



**Asia-Pacific
Economic Cooperation**

2007

APEC Senior Officials' Report on Economic and Technical Cooperation

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A Letter from the SCE Chair

The extensive review of all Working Groups and SOM taskforces undertaken in 2006, culminated in the Ministerial endorsement of twelve key recommendations. These recommendations will ensure more focused economic and technical cooperation and bring a more strategic perspective to APEC's capacity building and technical assistance. Ministers also instructed the SCE to continue efforts to improve the operations and work of working groups, task forces and networks to ensure ECOTECH activities are targeted, effective and efficient to make the best use of scarce resources in 2007 and beyond.

Changes as a result of the recommendations meant that 2007 was an important year in ensuring that the momentum for reform was continued not only by the implementation of the review recommendations but also by continuing to focus on reform. In this regard, I believe we have had a successful and progressive year. Almost all the recommendations have been implemented resulting in a more streamlined APEC structure and four reinvigorated fora: Health Working Group; Small and Medium Enterprise Working Group (incorporating the former Trade Promotion Working Group); the Human Resource Development Working Group (newly merged with the Social Safety Nets Capacity Building network) and the Mining Taskforce (an amalgamation of the Non-Ferrous Metals Dialogue and the Energy Working Group sub-fora, Expert Group on Mining, Exploration and Energy Development (GEMEED)).

I would like to take this opportunity to commend the work of the fora on their contribution to APEC's economic and technical cooperation goals and I urge all members to work towards strengthening the base of APEC's capacity building efforts. Now that SCE has moved ahead with implementing the necessary review of our work, I look forward to revitalized efforts in developing new ideas and cooperation initiatives for the future.

Finally, I would like to welcome Singapore as the new Chair of the SCE in 2008 and wish them well in guiding the SCE over the next year.

A handwritten signature in black ink, appearing to read 'Luis Quesada', with a stylized flourish extending from the end.

Luis Quesada
Chair, SOM Steering Committee on ECOTECH

Executive Summary

Three SCE meetings were held during the year, chaired by the Senior Official from Peru. Highlights of the year include the ongoing revitalization of the SOM Steering Committee on ECOTECH, with a particular focus on the policy agenda.

The Committee successfully met commitments outlined in the SCE's 2007 Workplan (Annex B), including implementing the recommendations of the Fora Review (see Section 2 and Annex D-G) and undertook a more strategic overview of APEC's economic and technical cooperation by consulting widely, providing effective policy guidance and coordinating and reviewing the outcomes of fora.

In 2007, the SOM Steering Committee on ECOTECH (SCE) focused on implementing the SCE Fora Review outcomes. As a result of the implementation of these recommendations, APEC's ECOTECH agenda will be more focused, will reduce duplication and will strategically align expertise and skills to ensure better outcomes for APEC.

Key outcomes are outlined in Section 2. They include:

- The transformation of the Health Task Force (HTF) into a Working Group
- The creation of a Mining Taskforce
- The transferal of the Electronic Commerce Steering Group (ECSG) to the Committee on Trade and Investment (CTI)
- The successful implementation of improvements to APEC's procedures and processes have been successfully implemented which will improve the effectiveness and quality of APEC activities, including new Guidelines for Lead Shepherds and Chairs (Annex F) and new Guidelines for the Establishment of new fora (Annex G).

From 2007 onwards, the SCE will report against the 10 ECOTECH priorities endorsed in 2006 when Ministers reaffirmed their commitment to the Manila Declaration. An analysis of the implementation of the ECOTECH projects is presented in Section 3.

Section 4 outlines the key outcomes of ECOTECH, including cross-cutting issues such as sustainable development and private sector development and the key achievements of the SCE Fora.

Recommendations

Together with the 2007 SOM Report on Economic and Technical Cooperation, the following recommendations are proposed to the 19th APEC Ministerial Meeting:

1. Endorse the 2007 SOM Report on Economic and Technical Cooperation.
2. Welcome the outcomes from the implementation of the 2006 SCE Fora Review and ongoing efforts to reform APEC's economic and technical cooperation.
3. Endorse the new guidelines for Lead Shepherds and Chairs and the Guidelines for the Establishment of new fora.

4. Welcome the achievements of the Working groups and SOM Taskforces and welcome the ongoing improvements that will be achieved through the Program of Independent Assessments of all SCE Fora.
5. Endorse the proposal to turn the Health Taskforce into a Health Working Group.
6. Endorse the move of the ECSG to become a CTI sub-fora.
7. Endorse the proposal to merge the NFMD and GEMEED into a Mining Taskforce and endorse the attached Terms of Reference.

1. Introduction

In 1996, Ministers adopted the Framework for Strengthening Economic Cooperation and Development to further strengthen economic and technical cooperation (ECOTECH) in APEC. To effectively implement the ECOTECH agenda, the SOM Sub-Committee for Economic and Technical Cooperation (ESC) was established in 1998. This was later elevated to the SOM Committee on Economic and Technical Cooperation in 2002. As part of the reform process, with effect from 2006 the ESC was transformed into the SOM Steering Committee on ECOTECH (SCE) with an enhanced mandate to strengthen the prioritisation and effective implementation of ECOTECH activities by various APEC fora. The Terms of Reference for the SCE is attached in Annex A.

The SCE in 2006, with David Spencer, Senior Official of Australia, as Chair held a late special session of the SCE in the margins of CSOM. This session was dedicated to finalising the SCE Fora Review. The SCE submitted 12 recommendations for the improvement of the ECOTECH, including the merger and disbandment of fora and recommendations to improve processes. Ministers endorsed these recommendations in November 2006. The recommendations are attached in Annex D.

The SCE met on three occasions in 2007 in Australia to oversee ECOTECH initiatives across APEC fora and implement the reforms agreed in 2006. The first meeting was chaired by Ambassador Juan Carlos Capuñay, former Senior Official of Peru, with Luis Quesada, Senior Official of Peru chairing SCE2 and SCE3. The second meeting of the SOM Steering Committee on ECOTECH - Committee of the Whole (SCE-COW), and first SCE meeting of the year, was held in Canberra, Australia on 17 January 2007. This meeting included SCE members and representatives from SCE Fora (Working Groups and SOM Taskforces), who discussed next steps for the SCE Fora Review process. The SCE Chair emphasised the need to continue the reform process initiated last year and to implement the Ministerially-endorsed recommendations of the Fora Review.

The SCE endorsed the 2007 workplan and policy criteria (Annexes B and C).

The second meeting of the SOM Steering Committee on ECOTECH (SCE) was held in Adelaide, Australia on 21 April 2007. At this meeting, the SCE reiterated the importance of continuing to move forward on the reform agenda and to ensure the effective implementation of the Fora Review recommendations and the ongoing review of fora. The SCE endorsed the following:

1. The Guidelines for Lead Shepherds and Chairs (Annex G).
2. The Guidelines for the Establishment of New Fora (Annex F).
3. The Program of Independent Assessments (Annex H).

The SCE endorsed mechanisms to improve the project management process including the delegation of the approval of SOM Taskforce projects to the SCE.

The SCE also endorsed the proposal to transform the Health Task Force (HTF) into a working group (Annex I) as recommended in recommendation 11 of the SCE Fora Review (see section 2).

The SCE endorsed the workplans submitted by the Working Groups and SOM Task Forces (2007/SOM2/SCE/04).

The third SCE meeting was held in Cairns, Australia on 30 June 2007. At this meeting, the SCE considered the future policy role of the SCE and reviewed the progress to date in implementing the fora review recommendations. The SCE endorsed the new APEC organisational structure incorporating merged fora and reflecting the SCE's role as coordinating the SOM Task Forces and Working Groups (Annex M) and the meetings timing and calendaring guidance for fora to be included in the updated version of the Guidelines for Hosting APEC meetings (2007/SOM3/026anxC).

The SCE endorsed, in principle, the draft Terms of Reference (ToR) and Medium-Term Workplan of the Health Working Group (Annex I) and the revised draft ToR for the SMEWG (Annex K). The SCE endorsed in principle the proposal to merge the Non-Ferrous Metals Dialogue (NFMD) and the EWG sub-fora Expert Group on Mining, Exploration and Energy Development (GEMEED) as a Mining Task Force (Annex L).

The committee successfully met commitments outlined in the SCE's 2007 Workplan (Annex B), including implementing the recommendations of the Fora Review (see Section 2 and Annex E) and undertook a more strategic overview of APEC's economic and technical cooperation by consulting widely, providing effective policy guidance and coordinating and reviewing the outcomes of fora.

As mandated, the SCE reports annually on the implementation of various ECOTECH activities and key initiatives. From 2007 onwards, the SCE will report against the 10 ECOTECH priorities endorsed in 2006 when Ministers reaffirmed their commitment to the Manila Declaration.

In 2007, a total of 79 ECOTECH-related APEC-funded projects (excluding Committee on Trade and Investment and Economic Committee projects) were reported as implemented by APEC working groups and SOM task forces. A simple analysis of the implementation of the ECOTECH projects is presented in Section 3.

Section 4 outlines the key outcomes of ECOTECH, including cross-cutting issues such as sustainable development and private sector development and the key achievements of the SCE fora. Ongoing efforts to strengthen the implementation of APEC's economic and technical cooperation are also included.

2. 2007 Highlights and Priorities

(a) Continuing to revitalise the SOM Steering Committee on ECOTECH

As part of the APEC reform process, the 17th APEC Ministerial Meeting in Busan endorsed the recommendations by SOM to strengthen the implementation of ECOTECH activities by transforming the ESC into the new SOM Steering Committee on ECOTECH (SCE) with effect from 2006.

Ministers reaffirmed the importance of ECOTECH in contributing to sustainable growth and achieving common prosperity, and its significant role in ensuring the achievement of the Bogor Goals. Ministers commended the progress made this year in advancing the ECOTECH agenda and in reinforcing the complementarity of TILF and ECOTECH and called for efforts to further advance ECOTECH...They welcomed the officials' decision to strengthen the coordination of ECOTECH activities by establishing the Steering Committee on ECOTECH (SCE).

Senior Officials endorsed the new SCE Terms of Reference of the SCE in Ha Noi, in February 2006, including an expansion of the SCE role to include SOM Taskforces and Networks. The SCE ToR appears in Annex A.

The objectives of the SCE are:

- To strengthen implementation of APEC's ECOTECH activities by prioritizing in accordance with Leaders' and Ministers' commitments, coordinating and providing oversight of the work of APEC fora.
- To provide policy guidance on ways to contribute to APEC's ECOTECH goals.
- To coordinate ECOTECH objectives and priorities between the APEC Economic Leaders Meeting and Ministerial Meetings.

In 2007, SCE continued to focus on revitalising its policy agenda.

(b) The 2006 SCE Fora review

In 2006, the SOM Steering Committee on ECOTECH (SCE) undertook an extensive review of all APEC Working Groups, Task Forces and Networks. The review recommendations were finalised at a special session of the SCE held during CSOM and endorsed by Ministers in November 2006, and was therefore unable to be included in the 2006 ECOTECH report.

The final paper on the outcomes of the review is in Annex D. The key recommendations are included below:

Recommendation 1: The Social Safety Nets Capacity Building Network (SSNCBN) be merged into the Human Resource Development Working Group (HRDWG).

Recommendation 2: Further consideration be given to merging the High Level Policy Dialogue on Agricultural Biotechnology (HLPDAB) with the Agricultural Technical Cooperation Working Group (ACTWG).

Recommendation 3: The Non-Ferrous Metals Dialogue (NFMD) be incorporated into the EWG sub-fora Expert Group on Mining, Exploration and Energy Development (GEMEED).

Recommendation 4: The Fisheries Working Group (FWG) and the Marine Resource Conservation Working Group (MRCWG) continue to collaborate and consult closely, including through annual joint meetings from 2007 onwards. The SCE also recommends that the fora revise their ToRs in consultation to identify how they will collaborate on areas of mutual interest and to indicate a clearer link with broader APEC priorities.

Recommendation 5: The Gender Focal Point Network (GFPN) work with the Executive Director to establish the level of Secretariat support available to support the network's work program and to ensure that the support given leads to substantive outcomes related to gender integration in APEC.

Recommendation 6: The Cultural Focal Point Network (CFPN) be disbanded.

Recommendation 7: The SCE recommends that further consideration be given to the suggestions for improving the operations of the Telecommunications and Information Working Group (TELWG) and Electronic Commerce Steering Group (ECSG) in 2007.

Recommendation 8: The SCE recommends that the Trade Promotion Working Group (WGTP) be incorporated into the Small and Medium Enterprises Working Group (SMEWG).

Recommendation 9: The SCE recommends that the Tourism Working Group (TWG) remain an independent working group at this stage, but be subject to further review in 2008.

Recommendation 10: The SCE recommends that further consideration be given to possibilities for improving the synergies between the Anti-Corruption and Transparency Experts Task Force (ACT) and the Economic Committee (EC), taking account of related work being conducted in CTI sub-fora such as Strengthening Economic Legal Infrastructure (SELI) and the Competition Policy and Deregulation Group (CPDG).

Recommendation 11: The SCE recommends that further consideration be given to transforming the Health Task Force (HTF) to a Working Group during the review of its mandate in 2007.

Recommendation 12: The SCE recommends that the list of suggestions for improving working arrangements (in Annex A) be endorsed and implemented in 2007.

(c) Implementing the Fora review outcomes

In 2007, the SCE focused on implementing the outcomes of the Fora Review. All recommendations have been successfully implemented and a rolling program of independent assessments has been developed to further investigate some of the issues raised during the Review and to ensure ongoing monitoring and reform (see Annex E). As a result of the implementation of these recommendations, APEC's ECOTECH agenda will be more focused, will reduce duplication and strategically align expertise and skills to ensure better outcomes for APEC.

The key achievements of the review are:

Four new and revitalised fora

Health Working Group

In line with Recommendation 11, and reflecting the importance of health security in the region, the Health Task Force (HTF) has been transformed into a Working Group. The proposal is in Annex I.

Human Resource Development Working Group: Labour and Social Protection

In line with Recommendation 1, the SSNCBN has been merged into the HRDWG's Labour and Social Protection Network (LSPN). The merge will strengthen APEC's ability to manage social protection in the region. The Terms of Reference for the new group is in Annex J.

Small and Medium Enterprises Working Group (SMEWG)

In line with Recommendation 8, the Trade Promotion Working Group (WGTP) has been successfully merged into the Small and Medium Enterprises Working Group (SMEWG). This will help SMEs build capacity in the area of developing international trade. The new Terms of Reference (draft) for the group is attached in Annex K.

Mining Task Force

In line with Recommendation 3, the Non-Ferrous Metals Dialogue (NFMD) has been merged with the EWG's sub-fora on Expert Group on Mining, Exploration and Energy Development (GEMEED) as a new Mining Task Force. The proposed Terms of Reference are in Annex L.

Better focus, less fora

The revitalization of these fora has reduced the number of overall APEC fora whilst still achieving the same outcomes, streamlining the structure of APEC and enabling it to strategically focus on its key priority areas. A new APEC Organizational Structure is attached in Annex M.

Better alignment of issues

In addition to the merging of key fora, several other improvements have been made to ensure more effective ways to handle issues. For example, in line with Recommendation 6, culture will now be incorporated into the work of the HRDWG and the TWG. This will help to embed culture as an important cross-cutting issue facing APEC and will help to develop practical approaches and solutions for cultural issues in the region.

Likewise, in line with recommendation 7, the ECSG has been transferred to become a CTI sub-fora recognizing both the long-term nature of its work and its importance for supporting trade and economic integration in the region.

Better procedures for more effective outcomes

In line with Recommendation 12, improvements to APEC's procedures and processes have been successfully implemented, which will improve the effectiveness and quality of APEC activities. This includes new Guidelines for Lead Shepherds and Chairs (Annex G), which will ensure corporate memory is maintained through longer terms for chairs and now includes best practices guidance to enable chairs to better understand their role and relationship to the APEC Secretariat. The Guidelines for the Establishment of new Fora (Annex F) have also been implemented which will help curb the growth of new fora and ensure ongoing effectiveness of current and future fora.

Furthermore, project mechanisms have been further strengthened by extending the quality assessment procedures for all projects and the establishment of a Project Management Unit within the Secretariat.

Ongoing reform: three Independent Assessments in 2007 and an approved ongoing program of assessments

In line with Recommendations 2, 4 and 5, in 2007 an independent assessment was commenced to consider how to revitalise the Agricultural Technical Cooperation Working Group (ATCWG) and consider whether there would be value in merging it with the High Level Policy Dialogue on Agricultural Biotechnology (HLPDAB).

A second review has commenced on the Marine Resource Conservation Working Group (MRCWG) which will help identify how the MRCWG and Fisheries Working Group would collaborate on areas of mutual interest, and how the MRCWG might become more closely linked with broader APEC priorities.

A final 2007 assessment is being conducted on the Gender Focal Point Network (GFPN) to ensure substantive outcomes related to gender integration in APEC.

From 2008, three to four Working Groups and Taskforces will be independently assessed every year to ensure their work remains effective and focused and helps APEC meet its goals. The schedule is attached in Annex H.

3. APEC Projects in Action

The SCE is mandated to report annually on APEC's ECOTECH activities. In 2007, this report is based for the first time on a consolidated list of ECOTECH priorities, which were endorsed by Ministers in 2006. This list has merged and updated the 1996 Manila Framework priorities and the APEC-wide ECOTECH priorities approved in 2003 following a call from the Leaders and Ministers to improve the focus on APEC's economic and technical cooperation and capacity-building objectives.

The priorities for APEC's economic and technical cooperation are:

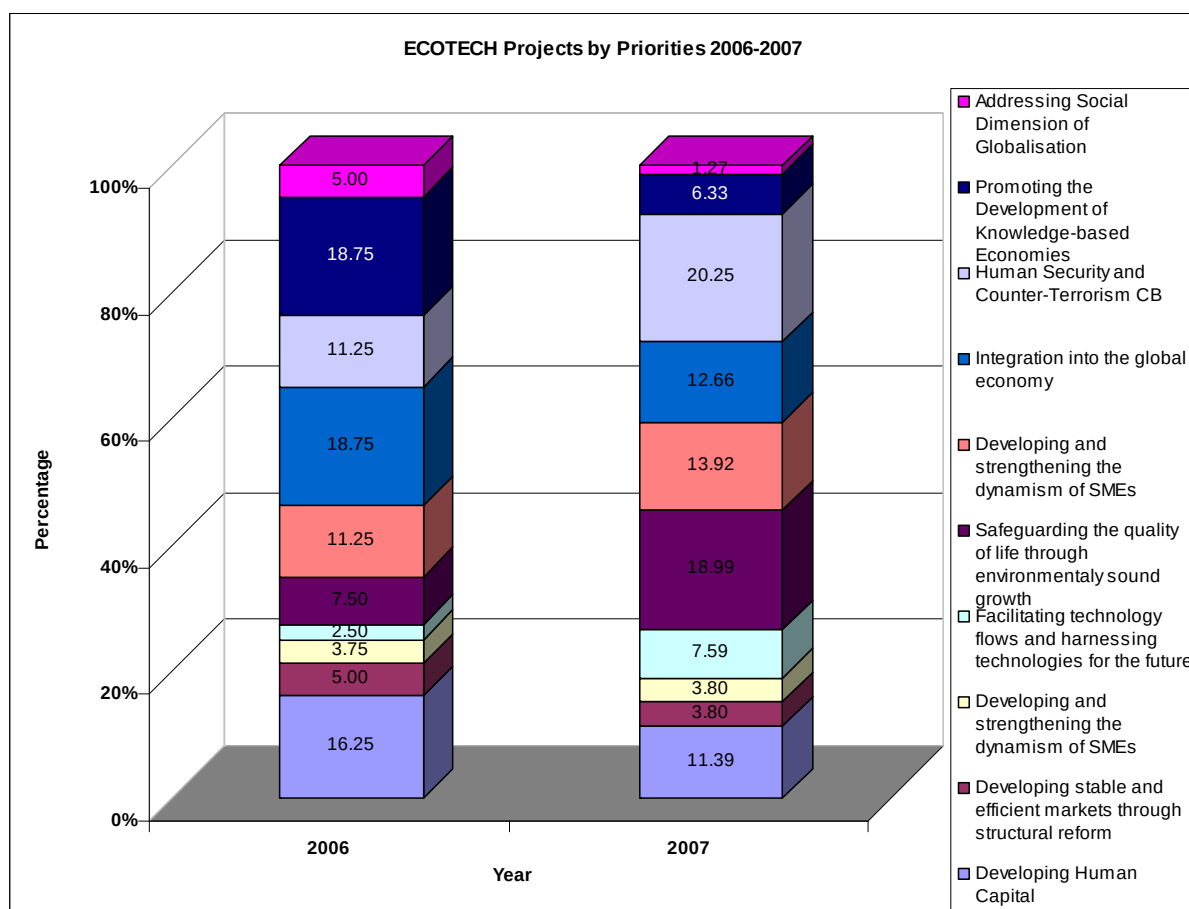
- Developing human capital;
- Developing stable and efficient markets through structural reform;
- Strengthening economic infrastructure;
- Facilitating technology flows and harnessing technologies for the future;
- Safeguarding the quality of life through environmentally sound growth;
- Developing and strengthening the dynamism of small and medium enterprises (SMEs);
- Integration into the global economy;
- Human security and counter-terrorism capacity building;
- Promoting the development of knowledge-based economies; and
- Addressing the social dimension of globalisation.

This chapter highlights some of the projects being undertaken by different APEC fora in 2007 to support economic and technical cooperation. The Budget and Management Committee (BMC) approved 76 ECOTECH projects for implementation in 2007 (excluding CTI, Economic Committee (EC) and Finance Ministers' Process (FMP) projects). These are summarized in Table 1. Figure 1 provides a graph of the projects by priority from 2006–07.

A table of projects by fora is included in Annex N.

Table 1: ECOTECH 2007 Projects by Priority

Priority	Number of Projects	%
1. Developing human capital	9	11
2. Developing stable and efficient markets through structural reform	3	4
3. Strengthening economic infrastructure	3	4
4. Facilitating technology flows and harnessing technologies for the future	6	8
5. Safeguarding the quality of life through environmentally sound growth	15	19
6. Developing and strengthening the dynamism of SMEs	11	14
7. Integration into the global economy	10	13
8. Human security and counter-terrorism capacity building	16	20
9. Promoting the development of knowledge-based economies	5	6
10. Addressing the social dimension of globalisation	1	1
Totals	79	100

Figure 1: ECOTECH Projects by Priorities 2006–2007

3.1 Developing human Capital

A large number of APEC projects help to develop human capital in the region. For example, the Human Resources Development Working Group (HRD) conducted a symposium on capacity building for investment liberalisation. The project aims to raise capacity of public and business sectors involved in domestic legislation, policy making and social system development in the field of foreign direct investment. It plans to address economic reform measures, legal processes throughout the life cycle of investment, (e.g., establishment, operation and dissolution of businesses) and other practices to create attractive investment climates.

The Industrial Science and Technology Working Group (ISTWG) will implement short-term training projects targeting natural resource development and its environmental impacts in the APEC region. Japan conducted the training in August 2007. The training objectives were the transfer of guidelines for natural resource development and its environmental impact, environmental impact assessment, natural resource assessment, public awareness and measurement of quality. Those being targeted for training include strategic planning officers practicing land utilisation, natural resource development and environmental risk management in APEC member economies (especially developing economies). The planned outcome is to bring about economy regulations and guidelines for natural resource development and its environmental impact to ensure long-term sustainable growth in developing economies where rapid economical growth may cause environmental degradation.

3.2 Developing stable and efficient markets through structural reform

Most activities supporting this priority are undertaken by the Economic Committee and Finance Ministers Process. For example, in late 2007, a second Policy Dialogue on Savings and Capital Market Development will be held.

Another activity being undertaken by the Finance Ministers Process is the Deepening Prudential Regulatory Capacity in Non-Life Insurance Training Program, which will educate regulators on current best practices in regulation in the non-life insurance industry and highlight the experiences of developed economies in regulating their respective industries.

3.3 Strengthening economic infrastructure

The Telecommunications and Information Working Group (TELWG) and the Transportation Working Group (TPTWG) are the main APEC fora undertaking activities to strengthen economic infrastructure.

TEL is implementing the Project WTO Capacity Building on Domestic Regulations to familiarize APEC members with the WTO GATS Domestic Regulation disciplines and how they are applied to the information and communication technology (ICT) sector. Economies have discussed examples of best practices and a set of guidelines to implement domestic regulations in the ICT sector. These guidelines will assist developing economies develop or reform their policy and regulatory structures and become WTO compliant.

The TPTWG has developed the APEC Port Services Network Initiative, which will integrate various sectors in the shipping business, facilitate convenient and secure cargo transportation, enhance exchanges and cooperation among ports and related sectors and promote their development,

improve efficiency and security of logistics system, and stimulate trade and investment in APEC region.

The TPTWG has also undertaken a study to facilitate international shipping in the APEC region. The study will develop guidelines for member economies to address the non-competitive aspects of non-ratemaking agreements among liner shipping companies. The principal activity is a consultant study that will identify and categorize the various kinds of non-ratemaking agreements that currently exist on APEC trade routes. These agreements will be assessed on their importance to APEC trade and the pros and cons to carriers, shippers and other stakeholders. It will then assess the non-competitive aspects of such agreements and propose guidelines to deal with them.

3.4 Facilitating technology flows and harnessing technologies for the future

As part of the Industrial Science and Technology Working Group's (ISTWG) focus on Emerging Infectious Diseases, a two-stage project will be conducted which aims to enhance the region's capacity in using converging technologies, i.e. two or more disparate technologies or disciplines that come together to contribute to the prevention and management of emerging infectious diseases that could become widespread in the APEC region. The first stage will identify a group of converging technologies by using bibliometric analysis and scenario planning. The second stage will consist of workshops in Japan and Chinese Taipei, or Korea. It will invite experts in various technological areas throughout APEC to jointly build roadmaps of these technologies.

An ISTWG project will provide more effective, accurate and timely climate information to assist APEC's Climate Center for Climate Information Services. It will take the currently available climate prediction technology and skills to the next level of high accuracy so that member economies can more efficiently protect their people from extreme climate events.

3.5 Safeguarding the quality of life through environmentally sound growth

The Marine Resource Conservation Working Group (MRCWG) will support an initiative to build on an earlier TILF-funded project that identified the environmental principles and policies used in aquaculture administration and their role in trade and investment liberalisation. Two workshops are planned (in Indonesia in 2007 and Peru in 2008) and a report outlining the critical components of a sustainable aquaculture strategy will be presented for consideration to higher officials and Leaders by the end of 2008.

APEC economies accounts for nearly 90% of all aquaculture fisheries in the world and consume 70% of global fish production. All APEC economies seek to maintain their regional seas and common oceans in good health to ensure the sustainability of fish production for the future. The Republic of Korea has invested considerable research on ocean sciences and developed strategies that help to maintain the ecological balance in marine ecosystems. MRCWG is supporting the Republic of Korea to undertake short training courses where Korea will share its knowledge with regional developing economies.

In 2007, the Energy Working Group (EWG) has undertaken a number of projects to improve coal plants in the region. Including its work to promote Environmental Monitoring for Coal-Fired Power Plants in Developing Asian APEC Economies and a project focused on the lessons learned in upgrading and refurbishing older coal-fired power plants—a best practice guide for APEC developing economies.

3.6 Developing and strengthening the dynamism of small and medium enterprises

The Small and Medium Enterprises Working Group (SMEWG) will conduct short-term training as part of its project on Enhancing the Market Development of Local Cultural Industries in APEC. Local cultural industries exist in almost every APEC economy and are targeted for government assistance. Their products are attractive to foreign buyers and therefore have high export potential. This project is aimed to help them to expand their markets to the international arena through e-commerce by:

- building up e-commerce capacity and transforming digital divides into digital opportunities;
- building a platform for local cultural industries to display their products and increase their business opportunities in foreign markets; and
- strengthening cross-border cooperation in the APEC region to promote the development of overseas markets.

SMEWG will also conduct a seminar on Best Practices for the Internationalization of SMEs. The project will enhance the capacity of APEC developing economies to generate employment; develop the potential afforded by human resources; stimulate economic growth; strengthen the dynamism of SMEs; and increase exports through the promotion of entrepreneur export potential.

In addition, an SMEWG project will develop a sustainable model for small and micro-enterprise growth through enhancing domestic and international trade linkages. It will be based on a combination of components in existing best practices for micro-enterprise development with special emphasis on women and indigenous peoples.

The ATCWG will hold a Workshop to Enhance Capacity of SMEs in Agricultural Sector of APEC Economies on October 2007 in Ha Noi, Viet Nam. The aim of the workshop is to help promote networking and policies, which are more conducive for SMEs in the agriculture sector. The workshop will provide government, private sector and non-governmental stakeholders with key tools and methods to manage and develop SMEs, particularly in field of storage and processing agricultural products.

3.7 Integration into the global economy

Activities to support integration into the global economy occur across a range of different fora, including promoting trade through the development of standards across the region, improving competitiveness through capacity building and education or even improving customs and quarantine processes. Examples include the EWG's Electric Motors - Alignment of Standards and Best Practice Programs within APEC, which aims to promote the use of efficient motors in member economies by aligning test methods and energy performance standards. It builds on the recent agreement at the IEC to create a single method acceptable to world technical experts to measure motor efficiency. The project aims to facilitate the use of a single common test method and promote appropriate performance and efficiency endorsement levels amongst member economies. The use of a common test method and a set of aligned performance and "high efficiency" endorsement levels will enable suppliers to more easily market efficient products within APEC economies.

The ATCWG conducted projects to build capacity in plant and animal quarantine and pest management. For example, a symposium on achieving improved quarantine treatment capability through the implementation of the AFAS approach was held in Jakarta, Indonesia, in April 2007.

The HRDWG held a seminar to Increase the Productivity of APEC Economies through High Performance Workplace Systems, which will better analyse these systems across APEC.

3.8 Human security and counter-terrorism capacity building

The Counter Terrorism Taskforce annually holds a Secure Trade in the APEC Region (STAR) conference. The fifth STAR conference, was held in Sydney on 27-28 June 2007. It constitutes an important initiative, enhancing public-private partnership in order to ensure secure trade in an effective way and reduce any adverse impacts of anti-terrorism activities on trade and investment. In this way, it is also helping to develop and to improve human security and counter-terrorism in the APEC region.

The Counter Terrorism Taskforce has also developed the Trade Recovery Program (TRP), which is a set of recommendations that will set the framework for future work in APEC on total supply chain security, improving economies' capacity building in human security and counter-terrorism.

The Anti-Corruption and Transparency Experts Task Force (ACT) will conduct a capacity building workshop on combating corruption related to money laundering. The purpose of the workshop is to exchange best practices among relevant authorities in the APEC region and raise awareness by bringing the money laundering and corruption nexus to the forefront of understanding among officials and the public. Through this workshop, a minimum level of standards will be clarified and a network of professionals in the anti-corruption and anti-money laundering established for sharing of information and practices. The workshop will emphasise the dissemination of experts' information and case studies to relevant government authorities and other scholars focusing on the recommendations of the Financial Action Task Force and its implementation by member economies.

The Agriculture Technical Cooperation Working Group (ATCWG) held a seminar in May 2007 to share experiences with the management of the avian influenza H5N1 threat. It will provide APEC economies the opportunity to identify the key factors of the various approaches in preparing for, and responding to, H5N1 avian influenza and to consider the relevance of these factors to their own situations.

The Health Task Force (HTF) also undertook a workshop on the Implementation of APEC Action Plan on the Prevention and Response to Avian and Influenza Pandemics. The main objective of the workshop is to create opportunities for member economies to share information on the implementation of the Action Plan, identify capacity building needs, discuss priority areas of work and discuss future capacity building activities.

The Task Force for Emergency Preparedness (TFEP) undertook a capacity-building workshop for senior disaster management coordinators. The project will enhance regional emergency response capacity and build effective response and recovery mechanisms in APEC member economies via a two-year rolling training program. It will build on APEC's high-level commitment to an all-hazards response to emergency management and focus on the needs of developing economies through building institutional capability.

3.9 Promoting the development of knowledge-based economies

Promoting the development of knowledge-based economies is undertaken by many fora, including the Telecommunications and Information Working Group (TEL), ECSG and HRDWG. For example,

in 2007, TEL undertook a project to deploy the Government Chief Information Officer (CIO) Training Model in the APEC region during 2007. The project defines a framework for CIO networking both inside and outside the region. This latest project is based on the successful outcome of earlier activities which recommended, in its last workshop in Jakarta in November 2005, that the APEC GCIO Training Model should be deployed within the region to achieve the so called 'proof of concept'.

The ECSG undertook a project to build capacity in paperless trading. The APEC Project on Paperless Trading Capacity Building and Intellectual Property Protection will improve member economies' paperless trading capacity building, which has become the key point for the realisation of APEC paperless trading development strategy. Paperless trading capacity has from two aspects: 1) Paperless trading environment building (including infrastructures, regulations, policy, standardisation, security, etc.); and 2) The digitalisation level of paperless trading in customs clearance, trade administration, transportations, financial settlement, third-party services, and management within enterprises.

The Fisheries Working Group (FWG) is contributing to the promotion of the development of knowledge-based economies through two on-going projects: "Improving the Conservation and Management of Sharks in the APEC Region," which is designed to improve the capacity of APEC members in the Eastern Pacific to manage their shark fisheries sustainably; and the "Aquaculture Network for the Americas" is proceeding and will provide a means for exchange of information between economies as a basis for better planning, coordination, and management of aquaculture initiatives among economies.

The APEC Education Foundation (AEF, www.apecf.org) continued to foster APEC cooperation in education, human resources development and capacity building through its grant programs. Since 2006 the AEF has been supporting six projects from five economies (Korea, Peru, Philippines, Russia, and Viet Nam) on providing disadvantaged youths with useful educational opportunities. Since its inception, the AEF has provided financial support of US\$2.4 million to 19 projects on enhancing digital opportunities and promoting capacity building for disadvantaged groups in the region.

3.10 Addressing the social dimension of globalisation

A project sponsored by the Fisheries Working Group (FWG) will undertake an assessment of the economic, social and environmental impacts of illegal, unreported and unregulated (IUU) fishing as well as the challenges and obstacles to implementing measures to combat IUU fishing. It is expected that the project will result in recommendations for actions by APEC economies, non-APEC economies in the Asia-Pacific region, regional organisations (including regional fisheries management organisations, non-governmental organisations and intergovernmental organisations) and any other relevant stakeholders with an interest to mitigate illegal, unreported and unregulated fishing in the Asia-Pacific region.

The Industrial Science and Technology Working Group (ISTWG) has approved a workshop on the participation of women and ethnic communities in the science and technology (S&T) workforce. At the workshop planned for Seoul, all member economy participants would report on their own economy including sex/ethnicity disaggregated statistics and policy analyses for education, S&T workforce, and R&D. By sharing and comparing, it is hoped to promote further understanding of the situation facing women and ethnic minorities in the S&T sector.

TEL approved the project of APEC Seminar on Using ICT for Rural Community Capacity Building which shall create a venue for APEC member economies to discuss how to build the capacity of APEC member economies in rural communities, through the use of available and accessible ICT tools.

4. Key Outcomes

4.1 APEC's cross-sectoral approaches

(i) Sustainable development in APEC

Sustainable Development has been an ECOTECH priority since 1996 and in 2004 was revitalized under the former ESC, SOM Committee on ECOTECH. In 2006, Viet Nam identified sustainable development as one of its priorities for the year: *Toward a Dynamic Community for Sustainable Development and Prosperity*.

In July 2006, Chile hosted a High Level Meeting on Sustainable Development, which considered the economic, social and environmental dimensions of Sustainable Development.

Ministers endorsed the recommendations of the meeting in November 2006. They are:

1. To encourage APEC Working Groups to coordinate their work on Sustainable Development through the exchange of information, including in the Committee of the Whole (COW) of the SCE, using existing mechanisms such as Senior Officials Meetings.
2. To encourage ongoing cooperation on sustainable development between and among APEC economies, including public-private partnership, with special emphasis in capacity building and best practices.
3. To encourage APEC economies, where possible, to seek out methodologies for measuring the cross-sectoral nature of sustainable development, in order to apply the metrics to measure progress made toward the goal of sustainable development, and to encourage capacity building to this end.
4. To improve the exchange of information between APEC and other international organisations, such as UN-CSD, WTO, OECD and the World Bank.
5. Specifically, APEC member economies should be encouraged to continue to submit to the CSD their best practices, lessons learned and successful energy programs for inclusion into the CSD Matrix. APEC fora are encouraged to submit to the APEC Secretariat their work on these issues. The APEC Secretariat should submit to CSD Secretariat the APEC regional best practices, lessons learned and successful energy programs for inclusion in the CSD Matrix.
6. APEC member economies are encouraged to review the CSD Matrix with their development and energy experts and provide to the CSD Secretariat recommendations on how the CSD Matrix can be made more user friendly in order to facilitate the widespread adoption of best practices on energy services for sustainable development.
7. To ask SOMs to consider civil society participation and dialogue in the future work on sustainable development, in accordance with the APEC Guidelines on Non-Members Participation.

(ii) Private sector development

In 2006, Ministers endorsed the Private Sector Development Work plan and welcomed the leadership of the Small and Medium Enterprise Working Group (SMEWG) in promoting the

importance of a supportive business environment. They also encouraged the involvement of other relevant committees and working groups in implementing private sector development activities. The centerpiece of this workplan is a series of capacity-building workshops to be hosted by the APEC host economy each year from 2007–2010. The themes of these workshops have been identified based on the results of the 2006 Montreal Symposium and on the World Bank report on Doing Business. The first workshop, a SCE project, Capacity-Building Seminar on Ease of Doing Business: Starting a Business (SCE01/2007T) was held in the margins of the SME Working Group and Ministerial meetings in Hobart.

The themes for the following two workshops are “obtaining business licenses” and “access to capital.”

In July 2007, Ministers Responsible for Trade *called for officials to explore ways to accelerate the work being conducted under the Private Sector Development Agenda to promote better regulatory and business practices by using the World Bank’s Ease of Doing Business indicators as a guide to best practice.*

4.2 Key achievements of SCE fora

Table 1: SCE Fora: Selected Key Deliverables in 2007

Agricultural and Technical Cooperation Working Group (ATCWG) • Symposium-Achieving improved quarantine treatment capability through the implementation of the AFAS approach was held in Jakarta, Indonesia, 17–19 April 2007. • APEC Exercise Management Workshop was held in Bangkok 30 April–4 May 2007. • Sharing Experiences with the Management of the Avian Influenza H5N1 threat held in Cairns 18–20 June 2007. • Emergency Communication Network held in Cairns 28–29 June 2007. • A workshop to enhance the capacity of SMEs in the agricultural sector of APEC economies will be held in Ha Noi in October 2007. • Two workshops on capacity building for the surveillance and diagnosis of leafminers, thrips, whiteflies and mealybug pests in developing APEC economies in order to improve market access were held in Kuala Lumpur in February and April 2007. • Workshop on the Application of New Technologies to Improve and Harmonise Training Standards in the Management of Fresh Fruit and Vegetables in Developing APEC Economies was held in Bangkok in January 2007.
Energy Working Group (EWG) • APEC 21st Century Renewable Energy Development Initiative (REDI) to facilitate trade and investment in renewable energy technologies and services. • Lessons Learned in Upgrading and Refurbishing Older Coal-Fired Power Plants, to ensure cleaner use of fossil fuels. • Boosting energy efficiency and conservation by undertaking several projects: Workshop on Recent Advances in Utility-Based Financial Mechanisms that Support Renewable Energy and Energy Efficiency, Workshop on Best Practices in Energy Efficiency and Renewable Energy in Buildings, Survey of Transport Efficiency Policies in APEC Economies, etc. • Agreeing to establish an “APEC Rapid Response Network/Points of Contacts for Protection of Critical Energy Infrastructure.”

- The 3rd APEC Gas Forum will be held on 17–18 September 2007 in San Diego, United States to continue to create a competitive, open and transparent marketplace for gas and LNG in the region.
- The Expert Group on Clean Fossil Energy (EGCFE) will hold a workshop on LNG Public Education in August 2007 in Guangzhou, China.
- Under the Real Time Emergency Information Sharing System (RTEIS), information will continue to be shared through real-time chats and posting on a bulletin board. Topics reported to date are biofuels, oil stockpiling and responses to the impacts of Hurricane Katrina on energy supply.
- Energy for Sustainable Development: Fostering Regional Energy Cooperation in APEC, 2007–2010: Revised Type 2 Partnership Initiative submission to the United Nations Commission on Sustainable Development, CSD15, 30 April –11 May 2007.
- 8th Energy Ministerial Meeting held in Darwin, Australia, 27–30 May 2007.

Fisheries Working Group (FWG)

- The establishment of a Network for Deep Sea Resources and Fisheries.
- Aquaculture Network for the Americas (ANA): Phase 1.
- Improving the conservation and management of sharks in the APEC region.
- Implementation of Bali Plan of Action – regional stock-take of the current situation.
- Assessment of impacts of illegal, unreported and unregulated (IUU) fishing in Asia-Pacific.

Human Resource Development Working Group (HRDWG)

- Strategic vision for a 21st century HRDWG.
- The Labour and Social Protection Network and the Social Safety Nets Capacity-Building Network will be fully merged by July 2007.
- APEC e-Learning Training Program.
- Collaborative Studies on Innovations for Teaching and Learning Mathematics in Different Cultures (II) - Lesson Study Focusing on Mathematical Thinking.
- APEC E-Language Research Consortium.
- APEC Future Education Consortium, Focusing on APEC Network of ICT Model Schools.
- APEC Education Hubs.
- Higher Education Quality Assurance and Accreditation Systems in the APEC Region.
- APEC Conference on Evaluation as a Tool in Educational Planning.
- APEC Learning Community for Shared Prosperity.
- Workshop cum dialogue session to analyse wage systems practiced, specifically on performance-based remuneration.
- The APEC Architect (ongoing).
- APEC HRD Training Program on the adoption of IT.
- Increasing the productivity of APEC economies through high-performance workplace systems.
- Workshop cum dialogue session on Developing Key Performance Indicators and Productivity/Performance Benchmarks for Performance-based Remuneration Systems.
- Strategies for Workforce Development: Keys to Success in the 21st Century.

Industrial Science and Technology Working Group (ISTWG)

- Foresighting Future Fuel Technology, APEC Biotechnology Conference-Policy and Strategy.
- Implementation of APEC Climate Network for Climate Information Services.
- Capacity building for carbon accounting in selected APEC economies to facilitate entry into carbon trading markets.
- Promoting sustainable development through environmentally sound recycling.
- Industry-government-academic matching seminar for energy-saving and new energy technology aimed at preventing global warming.
- Developing the cleaner production approaches through partnership build-up for the sustainable development of the electronics sector in APEC.

Marine Resource Conservation Working Group (MRCWG)

- Ongoing implementation of the Bali Plan of Action.
- Tsunami preparedness and resilience through research, extension, education and training.
- Understanding the economic costs and benefits of addressing marine debris.
- Marine Ecosystem Identification and Mapping in the Asia-Pacific region.
- Satellite Application in Knowledge-based Economies (SAKE).
- Capacity-building workshops on Marine Environmental Conservation and Sustainability for Developing Economies of APEC.
- Development of an APEC strategy on sustainable aquaculture.

Small to Medium Enterprise Working Group (SMEWG)

- Deliver the first APEC "Ease of Doing Business" capacity-building seminar designed to reduce red tape and improve the quality of business regulations, as part of the multi-year Private Sector Development initiative.
- Conduct workshops on best practice regulation that allow sharing of initiatives for improving business regulation.
- Develop and deliver an APEC Pandemic Flu Planning Guide for SMEs to prepare for and mitigate an influenza pandemic.
- Conduct a Pandemic Flu Train the Trainer Workshop in the margins of the second SMEWG meeting to increase awareness of the APEC Pandemic Flu Planning Guide for SMEs.
- Implement the recommendations of the SCE Review of APEC Fora, in particular the incorporation of the Working Group on Trade Promotion (WGTP) into the SMEWG, draw-up revised terms of reference for the merged Group, and report to the SCE on progress.
- Merge the Micro-Enterprises Sub-Group (MESG) with the SMEWG, as an extension of the SCE Review reforms to minimise events and meeting schedules and streamline processes.
- Implement agreed recommendations of the Independent SMEWG Review.
- Submit a project proposal for the development of a four-year Strategic Plan for the group that covers SME, micro-enterprise (ME) and internationalisation issues.

Telecommunications Working Group (TEL)

- APEC-OECD Malware Workshop.
- APEC-ASEAN Joint Workshop on Network Security.
- Implementing WTO Domestic Regulation Disciplines for ICT.

- Interconnection workshop.
- Industry roundtables.
- Regulatory roundtables.
- Universal Service Strategies.
- Investment and competition.
- MRA training session.
- Workshop on cyber security and critical information infrastructure protection (CIIP).

Working Group on Trade Promotion (WGTP)

- Integrated Trade Services Models: Best Practices in eTrade Finance.
- APEC Brand Marketing Seminar (Self-funding).
- Forum on International Trade in Professional Services in APEC Economies.
- The Electronic and Information Technology Survey in APEC Economies.
- Pilot multimedia case studies of entrepreneurial SME businesses.
- Best practices for SMEs Internationalisation
- Specialised capacity building for APEC trade commissioners.
- Seminar on Meeting, Incentive travel, Conventions/congress, Exhibition/event (MICE) Opportunities in APEC economies.
- WGTP will be fully merged into the SMEWG by August 2007.

Transportation Working Group (TPTWG)

- Reported Group progress to Ministers at 5th APEC Transportation Ministers meeting in Adelaide, March 2007 including outcomes of the Roadmap exercise identifying areas of future focus to meet the Bogor Goals;
- Adopted the new areas of focus identified by Ministers in the Joint Ministerial Statement and included tasks in action plans;
- Secured economy support for the development of Road Safety Strategies with ambitious targets, as requested by Ministers in Adelaide;
- Supported the Aviation Emissions Seminar, hosted by Australia, in Singapore in compliance with Minister's request for the Group to work with experts in the field to address as a matter of urgency, options for cooperative work to contribute to sustainable emissions policy approaches;
- Will report to Leaders in Sydney in September 2007, the good progress in facilitating the establishment of the Port Services Network, supported by Leaders in Hanoi, through the opening of an office in Beijing in 2007, funded initially by China without any undue delay;
- Commissioned a report on "Progress on Liberalization of Air Services Arrangements in the APEC Region 1995–2005";
- Supported the proposed Symposium on Total Supply Chain Security proposed by Singapore (July 2006, Singapore).
- Welcomed economy reports on transport developments including the voluntary Report from the Russian Federation on the "Russian Transport Services Market and the Bogor Goals";
- Continued to implement the restructuring the work of the TPTWG to ensure efficiency, more focused efforts and streamline reporting requirements.

Tourism Working Group (TWG)

- Final Report of TWG 01/2006T – Tourism Impediments Study Stage III expected to have significant, substantive and comprehensive study. Based on this, member economies will be able to strategically plan and manage well enough to gain an advantage both in opening up themselves to attract foreign investments and promote local employment; and in driving exports which include the export of labor across the world especially to those highly potential markets such as Europe and America.
- Final Report of TWG 01/2006 – Strengthening of Safety and Security Best Practices Against Terrorism for Sustainable Tourism Management. Undertake an analysis to determine the relevance and effectiveness of the best practices identified for safety and security in the previous project (“TWG 02/2003 - Best Practices in Safety & Security to Safeguard Tourism Against Terrorism”). This project is also a build up on the previous project to keep APEC abreast and ahead in the changing face of terrorism. It is expected that this project will uncover invaluable data and findings that will further add on to the knowledge of tourism planners and decision makers on how to proactively and competently safeguard the tourism industry as well as the competency to recover quickly should it be attacked.
- The development of TWG project proposals for the upcoming BMC 2 meeting on Dissemination of APEC Skill Standard; Investment and Tourism Destinations Using Planning Processes to Facilitate Investment; Capacity Building on Tourism Satellite Account as Basis for Promoting Liberalisation and Facilitation on Tourism Services.
- The development of a possible project proposal on climate change and the impact on the tourism industry.

Anti-Corruption Taskforce (ACT)

- ACT High Level Statement: Fighting Corruption through Improved International Legal Cooperation [expected to be forwarded to AMM and AELM] [*final draft TBC after the ACT plenary meeting no the 24th and 25th*].
- Draft Conduct Principles for Public Officials [to be delivered to AMM and AELM] [*final draft TBC after the ACT plenary meeting no the 24th and 25th*].
- Draft Code of Conduct for Business [which is expected to be a combined document with above]. [*TBC after the ACT plenary meeting no the 24th and 25th.*]

Counter-Terrorism Taskforce (CTTF)

- To assist economies to identify and assess their Counter-Terrorism needs and review and update individual economy Counter-Terrorism Action Plans.
- APEC food defense workshops and development of best practices under the “Mitigating the Terrorist Threat to the APEC Food Supply.”
- Terrorism financing workshops.
- STAR V Project.
- An APEC Trade Recovery Program (TRP), resulting from a study to look at ways to facilitate the recovery of trade and confidence in case of major disruptions to the global supply chain in the event of a terrorist attack.
- To implement programs on Aviation Security Quality control.
- To incorporate the business resumption points of contact and the aviation security points of contact into the APEC Register of Pandemic and Disaster Management coordinators and support testing of the aviation security points of contact.

Electronic Commerce Steering Group (ECSG)

- Adoption of the Pathfinder Initiative on cross-border privacy protection related to the international implementation of the APEC Privacy Framework.
- Implementation of Seminars on the International Implementation of the APEC Privacy Framework: Cross-Border Privacy Rules (CBPRs) and Cooperation in Investigation and Enforcement.
- Submission of completed Paperless Trading Individual Action Plans and identification of possible collective actions regarding Paperless Trading.
- Completion of APEC E-Trade and Supply Chain Management Training Program.
- Implementation of APEC Project on Paperless Trading Capacity Building and Intellectual Property Protection.
- Meaningful progress in implementing the ICT Enabled-Growth Initiative; development of policy checklists for commerce-policy makers; and identification of best practice and guideline documents as a reference to commerce policy makers.
- 2007 Stock-take of Electronic Commerce Activities in APEC.

Gender Focal Point Network (GFPN)

- Conduct the two-day workshops on Gender Analysis Training for APEC officials on 26 and 27 June in Cairns.
- Joint ECSG/GFPN APEC Digital Economy Forum in Port Douglas on 22 and 23 June 2007 and the International Entrepreneurship Training for Women: APEC Women's e-Biz Training 2007 to be held in July.
- Develop recommendation on the agenda and proposed discussion papers for the Women's Ministerial Meeting.
- Receive, analyse and disseminate reports from Fora and Economies on their yearly activities to implement the Framework for the Integration of Women in APEC.
- Implementation of the outcomes of the SCE Fora Review relevant to the GFPN.
- Planning and support for the 2008 meeting of the GFPN in Peru.

Health Taskforce (HTF)

- Projects include Functioning Economies in Times of Pandemic, APEC Capacity Building Seminar on Avian Influenza (AI): Compilation of Reports on Domestic Measures to Control AI, Capacity Building seminar for APEC economies: Public-private partnership for poultry industry standards and improved veterinary infrastructure to combat Highly Pathogenic Avian Influenza (HPAI), Pandemic Risk Communications: Building Capacity in International Media and Stakeholder Relations, HTF Report on the implementation of the APEC Action Plan on the Prevention and Response to Avian and Influenza Pandemics, APEC Training Workshop on Human Avian Influenza (AI) Containment.
- In response to Leaders' instruction on the issue of HIV/AIDS, the HTF has implemented projects and activities addressing the issue, which include APEC Training for Program Managers on TB/HIV for building capacity and strengthening human resources through the training of program managers of the TB and HIV programs. Another activity is to develop guidelines for creating an enabling environment for employers to implement effective workplace practices for people living with HIV/AIDS and prevention in workplace settings.

Social Safety Net Capacity Building Network

- No meeting of the network was held in the period September 2006-May 2007. The network does not meet regularly but holds symposia, although not necessarily every year.
- The SSNCBN Symposium on Using Social Safety Nets to Meet Extreme Challenges Faced by Communities will be held in Cairns, Australia from 24–25 June 2007. The symposium will focus on disaster management, capability development, and short- and long-term recovery.
- The network is being merged with the Labour Social Protection Network (LSPN) of the Human Resources Development Working Group (HRDWG). This merger is expected to take effect after the symposium.

Taskforce on Emergency Preparedness (TFEP)

- The project “Senior Disaster Management Coordinators Workshop and Capacity-Building Training Programme” to be held in August 2007 is to respond to the Busan Declaration at the 2005 Leaders’ Meeting, which committed APEC members to “protecting our economies by taking action to lessen the impact from future disasters and improve our collective response capability.”
- The activities conducted by the TFEP including the APEC Pandemic Response Exercise in 2006 and the Senior Disaster Management Coordinators Workshop and Capacity-Building Training Programme to be held in August 2008 have addressed most ECOTECH Priorities, such as development of human capital, human security capacity building, etc.

4.3 Strengthening implementation of APEC’s ECOTECH activities**(i) Independent assessments of the APEC working groups**

In 2007, the SCE finalised its Tourism Working Group (TWG) Independent Assessment and commenced three new assessments.

Drawing on the findings of the TWG assessment, the TWG Chair submitted a report to the SCE (2007/SOM2/SCE/009), including recommended next steps to improve the TWG, further review of the TWG’s activities and operations following implementation of the recommendations of the strategic review. An excerpt of this report is attached in Annex O.

The TWG will provide progress reports to SCE at the completion of each phase, culminating in a final report which will be tabled following the 32nd TWG meeting in October 2008.

A rolling program of independent assessments was approved by the SCE (Annex H). In 2008, the Human Resource Development Working Group (HRDWG), Energy Working Group (EWG), Anti-Corruption Taskforce (ACT) will be independently assessed. The Tourism Working Group will be assessed in line with its ongoing review.

(ii) APEC support fund

In November 2004, Ministers endorsed the proposed APEC Support Fund (ASF) and welcomed the offer of Australia to contribute A\$3 million to the fund over the coming three years. The wording used was: “Ministers noted that APEC’s growing work program is generating greater demand on its capacity-building resources. Accordingly, they instructed officials to consider ways to broaden

APEC's funding base, and endorsed the establishment of an APEC Support Fund (ASF), which could attract funds from government as well as non-government sources."

A paper outlining the ASF guidelines ([2005/BMCI/010](#) and [2005/SOMII/033 Att4](#)) was subsequently approved by Senior Officials during SOM II in Jeju, Korea in May 2005.

The APEC Secretariat signed a memorandum of understanding (MOU) with Australia in June 2005. In December 2005, Australia also announced a A\$4 million contribution to the APEC Support Fund to help developing APEC economies bolster their defenses against emerging and infectious diseases such as avian influenza.

Further to the January 2006 announcement of US\$500,000 to promote cooperation on emergency and disaster preparedness and response, Chinese Taipei announced it would contribute another US\$500,000 (US\$1 million in total) for human security initiatives. The APEC Secretariat signed a MOU with Chinese Taipei in May 2006.

In response to the greater demand for APEC's capacity-building resources due to its growing work program, Korea announced it would contribute US\$2 million from 2007 to 2009 to the ASF at the sidelines of the 13th APEC Economic Leaders' Meeting (AELM) in Busan in 2005. APEC signed a MOU with Korea in November 2006.

In November 2006, China announced that it would make a US\$2 million donation over three years to the APEC Support Fund to promote cooperation in high priority ECOTECH sectors, and help developing economies in their efforts to promote economic development and prosperity. The APEC Secretariat signed the MOU with China for this contribution in the margins of SOM1, 2007.

In addition, the United States announced that it would contribute US\$500,000 to the APEC Support Fund to help build capacity amongst key APEC developing member economies. The APEC Secretariat signed the MOU for this contribution in March 2007.

In 2007, the ASF funded 30 ECOTECH capacity-building projects in areas such as emerging infectious diseases, avian influenza, anti-corruption, emergency preparedness, energy security, and capacity building for small to medium enterprises.

(iii) Evaluation frameworks for APEC projects

At the 15th APEC Ministerial Meeting in 2003, APEC Ministers instructed officials to:

"Significantly strengthen the coordination of APEC activities, in particular APEC projects, so as to avoid duplication and maximize APEC value, goodwill and benefit to stakeholders. They welcomed the development of a project evaluation framework, which should be integrated into the APEC project framework in time for 2005 projects, and looked forward to continued progress in assessing APEC's ECOTECH activities."

At the 17th APEC Ministerial Meeting in Busan in 2005:

Ministers recognized that a complete quality assurance process, from the initial project proposal to the implementation and evaluation stage, was key to enhancing the successful implementation of ECOTECH activities...Ministers welcomed the addition of the Monitoring and Evaluation Framework...as an important tool to significantly improve the quality of APEC's ECOTECH projects.

The Quality Assessment Framework (QAF) was implemented for all Operational Account and APEC Support Fund projects in 2005. Two further frameworks, the monitoring framework for a health check for ongoing projects and the framework for the evaluation of all completed projects, were implemented in 2006.

At BMC1 2007, an adapted Quality Assessment and Evaluation Framework was endorsed for the use for all projects, included TILF projects. The new QAF and Evaluation Frameworks are attached at Annex P.

Recommendations

Together with the *2007 SOM Report on Economic and Technical Cooperation*, the following recommendations are proposed to the 18th APEC Ministerial Meeting as follows:

1. Endorse the *2007 SOM Report on Economic and Technical Cooperation*.
2. Welcome the outcomes from the implementation of the 2006 SCE Fora review and ongoing efforts to reform APEC's economic and technical cooperation.
3. Endorse the new guidelines for Lead Shepherds and Chairs and the Guidelines for the Establishment of new Fora.
4. Welcome the achievements of the Working groups and SOM Taskforces and welcome the ongoing improvements that will be achieved through the Program of Independent Assessments of all SCE Fora.
5. Endorse the proposal to turn the Health Task Force into a Health Working Group.
6. Endorse the move of the ECSG to become a CTI sub-fora.
7. Endorse the proposal to merge the NFMD and GEMEED into a Mining Task Force and endorse the attached Terms of Reference.

ANNEX A

SOM STEERING COMMITTEE ON ECONOMIC AND TECHNICAL COOPERATION TERMS OF REFERENCE

**SOM STEERING COMMITTEE ON
ECONOMIC AND TECHNICAL COOPERATION
TERMS OF REFERENCE**

Introduction

In 1996, Ministers adopted the Framework for Strengthening Economic Cooperation and Development to further strengthen economic and technical cooperation (ECOTECH) in APEC. To effectively implement the ECOTECH agenda, the SOM Sub-Committee for Economic and Technical Cooperation (ESC) was established in 1998. This was later elevated to the SOM Committee on Economic and Technical Cooperation in 2002. As part of the reform process, with effect from 2006, the ESC was transformed into the SOM Steering Committee on ECOTECH (SCE) with an enhanced mandate to strengthen the prioritisation and effective implementation of ECOTECH activities by various APEC fora.

Objectives

- To strengthen implementation of the APEC's ECOTECH activities by prioritising in accordance with Leaders' and Ministers' commitments, coordinating and providing oversight of the work of APEC fora.
- To provide policy guidance on ways to contribute to APEC's ECOTECH goals.
- To coordinate ECOTECH objectives and priorities between the APEC Economic Leaders Meeting and Ministerial Meetings.

Membership

All Senior Officials of APEC economies

- A core group of 11 Senior Officials, including the SCE Chair will be nominated by the SOM Chair at CSOM to assist the SCE Chair the following year.
- Chairs/Lead Shepherds of relevant APEC fora will be invited to participate in the first SCE meeting of the year at SOM I as the Meeting of the ECOTECH Committee of the Whole (SCE-COW).

Internal organisation arrangements

- The operation and effectiveness of the SCE will be reviewed periodically, no less than every two years.
- SCE will report directly to the SOM.
- Chair to be the incoming Senior Official of the host economy.
- The core group will include Senior Officials of the previous (immediate past) and current host economies.
- Core group membership will be for a one-year term.
- SCE will be assisted by the APEC Secretariat.

Meeting arrangements

- SCE will meet three times a year in the margins of SOM. At SOM I it will be convened as the SCE-COW and include Chairs/Lead Shepherds of relevant APEC fora.
- SCE will convene as close as possible to SOM meetings.

Work mandate

The SCE will coordinate action-oriented and integrated strategies in accordance with Leaders' and Ministers' commitments and the 1996 APEC Framework for Strengthening Economic Cooperation and Development and 2003 ECOTECH priorities. It will:

- Provide policy recommendations on APEC ECOTECH-related issues to SOM.
- Develop a short-term plan and priorities to best implement APEC's ECOTECH activities for the coming APEC year.
- Coordinate and supervise ECOTECH-related Working Groups and SOM Special Task Groups and provide policy guidance to these groups on the ECOTECH agenda.
- Assess and direct realignment of individual work plans of Working Groups and SOM Special Task Groups with the SCE's medium- and long-term work plans; to this purpose, all Working Groups and SOM Special Task Groups should submit their annual work plans to the SCE four weeks prior to SOM I for consideration at the SCE-COW.
- Approve and rank (in terms of relevance to policy priorities), all ECOTECH-related project proposals ahead of presentation to the Budget Management Committee (BMC).
- Evaluate the progress of Working Groups and SOM Special Task Groups in implementing and achieving APEC's ECOTECH priorities.
- Compile progress and evaluation reports of Working Groups and SOM Special Task Groups for review and report to SOM.
- Review the role and operation of Working Groups, Task Forces and Networks, with a view to making recommendations to the SOM on establishing, merging, disbanding or reorienting these bodies.
- Review the 1996 Framework for Strengthening Economic Cooperation and Development and the four APEC-wide ECOTECH priorities identified in 2003 and make recommendations to SOM.
- Encourage active participation of International Financial Institutions (IFIs), relevant international organisations, the private sector and other relevant stakeholders such as the APEC Business Advisory Council (ABAC) in the capacity-building activities of economic and technical cooperation through the creation of linkages.

ANNEX B

SOM STEERING COMMITTEE ON ECONOMIC AND TECHNICAL COOPERATION 2007 WORK PROGRAM

**SOM STEERING COMMITTEE ON
ECONOMIC AND TECHNICAL COOPERATION
2007 WORK PROGRAM**

The SOM Steering Committee on ECOTECH (SCE) will strengthen implementation of APEC's ECOTECH activities by prioritising in accordance with Leaders' and Ministers' commitments, coordinating and providing oversight of the work of APEC fora and provide strategic policy guidance on ways to contribute to APEC's ECOTECH goals and objectives.

1. Proposed Workplan and Concrete Deliverables for 2007 in Response to Leaders/Ministers/SOM Decisions and SCE Priorities

Continue efforts to improve the operations and work of working groups, task forces and networks to ensure ECOTECH activities are targeted, effective and efficient to make the best use of scarce resources in 2007 and beyond.

- Implement the recommendations of the SCE Fora review.
- Identify policy criteria to guide the evaluation and ranking of all ECOTECH-related project proposals ahead of presentation to the Budget Management Committee (BMC).

Coordinate and supervise all ECOTECH-related working groups and SOM special task groups and provide strategic policy guidance to these groups on the ECOTECH agenda, particularly for capacity building in areas including human resource development, SMEs, knowledge and information technology, private sector development, human, health and energy security and emergency preparedness.

- Coordinate and oversee activities related to sustainable development in working groups, committees, task forces and networks.
- Identify a forum to coordinate and monitor the implementation of the Invasive Alien Species Strategy.
- Work with the Human Resources Development Working Group (HRDWG) to help coordinate the Strategic Action Plan on English and other Languages.

Provide policy recommendations on APEC ECOTECH-related issues to SOM.

2. Anticipated Activities and/or Proposed Workplan with Outside Organisations in Response to Ministers' Call for Greater engagement with:

- A) Business Sector; and
- B) Other Organisations/Stakeholders, including the international financial institutions (IFIs) and other international Organisations

Undertake outreach to the broader community including:

- 2007 SOM Report on Economic and Technical Cooperation;
- Publicising key outcomes of ECOTECH activities; and
- Collaboration with the ABAC.

Continue implementation of a program for collaboration with IFIs, drawing on the recommendations of the second APEC/IFIs Policy Dialogue and encourage linkage between IFIs and APEC to facilitate identified capacity-building needs of member economies.

3. Expected Outcomes/Deliverables for 2007

1. Successful implementation of the outcomes of the SCE Fora Review and to further strengthen, streamline and make more effective economic and technical cooperation in APEC.
2. Development of strategic direction for economic and technical cooperation reform initiatives in APEC into 2008 and beyond.
3. Identification of policy criteria for 2007--08 and further streamlining of APEC project management and funding allocation.

SOM Steering Committee on ECOTECH 2007 Work Program Progress Report

Task	Actions	Outcome	Status
Continue efforts to improve the operations and work of working groups, task forces and networks to ensure ECOTECH activities are targeted, effective and efficient to make the best use of scarce resources in 2007 and beyond.	Implement the recommendations of the SCE Fora review.	Most recommendations have been successfully implemented.	Excluding independent assessments to be conducted this year. Completed.
	Identify policy criteria to guide the evaluation and ranking of all ECOTECH-related project proposals ahead of presentation to the Budget Management Committee (BMC).	Policy criteria endorsed at SCE1.	Completed.
Coordinate and supervise all ECOTECH-related working groups and SOM Special Task Groups and provide strategic policy guidance to these groups on the ECOTECH agenda, particularly for capacity building in areas including human resource development, SMEs, knowledge and information technology, private sector development, human, health and energy security and emergency preparedness.	SCE continues to supervise the work of the working groups and SOM taskforces.	Fora Workplans were endorsed at SCE2 and the fora report endorsed at SCE3.	Ongoing.
Provide policy recommendations on APEC ECOTECH-related issues to SOM.	SCE continues to focus on ongoing reform and ECOTECH policy issues	Ongoing.	Ongoing.
Undertake outreach to the broader community.	2007 SOM Report on Economic and Technical Cooperation and the 2007 Fora Report.	Endorsed at SOM3.	Ongoing.
Continue implementation of a program for collaboration with IFIs, drawing on the recommendations of the second APEC/IFIs Policy Dialogue and encourage linkage between IFIs and APEC to facilitate identified capacity building needs of member economies.	A survey will be conducted on IFIs collaboration with a view to hosting a IFIs dialogue in 2008.	Ongoing.	Ongoing.

ANNEX C

SOM STEERING COMMITTEE ON ECONOMIC AND TECHNICAL COOPERATION POLICY CRITERIA FOR 2007–2008 PROJECTS

SOM STEERING COMMITTEE ON ECONOMIC AND TECHNICAL COOPERATION POLICY CRITERIA FOR 2007–08 PROJECTS

In assessing ECOTECH 2007–08 projects, priority will be given to capacity-building activities for developing economies under the Manila Framework in accordance with the following categories:

High
Category 1: Leaders' Key ECOTECH Priorities*
Advancing Freer Trade: the Doha Development Agenda; regional integration; FTAs/RTAs; the Hanoi Action Plan; Structural Reform; and investment facilitation. Enhancing Human Security: counter-terrorism; health security; avian influenza and emergency preparedness; energy security; and anti-corruption. Building Stronger Societies and a More Dynamic and Harmonious Community: education; SMEs; ICT; tourism cooperation; and APEC reform.
Medium
Category 2: Ministers' ECOTECH Priorities (additional to above)
Private sector development; sustainable development; human resource development; marine and coastal resources, fisheries and aquaculture; and socio-economic disparities.
Category 3: Sectoral Ministers' priorities*
Avian Influenza Ministers (2006); Tourism Ministers (2006), SME Ministers (2006), Finance Ministers (2006)
Low
Category 4
Other capacity-building activities that fall within the Manila Framework.

** To be updated following 2007 sectoral ministerial meetings.*

ANNEX D

SOM STEERING COMMITTEE ON ECONOMIC AND TECHNICAL COOPERATION REVIEW OF FORA RECOMMENDATIONS

SOM STEERING COMMITTEE ON ECONOMIC AND TECHNICAL COOPERATION REVIEW OF FORA

Report to SOM

The SOM Steering Committee on ECOTECH (SCE) was mandated to conduct a review of APEC Working Groups and Task Forces and to make recommendations to Senior Officials on establishing, merging, disbanding or reorienting these bodies.

The SCE undertook extensive consultation throughout the year with members and fora, examined information on terms of reference (ToR), meeting arrangements and project history and conducted a survey of views across economies and fora. Draft discussion papers were tabled at SCEII (2006/SOMII/SCE/012), SCEIII (2006/SOMIII/SCE/002) and distributed intersessionally and a final outcomes paper was tabled and discussed at SCEIV (2006/CSOM/SCE/001).

The SOM Steering Committee on ECOTECH (SCE) recommends that SOM endorse the following recommendations:

Recommendation 1

The Social Safety Nets Capacity Building Network (SSNCBN) be merged into the Human Resource Development Working Group (HRDWG).

Next steps: The HRDWG and SSN-CBN to discuss at the SCE-COW meeting in January 2007 how Recommendation 1 might be implemented. In consultation with the SCE, the two fora are requested to analyse their ToR and prepare a proposal outlining the process for the merger, taking into consideration comments raised by members in Appendix II.

Recommendation 2

Further consideration be given to merging the High-Level Policy Dialogue on Agricultural Biotechnology (HLPDAB) with the Agricultural Technical Cooperation Working Group (ACTWG).

Next steps: Taking into account alternative suggestions, the SCE recommends that an independent assessment be conducted on the ATCWG in 2007 to review the ATCWG and its sub-fora, including a critical assessment of the option to merge the ATCWG with the HLPDAB, and, if applicable, to prepare a plan for merging the fora from 2008 onwards.

Recommendation 3

The Non-Ferrous Metals Dialogue (NFMD) be incorporated into the EWG sub-fora Expert Group on Mining, Exploration and Energy Development (GEMEED).

Next steps: The EWG and NFMD to discuss at the SCE-COW meeting in January 2007 how the merger might take effect. In consultation with the SCE and CTI, the two fora are requested to analyse their ToR and prepare a proposal to implement the recommendation, taking into consideration comments raised by members in Appendix II.

Recommendation 4

The Fisheries Working Group (FWG) and the Marine Resource Conservation Working Groups (MRCWG) continue to collaborate and consult closely, including through annual joint meetings from 2007 onwards. The SCE also recommends that the fora revise their ToRs in consultation to identify how they will collaborate on areas of mutual interest and to indicate a clearer link with broader APEC priorities.

Next steps: The FWG and MRCWG to discuss at the SCE-COW in January 2007 how Recommendation 4 might be implemented. The MRCWG undergo an independent assessment in 2007, which should consider the results of the 2006 assessment of the FWG. The independent assessment should also address the feasibility of merging the two groups.

Recommendation 5

The Gender Focal Point Network (GFPN) work with the executive director to establish the level of Secretariat support available to support the network's work program and to ensure that the support given leads to substantive outcomes related to gender integration in APEC.

Next steps: The SCE recommends that an independent assessment be undertaken of the GFPN in 2007 to identify how gender work in APEC could be strengthened, including whether it should continue as a separate forum or whether its work could be mainstreamed.

Recommendation 6

The Cultural Focal Point Network (CFPN) be disbanded.

Next steps: The HRDWG and Tourism Working Group include integration of culture in APEC activities in their ToR; other fora be encouraged to consider how cultural/community-building aspects might be better incorporated into their work.

Recommendation 7

The SCE recommends that further consideration be given to the suggestions for improving the operations of the Telecommunications Working Group (TELWG) and Electronic Commerce Steering (ECSG) in 2007.

Next steps: As a first step, it is recommended that the chairs of the CTI and EC consult with the ECSG and TELWG and make recommendations to SOM in 2007.

Recommendation 8

The SCE recommends that the Trade Promotion Working Group (WGTP) be incorporated into the Small and Medium Enterprises Working Group (SMEWG).

Next steps: The SMEWG and WGTP to discuss at the SCE-COW meeting in January 2007 how Recommendation 8 might be implemented. In consultation with the SCE, the two fora are requested to analyse their ToR and prepare a proposal outlining the process for the merger, taking into consideration comments raised by members in Appendix II and the SMEWG Independent Assessment recommendations.

Recommendation 9

The SCE recommends that the Tourism Working Group (TWG) remains an independent working group at this stage, but be subject to further review in 2008.

Next steps: The SCE requests that the TWG reports back with concrete proposals on reforming, reinvigorating and refocusing the TWG in 2007, taking into consideration outcomes of the TWG Independent Assessment and concerns of the SCE.

Recommendation 10

The SCE recommends that further consideration be given to possibilities for improving the synergies between the Anti-Corruption and Transparency Experts Task Force (ACT) and the Economic Committee (EC), taking account of related work being conducted in CTI sub-fora such as Strengthening Economic Legal Infrastructure (SELI) and the Competition Policy and Deregulation Group (CPDG).

Next steps: To begin this process the chairs of the CTI, EC and ACT should consult and make recommendations to SOM in 2007.

Recommendation 11

The SCE recommends that further consideration be given to transforming the Health Task Force (HTF) to a working group during the review of its mandate in 2007.

Next steps: The HTF is requested to report back to the SCE on completion of its review.

Recommendation 12

The SCE recommends that the list of suggestions for improving working arrangements (at Annex A) be endorsed and implemented in 2007.

RECOMMENDATIONS FOR IMPROVING WORKING ARRANGEMENTS

The SCE recommends that:

- The Secretariat develops guidelines on ToR to ensure all SCE fora have relevant and targeted ToR, which reflect a clear strategic focus, establish policy criteria, clearly define key goals and projected outputs, include a sunset clause and provide for periodic review and evaluation against set objectives.
- The Secretariat develops a standardised reporting process for all fora, based on the SCE Fora Report for endorsement by SOM.
- A two-year fixed term arrangement be put in place for all lead shepherds and chairs.
- All fora minimise events and meeting schedules and ensure they are well timed, consistent with APEC processes, and well targeted to ensure relevant participation.
- The Secretariat develops a program of independent assessments to evaluate all SCE Working Groups and Task Forces and support periodic review processes, starting with those Working Groups identified in Recommendations 2, 4 and 5 above. The APEC Secretariat is asked to prepare a plan, including funding suggestions, for consideration at SCEI.
- The Secretariat develops standardised project proposal processes and put in place mechanisms to ensure that when Program Directors are processing project proposals they check that appropriate consultation with other fora has occurred before submitting to the Budget and Management Committee (BMC).
- The Secretariat re-examines guidelines for projects with a view to strengthening design outlines and sponsoring arrangements, including the roles and responsibilities of co-sponsors.
- The Secretariat develops a more accurate reporting structure for self-funded projects for SCE endorsement.

The SCE reaffirms the need to adhere to the guidelines governing the establishment of APEC fora, and recommends that these guidelines be reviewed by the Secretariat to ensure they reflect current policy.

The SCE also recommends that a further review be conducted with regard to the ability of the Secretariat, given limited resources, to comprehensively and productively support all APEC fora.

ANNEX E

SCE3 UPDATE: RECOMMENDATIONS OF REVIEW OF FORA IMPLEMENTATION

SCE3 UPDATE: RECOMMENDATIONS OF THE REVIEW OF FORA IMPLEMENTATION

Recommendation	Progress in the implementation	Expected timeline
Recommendation 1 The Social Safety Nets Capacity Building Network (SSNCBN) be merged into the Human Resource Development Working Group (HRDWG).	- The HRDWG and SSNCBN have endorsed the new ToR. - The merged sub-fora will retain the name Labour and Social Protection Network (LSPN). - The new ToR will be presented to SCE3 for approval.	LSPN Chair will co-chair the final SSNCBN meeting in June. Final ToR to be submitted to SCE by SCE3. Expected completion: July 2007.
Recommendation 2 Further consideration be given to merging the High Level Policy Dialogue on Agricultural Biotechnology (HLPDAB) with the Agricultural Technical Cooperation Working Group (ACTWG).	- An independent assessment will be undertaken in 2007 (Annex D). - SCE members agreed that the scope should be narrow (ATCWG and HLPDAB). - Project proposal approved by BMC1 in March 2007. - The ATCWG agreed that the HLPDAB will hold back-to-back meetings with the Research, Development and Extension of Agricultural Biotechnology (RDEAB) The HLPDAB's strong linkages to the private sector should also help enhance RDEAB's activities with the private sector.	Independent Assessment commenced June 2007. Final Report to be submitted to SCE in 2008. Expected completion: 2008.
Recommendation 3 The Non-Ferrous Metals Dialogue (NFMD) be incorporated into the EWG sub-fora Expert Group on Mining, Exploration and Energy Development (GEMEED).	- Mining Ministers met in February 2007 in Perth and Ministers noted the proposal to establish a Mining Working Group. - Ministers instructed mining officials to work with the Russian Federation to develop a detailed proposal for the APEC Senior Officials meeting on 22 June–3 July 2007, including objectives, terms of reference and operating procedures for submission to APEC Senior Officials and subsequently to the APEC	Proposal, including options for the proposed new fora to be submitted to SCEIII. Expected completion: Approval of structure and ToR Sept 2007. Implementation 2008.

Recommendation	Progress in the implementation	Expected timeline
	Ministerial meeting in September 2007. - NFMD met on 16 April to discuss the merger and agreed that the “merged group” would cover mining, minerals and metals issues from extraction through to processing and also cover issues of trade and investment. - SCE2 instructed that the final proposal to be submitted to SCE III should include a detailed case and adhere to the guidelines of establishing new fora. The proposal should also include discussion on options, including remaining as a sub-fora or becoming a task force.	
Recommendation 4 The Fisheries Working Group (FWG) and the Marine Resource Conservation Working Group (MRCWG) continue to collaborate and consult closely, including through annual joint meetings from 2007 onwards. The SCE also recommends that the fora revise their ToRs in consultation to identify how they will collaborate on areas of mutual interest and to indicate a clearer link with broader APEC priorities.	FWG and MRCWG meetings were held concurrently in 2007. Project proposal approved by BMC1 in March 2007. Deadline extended for the receipt of consultant proposals due to insufficient response.	Project expected to commence in July 2007. Expected completion: 2008.
Recommendation 5 The Gender Focal Point Network (GFPN) work with the Executive Director to establish the level of Secretariat support available for the network’s work program and to ensure that the support given leads to substantive outcomes related to gender integration in APEC.	GFPN welcomed the assessment as a means to strengthen the work of the network. GFPN to commence discussions with Executive Director. Project proposal approved by BMC1 in March 2007.	Project commenced in June 2007. The consultant attended the GFPN and WLN meetings. Expected completion: 2008.
Recommendation 6 The Cultural Focal Point Network (CFPN) be disbanded.	- CFPN has been disbanded. - TWG agreed on the integration of	The HRDWG has incorporated culture into its ToR, which is being

Recommendation	Progress in the implementation	Expected timeline
	cultural issues within its work. - HRD is currently considering cultural issues as part of its agenda and fully agreed with including this topic in its ToR.	submitted to the SCE3 for approval. SCE2 endorsed the TWG's paper outlining proposed next steps for the fora. Expected completion: July 2007.
Recommendation 7 The SCE recommends that further consideration be given to the suggestions for improving the operations of the Telecommunications and Information Working Group (TELWG) and Electronic Commerce Steering Group (ECSG) in 2007.	CTI has approved the move of ECSG to become a CTI sub-fora.	ECSG/CTI to update SCE3. TEL component completed. Expected completion: Once approved by Ministers in September, implementation will take effect immediately.
Recommendation 8 The SCE recommends that the Trade Promotion Working Group (WGTP) be incorporated into the Small and Medium Enterprises Working Group (SMEWG).	- SMEWG presented a strategy for the incorporation of the WGTP into the SMEWG. - SCE1 endorsed the proposed strategy to incorporate the WGTP into the SMEWG. - The SMEWG tabled an update on its progress for SCE2.	The first meeting of the new SMEWG will be held in Bali, Indonesia in late August 2007 Expected completion: August.
Recommendation 9 The SCE recommends that the Tourism Working Group (TWG) remain an independent working group at this stage, but be subject to further review in 2008.	- TWG expressed its firm resolve to continue to be a separate group and advised that the group is currently undergoing an independent assessment. - TWG submitted a report to SCE2. TWG Chair, Helen Cox, updated the SCE members about the independent assessment. She advised that after extensive delays and although the draft report was still pending from the consultant, the TWG had decided to prepare a report based on the preliminary findings.	For further review in 2008.

Recommendation	Progress in the implementation	Expected timeline
	This report was tabled for SCE consideration (2007/SOM2/SCE/009). The SCE endorsed the report and requested that the TWG report back to this committee on the progress.	
Recommendation 10 The SCE recommends that further consideration be given to possibilities for improving the synergies between the Anti-Corruption and Transparency Experts Task Force (ACT) and the Economic Committee (EC), taking account of related work being conducted in CTI sub-fora such as Strengthening Economic Legal Infrastructure (SELI) and the Competition Policy and Deregulation Group (CPDG).	The ACT Chair sent a message (2007/SOM2/SCE/008a) to the Secretariat on 16 April reporting on the outcomes of the consultation process with the CTI and EC Chairs. The Chairs have agreed that the work programmes of the three bodies, while mutually reinforcing, are separate and discrete and involve quite individual streams of activity and participating officials. They do not recommend any changes to structure or lines of reporting at this stage. To maximise synergies and minimise the future scope for duplication, the Chairs have agreed to annually review each others' work programs, and take opportunities to attend meetings of the other two bodies to discuss activities of mutual interest and assess the scope for cooperation and collaboration."	Completed.
Recommendation 11 The SCE recommends that further consideration be given to transforming the Health Task Force (HTF) to a working group during the review of its mandate in 2007.	HTF discussed the issue interessionally and prepared a paper for consideration by SCE2 proposing that HTF becomes a working group. The paper tabled by the HTF on this issue entitled HTF Beyond 2007 (2007/SOM2/SCE/05), which responded to the Ministerial recommendation and that agreed to the HTF become a working group. SCE members expressed support for the proposal. The SCE requested HTF submit ToR and workplan to the	SCE to submit the proposal to Ministers for final endorsement. Expected completion: September 2007.

Recommendation	Progress in the implementation	Expected timeline
	committee for endorsement. The SCE formally endorsed the recommendation that the HTF become a working group.	
Recommendation 12 The SCE recommends that the list of suggestions for improving working arrangements (at Annex A) be endorsed and implemented in 2007.	The Secretariat to updated members about the new guidelines under Recommendation 12 (2007/SOM2/SCE/10 & Annexes A-F). SCE members endorsed: 1. The Guidelines for Lead Shepherds and Chairs (Annex A); 2. The Guidelines for the Establishment of New Fora (Annex B); and 3. The program of Independent Assessments (Annex D) On annex E, Chile requested that a clearer reporting line through SCE be included for Working Groups. The Secretariat advised it would revise the structure and distribute it intersessionally. The SCE endorsed mechanisms to improve the project management process (Annex C). The Secretariat invited SCE members to provide feedback on reporting needs through a survey that would be undertaken intersessionally. The Secretariat also requested feedback on suggestions on the calendar reform within four weeks (Annex F).	Annexes A-D completed. Annexes E and F for consideration at SCE3 Expected completion: July 2007.

ANNEX F

GUIDELINES FOR ESTABLISHMENT OF NEW FORA

GUIDELINES FOR THE ESTABLISHMENT OF NEW APEC FORA

In 1998, SOM undertook a management review of APEC fora. The final report was submitted to Ministers in November 2000, including recommendations on criteria for the establishment of new APEC fora.

As part of this review, Ministers agreed on a moratorium on the creation of new fora during the review period and stated that if it becomes absolutely necessary for a forum to be created to deal with unanticipated priorities, it should be in the form of an ad hoc task force under the SOM, with a definite life span.

In November 2000, SOM endorsed its *Final Report on the Management Review* including guidelines on the 'Establishment of New APEC Fora' and the 'Rationalisation of the Nomenclature of APEC Fora'.

In 2006, the SOM Steering Committee on ECOTECH (SCE) undertook a review of all Working Groups and SOM Task Forces and made recommendations for improved working arrangements. As part of this review the SCE reaffirmed the need to adhere to the criteria for the establishment of new APEC fora and requested the APEC Secretariat review the guidelines to ensure they reflected current policy. The SCE also requested the Secretariat develop guidelines on fora terms of reference (ToR) to ensure all SCE fora have relevant and focused ToRs. This document includes the new guidelines for ToRs.

Rationalisation of Nomenclature for APEC Fora

In 2000, a three-tiered structure for naming fora was established:

- Committee (policy-level with coordinating functions)
- Working Group (sectoral-level)
- Task Force (short-term, with specific terms of reference)

A couple of Task Forces use a different nomenclature although remain a Task Force in status: the Gender Focal Point Network (GFPN) and the Electronic Commerce Steering Group (ECSG). Given their roles, this may be appropriate nomenclature but the issue can be considered further within the context of their independent assessments. Sub-fora continue to hold different names such as networks and groups.

Criteria for the establishment of new APEC Fora and extension of existing APEC Fora

While recognising the need to accommodate the ever-expanding nature of APEC work, there is also a clear directive from the Leaders to further streamline the APEC management process. Therefore, every effort should be made to incorporate new tasks into the work programs of existing APEC fora with approval of SOM. Where this is not feasible, a short-term task force may be established.

Task Forces

- A task force is a short-term group under the auspices of either SOM or an existing APEC

forum under the delegated authority of SOM.

- A task force is mandated for a maximum period of two years.

Working Group

- A working group is a sectoral-level meeting under the auspices of either SOM or an existing APEC forum under the delegated authority of SOM.
- A working group has a medium- to long-term agenda.
- A working group ToR will contain a review clause for a review at least every four years.

Criteria for Establishment

1. A proposal to establish new fora must specify the work to be undertaken resulting from instructions of APEC Economic Leaders or Ministers and explain why they cannot be dealt with by existing fora.
2. The establishment of new fora requires the approval of SOM by consensus.
3. A task force may be established to undertake a one-off specific task to report to the SCE or to undertake work in an area of interest to determine whether there is scope to develop a medium- to long-term agenda that would benefit APEC economies.
4. A proposal to extend the term of a task force may be considered by SOM towards the end of its mandate. A report must be submitted to SOM outlining recommendations to support the extension of a task force, including a review of the ToR.
5. A working group may be established if it is determined that a medium- to long-term agenda has been developed that would benefit APEC economies and is consistent with priorities established by Leaders and Ministers.
6. Draft ToR for new fora must adhere to the guidelines detailed below.

Guidelines for the development of Terms of Reference for APEC Fora

In 2006, the SCE recommended the Secretariat develop guidelines on ToR to ensure all SCE fora have relevant and targeted ToR. The ToR must reflect a clear strategic focus, establish policy criteria, clearly define goals and projected outputs, and include a sunset clause, which identifies a timeline for review.

All new APEC fora are to submit their ToR to the SCE for endorsement. Any changes to the ToR of existing fora should also be submitted to the SCE for approval. The following guidelines have been developed to guide fora in developing ToR.

The ToR should include:

1. a statement of goals and objectives, which reflect a clear strategic focus;
2. an outline of current priorities and projected outputs;
3. the structure of the group and working arrangements, including the rotation of the chair (every two years), meeting arrangements (meetings schedules should be minimised and well-timed to ensure relevant participation and consistency with APEC processes), and reporting

requirements (annual reporting through the SCE Fora Report or as requested by SOM);

4. proposed cooperation/consultation with other APEC fora, the private sector, international financial institutions and other international organisations; and
5. a sunset or review clause (after two years for task forces and four years for all other fora). The sunset clause should include a review of achievements against stated objectives and outputs, and consider whether the fora should continue to operate.

ANNEX G

GUIDELINES FOR LEAD SHEPHERD/CHAIR AND DEPUTY LEAD SHEPHERD/CHAIR OF APEC WORKING GROUPS AND SOM TASK FORCES

GUIDELINES FOR LEAD SHEPHERD/CHAIR AND DEPUTY LEAD SHEPHERD/CHAIR OF APEC WORKING GROUPS AND SOM TASK FORCES

(Excluding the Budget Management Committee (BMC); the Committee of Trade and Investment (CTI) and its sub-fora; the Economic Committee (EC); the SOM Steering Committee for Economic and Technical Cooperation (SCE) and Finance Ministers Process (FMP)).

Introduction

Until 1994, there were no guidelines for the Chair or Lead Shepherd at the level of APEC working groups. In some cases, the working groups by consultation and consensus, had defined their own set of guidelines and rotation system.

In May 1994 in Bali, Indonesia, APEC Senior Officials endorsed the Budget and Administrative Committee (BAC) recommendation that APEC working groups and other APEC fora select a Lead Shepherd or a Coordinator to serve for a one-to-two-year period on a rotation basis. The objective of this decision was to improve efficiency and coordination.

The Consolidated Guidelines on the Rotation System for Lead Shepherd/Chair and Deputy Lead Shepherd/Chair of APEC Working Groups and other APEC Fora Principles was endorsed in 1998 to provide clarity to the roles and to the rotation system of Lead Shepherds and Chairs.

In 2006, the SCE undertook a comprehensive review of all working groups and SOM task forces and recommended several improvements for working arrangements. This update of the Consolidated Guidelines reflects the recommendations of the review and replaces the 1998 guidelines. The original guidelines are attached below and areas updated highlighted.

Basic principles

1. The APEC principles applying to chairing APEC Ministerial and APEC Informal Leaders Meeting remain unmodified.
2. These guidelines are consistent with APEC principles of voluntarism and consensus building, as any member economy may express its interest and be selected as Lead Shepherd/Chair or Deputy Lead Shepherd/Chair of a working group or other APEC fora.
3. These guidelines aim to enhance wider participation, shared leadership, and to ensure that more members assume the role and responsibility of Lead Shepherd/Chair or Deputy Lead Shepherd/Chair, as well as, to promote a greater synergy in the activities of working groups and other APEC fora.
4. These guidelines allow for flexibility in their implementation on the grounds of the reality of each individual working group or other APEC fora.

Guidelines

1. Each APEC working group and other APEC fora will select a Lead Shepherd/Chair, who will have a minimum two-year term (two calendar years). Exceptions to this rule require approval by the groups concerned as well as SCE.¹
2. One or more Deputy Lead Shepherds/Chairs will be selected by the working groups and other APEC fora to assist the Lead Shepherd/Chair.
3. In the event that the Lead Shepherd/Chair could not continue with his/her duties, the Deputy Lead Shepherd/Chair will assume the position of the Lead Shepherd/Chair for the remainder of the calendar year, or until a new Chair is nominated.
4. If the Deputy Lead Shepherd/Chair is unable to continue with his/her duties, a new Deputy Lead Shepherd/Chair would be selected.
5. At the last meeting—within the time frame of the two-year term—a new Lead Shepherd/Chair and a new Deputy Lead Shepherd/Chair will be selected—on a rotation or volunteer basis—by each APEC working group and/or APEC fora.
6. A Lead Shepherd/Chair should not normally serve for more than two consecutive two-year terms as Lead Shepherd/Chair of a working group and other APEC fora.
7. None of the above mentioned procedures prevent a particular working group and other APEC fora—on the grounds of their own reality—from establishing an advisory committee to ensure assistance, support and continuity in the tasks and responsibilities allocated to the Lead Shepherd/Chair or Deputy Lead Shepherd/Chair of a working group and other APEC fora.

The duties of the Lead Shepherd/Chair of a working group and/or other APEC fora:

- Coordinate the schedule and chair meetings as well as prepare reports of the meetings.
- Lead the implementation of the action program and other activities to fulfill instructions given by APEC Leaders, Ministers and Senior Officials and report to Senior Officials on the development of these issues.
- Oversee the development of activities ensuring that the work is responding to Leaders' and Ministers' priorities.
- Liaise with the APEC Secretariat, other APEC fora and international organisations to enhance the quality of activities including project proposals with well-defined outcomes and track the progress of project implementation.
- Act as the spokesperson for the relevant working group or APEC fora.

The duties of the Deputy Lead Shepherd/Chair will be to assist the Lead Shepherd/Chair to fulfill the mandate and the activities of the working group or other APEC fora.

Further information to assist Lead Shepherds and Chairs about hosting meetings can be found in the *Guidebook on APEC Procedures and Practices*; *Guidelines for Hosting APEC meetings*; and *the Guidebook on APEC projects*.

¹ Suggestions have been made that this be a “minimum of two years” to enable flexibility for fora with longer term chairs.

The level of assistance that the Chair/Lead Shepherd can expect from the APEC Secretariat's Program Director

The Program Directors (PDs) are officials seconded by member economies to work for the APEC Secretariat for a duration of normally three years. They are usually officials with different backgrounds and experience, and may not possess technical expertise in the particular subject area of the forum. As their responsibilities may cover more than one forum or assignment, PDs are unable to fully support the Chair/Lead Shepherd as a full-time assistant. It is desirable that the Chair/Lead Shepherd seek his/her own staff for personal assistance and utilise the PD in a way that best serves the group.

While the Chair/Lead Shepherd of an APEC forum is responsible for coordination and overseeing of the activities conducted by that forum, the PD can assist the Chair/Lead Shepherd in the following areas:

- maintenance of the relevant public website and APEC Collaboration System (ACS) site for the group;
- preparation of the draft meeting agenda;
- coordination with members of the group;
- conveying messages from the Chair/Lead Shepherd with regard to the meeting;
- taking minutes and/or preparation of the summary record of the meeting, if required;
- following-up the agreed decisions by the group during the inter-sessional period; and
- supporting implementation of APEC projects.

Maintenance of Public Website and ACS Site for the group

All APEC fora will have their webpage posted in the APEC Secretariat's website for public access. The group's ACS site serves as an online space for members to undertake inter-sessional work, collaboration, discussion and information-sharing. The PD will be responsible for maintaining and updating the contents of both sites.

The APEC Secretariat's website also contains the Events Calendar which provided information on APEC-related events throughout the year. The PD can assist in publicising events or meetings when information is available from the Chair/Lead Shepherd or organiser of the events.

Preparation of the meeting agenda

If requested, the PD can assist in the preparation of drafting the meeting agenda based on the outcomes of the previous meeting. Once this is approved by the Chair/Lead Shepherd, the PD can circulate the draft to all members for comment and keep it up to date. It is desirable that the draft agenda be circulated at least four weeks before the meeting.

In the meeting, the role of the PD is to facilitate the meeting; provide information on the latest developments in APEC; and advise on procedural matters regarding participation in APEC meetings, participation of APEC officials in non-APEC meetings, submission of meeting documents and implementation of APEC projects.

At the first annual meeting of the forum, it is customary that the PD will table a report on APEC developments so that the group is informed of the current theme, sub-themes, priorities and major decisions adopted by Leaders, Ministers and Senior Officials since their last meetings. In addition, the PD may brief the group on other issues of interest to the forum such as SOM and relevant

committee-level instructions, project deadlines and any other important but yet unresolved issue within the group for consideration.

The documentation process is vital to ensure that all meeting documents are complete and kept by the APEC Secretariat Library for dissemination to members and the public. The PD will help the host and the Chair/Lead Shepherd to properly prepare all documents according to the Meeting Documents Guidelines. Once the meeting is completed, the PD will need to collect all meeting documents and submit to the APEC Secretariat Library.

During the course of the meeting, questions may be raised by members on the procedures and practices in APEC relating to project implementation, the application for different sources of APEC funding (Operational Account, TILF Fund, APEC Support Fund), etc. The PD can help to clarify these.

Coordination with members of the group

As the issues discussed in APEC are often cross-cutting or may have wide implications to other fora, PDs will assist in providing information about those cross-cutting or overlapping issues related to the group. PDs can also liaise with other fora, if requested, on behalf of the Chair/Lead Shepherd. This usually can be done through internal coordination with other PDs in the Secretariat or directly with the Chair/Lead Shepherd of the other fora.

If the forum wishes to invite non-APEC members to their meeting, it should consult the PD who will advise the forum on the correct procedure based on the *Revised Consolidated Guidelines on Non-Member Participation in APEC Activities* approved by the AMM in 2005.

Conveying messages from the Chair/Lead Shepherd with regard to the meeting

Once agreement has been made to host a meeting, the host economy is expected to move as quickly as possible to decide on the location and exact meeting dates and inform all appropriate APEC contact points. The PD can help disseminate information to all APEC contact points, and advise the host economy and the Chair/Lead Shepherd on suitable arrangements. If the meeting is not held in conjunction with the SOM and Related Meetings, it is advisable that an Administrative Circular be prepared by the host in coordination with the PD and the Chairperson. The Administrative Circular usually includes information such as the responsible host economy contact points, meeting venue, registration/accreditation, arrival/entry formalities, accommodation arrangements, delegates' facilities, document reproduction and distribution procedures, and other useful information. It is preferable to have the Administrative Circular available at least six weeks before the meeting.

If the forum meeting is held in the margins of SOM, the PD will liaise with the Special Assistant (SA) to the Executive Director of the APEC Secretariat who will act as the coordinator with the Task Force or Organizing Committee of the host and provide necessary information including the number of participants, meeting room arrangements, necessary equipment needed to conduct the meeting and the preferred meeting schedule as requested by their fora.

The Secretariat has produced two documents, namely the *Guidebook on APEC Procedures and Practices* and the *Guidelines for Hosting APEC Meetings* which can help the host in preparing the APEC meetings. These can be requested from the PD.

Taking minutes or preparing the summary record of the meeting

As PDs may not be an expert on technical issues discussed in the group, it is advisable that the Chair/Lead Shepherd reach a common understanding with the PD on the level of support in taking minutes or preparing the summary record of the meeting.

As the forum/working group may be required to present its report to higher bodies (e.g., CTI, SCE, and SOM), PDs can assist the Chair/Lead Shepherd in preparing a Fora Report to the relevant committee. The template, procedure and deadline of submission of fora reports are usually advised by the relevant Committee's Coordinator.

Following-up the agreed decisions by the group during the inter-sessional period

After the meeting is completed, the PD can assist the Chair/Lead Shepherd to develop a list of inter-sessional work items and circulate to members through the ACS site or e-mail or for follow-up. The list shall contain items to be followed up, specific actions required, responsible economy or entity and deadlines. Such a list will help the group to keep track of the agreed follow-up actions or activities. The PD can help to regularly update and follow up with or remind the relevant economy to ensure the completion of the agreed work plan.

The PD can also assist the Chair/Lead Shepherd to contact other fora for follow-up or joint activities, if requested. Coordination with other fora can be done through contacting the relevant fora directly and/or through internal coordination within the Secretariat.

Supporting implementation of APEC projects

The PD will be responsible for supporting the Project Overseers (POs) from the initial stage of drafting the proposal, reminding the POs of the necessary requirements e.g., financial rules as spelled out in the *Guidebook on APEC Projects* during the implementation, and collecting the evaluation report after the project is completed. POs are encouraged to consult with PDs to ensure their projects fall within APEC's gambit and that the project meets the financial guidelines. With the introduction of the revised Project Database (PDB) in the AIMP in 2007, this collaboration can be done online.

If the projects are submitted for OA and ASF funding, the PD can assist with the guidelines and procedure to complete the Quality Assessment Framework (QAF). Full details about how to undertake the Quality Assessment Framework can be seen in the *Guidebook on APEC Project*. Alternatively, the group may encourage members to establish a Small Group on Evaluation to facilitate an effective evaluation process.

In the process of implementation, e.g., the arrangement of APEC-funded travelers to the meeting or workshop, the PD and his/her Program Assistant (PA) will assist in responding to requests from POs and APEC-funded travellers with regard to authorisation for funding and reimbursement claims.

In principle, the PD does not attend any APEC-funded or self-funded meeting organised by the PO. However, an exception may be made if a request is made in writing by the PO to the Executive Director to have a representative from the Secretariat participate in the meeting. Preferably, such a request should be made with the understanding that the PO or organiser is ready to provide funding for the participation of the Secretariat's representative. In any case, it is at the discretion of the Executive Director of the APEC Secretariat to decide on a case-by-case basis whether to send a representative.

If the project is going to produce a publication (e.g. final reports, proceedings of dialogues, workshops) or set-up a website, the PD, with the assistance of the Director of Communications and team members, can advise on APEC publication and website guidelines, including the use of APEC logo and its copyrights, and APEC style and nomenclature.

Dissemination of output from APEC projects can be useful and newsworthy. The PD, with the assistance of the Director of Communications, can assist the PO in preparing media release that can be of interest to the group or public. The PD, with the assistance of the News Manager can also assist the Chair/Lead Shepherd to arrange a briefing or interview with the media on the work done by the group or forum after the meeting.

APEC WORKING GROUPS AND INDEPENDENT ASSESSMENTS

APEC WORKING GROUPS AND INDEPENDENT ASSESSMENTS

Introduction

In 2003–04, the SOM Committee on ECOTECH (ESC) assisted the Fisheries Working Group (FWG) successfully conduct an independent assessment of its implementation of ECOTECH activities. In November 2004, Ministers welcomed this exercise and encouraged the other working groups to undertake a similar review. In 2006, Ministers also welcomed the independent assessments of the Small and Medium Enterprises Working Group (SMEWG) and the Tourism Working Group (TWG), which paved the way for improving operations and responsiveness to meeting the Bogor Goals.

As part of recommendation 12 of the fora review, the SCE requested the Secretariat develop a program of independent assessments to evaluate all SCE working groups and task forces and support periodic review processes, starting with those working groups identified in the review recommendations: Agricultural Technical Cooperation Working Group (ATCWG), the High-Level Policy Dialogue on Agriculture Biotechnology (HLPDAB), Marine Resource Conservation Working Group (MRCWG) and Gender Focal Point Network (GFPN).

BMC1 2007 approved the project proposal to undertake the 2007 Independent Assessments. As agreed by SOM, the APEC Secretariat will act as the project overseer for these projects on behalf of the SCE.

Independent Assessment Schedule

The proposed assessment schedule includes an assessment of three fora per year, which will enable each forum to be independently assessed every four years. The schedule is as follows:

2007	Marine Resource Conservation Working Group (MRCWG); Gender Focal Point Network (GFPN); Agriculture Technical Working Group (ATCWG); and the High-Level Policy Dialogue on Agriculture Biotechnology (HLPDAB)
2008	Human Resource Development Working Group (HRDWG); Energy Working Group (EWG); Anti-Corruption Task Force (ACT); Fisheries Working Group (FWG)
2009	Industrial Science and Technology Working Group (ISTWG); Telecommunications and Information (TEL); the Electronic Commerce Steering Group (ECSG) (if it hasn't been amalgamated with another forum)
2010	Transportation Working Group (TPTWG); Counter-Terrorism Task Force (CTTF); Health Task Force (HTF)
2011	Task Force on Emergency Preparedness (TFEP); Small and Medium Enterprise Working Group (SMEWG); Marine Resource Conservation Working Group (MRCWG)
2012	Tourism Working Group (TWG); Gender Focal Point Network (GFPN); Agriculture Technical Working Group (ATCWG) and the High-Level Policy Dialogue on Agriculture Biotechnology (HLPDAB); Anti-Corruption Task Force (ACT)
2013	Fisheries Working Group (FWG); Human Resource Development Working Group (HRDWG); Energy Working Group (EWG)
2014 onwards	Continues in rotational manner

ANNEX I

HEALTH TASK FORCE BEYOND 2007

HEALTH TASK FORCE BEYOND 2007

EXECUTIVE SUMMARY

In 2003, the APEC Senior Officials created an *ad hoc* Health Task Force (HTF) to focus on natural and intentionally-caused health threats which could disrupt regional economies, trade and security. The HTF was originally given a two-year time-limited mandate which was extended in 2005.

Since its creation, the APEC HTF has been responsive to the directives of APEC Leaders, Ministers and Senior Officials, and has developed ambitious workplans to allow the region to quickly prepare for public health emergencies and address current public health challenges. Member economies have been very active in the HTF, both through strong participation at meetings and through delivering high-quality projects and activities.

In 2006, the Steering Committee for ECOTECH (SCE) reviewed the relevance of all APEC sub-fora and provided this recommendation:

The SCE recommends that further consideration be given to transforming the Health Task Force (HTF) to a Working Group during the review of its mandate in 2007.

Next steps: The HTF is requested to report back to the SCE on completion of its review.

This paper serves as the HTF's response to this recommendation.

Health is and will remain a critical component of economic and trade development in the region and will remain so for the foreseeable future. APEC, as a regional forum, has provided a venue where the health concerns which affect economic development of member economies can be addressed, coupled with an organisational structure where Leaders can be informed quickly and effectively of emerging health threats and coordinated plans to address them.

To further enhance and contribute value to APEC and health issues, the HTF recommends that a Health Working Group (HWG) be established. Doing so will allow APEC to continue to address the complex health issues relating to economic development and cooperation by building on the linkages and deepening the understanding of the multi-sectoral impacts of health challenges, without duplicating the efforts of other organisations. By transforming the HTF into a Working Group, long-term and more complex projects are possible, and engagement with other APEC groups and international organisations can become more substantial. The Health Working Group will maintain a number of key organisational characteristics of the HTF to ensure that it continues to build on its effectiveness.

The Health Working Group's new mandate will build on the success of the Health Task Force in addressing health-related threats to economies, trade and security. The HWG will finalise and seek the endorsement for the HWG Terms of Reference in 2008. The Health Working Group could consider the following recommended areas of engagement:

- To further examine and address the links between health and economic development and cooperation.
- To continue to strengthen APEC member economies' capacity to respond to public health emergencies and emerging public health issues.

- To commit to broader and longer-term multi-sectoral cooperation and coordination between health experts and other sectoral experts.

Recommendation:

The HTF has developed this paper together through a series of consultations. The HTF recommends that Senior Officials:

1. Transform the Health Task Force into a Health Working Group in January 2008.
2. Request that the HTF develop a draft Terms of Reference based on the SCE Guidelines which the Health Working Group will finalise and refer to Senior Officials for endorsement after its first meeting in 2008.
3. Encourage the active participation of relevant sectors from across APEC and APEC economies in the Health Working Group.

BACKGROUND

The emergence of severe acute respiratory syndrome (SARS) in 2002-2003 and the highly-pathogenic avian influenza H5N1 in 2004 underscored to the Asia-Pacific region the major impact a public health emergency can have on individual economies and the collective, if the region is not better prepared to respond effectively.

In 2003, the APEC Senior Officials created an *ad hoc* Health Task Force (HTF) to focus on natural and intentionally caused health threats that would disrupt regional economies, trade and security. The current HTF mandate ends in December 2007. Over the last four years, the HTF had identified priorities such as avian and pandemic influenza; HIV/AIDS; and improving health outcomes through advances in health information technology.

The Steering Committee on ECOTECH (SCE) conducted a 2006 review of APEC working groups and task forces, including the HTF, and made recommendations to Senior Officials on establishing, merging, disbanding, or reorienting these bodies. The SCE consulted throughout the year with members and fora, examined information on terms of reference, meeting arrangements and project history and conducted a survey of views across economies and fora. Draft discussion papers were tabled at SCEII (2006/SOMII/SCE/012), SCEIII (2006/SOMIII/SCE/002) and distributed intersessionally; and a final outcome paper was tabled and discussed at SCEIV (2006/CSOM/SCE/001). The final paper's recommendation 11 states that:

The SCE recommends that further consideration be given to transforming the Health Task Force (HTF) to a Working Group during the review of its mandate in 2007.

Next steps: The HTF is requested to report back to the SCE on completion of its review.

This paper serves as the HTF's response to this recommendation.

HTF ACHIEVEMENTS

Over the course of its two mandates (2004–2005 and 2006–2007), the APEC HTF has been responsive to the directives of APEC Leaders, Ministers and Senior Officials. The HTF has consistently undertaken ambitious workplans to strengthen regional capacity to prepare for and respond to public health emergencies and address current public health challenges. These workplans have been successfully implemented, largely due to the active and continuous participation by member economies which have put forward projects and participated in the HTF meetings and initiatives.

APEC Leaders endorsed the *APEC Initiative on Preparing for and Mitigating an Influenza Pandemic* in November 2005. This *Initiative* identifies 11 areas for collective work by APEC economies. The HTF has responded, in just one year, to nine of the 11 items for collective action, through a variety of capacity-building workshops, sharing of information and collective action. For example, the HTF assisted in improving the ability of economies to respond to public health concerns, and worked with economies to:

- strengthen domestic pandemic preparedness plans;
- promote information sharing and technical cooperation among economies;
- enhance regional communications networks and risk communications plans; and
- improve capacity to prevent and control avian influenza at its source.

The *APEC Action Plan on the Prevention and Response to Avian and Influenza Pandemics*, adopted in May 2006, builds on the 2005 Leaders' Initiative, by committing APEC economies to

working individually and cooperatively to develop practical approaches to prevent, prepare for and mitigate the impact of avian influenza and a possible influenza pandemic. The HTF has committed to report to SOM in 2007 on its progress in meeting these commitments.

In November 2004, APEC Leader's adopted the "Fighting Against AIDS in APEC" initiative, in recognition that HIV/AIDS is a threat to the global economy and society as a whole, and committed APEC to fight HIV/AIDS regionally and globally. The Leader's also pledged their support to increase access to health care and to safe and affordable drugs for all people living with HIV/AIDS. There have also been a number of projects which have addressed HIV/AIDS issues in the workplace.

In 2003, the APEC Leaders Statement on Health Security and the SARS Action Plan mandated public health measures to prevent and respond to disease outbreaks. The HTF was instrumental in laying the groundwork for the region's provision of the health security measures outlined in these statements.

The HTF has regularly invited to its meetings representatives from other APEC fora, and international health-related institutions (WHO, UNAIDS, FAO/OIE, UN System Influenza Coordination) in order to promote cooperation and collaboration and to ensure that HTF activities were innovative and strategic.

The HTF has been very successful at engaging the business sector in a number of projects that have private sector implications in all three HTF priority areas, for example:

- the "Functioning Economies in Times of Pandemic" project which will develop guidelines to ensure business continuity;
- the "Guidelines for Improving the Management of HIV/AIDS in the workplace" project which will help create an enabling environment for employers to implement effective workplace practices for people living with HIV;
- the "e-Health Initiative" project which will help research and development innovation in the Asia-Pacific as well as build capacity in e-health in APEC economies.

RATIONALE FOR A HEALTH WORKING GROUP

Health remains a critical component of economic and trade development and cooperation in the region and will remain so for the foreseeable future. To further enhance and contribute value to APEC's responsiveness to health issues and their impacts, the HTF recommends that a Health Working Group be established. This will allow APEC to build on past successes in addressing the complex health issues relating to economic security and development.

The HTF was created with a time-limited mandate in order for it to demonstrate its value-added to APEC, the region, and to the international community. The HTF has, over the past four years, demonstrated this value-added through:

- a number of innovative projects which addressed the economic/trade dimensions of health issues;
- building the capacity of member economies to respond to emerging infectious diseases; and
- assisting the region in preparing for public health emergencies.

These achievements have contributed to and have been complemented by the development of a community of APEC public health officials with strong linkages and partnerships with the emergency preparedness and animal health sectors. APEC has also engaged in several activities that have brought together senior public health, animal health, foreign affairs, and other sectors' officials, such as the 2006 APEC Meeting of Ministers Responsible for Avian and Pandemic Influenza.

APEC has a number of characteristics which provides it with a comparative advantage to respond to health issues. One of the most important characteristic is APEC's *ability to link health with trade, agriculture, the business community, and the economy*. This allows the forum to expertly address aspects of health issues that no other multilateral fora can, and allows APEC to contribute innovative solutions and approaches into the international community.

Due to its organisational structure, APEC fora can also readily *coordinate and collaborate across many sectors*. At any one Senior Officials and related meetings, the various groups can reach across their areas of unique focus and work together to advance issues of mutual concern. The HTF has been committed to working in this fashion, and has been able to collaborate with the business community and experts in the areas of emergency preparedness; agriculture; informatics and life science innovation. Being able to draw upon this vast array of expertise to discuss health issues, and how health in turn impacts their work, is unique.

A Health Working Group could also help facilitate *deeper and longer-term cooperation* with other APEC groups, regional and international health organisations. Investment by other organisations and APEC is difficult to develop when the status of the health group is temporary. A Working Group will allow long-term relationships to develop and help avoid duplication of effort.

A Health Working Group would also be better positioned to plan and engage in *longer-term work on more complex issues*. As a temporary task force, projects are forced to adopt a short-term perspective and it is difficult to address complex health issues in their entirety. Within a Health Working Group, APEC economies could invest in some longer-term projects that will be beneficial both to the region and the economies.

Given that the HTF has been able to demonstrate this unique value-added that APEC can provide to health issues, and given that the complex links between health and the economy/trade have only

begun to be explored, there is value to consider making this a working group within APEC to ensure the important linkages created by the HTF continue. The HTF has been successful in meeting its mandate, but the range of possibilities for working on health within this forum has only recently begun to fully emerge. Member economies have stressed the benefit of continuing this work and ensuring that health issues are discussed and addressed in the context of trade and economic development in the region.

WORKING ARRANGEMENTS WITHIN APEC

Many of the characteristics listed above that have contributed to the success of the HTF are organisational in nature: that is, the relationship of the Task Force within APEC has provided key linkages that the HTF considers important to maintain in a working group. Although the following will be further expanded in the Terms of Reference, it is important to note in this paper that the HTF agrees:

- to continue to hold Health Working Group meetings on the margins of Senior Official Meetings in order to maintain and deepen key linkages with other APEC fora;
- to continue to regularly report to Senior Officials on emerging health-related issues of importance throughout the APEC year; and
- the HWG will not institute a regular Health Ministers Meeting, unless an emerging issue that demands Ministerial attention has been identified by the Working Group.

The HTF understands that due to the current reform process underway in APEC, all working groups will be subject to an independent review every four years to demonstrate ongoing relevance and responsiveness to APEC's current work priorities. The HTF (or its successor) is currently slated for a review in 2010.

PRELIMINARY DISCUSSION OF A POSSIBLE NEW MANDATE AND SUGGESTED PRIORITIES

The current mandate of the HTF is to address health-related threats to economies, trade and security, focussing mainly on emerging infectious diseases, including naturally-occurring and deliberately caused infectious diseases. The HTF focused on a limited number of areas which could produce tangible results within its two year mandates, as well as respond to specific Leaders directives. As a Working Group, it will be important to continue to identify areas of cooperation and capacity building that can be achieved, or substantially initiated, within this timeframe to ensure continued productivity and relevance of the HWG's workplan.

The HTF Terms of Reference (2004/SOMI/006rev3) is still largely relevant to a Health Working Group as there are many issues that have either not been developed or need to be more fully addressed.

Suggested New Mandate and Priorities

The new Health Working Group (HWG) will continue to identify opportunities to improve health security and prosperity in the region. In order to achieve this, the new HWG should take a leadership and coordinating role, as the expert group on health issues in APEC. Any activities that will be carried out through a new HWG should continue to relate to APEC core areas, particularly economic and technical cooperation.

The new Health Working Group could engage in longer-term work on more complex issues that APEC would be a natural forum to address. Key aspects that APEC economies are well positioned

to address includes focusing on diseases that disproportionately affect developing countries in the Asia-Pacific region, and to propose strategies that promote public health priorities. APEC could also address several health issues beyond infectious disease control that have trans-boundary effects and are linked to the economy; and it could continue to develop as a policy think-tank that works across sectors. In addition it is important to continue to encourage the participation of officials from outside the public health ministries, including labour, trade, agriculture and finance, as well as the private sector, to identify ways in which APEC can work to mitigate economic effects, promote better workforce policies (continuity of operations as well as labour issues), and discuss ways in which governments can improve the capacity to respond to the economic consequences of health challenges.

Other potential priorities which have only begun to be addressed, and where there is considerable merit to continue this work in APEC might include:

- broader and longer-term coordination, especially between animal and human health experts, to reduce the risk of the emergence of other zoonotic diseases;
- improving awareness of and capacity to implement international regulations and recommendations, such as the International Health Regulations;
- improving cooperation and capacity of economies to promote international trade and the continued movement of people and goods, as appropriate, in the event of a health emergency;
- business continuity and the maintenance of basic infrastructure and services during a public health emergency;
- enhancing human resources and information communication related to health emergencies;
- building a regular communication network mechanism for exchanging up-to-date information on health-related issues;
- building cooperation on strengthening the health care system;
- strengthening public health capacity: Members could collaborate to strengthen regional and national capacities for public health surveillance and response as well as epidemic preparedness in an effort to minimise morbidity, mortality and economic loss;
- assessing the economic impacts of non-communicable diseases/lifestyle diseases; and
- examining the links between health, the environment and economic development by examining the economic impact of emerging and re-emerging zoonotic diseases, pollution and water quality as a result of changes in the environment.

In order to operationalise these priorities and continue to advance APEC health issues, the proposed new Working Group will need to focus on several areas, including:

- Considering and refining the draft Terms of Reference, based on the SCE Guidelines, that the HTF will develop in 2007 for the Health Working Group;
- Developing a medium-term strategic plan with achievable goals, objectives, priorities, timelines, outputs and reporting and evaluation processes;
- Identifying ways in which linkages and relationships can continue to be built between economies. This is particularly relevant with pandemics and emerging infectious diseases which cross national borders.

ANNEX J

HUMAN RESOURCE DEVELOPMENT WORKING GROUP TERMS OF REFERENCE

HUMAN RESOURCES DEVELOPMENT WORKING GROUP

TERMS OF REFERENCE

ARTICLE I: BACKGROUND

The Human Resources Development Working Group (HRDWG) was established in 1990 and conducts work programs on developing human resources, touching on issues ranging from education to labor to capacity building. In addition, the HRDWG is responsible for building cultural awareness and gender equity. The HRDWG conducts its work program through its three networks: the Capacity Building Network (CBN); the Education Network (EDNET); and the Labour and Social Protection Network (LSPN).

The APEC Human Resources Development Working Group (HRDWG) derives its mandate from taskings by APEC Leaders and Ministers, as well as HRD and Education Ministers. Its key documents are:

- Declaration: A Human Resources Development Framework for the Asia-Pacific Economic Cooperation, Jakarta, 1994, that set out objectives, principles and priorities for HRD and APEC.
- Osaka Action Agenda and Action Program for Human Resources Development, 1995, that stated “human resources development in APEC is to promote the well-being of all people in the region through economic growth and development.”
- Declaration on an Asia-Pacific Economic Cooperation Framework for Strengthening Economic Cooperation and Development, Manila, 1996, (also known as the ECOTECH Statement), identifies developing human capital as one of the six areas of economic and technical cooperation (ECOTECH) in APEC.
- HRDWG Statement of Medium-Term Strategic Priorities adopted in 1997 identifies eight medium-term strategic priorities in the areas of basic education, labor market, training for executives and SMEs, mobility, labor force and workplace, and HRD for trade and investment liberalisation and facilitation.
- 2006 APEC Senior Officials' Report on Economic and Technical Cooperation reaffirmed the pivotal role of human resources development for sustainable development and prosperity in the APEC region and encouraged the HRDWG to consider building on work already underway to describe research-based promising practices.

These terms of reference (ToR) implement these mandates through reforms that seek to improve the effectiveness of HRDWG by:

- Clarifying and streamlining HRDWG mission and objectives.
- Strengthening the effectiveness and efficiency of network operations and projects.
- Conducting regular reviews of HRDWG operations and outcomes to assess performance and results against HRDWG mission and objectives and propose improvements.

ARTICLE II: HRDWG MISSION

The mission of the HRDWG is:

“Sharing knowledge, experience and skills to strengthen human resource development and promote sustainable economic growth.”

While the HRDWG carries out its mission primarily with the intent of strengthening public sector interventions, the HRDWG recognises that collaboration among government, academia and the private sector can improve effectiveness compared with government intervention, alone.

ARTICLE III: HRDWG OBJECTIVES

A **streamlined and focused set of three objectives**² guide all three HRDWG Networks in achieving the HRDWG mission:

1. Develop 21st Century Knowledge and Skills for All.
2. Integrate HRD into the Global Economy.
3. Address the Social Dimensions of Globalisation.

The 21st century economy offers unprecedented economic opportunities for students, workers and managers to maximise the benefits of globalisation and information and communications technology (ICT) through increased worker productivity and more efficient approaches to work organisation. HRDWG projects address these opportunities through a balanced set of short- and medium-term objectives that offer immediate improvements and build cumulative benefits.

1. Develop 21st Century Knowledge and Skills for All. This objective responds to the knowledge and skill needs for workers and citizens to succeed in the knowledge-based economies that characterise the APEC region. Experts from research and the corporate sector urge focusing education and training systems to develop a combination of 21st century academic and workplace skills.³ Thus, specific aims for the HRDWG in undertaking this objective are to:

- Teach 21st century Academic Content with an emphasis on literacy, math/science; foreign language; cultural and global awareness; and economic, international trade, business and entrepreneurial literacy.
- Build 21st century skills including critical thinking and problem-solving skills, communication skills, creativity and innovation skills, collaboration skills, and information technology and media literacy skills.
- Expand access to and effective use of ICT to diminish the digital divide.
- Develop and employ evidence-based interventions to effectively address 21st century skills.

² These objectives were derived by applying three APEC-wide priorities as outlined in the 2006 APEC Senior Officials' Report on ECOTEC (http://www.apec.org/content/apec/publications/all_publications/ecotech_sub-committee.html).

³ See for example the *Beijing High-Level Meeting on Human Capacity Building*, May 15-16, 2001 (http://www.apec.org/apec/apec_groups/other_apec_groups/human_capacity_building.html) and the *Partnership for 21st Century Skills* representing a number of leading international businesses and private sector nonprofit organisation (<http://www.21stcenturyskills.org/index.php>).

- 2. Integrate HRD into the Global Economy.** This objective establishes the importance of sharing knowledge and skills across the APEC region. It includes education for enterprise (including business, trade and entrepreneurial know-how), the international education of students attending institutions in different APEC economies, and the many forms of international online and distance learning. This objective will be a way to accomplish the APEC goal of shared prosperity harmonised with economic and non-economic value.

Specific aims for the HRDWG in undertaking this objective are to:

- Encourage the development of entrepreneurial skills in international trade participation.
 - Develop common understandings about qualifications, skills and professional recognition in order to facilitate the mobility of students, workers, managers and academics to enable them to be more competitive in the global skilled labor market.
 - Reduce barriers to the cross-border exchange of education and training.
 - Cooperate on the delivery of quality APEC-wide education and training.
 - Uphold and strengthen human values to balance the economic and non-economic goals of education and training including the fostering of personal development, civic education and cultural identity within the APEC region.
- 3. Address the Social Dimension of Globalisation.** This objective recognises that our interdependent world requires appropriate governmental supports to enable and support economies that address the social dimension of globalisation. Aims of this objective include: strengthening economies to prevent long-term employment disruptions; using evidence to guide policy development; and, addressing human and environmental needs associated with economic development. Specific aims for the HRDWG in undertaking this objective are to:
- Foster economic development to enhance growth and employment creation and alleviate poverty.
 - Strengthen social safety nets.
 - Work toward environmentally sound and sustainable economic growth.

ARTICLE IV: NETWORKS' OBJECTIVES

There are three networks in HRDWG that are administered by this ToR. Their goals and objectives are:

CBN—To promote human resource development by building organisational capacity in government/public, private and not-for-profit sectors in strengthening markets by means of:

- The encouragement of management best practices in the APEC region, particularly in relation to the impact of globalisation.
- Improved enterprise and sectoral responsiveness and performance, particularly in terms of the adoption of high-performance oriented managerial practices.
- The encouragement of sustainable systems and methods, in all aspects of economic activities, regardless of sector or size.
- Forward-looking governance practices, including the take-up of appropriate corporate social responsibility.
- Increased organisational efficiency, effectiveness and transparency in delivering services.

EDNET—To foster strong and vibrant learning systems across APEC member economies, promote education for all, and strengthen the role of education in promoting social, individual, economic and

sustainable development.

LSPN— Labor and Social Protection Network (LSPN). To foster strong and flexible labor markets and strengthen social protection including social safety nets through evidence-based interventions, collaboration, technical cooperation and the provision of labour market and social protection information and analysis to address sustainable human resource development across APEC member economies.⁴

Specifically, LSPN will focus on issues and support activities in the following areas:

- Fostering economic development to enhance growth and employment creation and alleviate poverty through effective labor market policies, including such measures as enhancing productivity, labour force participation and skills development.⁵
- Maximising the opportunities afforded by globalisation through the development of improved workplace conditions and practices through the adoption of new technologies, effective labour-management relations, improved workplace health and safety practices and labour market adjustment measures to assist workers affected by globalisation.
- Building capacity to strengthen social protection and narrow socio-economic disparity in APEC member economies through the exchange of information on active labor market measures and on good practices and policy tools for better social safety net delivery, and by so doing enable all citizens and disadvantaged groups to have equal opportunities to share the benefits from economic growth.

ARTICLE V: HRDWG STRATEGIC PROJECT OPERATIONS

HRDWG projects, operated through the three HRDWG networks, are the primary means for sharing knowledge and skills to promote human resource development. HRDWG projects should align with HRDWG objectives and be of a high enough quality to merit APEC Secretariat financial support from central funds.

HRDWG projects are carried out primarily through identifying and sharing:

- **Policies and planning priorities** to support HRD objectives.
- **Research-based HRD practices** with empirical evidence of effective outcomes in member economies.
- **Relevant statistics** on HRD topics.
- **Training** to support implementation of policies and promising practices.

HRDWG seeks to improve the **efficiency and effectiveness of its projects and activities** through the following reform steps:

1. **Propose a series of projects that build findings cumulatively from project to project to create a significant knowledge base to inform policy and practice addressing HRDWG priorities.** Networks are encouraged to:

⁴ Addressing the social dimension of globalisation is one of the four APEC-wide ECOTECH priorities endorsed by Leaders and Ministers in 2003. See <http://www.apecssn.org/data/file/discussion.pdf>

⁵ The 18th APEC MINISTERIAL MEETING, HA NOI, 2006, asked LSPN to focus on three emerging human resource issues—productivity, skill development and labour force participation. http://www.apec.org/apec/ministerial_statements/annual_ministerial/2006_18th_apec_ministerial.html

- Identify priority areas within the networks to focus work.
 - Identify topics/activities that are recommended areas for future work in the priority area.
 - Sequence project topics within an area to build on the knowledge and skills of prior work.
- 2. Approve projects with broad member support and encourage projects with paired member oversight.** A Quality Assurance Form (QAF) must be completed for every project submitted to HRDWG to ensure projects are of high enough quality. HRDWG projects must be approved by at least seven members to be ranked of sufficient quality and interest to be an HRDWG project for funding or launched as a self-funded project at the Network meetings. HRDWG economies are encouraged to propose project oversight by pairing one or more developed APEC economies with one or more developing APEC economies. Members should give paired projects priority in the ranking over projects of otherwise equivalent ranking that are not paired.
- 3. Design and implement projects to add maximum value in using project resources.** Networks are encouraged to:
- Employ project measurement/evaluation instruments that collect comparable information across economies.
 - Mine data and analyses collected by other international organisations on the same or similar topics.
 - Use evidenced-based methodologies to identify policies and practices identified as promising or effective.
 - Use ICT for project collaboration including piloting interactive WIKI technology.
- 4. Coordinate projects and activities with others where significant improvements in efficiency or effectiveness are likely to result and in accordance with APEC rules and guidelines. Project overseers should consider coordination with:**
- other networks within HRDWG;
 - other HRD-relevant fora within APEC including Gender, SME, and Science and Technology Fora; and
 - private sector and international organisations (e.g., International Labour Organisation, Small and Medium Enterprise Working Group).
- 5. Publicise HRDWG** to expand awareness of HRDWG activities, results and products throughout the APEC region. Networks are encouraged to:
- Actively participate in the HRDWG website with home pages on the site for each of its three networks.
 - Publicise project results through such means as press releases, conferences and online areas including the HRDWG Knowledge Bank.
- 6. Evaluate projects** by implementing guidelines for evaluation and reporting of APEC projects. Networks are encouraged to:
- Complete APEC project evaluation guidelines for all HRDWG projects.
 - Ensure that all completed projects are evaluated and the information entered into the AIMPS database.
 - Ensure all HRDWG project products are entered into the HRDWG portal.

- The Lead Shepherd working with the network coordinators shall report biannually the collective accomplishments across projects in achieving HRDWG objectives or network priorities.

ARTICLE VI: GENERAL ADMINISTRATION

Projects

1. **Funding:** Projects can be initiated with or without APEC funding. Funding can be accessed through three different APEC accounts: Trade and Investment Liberalisation Fund (TILF), Operating Support (OS), or APEC Support Fund (ASF). An economy may self-fund a project.
2. **Schedule and Duration:** While projects are usually proposed immediately prior to an annual meeting, with today's IT capabilities there is nothing that can lock an economy into this annual schedule. Using the AIMP database, economies could propose projects and garner the required six additional co-sponsors throughout the APEC year.
3. **Accessibility:** Official documents regarding projects should be entered into the AIMP database. These include descriptions of projects, their status and project reports (progress reports and evaluations). Project products (e.g., academic papers, conference proceedings, training materials, etc.) *must* be made available via the HRDWG portal and network websites.

Meetings

1. **Schedule and Duration:** The HRDWG shall meet once a year. This meeting should be well timed to ensure relevant participation and consistency with APEC processes.
2. **Composition:** Government officials involved in education and labor from the 21 APEC economies coupled with members of academia and the business sector to form a tripartite HRD organisation. This tripartite membership is consistent with the response to the Ministers' call for greater engagement with the business sector and other organisations/stakeholders, in alignment with the APEC rules for consensus.
3. **Network Meetings:** CBN, EDNET and LSPN will hold their network meetings in conjunction with the HRDWG plenaries.
4. **Functions:** Working Group and network business will be performed at the annual meetings including the presentation of new projects, the review of ongoing projects, and the evaluation of completed projects. Reviews of ToR and working plans will also occur. In addition, selection of coordinators and the Lead Shepherd will take place every two years.

Lead Shepherd and Network Coordinators

1. **Selection and Term:** A Lead Shepherd and a Network Coordinator, both of whom are selected by consensus from among the member economies, shall each serve for a period of two years in accordance with SCE recommendations made in *2007/SOM1/SCE/007: Review of Fora Outcomes Recommendation 12: Recommendations for Improving Working Arrangements*.

2. **Co-Chair:** The Lead Shepherd will have as Co-Chair a representative from the HRDWG host economy⁶ who will serve in that capacity for one year. The networks are also encouraged to have a Co-Chair from the HRDWG host economy.
3. **Functions:** The functions of the Lead Shepherd, with support from the APEC Secretariat, are:
 - communicating the work of HRDWG within APEC and consulting with other fora;
 - chairing the Lead Shepherd's Advisory Committee (LSAC);
 - setting the theme for the HRDWG meeting in consultation with the Co-Chair;
 - coordinating the scheduling and chairing of meetings;
 - initiating the preparation of the necessary reports;
 - tracking project implementation including the submission of final evaluation reports; and
 - acting as the spokesperson and representative of the HRDWG.

Lead Shepherd's Advisory Committee (LSAC)

1. **Composition:** The LSAC is comprised of the prior and present coordinators of every network, the Secretariat, as well as the prior and present host economies of the HRDWG. If the HRDWG meeting host economy differs from the APEC Leaders' Meeting host economy, then the APEC Leaders' Meeting economy host will also be represented in the LSAC.
2. **Schedule:** The LSAC is convened as required. Immediately prior to the HRDWG, more meetings may be scheduled to make plans for the upcoming event.
3. **Functions:** The LSAC will help develop the work programs intersessionally including the scheduling of meetings and preparing their agendas. The LSAC will also help the LS in reviewing the ToR and evaluating the work group operations. The LSAC will work together to provide recommendations for improvement to the HRDWG for review at its annual plenary.

Education & HRD Ministerial Meetings

1. **Composition:** Ministers of HRD and Education meet at least every four years. The scope of the HRD Ministerial Meeting should reflect the interests of the HRDWG, including issues of labor, organisational capacity building, training and the development of management capability in the public sector and enterprises. Ministers of Education have traditionally met separately. The scope of the Education Ministerial Meeting should reflect the interests of HRDWG with a focus on EDNET-related issues in implementing collaborative initiatives for APEC's shared prosperity.

Although there are two Ministerial meetings, both should attempt to be inclusive of issues concerning the wider HRDWG.

2. **Schedule:** Sectoral Ministerial meetings (HRD and Education) are held at least every four years.
3. **Policy and research symposia:** It is encouraged that planning meetings are held between

⁶ If the HRDWG meeting and the APEC Leaders' Meeting are located in different economies, the HRDWG host economy is defined as the economy where the HRDWG meeting is held.

HRD members and researchers prior to their sectoral Ministerial Meetings to prepare a substantive agenda for the Ministers. At the discretion of the HRDWG, these meetings may be separate from the annual HRDWG meeting, or held in the margins of the HRDWG meeting to ensure wide attendance and economic efficiency.

Assessment, Monitoring, and Evaluation Committee (AMEC)

1. **Composition:** Every network will form its own AMEC. It is recommended that the AMEC be comprised of representatives from developing and developed economies. Economies may volunteer to participate but at least four members including at least one developing economy, to represent a quorum.
2. **Schedule:** The AMEC will meet at the HRDWG meeting and evaluate projects prior to its adjournment.
3. **Functions:** The purpose of the AMEC will be to review project proposals using the Quality Assurance Framework (QAF) and providing comments and ratings. The AMEC will also be responsible for reviewing final evaluation reports from the completed projects and rating them.

Reporting Requirements

1. The HRDWG will report annually to the Steering Committee on ECOTECH (SCE) through the SCE Fora report.
2. HRDWG will submit its annual work plan to the SCE.
3. HRDWG will respond to any reporting requests from SOM.

ARTICLE VII: REVISION OF TOR/SUNSET REVIEW

There will be a sunset review of HRDWG operations and achievements against its ToR every four years. The Lead Shepherd will take responsibility for this review. This accountability review will consider whether or not the working group should continue to operate based on its past performance

ARTICLE VIII: WORK GROUP AND NETWORK WORKPLANS

Work group and network workplans are structured as follows (per SCE):

1. Workplan and concrete deliverables for two-year increments in response to Leaders/Ministers/SOM decisions and SCE priorities.
2. Anticipated activities and/or proposed workplan with outside organisations with an HRD focus in response to Ministers' call for greater engagement with:
 - A) business sector; and
 - B) other organisations/stakeholders, including the IFIs and other international organisations.
3. Identify cross-cutting issues and explain how they will be coordinated across Fora.
4. Expected Outcomes/Deliverables.

ANNEX K

SMALL AND MEDIUM ENTERPRISES WORKING GROUP TERMS OF REFERENCE (DRAFT)

SMALL AND MEDIUM ENTERPRISES WORKING GROUP

TERMS OF REFERENCE (DRAFT)

Introduction

At their meeting on 16 November 2006 in Ha Noi, Ministers endorsed the recommendation of the SOM Steering Committee on ECOTECH (SCE) Fora Review that the Working Group on Trade Promotion (WGTP) be incorporated into the Small and Medium Enterprises Working Group (SMEWG). The WGTP was incorporated into the SMEWG and the first meeting of the merged group was held in Bali in August 2007.

The Micro-Enterprises Sub-Group (MESG), which operated as an entity under the SMEWG from its establishment in 2002, was re-incorporated into the SMEWG in August 2007.

The merged SMEWG arranges its work to give due weight to all its activities—SMEs, micro-enterprises (ME) and internationalisation issues.

Goals

- To serve as a forum for member economies to strengthen the policy dialogue and to build their capacity to assist in enhancing SME and ME development and the internationalisation of SMEs and MEs.
- To ensure that SME, ME and their internationalisation-related concerns are adequately addressed within the APEC process.
- To report progress to SME Ministers and the SCE on meeting the SMEWG's objectives.

Objectives

- To provide member economies with opportunities to exchange information, views, experiences and analyses concerning SME, ME and internationalisation-related issues in the APEC region, with a particular emphasis on sharing best practice initiatives.
- To take action on the recommendations of the SME Ministerial Meeting as well as direction from Leaders and Ministers that relate to SMEs, MEs and internationalisation issues, as well as other SME, ME or internationalisation-related recommendations that arise within the APEC process.
- Provide recommendations to the SOM on ways to coordinate and prioritise the various SME, ME and internationalisation-related activities within the APEC process.
- Ensure that the group's work is practical and focused on improving the climate for entrepreneurs within and among member economies (for example by working closely with business/private sector bodies).
- To work closely with other APEC fora, including the APEC Business Advisory Council (ABAC), where the activities are closely related and there is mutual benefit.

- To ensure that the group's activities initiated by the Group do not duplicate those undertaken by other APEC bodies.

Current priorities and projected outputs

The Group agrees to develop a Strategic Plan to guide its work for four years.

Each year the Group establishes a Work Plan comprising deliverables, activities, projects and outcomes aimed at advancing the priorities established in the Strategic Plan.

The Group reports annually on progress towards achieving its Strategic and Work Plans through the SCE Fora Report.

Structure

Each economy determines the composition of its delegation to the SMEWG. For the APEC SME Ministerial Meeting, Ministers responsible for SMEs should attend.

The Group meets at least once a year and must meet immediately prior to the SME Ministerial Meeting.

The Group was established for four years (from 2007). After four years a review of achievements against stated objectives and outputs will be undertaken to determine whether the Group should continue to operate. If it is decided the Group should continue to operate, a new/revised four-year Strategic Plan should be developed to guide the work of the Group.

The Group responds to other APEC reform or review processes as required.

Chair

The Group has a Chair who must be competent over all aspects of the Group's activities (SME, ME and internationalisation issues) and be capable of presiding over all aspects of the Group's meetings and activities, in accordance with APEC Guidelines for Lead Shepherds/Chairs.

In accordance with APEC Guidelines, the Chair will serve a minimum two-year term (calendar years).

As agreed at the March 2007 SMEWG meeting, Peru will chair the SMEWG in 2008, with Australia acting as a Co-Chair in a mentoring / coaching role, ensuring two-year continuity of the Chair.

From 2009, the Chair is drawn from a volunteer economy, not necessarily the host economy, and will serve for a minimum of two years. The position of Chair is declared vacant at the end of two years and volunteers are called for the position.

From 2009, a Deputy Chair is drawn from a volunteer economy, but not the same economy as the Chair, and will serve for a minimum of two years. The position of Deputy Chair is declared vacant at the end of two years and volunteers are called for the position.

ANNEX L

MINING TASK FORCE

**IMPLEMENTATION OF THE SCE RECOMMENDATION 3:
INCORPORATION OF THE NON-FERROUS METALS DIALOGUE (NFMD) INTO
THE ENERGY WORKING GROUP (EWG) SUB-FORA EXPERT GROUP ON
MINING, EXPLORATION AND ENERGY DEVELOPMENT (GEMEED)**

PROPOSAL FOR SCE CONSIDERATION

Issues considered by the NFMD and GEMEED are and will remain a critical component of economic and trade development in the region and will remain so for the foreseeable future. APEC, as a regional forum, has provided a venue where the mining, minerals and metals concerns which affect economic development of member economies can be addressed, coupled with an organisational structure where Leaders and Ministers and Senior Officials can be informed quickly and effectively of emerging trends and coordinated plans to address them.

APEC Member Economies consider these issues relevant, important and related to greater industrial integration of mining operations and applications (supply chain) of mineral and metal products, including:

- Extraction of minerals and associated sustainable development issues for mining;
- Industrial processing and recycling of minerals and metals; and
- Trade and investment issues related to the trade of minerals and metals.

Mining issues have been considered in APEC through GEMEED since 1996 and the NFMD since 2005. The proposed mining forum would replace the activities previously conducted by the GEMEED and the NFMD, and focus on the policy principles agreed by Ministers at MRM3. A single, cohesive mining, minerals and metals forum within APEC will focus the efforts of APEC Member Economies and will ensure greater outcomes for mining and the trade of minerals and metals in the APEC region.

Mining, minerals and metals are a major sector within the APEC region. APEC Members are significant producers and consumers of minerals and metals with the majority of trade and investment occurring in the APEC region. Many economies derive important economic and social benefits from the development, use and trade of minerals and metals. Ministers agreed that the proposed mining forum would advance the mining policy principles adopted in 2007 and address the issues raised by industry through the APEC Mining Industry Forum.

The SOM Steering Committee on Economic and Technical Cooperation (SCE) 2006 Review of APEC Fora considered there was duplication in APEC fora dealing with mining issues, and recommended that: *'the Non Ferrous Metals Dialogue NFMD be incorporated into the Group of Experts on Mineral and Energy Exploration and Development GEMEED under the Energy Working Group'*.

Ministers Responsible for Mining proposal to establish a Mining Working Group

Ministers Responsible for Mining during their meeting on February 14, 2007, in Perth, Australia (MRM3), noted the proposal to establish a Mining Working Group. The Russian Federation agreed to chair the proposed working group for 2007–2008. Ministers instructed mining officials to work with The Russian Federation, to develop a detailed proposal for the APEC Senior Officials meeting

on 22 June–3 July 2007, including objectives, terms of reference and operating procedures for submission to the APEC Senior Officials' Meeting III in July 2007 and, subsequently, the APEC Ministerial Meeting in September 2007.

Possible options for the establishment of a new fora

In the context of the broader review of APEC structures it is timely to give consideration to a more workable process or structure to gain greater value from the Ministerial dialogue and progress issues between Ministerial Meetings. At SCEII in April 2007 in Adelaide, Australia, the Russian Federation was asked to develop a proposal to look at the options to establish: a Working Group; a Taskforce; or a merged group under the Energy Working Group (EWG).

The SCE review of fora recommended a merged group under the EWG, however, subsequent discussions in the NFMD, GEMEED and in preparation for MRM3 recognised that the EWG did not deal with mining issues. At the 33rd EWG meeting (March 2007), the EWG supported the removal of mining from its responsibilities and noted that mining was not a key priority of the EWG's agenda and there were no plans to address mining issues within its current full energy work plan.

The *Guidelines for the Establishment of New APEC Fora* noted that where it is not feasible to incorporate new tasks into the work of existing fora a task force may be established with a two-year mandate to undertake work to determine whether there is scope to develop a medium to long term agenda. While it is recognised that the NFMD and, in particular, GEMEED have been in existence for some time, further work is required to develop a coordinated and feasible medium to long term agenda that merges the work and priorities of both groups.

The mining, minerals and metals sector deals with a wide range of ongoing long term issues that could initially be addressed through a task force. A task force would promote increased dialogue, information sharing on key issues, increased cooperation in the areas of trade and investment, the development of strategies to facilitate business, and increased economic and technical cooperation. At the conclusion of the two year mandate a proposal may be submitted to SOM to either extend the task force mandate or, alternatively, transform into a working group if a medium to long term agenda has been developed.

Proposed work to be undertaken

Primarily the work of the mining forum would be to begin to implement the 10 Mining Policy Principles as agreed by Ministers at MRM3.

Ministers also agreed that the proposed mining forum would:

- conduct a study into the impediments to greater trade and barriers to investment in the minerals and mining industry (*this study is in response to the request by APEC Leaders to undertake studies aimed at promoting regional economic integration in the context of considering a regional free trade agreement of the Asia-Pacific as a long-term prospect*); and
- develop an APEC position on sustainable development policies in the mining sector for submission to the United Nations Commission on Sustainable Development (UNCSD) as part of its review of mining in 2010/11.

Ministers recognised the benefits of capacity building initiatives between APEC economies and agreed to '*support capacity building activities for sustainable development so that all APEC Economies are able to maximise the benefits and minimise the impacts from minerals resource*

development'. In response, the Australian Department of Industry, Tourism and Resources is considering holding sustainable development in mining workshops in November 2007, as follows:

- China - *'Stewardship – Life Cycle Partnerships'*; and
- Indonesia - *'Life of Mine Planning for Improved Sustainable Development Outcomes'*.

Further, the mining forum would progress two existing APEC projects currently underway:

- Solar Project (EWG 04/2007/T); and
- Minerals Exploration Project (EWG 04/2006/T).

The minerals exploration study will focus primarily on high value, globally traded non-energy minerals significant in the APEC region. Chapter 5 will be devoted to a case study analysis of four selected APEC economies: Australia, China, Indonesia, and Peru. These economies have been selected in consultation with the APEC Secretariat, and represent the economic diversity across the APEC region including the level of development of the mining sector, as well as different institutional and policy settings.

Recommendations to the SCE:

1. It is recommended that the SCE agree to the establishment of a Mining Task Force (MTF) with a two-year mandate, which merges the NFMD and GEMEED.
2. Endorse the proposed Terms of Reference of the APEC MTF based on the appropriate SCE Guidelines.
3. Encourage the active participation of relevant sectors from across APEC and APEC economies in the Mining Task Force and, in order to avoid unnecessary duplication of work, maintain contacts with similar intergovernmental groups elsewhere, where the same mining issues are likely to be discussed and in which APEC economies might be members (for example: ASEAN Senior Officials Meeting on Mining, the Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development, as well as ministerial fora in the Americas (CAMMA) and Africa (African Mining Partnership)).

APEC MINING TASK FORCE

Draft Terms of Reference (as of 28 July 2007)

1. APEC Mining Task Force (MTF)

The MTF will be mandated for two years to cover the activities in the field of minerals exploration, mining and metals including relevant activities previously conducted by the Group of Experts on Mineral and Energy Exploration and Development (GEMEED) (excluding energy issues) and Non-Ferrous Metals Dialogue (NFMD) and will report to the Senior Officials Meeting, through the SOM Steering Committee on Economic and Technical Cooperation (SCE), and the Ministers Responsible for Mining.

2. Objectives

- 2.1. To serve as a platform for Member Economies to strengthen policy dialogue and capacity building;
- 2.2. To enhance market transparency in accordance with the Mining Policy Principles agreed in the Third Meeting of APEC Ministers Responsible for Mining;
- 2.3. To assist in enhancing minerals exploration, mining and metals industry development through action-oriented programs and activities that are focused and strategic;
- 2.4. To ensure that mining, minerals and metals-related concerns are adequately addressed within the APEC processes; and
- 2.5. To advance the 10 APEC mining policy principles adopted by Ministers Responsible for Mining during their third meeting on February 14, 2007, in Perth, Australia:
 - 2.5.1. Pursue policies that enhance the sustainable production, trade and consumption of minerals and metals thereby improving the economic and social wellbeing of our people.
 - 2.5.2. Foster regular exchange between member economies about experiences with regulations, policies and practices and about significant developments in each economy's minerals and metals sector.
 - 2.5.3. Promote the best possible functioning of global markets for minerals and metals, through support for market transparency and facilitation of trade. Export restrictions should be employed only in exceptional cases, and in accordance with WTO rules.
 - 2.5.4. Foster investment certainty in the APEC minerals sector through the pursuit of open minerals and metals markets and the articulation of clear and predictable investment policies.
 - 2.5.5. Promote cost effective, evidence based, transparent and objective-based measures which improve the efficiency in the regulation of the minerals industry to contribute to economic, environment and social development outcomes.
 - 2.5.6. Encourage, support and promote initiatives by the minerals and metals industry and stakeholders that contribute to national and international sustainable

development goals.

- 2.5.7. Encourage research to develop and apply new minerals exploration, extraction, and pollution control technologies that are more cost effective, efficient, economically sound, environmentally responsible and socially acceptable. Promote information exchange and cooperation on such technologies.
- 2.5.8. In partnership with all life cycle participants, ensure that materials and products made from minerals and metals are produced, consumed, recycled or disposed of in a responsible manner.
- 2.5.9. Encourage all participants in the life cycle of a material or product to take direct responsibility for their area of action, and a shared concern over other stages of the life cycle.
- 2.5.10. Support capacity building activities for sustainable development so that all APEC Economies are able to maximise the benefits and minimise the impacts from minerals resource development.

3. Scope of Activities

- 3.1. The MTF will address issues considered relevant and important to Member Economies related to greater integration of mining operations and applications (supply chain) of mineral and metal products, including:
 - Exploration and extraction of minerals and associated sustainable development issues for mining;
 - Industrial processing and recycling of minerals and metals; and
 - Trade and investment issues related to mineral and metal commodities.
- 3.2. The MTF will provide Member Economies with opportunities to exchange information, views, experiences and analyses on mining, minerals and metals-related issues in the APEC Region.
- 3.3. The MTF will address the recommendations of the relevant Ministerial Meetings and Leaders' Declarations as they relate to minerals exploration, mining and metals issues, and other recommendations that may arise within the APEC process, including through the APEC Mining Industry Forum.
- 3.4. The MTF will provide recommendations to the Ministers Responsible for Mining Meeting and the SOM on the short-, medium- and long-term programs that could assist mining, minerals and metals industry development and how to best implement them within the APEC process.
- 3.5. The MTF will ensure that the activities initiated by the Group do not duplicate those undertaken by other bodies within or outside the APEC process.
- 3.6. The MTF will work closely with the business sector and industry bodies to ensure that the Group's work is practical and focused on improving the business climate for entrepreneurs within and among Member Economies.

4. Structure of the MTF

- 4.1. The Group will be composed of policy officials of Member Economies responsible for the mining, minerals and metals industry. Industry representatives, including those from the APEC Mining Industry Forum, may be invited to participate in accordance with the *Guidelines on Non-Member Participation in APEC Activities*.
- 4.2. A Chair and Vice Chair will be selected and undertake duties in accordance with the *Guidelines for Lead Shepherd/Chair and Deputy Lead Shepherd/Chair of APEC Working Groups and SOM Taskforces*.
- 4.3. The MTF will meet at least once a year.

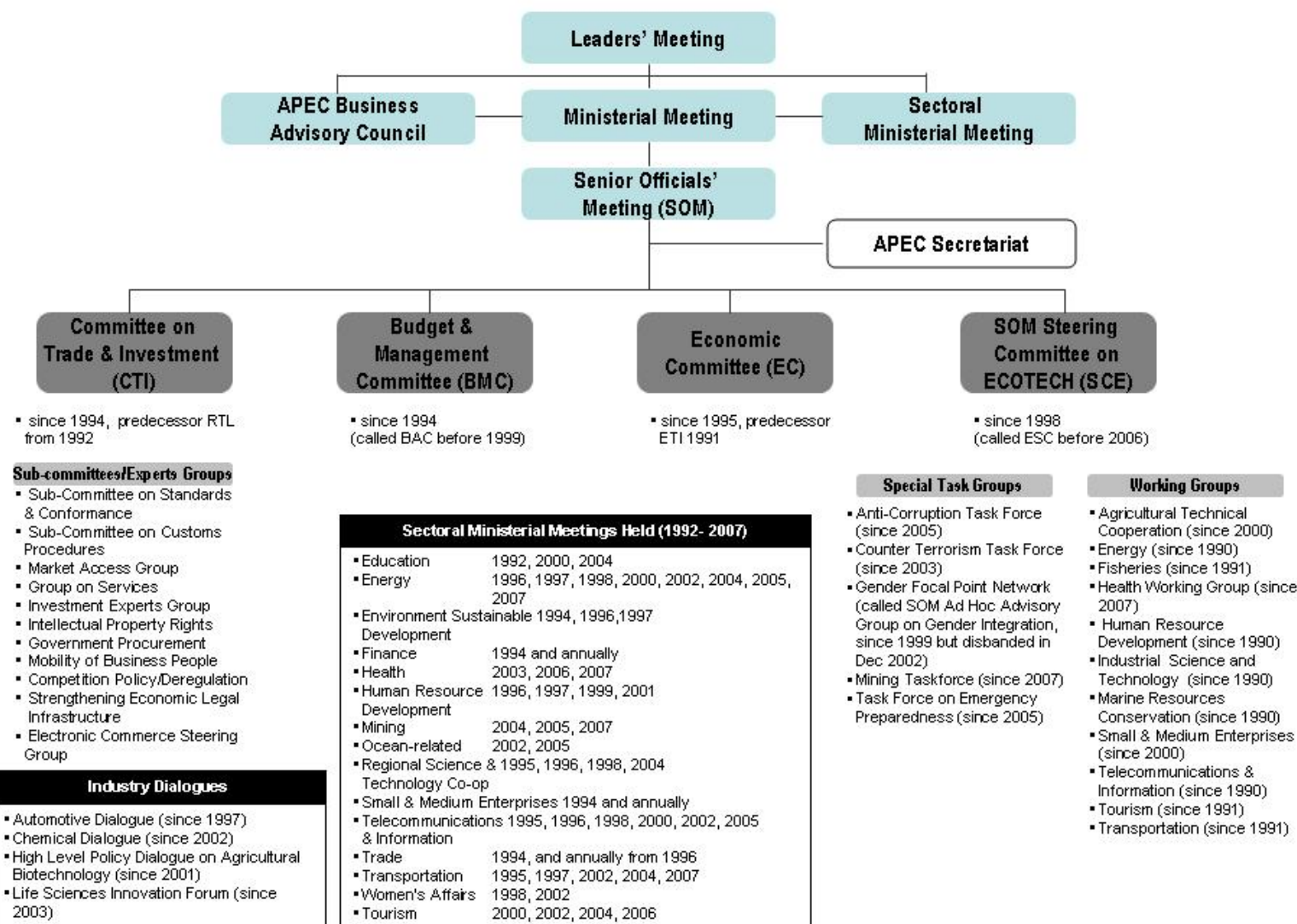
The achievements of the MTF will be reviewed at the conclusion of its two year mandate against its stated objectives and outputs.

ANNEX M

APEC ORGANISATIONAL STRUCTURE

July 2007

ASIA-PACIFIC ECONOMIC COOPERATION



ANNEX N

SUMMARY OF ECOTECH PROJECTS

NUMBER OF PROJECTS CONDUCTED BY APEC FORA IN 2007 UNDER EACH ECOTECH PRIORITY THEME

APEC Forum																							
Priority Theme	ATC	ACT	CTI	CTTF	ECSG	EWG	FIN	FWG	GFPN	HRD	HTF	HLPDAB	IST	MRC	SCE	SME	SOM	TEL	TFEP	TPWG	TPT	TWG	Total
1. Developing Human Capital	2									4			1		1					1			9
2. Developing stable and efficient markets through structural reform						1	2																3
3. Strengthening economic infrastructure						1															2		3
4. Facilitating technology flows and harnessing technologies for the future	1		1			2							2										6
5. Safeguarding the quality of life through environmentally sound growth						8							1	4									13
6. Developing and strengthening the dynamism of SMEs	1														1	5		2		2			11
7. Integration into the global economy	2					1	1	2		2		1					1			1	1		12
8. Human Security and Counter-Terrorism CB	2	3	1	1							4		1	1					1		2		16
9. Promoting the Development of Knowledge-based Economies					3									1				1					5
10. Addressing Social Dimension of Globalisation													1										1
Total	8	3	2	1	3	13	3	2	0	6	4	1	6	6	2	5	1	3	1	4	5	0	79

SUMMARY OF THE TYPES OF ECOTECH PROJECTS CONDUCTED BY APEC FORA IN 2007

<i>APEC Forum</i>	ATC	ACT	CTI	CTTF	ECSG	EWG	FIN	FWG	GFPN	HRD	HTF	HLPDAB	IST	MRC	SCE	SME	SOM	TEL	TFEP	TPWG	TPT	TWG	Total
<i>Type of Activity</i>																							
Seminar/Symposium	5	2	2	1	3	4	2			3	3	1	3	2	1	2	1	1	1	2	3		42
Training							1			2	1		2	1		2				1			10
Survey or Analysis and Research		1				9		2					1	2	1	1		1			2		20
Others	3									1				1				1		1			7
Total	8	3	2	1	3	13	3	2	0	6	4	1	6	6	2	5	1	3	1	4	5	0	79

SUMMARY OF THE TYPES OF ECOTECH PROJECTS CONDUCTED BY APEC FORA IN 2007 ACCORDING TO FUNDING SOURCES

<i>APEC Forum</i>	ATC	ACT	CTI	CTTF	ECSG	EWG	FIN	FWG	GFPN	HRD	HTF	HLPDAB	IST	MRC	SCE	SME	SOM	TEL	TFEP	TPWG	TPT	TWG	Total
<i>Source of Funding</i>																							
Operational Account	3			1		6	1	2		4		1	2	4	1		1	3		1	4		34
APEC Support Fund	4	2	2			5	2			1	3		3	2		2			1				27
TILF Special Account	1	1			3	2				1			1		1	3				3	1		17
Self-funded [1]											1												1
Total	8	3	2	1	3	13	3	2	0	6	4	1	6	6	2	5	1	3	1	4	5	0	79

ANNEX O

PRELIMINARY FINDINGS OF THE TWG ON THE OUTCOMES OF THE INDEPENDENT ASSESSMENT OF THE ECOTECH IMPLEMENTATION OF THE APEC TOURISM WORKING GROUP

**PRELIMINARY FINDINGS OF THE TWG ON THE OUTCOMES OF THE
INDEPENDENT ASSESSMENT OF THE ECOTECH IMPLEMENTATION OF
THE APEC TOURISM WORKING GROUP (TWG)
Project # ESC 01/2006**

Following extensive delays in receiving from the appointed consultant a draft of the report outlining the findings of the Independent Assessment of the ECOTECH Implementation of the APEC TWG, Australia, as current Lead Shepherd of the TWG, has prepared the attached report as a starting point for a more extensive review of the TWG. This report has been endorsed by all members of the TWG.

The TWG notes that while a final report has still not been received from the consultant, the attached report was prepared based on the preliminary results of the questionnaire completed by TWG members plus the outcomes of a review session on the operations and goals of the TWG held during 29th APEC TWG Meeting in Hoi An, Viet Nam in October 2006.

The attached report includes preliminary findings and recommendations. In light of the SCE's requirement that the TWG undergo further review in 2008, the TWG proposes that it implements these recommendations, and that this provides a benchmark for further assessment in 2008. The TWG will develop a framework and process for this further review, for immediate implementation, as per the phases outlined below.

Strategic Review of the TWG

Phase One (May 2006 – March 2007)

Undertake a strategic review of TWG activities and operations to date including:

- an independent assessment of the ECOTECH implementation of the APEC TWG; and
- a discussion session during the 29th TWG meeting in Hoi An on TWG activities and operations.

Phase Two (March 2007 – Oct 2007)

Implementation of the recommendations of the strategic review.

Phase Three (Oct 2007 – October 2008)

Undertake further review of the TWG's activities and operations following implementation of the recommendations of the strategic review.

The TWG will provide progress reports to SCE at the completion of each phase, culminating in a final report which will be tabled following the 32nd TWG meeting in October 2008.

Should SCE agree to this proposal and timeline, the TWG will develop the detailed framework and process for SCE's approval at SOM III in June 2007.

...Excerpts from Project ESC 01/2006

4. Findings

The findings of the review relate to the five key areas of APEC Tourism Charter, TWG functions, TWG operations, TWG projects and collaboration.

4.1 APEC Tourism Charter

The review found that the goals, sub-goals, objectives and considerations of the APEC Tourism Charter are still relevant and well-determined. While the four goals are well understood, there appears to be a lack of awareness of the sub-goals, objectives and considerations. These sub-goals, objectives and considerations provide focus and strategic direction to the implementation of the Charter goals.

The TWG needs to make better use of these elements as they provide a framework for its activities, and would allow the TWG to maintain greater focus and direction in implementing the Charter goals. There appears to be a lack of role for policy goal chairs, with greater emphasis placed on project overseers. This review has not undertaken a comprehensive analysis of this position and this is an area the TWG should focus on in 2007.

4.2 TWG Functions

As part of the review, TWG members and guest members were asked to identify what they perceived the key functions of the TWG to be. Results showed a general consensus within the TWG on its role and function. The review found that the key roles and functions of the TWG were to:

- facilitate and increase cooperation and learning between TWG members;
- increase awareness of tourism and its role as an economic driver within the APEC region throughout the broader APEC forum and in member economies;
- influence policy developers and decision makers on issues relating to, and impacting on, tourism; and
- focus APEC Leaders on tourism.

It appears that while TWG members agree to the roles and functions of the TWG, these roles and functions do not always seem to be evident in the activities undertaken by the TWG. The review found that the goals, statement, objectives, consideration of the APEC Charter are effective in capturing the role of the TWG in supporting the implementation of the APEC Tourism Charter

4.3 TWG Operations

The review found the operations of the TWG to be one of the areas which required greatest change. In compiling the findings of the review, TWG operations were split into three categories which were meetings, chair/lead shepherd; and TWG members.

1.3.1 Meetings

While the review found that the schedule of meetings, two each year in May and October, was useful, the meeting structure needed much improvement. Members noted that the current meeting agendas did not allow for time to discuss key issues impacting on tourism within the APEC region.

In analysing members comments during discussions on this topic at the 29th TWG meeting

in Hoi An, and in their responses to the questionnaire, it appears that the current meeting agendas are largely dominated by reporting on the TWG projects undergoing implementation and little time is spent discussing real and topical issues. TWG members noted their preference for the TWG meeting agendas to focus more on two or three key issues and allow for general discussion and information sharing among members on these issues. The review found that TWG members would prefer project reporting be undertaken predominantly between meetings and only briefly covered during the actual meetings.

1.3.2 Chair/Lead Shepherd

The review highlighted the need for strong leadership by the Chair/Lead Shepherd throughout the year, not just limited to the two annual meetings. It found that it is vital for the Chair/Lead Shepherd to represent the TWG within the broader APEC context to maintain links with other relevant APEC fora, the SCE and the APEC Secretariat. The review found that the previous term of one year was prohibitive to the TWG maintaining focus and direction. This has recently been addressed by the SCE recommending that all APEC sub-fora introduce a two-year term.

The two-year term would increase the TWG's ability to develop medium-term strategies which aim to address key issues impacting on tourism within the APEC region. The extension of the term will also allow the TWG to develop a workplan for the two-year period, which would include key activities, outputs and outcomes which would act as performance indicators for TWG activities.

One key role of the Chair/Lead Shepherd is to monitor the progress of the TWG in achieving the priorities set down in its workplan and oversee its implementation of projects and other activities. The priorities outlined in the TWG's workplan would provide the Chair/Lead Shepherd with a framework for not only TWG meeting agendas, but the ongoing projects and activities of the TWG. Since then SCE has released the recommendations from its review of APEC sub-fora which included that all APEC sub-fora must set the term of Chair/Lead Shepherd for a two-year period.

1.3.3 TWG members

While responsibility for leadership of the TWG rests with the Chair/Lead Shepherd, there is an onus on TWG members to maintain focus and continue the work of the TWG outside of the annual meetings. The review found that typically there is little interaction between TWG members beyond preparing for, and participating in, the annual meetings. This lack of interaction exacerbates the ad hoc nature of the TWG and prevents ongoing focus, direction and drive on key issues impacting on tourism within the APEC region.

There is also an onus on TWG members for raising awareness of tourism within their own economies. TWG members are encouraged to foster relationships with representatives from other APEC sub-fora within their own economies.

4.4 TWG Projects

The projects undertaken by TWG have historically been project driven, rather than issue driven. This may be a result of the lack of focus on the major impediments to tourism growth during TWG meetings. The review found that it is imperative the TWG take a more strategic approach to project development and implementation. TWG members strongly supported the introduction of a more collaborative and strategic approach to project development to ensure that projects address the broader APEC goals. TWG members also strongly supported the development of a delivery

process for TWG projects which moves away from the information dissemination approach which TWG has traditionally used.

While members stressed the importance of taking a regional approach to project development, they noted that different members were at different stages of tourism development and it was important to ensure the needs of all members were considered.

The review found that the TWG needed to have a greater focus on the outputs of TWG projects, noting the importance of projects focusing on capacity building within the region and not just the production of a report or document. A detailed implementation plan is necessary for each TWG project to maximise its relevance for members and meet TWG's aim to build capacity within the APEC region. Elements of the implementation plan could be incorporated into the TWG workplan.

The review also found that the TWG should re-examine the role of project overseers, noting that responsibility for communicating with TWG members intersessionally on issues relating to their projects rested with them. TWG members also noted that the framework for strategic project development, implementation and evaluation currently exists but was not widely utilised.

The review also found that the TWG needed to consider the broader APEC goals when developing projects, which would increase the likelihood of TWG accessing central APEC funding for its projects. The benefits of this are threefold, firstly it would mean that individual economies would not have to provide the majority of project funding, secondly it would raise the profile of TWG within broader APEC fora, and thirdly it would lead to increased collaboration on projects which cut across other APEC sub-fora.

4.5 *Collaboration*

While the review found that TWG members had a high awareness of TWG activities, this awareness did not extend to actual implementation or attempts to link TWG project work to specific challenges to tourism development in individual economies. TWG members noted that this was an area they felt needed to be improved, at both the collective and individual level. The review found that the TWG must increase its collaboration efforts within the broader APEC context and with the private sector, industry organisations and associations and other multilateral organisations.

5. *Recommendations*

These recommendations have been drawn from a number of sources, but primarily an analysis of the questionnaire and outcomes of the discussion held during the 29th TWG meeting in Hoi An, Viet Nam in October 2006.

5.1 *APEC TWG Charter*

The TWG should utilise the sub-goals, objectives and considerations of the APEC Tourism Charter to provide greater focus and drive to the APEC Tourism Charter goals.

The TWG should regularly review the role and need for policy goal chairs.

5.2 *TWG Functions*

TWG members should pay greater attention to the agreed functions as set out in section 4.2 of this report.

5.3 *TWG Operations*

5.3.1 *TWG Meetings*

The TWG should amend the standard agenda for its meetings to include a number of sessions focusing on key issues impacting on tourism in the APEC region.

The TWG should decrease the time spent during meetings on reporting of progress on TWG projects, but include information on the implementation of projects.

5.3.2 *TWG Chair/Lead Shepherd*

The TWG should extend the term for Chair/Lead Shepherd to two years.

The TWG Chair/Lead Shepherd should provide greater leadership to TWG members during its term, and outside of the two meetings.

The Chair/Lead Shepherd should undertake ongoing monitoring of TWG activities to ensure it is progressing the priorities outlined in the TWG workplan.

The Chair/Lead Shepherd should place greater emphasis on building relationships with its counterparts in other APEC sub-fora.

5.4 *TWG Projects*

The TWG should take a more strategic approach to project development to ensure projects meet both the broader APEC goals as well as Tourism Charter Goals and the priorities set out in the TWG workplan.

The TWG should focus projects on capacity building and ensure that projects have a detailed implementation plan, with real outcomes.

The TWG should utilise APEC's project evaluation framework for all APEC projects. In doing this, the TWG may wish to explore the option of establishing a project evaluation sub-committee.

The TWG should seek to access central APEC funding for its projects.

5.5 *Collaboration*

The TWG should increase its efforts in collaboration with the private sector, industry associations and other multilateral organisations.

The TWG should foster relationships with other relevant APEC sub-fora.

The TWG should maximise the opportunities offered by its guest members in both collaboration on issues of shared interest and to raise the profile of the TWG.

5.6 *Further review of the TWG*

That the Lead Shepherd, assisted by a sub-committee of interested economies, develop, for immediate implementation, a framework and detailed process for an internal review of the TWG. This internal review should be completed and presented at the 32nd APEC TWG meeting in October 2008. The recommendations outlined in this report should fall within the scope of the

internal review. The TWG must include an assessment of its effectiveness in implementing these recommendations in the process for the internal review.

In preparing this framework and process the TWG should consult with SCE to ensure that the framework and process for the internal review (as per recommendation 5.6) satisfies SCE's requirement for TWG to undergo further review in 2008.

**GUIDELINES ON HOW TO USE THE ASSESSMENT, MONITORING
AND EVALUATION (AME) FRAMEWORKS**

GUIDELINES ON HOW TO USE THE ASSESSMENT, MONITORING AND EVALUATION (AME) FRAMEWORKS

Introduction

To improve APEC project quality, the Quality Assessment, Monitoring and Evaluation Framework has been developed and subsequently, adapted for all projects. This will help members not only develop good quality project proposals, but also increase the likelihood of a successful project, one likely to achieve its objectives.

The AME uses the same Quality Assessment Framework (QAF) for all APEC fora. A generic approach will allow working groups, task forces and committees to harmonise their standards and develop a common approach to project quality across APEC. This paper provides members with guidance on how to use the AME Frameworks.

A - Assessment

- a) A small team formed within the forum should assess and give a score to each submitted proposal using the QAF. The Lead Shepherd or Chair should decide how the proposal assessment is carried out. Members of the small team should be chosen for their experience in evaluation, their objectivity and their technical understanding of the proposal's subject matter.
- b) Proposals should be assessed prior to approval by fora and at least eight weeks before their submission to the Budget Management Committee (BMC) for APEC funding. The involvement of the forum should not be too time-intensive, particularly for smaller projects. The project proponent, or the project overseer, should also be a part of the group for his/her project—but should not score the proposal.
- c) If problems or weaknesses are found then the proposal should be referred back to the project proponent for remedial action. The changes should strengthen the proposal and give it a better chance of success. The Proposal Assessment Framework should be filled out again. The forum can then make an informed decision about how to rank the proposal against other competing priorities.
- d) The proposal and the final filled-out Proposal Assessment Framework are sent to the BMC to help the committee make an informed decision based on a fairly rigorous assessment of the proposal's strengths and weaknesses. If the Proposal Assessment Framework is scored high then it is understood that the proposal meets all required guidelines and is of high quality.

E - Evaluation

- a) All APEC projects must be evaluated using the Evaluation Framework.
- b) The Project Overseer should provide the forum with a brief and factual statement on the project's outcome. The questions to answer in a brief statement are: "*What were the results of the project?*" and "*To what extent the project contributed to TILF/ECOTECH?*" Lessons learned should also be included in the statement.

- c) A small group formed within the forum, should then review the completed project and fill in the Evaluation Group Assessment. The Co-sponsoring Economy should be part of this group and could take the lead to ensure that the framework is correctly filled out.
- d) The Lead Shepherd should then read the framework, comment on it if thought necessary, and then sign off on it. The completed Evaluation Framework should then be sent to the Program Director (PD) to read and comment on if thought necessary. It is then forwarded by the PD to the BMC.

Scoring

The following scores should be given to each criterion on all the AME Frameworks:

- 3 - representing good practice
- 2 - representing fully satisfactory
- 1 - representing marginally satisfactory
- 0 - representing weak or not applicable

Good practice (3) should be a rare score that is not given lightly. It represents a situation where something over and above expectations has occurred, particularly something innovative, which could be presented to others as a model to follow.

Satisfactory (2) is as good as it normally gets, if there are weaknesses then they are few and minor.

Marginally satisfactory (1) indicates that there are serious weaknesses although they could be overcome by early action.

Weak (0) should be a rare score, which indicates that there is a major deficiency.

Not applicable (0) should only be used when absolutely necessary. Because the criteria are important indicators of project success, when one of them has not been considered then it is a weakness.

Basic Principles of Scoring

1. All criteria are of equal value, no weighting system should be used.
2. When awarding scores only whole numbers should be used.
3. Be alert to the tendency of adopting a central position by awarding a “2” when it may not be merited.
4. Final written judgments should be made on a logical “*all things considered*” basis. Judgments should not be derived from any formulaic combination of earlier ratings (like taking the average).
5. Final scores are derived from adding together the criteria scores and they can be used to rank projects in order of their relative merit.

QUALITY ASSESSMENT FRAMEWORK FOR PROJECT PROPOSALS**

#	Criteria	Explanations (what to look for in the proposal)	Comments (if any)	Assessments
1.	Does the proposal respond to a priority identified by Leaders or Ministers? Or For ECOTECH projects, does the proposal clearly state which one of the APEC priority themes of the 1996 Manila Declaration or the four ECOTECH priority themes will be addressed? And For TILF projects, does the proposal clearly state how it responds to the Osaka Action Agenda Part I?	The proposal should be directly relevant to one specific priority set by APEC Ministers and Leaders, or a vision statement from a working group. One, and only one, of the priority themes in the 1996 Manila Declaration should be chosen as the project goal. One, and only one, priority in the Osaka Action Agenda should be chosen as the project goal.		
2.	Are the objectives in the proposal specific, achievable, of value to the beneficiaries and measurable?	There should be a maximum of three realistic objectives. They should precisely state what benefits will occur and to whom. The proposal should demonstrate that the achieved objectives will be of value to both men and women. For objectives to be measurable their targets should be based on sex-disaggregated data and quantitative or qualitative benchmarks and these data should be given in the proposal.		
3.	Is the proposal based on sufficient background study and data	There should be good data and a good understanding of the current situation. Does the proposal take account of the work		

#	Criteria	Explanations (what to look for in the proposal)	Comments (if any)	Assessments
	collection?	of other fora? Are social data sex-disaggregated?		
4.	Will the objectives clearly contribute to one of the APEC priority themes referred to in criteria 1 above?	The linkage between the objectives and one of the priority themes should be clear and logical. Achieving the objectives will contribute towards achieving one of the APEC priority themes.		
5.	Are the outputs described in the proposal clear and easily achievable?	Outputs (the goods and services produced) should be quantified as much as possible. The outputs should logically lead to the achievement of the stated objectives.		
6.	Have the direct beneficiaries been precisely identified, and will they have significant roles in the project?	The men and women, institutions or businesses that will directly benefit should be identified as precisely as possible. Will they have an important or minor role in project consultation, planning, implementation, monitoring and evaluation?		
7.	Will there be active participation from the private sector, or the international funding institutions, or non-governmental institutions and other APEC fora?	Have the proponents actively requested their participation? Will they participate in project consultation, planning, implementation, monitoring and evaluation? Will they play an important or minor role?		
8.	Does the proposal add anything to co-existing or previous projects from APEC or elsewhere? Could this project influence future projects from other proponents?	Will contacts be made and/or information exchanged? Is there evidence that lessons learned have been applied? Does the proposal build on from other projects or repeat them? Is it sufficiently innovative or useful to influence future projects?		
9.	Is the implementation methodology described in the proposal both clear	Implementation should be well-planned and logical, and based on a breakdown of functions over time. Institutional and		

#	Criteria	Explanations (what to look for in the proposal)	Comments (if any)	Assessments
	and effective? Have the main risks to implementation been identified?	organisational arrangements should be specific and workable. Main risks or assumptions should be identified and practical strategies prepared to manage them. Will implementation be flexible enough to cope with any unexpected risk?		
10.	Are there effective plans for the widespread publication and dissemination of results?	Has the proposal answered all the parts of the question in sufficient detail? There should be specific details given, especially regarding target audience(s), content of materials, and dissemination strategies that consider women.		
11.	Does the proposal closely conform to the "Framework for the Integration of Women in APEC?"	Is there evidence that the proponents have understood APEC's position about taking special care to integrate women in APEC projects?		
12.	Does the proposal explain how women will be actively involved in planning, implementation and evaluation of the project?	Does the proposal promote gender equity in project participation and benefits? Is there a plan to measure the project's impact on women participants and other women who may be influenced or affected by the project's results?		
13.	Does the proposal have a strategy to make project benefits sustainable?	Project benefits should last well beyond project completion. Proponents can support sustainability by planning for regular updates of documents and training, ensuring that manuals are in local language, etc. Beneficiaries or other bodies should be involved in planning for sustainability and making sure that local resources are mobilised to do this in part or full.		
14.	Does the proposal comply with APEC financial procedures?	Have the prescribed formats and draw down timetables been followed? Does the budget contain sufficient detail? Will the project be efficient and cost effective?		

#	Criteria	Explanations (what to look for in the proposal)	Comments (if any)	Assessments
15.	Any other relevant points?	Any other strong or weak points in the proposal which you believe to be relevant to project success?		
16.	For TILF projects, will this project contribute to the APEC Trade and Investment Liberalisation and Facilitation?	Is it clear that this project will contribute to enhancing trade and investment liberalisation and facilitation in the APEC region? What are the specific contributions to the TILF agenda that this project will make? For non-TILF projects, simply write "NA."		
17.	Final statement of suitability for APEC funding	If implemented, is the project likely to make a sufficient contribution to APEC's mission to justify its funding? Make an informed judgment considering all the relevant factors such as: specificity of objectives and outputs, clearly identified beneficiaries, good implementation arrangements, good background information, major risks, quality of analysis, etc.		

Final Score:

****Important Notes:**

1. This framework is to be filled in by the working group, or a small panel of working group members, or the Lead Shepherd. It is not to be filled in by the proponents.
2. Comments can be a simple "yes" or a "no." Provide brief comments only when there is a weakness or an error in the proposal or when there is an example of good practice that could be of interest to APEC. For example, criterion 2 about the objectives: do not restate the objectives in the comments column; you need only to write "yes" if they are clear, achievable and measurable. If they are not (or one of them is not) then write "no" and give a brief comment about what the problem is. The proponents should then correct that problem in a revised proposal.

APEC PROJECT FORMAT
Evaluation Report on APEC Projects

Project number:		Date received by Secretariat:	
Name of Committee/Working Group/Task Force:			
Title of Project:			
Proposing APEC Economy:			
Co-sponsoring APEC Economy(ies):			
Project Overseer: Name, Title and Organisation (M/F)			
Postal address:		Tel: Fax: Email:	
Financial Information	Total cost of proposal (US\$):	Amount being sought from APEC Central Fund (US\$):	
Type of Project: ☐ seminar/symposium ☐ short-term training course ☐ survey or analysis and research ☐ database/website ☐ others (<i>Please specify</i>) _____			
Project start date:		Project end date:	
Brief description of project: its purpose and the principal activities: (including when and where)			
Signature of Project Overseer:			
(Separate written confirmation acceptable for email submission)			Date:
Signature of Committee Chair/WG Lead Shepherd:			
(Not applicable to Progress Report and Evaluation Report)			
(Separate written confirmation acceptable for email submission)			Date:

EVALUATION OF OUTCOMES - FRAMEWORK (FOR ALL PROJECTS)

Project Overseer's comment
Signature: Name:

Evaluation Group Assessment

#	Criteria	Explanations (what to look for)	Comments (if any)	Assessment
1	Were all the objectives fully achieved?	What exactly were they? (What skills were improved—from what level to what level; was capacity built and institutions strengthened—by how much? Was economic efficiency and performance increased—how was it measured?)		

#	Criteria	Explanations (what to look for)	Comments (if any)	Assessment
2	Were all the outputs fully achieved?	Were they also of a satisfactory quality?		
3	For ECOTECH and other projects, has the completed project contributed to a priority APEC theme? For TILF projects, has the completed project specifically contributed to trade and investment liberalisation and facilitation to achieve Bogor Goals?	Has it contributed to one of the priority themes in the 1996 Manila Declaration, or has it been directly relevant to one specific priority set by APEC Ministers and Leaders, or a vision statement from a working group? Has it contributed to one of the Actions in Specific Areas in Section 3 of Osaka Action Agenda in 1995, or has it addressed issues directly contributing to trade and investment liberalisation and facilitation?		
4	Is there an opportunity for any follow-up projects?	Are there any additional actions needed? Are there any ideas or pending issues that can be followed up?		
5	Any other relevant points?	For example, list the lessons learned; are they useful and have they been communicated to other interested parties?		
6	In your judgment has the project been successful?	To what extent were the objectives achieved and how relevant were they? What useful lessons have been learned for future projects? Based on current information, could this project be earmarked for an impact evaluation in the future?		

Comments by Lead Shepherd/ Chair:

Lead Shepherd/ Chair's Signature:

Comments by Secretariat:

ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms

ABAC	APEC Business Advisory Council
ACS	APEC Collaboration System
ACT	Anti-Corruption and Transparency Experts Task Force
AEF	APEC Education Foundation
AELM	APEC Economic Leaders' Meeting
AI	Avian Influenza
AIMP	APEC Information Management Portal
AMEC	Assessment, Monitoring, and Evaluation Committee
AMM	APEC Ministerial Meeting
ASF	APEC Support Fund
ATCWG	Agricultural Technical Cooperation Working Group
BMC	Budget Management Committee
CBN	Capacity Building Network
CFPN	Cultural Focal Point Network
CIIP	Critical Information Infrastructure Protection
CPDG	Competition Policy and Deregulation Group
CSD	Commission for Social Development (United Nations)
CTI	Committee on Trade and Investment
EC	Economic Committee
ECOTECH	Economic and Technical Cooperation
ECSG	Electronic Commerce Steering Group
EDNET	Education Network
EGCFE	Expert Group on Clean Fossil Energy
EWG	Energy Working Group
FMP	Finance Ministers' Process
FWG	Fisheries Working Group
GEMEED	Expert Group on Mining, Exploration and Energy Development
GFPN	Gender Focal Point Network
HLPDAB	High Level Policy Dialogue on Agricultural Biotechnology
HPAI	Highly Pathogenic Avian Influenza
HRDWG	Human Resource Development Working Group
HTF	Health Task Force
HWG	Health Working Group
ICT	Information and Communication Technology
IFI	International Financial Institutions
ISTWG	Industrial Science and Technology Working Group
IUU	Illegal, Unreported And Unregulated
LSAC	Lead Shepherd's Advisory Committee
LSPN	Labour and Social Protection Network
ME	Micro Enterprises
MESG	Micro-Enterprises Sub-Group
MICE	Meeting, Incentive travel, Conventions/congress, Exhibition/event
MRCWG	Marine Resource Conservation Working Group
MRM	Ministers Responsible for Mining

MTF	Mining Task Force
NFMD	Non-Ferrous Metals Dialogue
OECD	Organisation for Economic Co-operation and Development
OS	Operating Support
PA	Program Assistant
PDB	Project Database
PD	Program Director
POs	Project Overseers
QAF	Quality Assessment Framework
QAF	Quality Assurance Form
RDEAB	Research, Development and Extension of Agricultural Biotechnology
REDI	Renewable Energy Development Initiative
RTEIS	Real Time Emergency Information Sharing System
S&T	Science and Technology
SA	Special Assistant
SAKE	Satellite Application in Knowledge-based Economies
SARS	Severe Acute Respiratory Syndrome
SCE	Steering Committee on ECOTECH
SCE-COW	ECOTECH - Committee of the Whole
SELI	Strengthening Economic Legal Infrastructure
SMEWG	Small and Medium Enterprises Working Group
SSNCBN	Social Safety Nets Capacity Building Network
STAR	Secure Trade in the APEC Region
TELWG	Telecommunications and Information Working Group
TFEP	Taskforce on Emergency Preparedness
TILF	Trade and Investment Liberalization Fund
ToR	Terms of Reference
TRP	Trade Recovery Program
UNCSD	United Nations Commission on Sustainable Development
WTO	World Trade Organisation