**2.1 Projects Administration**

### Nature of Change?

1. Submit request for Project Scope or Budget Change
2. Submit request for Project Extension

### 3. BMC Approved Budget Reprogramming

1. **Project Scope or Budget Change**
   - Submit request for approval of Project Scope Change to BMC
   - Inform PO and relevant Fora about the Outcome of BMC’s approval
   - Implement and monitor the Project in line with Guidelines on APEC Projects

2. **Project Extension**
   - Send Chair endorsement to PMU
   - Submit endorsement to PMU
   - Circulate to forum
   - Resubmission
   - Consider Contract Modification (compliance)
   - Update relevant fora on project events, progress, and publications

### Project Change Request Template PRJ

1. **Start**
   - Submit request for approval of Project Scope Change or Budget Changes to BMC
   - Inform PO and Finance about the Outcome of BMC’s approval

2. **Endorsement to PMU**
   - Inform PD and Finance about the Outcome of BMC’s approval
   - Inform PO and relevant Fora about the Outcome of BMC’s approval
   - Submit Self Funded Project Cover Note

3. **Upload the endorsed CN to Projects DB**

4. **Provide guidance on APEC policies, procedures, and resolve project implementation issues as needed**

5. **Update relevant fora on project events, progress, and publications**

### Self Funded Concept Note

- Submit Self Funded Concept Note
- Implement and monitor the Project in line with Guidelines on APEC Projects
- Submit Self Funded Project Completion Report to PD

### Project Change Management & Self Funded Projects Process

1. **Start**
   - Submit request for Project Scope or Budget Change
   - Submit request for Project Extension
   - Extension > 12 months

2. **Endorsement to PMU**
   - Inform PO and relevant Fora about the Outcome of BMC’s approval
   - Submit Self Funded Concept Note

3. **Implement and monitor the Project in line with Guidelines on APEC Projects**

4. **Update relevant fora on project events, progress, and publications**