

APEC Concept Note

(as of)

Please submit through APEC Secretariat Program Director. Concept Notes of more than 3 pages (including title page) or incomplete submissions will not be considered.

Project Title:	
Source of funds (Select one): <input type="checkbox"/> Operational Account <input type="checkbox"/> TILF Special Account <input type="checkbox"/> APEC Support Fund	
Committee / WG / Sub-fora / Task-force:	Agricultural Technical Cooperation Working Group (ATCWG) or High Level Policy Dialogue on Agricultural Biotechnology (HLPDAB) ??
Proposing APEC economy:	
Co-sponsoring economies: <i>(must have minimum 2 CONFIRMED co-sponsors)</i>	
Expected Start date:	
Expected Completion date:	
Project Summary: Describe the project in under 150 words. Your summary should include the project topic, planned activities, timing and location. <i>(Summary must be no longer than the box provided. Cover sheet must fit on 1 page)</i>	
Total cost of proposal: <i>(APEC funding + Self-funding)</i> USD	Total amount being sought from APEC (USD): By category: Travel: Labor costs: Hosting: Publication & distribution: Other:

Project Overseer Information and Declaration:

Name:

Title:

Organization:

Postal address:

Tel:

E-mail:

As Project Overseer and on behalf of the above said Organization, I declare that this submission was prepared in accordance with the Guidebook on APEC Projects and any ensuing project will comply with said Guidebook. Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document's budget table, in the case of any inconsistencies within the document.

Name of Project Overseer

Date:

Project Synopsis

1. **Relevance:** Why should APEC undertake this project? What problem or opportunity will the project address and why is it important?
2. **Objectives:** Describe the 2-3 key objectives of the project. (e.g., to... create a framework...; ensure participants will be able to...; share experiences...; enhance understanding...; develop recommendations...; build interest...; revise strategies... etc.)
3. **Alignment:** Describe how the project will help achieve APEC's key priorities and meet your forum's work-plan or medium-term plan.
4. **Methodology:** How do you plan to implement the project? In this section, address:
 - *Timeline:* Project timelines and dates for key activities and deliverables
 - *Stakeholders:* Beneficiaries and stakeholders (APEC & non-APEC) and how they will be engaged
 - *Previous Projects/Activities:* If and how this proposal builds on the findings or lessons learned from previous projects/activities, while avoiding duplication
 - *Communication:* How you plan to communicate the results or benefits of this project to others