

Timeline for EWG project proposals seeking APEC funding

EWG project proponents seeking APEC funding in 2009 are asked to note the following deadlines:

- 25 August** Full project proposals to be sent to EWG Secretariat including completed (and revised) QAFs
- 4 September** Project proposals to be loaded onto the AIMP by the EWG Secretariat
- 23 September** APEC Secretariat Project Assessment Panel (PAP) to complete assessment of project proposals and distribute comments to project proponents as necessary
- 29 September** Revised project proposals to be sent to EWG Secretariat (if applicable)
- 1 October** Revised proposals to be loaded onto the AIMP by the EWG Secretariat (if applicable)
- 8 October** PAP's final recommendations to be circulated
- 22-23 October** BMC to meet and consider project proposals, averaged QAF scores and PAP recommendations. Final decisions on funding to be made

OTHER IMPORTANT INFORMATION TO NOTE:

QAFs - Last year some EWG projects were marked down due to low QAF Scores. To ensure the highest possible QAF score, please distribute project proposals to your QAF assessors with sufficient time to make revisions according to their comments and then have them re-assess and score the revised proposal. When submitting your full project proposal on 25 August please ensure that the QAF scores reflect the work of your revised proposal. The BMC will consider your average QAF score when making decisions on funding. The current QAF form is attached (please note that due to the EWG's structure and Expert Groups, point 'b' under the assessment guidelines is not entirely applicable).

Gender - Please ensure that any questions or concerns you may have in addressing gender criteria are directed to the EWG's contact on the Gender Focal Point Network, Jan McCallum-Johnston, at Jan.Mccallum-Johnston@ret.gov.au. Jan will be sending out the latest

guidelines on gender criteria as soon as they become available.

Maximum Funding Guidelines - Please ensure that the budget component of your project proposal meets the maximum funding guidelines set out by APEC. The most recent guidelines are attached.

Project Assessment Panel (PAP) - Once project proposals have been loaded onto the AIMP, they will be assessed by the APEC Secretariat PAP (formerly called the PMU). As per last year the PAP will give each proposal a score out of three. Only project proposals scoring higher than two will be submitted to BMC for funding consideration, those scoring lower than two will have a brief opportunity to revise and resubmit their proposals by 29 October.

Also attached is the APEC Project Proposal Format and the Assessment Criteria for Project Proposals. For those who require them the TILF Procedures and Allowable Expenses Guidelines, the APEC Support Fund Guidelines and the Self Funded Project Template are attached as well.

It is important that project proponents carefully note all requirements before submitting their proposals.