

POLICY PARTNERSHIP ON WOMEN AND THE ECONOMY (PPWE)

Terms of Reference

1. Purpose

The APEC Putrajaya Vision 2040 envisages strong, balanced, secure, sustainable and inclusive growth as a key economic driver toward achieving an open, dynamic, resilient and peaceful Asia-Pacific community by 2040, with prosperity for all its people and future generations. The Vision commits APEC Leaders to pursuing quality growth that unlocks economic potential, benefits, greater health and wellbeing to all, including women.

In 2019, APEC Ministers endorsed the La Serena Roadmap for Women and Inclusive Growth to encourage initiatives across all of APEC's workstreams to advance gender equality and women's economic empowerment. In 2020, Ministers also endorsed the Roadmap's Implementation Plan, which identifies, among other things, a specific role for the Policy Partnership on Women and the Economy (PPWE) to support APEC Senior Officials in monitoring and evaluating progress on the Roadmap's implementation through to 2030. Furthermore, PPWE supports relevant APEC initiatives, including principles and recommendations, that advance gender equality structural reform and women's economic empowerment as well as the ECOTECH Mid-Term Priorities agreed upon Senior Officials.

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

The PPWE will provide policy and practical advice to APEC fora and Senior Officials to increase women's economic participation and drive economic growth in the APEC region.

2. PPWE's Tasks

The PPWE can undertake these basic tasks, among others:

1. Encourage the full, equal and meaningful participation of women in the economy through the range of fora and sub-fora, across APEC where relevant.
2. Assist APEC fora and sub-fora and actively cooperate with them to identify and address priority gender equality and women and the economy issues within their work, including inviting the Chairs of the relevant fora/sub-fora to the PPWE meetings to discuss issues that are relevant to each fora/sub-fora.
3. Promote and report on women's representation across APEC and within individual fora and sub-fora.
4. Assess the use of gender equality criteria in project proposals, reporting and evaluation, revising these criteria where appropriate, promote the collection and use of disaggregated data in projects including by sex; and seek to ensure that specific expertise in women's equality and women in the economy is applied at all times.

5. Collect and share best practices in women economic empowerment and gender equality integration among fora and sub-fora. On an annual basis, select one or more topic of APEC priorities of best practice to be featured at PPWE meetings.
6. Support and report on the progress of implementation of women's economic integration policies within individual fora and sub-fora and across APEC economies, including following up on the implementation of policy recommendations on women and the economy called for by APEC Economic Leaders and Ministers, with respect to the La Serena Roadmap on Women and Inclusive Growth and the Lima Roadmap to Promote the Transition to the Formal and Global Economies (2025-2040).
7. Proactively engage and share information with relevant stakeholders of PPWE, including its private sector members, APEC Business Advisory Council (ABAC) representatives, as well as other relevant stakeholders, including international and non-governmental organizations, to advance women's economic empowerment in APEC.
8. Collaborate on and assist in the development of project proposals in the areas of gender equality and women's economic empowerment
9. Propose recommendations and areas of priority in line with the APEC agenda to Ministers and leaders for achieving gender equality and women's economic empowerment in APEC.
10. Support APEC Host Economies in planning for and delivering the annual High-Level Policy Dialogue/Women and the Economy Forum and attendant events.
11. Serve as the responsible APEC Forum that supports the administration of the APEC Support Fund – Sub-Fund on Women and the Economy, which involves determining the eligibility and scoring of concept notes applying for funding under the sub-fund and providing substantive comments and collaboration on project proposals.
12. Encourage and support its members to serve as active resources within and across their own economies to promote understanding of women's economic empowerment and gender equality agenda.

3. Functions

The PPWE acts as an institutional mechanism for supporting the integration of gender equality and women's economic empowerment across APEC workstreams in accordance with the La Serena Roadmap on Women and Inclusive Growth and for reporting to Senior Officials through the SOM Steering Committee on Economic and Technical Cooperation (SCE) on APEC gender equality-related activities and outcomes. The broad goal of the PPWE is to provide linkages between APEC fora and sub-fora, APEC economies and the APEC Secretariat to advance the economic empowerment of women and gender equality in the APEC region for the benefit of all economies.

4. Membership

The key members of PPWE are:

1. PPWE Chair, to be selected by PPWE members by consensus with a two-year term (two calendar years) and should not normally serve for more than two consecutive two-year terms

as per the *Revised Guidelines for Lead Shepherd/Chair and Deputy Lead Shepherd/Chair of APEC Working Groups and SOM Task Forces (2012/SOM1/SCE-COW/004)*.

2. PPWE Co-chairs, who are representatives of the current, previous and future APEC host economies.
3. Economy public and private sector PPWE delegates
4. PPWE Program Director

Only official representatives of PPWE member economies may be elected to the position of Chair, and the same requirement applies to Co-chairs and heads of the member economies' delegations. The delegations may consist of representatives of governments, academia, private sector, as well as identified experts.

Should the PPWE Chair be unable to chair for a specific period of time, including by maternity leave, they shall be replaced by one of the PPWE Co-chairs, representatives of the current, previous or future APEC host economies. Should the PPWE Chair be unable to fulfill the entirety of their two-year term, a PPWE Co-chair, in order of priority of current, previous and future APEC hosts, will fulfill the role of Interim PPWE Chair until such time as a new PPWE Chair is selected by PPWE members by consensus.

Engagement with other stakeholders:

5. ABAC representatives are strongly encouraged to participate in PPWE meetings and events to help inform discussions with the perspectives of the business community, act as liaisons to ABAC on PPWE and APEC issues on women and the economy. The ABAC Secretariat and annual ABAC Chair will be engaged regularly to ensure appropriate ABAC representation at PPWE meetings and events and continuity of collaborative relations. All ABAC participation is in accordance with the Guidelines for Hosting APEC Meetings.
6. Participation of non-members shall be guided by the principles and procedures outlined in the APEC Guidelines on Managing Cooperation with Non-Members.

5. The PPWE Management Council

The PPWE Management Council is an informal construct to support the management of the PPWE and has no independent mandate outside or beyond that of the PPWE. The PPWE Management Council may be convened, as appropriate, by the PPWE Chair in order to ensure sustained efforts by the PPWE within APEC.

The core members of the Council will typically be the PPWE Chair, and the PPWE Co-chairs who will represent the current, previous and future APEC host economies. Interested members from PPWE member economies and from ABAC would also be invited to join the discussion at the PPWE Management Council. The Chair and Co-chairs may use the Management Council to guide the efforts of the PPWE. The host economy may nominate one of their ABAC representatives to serve in an advisory capacity to the PPWE Management Council on women in the economy. The ABAC Women's Forum may also nominate a member to serve in an advisory capacity to the PPWE Management Council.

6. PPWE Meetings

The PPWE will typically hold up to two meetings per year, as appropriate.

The PPWE meetings will be held in conjunction with the SOM schedule, or in conjunction with the schedules of SOM and the annual High-Level Policy Dialogue/Women and the Economy Forum. Meeting SOM 1 and SOM 3 would be preferable to enhance synergies and coordination across work streams and further the common goal of advancing gender equality and women's economic empowerment in the APEC region.

The meetings may be in physical, virtual or hybrid formats.

Quorum for PPWE Meetings constitutes attendees from fourteen (14) economies, and decisions can be made if quorum and consensus are reached. If the quorum is not reached, the meeting may continue, but decisions must be put to the full membership for consideration.

Should the PPWE fail to meet quorum for one meeting, the PPWE Chair must notify the SCE Chair. Should the PPWE fail to meet quorum for two consecutive meetings, the matter shall be referred to Senior Officials for a decision on whether the PPWE should continue to exist.

7. Reporting

The PPWE will provide regular reports to the SCE, including an annual Fora Report, and other reports as appropriate. This includes reporting mandated by the Implementation Plan of the La Serena Roadmap on Women and Inclusive Growth.

Subsidiary bodies

Subsidiary bodies (whether sub-groups, centres, networks, task forces and/or expert groups) can only be established through a consensus decision with endorsement of a standard Terms of Reference, by the PPWE, the SCE and with SOMs approval.

8. Sunset Clause

The PPWE has a renewable term of four years starting from **1 January 2026** to **31 December 2029**. Prior to the expiration of this and any subsequent term, the mandate of PPWE and its Terms of Reference shall be reviewed by the PPWE, and the SCE may make a recommendation on the continuation of its mandate to be put forward for Senior Officials approval. The PPWE must be explicitly renewed by Senior Officials in order to continue, after the expiration of these Terms of Reference.