



Asia-Pacific
Economic Cooperation

For **P**roject **O**verseers

A Presentation on

APAS

with focus on Project
Proposals

Project Management Unit
7 September, 2023

Advancing Free Trade
for Asia-Pacific Prosperity

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Asia-Pacific
Economic Cooperation



TRAINING Agenda

1. Intro to APAS (10 mins)
2. Presentation and Demo: (50 mins)

Project Proposal Process Workflows

1. Important Dates (5 mins)
2. Questions & Answers (15 mins)



APEC PROJECT ADMINISTRATION SYSTEM (APAS)

Phase 1 Process Workflow

At a Glance



APAS Process Workflows

- after CN Approval

Drafting Proposal

- Create Draft (PO)
- Review Draft
- Revise Draft
- Circulates Draft for comments and endorsement
- Update Draft
- Submit Endorsed Proposal

Assessing Proposal

- Quality Assess 1
- Revision 1
- Quality Assess
- Revision 2
- Proposal is 'Satisfactory'
- Final Approval by BMC

Signing LOA

- Sending LOA
- Accepts/Rejects LOA
- Acknowledge Receipt of LOA



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APAS Process Workflows

- after CN Approval

Drafting Proposal

- Create Draft
- Review Draft
- **Revise Draft (PO)**
- Circulates Draft for comments and endorsement
- Update Draft
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Email Notification to PO

- Revise the Proposal

APAS System Email <apastest@apec.org>

[For Action] (QA Round 3) Comments for Project Proposal is available for revision

dmund Pavon

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[Project Proposal available for Revision](#)

Dear APASPO1,

You have been requested to revise Project Proposal
Building a Fintech ecosystem for the recovery of the MSME sector for QA Round 3. Please use the link below to log into APAS and access the Project Proposal.

Please make the necessary revisions to the Project Proposal and resubmit once completed.

Project Title	Building a Fintech ecosystem for the recovery of the MSME sector
Main PO Name	APASPO1
Proposing Economy	Peru;
QA Round	3
Workflow Link	(Under Quality Assessment: (SMEWG_101_2023A) Building a Fintech ecosystem for the recovery of the MSME sector)

Thank You



APAS Process Workflows

- after CN Approval

Drafting Proposal

- Create Draft
- Review Draft
- Revise Draft
- Circulates Draft for Comments and Endorsement (PD)
- Update Draft
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Assessing Proposal

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- Revision 1
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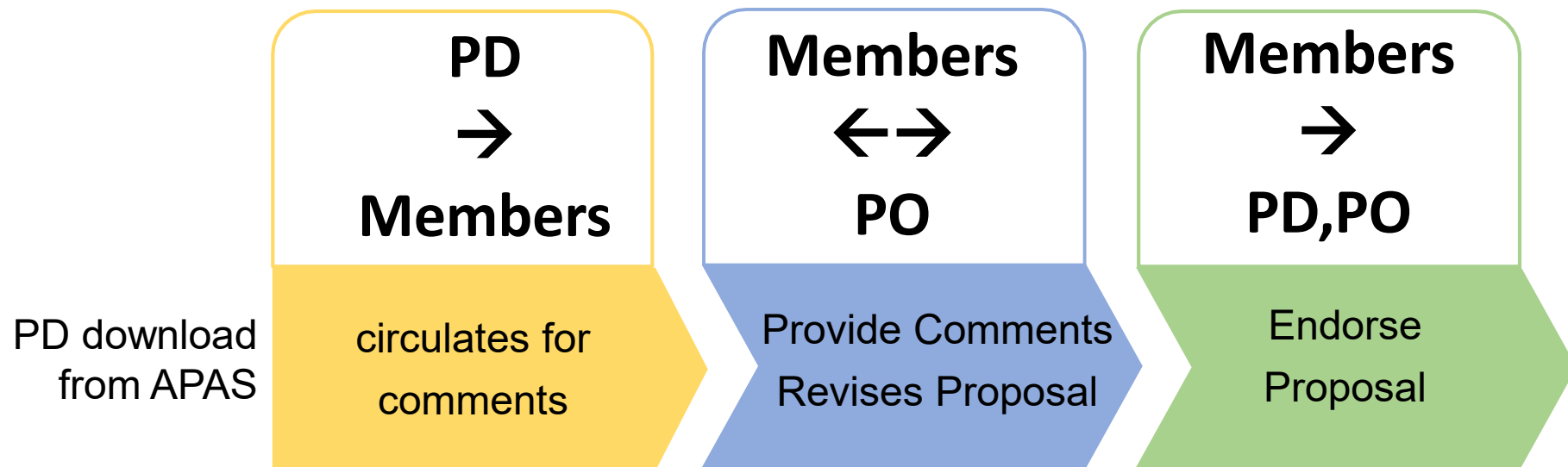
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Proposal **Comments and Endorsement**

- done via email on **Word** doc



APAS Process Workflows

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Update the Proposal on APAS


- to match **Endorsed** Proposal

Updating APAS proposal to match **exactly** the endorsed Project Proposal.

No new changes should be made.

If the updated Proposal is compliant, PD forwards it to PMU for Quality Assessment.

APAS System Email <apastest@apec.org>
[For Action] (QA Round 3) Comments for Project Proposal is available for revision
dmund Pavon

 Asia-Pacific Economic Cooperation

Project Proposal available for Revision

Dear APASPO1,

You have been requested to revise Project Proposal **Building a Fintech ecosystem for the recovery of the MSME sector** for QA Round 3. Please use the link below to log into APAS and access the Project Proposal.

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Main PO Name	APASPO1
Proposing Economy	Peru;
QA Round	3
Workflow Link	(Under Quality Assessment: (SMEWG_101_2023A) Building a Fintech ecosystem for the recovery of the MSME sector)

Thank You

APAS Process Workflows

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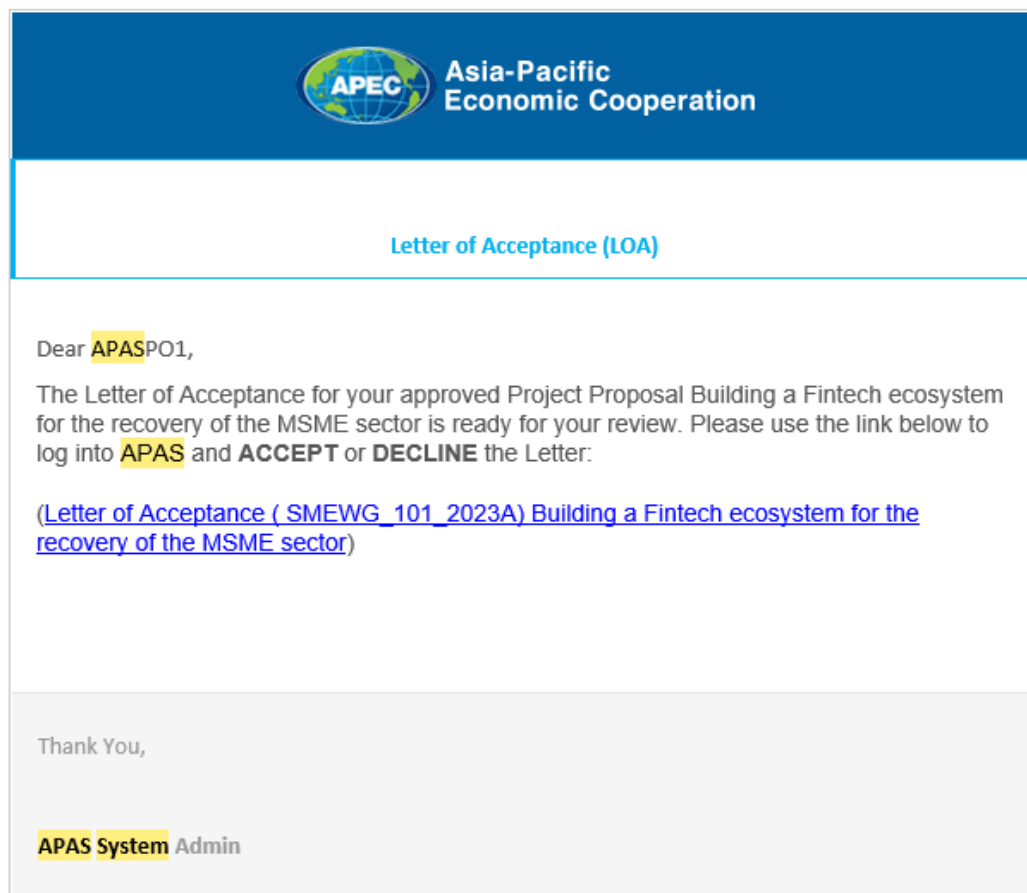
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- **Accepts/Rejects LOA (PO)**
- Acknowledge Receipt of LOA



Email Notification to PO

- Accept the Letter of Acceptance



APAS Important Dates

Drafting and Endorsement

Date	Action	Notes
4 September	PO is notified of BMC funding decision	PO starts to draft Project Proposal on APAS
20 September (grace period to 27 September)	PO submits draft Proposal to PD via APAS	Per the Guidebook, if the draft PP is still not received after the grace period of one week, in-principle approval will be revoked and deemed withdrawn.
21 September-13 October	Proposal is circulated to Forum. PO addresses comments via email. Proposal is endorsed	PO works with PD to get Proposal endorsed by Friday 13 October.
Date	Action	Details
16-20 October	POs updates Proposal on APAS and submits to PD PDs submits to PMU	1. <u>POs</u> submit final PP to PD in APAS. 2. <u>PDs</u> submit final PP to PMU <u>by Friday 20 October</u> .

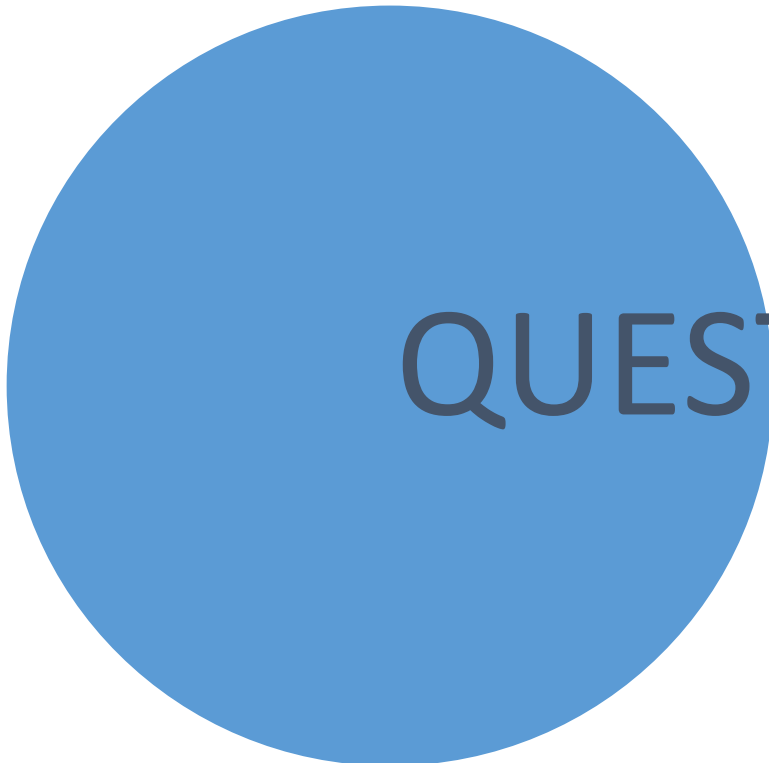


APAS Important Dates

Quality Assessment and Approval

Date	Action	Details
October-December	POs notified of final BMC approval	PMU leads quality assessment (online and offline steps). PPs rated as 'Satisfactory' sent to BMC for final approval. PO receives notification to complete Letter of Acknowledgement in APAS. Project work starts.





QUESTIONS?

