1.2 Projects Administration

- Implement and monitor the Project in line with the guidelines given in APEC Project Guidebook
- Provide guidance on APEC policies and disbursement procedures
- Resolve project implementation issues as needed
- Update relevant budget expenditure as needed
- Fora publications on project events, updates to PO
- Send reminder to POs for implementation
- Send periodic updates on project progress to PD & PE
- Send periodic updates to PO
- Report progress to PD & PE
- Submit periodic MRs to APEC Secretariat
- Prepare summary APEC project evaluation and submit to BMC
- Review the MR and seek clarifications from PO, if required
- Review and finalize MR
- Circulate CR to relevant fora for endorsements
- Send endorsed CRs to PMU
- Review and finalize CR
- Circulate CR to relevant fora for endorsements
- Send endorsed CRs to PMU
- Submit CR to APEC Secretariat
- Upload CR to Projects DB
- Submit periodic MRs

Implementation, Monitoring & Completion

- Start
- Send periodic updates on project implementation progress to PO & PE
- Send periodic MRs to APEC Secretariat
- Send MR to Projects DB
- Send reminder to POs for Completion
- Submit CR to APEC Secretariat
- Send CR to Projects DB
- Prepare summary of APEC Project CR evaluation and submit to BMC
- Review and finalize CR
- Circulate CR to relevant fora for endorsements
- Send endorsed CRs to PMU
- Submit MR to Projects DB
- Send updates to PO
- Submit CR to APEC Secretariat
- Send CR to Projects DB
- Prepare summary of APEC Project CR evaluation and submit to BMC
- Review and finalize CR
- Circulate CR to relevant fora for endorsements
- Send endorsed CRs to PMU
- Submit MR to Projects DB
- Send updates to PO

Project Oversight (PO)

Program Director (PD)

Program Executive (PE)

IT Systems (IT)

Project Management Unit (PMU)