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| **Concept Note**  PO: Please draft the CN by filling in the fields below. Concept Notes **shall not exceed 5 pages** (excluding the Annex) and incomplete submissions will not be considered. Hover over the � symbol for instructions. | | | | |
| **Project Overview** | | | | |
| **Project Session** | Please select. | | **Project Year** | Please select. |
| **Project Title �** | *Please draft a brief Project Title.* | | | |
| **Fund Source �** | Please select. | | **ASF Sub-Fund (if applicable) �** | Please select. |
| **APEC Forum �** | Please select. | | **Co-Proposing Forum � (only if applicable)** | Select if applicable. |
| **Proposing APEC Economy** | Please select. | | **Co-Proposing Economy � (only if applicable)** | Select if applicable. |
| **Co-Sponsoring APEC Economies �** | | *Please list all co-sponsoring APEC economies* ***according to APEC nomenclature*** *and sequencing.* | | |
| **Expected Start Date �** | Select date. | | **Project Completion Date �** | Please select. |
| **Project Topic 1 (select up to 3) �** | Please select. | | | |
| **Project Topic 2**  **(Optional)** | Please select. | | | |
| **Project Topic 3**  **(Optional)** | Please select. | | | |
| **Project Summary �**  **(Capped at 150 words)** | *Please provide a brief summary of your project.* | | | |
| **List All Project Outputs �** | 1. *Output 1* 2. *Output 2* 3. *Output 3* | | | |
| For PV Drivers and APA Objectives, please refer to the Annex on the last page. | | | | |

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| **Budget � (Please ensure that the numbers add up correctly)** | | | | | | | | | | | | | | | | | |
| **a. Labor Costs (USD)** | | | $ | | |  |  | | | |  | | | |  | | |
| **b. Travel (USD)** | | | $ | | |  |  | | | |  | | | |  | | |
| **c. Hosting (USD)** | | | $ | | |  |  | | | |  | | | |  | | |
| **d. Publications & Distribution (USD)** | | | $ | | |  |  | | | |  | | | |  | | |
| **e. Other (USD)** | | | $ | | |  |  | | |  | | | | | | |  |
| **Total Amount Being Sought from APEC (a+b+c+d+e)(USD) �** | | | **$** | | | **Self-Funding Amount (USD)** | | | **$** | | | **Total Project Value (USD)** | | | | **$** | |
| **Main Project Overseer Information** | | | | | | | | | | | | | | | | | |
| **Name** | | | *Enter PO Name.* | | | | | **Job Title** | | | | *Enter PO Job Title.* | | | | | |
| **Organization** | | | *Enter PO Organization.* | | | | | **Contact No.** *(Economy Code/Area Code + Telephone No.)* | | | | *Enter PO Contact Number.* | | | | | |
| **E-mail** | | | *Enter PO Email.* | | | | | | | | | | | | | | |
| **Alternate Project Overseer Information (if any)** | | | | | | | | | | | | | | | | | |
| **Name** | | | | **Job Title** | | | | **Organization** | | | | **Contact No.** | | **E-mail** | | | |
| *Enter here (if any)* | | | |  | | | |  | | | |  | |  | | | |
| **Project Synopsis** | | | | | | | | | | | | | | | | | |
| **Project Objective �**  **(Capped at 100 words)** | | | *Please briefly describe what your project aims to achieve.* | | | | | | | | | | | | | | |
| **1. Relevance** | | | | | | | | | | | | | | | | | |
| **1a. Issues �** | | | *What issues does the project seek to address?* | | | | | | | | | | | | | | |
| **1b. Alignment to APEC �** | | | *How will the project contribute to specific APEC priorities, goals, strategies or statements?* | | | | | | | | | | | | | | |
| **1c. Alignment to Forum �** | | | *How will the project align with your committee or forum’s Work Plan, Strategic Plan and why is this a priority?* | | | | | | | | | | | | | | |
| **2. Eligibility and Fund Priorities �** | | | | | | | | | | | | | | | | | |
| *How does your Concept Note align with the Eligibility Criteria of your chosen fund in the Project Overview section?* | | | | | | | | | | | | | | | | | |
| **3. Capacity Building �**  **\***All ASF projects must address capacity building and benefit developing APEC economies. Ensure that these economies are identified. | | | | | | | | | | | | | | | | | |
| *How will your project build the capacity of APEC participants and institutions to better address policy issues?* | | | | | | | | | | | | | | | | | |
| **4. Methodology �** | | | | | | | | | | | | | | | | | |
| **4a. Work Plan � (add/delete rows as needed)** | | | | | | | | | | | | | | | | | |
| **No.** | **Start From** | **Finish By** | | | **Activity** | | | | | | | | **Deliverables �** | | | | |
|  | Select date. | Select date. | | | *Enter activities/tasks here.* | | | | | | | | *Enter items to be delivered here.* | | | | |
|  | Select date. | Select date. | | |  | | | | | | | |  | | | | |
|  | Select date. | Select date. | | |  | | | | | | | |  | | | | |
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|  | Select date. | Select date. | | |  | | | | | | | |  | | | | |
| **4b. Beneficiaries �** | | | *Who are the Primary Beneficiaries (specific stakeholders) who will experience and use the outputs of your project in a direct way?* | | | | | | | | | | | | | | |
| **4c. Evaluation �** | | | *What are some indicators you will use to assess successful delivery of project outcomes?* | | | | | | | | | | | | | | |
| **4d. Linkages �** | | | *How* *will this project build on existing work, or promote cross-fora collaboration within and outside of APEC?* | | | | | | | | | | | | | | |
| **Project Overseer Declaration** | | | *I agree to the declaration stated below* | | | | | **Date** | | | | | Select date. | | | | |
| As Project Overseer and on behalf of the above said Organization, **I declare** that this submission was prepared in accordance with the Guidebook on APEC Projects (the Guidebook) and any ensuing project will comply with said Guidebook.  Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document’s budget table, in the case of any inconsistencies within the document. By submitting this APEC Concept Note to the APEC Secretariat, you (each Project Overseer or point of contact) agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Concept Note, which you have provided to the APEC Secretariat, in accordance with the Singapore’s Personal Data Protection Act 2012 and the APEC Secretariat’s data protection policy (https://[www.apec.org/PrivacyPolicy).](http://www.apec.org/PrivacyPolicy)) The APEC Secretariat will transfer any data provided in this form, which may contain personal data of Project Overseer(s), to APEC member economies overseas via the APEC Secretariat. | | | | | | | | | | | | | | | | | |

**Project Alignment to APEC’s Putrajaya Vision 2040 & Aotearoa Plan of Action**

All APEC projects must align with the **Putrajaya Vision 2040** (PV 2040) and **Aotearoa Plan of Action** (APA).

The **table** below lists the **10** **APA Objectives** under the **3 PV 2040 Drivers**. Please select one Primary Objective your project most closely aligns with. You may also select one (optional) Secondary Objective, from the same or a different PV 2040 Driver.

|  |  |  |
| --- | --- | --- |
| **Primary Objective** | | Please select. |
| **Secondary Objective (optional)** | | Please select. (optional) |
| **Table of PV 2040 Drivers and APA Objectives**  (To see **PV 2040** in full, click [here](https://www.apec.org/Meeting-Papers/Leaders-Declarations/2020/2020_aelm/Annex-A). To see **APA** in full, click [here](https://aotearoaplanofaction.apec.org/).) | | |
| ***Driver 1* Trade and Investment** | | |
| **1.1** | Objective: ***Regional trade and investment***  “To ensure that the Asia-Pacific remains the world’s most dynamic and interconnected regional economy, we acknowledge the importance of, and will continue to work together to deliver, a free, open, fair, non-discriminatory, transparent and predictable trade and investment environment.” | |
| **1.2** | Objective: ***Multilateral trading system and international trade flows***  “We reaffirm our support for agreed upon rules of the WTO in delivering a well-functioning multilateral trading system and promoting the stability and predictability of international trade flows.” | |
| **1.3** | Objective: ***Bogor Goals and economic integration in the region***  “We will further advance the Bogor Goals and economic integration in the region in a manner that is market-driven, including through the work on the Free Trade Area of the Asia-Pacific (FTAAP) agenda which contributes to high standard and comprehensive regional undertakings.” | |
| **1.4** | Objective: ***Connectivity and supply chains***  “We will promote seamless connectivity, resilient supply chains and responsible business conduct.” | |
| ***Driver 2* Innovation and Digitalization** | | |
| **2.1** | Objective: ***Structural reforms and innovation***  “We will pursue structural reforms and sound economic policies to promote innovation as well as improve productivity and dynamism.” | |
| **2.2** | Objective: ***Digital economy and global interconnectedness***  “To empower all our people and businesses to participate and grow in an interconnected global economy, we will foster an enabling environment that is, among others, market-driven and supported by digital economy and innovation.” | |
| **2.3** | Objective**:** ***Digital infrastructure and transformation***  “We will strengthen digital infrastructure, accelerate digital transformation, narrow the digital divide, as well as cooperate on facilitating the flow of data and strengthening consumer and business trust in digital transactions.” | |
| ***Driver 3* Strong, Balanced, Secure, Sustainable and Inclusive Growth** | | |
| **3.1** | Objective**: *Economic resilience and health & wellbeing inclusiveness***  “To ensure that the Asia-Pacific region is resilient to shocks, crises, pandemics and other emergencies, we will foster quality growth that brings palpable benefits and greater health and wellbeing to all, including MSMEs, women and others with untapped economic potential.” | |
| **3.2** | Objective: ***Human resource development and skills for the future***  “We will intensify inclusive human resource development as well as economic and technical cooperation to better equip our people with the skills and knowledge for the future.” | |
| **3.3** | Objective: ***Environmental & climate challenges and natural disasters***  “We will promote economic policies, cooperation and growth, which will support global efforts to comprehensively address all environmental challenges, including climate change, extreme weather and natural disasters, for a sustainable planet.” | |

Note: You are encouraged to elaborate on how your project aligns with the selected Objective(s) above in section **1(b) Relevance – Alignment to APEC** of the Concept Note (page 2).