Fora Oversight High Level Process

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## Managing Fora

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<td>Secure APEC notional calendar and provide input on the schedule</td>
<td>Review, update, and ensure proper terminology of fora publications and documents (strategic plans, work plans, meeting minutes, etc.)</td>
<td>Send project process information to fora members</td>
<td>Provide support for fora level reporting templates, work plans, and agendas</td>
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<tr>
<td>Update member economies and key stakeholder contact information</td>
<td>Maintain electronic fora documents in the M Drive &amp; APEC Collaboration System (ACS); facilitate access to information for stakeholders on Meeting Document Database (MDDB) (via CPAU) and Project Database (PDB) (via PMU)</td>
<td>Update members on APEC priorities and themes, funding criteria, and policies / procedures</td>
<td>Provide support for key documents including ministerial statements, tasking statements and APEC Leaders' declarations</td>
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<td>Consolidate information from Host Economy Representative, APEC Secretariat, fora Chair(s), and other fora</td>
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<td>Manage and maintain fora correspondence (e-mail) archive on M drive</td>
<td>Interpret and provide advice on APEC guidelines</td>
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<td>Ensure regular updating of fora website pages</td>
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<td>Review and communicate relevant information to target audience</td>
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- Implemented projects and deliverables - PDB, M Drive
- Concept Notes (CNs) - PDB, M Drive
- Meeting summary/conclusion/ minutes - MDDB, M Drive
- Pre-meeting documents - ACS, M Drive
- Final meeting documents - MDDB, M Drive

- Provide project management support to fora and/or POs (as needed)
- Coordinate with relevant fora on cross-cutting issues and facilitate requests made from other APEC fora

- Manage and communicate sensitive procedures (election, funding, etc.)
- Support and facilitate SCE independent assessments
Conducting Fora Meetings

**Set Up**
- Confirm meeting schedule time and venue with host economy
- Advise meeting host on venue requirements
- Communicate meeting information to fora delegates
- Secure registered participant list from meeting host

**Planning**
- Communicate with Chair & host regarding priorities, objectives and stakeholder engagement strategy
- Support Chair to prepare and circulate meeting agenda
- Review previous meeting summary record to follow up on fora tasks
- Submit processed meeting documents to Documentation Center for printing; compile and upload electronic meeting documents (to ACS)
- Facilitate and confirm member and non-member participation

  **S**
  - Send administrative circular to attendees
  - Coordinate presentation and report protocol with speakers and/or presenters
  - Announce documentation procedure
  - Collect, review and circulate meeting documents (e.g. via ACS)

  **L**
  - Conduct pre-meeting briefing with host and Chair
  - Review meeting venue preparedness
  - Become familiar with the venue facility
  - Meet with Chair and delegates as needed
  - Conduct housekeeping announcements at kick off
  - Take notes during meeting for internal Secretariat purposes

**On-site**
- Provide advice on meeting flow
- Provide meeting logistical support
- Foster constructive dialogue and action planning within fora; serve as mediator as necessary
- Collect participant list

**Post-meeting**
- Distribute meeting minutes / summary to delegates
- Support Chair in drafting summary reports as and when necessary
- Send final meeting documents to CPAU for upload to MDDB
- Conduct follow up with Chair and fora (as needed)

- Submit internal report to Executive Office (EO), PDs and CPAU
Project-related Administration
High Level Process

Project Cycle Management
- Concept Note Development
- Concept Note Approval
- Proposal Development and Approval
- Implementation
- Monitoring & Reporting
- Completion and Close-out
- Changing a Project
- Self-funded Concept Notes

Project Disbursements
- Contracts Disbursement
- Travel Disbursement
- Publication and Event Disbursement
Project Cycle Management - Page 2
Implementation / Monitoring & Reporting / Completion and Close-out

**Implementation**
- PO implements and monitors project in line with Guidebook on APEC Projects
- Provide guidance on APEC policies and procedures
- Update relevant fora on project events, progress, and publications
- Resolve project implementation issues (as needed)
- Facilitate disbursements as required by project in line with Guidebook on APEC Projects and provide budget expenditure updates to PO as needed.

**Monitoring & Reporting**
- Contact POs bi-monthly for project implementation updates
- Send reminder to PO for monitoring report (MR) (every 6 months)
- PMU informs BMC of MR submission status
- PO submits MR to APEC Secretariat every 6 months
- Review and finalize MR and send to PMU
- Circulate APEC project MR to relevant fora for information
- PMU prepares summary APEC project MR evaluation and submits to BMC
- PMU uploads MR to PDB

**Completion and Close-out**
- Send reminder to PO for Completion Report (CR)
- PO submits CR to APEC Secretariat
- Review and finalize CR
- Circulate CR to relevant fora for endorsement
- Send endorsed CR to PMU
- PMU prepares summary APEC project CR evaluation and submits to BMC
- PMU uploads CR to PDB