become barriers to flows of information or trade.</p> <p>Senior Officials, in September 2005, approved the International Implementation component of the APEC Privacy Framework, which includes information sharing among Member Economies, cross-border cooperation in investigation and enforcement, and cooperative development of cross-border privacy rules.</p> <p>Publication of the APEC Privacy Framework in November 2005.</p> <p>The ECSG developed an Information Privacy Individual Action Plan template as a means of reporting economies' progress implementing the APEC Privacy Framework's principles.</p> <p>The ECSG conducted two technical assistance seminars on Domestic and International Implementation of the APEC Privacy Framework.</p>	<p>transparent and accountable data flows, while avoiding the unnecessary creation of impediments to the flow of data or trade.</p>
<p>2. Paperless Trading</p> <ul style="list-style-type: none"> • Encourage all APEC economies to participate in the work of the sub-group for greater input. 	<p>In 2004, the ECSG established the Public-Private Partnership Dialogue on Paperless Trading (PPP Dialogue) to encourage the participation of public and private sector representatives to discuss jointly issues related with paperless trading.</p> <p>The 1st APEC PPP Dialogue was held in Seoul, Korea in February 2005, and the 2nd PPP Dialogue will be at SOMI in 2006.</p>	

Strengthening Financial Systems in the APEC Region

A. Strengthening Financial Systems

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>1. Measures to Support the Implementation of Basel 2</p> <ul style="list-style-type: none"> • Endorse the implementation of Basel 2 in the region's banking systems and increase the capacities and resources of regulatory agencies to support the implementation of Basel 2 standards, and to improve regulatory standards in other financial sectors. • Endorse measures to increase cooperation between regional regulators, relevant multilateral and regional agencies and private financial groups to implement Basel 2. 	<p>The Finance Ministers' Technical Working Group noted ABAC's recommendations at their meeting in June 2005.</p>	
<p>2. Promote Domestic and Regional Bond Markets</p> <ul style="list-style-type: none"> • Endorse the implementation of the conclusions and recommendations arising from the ABAC/PECC Taipei bond market conference, as contained in the conference report. • As an initial step toward the implementation of the recommendations, concerned APEC economies should adopt the template proposed by ABAC to undertake a self-assessment, in consultation with the private sector, on the institutional structures and other conditions for the development of bond markets. This to help ABAC identify priority areas for regional capacity building efforts. 	<p>SELI Chair participated, to enhance the group's understanding of private sector views, in the ABAC/PECC Second Bond Market Symposium held in June 2005 in Tokyo.</p>	
<p>3. Measures Relating to Development of International Accounting Standards</p> <ul style="list-style-type: none"> • Promote convergence to and early adoption of the IFRS as contributing to improved 	<p>ABAC recommendations were conveyed to the Finance Ministers' Technical Working Group.</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>accounting measures and to supporting capital flows between economies.</p> <ul style="list-style-type: none"> Promote a regional forum of domestic accounting standard-setting bodies to help expand regional inputs into the development of global standards and to encourage the convergence to those standards, including through appropriate capacity building initiatives. 		
<p>4. Policies to Deal with the Adverse Consequences of Volatile Short-Term Capital Flows and Highly Leveraged Institutions</p> <ul style="list-style-type: none"> Implement measures recommended by the FSF and the BIS aimed at stabilizing capital flows and ameliorating the impact of highly leveraged institutions and support regional fora such as the Manila framework in developing effective monitoring and reporting standards and disclosure on capital flows. Require central bank governors of the Asian Consultative Council to request the Council to inform the BIS, FSF and associated groups, of concerns arising from the operation of hedge funds and highly leveraged institutions. Request the International Monetary Fund (IMF) to ensure effective surveillance of payments developments of particular relevance to APEC's regional economies. 	<p>The Finance Ministers' Technical Working Group noted ABAC's recommendations at their meeting in June 2005.</p> <p>One of the policy themes for the 12th Finance Ministers' Meeting held on 8-9 September 2005 in Jeju, Korea was 'Free and Stable Movement of Capital'. The work undertaken by the Finance Ministers' Technical Working Group and the discussion by Finance Ministers on this theme acknowledged the need for APEC economies to deal with the adverse consequences of volatile short-term capital flows.</p>	
<p>5. Strengthening Corporate Governance and Transparency</p> <ul style="list-style-type: none"> Endorse the IIF recommendations to the OECD to make more explicit its guidelines 	<p>The Finance Ministers' Technical Working Group noted ABAC's recommendations at their</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>on corporate governance to strengthen shareholder rights.</p> <ul style="list-style-type: none"> • Endorse and promote the concept of “An APEC regional public/private sector action program for the promotion of good corporate governance” including the proposal to launch the program at a major conference in 2005. 	<p>meeting in June 2005.</p>	
<p>6. Support for the Unidroit Convention on International Interests in Mobile Equipment</p> <ul style="list-style-type: none"> • Give priority to ratifying the Unidroit Convention and the related Protocol on matters specific to aircraft equipment, and support the extension of protocols to other categories of mobile equipment. 		<p>The SELI Coordinating Group continues to work to identify targeted capacity building projects, such as training seminars, workshops, and professional exchanges, to support SELI goals, such as encouraging member economies to further study the merits of the Unidroit Convention on International Interests in Mobile Equipment.</p>
<p>B. Improving Financial System Security</p>		
<p>Deepen the consultative processes between public agencies and regional and international bodies with private sector groups to ensure the development of practical and market efficient anti-terrorist funding, anti-money laundering and anti-corruption measures, backed by relevant legal safeguards to protect the bona fide interests of institutions and their customers and to ensure efficient payments systems.</p>	<p>Through the Joint Ministerial Statement issued at the 12th Finance Ministers’ Meeting in September 2005 in Jeju, Korea, APEC Finance Ministers reiterated the importance of actions to combat terrorist financing, money laundering, and other abuses of financial systems and in this regard, urged FATF to make progress, as appropriate, in the enlargement of its membership.</p> <p>The APEC Finance Ministers' Working Group on Remittance Systems has completed its remittance initiative with recommendations on how APEC economies can facilitate improvements in remittance services to encourage the use of formal channels, boost savings for households, increase financing for local businesses, and make financial systems more resistant to money laundering and terrorist</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>financing activities. This initiative was launched in September 2002 to identify economic and structural impediments contributing to the circumvention of formal remittance channels. The initiative identified the following four priority areas to guide governments' actions to improve the efficacy of remittance systems.”</p> <ol style="list-style-type: none"> 1. Improve knowledge on remittance corridors and the availability of data on remittance flows. 2. Strengthen domestic financial infrastructure to support cross border remittance flows. 3. Ensure appropriate oversight of remittance service providers and access to payment systems; and 4. Initiate or expand financial literacy programs by both the government and private sector, to broaden familiarity and use of remittance services. <p>Finance Ministers issued a separate statement on remittances, welcoming the final report on this initiative. Ministers recognized the value of and urged further collaboration with multilateral development banks and the private sector to enhance competition in the remittance market, where appropriate.</p> <p>Finance Ministers urged economies to develop strategies to improve remittance services, as appropriate.</p> <p>The Asian Development Bank's Cooperation Fund for Regional Trade and Financial Security</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	Initiative (FRTFSI) has approved two projects to strengthen the anti-money laundering regime in Indonesia and the Philippines.	
Endorse joint ABAC/APG initiatives to raise high level corporate awareness of these issues and to develop appropriate capacity building initiatives.		
C. Enhancing Regional Financial System Capacity Building		
Establish a new APEC Ministerial Committee on Regional Technical Cooperation, as recommended in ABAC's mid-term assessment of APEC.		
Endorse the role of the Advisory Group on APEC Financial System Capacity Building and encourage economies to allocate funding to regulatory and policy agencies to enable their officials to participate in APEC sponsored programs and which would augment contributions from international and regional agencies and from the private sector.	<p>The Finance Ministers' Process has two ongoing initiatives that aim to build the capacity of government officials in the region in the area of financial systems, as follows:</p> <ol style="list-style-type: none"> 1. APEC Finance and Development Program 2. APEC Financial Regulators Training Initiative 	The Finance Ministers' Technical Working Group is currently developing and considering another capacity-building initiative: Deepening Financial Regulatory Capacity in Life Insurance and Pensions.
Capacity Building to Face the Challenges of Globalisation		
A. Institutional Capacity Building		
<p>1. Enhance Policy Coherence between Health and Trade</p> <ul style="list-style-type: none"> • Take steps to enhance greater collaboration between trade and health negotiation delegations within APEC, in which key trade and health issues could be identified and taken into account in the early stage of policy making. • Encourage strong liaison between the APEC Trade Ministerial process and the Health 	<p>Due to the impact of infectious disease on APEC Economies, APEC established an ad hoc Health Task Force in 2004 to enhance cooperation and integration of health-related work across concerned APEC economies and fora.</p> <p>APEC also established the Life Sciences Innovation Strategic Plan, which looks at the whole life cycle of research, development,</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>Ministerial meeting for more formal involvement in the APEC structure to ensure compatibility in public health interests with the goals of free and open trade and investment.</p> <ul style="list-style-type: none"> Encourage APEC economies' health authorities to take a more proactive and strategic approach to ensure early consideration of public health issues as they relate to trade. 	<p>manufacturing, marketing, and delivery to market. The plan seeks to encourage investment and innovation, while at the same time improving the health and well-being of the people of APEC.</p> <p>The APEC Life Sciences Innovation Forum (LSIF) met again this year and developed a Life Sciences Readiness Assessment template to help advance implementation of the strategic plan.</p> <p>The Pacific Health Summit was held in June 2005 in Seattle, bringing together leaders from science, industry, policy and practice to discuss issues of health and economic growth.</p> <p>The International Conference on Harmonization invited the LSIF to serve as a permanent representative in the ICH Global Cooperation Group.</p>	
<p>2. Promotes Standards and Conformance</p> <ul style="list-style-type: none"> Undertake enhanced capacity building in the area of standards and conformance assessment to ensure an effective standards infrastructure in each APEC economy. Establish a program of APEC-wide seminars promoting the business case for the adoption and implementation of an internationally recognized standards infrastructure, building on existing programs. Identify and rectify shortfalls which prevent participation in the activities of international standards setting organizations and to 		

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
develop adequate capacity building programs.		
<p>3. Building Critical Logistics Infrastructure</p> <ul style="list-style-type: none"> • Identify bottlenecks in regional supply chains associated with gaps in cross-border logistics infrastructure. • Enhance the capability of logistics critical infrastructure to resist, respond, and recover from acts of terrorism and piracy. Such efforts could include development of coordinated vessel and cargo monitoring systems in the APEC region. • Promote comprehensive capacity building in critical logistics infrastructure by the international financial institutions and other funding sources. 		
<p>4. Strengthening Enforcement of Intellectual Property Rights</p> <p>Strengthen protection of intellectual property rights (IPRs), inter alia, enforcement of IPRs by promoting cooperation among enforcement agencies in the region.</p> <p>Take steps to further promote cooperation and information exchange between enforcement agencies, including administrative authorities, customs authorities, judges, prosecutors, patent attorneys, and police organizations in the region. These steps should include practical measures to: (i) enhance information-sharing regarding infringement; (ii) strengthen the capacity of APEC member economies to</p>	<p>IPEG continues to discuss IPR enforcement best practices among member economies, and is continuing both identifying best practices and building capacity. In 2005, APEC held 3 IPR-related seminars:</p> <ul style="list-style-type: none"> • Seminar on Cyber-crime, 3-4 August in Manila; • High-level Symposium on IPR, in Xiamen, China, 7-8 September, and • An APEC-USPTO Workshop on Developing a Successful Intellectual Property Enforcement Regime, in Bangkok, Thailand, 3 -5 October. <p>APEC Ministers at MRT endorsed The APEC Anti-Counterfeiting and Piracy Initiative, which</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>address new and emerging forms of IP-related crimes through policy development, legislative measures, training activities, and allocation of sufficient resources for enforcement; and (iii) increase cross-border collaboration at the operational level.</p> <p>Make all capacity building programs and toolkits available in the languages of developing member economies so that as many people as possible can participate in the programs. ABAC believes that the private sector in the region can contribute to the capacity building efforts of APEC member economies given their advanced technologies, experiences and human resources.</p> <p>Make IPR-related laws, regulations, judicial decisions and actions taken by member economies available in English. Comparing such information published by member economies will help identify areas where capacity building is necessary and will improve business confidence on the protection of IPR in the region.</p> <p>Explore measures in the coming months such as APEC regional IPR cooperation and harmonization that will foster greater innovation and diffusion of new technologies.</p>	<p>identifies four main areas for work:</p> <ul style="list-style-type: none"> • Reducing Trade in Counterfeit and Pirated Goods; • Reducing Online Piracy; • Increasing Cooperation to Stop Piracy and Counterfeiting; and • Increasing Capacity Building to Strengthen Anti-Counterfeit and Piracy Enforcement. <p>The IPEG will finalize and post to the APEC website a Survey of Laws, Regulations and Enforcement Practices to Control Export of Counterfeit and Pirated Products among APEC Economies.</p> <p>The IPEG will also post results of surveys and best practices compilations (e.g. optical disc piracy best practices, geographical indications survey) for public reference, and it was decided that the information contained in these tools should be updated by member economies as necessary.</p> <p>IPEG members also exchanged information on strengthened measures to curb IPR infringement and discussed solutions to problems, such as copyright on the internet and registration of company names that are similar to trademarks of other companies.</p>	
B. Organizational Capacity Building in the Services Sector for SME Development		
<p>Set targets for increasing services trade by SMEs, such as doubling the number of SME service exporters in each APEC economy by</p>	<p>APEC SME Ministers noted the recommendations from ABAC and other interested stakeholders concerning SMEs and</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
2007.	<p>included the follow language in the 2005 SME Ministerial Statement.</p> <p><i>“Ministers thanked participation by and contributions from related organizations and business societies such as the APEC Business Advisory Council (ABAC), Women Leaders’ Network (WLN), and Pacific Economic Cooperation Council (PECC) and noted the importance of the private sector perspectives and contributions to advancing APEC’s SME work. Members were asked to review ABAC recommendations and to give them due consideration in the development of policies and programs in their own economies.</i></p> <p><i>Ministers agreed with ABAC’s recommendations that a successful conclusion of the WTO Doha Development Agenda round of trade negotiations, effective measures against corruption and removing unnecessary regulatory burdens on business would contribute greatly to the development and growth of SMEs in the APEC region.”</i></p>	
<p>Improve reporting on services data within APEC, including adding services trade data to the Economic Indicators on APEC’s website; launching an initiative, in partnership with business associations, to identify which services are being traded between which APEC markets; and analyzing administrative data in existing business registers in the APEC region.</p>		
<p>Provide technical assistance to APEC developing economies on services exporting, including analysis of services exporting capacity and identification of priority services for export promotion, training of SMEs in successful</p>		

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
services exporting, training to business associations and trade promotion agencies on how to assist SME service exporters, regional networking of associations in support of SME service exporters, and training of government services trade negotiators to link export capacity in negotiating strategies.		
Build regional best practice networks to support SME services trade by establishing a network of SME services exporting focal points/champions in each of the APEC economies, with the responsibility of reporting each year to the APEC SME Ministerial.		
Give priority in both the WTO and APEC to addressing barriers to SME services exporting.		
C. Human Capacity Building in Development of an APEC Business Schools Network		
Encourage more economies to nominate one or more business schools to be founding members of ABSN.		The HRDWG will host an APEC Business Schools Network (ABSN) kick-off meeting, to bring together interested business schools and other parties from APEC economies.
Enhancing the Effectiveness of APEC		
A. Formal Feedback Mechanism		
Designate relevant APEC fora to evaluate ABAC recommendations.		
Provide ABAC the list of APEC fora responsible for implementing ABAC recommendations by the end of the Informal Senior Officials' Meeting, usually held in December of each year.		
Provide a written response on the evaluation of ABAC recommendations by the second ABAC meeting of each year. Where an ABAC recommendation cannot be implemented, an explanation should be made available to ABAC.		

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>Stress the importance of ABAC recommendations in each member economy.</p>	<p>SOM and AMM are expected to endorse revised rules on APEC Non-Member Participation. Notably, the proposed revision establishes a status for ABAC in APEC meetings, acknowledging the valuable coordination that has developed between APEC and ABAC, and facilitating future collaboration.</p>	
<p>B. APEC Non-Binding Investment Principles</p>		
<p>Amend or clarify the wordings of the NBIP particularly in the areas of:</p> <ul style="list-style-type: none"> (i) transparency; (ii) non-discrimination between source economies; (iii) national treatment; (iv) performance requirements; (v) repatriation and convertibility; (vi) entry and sojourn of personnel; (vii) avoidance of double taxation; and (viii) removal of barriers to capital exports. <p>Add a new principle concerning intellectual property rights.</p> <p>Provide the following definition of “investment” in order to clarify the Principles:</p> <p><i>“For the purpose of these Principles, the term “Investment” means assets directly or indirectly owned or controlled by investors, and includes direct investment, rights conferred under contracts, and intellectual property rights. It shall exclude short-term financial transactions for speculative purposes. Direct investment shall comprise investment undertaken by foreign investors</i></p>	<p>The APEC Investment Experts Group had a fruitful discussion with ABAC representatives on ABAC’s recommendations on NBIP. Members will discuss ABAC’s recommendations further intersessionally and at the next IEG meeting in February 2006.</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p><i>for the purpose of permanent profit. In accordance with the IMF definition, direct investment shall mean those investments where ratio of stocks and other holdings by foreign investors, comprising stock capital, reinvested profit, capital related to borrowing between companies, or other capital is ten percent or more of the total capital.”</i></p>		
C. Anti-Corruption in Government Procurement		
<p>Commit in Santiago to adopt an <i>APEC Convention on Combating Bribery of Foreign Public Officials in International Business Transactions</i> at their 2005 Summit consistent with the UN Convention on Anti-Corruption, which would be binding on participating economies. The following measures to actively combat bribery should be incorporated in the convention:</p> <ul style="list-style-type: none"> • Ensuring the existence of domestic legislation with dissuasive sanctions which effectively and actively combat the offence of bribery of public officials. • Ensuring the existence and effective enforcement of anti-money laundering legislation that provide for substantial criminal penalties for the laundering of the proceeds of corruption and crime consistent with the law of each economy. • Ensuring the existence and enforcement of rules to ensure that bribery offences are thoroughly investigated and prosecuted by competent authorities; these authorities should be empowered to order that bank, financial or commercial records be made available or be seized and that bank 	<p>APEC has established an Anti-Corruption and Transparency Experts' Task Force (ACTTF) to coordinate and advance work on anti-corruption and transparency in APEC, including on Government Procurement. Summary points on the ACT include:</p> <ul style="list-style-type: none"> • In March 2005, SOM endorsed terms of reference for the ACTTF for an initial three-year period. • The group met for the first time on the margins of SOMIII and was chaired by Mr. Kim Sung Ho, Secretary General of the Korean Independent Commission Against Corruption. • APEC also held the second APEC ACT Symposium in Seoul in September, which attracted more than 400 participants, including from ABAC. • ACTTF will develop a substantive work plan for the coming year, considering ABAC recommendations, building on the work of other fora like CTI, and mindful not to duplicate effort. • Also, Korea launched a specialized website on anti-corruption to support the September Anti-Corruption Symposium. 	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>secrecy be lifted.</p> <ul style="list-style-type: none"> • Strengthening of investigative and prosecutorial capacities by fostering inter-agency cooperation, by ensuring that investigation and prosecution are free from improper influence and have effective means for gathering evidence, by protecting those persons helping the authorities in combating corruption, and by providing appropriate training and financial resources. • Strengthening bilateral and multilateral cooperation in investigations and other legal proceedings by developing systems which – in accordance with domestic legislation – enhance (i) effective exchange of information and evidence, (ii) extradition where expedient, and (iii) cooperation in searching and discovering of forfeitable assets as well as prompt international seizure and repatriation of these forfeitable assets. • Develop other specific anti-corruption initiatives. These could include expanding APEC’s current peer review of government procurement regimes to include an examination of the existence and performance of anti-corruption legislation and encouraging all APEC economies to redouble capacity building efforts to promote transparency in government procurement activities. 	<p>The Anti-Corruption Experts Task Force has outlined 2005 deliverables for AMM and AELM, as well as identifying select areas for future work as follows:</p> <ul style="list-style-type: none"> ▪ ACTTF asks APEC Leaders to reiterate the commitment to enhance an open and transparent business climate, safeguard integrity in government and private sector, and uphold the rule of law throughout the Asia Pacific region. ▪ ACTTF will continue to work to translate the vision set out in Bangkok and Santiago into effective and concrete actions. ▪ APEC members are urged to take appropriate steps to ratify and implement, where appropriate, the UN Convention Against Corruption (UNCAC). ▪ APEC members are urged to submit annual progress reports on their anti-corruption actions to the ACT Task Force, and the ACTTF will compile these into an ACT matrix. ▪ ACTTF will coordinate with CTI and other relevant APEC fora. ▪ APEC Economic Leaders are asked to recognize and commend the anti-corruption pledge that participants in the 2005 APEC CEO Summit are being encouraged to sign. ▪ ACTTF also looks to expand collaboration between the ACTTF and other APEC fora, and ABAC and other private sector institutions to advance ACT objectives in both the public and private sectors in APEC. ▪ ACTTF will encourage regional cooperation 	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>to deny safe haven to officials and individuals guilty of public or private corruption, and to implement measures on mutual legal assistance, extradition, asset recovery, and forfeiture of the proceeds of corruption. ACCTF will support cooperation by promoting information exchanges and the development of ACT Training Workshops.</p> <ul style="list-style-type: none"> ▪ ACTTF encourages cooperation with relevant multilateral organizations to draw on their experience to expand and build APEC's capacity. Such organizations include: the UN, World Bank, ADB, OECD, OAS, and other relevant international and regional organizations. ▪ ACTTF supports continued collective effort to promote good governance, integrity, and transparency in APEC, as these are indispensable to our aspirations for a more secure and prosperous community. <p>Additionally, CTI also developed a 2005 work plan to advance work on anti-corruption and transparency, in accordance with Leaders Declarations and Ministerial Statements, with elements to include:</p> <ul style="list-style-type: none"> - Encourage Economies to implement APEC Transparency Standards into domestic laws, regulations, administrative rulings and procedures. - Contribute to the <i>Santiago Commitment to Fight Corruption and Ensure Transparency</i> and the <i>APEC Course of Action on Fighting Corruption and Ensuring Transparency (COA)</i>. - Cooperate with the ACTTF to raise 	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>awareness of the link between corruption and transparency, and to avoid duplication.</p> <ul style="list-style-type: none"> - Work to ensure implementation of the “Transparency by 2005” strategy. - Use the APEC Geneva Caucus to convey APEC’s work on Transparency to the WTO and explore comparable initiatives in the WTO. - Support transparency provisions in FTAs, RTAs and other such arrangements. - Communicate the benefits of transparency and the importance of Transparency Standards to the public. - Identify and pursue capacity building needs to assist member economies to implement transparency commitments and anti-corruption initiatives. - Develop a list of business’ transparency-related concerns to put on the agenda of APEC Ministers. 	
D. Multilateral Agreement on the Liberalization of International Air Transportation - Cargo		
<p>Support liberalization of aviation by endorsing participation of APEC economies in the Multilateral Agreement on the Liberalization of International Air Transportation on an all-cargo basis. Urge APEC economies to further support implementation of the eight steps.</p>		<p>The proposal on cargo-only accession to the Multilateral Agreement on the Liberalization of International Air Transportation (MALIAT) will be discussed as a possible option for advancing implementation of the Eight Options for More Competitive Air Services.</p>
E. APEC Food System		
<p>Urge Ministers of Agriculture to meet in the Summer of 2005; one economy to offer to host.</p>	<p>The ATCWG considered this recommendation in 2004 and decided not to hold a High Level Meeting of Agricultural Officials at that time. The ATCWG again noted ABAC’s recommendation at its annual meeting in June.</p>	
<p>Urge one or more APEC ministers of agriculture to offer to “champion” the process to implement the APEC Food System.</p>	<p>The ATCWG noted ABAC’s recommendations on agriculture at its annual meeting in June.</p>	

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>Ask PECC to provide a stocktake on progress to date with the APEC Food System, and carry-out an assessment of trends in food demand in the past five years and projections of demand over the next five to ten years, to be completed by Spring (April) 2005.</p> <p>Urge the World Bank to consider ways of assisting developing APEC economies adjust to the full implementation of the APEC Food System, to be advised by Spring (April) 2005.</p>	<p>Last year nine economies reported on market access for agricultural products in a new electronic IAP Chapter on the APEC Food System, and more economies are expected to report this year.</p>	
<p>Declare in Busan in November 2005 that APEC economies will be free of all export constraints – subsidies, embargoes, taxes – by 2010 or earlier.</p>	<p>In Santiago, APEC Ministers stressed the importance of agricultural reform, including the abolition of all forms of agricultural export subsidies and unjustifiable export prohibitions and restrictions at an early date, substantial reduction of trade-distorting domestic support, as well as substantial improvements in market access. This builds upon Leaders' statement in Bangkok to "Work towards the abolition of all forms of agricultural export subsidies, unjustifiable export prohibitions and restrictions, and commit ourselves to work in the negotiating group on rules in accordance with the Doha mandate."</p> <p>Ministers also acknowledged the importance of the APEC High Level Policy Dialogue on Agricultural Biotechnology in realizing the benefits of agricultural biotechnology through increased agricultural productivity, improved food security, and protection of environmental resources. The 4th APEC High Level Policy Dialogue on Agricultural Biotechnology was held in Seoul from 1-3 March 2005.</p>	<p>The DDA negotiations on agriculture will be on the agenda for the APEC Ministerial and Leaders' Meetings in November.</p>
F. Digital Economy		
<p>Implement the Leaders' Digital Economy Statement adopted in Los Cabos and additional</p>	<p>The <i>Leaders Pathfinder Statement to Implement APEC Policies on Trade and the</i></p>	<p>CTI and other fora will continue work on the Digital Economy in the coming year.</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
<p>measures adopted in the Bangkok Leaders' and ministerial declarations with a final report for submission to Ministers Responsible for Trade next year, which would include:</p> <ul style="list-style-type: none"> • The Comprehensive Strategy on IPR in APEC and the Digital Piracy Initiative, specifically to stop optical disk piracy. • The formation of demand-driven capacity building projects that would help developing economies benefit from digital trade. • Providing information on enforcement practices to enable a final report on Enforcement Best Practices in the APEC Economies to Combat Optical Disk Piracy to be submitted to Ministers. • Allowing technology choice for governments, businesses and consumers, including through the development, adoption and implementation of the technology choice policy principles supporting government procurement based on value and merit; the use of voluntary, industry-led, and where appropriate, international technology standards developed consistent with international practice. • Raising public awareness of the importance of technology choice, IPR protection and the benefits to be derived from an effective enforcement regime. • Both this year and next, explore updating the APEC Digital Economy Statement or other relevant APEC instruments, as appropriate, to incorporate the full range of policies necessary to promote digital trade, innovation, inclusion, accessibility, security, safety, integrity and investment regime. 	<p><i>Digital Economy</i> now comprises 20 APEC Members. It seeks to create a trading environment in which products and services can be exchanged using electronic networks free of tariffs and other barriers. Economies continue to work to advance Leaders' Bangkok commitment to "allow technology choice" and to implement commitments on services, tariffs, and intellectual property, including an agreement to stop optical disk piracy.</p> <p>Ministers and Leaders recognized in Santiago that improved IPR enforcement contributes to investment promotion, innovation and economic growth. They agreed to build on the <i>APEC Comprehensive Strategy on Intellectual Property Rights</i> by taking specific steps to reduce piracy, trade in counterfeit goods, and online piracy, and to increase cooperation and capacity building. Ministers also welcomed the IPR Policy Progress Mapping, economies' progress to establish IPR Service Centers, and the follow-up report on the Comprehensive Strategy as measures to strengthen business confidence in the region. They encouraged economies to set up IPR Service Centers, and to hold IPR enforcement training seminars.</p> <p>CTI oversaw an active work program in 2005 on the Digital Economy, as well as economies' reports on their policy implementation.</p> <p>Some specific activities in response to ABAC's recommendations included:</p> <p>An IPEG survey of Economies' best practices for combating optical disk piracy.</p>	<p>TELWG will continue development and training to accelerate the APEC TEL MRA, and will assess economies' MRA implementation progress. By the end of 2005, 19 economies will be participating in Phase I procedures, while five are already participating in Phase II.</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>A meeting on Technology Choice and following Leaders' mandate, in February.</p> <p>CTI discussed a proposal to add a set of technology choice principles to the Pathfinder Statement on Trade and the Digital Economy.</p> <p>TEL Ministers (TELMIN) also reaffirmed their commitment, in the Lima Declaration's Action Plan (2005), to work to ensure a trusted, secure and sustainable online environment, and to adopt the <i>Principles for Action Against Spam</i> and the <i>Implementation Guidelines for Action Against Spam</i>.</p> <p>In response to SOM instruction, TEL developed a strategy to counter new threats to the internet such as viruses and SPAM and to develop strategies to help APEC reach the Brunei Goals of universal Internet access in APEC by 2010.</p> <p>TELWG also prepared a paper on APEC economies' implementation of the WTO Reference Paper on Basic Telecommunications, as a next step under the Trade and the Digital Economy Pathfinder.</p>	
G. Security of Energy Resources		
<p>Where necessary, clarify regulations and procedures to promote the production, importation, transportation, distribution, and supply of natural gas (piped and liquefied) and other energy sources, with an aim to increase competition for the security of long-term energy resources and to benefit consumers.</p>	<p>APEC has identified energy security as a priority, and Leaders have endorsed the Energy Security Initiative (ESI), which was developed by the APEC Energy Working Group (EWG) to help ensure regional energy security through APEC-wide cooperation.</p> <p>The EWG met twice in 2005, against a backdrop of soaring oil prices and environmental concerns over the use of fossil</p>	<p>As a long-term goal, EWG, TPT and the IMO are cooperating on a program to assure sea-lane security.</p> <p>The most important APEC event this year in the field is the 7th APEC Energy Ministers Meeting (EMM7), and the 2nd APEC Mining Ministers Meeting.</p> <p>In response to recommendations from MRT,</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>fuels, and it continues work on the ESI, the core contents of which are described below:</p> <p>Short-term measures include:</p> <ul style="list-style-type: none"> • Joint Oil Data Initiative (JODI) – an joint information sharing program of APEC, OPEC, IEA, IEF, and UNEP, which covers 99% of world oil production and consumption, seeking to make the world oil market more transparent and predictable. • Real-Time Emergency Information Sharing System (RTEIS) – a framework and tools to help APEC economies coordinate their responses to oil supply disruptions or other energy supply incidents. • Oil Stockpiling – economies have been encouraged to establish strategic oil stockpiles to help them manage market fluctuations, and EWG will facilitate sharing of information in support of any such efforts. <p>Long-term measure includes:</p> <ul style="list-style-type: none"> • Energy Infrastructure Investment – EWG projects that the APEC region will need US\$5.3-6.7 trillion investment in energy infrastructure over the next three decades, and has launched projects to advise members of this need. • Energy Efficiency – promoting harmonization of energy efficiency standards, green building design, and more efficient technologies, processes and practices, toward the goal of energy efficiency and environmentally-sound energy consumption. • Natural Gas Trade – encouraging cross-border interconnection, lowering tariffs, and 	<p>Finance Ministers, and ABAC, EMM7 decided:</p> <ol style="list-style-type: none"> 1. APEC economies should respond to increasing oil demand and import dependency through measures to increase production, ensure oil supply security, improve the oil market's efficient operation, and promote energy diversification, efficiency and conservation. 2. APEC economies should facilitate oil exploration, development and trade, encourage investment in infrastructure, and support more effective utilisation of existing capacity through transparent and efficient markets and an improved business environment. 3. Effective responses to oil supply disruptions may include establishing strategic oil stocks, developing emergency preparedness plans, and improving communication and information sharing. 4. APEC economies should promote energy efficiency and conservation, particularly in the transport sector, by adopting fuel efficiency standards, encouraging development and use of more fuel-efficient vehicles, and supporting a shift to less oil-dependent modes of transport. 5. Recognize the importance of energy diversification in reducing growth in oil demand. 6. By adopting more efficient technologies, processes and practices, including conservation, APEC economies can reduce energy demand and their vulnerability to high energy prices, lessen environmental impacts, benefit from lower economic costs,

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>removing trade barriers to natural gas trade.</p> <ul style="list-style-type: none"> • Nuclear Energy – although controversial, EWG members agree that nuclear energy should not be excluded from energy options. For some, nuclear energy is critical to reducing economies' dependence on oil. • New and Renewable Energy – developing and promoting hydrogen, fuel cells, methane hydrates, biofuels and other technologies. <p>EWG is also promoting implementation of The Type 2 Partnership Initiative: Energy for Sustainable Development, which works toward UNCSD targets of using clean coal technologies, CO2 sequestration, and diversifying away from using oil and coal.</p>	<p>and enjoy more sustainable economic growth and energy security.</p> <ol style="list-style-type: none"> 7. In financing future infrastructure investment, governments, the private sector and financial institutions should work together to create conditions that encourage investment in the full range of energy projects. 8. New energy technologies should help APEC economies bring supply and demand into balance and reduce the environmental impact of energy production and use, and APEC economies should be global leaders. 9. APEC Energy Ministers instructed the EWG to continue to work with, and draw expertise from, the APEC business and financial communities, including through the EBN, the EWG Expert Groups, APERC, and other organizations.
<p>Identify critical energy needs and work to ensure that relevant systems and regulations are in place to provide stable energy supply, distribution and storage to economies throughout the region.</p>	<p>EWG 09/2005 “The Impact of Oil Prices on Trade in the APEC Region” is designed to identify regional energy needs and possible solutions to sustained high oil prices. Project findings were reported to EMM7, including:</p> <ul style="list-style-type: none"> • Quantification of the effects of sustained increases in oil prices on macroeconomic indicators and patterns of trade; • Detailed economic modeling of different oil price scenarios; and • Assessment of the extent to which trade and investment barriers limit the capacity of regional markets to respond to changes in energy price inputs. <p>EWG 08/2005 “Development of Renewable and Energy Efficiency (Small Scale Project) Financing Best Practices and Guidelines for APEC Region Capital Market Development” is</p>	<p>EWG has plans for several future projects covering numerous topics, including: identification of critical energy needs, actions to ensure stable energy supply, and energy distribution to and storage in APEC economies.</p>

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
	<p>another APEC project that aims to:</p> <ul style="list-style-type: none"> • Build support within APEC for a financing protocol to bring together select stakeholders with financiers and energy and business experts to facilitate investment in renewable energy and energy efficient projects, and • Create the foundation for this financing protocol and encourage mobilization of commercially-based private investment in such energy projects. 	
<p>Undertake to recognize the availability of stable and reliable energy sources as a critical foundation to all of the Bogor principles and encourage measures that will facilitate private sector financing and investment in the infrastructure necessary to continue and enhance the development process.</p>	<p>At the 12th Finance Ministers' Meeting in September 2005 in Jeju, Korea, APEC Finance Ministers discussed the risks of sustained high energy prices to economic growth and on-going development in the APEC economies. In the FMM Statement, Ministers noted the importance of adequate investment in oil production and refining capacity, as well as technology transfer for energy conservation and developing renewable energy sources, and they welcomed recent actions to reduce demand-distorting subsidies. Noting G-8 and ASEM discussions, Finance Ministers called for strengthening the dialogue between oil producing and consuming countries through forums such as the International Energy Forum and the G-20.</p> <p>The EWG held a policy dialogue with the EWG Business Network and Expert Group Chairs in August on the topic "How to accelerate the development and deployment of new energy technologies," which is expected to contribute to future work plans of the EWG.</p>	
<p>H. Recycling-Based Economy</p>		

ABAC RECOMMENDATION	WHAT APEC HAS ALREADY DONE	WHAT APEC PLANS TO DO
Work closely with the G8 Ministerial Conference in spring 2005 with a view to implementing the 3Rs of environmental protection.	HRDWG undertook in 2004 the project "Capacity Building for Recycling-Based Economy (RBE) in APEC", as a step toward establishing a Recycling-Based Economy (RBE) in APEC.	

RECORD OF PARTICIPATION SINCE CSOM IN NOVEMBER 2004
(Compiled by the APEC Secretariat)

As of 30 October 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
<i>Economy</i>				
Colombia	TELWG	Request for renewal of its guest status	Received in October 2005	Approved by TELWG in October 2005
Costa Rica	All APEC for a	Request for APEC membership	Received in September 2005	Submitted application to SOM Chair in September 2005
India	TFEP	Invited for one-off participation in All Hazards Asia Workshop: Tsunami Response and Disaster Preparedness organized by the USA in Honolulu in June 2005	Received in March 2005	Approved by SOM in April 2005
Sri Lanka	TFEP	Invited for one-off participation in All Hazards Asia Workshop: Tsunami Response and Disaster Preparedness organized by the USA in Honolulu in June 2005	Received in March 2005	Approved by SOM in April 2005
Maldives	TFEP	Invited for one-off participation in All Hazards Asia Workshop: Tsunami Response and Disaster Preparedness organized by the USA in Honolulu in June 2005	Received in March 2005	Approved by SOM in April 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
Bangladesh	TFEP	Invited for one-off participation in All Hazards Asia Workshop: Tsunami Response and Disaster Preparedness organized by the USA in Honolulu in June 2005	Received in March 2005	Approved by SOM in April 2005
Philippines	WCBG/CT I	Ms. Bonni Blarcom invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
Canada	WCBG/CT I	Mr. Brian Staples invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
Cambodia	WCBG/CT I	Mr. Cambodochine Dao invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
Cambodia	WCBG/CT I	Mr. Penn Sovicheat invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
Cambodia	WCBG/CT I	Mr. You Map invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
Laos, PDR	WCBG/CT I	Ms. Phetsavath Southivong invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
Laos, PDR	WCBG/CT I	Mr. Khoun Southammakoth invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
Austria	CTI	Dr Wolfgang Wimmer invited for one-off participation in CTI 15/2005T – E-learning on the Practical Use of the Environmental Product Standards: ISO 14000 on EL, LCA, Ecodesign, and Product-Related Environmental Regulations	Received in June 2005	Approved by CTI in June 2005
Sweden	ACT	Mr. Anders Backman invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005
Iran	ACT	Mr. Akbar Hamsayeh Moghaddam invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005
Germany	ACT	Dr. Claus Auer invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005
Sri Lanka	ACT	A Sri Lankan delegation led by Mr. Welathanthirige Don John Seneviratne, Minister of Justice and Judicial Reforms invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
Ecuador	ACT	Invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005
Laos, PDR	TFEP/HTF	Invited for one-off participation in TFEP/HTF Seminar on Avian Influenza Preparedness and Response held in Brisbane, Australia November 2005	Received in September 2005	Approved by SOM in October 2005
Cambodia	TFEP/HTF	Invited for one-off participation in TFEP/HTF Seminar on Avian Influenza Preparedness and Response held in Brisbane, Australia November 2005	Received in September 2005	Approved by SOM in October 2005
Myanmar	TFEP/HTF	Invited for one-off participation in TFEP/HTF Seminar on Avian Influenza Preparedness and Response held in Brisbane, Australia November 2005	Received in September 2005	Approved by SOM in October 2005
<i>Governmental Org</i>				
APT	TELWG	Request for renewal of its guest status	Received in March 2005	Approved by TELWG in April 2005
APLAC	TELWG	Request for renewal of its guest status	Received in April 2005	Approved by TELWG in May 2005
APCC	TELWG	Apply for guest status in TELWG	Received in June 2005	Approved by TELWG in June 2005
APCERT	TELWG	Apply for guest status in TELWG	Received in September 2005	Approved by TELWG in October 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
WTTC	TWG	Request for renewal of its guest status	Received in April 2005	Approved by TWG in April 2005
BOLERO	ECSG	Apply for guest status in ECSG	Received in March 2005	Application was declined by ECSG in May 2005
CABi	ATCWG	Apply for guest status in ATCWG	Received in April 2004	Approved by ATCWG in August 2005
UNESCAP	All APEC Fora	Request to be an Observer in APEC	Received in January 2005	Submitted to SOM Chair for consideration in February 2005
WIPO	IPEG/CTI	Invited for one-off participation in IPEG 20 th meeting	Received in February 2005	Approved by CTI in February 2005
BOLERO	ECSG	Invited for one-off participation in ECSG 11 th meeting in Seoul, February 2005	Received in February 2005	Approved by SOM in February 2005
UNESCO	TFEP	Invited for one-off participation in All Hazards Asia Workshop: Tsunami Response and Disaster Preparedness organized by the USA in Honolulu in June 2005	Received in March 2005	Approved by SOM in April 2005
OECD	IEG/CTI	Invited for one-off participation in IEG meeting	Received in April 2005	Approved by CTI in April 2005
UNCTAD	WCBG/CT I	Mr. Peter Faust invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
UNCTAD	WCBG/CT I	Mr. Igarashi invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
UNCTAD	WCBG/CT I	Mr. Igarashi invited for one-off participation in WCBG meeting	Received in May 2005	Approved by CTI in May 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
WB	WCBG/CT I	Mr. John Wilson invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
WCO	WCBG/CT I	Mr. Tadatsugu Toni Matsudaira invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
APDC	TFEP	Invited for one-off participation in TFEP Bali Meeting held in May 2005	Received in April 2005	Approved by SOM in April 2005
IFCRC	TFEP	Invited for one-off participation in TFEP Bali Meeting held in May 2005	Received in April 2005	Approved by SOM in April 2005
IADB	MAG/CTI	Dr. Estevaoredal invited for one-off participation in MAG Seminar on ROOs and MAGI held in February 2005	Received in January 2005	Approved by CTI in February 2005
ADB	WCBG/CT I	Ms. Ling Ling Ding invited for one-off participation in WCBG Workshop	Received in May 2005	Approved by CTI in May 2005
ADB	ESC	Ms. Asa Malmstrom Rognes, Senior Financial Economist, invited for one-off participation in the Second APEC Policy Dialogue with International Financial Institutions (IFIs) on ECOTECH on 10 September 2005	Invitation was extended by the ESC Chair in July 2005	Approved by ESC in June 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
UNODC	ACT	Dr. Stuart Gilman invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005
European Commission	ACT	Mr. Paul Lachal Roberts invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005
WTO	MAG/CTI	Mr Simon Chan invited for one-off participation in MAG IT/Electronic Industry Seminar CTI 23/2005T	Received in September 2005	Approved by CTI in September 2005
OECD	IPEG/CTI	Invited for one-off participation in CTI 29/2005T - High-level Symposium on IPR held in Xiamen, China	Received in September 2005	Approved by CTI in September 2005
OECD	ESC	Ms. Marie-Florence Estimé, Deputy Director, Centre for Entrepreneurship, SMEs & Local Development, invited for one-off participation in the Second APEC Policy Dialogue with International Financial Institutions (IFIs) on ECOTECH on 10 September 2005	Invitation was extended by the ESC Chair in July 2005	Approved by ESC in June 2005
OECD	ACT	Invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
OECD	TELWG	OECD invited for one-off APEC/OECD Joint Workshop on Information Security held in Seoul in September 2005	Proposed in July 2005	Approved by SOM in August 2005
PBEC	ACT	Invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005
OECD	SOM Project	Invited for one-off participation in the ADOC Week organized by Chinese Taipei in August 2005	Received in July 2005	Declined by SOM in July 2005 due to lack of consensus
OPEC	EWG	OPEC Acting Secretary General invited to EMM7 held in Gyeongju, Korea in October 2005	Received in August 2005	Approved by EWG in August 2005
WHO	TFEP/HTF	Invited for one-off participation in TFEP/HTF Seminar on Avian Influenza Preparedness and Response held in Brisbane, Australia November 2005	Received in September 2005	Approved by SOM in October 2005
WB	ESC I	Mr. Tom C. Tsui, Resident Director, the World Bank Tokyo Office, invited for one-off participation in the ESC I meeting on 4 March 2005	Invitation was extended by the ESC Chair in February 2005	Approved by ESC in February 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
WB	ESC III	Mr. Colin Lonergan, Operations Manager, Tokyo Development Learning Center of the Global Development Learning Network, invited for one-off participation in the ESC III meeting on 11 September 2005	Invitation was extended by the ESC Chair in August 2005	Approved by ESC in August 2005
WB	ESC	Mr. Colin Lonergan, Operations Manager, Tokyo Development Learning Center of the Global Development Learning Network, invited for one-off participation in the Second APEC Policy Dialogue with International Financial Institutions (IFIs) on ECOTECH on 10 September 2005	Invitation was extended by the ESC Chair in July 2005	Approved by ESC in June 2005
<i>Non-Governmental Org</i>				
FAO	TFEP/HTF	Invited for one-off participation in TFEP/HTF Seminar on Avian Influenza Preparedness and Response held in Brisbane, Australia November 2005	Received in September 2005	Approved by SOM in October 2005
ICC	ECSG	Apply for guest status in ECSG	Received in May 2005	Submitted to SOM Chair for consideration in August 2005
AOEMA	TELWG	Request for renewal of its guest status	Received in January 2005	Approved by TELWG in March 2005
INTA	IPEG/CTI	Invited for one-off participation in IPEG 21 st	Received in July 2005	Approved by CTI in July 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
		meeting		
TI	ACT	Mr. Peter Rooke invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005
TI	ACT	Mr. Patrick Mahassen invited for one-off participation in the ACT Symposium held in Seoul, Korea in September 2005	Received in August 2005	Approved by SOM in August 2005
ICRC	TFEP/HTF	Invited for one-off participation in TFEP/HTF Seminar on Avian Influenza Preparedness and Response held in Brisbane, Australia November 2005	Received in September 2005	Approved by SOM in October 2005
<i>Outgoing Participation</i>				
OIE	TFEP/HTF	Invited for one-off participation in TFEP/HTF Seminar on Avian Influenza Preparedness and Response held in Brisbane, Australia November 2005	Received in September 2005	Approved by SOM in October 2005

Applicant/Invitee	Fora	Participating Nature	Time of the Request/Proposal	Decision by For a since CSOM November 2004
CTTF	7 TH AAPA	CTTF Chair invited to 7 th AAPA Security Committee Meeting	Received in April 2005	Approved by SOM in April 2005
ESC	US Academic Event	ESC Chair invited to a US Academic Event	Received in April 2005	Approved by SOM in May 2005
TELWG	ITU	TELWG request SOM's approval of its speech at ITU	Received in June 2005	Approved by SOM in July 2005
ECSG	UN/CEFACT	ECSG invited to attend UN/CEFACT Paperless Trading meeting	Received in May 2005	Approved by SOM in May 2005
HRDWG	ILO/UNESCAP	HRDWG invited to attend ILO UNESCAP joint seminar	Received in February 2005	Approved by SOM in February 2005
CTI	UNECE/UNESCAP	CTI Chair invited to UNECE/UNESCAP Workshop on Trade Facilitation Implementation for Asia and the Pacific Region held in Kuala Lumpur March 2005	Received in March 2005	Invitation was declined by CTI in March 2005
IEG/CTI	OECD	IEG invited to the 2 nd Plenary Meeting of Task Force of Policy Framework on Investment (PFI) of OECD held in Paris April 2005	Received in March 2005	Participation request was turned down by SOM in April 2005 due to lack of consensus

Note: With delegation of authority from SOM on non-member participation in activities of the APEC fora from 1 January 2003, this Record of Participation Issues has been reformatted. The decision-making authority has been delegated to the APEC fora on a trial basis until the end of 2005 and the purpose of this Record is to keep SOM informed on the issue and provide the opportunity for APEC fora to seek SOM's guidance whenever it is deemed necessary.

Acronyms:

ADB = Asia Development Bank
AOEMA = Asia Oceania Electronic Marketplace Association
APCERT = Australian Computer Emergency Response Team
APCC = Asia-Pacific Carriers Coalition's
APDC = Asia Disaster Preparedness Center
APLAC = Asia-Pacific Laboratory Accreditation Cooperation
APT = Asia-Pacific Telecommunity
CABI = CAB International
EU = European Union
FAO = Food and Agriculture Organization
IADB = Inter-American Development Bank
ICC = International Chamber of Commerce
ICRC = International Committee of Red Cross
IFCRC = International Federation of Red Cross and Red Crescent
INTA = International Trademark Association
OECD = Organization of Economic Cooperation and Development
OIE = Office Internationale Epizooties (French: Office of International Epizootics)
OPEC = Organization of the Petroleum Exporting Countries
PBEC = Pacific Basin Economic Cooperation
TI = Transparency International
UNECE = United Nations Economic Commission for Europe
UNCTAD= United Nations Conference of Trade and Development
UN/CEFACT = United Nations Center for Trade Facilitation and Electronic Business
UNESCAP = United Nations Economic and Social Commission for Asia and the Pacific
UNESCO = United Nations Education, Science and Culture Organization
UNODC = United Nations Office on Drugs and Crime
WB = World Bank
WCO= World Customs Organization
WHO = World Health Organization
WTO = World Trade Organization
WTTC = World Travel and Tourism Council

**APEC Secretariat Website User Survey 2005
Analysis
Executive Summary**

In order to make informed decisions about potential website improvements the APEC Secretariat Communications team conducted a website-user survey over a two-week period in late April to early May 2005. Two hundred and eleven responses were received in either on-line or hard-copy format.

Responses from all economies were received, and 64% of those who responded were APEC government officials. Several technical questions were posed and responses to this portion of the survey indicate that there is still a segment of our website users who use less advanced technologies. Thus if the needs of all our users are to be met we need to continue to cater for users of older operating systems.

When asked about website usage 64% responded that they found out about the website either by typing in the web address, or from APEC publications and media releases, and 47% access the site either daily or several times a week. The three main areas of usage are to access meeting documents, specific areas of fora work, and general information about the APEC process. Respondents indicated that the area of least interest was about APEC priorities and goals for the year.

Ninety percent indicate that the homepage meets fully or most of their needs. The remainder who indicated that their needs were not fully or mostly met -10%- indicated reasons that can be sorted into three main categories; poor search functions, can't access documents that they want, and information which is not always up-to-date.

As for navigating the site 57% use global navigation while 33% use search and 10% use the site map. Eighty-seven percent indicated that global navigation is clear and easy to use, and 86% said that global navigation meets their needs to find information quickly and easily.

With respect to appropriateness and clarity of content 88% indicated that the website met their needs. Those that indicated it did not provided comments that pointed to problems obtaining restricted documents, or getting documents that they needed. Seventy-seven percent felt the website was up to date, and those that did not wanted faster updating, particularly after meetings and when decisions had been made.

While web casts have been accessed by a relatively small proportion of respondents – 22% - respondents in general said that they would be interested in web casts of key presentations from meetings and interviews with prominent APEC figures.

Ninety-seven percent rated the APEC website as similar as or better than those of similar organizations. And 81% did not want new services delivered through the website. Those that did however indicated a number of possibilities which warrant further exploration by the Communications team.

Background

In August 2003, the APEC Secretariat Communications Team deployed a revamped website (www.apec.org) to enable the APEC forum to communicate the benefits and outcomes of the process to appropriate audiences in member economies. The site was also designed to provide a solid platform for APEC's future web presence and identity, as well as to be an effective central store of information on the APEC process.

Site objectives were developed to assist the APEC Secretariat Communications Team to design appropriate information architecture, functionality and graphic design for the new site. The objectives continue to assist the APEC Secretariat Communications Team to monitor and evaluate the success of the new site, in order to develop and improve the site in the future. The site objectives are to:

- Demonstrate that APEC is a dynamic and focused forum with a clear mandate which is relevant, responsive and effective;
- Establish the APEC Secretariat website as a key source of information (and dissemination of information) on latest APEC news and developments; and
- Build client relationships by encouraging dialogue and feedback through the site.

Target audiences were determined for the new site to help design meaningful and effective content categorisation and navigation. The differing information requirements of each audience were used to tailor content, tone of voice and presentation style on the new site. Target audiences for the APEC web site comprise:

- Government Officials and APEC Representatives;
- Industry and Business;
- Academia and Non-Government Organisations;
- Media; and
- General Public in Member Economies.

Key improvements realised in the site launched in 2003 include:

- Improved accessibility;
- More meaningful URL and improved ratings in major search engines;
- Consistent and clear navigation throughout the site;
- Systematic content categorisation; and
- Development of avenues for outreach to key target audiences.

Purpose of the Website User Survey

The APEC Secretariat Communications Team is committed to continual improvement of its website and conducted a User Survey in late April 2005 to elicit structured feedback from site users, in order to make informed decisions about potential website improvements, developments and the possible introduction of new on-line services. Seeking the views of the broad range of users of the site was considered essential before moving forward with website developments.

Methodology

The 2005 APEC Secretariat Website User Survey comprised a 30-question on-line and hard copy questionnaire. It was distributed through the APEC Secretariat website and by direct email to APEC fora and contacts, over the period Tuesday April 19, 2005 to Tuesday May 3, 2005. The average number of unique visitors to the APEC website during this period was 21,280 while some 1,000 APEC-specific users from 34 APEC fora and the Secretariat received the e-mail survey.

Mainly quantitative data was collected, with survey respondents indicating their preferences from a list of possible answers to each question. In addition, some of the questions were open-ended and invited written responses.

To ensure their privacy and to invite frank and honest feedback, survey respondents were not asked to provide their names.

Response Rate

In total, 211 responses to the survey were received during the two-week survey period; 114 on-line and 97 via email or in hard copy. This translates to a 95% confidence interval (+/- 6.7%). Therefore, the results provide a good indication of the views of website users in general and the findings can be used to provide an indication of users' preferences and concerns.

Findings and Analysis

1. Demographics

1.1 Survey respondents were asked which APEC economy or non-APEC region they were from to ascertain if the views of all APEC Member Economies on the APEC website were reflected in the results and to gauge interest in the site from non-members of APEC.

The greatest numbers of survey responses received by economy were:

- | | |
|-------------------|-----|
| 1. Australia | 16% |
| 2. Korea | 9% |
| 3. Chinese Taipei | 8% |

The results showed that all APEC Economies were represented in the sample. Responses were also received from non-APEC Asian economies.

1.2 Respondents were also asked to nominate which job title described their position most accurately. The results were:

- | | |
|---|-----|
| 1. Government official working on APEC issues | 64% |
| 2. Business person or industry representative | 8% |
| 3. APEC Secretariat staff member | 6% |
| 4. Non-government organisation representative | 5% |
| 5. Academic | 5% |
| 6. Government official not working on APEC issues | 4% |
| 7. Other | 3% |
| (included ABAC, a government economist/market analyst, a think tank representative and a government official working on biotechnology issues) | |
| 8. Journalist or media representative | 0% |

The overwhelming response to the survey was from government officials working on APEC issues. All 21 APEC Member Economies were represented by respondents identifying themselves as government officials working on APEC issues. Other major site target audiences such as business people, representatives of NGOs and academics also responded to the survey.

2. User System Set-up

A series of questions on users' system set-ups was presented in the survey to ascertain if the assumptions made by the Communications Team during development of the site regarding screen resolutions, operating systems, browsers and download speeds are still valid and, if not, what changes are required.

2.1 Screen Resolution

The survey respondents indicated that a wide variety of screen resolutions were being used. The results were:

1. 1024 x 768 pixels	52%
2. 800 x 600 pixels	22%
3. 1280 x 1024 pixels	12%
4. Don't know	10%
5. 640 x 480 pixels	4%

This spread of responses indicates that some users of the website still operate the lowest screen resolution of 640 x 480 pixels. The current site is set up to cater to this audience as well as users with more advanced settings. Thus this strategy would need to be maintained in order to continue to serve respondents using less advanced settings until the entire user group moves to more advanced settings.

2.2 Operating System

Users were also asked about their respective operating systems and the following results emerged:

1. Windows XP	68%
2. Windows 2000	21%
3. Windows 98	10%
4. Windows ME	1%

Again, this spread of operating systems indicates that the strategy of catering for users of older operating systems, as well as those on more current systems, should be continued, if the website is to meet the needs of all present users.

2.3 Browser

The question of web browsers was also broached and overwhelmingly -77% of respondents use Internet Explorer 6 or later, although some still use older versions of Internet Explorer. This information is particularly relevant when considering new website developments. It will continue to be important to ensure that new developments are supported by, and are compatible with Internet Explorer 6 and older browsers.

2.4 Internet Connection Speed

Although many of the users of the APEC Secretariat site are connected to the Internet via fast connection speeds; 512 kbps ISDN – 37%, Local Area Network 40%, there are still a few users connected at slower connection speeds 56.6kbps Modem – 7%. The original strategy of attempting to limit heavy graphics and animation on the APEC website to cater to users with slow connection speeds appears to be a sensible strategy to continue.

3. APEC Website

Specific questions on APEC website usage and the utility of the navigation system, searching tool and information provided were also presented to users of the site. The data collected in this section of the survey will provide the APEC Secretariat Communications Team with specific information on which to base future website changes and developments.

3.01 The majority of users - 64% - found out about the APEC Secretariat website either by simply typing in www.apec.org to their respective browsers or from APEC publications or media releases.

3.02 Frequency of Visits to the Site

Most respondents are quite familiar with the APEC website and visit the site at the following frequencies: daily -17%, a few times per week - 30%, or a few times per month - 31%. Around two-thirds of respondents are very familiar with the site and, through the survey, were able to provide well-informed feedback on the functionality and utility of the site.

3.03 Purpose of Visits to the Site

Most respondents are seeking access to APEC for the following reasons:

- Meeting documents and reports (Frequently – 89 responses, occasionally – 94 responses);
- Find out specific information on APEC areas of work or a forum (Frequently – 77 responses, occasionally – 93 responses);
- General information about the APEC process (Frequently – 68 responses, occasionally – 113 responses); and to
- Find out the latest APEC news (Frequently – 58 responses, occasionally – 118 responses).

Of least interest to this sample was to discover APEC's priorities and goals for the current year (frequently – 39 responses, occasionally – 112 responses) and to find information about APEC member economies (frequently – 17 responses, occasionally – 114 responses).

Accessing APEC databases, including the e-IAP website, Tariff Database and Project Database were also cited as reasons for visiting the APEC Secretariat website.

The results highlight the importance of ensuring effective access to APEC meeting documents and reports and the need to keep content up-to-date on general APEC issues and on fora-specific developments.

3.04 Utility of Homepage Design

According to respondents the current homepage design meets most users' needs. Results were:

1. Meets most of my needs	62%
2. Fully meets my needs	25%
3. Meets some of my needs	9%
4. More than fully meets my needs	4%
5. Meets none of my needs	.5%

The following comments are a selection from the responses provided by users who indicated that the site meets only some of their needs or none of their needs (19 responses):

Poor Search Engine

"It is difficult to find projects using the search engine; cross-referencing could be better (eg: all "gender" projects should not be moved to GFPN site, but there should be links from GFPN site to gender-related activities in other working groups). It is difficult to find specific documents unless you know exactly which group undertook them and when."

"I often prefer to search at google within apec.org. In general the search engine of APEC website is not so good."

"It is cumbersome to find information; the searcher is not very helpful and the advance search is unclear in its instructions and it should have better and more ways to narrow the search easily and successfully. It is time consuming to find specific documents or information when titles or other precise data is not remembered."

"Search function should be improved and diversified."

"The search tool isn't effective."

Difficulty Finding Documents

"When you select other documents within a sub-fora, you are redirected to the document general database. Which is really hard to surf in."

"I want it be more easy to find documents that I am searching."

Out-of-date Content

"The information sometimes is not up-to-date"

"Please update the contents in time"

"Some titles should be clearer; there are times that led you to pages one is not looking for. In brief, the website should be friendlier and quick to help finding the information one is searching and not time consuming endeavour."

Bearing in mind that these comments reflect the minority of respondent's views, the responses are still very useful to help further develop the site, particularly implementation of a new search engine, developing a document database for easy retrieval of documents and systems to ensure content is updated more frequently.

3.05 and 3.06 Global Navigation

Two questions were asked on the global or persistent navigation, which appears at the top of each page of the website. The vast majority of respondents saw this as a useful feature of the site. Eighty-seven percent of respondents indicated that the global navigation is clear and easy to understand, with only four percent indicating the opposite. Eighty-six percent indicated that the global navigation meets their needs to find the information they are seeking quickly and easily. Five percent indicated the opposite.

3.07 Fifty-seven percent indicated that the global navigation was their preferred method of navigating the site with thirty-three percent indicating search as their preferred navigation tool while ten percent preferred the site map.

Overall, the global navigation appears to be working effectively for the majority of users as a tool to access information quickly and easily from any page on the website. A large number of respondents also use the site's search engine, which was significantly upgraded in early May this year. This new engine aims to significantly improve the searching experience for users.

3.08 Appropriateness and Clarity of Content

Users were asked for their opinions on the appropriateness and clarity of content on the website and the vast majority - 88% - indicated that the site met their needs in this area. The 8% who indicated that the site did not meet their needs provided the following comments:

“The content is clear and appropriate, but I would wish to be able to access more information. Currently, only public documents are available on the site. As an APEC official, it would be very useful to me to be able to access ALL meeting documents, using a password for restricted documents. Also, although the list of "topics" offered on the website is quite long, it does not cover every topic that APEC deals with. For example, there is no listing for "Structural Reform", and no obvious manner to access to access the Structural Reform Action Plan. Also, it might be a good idea to have a section on the website that would list all APEC Agreements that were reached throughout the years, perhaps by subject, such as the TF principles, the Deregulation Principles, the E-APEC Strategy, etc, etc.”

“The number of reports that appear on the website has improved in recent years, but many of them are not particularly informative (reports often do not provide substantive information, only records of meetings held)”

“I was recently seeking information on the HRDWG meeting to be held in Pattaya in June. Although there is reference to the meeting and its dates on the website, there is no further information. The draft agenda and information for delegates should be accessible through the website and updated regularly. Governments must plan their participation in such events well in advance and accordingly, as much information as possible must be made available as early as possible.”

“I often find that the things I am looking for are not posted, while things that are irrelevant to me are there. I suggest the Secretariat purchase software such as WebTrends to monitor website traffic. You can then see what people are interested in,

and what they are not. If material receives very few visits, DELETE IT. Make the site simpler, and cleaner. If a page is accessed often, but people only stay on the page briefly -- that means it is a subject of interest, but the content on the site is terrible. That may be a sign you need to update/reformat your content.”

3.09 Currency of Content

Although most respondents - 72%- indicated that content on the website is up-to-date, 17% felt that content was not updated adequately and that it should be updated faster, particularly after APEC meetings and when decisions are taken. This result also highlights the need to improve management structures within the APEC Secretariat to ensure that the Communications team is informed about updates to the content of the fora pages in a timely fashion.

3.11 E-Newsletter

Sixty-eight percent of survey respondents indicated that they do not subscribe to the APEC E-newsletter. This may indicate an opportunity to further expand the reach of the E-newsletter.

3.12- 3.14 Web casts

Whilst only 22% indicated that they had accessed web casts (video and audio files) on the APEC Secretariat website, many respondents indicated that they would be interested in accessing web casts on key presentations from APEC meetings (123 responses) and interviews with prominent APEC figures (37 responses).

3.15 Comparisons with Sites of Other International Organisations

Seventy-four percent indicated that the APEC Secretariat website is similar to the websites of other international organisations while 23% indicated that the site is better than comparable sites. Only 3% said that the site is worse. As a rough bench-making question, this results show clearly that users find the website to be similar to or better than the sites of other international organisations, most of which have larger web budgets and more human resources working on web issues than the APEC Secretariat.

3.16 New Web Services

Eighty-one percent indicated that they did not want any new services delivered through the APEC website. Nineteen percent indicated that they wanted new services and specific feedback about new services was provided by a number of respondents. Amongst the feedback was the following information:

“Latest news and development on APEC member economies.”

“Funding agreements, investors interchange, business matching.”

“More trade tools like the tariff data base, which describe trade rules and regulations in each country.”

“As mentioned above, I would like to have access to restricted documents via a secure password protected site. This would mean that it would no longer be necessary to distribute CDs with all documents at meetings, as everything would be available online.”

“Interactive/Collaborative/Chat Bulletin/Real Time Online Communication with other official members of APEC Secretary/Member Economies.”

“It's will be more helpful to know APEC, if APEC website could offer more academic, opinion articles.”

“We would like to have access to a digital library on important APEC seminars and conferences.”

The introduction of new services will be considered as time and budget permits. This task will also be considered in consultation with the APEC Secretariat Executive Office and the IT section.

Next Steps for Website Development

In response to the findings of the 2005 APEC Secretariat Website User Survey, and building on agreed 2005 work plans, the APEC Secretariat Communications Team plans to deliver the following in 2005:

1. Deployment of New Search Engine

In early May 2005, a new search engine (Ultraseek), modified to meet the needs of the users of the APEC website, was incorporated into the APEC website. After further testing, the search engine will be officially launched in late May 2005. Expected searching improvements realised by the new search engine include:

- More accurate search results
Ultraseek's "Superior Relevance", "Page Expert" and "Intelligent Indexing" features will provide significantly improved results, whenever keywords are submitted to the search engine. Improved accuracy ratings will ensure that data requested by users will, in most cases, be returned at the top of search results.
- Search refinement
The new search engine will enable users to further refine their searches by providing the ability to search within a search result, meaning that one search can be undertaken and then a further search can be conducted within the first search result.
- Submission of more specific search terms
The new search engine will now support searching phrases, enable explicit exclusion of words and inclusion of words. This will result in users being able to submit more specific search terms to the search engine. This, in turn, will return more accurate search results.
- More files are searchable
Ultraseek's ability to index an increased range of file types will allow all of the files available on the APEC website to be searchable. Files that are searchable using Ultraseek include Zipped, PowerPoint and Excel files.
- Improved features for the power users
Users already very proficient in using search engines will be able to find

information in a much more efficient way. Features such as “Wilcard”, “Complex Boolean”, “Nested Search” and “Word Stemming” are readily available using Ultraseek.

➤ **Scoping user’s search**

Ultraseek has the ability to create virtual collections that will enable users to specify the type of content that they would like to search.

Currently, these virtual collections have been created:

- Meeting Documents
- Leaders’ Statements
- Ministerial Statements and Ministerial Meeting Documents
- Publications
- Media Releases, Speeches and Fact Sheets
- APEC Groups
- 2005 documents (meeting documents and publications)
- 2004 documents (meeting documents and publications)
- 2003 documents (meeting documents and publications)
- 2002 documents (meeting documents and publications)
- Prior to 2002 documents (meeting documents and publications)

2. Development of an APEC Meeting Documents Database

APEC meeting documents are a frequently accessed resource by users both internal and external to the APEC process. At present, electronic copies of final APEC meeting documents are stored on the Secretariat’s file server. Only non-restricted documents are posted on the APEC Secretariat’s website. When required, APEC officials’ access restricted documents through a request to the Secretariat. To facilitate ready access, search, and retrieval of these documents for all users, the APEC Secretariat is developing a project designed to implement a database-driven meeting documents repository that would allow registered users to access all papers (non-restricted and restricted) and non-registered users to access only non-restricted documents. This project will also be reviewing the feasibility of digitizing key collections of meeting papers, as older papers are currently only available in hard copy.

The idea is under development at this stage with timeframes and cost estimates being studied. A concrete proposal will be tabled later this year.

3. Improved Structures for Content Generation and Content Maintenance

In consultation with APEC Secretariat management, the Communications Team will look into assigning specific responsibilities for content generation and maintenance to Secretariat PSMs and SSMs. In addition to assigning responsibilities, a timetable for updates will be developed to ensure regular updating of site content.

This task should be completed in June/July 2005.

4. Exploration of Other Suggestions

Specific suggestions made by respondents will be examined to see how they might contribute to improving the website. As part of that analysis the Communications team will be conducting cost studies and evaluating resource implications.

In addition to these improvements, the Communications Team will continue to work with Economies, for, the APEC Secretariat Executive Office and IT, to keep improving the website to meet users' needs and to fulfil the site objectives.

Attachment to Annex C: Raw Numbers

1. Demographics

1.1 Which APEC economy or non-APEC region are you from?

Options	Web submission	Email submission
Australia	24	10
Brunei Darussalam	2	1
Canada	7	4
Chile	1	6
China	2	1
Hong Kong, China	6	8
Indonesia	6	4
Japan	7	4
Korea	6	13
Malaysia	3	3
Mexico	5	3
New Zealand	4	2
Papua New Guinea	1	0
Peru	3	2
Philippines	7	4
Russia	2	4
Singapore	4	8
Chinese Taipei	8	9
Thailand	9	4
United States	4	2
Viet Nam	2	4
Europe	0	0
Africa	0	0
Americas (Non-APEC Member Economies)	0	0
Asia (Non-APEC Member Economies)	1	1

1.2 Which of the following titles describes you best? (Please tick one box)

Options	Web submission	Email submission
Business person or industry representative	6	10
Non-government organisation representative	5	5
Academic	7	3
Journalist or media representative	0	0
Government official working on APEC issues (and not APEC Secretariat staff member)	72	63
Government official not working on APEC issues	6	3
APEC Secretariat staff member	0	12
Other	4	2
	ABAC MEMBER	
	Government Economist Market Analyst	
	think tank	
	Government official working on Biotechnology Issues	

2. Your System Setup

2.1 At which screen resolution is your computer currently set?

This information can be found by clicking on Control Panel, Display and Settings on your computer.

Options	Web submission	Email submission
640 x 480 pixels	5	2
800 x 600 pixels	21	22
1024 x 768 pixels	49	52
1280 x 1024 pixels	7	17
Don't know	16	4

2.2 What operating system are you using on your computer?

Options	Web submission	Email submission
Windows 98	9	10
Windows ME	1	0
Windows 2000	24	18
Windows XP	66	68
Mac OS	0	0
Linux/Unix	0	0
Others	0	1
Don't know	0	1

2.3 Which web browser do you use most often?

This information can be found by clicking on 'Help' and 'About Internet Explorer' (for Internet Explorer) or on 'Help' and 'About Communicator' (for Netscape)

Options	Web submission	Email submission
AOL	1	0
Internet Explorer (Mac)	3	0
Internet Explorer 4 or Earlier (PC)	1	1
Internet Explorer 5 to 5.5 (PC)	11	13
Internet Explorer 6 or Later (PC)	75	76
Konqueror	0	0
Lynx	0	0
Mozilla	2	3
Netscape Navigator (Mac)	0	0
Netscape Navigator 4.7 or Earlier (PC)	0	0
Netscape Navigator 4.8 to 7.0 (PC)	0	0
Netscape Navigator 7.1 to Later (PC)	0	2
Opera	1	0
Safari	0	0
Web TV Viewer	0	0
Other	3	0
	Google	
	Mozilla Firefox	
	Mozilla Firefox	

2.4 At which access speed does your computer connect to the Internet?
If you are using a dial-up, click on 'Control Panel' and 'Modem'. If you are using broadband and are not sure of the speed, simply tick 512kbps ISDN.

Options	Web submission	Email submission
28.8 kbps Modem	1	0
33.6 kbps Modem	0	1
56.6 kbps Modem	12	1
256 kbps ISDN	2	0
512 kbps ISDN	46	25
1 mbps ISDN	16	0
Local Area Network	21	59
Don' Know	0	10

2.5 If you currently visit sites which feature Flash animation (basically moving images on the page) does your computer display the animation?

Options	Web submission	Email submission
Yes	87	80
No	8	4
Don't know	3	14

3. APEC Website

3.01 How did you find out about the APEC website?

Options	Web submission	Email submission
Just typed in www.apec.org	36	40
From a friend or colleague	14	14
From APEC publications or media releases	23	28
Link from another site	8	3
Through the media	2	0
Other	17	13
	Work on APEC files	
	from long experience	
	APEC FWG	
	I have always known about it as I have been working on APEC for several years.	

	Workplace	
	www.google.com	
	research	
	Member representative by economy	
	involvement with ABAC	
	Secretariat	
	google search engine	
	Essential to our work	
	APEC secretariat	
	Through work	
	used to work at the APEC Secretariat and been attending SOM meetings since 1996	

3.02 How often do you visit the APEC Secretariat website (www.apec.org)?

Options	Web submission	Email submission
Daily	11	22
A few times per week	35	24
A few times per month	29	32
Monthly	7	11
Rarely	17	9
First visit	2	0

3.03 What is the purpose of your visit/s to the APEC Secretariat website?

3.03.1 For general information about the APEC process

Options	Web submission	Email submission
Frequently	33	35
Occasionally	57	56
Once	7	1
Never	4	6

3.03.2 To find out the latest APEC news

Options	Web submission	Email submission
Frequently	29	29
Occasionally	55	63
Once	9	1
Never	8	5

3.03.3 To check the APEC Events Calendar

Options	Web submission	Email submission
Frequently	25	23
Occasionally	53	70
Once	10	2
Never	9	3

3.03.4 To download APEC publications

Options	Web submission	Email submission
Frequently	21	15
Occasionally	58	68
Once	6	7
Never	12	8

3.03.5 To access APEC meeting documents and reports

Options	Web submission	Email submission
Frequently	57	32
Occasionally	32	62
Once	6	2
Never	3	2

3.03.6 To find out specific information on an APEC areas of work or forum (e.g. Trade facilitation or intellectual property rights)

Options	Web submission	Email submission
Frequently	50	27
Occasionally	35	58
Once	7	3
Never	9	10

3.03.7 To discover APEC's priorities and goals for the current year

Options	Web submission	Email submission
Frequently	21	18
Occasionally	52	60
Once	9	9
Never	19	11

3.03.8 To find information about APEC Member Economies

Options	Web submission	Email submission
Frequently	12	5
Occasionally	52	62
Once	16	8
Never	20	23

3.03.9 Other. Please provide more details

Web submission	Also use it to get meeting information
	Most documents needed in our area are inserted in the business Mobility Group web site.
	I probably use it less than I might, because my main interest is in ISTWG which has its own ASTWeb
	The Tariff website is an excellent tool although it does need to be updated more frequently.
	in connection with specific APEC-related research activities
	Other economies' IAP information
	Customs
	Access to APEC website at this stage is limited to our involvement in the HRDWG
	This is my first time to log on to APEC website.
	To get more information on the APEC process and issues of transportation and trade security
	To refer on APEC Documents such as Leaders' Declaration, Ministers Statements and specific cooperation such as infectious diseases and so forth
Email submission	To find pictures of APEC meetings.
	AP and IAP Peer Reviews information of the APEC member economies.
	Different APEC DBs.
	To access business outreach initiatives.
	To find out the progress and details about the projects undertaken by APEC, especially for those relating to tourism.
	Counter Terrorism Action Plans.
	Individual Action Plans.
	Projects Database.

3.04 How well does the current homepage design meet your need to find the information you require quickly and easily?

Options	Web submission	Email submission
----------------	-----------------------	-------------------------

5 – More than meets my needs	5	2
4 – Fully meets my needs	20	30
3 – Meets most of my needs	64	58
2 – Meets some of my needs	10	8
1 – Meets none of my needs	1	0

If you selected 1 or 2 above, please describe how the homepage could be redesigned to meet your needs.

Web submission	Finding sub-fora/WG news or documents is difficult in current homepage.
	it is difficult to find projects using the search engine; cross-referencing could be better (eg: all "gender" projects should not be moved to GFPN site, but there should be links from GFPN site to gender-related activities in other working groups). It is difficult to find specific documents unless you know exactly which group undertook them and when.
	The information sometimes are not up-to-date.
	Please update the contents in time
	the design is not easy to follow and sometimes it is difficult to search for documents especially if you are not sure exactly what you are looking for. The search function could also be improved and made more user friendly.
	need to be user friendly, e.g. by topic and with larger word size
	More direct access to working group pages would be useful and larger fonts / buttons on navigation bars (eg 'APEC Groups', 'Member economies' etc) would be practical
	too many sub-menu
Email submission	When you select other documents within a sub-fora, you are redirected to the document general database. Which is really hard to surf in.
	I often prefer to search at google within apec.org. In general the search engine of APEC website is not so good
	It is cumbersome to find information. the searcher is not very helpful and the advance search is unclear in its instructions and it should have better and more ways to narrow the search easily and successfully. It is time consuming to find specific documents or information when titles or other precise data is not remembered.
	The color used is depressing, should be businesslike but frankly not nice to look at it, some bright colors may help.
	Front page should include just the map of the site.
	Some titles should be clearer, there are times that led you to pages one

	is not looking for. In brief, the website should be friendlier and quick to help finding the information one is searching and not time consuming endeavor.
	I want it be more easy to find documents that I am searching.
	Search functions should be improved and diversified.
	The search tool isn't effective.
	Few information about APEC economies.
	There're so may things in APEC that are done in a certain way that always has been like that, but there isn't written in any place, that maybe the web site could provide more "standarized" information.
	There is too much information on the site, and it is poorly organized. The secretariat needs to identify (such as this excellent survey initiative) what people need from the site, and cater it to those needs. For example, of paramount interest are the written questions and answers from the IAP Peer Review sessions. However, less informative documents like minutes of the meeting are posted on the eIAP site, but the QandAs are not. Sometimes Qs, but rarely As.

3.05 Global navigation is available at the top of every page on the website, beginning with About APEC and ending with Documents and Reports. Are the descriptions provided in the global navigation clear and easy to understand?

Options	Web submission	Email submission
Yes	82	88
No	5	2
Don't know	11	8

If you answered NO to the question above, please describe which items are not clear and easy to understand and make suggestions for changes.

Web submission	
	I don't find the 'search' function that effective
	'APEC Groups' does not adequately reflect that Working Groups, Committees, Dialogues and Initiatives are all represented on the link page. Perhaps some need separate navigation buttons
Email submission	
	topics
	Too cluttered. Maybe you can omit the picture in the middle and show it only on the first page. The pale green background doesn't look alright for me.

3.06 Is the current global navigation meeting your needs to find the information quickly and easily?

Options	Web submission	Email submission
Yes	78	88
No	8	2
Don't know	8	8

If you answered NO to the question above, please describe how the global navigation could be changed to meet your needs.

Web submission	The links need to be checked more regularly as often they don't link
	I would suggest that you provide a direct link to "Contact" information for APEC, as well as names and co-ordinates for individuals responsible for key files/issues/activities. Also,
	There is a need to improve the SEARCH function. I have never been able to find what I need through that function.
	there are still times when I can't find the documents I am looking for.
	See above
Email submission	The search tool isn't good, fast or accurate.
	Largely does, but for items such as CTAPs and IAPs - we need to use the search function. It would be useful if instead we could go to a link called 'Counter Terrorism Task Force' for CTAPs, etc... Perhaps another navigation bar down lefthand side would work. Also, could make 'projects' 'projects database' on top navigation bar to make this link clearer.

3.07 What is your preferred method of navigating to the material on the site which interests you most?

Options	Web submission	Email submission
Global navigation on the homepage and on top of each page	51	58
Search	37	28
Site Map	8	11
Other	2	1
	I do not find the search engine helpful	
	combination of search and global navigation	

3.08 Is the content on the website clear and appropriate for your needs?

Options	Web submission	Email submission
Yes	84	90
No	13	3
Don't know	2	5

If you answered NO to the question above, please describe which sections of the site are not clear and appropriate to your needs and make suggestions for changes.

Web submission	
	There are so many duplications of information among APEC and Korea's APEC 2005 websites. Besides, there are huge number of documents which are not open to the public, and this is really inconvenient.
	Any documents for meeting should be accessed by limited member with Password/ID.
	The content is clear and appropriate, but I would wish to be able to access more information. Currently, only public documents are available on the site. As an APEC official, it would be very useful to me to be able to access ALL meeting documents, using a password for restricted documents. Also, although the list of "topics" offered on the website is quite long, it does not cover every topic that APEC deals with. For example, there is no listing for "Structural Reform", and no obvious manner to access to access the Structural Reform Action Plan. Also, it might be a good idea to have a section on the website that would list all APEC Agreements that were reached throughout the years, perhaps by subject, such as the TF principles, the Deregulation Principles, the E-APEC Strategy, etc, etc.
	the number of reports that appear on the website has improved in recent years, but many of them are not particularly informative (reports often do not provide substantive information, only records of meetings held)
	Not always as sometimes, specific documents cannot be located even with the search function
	sometime it is rather difficult to get what is needed, otherwise it is clear!
	We would like to see pages which more clearly provide APEC fora outputs, eg agreed principles, best practice documents, etc. these are very hard, and often impossible, to track down using the current system.
	I was recently seeking information on the HRDWG meeting to be held in Pattaya in June. Although there is reference to the meeting and its dates on the website, there is no further information. The draft agenda and information for delegates should be accessible through the website and updated regularly. Governments must plan their participation in

	such events well in advance and accordingly, as much information as possible must be made available as early as possible.
	In the member economies section, it would be advisable to include more graphs/figures instead of tables. Additionally, I recomend to post figures and tables with comparisons of all the 21 economies in one picture snapshot (e.g. ranking of GDP, ranking of exports, etc.)
Email submission	Cumbersome.
	It is very difficult to connect www.apec2005.org web-site.
	The same with www.apec-iap.org.
	I often find that the things I am looking for are not posted, while things that are irrellevant to me are there. I suggest the Secretariat purchase software such as WebTrends to monitor website traffic. You can then see what people are interested in, and what they are not. If material receives very few visits, DELETE IT. Make the site simpler, and cleaner. If a page is accessed often, but people only stay on the page briefly -- that means it is a subject of interest, but the content on the site is terrible. That may be a sign you need to update/reformat your content.

3.09 In your opinion, is the content on the website up-to-date and current?

Options	Web submission	Email submission
Yes	73	69
No	20	13
Don't know	5	16

If you answered NO to the question above, please describe how often you would like to see new content on the site.

Web submission	Materials for forthcoming meeting are always available shortly before the meeting
	as new contenmt becomes available and p
	Tarrif website is often out of date
	The content is mostly up to date, but in some cases, the individual fora pages can be a bit dated.
	Information from Secretariat takes too long to appear on the website.
	two months for general matters and within one week for important issues.

	Two months for general issues and within one week for critical matters.
	Daily.
	Every week
	Chair of the SCCP has not been updated.
	actually YES, but there other some parts of the website that have been neglected!
	See above
	MRCWG calendar has no functioning links to any dates
Email submission	PSM must update their respective columns immeditely after the meeting.
	The name of the Chair of the group or subcommitte. Sometimes the information about events is better in the host economy home page.
	Latest documents take time to be uploaded.
	I would like to have all completed project documents accessible from the website. If this means APEC fora need to be more specific in making clear to the Secretariat what documents should be posted on the website, please inform Lead Shepherds and others to do so.
	Weekly at the very least.
	Should be updated within a week of an event or meeting.
	Some of the projects details maintained in the "project database" seem not updated. It would be helpful to regularly give an update on the latest position and progress of the projects being undertaken.
	Under the events calendar it would be useful to have a full outline of SOM meetings rather than just "SOM x and related meetings'. Could also be a link to the website of the APEC host for that year.
	Suggest meeting reports and papers might be placed on the website faster.
	Information is often outdated. There seems to be too much on the site for you to manage efficiently. I think the Secretariat does an excellent job in general, but the site needs to be streamlined to make maintenance easier.
	As soon as new information is published, for example working group documents and meeting outcomes. Past documents from some years back should also all be available.

3.10 How often do you use the Search Engine on the site to find information or documents on the APEC website?

Options	Web submission	Email submission
Often	26	17
Occasionally	49	48
Rarely	18	22
Never	6	11

3.11 Have you subscribed to the APEC E-Newsletter and the News Alerts service available through the website?

Options	Web submission	Email submission
Yes	30	33
No	66	65

3.12 Have you attempted to view or listen to web casts on the APEC website?

Options	Web submission	Email submission
Yes	19	24
No	79	74

3.13 What format do you prefer for webcasting material?

Options	Web submission	Email submission
Real Media Low Resolution	1	3
Real Media High Resolution	13	6
Windows Media Low Resolution	7	15
Windows Media High Resolution	48	59
Don't know	27	15

3.14 What kind of webcasting material would you like to see on the APEC website?

Options	Web submission	Email submission
General video on APEC	9	25
Video news releases	6	27
Interviews with prominent APEC figures	10	27
Key presentations from APEC meetings and events	54	69
None	13	15
Other	4	1
Web submission	Not sure, perhaps all of the above, depending on the subject. What is more important is that it all	
	More than one of the above - these should be tick boxes not radio buttons!	
	Useful tool to brief public on what APEC is all about	
	General video on APEC and Key Presentations from APEC meetings and events	
Email submission	SOME SYMPOSIUMS OR SEMINARS OF THE FORUM	

3.15 How does the APEC website compare against comparable websites of other international organisations?

Options	Web submission	Email submission
Similar	70	73
Better	22	23
Worse	3	2

If you answered WORSE to the question above, please describe in which areas the APEC website is worse than comparable websites of other international organisations.

Web submission	The colour is not clear as blue does not come out well on the computer screen. The print is unclear and too fine. Documents printed have also very fine print. The page design is not attractive, dull. Too many key strokes to access the relevant documents
	print quality is poor due to the grey type
	Documents can be difficult to find.
Email submission	The back button on my browser does not work when I try to exit the APEC site. This is very annoying.
	Graphically unappealing
	Difficult to use
	No clear mandate. What is the site trying to accomplish? Who is your audience? I think the site needs to be clearly defined, so as to make it effective again.
	APEC website devotes a lot of time and space to publicity and glossy imagery. i prefer quick access to information and documents

3.16 Are there any new services that you would like to see delivered through the APEC website?

Options	Web submission	Email submission
No	71	85
Yes	23	13

If you answered YES to the question above, please describe which services you would like to see added to the site.

Web submission	latest news and development on APEC member economies.
	more details of research projects undertaken under the auspices of APEC and relevant working groups and networks.
	There is nothing in term of attraction for companies. Japan Chamber of commerce staff complained that they could not find APEC conference/program of WG/Sub fora project. APEC WG/Sub-fora project process is untransparent. Stocktaker can not find such project

	schedule(date of meeting or program) through APEC website. There is only result of such project in website. while stocktaker want to access such project, almost projects public relations are controled by lead economy.
	Funding agreements, investors interchange, business matching.
	the above
	More trade tools like the tariff data base, which describe trade rules and regulations in each country. Cheers
	As mentioned above, I would like to have access to restricted documents via a secure password protected site. This would mean that it would no longer be necessary to distribute CDs with all documents at meetings, as everyting would be available online.
	links to related material produced by other regional organizations
	It would be better to place information about the early history of APEC (including reports of the PPG).
	Interactive/Collaborative/Chat Bulletin/Real Time Online Communication with other official members of APEC Secretary/Member Economies
	Make the navigation more user friendly and larger size font and clearer font instead of the blue and grey colours.
	The search engine usually returns unexpected results. A universal searching engine, e.g. googles, would return better results.
	The search engine should be able to return more accurate results. A general search from the brower would return even better results.
	It's will be more helpful to know APEC , if APEC website could offer more academic , opions articles.
	more links to other international organizations. the search engine does not seem to work well, often times, search fails or bounces back with poor result.
	See answer to 3.08 above. A page/s which more clearly sets out APEC outputs, eg best practice documents etc.
	We would like to have access to a digital library on important APEC seminars and conferences.

Report on the APEC Website
(For the period 1 January to 30 September 2005)

1. Summary

For the 9 month period from January to September 2005, the APEC website received a total of 22,653,099 requests as compared to 21,303,861 requests for the same period in 2004. This is an increase of 1,349,238 requests. The estimated number of visitors has also increased from 282,684 in 2004 to 315,084 in 2005.

One of the improvements to the APEC website was the introduction of mechanisms to ensure that APEC website users receive more timely updates of information. Internet browsers often store pages from websites that users have visited before to improve the loading speed of pages that users often visited. With this mechanism in place since July 2005, the number of requests recorded on the web server has increased quite significantly.

This increase gives a more accurate measurement of the number of actual requests on the APEC website as previously, some of user's requests are either serviced by ISP's copy of the page or by the copy stored by the browser.

2. Summary Statistics for the APEC Website

2.1 General statistics (Jan – Sept 2005)

Total successful requests: **22,653,099**
Total successful requests for pages: **3,238,167 pages**
Total data transferred: **155.836 GB**
Average successful requests per day: **83,136**
Average requests for pages per day: **11,884 pages**
Average data transferred per day: **585.6 MB**
Estimated number of visitors: **315,084**

2.2 Requests for pages (Monthly)

Jan 2005: **370,955**
Feb 2005: **357,156**
March 2005: **371,758**
April 2005: **339,428**
May 2005: **311,925**
June 2005: **325,053**
July 2005: **401,215**
Aug 2005: **377,954**
Sep 2005: **380,660**

2.3 Total requests, includes pdf, images, docs, etc (Monthly)

Jan 2005: **2,377,020**
Feb 2005: **2,616,436**
March 2005: **2,731,156**
April 2005: **3,286,754**
May 2005: **2,834,837**
June 2005: **2,391,748**

July 2005: 2,127,239

Aug 2005: 2,024,384

Sep 2005: 2,256,143

2.4 Top 10 Most Accessed Pages

Page	No. of access
Homepage	315,084
News and Media	51,063
About APEC	42,788
Member Economies	34,820
Documents and Reports	27,345
Speeches	26,302
Media Releases	26,237
Fact Sheets	24,529
APEC Groups	16,020

2.5 Access to Main Sections on the APEC website

Information	No. of access
Documents and Reports	888,198
News and Media	446,221
APEC Groups	169,694
Ministerial Statements	150,718
Publications	141,248
About APEC	119,529
Member Economies	92,359
Leaders Declarations	72,413
Business Resources	29,002
Events Calendar	15,205
Projects	15,082

2.6 Top 10 Most-Accessed APEC Publications

Publication	No. of access
2004 APEC Economic Outlook	1165
APEC Outcomes and Outlook, 2004/2005	1561
2004 Key APEC Documents	755
Trade Facilitation and Trade Liberalisation: From Shanghai to Bogor, November 2004	556
2002 APEC Economic Outlook	382
Realising Innovation and Human Capital Potential in APEC, November 2004	471
Successful Practices in Human Resources Development in the Workplace: Contributions from Labour, Management and Government	336
Husbandry and Health Management of Grouper, 2001	321
Guide to the Investment Regimes of the APEC Member Economies (5th Edition), July 2003	359
Application of E-Commerce Strategies to Small and Medium	299

2.7 Top 10 Most-Accessed APEC Groups

APEC Groups	No. of access*
SCCP	44,386
CTI	41,330
ECSG	38,000
CTTF + CTAP + STAR	36,638
SMEWG	33,518
HRDWG + CBN + EDNET + LSPN	31,627
GOS	26,253
ESC	25,898
IEG	25,224
MRCWG	17,859

*access to groups' page and groups' meeting documents (2002 – 2005)

3. Summary Statistics for the News and Media

3.1 General statistics (Jan – Sept 2005)

Total number of releases posted on the APEC website in 2005: **99**

Total number of speeches posted on the APEC website in 2005: **19**

Total number of audio webcasts in 2005: **12**

Total number of video webcasts in 2005: **11**

Total successful requests: **967,193**

Total successful requests for pages: **446,221 pages**

Total data transferred: **19.669GB**

Average successful requests per day: **3,549**

Average requests for pages per day: **1,637 pages**

Average data transferred per day: **73.919 MB**

3.2 Number of releases posted on the APEC website (Monthly)

Jan 2005: 5

Feb 2005: 11

March 2005: 18

April 2005: 5

May 2005: 12

June 2005: 12

July 2005: 7

Aug 2005: 10

Sep 2005: 19

3.3 Requests for pages (Monthly)

Jan 2005: 46,732

Feb 2005: 43,633

March 2005: 43,748

April 2005: 34,294

May 2005: 34,916

June 2005: 49,837

July 2005: 67,165

Aug 2005: 62,022

Sep 2005: 63,722

3.4 Top 10 Most Accessed Releases for period Jan – Sept 2005

Release	No of Access*
New APEC Secretariat Executive Director - Expects Korea 2005 Focus on Concluding WTO Negotiations and APEC Mid-term Stocktake, Singapore, January 5, 2005	1885
Condolence Messages to Tsunami Damaged APEC Economies, Singapore, December 28, 2004	1856
New APEC Secretariat Deputy Executive Director from Viet Nam - Preparations Underway for Viet Nam to Host APEC in 2006, Singapore, January 5, 2005	1777
Media Information for Major Korea 2005 Meetings in November, Seoul, Korea, January 31, 2005	1556
APEC Avian Influenza Symposium Planned for July in San Francisco, Singapore, January 27, 2005	1486
AICST Contribution to Post-Tsunami Tourism Recovery, Phuket, Thailand, February 4, 2005	1467
Ambassador Choi Begins Secretariat Work Review: Contribution to APEC Reform Process in 2005, Singapore, January 3, 2005	1432
Sydney Announced as 2007 APEC Leaders' Meeting Venue, Canberra, Australia, February 9, 2005	1425
Energy Security and Alternative Fuel Sources on EWG Agenda in Hanoi, Hanoi, Viet Nam, March 14, 2005	1316
New APEC Guidelines for Secure International E-Commerce Transactions, Singapore, April 1, 2005	1305

*refers to accessing the release page

3.5 Top 10 Most Accessed Video/Audio Webcast

Release	No of Access*
Trade Ministers' Meeting Concludes in Korea, Jeju, Korea, 3 June 2005	959
Webcast of Opening Remarks by Ambassador KIM Jong Hoon, 2005 APEC SOM Chair, Jeju, Korea, May 31, 2005	887
Conclusion of APEC Trade Ministers Meeting - News Conference and Ministers' Statements Now Online, Pucón, Chile, June 5, 2004	708
Webcast of STAR Conference Speeches, Incheon, Korea, February 25, 2005	535
Webcast of Tourism Ministers' News Conference, Punta Arenas, Chile, October 14, 2004	402
Video Webcast of Agricultural Biotechnology Dialogue, Seoul, Korea, March 2, 2005	344
Speech by Ambassador Choi Seok Young at the SME Ministerial Meeting - Video Webcast, Daegu, Korea, September 1, 2005	320
Webcast of SME Ministerial Meeting Opening, Daegu, Korea,	296

September 1, 2005	
APEC Tourism Ministers' Meeting in Chile Webcast of Opening Remarks, Punta Arenas, Chile, October 14, 2004	292
SME Ministerial Meeting Press Conference - Webcast and Text, Daegu, Korea, September 2, 2005	288
Concluding Oceans Ministers' News Conference Webcast, Bali, Indonesia, September 17, 2005	284

*refers to downloading of video/audio files made available via the release

3.6 Top 10 Most Accessed Video

Release	Dial-up	Broadband	No of Access
Webcast of Opening Remarks by Ambassador KIM Jong Hoon, 2005 APEC SOM Chair, Jeju, Korea, May 31, 2005	455	432	887
Speech by Ambassador Choi Seok Young at the SME Ministerial Meeting - Video Webcast, Daegu, Korea, September 1, 2005	166	154	320
SME Ministerial Meeting Press Conference - Webcast and Text, Daegu, Korea, September 2, 2005 <i>Concluding Press Conference following the 12th APEC Ministerial Meeting by Mr. Sung-jin Kim from Korea</i>	155	133	288
Webcast of SME Ministerial Meeting Opening, Daegu, Korea, September 1, 2005 - <i>Opening address by Mr. Sung-jin KIM</i>	149	147	296
Video Webcast of Korean Foreign Minister's Opening Address to SOM I, Seoul, Korea, March 4, 2005	118	133	251
Trade Ministers' Meeting Concludes in Korea, Jeju, Korea, 3 June 2005 <i>Comments by Mr. Rob Portman, United States Trade Representative</i>	90	116	206
Trade Ministers' Meeting Concludes in Korea, Jeju, Korea, 3 June 2005 <i>Summary by Mr. Kim Hyun Chong, Korea's Minister for Trade and APEC 2005 MRT Chair.</i>	97	108	205
Trade Ministers' Meeting Concludes in Korea, Jeju, Korea, 3 June 2005 <i>Comments by Mr. Ignacio Walker, Chile's Minister for Foreign Affairs.</i>	83	106	189
Trade Ministers' Meeting Concludes in Korea, Jeju, Korea, 3 June 2005 <i>Media question response by Mr. Kim Hyun Chong, Korea's Minister for Trade and APEC 2005 MRT Chair, and Datuk Seri Rafidah Aziz, Malaysia's Minister for</i>	81	99	180

<i>International Trade and Industry.</i>			
Webcast of Korean Minister for Gender Equality and Family at the APEC Gender Focal Point Network (GFPN) Meeting, Gyeongju, Korea, September 6, 2005 <i>Dr Hajin Chang opening address at the APEC Gender Focal Point Network (GFPN) Meeting</i>	97	97	194

3.7 Top 10 Most Accessed Audio

Release	No of Access
Webcast of STAR Conference Speeches, Incheon, Korea, February 25, 2005 <i>General Defensor speech, delivered by his Executive Assistant, Guillermo Molina, also of the Philippines.</i>	88
Webcast of STAR Conference Speeches, Incheon, Korea, February 25, 2005 <i>Ambassador Seok-Young Choi, Executive Director of the APEC Secretariat, provided a Keynote Speech (broadband)</i>	85
Webcast of STAR Conference Speeches, Incheon, Korea, February 25, 2005 <i>Ambassador Jong-Hoon Kim, APEC 2005 SOM Chair, delivered Welcoming Remarks</i>	83
Webcast of STAR Conference Speeches, Incheon, Korea, February 25, 2005 <i>General Defensor speech, delivered by his Executive Assistant, Guillermo Molina, also of the Philippines</i>	81
Webcast of STAR Conference Speeches, Incheon, Korea, February 25, 2005 <i>Ambassador Seok-Young Choi, Executive Director of the APEC Secretariat, provided a Keynote Speech. (dialup)</i>	77
SOM III Plenary Webcast, Gyeongju, Korea, September 14, 2005 <i>Ambassador Kim's Remarks</i>	74
Concluding Oceans Ministers' News Conference Webcast, Bali, Indonesia, September 17, 2005 <i>Remarks by H.E. Freddy Numberi, Minister for Marine Affairs and Fisheries, Indonesia</i>	26
Concluding Oceans Ministers' News Conference Webcast, Bali, Indonesia, September 17, 2005 <i>Remarks by Hon Geoff Regan, Minister for Fisheries and Oceans, Canada</i>	26
Webcast and News Photograph from Opening of the APEC Ocean-Related Ministerial Meeting, Bali, Indonesia, September 16, 2005 <i>H.E. Freddy Numberi, Minister for Marine Affairs and Fisheries, Indonesia</i>	26
Concluding Oceans Ministers' News Conference Webcast, Bali, Indonesia, September 17, 2005 <i>Remarks by H.E. Jorge Chavez Soto, Special Envoy, Peru</i>	24

APEC Secretariat Participation in Meetings and Outreach Activities in 2005

OUTREACH ACTIVITIES

Date	Participation and Title of Meeting or Event
9-15 January 2005	Outreach visit to Hong Kong, China by ED and Director (Program).
2-6 April 2005	Outreach visit to Beijing, China by ED and Director (Program) and participation in a dialogue with the postgraduate students of the Beijing Diplomatic Academy.
4-8 April 2005	Participation of the DED at the 10th Geneva Week, Geneva, Switzerland
8 August 2005	Participation of the ED at the establishment of ADOC and outreach activity in Chinese Taipei
September 2005	Presentation by Director (Program) to students at Singapore Management University
18 October 2005	Presentation by Director (Program) to World Chlorine Council (WCC) Governing Council Meeting, Singapore
17-21 November	Outreach visit to Chinese Taipei by DED and Director (Program)
12-13 December 2005	Participation of the ED at the Casa Asia – III Asia Forum, Barcelona, Spain

PARTICIPATION OF ED and DED IN MEETINGS

Date	Participation and Title of Meeting or Event
25-26 February 2005	Participation of the ED, DED and Director (Program) and speech delivered by the ED at the Secure Trade in the APEC Region (STAR) Conference III, Incheon, Korea
7-10 March 2005	Participation of the ED and Director (Program) at the Bali SME Working Group Meeting, Chinese Taipei
7-10 April 2005	Participation of the ED at a Seminar on Future of Asia Pacific Economic Cooperation & PECC Standing Committee Meeting in Jakarta, Indonesia
1-4 May 2005	Participation of the ED and responsible Director (Program) at the Virtual Task Force on Emergency Preparedness in Bali, Indonesia
10-13 May 2005	Participation of the DED and the responsible Director (Program) at the 2 nd ABAC Meeting in Beijing, China
16-17 May 2005	Participation of the ED at Shanghai Forum 2005, Shanghai, China
19-20 May 2005	Participation of the ED at the Korean Small and Medium Business Administration, Taejeon, Korea
22-25 May 2005	Participation of the ED at the International Conference on “Building an Asia-Pacific Economic Community” – 2005 APEC Study Center Consortium Conference; 2005 PECC Trade Forum, Jeju, Korea

7-8 June 2005	Participation of the ED (represented by PDS) at the Asia-Pacific Regional Symposium on Intellectual Property for Development – organized by WIPO and MFA of Singapore, held in Singapore
20-21 June 2005	Participation of the DED and Director (Program) at the 27th Human Resource Development (HRD) Working Group Meeting, Pattaya, Thailand
22-24 June 2005	Participation of the ED at The 5 th APEC Future Economic Leaders Think-Tank, Sydney, Australia
11-13 July 2005	Participation at the Annual Global Development Learning Network East Asia and Pacific Association Regional meeting by Director (Program) In Hanoi, Viet Nam
19-24 July 2005	Participation of the ED, DED, Director (Finance), Director (Administration) and Director (Program) at the International Symposium on the Preparation for APEC Viet Nam 2005, Friends of the Chair Meeting and Mid-Term Stock-take in Hanoi, Viet Nam
4-9 August 2005	Participation of the ED at the APEC Digital Opportunity Center (ADOC) Week – Transforming Digital Divide to Digital Opportunity and Outreach, Taipei, Chinese Taipei
15 – 20 Aug 2005	Participation of the DED in APEC Workshops on Building Biosecurity Planning and Surveillance Capacity for APEC Member Economies, Kuala Lumpur, Malaysia
29 August-3 September 2005	Participation of the ED and responsible Director (Program) at the SME Ministerial Meeting, Daegu, Korea
1-3 September 2005	Participation of the ED and responsible Director (Program) at the 2005 APEC Symposium on the Assessment and Benchmark of Paperless Trading, Beijing, China
4-6 September 2005	Participation of the ED at the PECC Standing Committee and 16 th Annual General Meeting, Seoul, Korea
8 September 2005	Participation of the ED and responsible Director (Program) at the Finance Ministerial Meeting, Jeju, Korea
16-17 September 2005	Participation of the ED and responsible Director (Program) at the APEC Oceans Related Ministerial Meeting, Bali, Indonesia
16-21 October 2005	Participation of the ED and responsible Director (Program) at the APEC Energy Ministerial Meeting & Ministers Responsible for Mining Meeting, Gyeongju, Korea
10 November 2005	Participation of the ED at the 4 th International Conference on The Current Status and Issues on Software IPR Protection in Asia-Pacific Region, Seoul, Korea
14 November 2005	Participation of the ED at the International Confederation of Free Trade Unions – Asia Pacific Labour Network (ICFTU-APLN) meeting, Seoul, Korea

VISITS TO SECRETARIAT

Date	Participation and Title of Meeting or Event
5 January 2005	Visit to APEC Secretariat by Amb Enok Nygaard, Ambassador, Norwegian

	Embassy in Singapore
11 February 2005	Visit by Ambassador Benjamin Defensor, CTF Chair to APEC Secretariat, Singapore
14 February 2005	Visit to APEC Secretariat by Amb Arturo Montoya, Ambassador, Embassy of Peru in Singapore
9 March 2005	Study and training tour by Thai officials to APEC Secretariat, Singapore
11 April 2005	Visit by Dr Kim Kihwan, PECC Chair and team to APEC Secretariat, Singapore
15 April 2005	Study Visit by Korean High School students to APEC Secretariat, Singapore
18 April 2005	Visit by Officials from Canadian International Development Agency (CIDA) to APEC Secretariat, Singapore
25 April 2005	Visit of H.E. Lee Hae-chan, Prime Minister of Korea & delegation to APEC Secretariat, Singapore
26 April 2005	Visit by H.E. Tsahiagiin Elbegdorj, Prime Minister of Mongolia and delegation to APEC Secretariat, Singapore
28 April 2005	Visit by Mr Stephen Orozs, NATO Former Assistant Secretary General to APEC Secretariat, Singapore
29 April 2005	Visit of Korean Trade Minister, HE Kim Hyun Chong to APEC Secretariat, Singapore
16 May 2005	Visit by MFA officials from Viet Nam to APEC Secretariat, Singapore
9 June 2005	Visit by Ruth Pearce, Head of the APEC 2007 Task Force & team to APEC Secretariat, Singapore
28 June 2005	Visit to APEC Secretariat by Ambassador Miss Arleen Sucre Ambassador of Panama to Singapore
7 July 2005	Visit by Amb Lee Kyung-Woo and Korean team to APEC Secretariat, Singapore
7 July 2005	Visit to APEC Secretariat, Singapore, by Prof Dr Wei-jen Hu Chinese Taipei Representative to Singapore
25 July 2005	Visit by Mr Simon Crean, Member of Parliament, Australia, to APEC Secretariat, Singapore
28 July 2005	Visit by Mr Allan Gyngell Executive Director, Lowy Institute for International Policy, Australia, to APEC Secretariat, Singapore
26 August 2005	Visit by Dr Nguyen Truong Son, Director General, Project Administration Office and study team of Vietnamese government officials and researchers to APEC Secretariat, Singapore
2 September 2005	Visit by Professor Sato and 19 students from Aichi University, Toyohashi Japan to APEC Secretariat, Singapore
12-14 October 2005	Visit by Vietnamese Inter-Ministerial delegation to APEC Secretariat, Singapore
14 October 2005	Visit by Mr Noriyuki Suzuki, ICFTU APRO to APEC Secretariat, Singapore
24 October 2005	Visit by Steven Kaleb, Asia Economic Section, AusAID to APEC Secretariat, Singapore
25 October 2005	Visit by Australian Parliamentary Delegation to APEC Secretariat, Singapore

**Number of Publications Published by the APEC Secretariat
JANUARY – OCTOBER 2005**

	Working Group	Publication Title
1.	APEC	Key APEC Documents 2004
2.	APEC	APEC Outcomes and Outlook 2004/2005 (includes <i>Update of APEC Activities</i> Brochure)
3.	APEC	Compilation of 2004 APEC Publications (CD)
4.	APEC	Guidebook on APEC Procedures and Practices
5.	APEC	APEC at a Glance Brochure
6.	APEC	Trade Facilitation Brochure
7.	CTI	2005 Committee on Trade and Investment: Annual Report to Ministers
8.	EC	2005 APEC Economic Outlook
9.	EC	Patterns and Prospects on Technological Progress in the APEC Region, 2005
10.	EC	Impact of APEC Investment Liberalisation and Facilitation: A Follow-Up Study, 2005
11.	ECSG	APEC Privacy Framework
12.	ESC	2005 Senior Officials Report on Economic and Technical Cooperation
13.	EWG	APEC Energy Statistical Analysis Tool 2004 (CD)
14.	EWG	APEC Energy Overview 2004
15.	TEL	Public Key Infrastructure (PKI) Guidelines

**Number of Fora Publications Supported by the APEC Secretariat
JANUARY – 12 OCTOBER 2005**

	Publication Title
	ATC
1.	Agricultural Technology Transfer and Training Workshop
	EWG
2.	Measuring The Impact Of New Tech in APEC Energy
3.	Co2 Capture and Geological
4.	Building Capacity For Co2 Capture & Storage
5.	Committee Outreach Strategy For Co2 Capture
6.	Energy Security in APEC Assessing The Costs Of Energy Supply Disruptions & Impacts Of Alternative Energy Security Strategies
7.	Co2crc -Reducing Co2 Emissions to The Atmosphere
8.	Sustainable Financing Sys For Energy Efficiency Projects
	CTI
9.	Ecodesign: Best Practices ISO/Tr14062
10.	Tokyo Seminar: APEC Investment Facilitation Initiative: A Cooperative Effort With UNCTAD & Other Multilateral Inst

	Publication Title
11.	International Workshop On Identifying & Addressing Possible Impacts Of RTAs/FTAs Development On APEC Developing Economies
12.	Handbook on Developing Legislation For Implementation Of OIML Recommendation R87
13.	CTI Annual Report 2005
14.	APEC Customs and Trade Facilitation Handbook 2005
15.	Handbook on Automated Sphygmomanometers
16.	Handbook on Non-Automatic Weighing Instruments
17.	Handbook on Electricity Meters
18.	SCCP Blueprint 2005
	ECSC
19.	Assessment Report on Paperless Trading of APEC Economies
	FWG
20.	Creating The Int'l Standard For The Trade In Live Reef Food Fish
	MRC
21.	Assessment Of Institutional Responsible To The Incorporation Of The El Nino-Southern Oscillation (ENSO) Signal In Fisheries Mgmt Within APEC Economies
22.	Development Of Regional Mgmt Framework for APEC Economies For Use In The Control & Prevention Of Introduced Marine Pests
	SME
23.	Current Situation of Micro-enterprises in APEC Developing Member Economies
	TEL
24.	Safety Wireless
25.	E-University Network In HRD For E-Government
26.	Public Key Infrastructure (PKI) Guidelines
27.	Designing And Building Rural Wi-Fi Networks: A Do-It-Yourself Cookbook
28.	A Comparison Of The Equivalence Of Selected Telecommunications Standards
29.	Flow-based Internet Traffic Measurement and Analysis
	TPT
30.	International Air Services Negotiations Course (Vol. 1)
31.	International Air Services Negotiations Course (Vol. 2)
	TWG
32.	Public & Private Partnership For Facilitating Tourism Investment In The APEC Region
33.	Exploring Best Practices For E-Commerce Application In SMTEs In The APEC Region

**Total Publications Sales Revenue (Estimated)
For the year 2005
JANUARY – SEPTEMBER 2005**

	Jan-2005 S\$	Feb-2005 S\$	Mar-2005 S\$	Apr-2005 S\$	May-2005 S\$	Jun-2005 S\$	Jul-2005 S\$	Aug-2005 S\$	Sep-2005 S\$	Total S\$
Total Publications Sold	23	13	2	19	29	6	15	5	14	126
Gross Publication Sales	\$ 326.00	\$ 350.00	\$ 55.00	\$ 614.00	\$ 547.50	\$ 185.00	\$ 382.00	\$ 71.00	\$ 585.00	\$ 3,115.50
<i>Resellers(Invoice)</i>	\$ 266.00	\$ 245.00	\$ -	\$ 259.00	\$ 472.50	\$ -	\$ -	\$ 56.00	\$ -	\$ 1,298.50
<i>Cash/Cheque</i>	\$ 60.00	\$ 105.00	\$ 55.00	\$ 355.00	\$ 75.00	\$ 185.00	\$ 382.00	\$ 15.00	\$ 585.00	\$ 1,817.00
<i>Add:</i>										
Royalty Fees	\$ -	\$ -	\$ -	\$ -	\$ 1,652.77	\$ -	\$ 1,857.68	\$ 504.60	\$ -	\$ 4,015.05
Total Publications Sales (SGD)	\$ 326.00	\$ 350.00	\$ 55.00	\$ 614.00	\$ 2,200.27	\$ 185.00	\$ 2,239.68	\$ 575.60	\$ 585.00	SGD 7,130.55
Total Publications Sales (USD)	\$ 196.39	\$ 210.84	\$ 33.13	\$ 369.88	\$ 1,325.46	\$ 111.45	\$ 1,349.20	\$ 346.75	\$ 352.41	USD 4,295.51

Exchange Rate USD1 = SGD1.66

Revenue for Administration and Operational Accounts
01 January to 31 August 2005

	Amount USD	Total USD
(1) 2005 Members' Contributions received as at 31 August 2005		
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	
Malaysia	50,000	
Mexico	134,000	
New Zealand	92,000	
Papua New Guinea	50,000	
Peru	0 ¹	
Philippines	0	
Russia	135,000	
Singapore	92,000	
Chinese Taipei	158,000	
Thailand	50,000	
United States of America	601,000	
Viet Nam	50,000	3,238,000
(2) Bank Interest (January - August 2005)		72,191
(3) Publication Sales (January - August 2005)		4,404
(4) 5% Administrative Overhead for ASF		38,950
(4) Other Income (January - August 2005)		7,508
Total		3,361,053

Note

1 US\$50,000 was received via telegraphic transfer on 14 September 2005

**Revenue for TILF Account
01 January to 31 August 2005**

	Total USD
(1) 2005 Contribution received on 3 June 2005	2,051,656
(2) Bank Interest (January - August 2005)	159,380
(3) Other Income (January - August 2005)	55
Total	<u>2,211,091</u>

**Revenue for ASF Account
01 January to 31 August 2005**

	Total USD
(1) 2005 Contribution received on 27 June 2005	779,000
(2) Bank Interest (January - August 2005)	2,846
Total	<u>781,846</u>

Projects Financed by Central Fund

Status of Approved Budget & Actual Expenditure (01.01.2001 - 31.08.2005)

	2001 Projects		2002 Projects		2003 Projects		2004 Projects		2005 Projects	
	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement
	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)
A. WORKING GROUPS										
1. ATCWG	15,000	14,968	81,200	46,240	133,560	89,579	76,500	49,735	67,500	-
2. EWG	347,795	243,247	213,660	183,801	249,400	159,537	192,800	69,448	266,500	
3. FWG	192,885	181,658	202,913	156,020	60,500	47,942	138,420	47,923	52,700	4,650
4. HRDWG	159,000	99,924	277,360	152,264	218,825	136,227	289,808	191,568	180,269	-
5. ISTWG	37,990	27,752	189,088	129,990	284,985	171,911	139,660	40,758	220,179	20,297
6. MRCWG	222,650	187,010	186,334	151,653	193,810	170,372	182,816	113,510	84,000	12,379
7. SMEWG	106,500	98,546	61,750	32,835	37,500	23,639	224,836	167,676	197,750	23,084
8. TELWG	172,464	159,351	87,910	85,016	219,230	177,961	116,700	92,117	309,024	67,438
9. TWG	144,750	133,952	64,650	64,650	80,740	80,487	86,335	84,418	103,570	12,000
10. TPWG	-	-	-	-	-	-	-	-	-	-
11. TPTWG	68,405	66,137	185,003	128,280	188,776	149,340	90,670	40,899	135,000	-
B. COMMITTEES/ AD-HOC GROUPS										
1. CTI	19,525	14,473	38,525	31,826	87,390	67,984	7,900	7,900	12,000	-
2. EC	88,200	60,130	121,150	83,112	43,200	43,120	47,500	46,134	28,500	-
3. AGGI	155,730	148,200	-	-	-	-	-	-	-	-
4. ESC	-	-	-	-	25,950	25,450	-	-	70,000.00	2,545.50
5. FIN	149,590	42,202	252,480	107,540	66,960	54,424	155,480	86,831	51,230	8,532
6. HTF	-	-	-	-	-	-	37,500	-	274,575	-
7. SOM	-	-	26,100	22,311	130,400	95,790	211,605	130,195	56,440	14,793
TOTAL	1,880,484	1,477,550	1,988,123	1,375,538	2,021,226	1,493,763	1,998,530	1,169,112	2,109,237	165,718

**Projects Financed by TILF Fund
Status of Approved Budget & Actual Expenditure (01.01.2001 - 31.08.2005)**

	2001 Projects		2002 Projects		2003 Projects		2004 Projects		2005 Projects	
	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement
	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)
A. WORKING GROUPS										
1. ATCWG	60,000	39,985	72,100	48,466	66,100	29,601	62,900	52,891	233,808	-
2. EWG	689,450	655,550	281,750	269,296	607,650	574,077	486,910	399,831	169,500	-
3. FWG	176,070	146,710	-	-	68,140	46,537	67,860	14,260	-	-
4. HRDWG	411,200	223,271	198,400	145,046	193,400	53,794	157,690	88,073	128,000	-
6. ISTWG	-	-	-	-	66,550	19,425	68,050	33,699	123,050	-
5. MRCWG	149,100	136,000	204,400	203,570	-	-	72,900	41,394	-	-
7. SMEWG	226,490	123,397	79,720	62,604	74,320	70,640	191,800	88,493	138,000	44,228
8. TELWG	420,100	392,640	-	-	231,125	120,254	167,700	86,463	-	-
9. TWG	245,100	230,911	-	-	-	-	45,400	45,400	-	-
10. TPWG	156,956	116,246	140,325	82,672	371,200	190,713	291,220	106,865	234,890	42,988
11. TPTWG	194,750	177,988	328,250	231,793	202,191	149,953	155,319	62,847	388,100	39,103
B. COMMITTEES/ AD-HOC GROUPS										
1. CTI	3,081,186	1,616,981	3,147,050	1,784,869	3,019,597	1,603,988	2,335,471	1,165,614	1,882,950	225,351
2. EC	-	-	-	-	28,000	22,076	43,840	33,729	87,660	12,095
3. CTTF	-	-	-	-	-	-	100,200	45,715	134,931	71,220
4. DAB	-	-	-	-	-	-	-	-	15,000	-
5. ECSG	-	-	-	-	-	-	91,202	71,662	251,929	21,473
6. FIN	-	-	-	-	112,600	19,391	118,000	-	-	-
7. SOM	354,280	213,786	684,825	563,343	186,600	178,241	844,848	579,274	-	-
TOTAL	6,164,682	4,073,465	5,136,820	3,391,658	5,227,473	3,078,689	5,301,310	2,916,211	3,787,818	456,458

2005 Administrative Account as at 31 August 2005

Annex N

	Revised Budget US\$	Actual Expenditure US\$
(1) <u>TRAINING/SEMINARS</u>		
1.1 Course fees, registration fees and related items	15,000	6,692
(2) <u>PUBLISHING/COMMUNICATIONS</u>		
2.1 Publication of APEC Literature (e.g. APEC Brochure)	65,000	1,477
2.2 Publication of APEC Committee Reports	50,000	0
2.3 Website Redevelopment and Electronic Publishing	75,000	19,492
2.4 Support for media and outreach programs	65,000	8,743
	255,000	29,712
(3) <u>LIBRARY</u>		
3.1 Subscriptions (e.g. newspapers, journals, etc)	3,000	876
3.2 General reference books/Encyclopedia	2,000	161
3.3 Databases (electronic information)	20,000	9,533
3.4 CD ROMS and others	1,000	0
	26,000	10,570
(4) <u>PUBLIC RELATIONS</u>		
4.1 Official functions/receptions/meetings	18,000	4,376
4.2 Exhibitions/Souvenir items	5,000	2,355
	23,000	6,731
(5) <u>EQUIPMENT</u>		
5.1 Office equipment, furniture and fittings, etc.	55,000	29,623
(6) <u>TRAVEL</u>		
6.1 Exec-Director/Deputy Exec-Director	138,500	52,512
6.2 Professional Staff	745,300	200,675
6.3 Support Staff	108,600	38,237
6.4 Other related expenses	1,000	504
	993,400	291,928
(7) <u>PERSONNEL -SUPPORT STAFF</u>		
7.1 Recruitment costs	7,000	5,116
7.2 Salaries and bonus	1,130,400	605,168
7.3 Insurance	30,000	19,485
	1,167,400	629,769
(8) <u>RESEARCH AND ANALYSIS</u>		
8.1 Research	10,000	1,111
(9) <u>ADMINISTRATIVE SUPPORT</u>		
9.1 Communications	31,000	14,299
9.2 Professional Fees	19,000	4,637
9.3 Maintenance/Insurance of Vehicles	18,500	9,829
9.4 Stationery	17,000	6,651
9.5 Postage and courier charges	30,000	20,852
9.6 Office and Building maintenance	163,000	88,789
9.7 Others	28,000	9,405
	306,500	154,463

2005 Administrative Account as at 31 August 2005

Annex N

	Revised Budget US\$	Actual Expenditure US\$
	<u> </u>	<u> </u>
(10) <u>INFORMATION TECHNOLOGY</u>		
10.1 Operational Costs	186,200	49,175
10.2 Development Costs	53,000	10,863
10.3 Miscellaneous Expenses	7,700	3,942
	<u>246,900</u>	<u>63,980</u>
(11) APEC SOM TASKING DATABASE**	237,375	0
Grand Total :	<u><u>3,335,575</u></u>	<u><u>1,224,577</u></u>

** One-off expense, approved in BMC II, Aug 2004

**APEC Operational & Administrative Accounts :
Uncommitted Reserves as at 31 August 2005**

	US\$
Uncommitted reserves as at 31 Dec 2004	324,795
<u>Add</u>	
Amount set aside for urgent 2005 projects	736,166
Returned funding for expired 2002 projects in 2005 [IST 07/2002, TPT 01/2002 & FIN 06/2002]	41,595
Returned funding for expired 2003 projects in 2005 [EWG 06/2003, IST 01/2003, IST 08/2003, MRC 02/2003, MRC 03/2003, MRC 04/2003, TEL 04/2003 & TPT 04/2003]	122,197
Returned funding for 2004 projects [HRD 01/2004, FIN 03/2004 & SOM 02/2004]	110,064
Bank interest income (Jan - Aug 2005)	72,191
Net publications income (Jan - Aug 2005)	4,404
5% Administrative overhead for ASF	38,950
Other Income (Jan - Aug 2005)	7,508
2003 Member's Contribution	50,000
2004 Member's Contribution	50,000
2005 Members' Contributions	3,238,000
<u>Less</u>	
<u>Urgent 2005 projects approved</u>	
<i>Intersessionally in Feb 2005</i> (EWG 06/2005, EWG 07/2005, EWG 08/2005, TEL 05/2005, TEL 06/2005, ESC 01/2005, HTF 05/2005)	(446,974)
<i>2005 BMC 1 Meeting</i> (EWG 09/2005, IST 06/2005, MRC 05/2005, SME 03/2005, SME 04/2005, FIN 01/2005, HTF 06/2005 and SOM 01/2005)	(398,429)
<u>Ex-gratia payments approved</u>	
<i>2005 BMC 1 Meeting</i> (MRC 01/2001, FWG 02/2001, FWG 02/2003, FWG 01/2002 and FWG 02/2002)	(103,787)
<i>2005 BMC 2 Meeting</i> (TPT 04/2003)	(31,630)
Uncommitted reserves as at 31 Aug 2005	<u><u>3,815,050</u></u>

TILF Special Account: Uncommitted Reserves as at 31 August 2005

	US\$
Uncommitted reserves as at 31 December 2004 <u>after</u> approval of 2005 Projects	3,698,199
<u>Add</u>	
Returned funding for expired 1997 project (TPT 03/1997T)	55
Returned funding for expired 2002 projects in 2005 (EWG 03/2002T, HRD 01/2002T & CTI 36/2002T)	120,323
Returned funding for expired 2003 projects in 2005 (EWG 01/2003T, EWG 04/2003T, EWG 05/2003T & CTI 06/2003T)	111,112
Returned funding for 2004 project (CTI 26/2004T)	20,251
2005 Contribution received on 03 Jun 2005	2,051,656
Bank interest income (Jan - Aug 2005)	159,380
<u>Less</u>	
<u>Urgent 2005 projects approved</u>	
<i>Approved intersessionally Feb 2005</i> (CTI 20/2005T & CTI 21/2005T)	(48,611)
<i>Approved BMC 1 Apr 2005</i> (CTI 22/2005T, CTI 23/2005T, CTI24/2005T, CTI 25/2005T, CTI 26/2005T, CTI 28/2005T, CTI29/2005T, EC 01/2005T, EC 02/2005T, DAB 01/2005T & CTF 02/2005T)	(567,907)
<i>Approved intersessionally Jun 2005</i> (CTI 30/2005T)	(13,000)
<u>Ex-gratia payments approved</u>	
<i>Approved intersessionally Feb 2005</i> (CTI 36/2003T)	(9,375)
<i>Approved BMC 1 Apr 2005</i> (FWG 03/2001T & CTI 25/2003T)	(51,700)
<i>Approved inter-sessionally in Jul 2005</i> (EWG 04/2003T)	(6,700)
Uncommitted reserves as at 31 August 2005	5,463,683