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The year 2000 has seen the APEC Secretariat respond effectively to a number of new challenges. It is evident that the Secretariat’s support to APEC activities will be increasing. Due to the diversity and geographical spread in terms of distance among its APEC members, the new tools that have been brought forward through the Digital Age seem to be the appropriate vehicles for APEC to communicate among its members and also the public and community at large.

Specifically, three new APEC electronic initiatives have been implemented:

- Electronic Individual Action Plan (E-IAPs)
- ECOTECH Clearing House (www.apec-ecotech.org)
- BizAPEC.com (www.BizAPEC.com)

In view of this, the expectations from APEC member economies of the APEC Secretariat’s capacity to respond to new tasks have increased this year. This is especially true in terms of updating and maintaining the numerous APEC related websites in operation.

INTRODUCTION

The following outlines the Secretariat’s performance in fulfilling its Operational Plan during 2000. (The 2000 Operational Plan appears as Annex A.)

SECTION A: SECRETARIAT OUTPUTS

Output I: Logistic and Advisory Support to APEC Fora

This key output involves all Secretariat staff and comprises on-the-ground support for fora meetings. In 2000 Secretariat staff participated in 105 meetings of APEC fora including Energy, Telecommunications and Information Industry, SME, Tourism Ministerial Meeting and the Meeting of APEC Ministers Responsible for Trade. (A full
list of meetings is attached as Annex B.) Support was also provided to ABAC and APEC-related meetings including the Women Leaders Network and the APEC Study Centres Consortium Conference. Support was also provided to the APEC Forum on Shared Prosperity and Harmony Forum held in Seoul last April and APEC Technomart III in Australia and APEC Technomart IV to be held in 2001 in China.

Highlights of the support provided to APEC fora include:

- Continued updating the ‘APEC Project Database’ containing details of over 350 APEC projects and their linkages to APEC’s ECOTECH Clearing House website.
- Development by the Secretariat of password-access websites to distribute papers for the March and July BMC meetings and all SOM and the November Ministerial documents.
- Drafting of the Committee on Trade and Investment (CTI), ESC and BMC Reports to Ministers as well as SOM report to the Ministers on the Implementation of the Framework for the Integration of Women in APEC.
- Provision of briefing and advice to facilitate hand-over to the new Chairs in particularly to the new Lead Shepherd economy of the IST from China to Canada and GPEG Chair from Hong Kong, China to New Zealand.
- Provision of appraisal commentary on projects seeking APEC funding.
- Preparation of agendas, background papers, other documents and briefing/talking points for Chairs.
- Reports to fora on activities in other APEC fora.
- Coordination with meeting organisers on logistical arrangements including advice on APEC policies and procedures.
- Report on management issues to APEC fora.
- Drafts of meeting records.
- Circulation of pre-meeting documents.
- Assistance with the development of 2000 work program and timetables.
- Finalization of APEC Projects 2000 arising from APEC Leaders Meeting.
- Consolidated all guidelines related to APEC publications, documents and the APEC logo into one user-friendly Public Affairs Guidebook. This also includes a sample licensing agreement for use by member economies when granting permission for domestic use of the APEC logo.

Output II: Support for the SOM Chair

Highlights include:

- As part of the APEC Management Review Process, the Secretariat has assisted the SOM on institutional issues. The Secretariat continues to provide an initial draft of the SOM Agenda and compile major documents for SOM chair including progress reports on the implementation of APEC Food System and management of working group reports to the SOM. The Secretariat also had set up a new document clearing website for SOM.
On the 2000 IAP process, the Secretariat worked with the SOM Chair, Brunei Darussalam, Singapore and Australia on the prototype Electronic IAP. The Secretariat continues to consult with the Project Team (Brunei Darussalam, Singapore and Australia) to ensure the progress of the system. The Secretariat has, on behalf of APEC, signed an agreement with Microsoft as a requirement for its sponsorship of the system. The Secretariat has met regularly with the Microsoft team to review progress including the functional specifications/requirements and technical solutions developed, consulting closely at all stages with the project team.

The Secretariat has continued to manage non-member participation requests and advise the SOM Chair and APEC fora on the relevant procedures. A summary of activities since August 1999 is as follows:

- The Secretariat has received 13 requests for non-member participation in APEC activities (excluding one-off non-policy activities). In addition, the Secretariat has been informed of 8 requests/proposals for non-member participation in APEC activities.
- The SOM has approved 20 requests/proposals for non-member participation in APEC activities.
- APEC fora have approved 19 requests/proposals for non-member participation in APEC activities (excluding one-off, non-policy activities) and disapproved 2.

(Details of non-member participation decisions and applications since August 1999 are attached as Annex C.)

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

The Secretariat has provided ongoing support and advice to project overseers, including organization of tendering for approximately 190 ongoing projects, in accordance with the *Guidebook on APEC Projects*. A revised (4th) edition of the Guidebook was issued in August 2000 as an improved project management tool. The Secretariat also managed preparations for the March and July BMC meetings, including advising on proposals seeking project reprogramming, additional funding and new funding.

Intersessionally, 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 Brunei SOM Chair and the BMC.

Following a review of the Operational Account and Special TILF Account procedures, the Secretariat made recommendations to the BMC on ways and means to increase the efficiency of the budget process and shorten the lead time for implementation of urgent projects under both Accounts. On the Secretariat’s advice, the BMC also set aside uncommitted reserves for future years as administrative expenditure is forecasted to be high.
The Statement of Accounts for the Operational and TILF Accounts is included under Service II below.

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

The APEC Secretariat provides assistance in disseminating information on APEC to targeted audiences and the public at large through various means including an extensive publishing programme, websites and other electronic media, production of audio visual material, presentations, visitor briefings and outreach trips to APEC member economies.

The Secretariat plays an important role in managing media relations for APEC and in generating media coverage for APEC events and developments, providing public affairs and media support to the host economy and APEC fora throughout the year.

APEC’s document access policy has also been managed by the Secretariat and continuous improvements made to facilitate access to records via electronic means.

In response to the unabating climate of public skepticism towards free trade and globalisation, member economies endorsed a proposal at SOM III for the APEC Secretariat to proceed with work on developing a more proactive external communications and outreach strategy to more effectively publicise APEC achievements, maximise support and understanding of APEC’s role and agenda and respond to increased questioning of the relevance of APEC.

**General Outreach**

The APEC Secretariat has played an instrumental role in managing expanding APEC outreach requirements and expectations. The Executive Director has made numerous trips to APEC member economies, to assist the APEC Chair, member economies and APEC at large, in publicising APEC and its activities. Trips with an outreach focus were made to Chile; China; Hong Kong, China; Indonesia; Korea; Mexico; Peru; Russia; Chinese Taipei, USA; and Viet Nam. Successful outcomes were achieved in educating the public and related institutions on the mechanics of APEC and how to be in involved in the process. The feedback received by the Secretariat has been extremely positive.

The Executive Director was invited to make a presentation on APEC’s activities to the International Confederation of Trade Unions-Asia Pacific Labour Network (ICFTU-APLN) during its meeting in Brunei on 30 October 2000. In Indonesia, the Executive Director was invited to present keynote addresses to Seminars on APEC: Challenges and Opportunities for Indonesian Economic Recovery that was held in the capital, Jakarta, University Padjajaran of Bandung and University Gajah Mada of Yogyakarta. Presentations to business, government and student groups have also been made throughout the year by the Director of Public Affairs and other program directors.

(The list of speeches and interviews is attached as Annex D.)
Media Liaison, Media Briefings and Press Releases

On-the-ground media liaison support has been provided by the Secretariat for SOM meetings in Brunei Darussalam and MRT in Darwin including setting up of interviews with SOM Chair, Ministers, Senior Officials and APEC Fora chairs and other key players. Assistance was provided before and during meetings to support coverage by international, regional and local media outlets including Reuters, Associated Press, AFP, Bloomberg, CNBC, Xinhua News Agency, South China Morning Post, The Star, Straits Times among others, and local Australian and Brunei media.

Media releases and advisories have been issued and disseminated regularly via email gateway and posted on the website on behalf of APEC Fora and direct contact made with journalists to encourage media coverage of key APEC events and activities, for example, in lead up APEC Tourism Ministerial Meetings.

Production of General Information Resources on APEC

The Secretariat produced a range of scheduled publications during 2000 as part of its publishing programme including the APEC 2000 booklet and three editions of Update of Activities Within APEC These were distributed to all APEC economies, media contacts and other regular recipients on the Secretariat’s distribution list and disseminated at relevant APEC meetings throughout the year.

An APEC video/CD-ROM was also produced as an outreach resource tool for use by the Secretariat, member economies and APEC fora and for use by media for broadcast purposes.

Regular consignments of publications, videos and CD-ROMs have been supplied to Brunei Darussalam for use in their publicity program as host for APEC 2000.

Through sales/marketing agreements with book agents/distributors in Australia; Brunei Darussalam; Hong Kong, China; Malaysia; New Zealand; Singapore; USA and the United Kingdom net total revenue of approximately S$10,000 was realized from the sale of APEC publications and CD ROMS for the year. With increasing use of online and free downloadable versions of publications off the website, the Secretariat will continue to maintain a close watch on sales patterns and monitor print runs, sales figures and web statistics to ensure electronic/hard-copy publishing combinations support both information dissemination objectives and user needs.

The Secretariat continues to manage the production and sale of publications on behalf of APEC fora. (A full list of publications is attached as Annex E and Total Sales Revenue as Annex F).

APEC Website
The Secretariat continues to record increasing use of the APEC website for information-gathering. The most frequently-accessed information from the website includes background information on APEC, new announcements and press releases and advisories. In line with the development of BizAPEC.com and Ecotech Clearing House and as announced at SOM II, APEC Secretariat has almost completed revamping its website to make it more user-friendly and accessible. The three deliverables this year (BizAPEC.com, Ecotech Clearing House and eIAP) will be prominently displayed. Feedback is welcome. Several new features will also be incorporated into the new revamped website. The general public will be able to access the new web portal by mid November 2000.

Following the launch by Australia of the bizapecc.com site for business users, a plan for ongoing maintenance, development and promotion of this site is being mapped out by the Secretariat in consultation with Australia. The Secretariat is also providing advice and support on promotion and marketing of the APEC Ecotech Clearing House Site. The number of access for the APEC website are contained in Annex G.

Management of APEC Document Access Policy

The Secretariat is continuing to look at ways of improving and strengthening its management of APEC’s document access policy. A new Information Manager with a strong background in information management systems has recently been recruited.

The Secretariat continues to receive a high volume of research and information requests from all over the world via telephone, fax and increasingly by email, many of which are now able to be referred directly to information published on the Website or other online sources.

Intellectual Property

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

Output V: APEC Project Evaluation

- Updated the Guidelines for Reporting and Evaluation System for APEC Projects, making the revisions approved by the BMC.
• Assisted the BMC to establish the procedures for evaluation of projects in forming seven BMC Small Groups for better study and evaluation of the evaluation reports of APEC fora.
• Assisted the BMC to revise the Guidelines for Reporting and Evaluation System for APEC Projects inclusive of amendment of the formats of the progress and evaluation reports.
• Assisted the BMC Small Groups to implement the established procedures to monitor the evaluation reports of APEC fora.

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

SECTION B: INTRA-SECRETARIAT SERVICES REQUIRED TO PRODUCE OUTPUTS

Service I: Communication and Information Services

Communication and information technology continues to be critical to the work of the APEC Secretariat and to require substantial resources. This year, a number of projects were undertaken to improve IT systems and to ensure that IT was used to maximise the efficiency of the Secretariat’s operations.

• All staff members attended in-house courses on the worldwide web and specially tailored courses were organised to meet computer-skills requirements of specific staff members.
• The Library has begun posting declassified APEC meeting documents on the website.
• Upgraded the designation of the Librarian to Information Manager, to give more focus on information management/retrieval.
• One member of the Secretariat’s IT team attended the Conference of System Administration Networking and Security (SANS) in March. This is one of the attempts to enhance the Secretariat’s capability to protect its network security.
• Close coordination with the Ministry of Foreign Affairs of Singapore to ensure that the Secretariat’s communication needs are met in the planning for the new Secretariat office planned for end 2002.
• APEC Business website (www.BizAPEC.com) was incorporated into the Secretariat’s web server and APEC Secretariat now takes over the on-going maintenance/enhancement responsibility. Three members’ new requests to link to their domestic business sites have been incorporated.
• A new data server was procured and properly configured for the implementation of the e-IAP project.

Service II: Management of the APEC Central Fund
The Secretariat manages three accounts under the APEC Central Fund—the Administrative Account, the Operational Account and the TILF Special Account. The following financial report covers all these accounts.


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 is required for local costs of the APEC Secretariat. The relevant US dollar accounts are drawn upon and converted to Singapore dollars when such expenditures are necessary.

As at 31 July 2000, the total assets under the Operational and Administrative Accounts were as follows:

<table>
<thead>
<tr>
<th>Account</th>
<th>US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Deposit Account</td>
<td>5,528,200</td>
</tr>
<tr>
<td>Current Account</td>
<td>1,100</td>
</tr>
<tr>
<td>Amounts maintained in Singapore dollars (S$232,100)</td>
<td>33,900*</td>
</tr>
<tr>
<td>Total</td>
<td>5,663,200</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Account</th>
<th>US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Deposit Account</td>
<td>11,452,300</td>
</tr>
<tr>
<td>Amounts maintained in Singapore dollars (S$27,800)</td>
<td>16,000*</td>
</tr>
<tr>
<td>Total</td>
<td>11,468,300</td>
</tr>
</tbody>
</table>

Fixed Deposit Account
(* Per exchange rate as at 31 July 2000)

2. Revenue

The total revenue for the period 1 January to 31 July 2000 for the Administration and Operational Accounts was US$3,462,000 (Annex H).

The total revenue from 1 January to 31 July 2000 under the TILF Special Account was US$4,898,900 (Annex I).

3. Expenditure

Operational Account

The total approved amount under the Operational Account for 1998, 1999 and 2000 projects was US$6,762,600. The APEC Secretariat had up to 31 July 2000 disbursed a total of US$3,145,000 (46.5%). (Details are at Annex J.)
**TILF Special Account**

The total approved amount under the TILF Special Account for 1998, 1999 and 2000 projects was US$9,972,300. The Secretariat had up to 31 July 2000 disbursed a total of US$3,687,600 (37%). (Details are at Annex K.)

**Administrative Account**

The Administrative Account covers the costs of running the APEC Secretariat Office in Singapore and production of Operational Plan outputs. In 2000, the Secretariat continued to exercise prudence and tight control in managing this account. In July 2000, the Secretariat returned mid-year savings of US$190,000, or 9% of the budget, to the Central Fund. As a result, the BMC approved an adjusted 2000 Administrative Account budget of US$1,868,000. The expenditure incurred from 1 January to 31 July 2000 was US$713,500 (38.2%). (Details are at Annex L.)

4. **Uncommitted Reserves**

The uncommitted reserves are the total funds under the management of the APEC Secretariat which are not committed by the BMC for any specific purpose at a specific point of time. These reserves consists of members’ contributions, savings from expired and cancelled projects, bank interest, book sales, and any other income, minus all committed expenditures including approved budgets for project funding and upkeep of the APEC Secretariat, and provisions for other possible expenditures.

The uncommitted reserves for the Administrative and Operational Account as of 31 July 2000 amounted to US$1,447,300. (Details are at Annex M.)

The uncommitted reserves for the TILF Special Account as of 31 July 200 amounted to US$6,154,100. (Details are at Annex N.)

5. **Forecast**

The Secretariat presented the forecast of administrative budgets for 2002 and 2003 to the BMC. The BMC agreed that a prudent financial management approach should be adopted. It agreed that the total amount to be allocated to 2001 projects should be capped at US$2 million and that the remaining uncommitted reserves should be left for future years. Ministers and Senior Officials were invited to note that without increasing members’ contribution, a 2-million budget for the Operational Account may not be sustainable in the long run, especially when the host economies are far away from the Secretariat (for example, Mexico in 2002 and Chile in 2004).
Service III: Management Support

- Information gathered on APEC members’ protection of the APEC logo and acronym.

Specific Service Targets for 2000

- Implementation of IT Strategy Plan
- Close coordination with Singapore MFA to ensure that the Secretariat’s needs are met in the planning for the new Secretariat office.

The Secretariat welcomed Ambassador Zhang Yan of China as the new Deputy Executive Director on 4 January 2000.

The new secondee who joined the Secretariat as Program Directors since Ministers last met are Mr Mohan Mathews of Australia; Ms Sheryl Lowe of New Zealand; Mr So Kam Shing from Hong Kong, China; Ms Koh Siew Mui of Singapore; Ms Suriyana Tengku Sulaiman of Malaysia; and Dr Helena Gaytan Fregoso of Mexico.

The Secretariat bade farewell to Mr Halimi Hussain of Malaysia; Mr Bradley Crofts of Australia; Ms Bridget Romanes of New Zealand; Mr. Jose Barojas of Mexico; and Mrs Iris Geddis from Singapore.

Canada and Russia have expressed interest in nominating secondees to the Secretariat in the near future. The Senior Officials of these economies have consulted the Executive Director of the APEC Secretariat to ensure continuity, assigning responsibilities and portfolios.

The attrition rate of our support staff remains low. Their dedication and loyalty provide valuable continuity to the Secretariat.

Service IV: Secretarial and Administrative Services

Training Courses For Secretariat Staff

The professional staff members completed a report writing course conducted by the British Council. In-house training programs were also organized for them for Lotus Notes (project data based) as well as refresher courses in Microsoft Windows and ACCESS 97.

Ten of the professional staff also attended an Effective Presentation Skills Course at the British Council on 1-3 August 2000 to improve their presentation skill levels at meetings/workshops.

Twelve support staff attended an accelerated learning training course, basic and advance, conducted in-house by a consultant on 25-26 May 2000 and 21-22 Sept 2000. The objective of the courses is to assist staff members to reach their potential for accelerated learning and creativity, develop personal growth, positive attitudes, enjoy learning,
improve in self-esteem and self image, goal setting and time management, heighten awareness, concentration and focus on their daily activities and work.

To further boost staff competence and efficiency, the Secretariat is planning an in-house financial system-training course for the support staff who assists program directors with implementation of APEC projects. The Secretariat will continue to provide adequate training to our staff to ensure that a highly professional, flexible, efficient and skilled APEC team mans the Secretariat.

The Secretariat, aware of the development of the IT sector, encourages its IT team to attend seminars/courses in Singapore and selective conferences overseas. The IT manager attended the System Administrative networking and Security (SANS) Conference held in Orlando, USA from 21-28 March 2000. The conference, organized by SANS Institute, which is a cooperative research and education organization, facilitated the meeting of nearly 100,000 systems administrators, security professionals and network administrators to share experience and to find solutions. The IT staff will take turns to attend this yearly meeting to obtain information on IT development. The IT staff also attended local symposium and seminars on IT development as and when the opportunities arise.

Meetings at the APEC Secretariat

The Secretariat organized the following meetings at the Secretariat’s 19th floor conference room and at a few selected hotels in Singapore.

- 9-10 December GOS Task Force
- 24-25 February TWG Task Force
- 30-31 March BMC Meeting
- 10 April GIS – APEC Framework for the Integration of women
- 9-11 May APEC Public Sector Management workshop
- 26-28 July BMC Meeting
- 12-14 September Workshop on Trade Facilitation

Construction of New APEC Secretariat Building

The building, which is under critical planning stage and due for calling of tenders, is targeted for completion by 2002. An internal committee has been set up in the Secretariat to oversee user requirements relating to the new building and to make plans for subsequent relocation. The committee will also work closely with the Ministry of Foreign Affairs of Singapore to monitor the progress of construction and budget for maintenance of the new building.

APEC Secretariat expresses its gratitude to the officials of Ministry of Foreign Affairs of Singapore for the early and on-going consultation and look forward to see the fruition and the completion of the new building.
APEC SECRETARIAT 2000 OPERATIONAL PLAN

Contents

(i) Introduction

(ii) Vision statement

(iii) Statement of business

(iv) Annual operational priorities and accountability

(v) Statement of outputs

(vi) Intra-Secretariat services required to produce outputs
Introduction

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


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

The position of Executive Director is filled on secondment from the member economy chairing APEC. The position of Deputy is similarly filled by the economy chairing APEC in the next year.
**Vision Statement**

To support and facilitate the achievement of APEC goals.

**Statement of Business**

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

The Secretariat provides advisory, operational and logistic/technical services to Member Economies and APEC fora to coordinate and facilitate conduct of the business of the organisation.

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

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

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

The Executive Director is responsible to APEC Senior Officials through the SOM Chair and manages the Secretariat in line with priorities set by SOM on behalf of Ministers.
Annual Operational Priorities and Accountability

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

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

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

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

Output I: Logistic and Advisory Support for APEC Fora

This output involves delivery of a wide range of support services for the different fora (Committees, Working Groups, ad hoc groups, Task Forces, etc.) and associate bodies (e.g. ABAC) through which APEC conducts its business. Fora meet periodically, hosted by different Member Economies. Support is also provided to Ministerial meetings and meetings held in Singapore, including at the APEC Secretariat.

<table>
<thead>
<tr>
<th>Output Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Secretariat provides direct support to the Chair/Lead Shepherd at and between meetings as follows:</td>
<td>Member Economies representatives, in particular SOM Chair and Fora Chairs/Lead Shepherds/host economies express satisfaction with Program Director’s support and delivery of agreed services. No complaints received by Executive Director.</td>
</tr>
</tbody>
</table>

A Managing document circulation at meetings and drafting documents, including
- Agendas
- Meeting records
- Other documents, including background papers, as requested by fora

Primary Responsibility: Program Directors as assigned to fora

B Providing regular briefings and advice on APEC policies and procedures contained in Annex II, including
- Consolidated Guidelines on Non-Member Participation in APEC Working Group Activities
- Use of APEC Logo and Acronym
- APEC Publication Policy
- Selection, Terms and Functions of Lead Shepherds of APEC WGs
- Guidebook on Financial Procedures
- Guidelines for Hosting APEC Meetings
- Guidelines on APEC Database Projects
- Guidelines on Information Sharing Among APEC Fora
- Guidelines for Evaluation and Reporting System for APEC Projects
- ctd over

Executive Director’s deployment of staff is considered by SOM and Fora Chairs to be in line with agreed support requirements.
ANNEX A

- Implementation of the New Document Access Policy
- Guidelines on Ecotech Activities
- Guidelines for Business/Private Sector Involvement in activities of CTI, ESC, EC and their sub-fora
- Guidelines for Updating and Reporting System for IAPs

Primary Responsibility: Program Directors as assigned to fora

C Providing comprehensive information on relevant activities of other APEC fora, including Leaders/Ministerial/SOM tasking
Primary Responsibility: Program Directors as assigned to fora

D Representing the interests of particular fora in the Secretariat’s general service areas (public affairs, the APEC website, and the project funding/management process) and acting as necessary as a channel of communication and coordination.
Primary Responsibility: Program Directors as assigned to fora

E Managing the production of publications on behalf of fora including collating information, sourcing printers/proofreaders/internet authoring and distribution.
Primary Responsibility: Program Directors as assigned to fora
Support from: Director (Public Affairs), Publications Manager, Director (IT)

F Providing preparatory advice to Fora and project proponents on formulation and financing of projects, managing applications to BMC for APEC Operational and TILF account funding and providing BMC with independent advice on levels of support/participation, TILF linkage (for TILF projects), possible overlaps, and conformity with financial guidelines
Responsibility: Director Finance, Project Coordinator, Program Directors as assigned to fora

Fora have information at hand when planning activities

Accurate and timely flows of information maintained

Publications produced in accordance with APEC Publication Policy

Fora/project proponents fully advised of relevant procedures and requirements. Project applications to BMC are accompanied by accurate and complete Secretariat commentary. No surprises in BMC meeting.
ANNEX A

G Providing electronic support to virtual taskforces
  Responsibility: Director (IT)
  Support from: Program Directors as assigned to fora

Cost:

Support provided to maximise efficiencies of electronic communications, within Secretariat resources
---

### Output II : Support for SOM Chair

This output involves delivery of support services to the SOM Chair

<table>
<thead>
<tr>
<th><strong>Output Description</strong></th>
<th><strong>Collective Performance Indicators</strong></th>
</tr>
</thead>
</table>
| A Providing analysis, advice and administrative support to the SOM Chair on substantive and procedural issues  
  *Primary Responsibility:* Executive Director, Special Assistant to ED  
  *Support from:* Relevant Program Directors | Support delivered in a timely and proactive way which meets with the approval of the SOM Chair. |
| B Drafting documentation for SOM Meetings, including:  
  - Agenda  
  - *Detailed notes and Chair’s Summary Record*  
  - Annual tasking statements  
  - *Executive Director’s Report*  
  - *Other papers as requested by SOM Chair.*  
  *Primary Responsibility:* Special Assistant to ED  
  *Support from:* Relevant Program Directors | |
| C Documentation for annual Ministerial Meeting including:  
  - *Annual Report on Ecotech Activities*  
  - *CTI Annual Report*  
  - *EC Annual Report*  
  - *Annual Overview of APEC Activities in Sustainable Development*  
  *Primary Responsibility:* Program Directors for relevant fora | |
| D Management of the annual IAP collation and distribution process  
  *Primary Responsibility:* CTI Coordinator  
  *Support from:* Director Information Systems | Secretariat responsibilities undertaken in accordance with the *Guidelines for Updating and Reporting System for IAPs* and the timeframes agreed with SOM Chair and providing support for the work programs to be carried out in 2000 as directed by Ministers. |
**ANNEX A**

<table>
<thead>
<tr>
<th>E</th>
<th>Support with media relations and information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Managing press contacts and liaison at SOM meetings</td>
</tr>
<tr>
<td></td>
<td>- Drafting press releases</td>
</tr>
<tr>
<td></td>
<td>- Providing APEC Brochure and Update publications for distribution by SOM Chair</td>
</tr>
<tr>
<td></td>
<td>- Assisting with information distribution to media through Secretariat email journalist gateway</td>
</tr>
<tr>
<td></td>
<td><strong>Primary Responsibility:</strong> Director (Public Affairs)</td>
</tr>
<tr>
<td></td>
<td><strong>Support from:</strong> Program Directors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F</th>
<th>Liaison with the SOM Chair on behalf of the EC, ESC, CTI and BMC Chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Primary Responsibility:</strong> Relevant Program Directors</td>
</tr>
</tbody>
</table>

**Cost:**
Output III: Management of the APEC Operational and TILF Accounts
This output involves delivery of financial management services for APEC-funded projects. These projects are designed to build capacity in support of the objectives of APEC Leaders and Ministers.

<table>
<thead>
<tr>
<th>Output Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Disbursement of funds for approved projects in liaison with relevant project proponents and fora.</td>
<td>Check lists of administrative requirements supplied to project overseers. Funds disbursed on time and according Guidebook on Financial Procedures. Project evaluation and progress reports submitted to BMC. Project proponents and BMC satisfied with Secretariat inputs.</td>
</tr>
<tr>
<td>B Providing advice to fora and project proponents on project implementation processes including contracts and tendering (Requests for Proposals-RFPs)</td>
<td></td>
</tr>
</tbody>
</table>

**Primary Responsibility:** Director Finance

**Support from:** Project Coordinator, Program Directors whose fora propose projects.

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

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

<table>
<thead>
<tr>
<th>Output Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong>  Production of general information resources on APEC</td>
<td>Information about APEC readily accessible and responsive approach to enquiries, positive response to requests for media briefings and speeches; website updated as and when required and reviewed bi-monthly, all meeting documents archived in hard copy and where possible electronically.</td>
</tr>
<tr>
<td>- <em>APEC Update</em> publication (at least twice annually)</td>
<td></td>
</tr>
<tr>
<td>- <em>APEC Brochure</em> publication (once annually)</td>
<td></td>
</tr>
<tr>
<td>- APEC video (as required)</td>
<td></td>
</tr>
<tr>
<td>- APEC posters for exhibition purposes</td>
<td></td>
</tr>
<tr>
<td>Primary Responsibility: Director (Public Affairs), Publications Manager</td>
<td></td>
</tr>
<tr>
<td>Support from: All Program Directors</td>
<td></td>
</tr>
<tr>
<td><strong>B</strong>  Marketing APEC publications in accordance with the <em>APEC Outreach Strategy</em></td>
<td></td>
</tr>
<tr>
<td>Primary Responsibility: Director (Public Affairs), Publications Manager</td>
<td></td>
</tr>
<tr>
<td><strong>C</strong>  Press liaison, media briefings and press releases in accordance with <em>Procedures for Issuing Press Advisories/Releases from the APEC Secretariat</em></td>
<td></td>
</tr>
<tr>
<td>Primary Responsibility: Director (Public Affairs)</td>
<td></td>
</tr>
<tr>
<td>Support from: All Program Directors</td>
<td></td>
</tr>
<tr>
<td><strong>D</strong>  Speeches and briefings for outside groups and visitors to Secretariat</td>
<td></td>
</tr>
<tr>
<td>Primary Responsibility: Director (Public Affairs)</td>
<td></td>
</tr>
<tr>
<td>Support from: All Program Directors</td>
<td></td>
</tr>
</tbody>
</table>
E  Support for Fora Chairs in Media Relations.
   Primary Responsibility: Director (Public Affairs)
   Support from: All Program Directors
   Website uploading: Director (Information Systems)

F  Secretariat web site
   Primary Responsibility: Director (Information Systems)
   Content update responsibility: All Program Directors, IT Staff, Librarian

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.
   Primary Responsibility: Librarian
   Support from: All Program Directors.

H  Provision of Current Awareness Service to member economies
   Primary Responsibility: Librarian

I  Provision to ABAC and internet publication of quarterly Business Briefing Newsletters publication on key APEC activities
   Primary Responsibility: Program Director assigned to ABAC

J  Management of intellectual property (APEC logo, copyright for publications and data) on behalf of APEC members and provision of relevant advice to them.
   Primary Responsibility: Director (Administration), Director (Public Affairs)
   Support from: All Program Directors.

Responsibilities of PSM fulfilled in accordance with Responsibility and Timing Table to Update APEC Documents

PSMs deliver a full set of meeting documents to library immediately following meetings.
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>Maintenance of a comprehensive manual of APEC Policies and Procedures containing the guidelines listed in Output 1 B</td>
<td>All policies and procedures reviewed internally at least annually and changes/updates recommended where appropriate.</td>
</tr>
<tr>
<td></td>
<td>Primary Responsibility: Program Director (Management Issues) Support from: Director (Administration), All Program Directors.</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Secretariat representation at APEC fairs</td>
<td>Representation undertaken in accordance with the <em>Guidelines on APEC Secretariat’s Participation in Exhibitions</em>.</td>
</tr>
<tr>
<td></td>
<td>Primary Responsibility: Relevant Program Directors Support from: Director (Public Affairs).</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Support for new APEC members (namely PNG, Russia and Vietnam) on Outreach Activities.</td>
<td>Seminar presentations on APEC in the new member economies.</td>
</tr>
</tbody>
</table>

**Cost:**
**Output V : APEC Project evaluation**

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

<table>
<thead>
<tr>
<th>Output Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Administering the <em>Guidelines for Project Evaluation</em> as follows:</td>
<td>Progress and evaluation reports supplied to BMC conform with procedures. Secretariat input on project evaluation regarded by BMC and ESC as proactive and constructive.</td>
</tr>
<tr>
<td>– Proactive liaison with APEC fora to ensure that progress and evaluation reports conform to Guidelines</td>
<td></td>
</tr>
<tr>
<td>– Advice to the BMC and ESC on the progress and evaluation of specific projects</td>
<td></td>
</tr>
<tr>
<td><strong>Primary Responsibility</strong>: Project Coordinator</td>
<td></td>
</tr>
<tr>
<td><strong>Support from</strong>: Director (Finance), Program Directors whose fora undertake projects</td>
<td></td>
</tr>
</tbody>
</table>

B Providing advice to the BMC on the development and implementation of the APEC project evaluation guidelines

**Primary Responsibility**: Project Coordinator

**Support from**: Director (Finance), Program Directors whose fora undertake projects

Cost:
## Output VI: Research and Analysis Support (under review)

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

<table>
<thead>
<tr>
<th>Output Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
</table>
| A  Research requested by APEC fora, subject to approval on a case by case basis.  
  Primary Responsibility: Director (Research and Analysis)  
  Support from: Program Directors for fora requiring research |  
  Research delivered in a cost-efficient way and to the satisfaction of the commissioning fora  
  Research synergies and information flows maximised. |
| B  Liaison with APEC Study Centres and PECC  
  Primary Responsibility: Director (Research and Analysis)  
  Support from: Program Directors for fora requiring research. |  |
| C  Support, within the resources of the Secretariat library, for researchers on APEC.  
  Primary Responsibility: Librarian |  |
| D  Updating the APEC TILF Information Directory  
  Primary Responsibility: Program Directors as assigned to fora  
  Support from: Director Research and Analysis, Librarian, IT Specialist |  
  Secretariat fulfills responsibilities four weeks before SOM III. |

Cost:
## Specific Output Targets for 2000

<table>
<thead>
<tr>
<th>Output Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide advice to SOM Chair on how to ensure better coordination among sectoral Ministerial Meetings, and the role the Secretariat can play in this process. Primary Responsibility: YYF</td>
<td>To be completed to the satisfaction of SOM Chair.</td>
</tr>
<tr>
<td>To provide assistance to CTI, to come up with a prototype of new IAPs reporting using electronic means. Responsibility: Special Assistant to CTI Chair</td>
<td>To be completed to the satisfaction of CTI.</td>
</tr>
<tr>
<td>Review of Research and Analysis work at the APEC Secretariat.</td>
<td>To be completed and reported to SOM.</td>
</tr>
</tbody>
</table>
# 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.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
</table>
| A Maintaining an IT system to meet word processing, communication, database, website support, and other IT requirements.  
  **Primary Responsibility:** Director Information Systems  
  **Support from:** IT staff | Systems meet needs of APEC Secretariat users in a cost efficient way. |
| B Maintaining a library of historical and current APEC-related material for reference or research by APEC Secretariat staff  
  **Primary Responsibility:** Librarian | |
| C Maintaining a record management (storage and retrieval) system for APEC Secretariat working documents and correspondence.  
  **Primary Responsibility:** Director (Administration)  
  **Support from:** Program Directors, Support Staff | |

Cost:
### Service II: Management of APEC Administrative Budget

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

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Preparation of an annual budget estimate for consideration by BMC and subsequent outturn reporting on it</td>
<td>BMC satisfied with Secretariat performance</td>
</tr>
<tr>
<td>B  Cost effective and prudential management of expenditure in accordance with the Administrative Budget approved by the BMC.</td>
<td></td>
</tr>
</tbody>
</table>

**Primary Responsibility:** Director (Finance)  
**Support from:** Finance Staff

**Cost:**
### 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.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
</table>
| A  Assistance to seconded staff with the following administrative matters:  
  - facilitation of privilege and immunities  
  - liaison work with government departments  
  - obtaining visas for official travel  
  - assistance for newly arrived seconded staff, including  
    Guidance Booklet for New Arrivals  |
|  | Staff matters processed efficiently and according to policies and procedures. *Guidance Booklet for New Arrivals* updated each February. |
| B  Administration of the following policies and procedures for locally engaged staff:  
  - Recruitment policy  
  - Development of skills for learning  
  - Terms and conditions for local staff  
  - Annual review of performance  |
|  |  |
| C  Property management: office equipment and security of premises  
  **Primary Responsibility:** Director Administration  
  **Support from:** Administration staff  |
|  |  |
  **Primary Responsibility:** Director (Administration)  
  **Support from:** All Program Directors  |
|  | All policies and procedures reviewed at least annually and changes/updates recommended where appropriate.  |
| Cost: |  |
Service IV: Secretarial and administrative services
This service involves the provision of secretariat, logistical and wordprocessing services for professional staff and at SOM, CTI, ESC, BMC and EC meetings, as well as others held in Singapore.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Word processing and administrative support to Program Directors</td>
<td>Accurate and timely services provided to Program Directors</td>
</tr>
<tr>
<td>B Planning and organisation of conference facilities – management and support services for meetings held in Singapore, particularly at Secretariat.</td>
<td></td>
</tr>
</tbody>
</table>

Primary Responsibility: Director (Administration), Support Staff

Cost:
### Specific Service Targets for 2000

<table>
<thead>
<tr>
<th>Output Description</th>
<th>Collective Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service IA</td>
<td></td>
</tr>
<tr>
<td>• Implementation of IT Strategy Plan</td>
<td>Strategy completed and reported to BMC.</td>
</tr>
<tr>
<td>Responsibility: Director (IT)</td>
<td></td>
</tr>
<tr>
<td>Service IB</td>
<td></td>
</tr>
<tr>
<td>• Review of how the Secretariat accounts for the Admin budget, especially to investigate the feasibility of moving from cost to accrual accounting.</td>
<td>Review to be completed and reported to BMC.</td>
</tr>
<tr>
<td>Responsibility: Director (Finance)</td>
<td></td>
</tr>
<tr>
<td>Service IC</td>
<td></td>
</tr>
<tr>
<td>• Closely coordinate with Singapore MFA to ensure that the Secretariat’s long term requirements are met in the planning for the new Secretariat office.</td>
<td>Work to continue until completion of building in 2001. To ensure continuity, an ad-hoc committee (Secretariat) is formed to follow-up progress. Progress report to SOM</td>
</tr>
<tr>
<td>Responsibility: Director (Administration)</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX B

SECRETARIAT PARTICIPATION IN APEC MEETINGS
(JANUARY – NOVEMBER 2000)

- 21st Meeting of HRD WG (Sapporo, Japan, 25-28 January)
- Senior Officials’ Meeting I (Bandar Seri Begawan, 13-14 February)
- Government Procurement Experts’ Group (Bandar Seri Begawan, 12-13 February)
- Lead Shepherds/Committee Chairs Meeting (Bandar Seri Begawan, 14 February)
- Joint Fora (Bandar Seri Begawan, 15 February)
- Sub-committee on Standards and Conformance Experts’ Group (Bandar Seri Begawan, 15 February)
- JAC Electrical MRA (Bandar Seri Begawan, 15 February)
- Committee on Trade and Investment (Bandar Seri Begawan, 16-17 February)
- Economic Committee (Bandar Seri Begawan, 16-17 February)
- SOM Sub-Committee on Economic and Technical Cooperation (Bandar Seri Begawan, 16-17 February)
- SOM Ad hoc Advisory Group on Gender Integration (Bandar Seri Begawan, 16-17 February)
- SCSC/Ad hoc Meeting on Guide to Good Regulatory Practice (Bandar Seri Begawan, 17 February)
- Sub-committee on Standards and Conformance Practice (Bandar Seri Begawan, 18-19 February)
- Sub-committee on Customs Procedures (Bandar Seri Begawan, 18-20 February)
- Gender Experts’ Workshop (Bandar Seri Begawan, 18-19 February)
- Market Access Group (Bandar Seri Begawan, 18 February)
- Group on Services (Bandar Seri Begawan, 18-19 February)
- Infrastructure Workshop (Bandar Seri Begawan, 18 February)
- Informal Experts’ Group on the Mobility of Business People (Bandar Seri Begawan, 18 February)
- 1st Meeting of the Steering Committee for the 4th Meeting of APEC Energy Ministers (San Diego, USA, 17 February)
- 1st ABAC Meeting (Bangkok, 24-26 February)
- Symposium on Intellectual Property Rights (Sapporo, 28-29 February)
- 10th IPEG Meeting (Sapporo, 2-3 March)
- 12th Meeting of Trade Promotion Working Group (Lima, Peru, 6-8 March)
- Policy Level Group on Small and Medium Enterprises (PLGSME) Meeting (Lima, Peru, 6-8 March)
- APEC Investment Symposium and 2nd Phase of the Training Program on Menu of Options (Shanghai, 13-15 March)
- 18th Meeting of IST WG (Pattaya, 13-17 March)
- 1st Meeting of IEG (Shanghai, 17-18 March)
- 21st Tel Working Group Meeting (Honolulu, 20-24 March)
- 17th Meeting of TPT WG *(Singapore, 27-31 March)*
- Budget and Management Committee Meeting *(APEC Secretariat, 30-31 March)*
- APEC Forum on Shared Prosperity and Harmon *(Seoul, March 31 to April 1)*
- Expert Group Chairs’ Meeting/APERC Seminar *(Bandar Seri Begawan, 4 April)*
- 2nd Meeting of the Steering Committee for 4th Meeting of APEC Energy Ministers/7th Meeting of Energy regulators Forum *(Bandar Seri Begawan, 5 April)*
- Senior Education Official Meeting *(Singapore, 5 April)*
- 2nd APEC Education Ministerial Meeting *(Singapore, 5-7 April)*
- 19th Meeting of EWG *(Bandar Seri Begawan, 6-7 April)*
- APEC Automotive Dialogue *(Bandar Seri Begawan, 5 April)*
- 16th Meeting of TWG *(Hong Kong, 26-28 April)*
- APEC Tourism Forum *(Hong Kong, 29 April)*
- APEC Workshop on Public Management *(APEC Secretariat, 9-11 May)*
- Meeting of Senior Energy Officials *(San Diego, 10-11 May)*
- 4th Meeting of APEC Energy Ministers *(San Diego, 12 May)*
- APEC E-Commerce Convention *(Tokyo, 15-16 May)*
- 4th ATC EG Meeting *(Hawaii, 15-17 May)*
- Seminar on Securing Initial Equity Funding for Start-up Companies – The Birth and Growth of SMEs in a Knowledge-based Economy *(Chinese Taipei, 16-18 May)*
- The 4th APEC Ministerial Meeting on the Telecommunications and Information Industry *(Hawaii, 18-19 May)*
- 2nd ABAC Meeting *(Beijing, 25-28 May)*
- Ad-Hoc Task Force on Trade Facilitation *(Bandar Seri Begawan, 29 May)*
- Competition Policy and Deregulation *(Bandar Seri Begawan, 26-28 June)*
- 2nd Meeting of Investment Experts Group *(Bandar Seri Begawan, 27-28 June)*
- Goods on Services *(Bandar Seri Begawan, 28-29 June)*
- Sub-committee on Standards and Conformance *(Bandar Seri Begawan, 28-29 June)*
- Trade Facilitation *(Bandar Seri Begawan, 29 June)*
- Infrastructure Workshop *(Bandar Seri Begawan, 29 June)*
- APEC Symposium on Knowledge-based Economies *(Seoul, 29-30 June)*
- Committee on Trade and Investment *(Bandar Seri Begawan, 30-31 May)*
- Informal Experts’ Group on the Mobility of Business People *(Bandar Seri Begawan, 30-31 May)*
- SOM Sub-Committee on Economic and Technical Cooperation *(Bandar Seri Begawan, 30-31 May)*
- 22nd APEC HRD Meeting *(Bandar Seri Begawan, 27-29 May)*
- APEC Study Centres Consortium Meeting *(Bandar Seri Begawan, 26-28 May)*
- Senior Officials’ Meeting II *(Bandar Seri Begawan, 2-3 June)*
- Meeting of APEC Ministers Responsible for Trade *(Darwin, 6-8 June)*
- 13th Meeting of MRC *(Lima, 7-10 June)*
- Women Leaders’ Network *(Bandar Seri Begawan, 18-20 June)*
- SME Trade Fair *(Bandar Seri Begawan, 18-25 June)*
Policy Level Group on Small and Medium Enterprises (PLGSME) Meeting (Bandar Seri Begawan, 21 June)

E-Commerce Workshop (Bandar Seri Begawan, 21-22 June)

SME Business Forum (Bandar Seri Begawan, 21-23 June)

APEC SMEs Ministerial Meeting (Bandar Seri Begawan, 21-23 June)

Tourism Senior Officials Meeting (Seoul, 5 July)

1st APEC Tourism Ministerial Meeting (Seoul, 6-7 July)

IPEG XI Meeting (Cheju Island, Korea, 12-14 July)

11th FWG Meeting (Seattle, USA, 17-21 July)

E-Commerce Steering Group Meeting (Bangkok, 20-22 July)

2000 APEC Economic Outlook Symposium (Manila, 24-25 July)

Budget and Management Committee Meeting (APEC Secretariat, 26-28 July)

3rd Meeting of ABAC 2000 (Lima, 24-27 August)

3rd APEC Conference on Standards and Conformance (Bandar Seri Begawan, 15-16 September)

Government Procurement Experts’ Group (Bandar Seri Begawan, 15-16 September)

3rd Phrase of the Training Program on Menu of Options and 3rd Meeting of Investment Experts’ Group (Bandar Seri Begawan, 14-16 September)

Sub-committee on Customs Procedures (Bandar Seri Begawan, 16-18 September)

Sub-committee on Standards and Conformance Experts’ Group (Bandar Seri Begawan, 17-18 September)

Group on Services (Bandar Seri Begawan, 17-18 September)

Market Access Group (Bandar Seri Begawan, 17-18 September)

SOM Ad hoc Advisory Group on Gender Integration (Bandar Seri Begawan, 17-18 September)

Ad-Hoc Task Force on Trade Facilitation (Bandar Seri Begawan, 18 September)

Steering Group Committee Meeting of the WGTP (Bandar Seri Begawan, 18 September)

Committee on Trade and Investment (Bandar Seri Begawan, 19-20 September)

Sub-committee on Economic and Technical Cooperation (Bandar Seri Begawan, 19-20 September)

AGGI Gender Experts’ Workshop (Bandar Seri Begawan, 19-20 September)

Infrastructure Workshop (Bandar Seri Begawan, 18 September)

Economic Committee (Bandar Seri Begawan, 19-20 September)

Senior Officials’ Meeting III (Bandar Seri Begawan, 22-23 September)

1st APEC Youth Skill Camp (Ulsan, Korea, 21-24 September)

17th Meeting of TWG (Morelia, Mexico, 8-12 October)

19th Meeting of IST WG (Bandar Seri Begawan, 9 - 12 October)

22nd Meeting of the Telecommunications Working Group (Bali, Indonesia, 9 - 13 October)

18th Meeting of TPT WG (Miyazaki, Japan, 16 - 20 October)

20th Meeting of Energy Working Group (Cusco, Peru, 19 - 20 October)

Informal SOM (Bandar Seri Begawan, 10 - 11 November)

12th APEC Ministerial Meeting (Bandar Seri Begawan, 12 - 13 November)

APEC CEO Summit (Bandar Seri Begawan, 13 - 15 November)
- ABAC: 4th ABAC Meeting (*Bandar Seri Begawan*, 13 - 15 November)
- 8th Informal APEC Economic Leaders' Meeting (*Bandar Seri Begawan*, 15 - 16 Nov)
PARTICIPATION ISSUES

Since August 2000, the Secretariat has received the following requests:

• A letter from Pakistan in August 1999 requesting renewal of its guest status in EWG activities;

• A letter from Macao Power Company (CEM) in August 1999 applying for guest status in activities of Utility Program under an EWG Expert Group;

• A letter from Colombia in Sept. 1999 requesting renewal of its guest status in both EWG and TEL activities;

• A letter from International Telecommunications Users Group (INTUG) in November 1999 applying for guest status in TEL activities;

• A letter from Cambodia in December 1999 applying for guest status in TWG activities;

• A letter from Pakistan in December 1999 requesting renewal of its guest status in TP activities;

• A letter from Association of Pacific Rim Universities (APRU) in February 2000 applying for guest status in HRD and IST activities;

• A letter from IEA International Centre of Gas Technology Information (ICGTI) in February 2000 applying for participation, as a guest, in EWG activities during 2000;

• A letter from Colombia in March 2000 applying participation in TP activities as a guest; 

• A letter from the World Bank (WB) in March 2000 applying for participation in EWG19 and associated meetings as a guest;

• A letter from Bangladesh in March 2000 applying participation in EWG activities as a guest;

• A letter from International Air Transport Association (IMTA) in March 2000 applying participation in TPT activities as a guest; and


During the same period, the Secretariat was also informed of the following requests/proposals:
A request from Asia-Pacific Laboratory Accreditation Cooperation (APLAC) applying guest status in TEL MRA Task Force activities;

A request from Asia-Pacific Telecommunity (APT) requesting renewal of its guest status in TEL activities;

A proposal in August 1999 to invited the World Bank (WB) and Asian Development Bank (ADB) to attend the meeting of Road Safety Expert Group (RSEG) of TPT during TPT16;

A request in October 1999 from ESCAP to attend the meeting of PEG under TPT during TPT16;

A proposal in December 1999 to invite WB and ADB to attend the meeting of RSEG under TPT during TPT17;

A proposal in April 2000 to invite Southeast Asian Fisheries Development Center (SEAFDEC), Intergovernmental Organization for Marketing Information and Technical Advisory Services for Fishery Products in the Asia and Pacific Region (INFOFISH), Network of Aquaculture Centers in Asia Pacific (NACA), International Centre for Living Aquatic Resource Management (ICLARM), and the United Nation Food and Agriculture Organization (FAO) to attend FWG11; and

Proposals in May 2000 to renew Pacific Region of Airports Council International (ACI-Pacific) guest status in TPT and grand guest status in TPT to International Motorcycle Manufacturers Association (IMMA), International Organization of Motor Vehicle Manufacturers (OICA), Federation International l’Automobile (FIA), International Maritime Organization (IMO), International Air Transport Association (IATA), International Civil Aviation Organization (ICAO).

In mid June 2000, the Secretariat also received a letter from Colombia exploring the possibility for it to attend MRT, which had been held the week before.

Since October 2000 SOM has made the following decisions on non-member participation:

Approval, in October 1999, of the requests from Colombia and Pakistan to renew their guest status in EWG;

Approval, in October 1999, of the request from CEM (Macao) to participate in Utility Program of an EWG Expert Group;

Approval, in October 1999, of the proposal to invite WB and ADB to attend the meeting of Road Safety Experts Group of TPT during TPT16;

Approval, in December 1999, of the requests from ABU and AOEMA for guest status in TEL;
• Approval, in December 1999, of the requests from APLAC for guest status in TEL MRA Task Force activities;

• Approval, in December 1999, of the requests from Colombia and APT to renew their guest status in TEL;

• Approval, in February 2000, of the request from Pakistan to renew its guest status in TP;

• Approval, in February 2000, of the proposal to invite WB and ADB to attend the meeting of RSEG under TPT during TPT17;

• Approval, in February 2000, of the request from Cambodia for guest status in TWG;

• Approval, in March 2000, of the request from ICGTI to participate in EWG activities during 2000 as a guest and the request from WB to attend EWG19 and associated meetings;

• Approval, in May 2000, of the request from Colombia for guest status in TP;

• Approval, in May 2000, of the request from Bangladesh for guest status in EWG;

• Approval, in May 2000, of the proposal to invite NACA, SEAFDEC, ICLARM and INFOFISH to attend FWG11; and

• Approval, in June 2000, of the request from IMTA for guest status in TPT, and the proposals to renew ACI-Pacific's guest status in TPT and to grant guest status in TPT for IMMA, OICA, FIA, IMO, IATA, and ICAO.

Since October 2000, APEC fora have made the following decisions on non-member participation:

• EWG decided in October 1999 to accept the request from Pakistan to renew its guest statues in EWG and the request from CEM to participate in Utility Program of an EWG Expert Group;

• TPT decided in October 1999 to accept the proposal to invite WB and ADB to attend the meeting of RSEG under TPT during TPT16;

• EWG decided in October 1999 to accept the request from Colombia to renew its guest statues in EWG;

• TPT did not reach consensus in October 1999 to accept the request from ESCAP to attend the meeting of PEG under TPT during TPT16;

• TEL decided in November 1999 to accept the requests from Colombia and APT to renew their guest status in TEL, the requests from ABU and AOEMA to participate in TEL activities as guests, and the request from APLAC to participate in TEL MRA Task Force activities as a guest;
• TPT decided in January 2000 to accept the proposal to invite WB and ADB to attend the meeting of RSEG under TPT during TPT17;

• TP decided in January 2000 to accept the request from Pakistan to renew its guest status in TP;

• TWG decided in February 2000 to accept the request from Cambodia to participate in TWG activities as a guest;

• EWG decided in March 2000 to accept the requests from ICGTI to participate in EWG activities during 2000 as a guest and the request from WB to attend EWG19 and associated meetings;

• TP decided in April 2000 to accept the request from Colombia for guest status in TP;

• FWG decided in April 200 to accept the proposal to invite SEAFDEC, INFOFISH, NACA, ICLARM, and FAO to attend FWG11;

• EWG decided in May 2000 to accept the request from Bangladesh for guest status in EWG;

• HRD did not reach consensus to accept the request from APRU for guest status in HRD; and

• TPT decided in May 2000 to accept the request from IMTA for guest status in TPT, and the proposals to renew ACI-Pacific's guest status in TPT and grand guest status in TPT for IMMA, OICA, FIA, IMO, IATA, and ICAO.

*In addition, APEC fora, on the authorization of SOM, have also approved numerous cases for non-member participation in one-off, non-policy APEC activities.*
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| 1.  | Interview by Agence-France Press  
25 January, Singapore |
| 2.  | Speech at the 21st APEC HRDWG Meeting  
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| 3.  | Interview by South China Morning Post  
27 January, Singapore |
| 4.  | Interview by Straits Times  
31 January, Singapore |
| 5.  | Media Briefing to Xinhua News Agency, China Radio International and China Economic Daily  
29 February, Singapore |
| 6.  | “APEC: Challenges for a New Millennium”  
Article for Trade Route Asia Pacific Magazine – 2000 |
| 7.  | First Meeting of APEC Business Advisory Council  
24-27 February, Bangkok, Thailand |
| 8.  | Remarks at the American Chambers of Commerce Event  
1 March, Singapore |
| 9.  | Remarks at the Working Group Meeting on Trade Promotion  
6 March, Lima, Peru |
| 10. | Remarks to Policy Level Group on Small and Medium Enterprises Meeting  
6 March, Lima, Peru |
| 11. | Remarks at CONFIED (APEC-Peruvian Business Council)  
8 March, Peru |
| 12. | Speech at the 18th APEC ISTWG Meeting  
15 March, Pattaya, Thailand |
| 13. | “PBEC-APEC Joint Workshop on Corporate Governance”  
21 March, Hawaii, USA |
| 14. | Speech at The World Summit on Small Business  
29 March, Singapore |
| 15. | Agenda Item 3: Overview from the Secretariat by the Executive Director at the Budget & Management Committee Meeting  
30-31 March, Singapore |
| 16. | Report to the 2nd APEC Education Ministerial Meeting  
6-7 April, Singapore |
| 17. | Speech at the APEC Tourism Forum  
29 April, Hong Kong, China |
8 May, Washington, USA |
| 19. | Presentation to the Foreign Affairs Academy  
16 May, Chile |
| 20. | Presentation at the Diplomatic Institute of Chile  
16 May, Chile |
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<td>Speech at the 22nd APEC HRDWG Meeting</td>
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<td>Congratulatory Message to the First APEC Youth Skills Camp</td>
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<td>Speech on APEC and Its Decade of Progress</td>
<td>2 October, Ha Noi, Viet Nam</td>
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<td>30.</td>
<td>Keynote Address at the Seminar on APEC: Challenges and Opportunities for Indonesia’s Economic Recovery</td>
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<td>$275.00</td>
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<td>$1,065.20</td>
<td>$1,329.70</td>
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<tr>
<td>Credit Sales</td>
<td>$75.00</td>
<td>$40.00</td>
<td>$105.00</td>
<td>$115.00</td>
<td>$660.00</td>
<td>$133.00</td>
<td>$275.00</td>
<td>$605.00</td>
<td>$635.00</td>
<td>$380.70</td>
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<td></td>
</tr>
<tr>
<td>Cyber Bookstore</td>
<td>$12.75</td>
<td>-</td>
<td>$-</td>
<td>-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td></td>
<td></td>
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<tr>
<td>Australian Study Ctr</td>
<td>$-</td>
<td>$60.00</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Books</td>
<td>$1,638.00</td>
<td>$148.40</td>
<td>$112.00</td>
<td>$28.00</td>
<td>$-</td>
<td>$150.50</td>
<td>$-</td>
<td>$-</td>
<td>$385.70</td>
<td>$21.00</td>
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<td></td>
</tr>
<tr>
<td>InfoSvcs (HK)</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
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<td>$-</td>
<td>$-</td>
<td>$24.50</td>
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<tr>
<td>Brunei Press</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
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<td>$-</td>
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<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resellers(Invoice)</td>
<td>$-</td>
<td>$-</td>
<td>$10.50</td>
<td>$-</td>
<td>$30.00</td>
<td>$-</td>
<td>$-</td>
<td>$24.50</td>
<td>$-</td>
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<tr>
<td>Cash/Cheque</td>
<td>$112.00</td>
<td>$65.00</td>
<td>$470.00</td>
<td>$570.00</td>
<td>$170.00</td>
<td>$330.00</td>
<td>$-</td>
<td>$-</td>
<td>$20.00</td>
<td>$928.00</td>
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<tr>
<td>Less</td>
<td>$3.53</td>
<td>$5.36</td>
<td>$5.71</td>
<td>$5.26</td>
<td>$25.23</td>
<td>$5.60</td>
<td>$8.75</td>
<td>$18.15</td>
<td>$19.05</td>
<td>$12.78</td>
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<tr>
<td>3% Commission</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
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<td>Discounts</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
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<td></td>
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<tr>
<td>Net Sales Revenue</td>
<td>$1,834.22</td>
<td>$308.04</td>
<td>$681.29</td>
<td>$718.24</td>
<td>$804.77</td>
<td>$547.90</td>
<td>$266.25</td>
<td>$586.85</td>
<td>$1,046.15</td>
<td>$1,236.63</td>
<td>$-</td>
<td>$-</td>
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**Note:**
* Gross Publication Sales: Price of books sold to customers/booksellers. It excludes mailing fee & handling fee.
* Discounts: One time discounts given to sale orders.
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<td>$387</td>
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<td>$60.00</td>
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<td>$2,483.60</td>
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<tr>
<td>$-</td>
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<tr>
<td>$-</td>
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<tr>
<td>$65.00</td>
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<tr>
<td>$2,665.00</td>
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<td>$109.42</td>
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<td>$80.30</td>
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<td>$8,030.34</td>
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Summary Statistics for the APEC Website
1 October 1999 to 31 July 2000

1. General statistics (10 months)

   Total successful requests: 2,117,740
   Average successful requests per day: 7,059
   Total data transferred: 33,005 MB
   Average data transferred per day: 110 MB

2. Monthly Report (Requests for pages)

   Oct 99     : 229,459
   Nov 99     : 119,226
   Dec 99     : 169,987
   Jan 2000   : 196,560
   Feb 2000   : 187,104
   Mar 2000   : 247,279
   Apr 2000   : 193,087
   May 2000   : 244,298
   Jun 2000   : 272,525
   Jul 2000   : 178,215

3. Top 10 Downloaded APEC Publications

   1. 1999 APEC Economic Outlook: 1,208
   2. APEC SME Electronic Commerce Study: 1,111
   3. A Progress Report “APEC Economies beyond the Asian Crisis”: 1,019
   4. APEC Publications, Website and Meeting Documents Guidebook: 835
   5. Selected APEC Documents 1999: 755
   10. SME Guidebook: 381
### Annex H

**Revenue for Administration and Operational Accounts**

**01 January to 31 July 2000**

<table>
<thead>
<tr>
<th>Country</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(1) 2000 Members' Contributions received as at 31 July 2000</strong></td>
<td></td>
</tr>
<tr>
<td>Australia</td>
<td>224,000</td>
</tr>
<tr>
<td>Brunei</td>
<td>50,000</td>
</tr>
<tr>
<td>Canada</td>
<td>303,000</td>
</tr>
<tr>
<td>Chile</td>
<td>50,000</td>
</tr>
<tr>
<td>People's Republic of China</td>
<td>258,000</td>
</tr>
<tr>
<td>Hong Kong, China (Note 1)</td>
<td>92,000</td>
</tr>
<tr>
<td>Indonesia</td>
<td>50,000</td>
</tr>
<tr>
<td>Japan</td>
<td>601,000</td>
</tr>
<tr>
<td>Republic of Korea</td>
<td>198,000</td>
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<tr>
<td>Russia</td>
<td>135,000</td>
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<tr>
<td>Malaysia</td>
<td>50,000</td>
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<tr>
<td>Mexico</td>
<td>134,000</td>
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<tr>
<td>New Zealand</td>
<td>92,000</td>
</tr>
<tr>
<td>Papua New Guinea</td>
<td>50,000</td>
</tr>
<tr>
<td>Peru</td>
<td>50,000</td>
</tr>
<tr>
<td>Philippines</td>
<td>50,000</td>
</tr>
<tr>
<td>Singapore (Note 1)</td>
<td>92,000</td>
</tr>
<tr>
<td>Chinese Taipei</td>
<td>158,000</td>
</tr>
<tr>
<td>Thailand (Note 1)</td>
<td>50,000</td>
</tr>
<tr>
<td>United States of America</td>
<td>601,000</td>
</tr>
<tr>
<td>Viet Nam (Note 2)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>3,288,000</strong></td>
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</tbody>
</table>

173,312

3,115

**(4) Other Income (January - July 2000)**  
95

**Total**  
3,464,522

**Note:**

2. Viet Nam's contribution of US$50,000 was received on 11 August 2000.
### Annex I

**Revenue for TILF Account**  
**01 January to 31 July 2000**

<table>
<thead>
<tr>
<th>Description</th>
<th>USD</th>
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</thead>
<tbody>
<tr>
<td>(1) 2000 Contribution received on 19 &amp; 22 May 2000</td>
<td>4,599,925</td>
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<tr>
<td>(2) Bank Interest (January - July 2000)</td>
<td>298,972</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4,898,897</strong></td>
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</table>
# Projects Financed by Central Fund

## Status of Approved Budget & Actual Expenditure (01.01.98 - 31.07.2000)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved Budget</td>
<td>Disbursement</td>
<td>Approved Budget</td>
</tr>
<tr>
<td></td>
<td>(US$)</td>
<td>(US$)</td>
<td>(US$)</td>
</tr>
<tr>
<td>1. Energy Working Group</td>
<td>224,600</td>
<td>191,683</td>
<td>289,100</td>
</tr>
<tr>
<td>2. Fisheries</td>
<td>19,388</td>
<td>5,436</td>
<td>216,130</td>
</tr>
<tr>
<td>3. Human Resources Development</td>
<td>316,866</td>
<td>240,403</td>
<td>224,330</td>
</tr>
<tr>
<td>4. Industrial Science &amp; Technology</td>
<td>194,750</td>
<td>95,375</td>
<td>313,050</td>
</tr>
<tr>
<td>5. Marine Resources Conservation</td>
<td>153,700</td>
<td>92,279</td>
<td>152,650</td>
</tr>
<tr>
<td>6. Telecommunications</td>
<td>225,000</td>
<td>224,778</td>
<td>266,900</td>
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<tr>
<td>7. Tourism</td>
<td>68,700</td>
<td>58,200</td>
<td>123,764</td>
</tr>
<tr>
<td>8. Trade and Investment Data</td>
<td>84,400</td>
<td>78,790</td>
<td>4,350</td>
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<tr>
<td>9. Trade Promotion</td>
<td>7,000</td>
<td>2,656</td>
<td>-</td>
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<tr>
<td>10. Transportation</td>
<td>165,750</td>
<td>111,339</td>
<td>185,300</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Committee on Trade and Investment</td>
<td>305,573</td>
<td>230,820</td>
<td>227,475</td>
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<tr>
<td>2. Economic Committee</td>
<td>138,000</td>
<td>81,240</td>
<td>190,600</td>
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<tr>
<td>3. SME Policy Level Group</td>
<td>160,000</td>
<td>81,229</td>
<td>70,000</td>
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<tr>
<td>4. Senior Official Meeting</td>
<td>-</td>
<td>-</td>
<td>136,200</td>
</tr>
<tr>
<td>6. SOM Sub-Committee &amp; Economic Technical Cooperation</td>
<td>-</td>
<td>-</td>
<td>11,425</td>
</tr>
<tr>
<td>7. SOM Ad Hoc Advisory Group on Gender Integration</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8. Agricultural Technical Cooperation Experts Group</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

| TOTAL                      | 2,063,727    | 1,494,229     | 2,436,932     | 1,420,613 | 2,261,938   | 230,157       |
### Projects Financed by TILF Fund

**Status of Approved Budget & Actual Expenditure (01.05.98-31.07.2000)**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved Budget (US$)</td>
<td>Disbursement (US$)</td>
<td>Approved Budget (US$)</td>
</tr>
<tr>
<td>Energy Working Group</td>
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<td>354,625</td>
<td>284,000</td>
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<tr>
<td>Fisheries</td>
<td>75,000</td>
<td>75,000</td>
<td>84,005</td>
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<tr>
<td>Human Resources Development</td>
<td>548,400</td>
<td>491,941</td>
<td>-</td>
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<tr>
<td>Industrial Science &amp; Technology</td>
<td>148,000</td>
<td>43,840</td>
<td>-</td>
</tr>
<tr>
<td>Marine Resources Conservation</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>181,000</td>
<td>117,400</td>
<td>63,000</td>
</tr>
<tr>
<td>Trade and Investment Data</td>
<td>84,500</td>
<td>64,123</td>
<td>-</td>
</tr>
<tr>
<td>Trade Promotion</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transportation</td>
<td>-</td>
<td>-</td>
<td>67,000</td>
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<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Committee on Trade and Investment</td>
<td>1,855,835</td>
<td>1,052,751</td>
<td>2,915,019</td>
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<tr>
<td>Economic Committee</td>
<td>342,000</td>
<td>171,543</td>
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<td>SME Policy Level Group</td>
<td>110,000</td>
<td>85,935</td>
<td>424,753</td>
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</table>

| TOTAL | 3,736,685 | 2,457,158 | 3,837,777 | 1,144,930 | 2,397,833 | 85,495 |

---

**Annex K**
## 2000 Administrative Account as at 31 July 2000

<table>
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<tr>
<th>Section</th>
<th>Revised Budget *</th>
<th>Actual Expenditure</th>
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<tr>
<td></td>
<td>US$</td>
<td>US$</td>
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<tr>
<td>(1) TRAINING/SEMINARS</td>
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<td></td>
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<tr>
<td>1.1 Course fees, registration fees</td>
<td>15,000</td>
<td>2,187</td>
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<tr>
<td>and related items</td>
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<td></td>
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<tr>
<td>(2) PUBLICATIONS</td>
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<td>2.1 Publication of APEC Literature</td>
<td>65,000</td>
<td>22,254</td>
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<td>(e.g. APEC Brochure)</td>
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<td>2.2 Support for press media</td>
<td>10,000</td>
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<tr>
<td>and outreach programs</td>
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<td></td>
<td>75,000</td>
<td>22,257</td>
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<td>(3) LIBRARY</td>
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<td>3.1 Subscriptions (e.g. newspapers,</td>
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<td>2,366</td>
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<tr>
<td>journals, etc)</td>
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<td></td>
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<tr>
<td>3.2 General reference books/</td>
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<td>65</td>
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<tr>
<td>Encyclopedia</td>
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<td>3.3 Databases (electronic information)</td>
<td>20,000</td>
<td>4,946</td>
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<td>3.4 CD ROMS and others</td>
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<td>3.5 Scanning</td>
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<td></td>
<td>52,200</td>
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<td>(4) PUBLIC RELATIONS</td>
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<td>4.1 Official functions/receptions</td>
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<td>4.2 Others</td>
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<td>(5) EQUIPMENT</td>
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<td>5.1 Office equipment, furnishing</td>
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<td>and fittings, etc.</td>
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<td>(6) TRAVEL</td>
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<td>6.1 Exec-Director/Deputy Exec-Director</td>
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<td>6.2 Professional Staff</td>
<td>363,600</td>
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<td>6.3 Support Staff</td>
<td>30,000</td>
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<td>6.4 Other related expenses</td>
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<td>503,700</td>
<td>210,919</td>
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<td>(7) PERSONNEL - SUPPORT STAFF</td>
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<td>7.1 Recruitment costs</td>
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<td>7.2 Salaries and bonus</td>
<td>757,700</td>
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<td>7.3 Insurance</td>
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<td>7.4 Others</td>
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<td>791,700</td>
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<td>(8) RESEARCH AND ANALYSIS</td>
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<td>8.1 Research</td>
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<td>(9) ADMINISTRATIVE SUPPORT</td>
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<td>9.1 Communications</td>
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<td>9.2 Professional Fees</td>
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<td>3,498</td>
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<td>9.3 Maintenance/Insurance of Vehicles</td>
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<td>7,249</td>
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<td>9.4 Stationery</td>
<td>37,700</td>
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<td>9.5 Postage and courier charges</td>
<td>30,000</td>
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<td>9.6 Office and Building maintenance</td>
<td>51,300</td>
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<tr>
<td>9.7 Others</td>
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<td>7,213</td>
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<td></td>
<td>248,500</td>
<td>77,206</td>
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<td>(10) ACDS</td>
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<tr>
<td>10.1 Operational Costs</td>
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<td>10.2 Development Costs</td>
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<td>10.3 Miscellaneous Expenses</td>
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<td></td>
<td>103,500</td>
<td>21,190</td>
</tr>
<tr>
<td>Grand Total</td>
<td>1,868,000</td>
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</tbody>
</table>
### APEC Operational & Administrative Accounts:
#### Uncommitted Reserves as at 31 July 2000

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uncommitted reserves as at 31 Dec 1999</td>
<td>1,448,334</td>
</tr>
<tr>
<td><strong>Add</strong></td>
<td></td>
</tr>
<tr>
<td>Returned funding for expired 1998 projects (IST 02/98, TPT 03/98 and TPT 04/98)</td>
<td>92,145</td>
</tr>
<tr>
<td>Returned funding for reprogrammed 2000 project (TP 01/2000)</td>
<td>4,125</td>
</tr>
<tr>
<td>Mid-year savings for 2000 Administrative Account</td>
<td>190,000</td>
</tr>
<tr>
<td>Bank interest income (Jan - Jul 2000)</td>
<td>173,312</td>
</tr>
<tr>
<td>Net publications income (Jan - Jul 2000)</td>
<td>3,115</td>
</tr>
<tr>
<td>Other Income (Jan - Jul 2000)</td>
<td>95</td>
</tr>
<tr>
<td><strong>Less</strong></td>
<td></td>
</tr>
<tr>
<td>Approval of seven 2000 projects intersessionally in Dec 1999</td>
<td>(341,903)</td>
</tr>
<tr>
<td>Urgent 2000 projects as approved in Mar 2000 BMC (MRC 05/2000 and CTI 06/2000)</td>
<td>(27,600)</td>
</tr>
<tr>
<td>Ex-gratia payment as approved in Mar 2000 BMC (HRD 06/97 and TWG 02/98)</td>
<td>(18,281)</td>
</tr>
<tr>
<td>Approval of new funding for 2000 projects in July 2000 BMC</td>
<td>(52,475)</td>
</tr>
<tr>
<td><strong>Uncommitted reserves as at 31 July 2000</strong></td>
<td>1,447,272</td>
</tr>
</tbody>
</table>
TILF Special Account: Uncommitted Reserves as at 31 July 2000

Uncommitted reserves as at 31 December 99 3,739,064

Add
Bank interest income (Jan - Jul 2000) 298,972
2000 TILF Contributions (Received 22 May 2000) 4,599,925
Returned funding for expired projects (TPT 03/97T, EWG 02/98T, CTI 09/98T, CTI 14/98T and SME 01/98T) 144,281
Returned funding for reprogrammed CTI 10/99T 15,280

Less
Funding of 2000 TILF Projects (approved MM, Sep 99) (2,007,841)
Ex-gratia payment as approved in Mar 2000 BMC Meeting (CTI 05/98T) (4,135)
New funding for CTI 21/2000T (241,449)

Uncommitted reserves as at 31 July 2000 6,154,105