



**Asia-Pacific
Economic Cooperation**

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Agenda Item: 3.3

APEC Technical Assistance and Training Facility (TATF) – Improving Project Quality

Purpose: Information

Submitted by: TATF



**Third SOM Steering Committee on Economic
and Technical Cooperation Meeting
Sendai, Japan
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APEC Technical Assistance and Training Facility (TATF) – Improving Project Quality



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**Briefing for
APEC SOM Steering
Committee on Economic
and Technical
Cooperation**

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Sendai, Japan



Background on APEC TATF

- Launched in 2008 - APEC TATF receives funding and strategic direction from the U.S. State Department and management oversight by the U.S. Agency for International Development (USAID)
- APEC TATF open to cooperation with all APEC member economies
- Four staff members based at the APEC Secretariat
- APEC TATF contract runs until March 2013, so represents a long-term commitment by the United States to support APEC

Recent Work Aimed at the APEC Secretariat

IT Activity Stream

- Issued RFQ and Selected Vendor for Upgrading of Website Content Management System
- Training on Microsoft Office 2007 for all Secretariat Staff
- MCAS Training on Microsoft Excel 2007 for Finance Unit
- Launching RFQ process for upgrade of Accpac Accounting software
- Fund APEC Secretariat Sub-Fora Website Hosting Service

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Recent Work Aimed at the APEC Secretariat

Project Management Unit Support Activity Stream

- Completed Professional Edit of the APEC Project Guidebook and Project Proposal Form
- Prepared to Digitalize the APEC Project Guidebook and Project Proposal Form once endorsed by BMC
- Ongoing Work to Examine Post Project Evaluation Process

Recent Work Aimed at the APEC Secretariat

APEC Institutional Support Activity Stream

- Training Program on Management of Grants
 - attended by Finance Unit, PMU and PSU
- Annual Training Plan for APEC Secretariat
- Improved Materials and Process for Induction of New PDs
- Assisted with Development of 2010 AEPR – along with co-leads United States and Japan

Improving Project Quality at APEC - 2009

- **August 2009** – APEC TATF provided training to APEC Secretariat - Program Directors and Program Executives
 - Focused on APEC quality assessment of criteria: relevance, effectiveness, efficiency, impact, and sustainability; and,
 - How to provide structured feedback to project proponents to improve the quality of proposals.

Improving Project Quality at APEC - 2009

October 2009 – in collaboration with APEC PMU, APEC TATF supported revision of APEC project proposal template

Objectives:

- to align questions with APEC quality assessment criteria
- and also to align the project proposal form with APEC quality assessment framework (QAF) for consistency

Improving Project Quality at APEC – 2010 Work Plan

- APEC TATF implemented multiple related trainings on improving project quality for this year
- All training programs were adapted to meet new APEC project proposal procedures that de-link priority and quality
- Included training targeting member economy staff, especially from developing economies at the request of member economies

Improving Project Quality at APEC – 2010 Work Plan

2010 Project Quality Training Program #1

- April 8 - 9 at the APEC Secretariat
- Aimed at APEC Secretariat Program Directors and Program Executives
- Focused on how to work collaboratively with project proponents in developing quality proposals

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Improving Project Quality at APEC – 2010 Work Plan

2010 Project Quality Training Program #2

- April 14-15 - Targeted APEC member economy representatives responsible for initiating training efforts in home economy - in response to member economies' request for training
- This "Train-the-Trainers" program was aimed at building capacity within member economies to train staff that want to propose an APEC project – providing training on designing quality projects
- Program included a short module for BMC delegates on key aspects of improving project quality
- BMC delegations were also invited to send one delegate to attend the full train-the-trainer program

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Improving Project Quality at APEC – 2010 Work Plan

Follow Up:

2010 Project Quality Training Program #2

- Shortly after the Train-the-Trainer program APEC TATF contacted trainees by email to provide updated material and encourage them to conduct training in their home economy
- In August and September APEC TATF surveyed member economies to determine what training had resulted
- Pleased to report that this program led to training on project quality taking place in 12 member economies
- APEC TATF will continue to reach out to member economies to encourage and support additional training

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Improving Project Quality at APEC – 2010 Work Plan

2010 Project Quality Training Program #3

- 15 one-hour training modules (3 per day from September 17 to 21) were offered around SOM III meetings here in Sendai
- Introduced core elements of project quality and project design, aligned to new APEC project proposal process – packages of the training material distributed to all SCE delegations
- All APEC SOM III delegates were invited to attend, so aimed at reaching broad audience in the APEC community
- Total participants numbered in mid-thirties over the 15 sessions, representing over half of member economies with around two-thirds from developing economies

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Conclusion

**APEC TATF looks forward to continuing work to
build capacity and help improve project quality
for APEC**

Thank You -

APEC Technical Assistance and Training Facility

Questions?

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