

**2000 Report of the  
Executive Director of the APEC  
Secretariat  
To the Twelfth Ministerial Meeting**

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**2000 Report of the  
Executive Director of the APEC Secretariat  
to the Twelfth Ministerial Meeting**

**Bandar Seri Begawan, Brunei Darussalam  
November 2000**

**Executive Summary**

The year 2000 has seen the APEC Secretariat respond effectively to a number of new challenges. It is evident that the Secretariat's support to APEC activities will be increasing. Due to the diversity and geographical spread in terms of distance among its APEC members, the new tools that have been brought forward through the Digital Age seem to be the appropriate vehicles for APEC to communicate among its members and also the public and community at large.

Specifically, three new APEC electronic initiatives have been implemented:

- *Electronic Individual Action Plan (E-IAPs)*
- *ECOTECH Clearing House ([www.apec-ecotech.org](http://www.apec-ecotech.org))*
- *Bizapec.com ([www.BizAPEC.com](http://www.BizAPEC.com))*

In view of this, the expectations from APEC member economies of the APEC Secretariat's capacity to respond to new tasks have increased this year. This is especially true in terms of updating and maintaining the numerous APEC related websites in operation.

## **INTRODUCTION**

The following outlines the Secretariat's performance in fulfilling its Operational Plan during 2000. (The 2000 Operational Plan appears as **Annex A**.)

## **SECTION A: SECRETARIAT OUTPUTS**

### **Output I: Logistic and Advisory Support to APEC Fora**

This key output involves all Secretariat staff and comprises on-the-ground support for fora meetings. In 2000 Secretariat staff participated in 105 meetings of APEC fora including *Energy, Telecommunications and Information Industry, SME, Tourism Ministerial Meeting and the Meeting of APEC Ministers Responsible for Trade*. (A full

list of meetings is attached as **Annex B.**) Support was also provided to ABAC and APEC-related meetings including the *Women Leaders Network* and the *APEC Study Centres Consortium Conference*. Support was also provided to the APEC Forum on Shared Prosperity and Harmony Forum held in Seoul last April and APEC Technomart III in Australia and APEC Technomart IV to be held in 2001 in China.

Highlights of the support provided to APEC fora include:

- Continued updating the ‘APEC Project Database’ containing details of over 350 APEC projects and their linkages to APEC’s ECOTECH Clearing House website.
- Development by the Secretariat of password-access websites to distribute papers for the March and July BMC meetings and all SOM and the November Ministerial documents.
- Drafting of the Committee on Trade and Investment (CTI), ESC and BMC Reports to Ministers as well as SOM report to the Ministers on the Implementation of the Framework for the Integration of Women in APEC.
- Provision of briefing and advice to facilitate hand-over to the new Chairs in particularly to the new Lead Shepherd economy of the IST from China to Canada and GPEG Chair from Hong Kong, China to New Zealand.
- Provision of appraisal commentary on projects seeking APEC funding.
- Preparation of agendas, background papers, other documents and briefing/talking points for Chairs.
- Reports to fora on activities in other APEC fora.
- Coordination with meeting organisers on logistical arrangements including advice on APEC policies and procedures.
- Report on management issues to APEC fora.
- Drafts of meeting records.
- Circulation of pre-meeting documents.
- Assistance with the development of 2000 work program and timetables.
- Finalization of APEC Projects 2000 arising from APEC Leaders Meeting.
- Consolidated all guidelines related to APEC publications, documents and the APEC logo into one user-friendly *Public Affairs Guidebook*. This also includes a sample licensing agreement for use by member economies when granting permission for domestic use of the APEC logo.

## **Output II: Support for the SOM Chair**

Highlights include:

- As part of the APEC Management Review Process, the Secretariat has assisted the SOM on institutional issues. The Secretariat continues to provide an initial draft of the SOM Agenda and compile major documents for SOM chair including progress reports on the implementation of APEC Food System and management of working group reports to the SOM. The Secretariat also had set up a new document clearing website for SOM.

- On the 2000 IAP process, the Secretariat worked with the SOM Chair, Brunei Darussalam, Singapore and Australia on the prototype Electronic IAP. The Secretariat continues to consult with the Project Team (Brunei Darussalam, Singapore and Australia) to ensure the progress of the system. The Secretariat has, on behalf of APEC, signed an agreement with Microsoft as a requirement for its sponsorship of the system. The Secretariat has met regularly with the Microsoft team to review progress including the functional specifications/requirements and technical solutions developed, consulting closely at all stages with the project team.

The Secretariat has continued to manage non-member participation requests and advise the SOM Chair and APEC fora on the relevant procedures. A summary of activities since August 1999 is as follows:

- The Secretariat has received 13 requests for non-member participation in APEC activities (excluding one-off non-policy activities). In addition, the Secretariat has been informed of 8 requests/proposals for non-member participation in APEC activities.
- The SOM has approved 20 requests/proposals for non-member participation in APEC activities.
- APEC fora have approved 19 requests/proposals for non-member participation in APEC activities (excluding one-off, non-policy activities) and disapproved 2.

(Details of non-member participation decisions and applications since August 1999 are attached as Annex C.)

### **Output III: Management of the APEC Operational and TILF Accounts**

The Secretariat has provided ongoing support and advice to project overseers, including organization of tendering for approximately 190 ongoing projects, in accordance with the *Guidebook on APEC Projects*. A revised (4<sup>th</sup>) edition of the Guidebook was issued in August 2000 as an improved project management tool. The Secretariat also managed preparations for the March and July BMC meetings, including advising on proposals seeking project reprogramming, additional funding and new funding.

Intersessionally, the Secretariat managed the process of approval of urgent project proposals, acting as an intermediary between project proponents and BMC members, and also between the Brunei SOM Chair and the BMC.

Following a review of the Operational Account and Special TILF Account procedures, the Secretariat made recommendations to the BMC on ways and means to increase the efficiency of the budget process and shorten the lead time for implementation of urgent projects under both Accounts. On the Secretariat's advice, the BMC also set aside uncommitted reserves for future years as administrative expenditure is forecasted to be high.



The Statement of Accounts for the Operational and TILF Accounts is included under Service II below.

## **Output IV: Public Affairs/Provision of Information on APEC**

The APEC Secretariat provides assistance in disseminating information on APEC to targeted audiences and the public at large through various means including an extensive publishing programme, websites and other electronic media, production of audio visual material, presentations, visitor briefings and outreach trips to APEC member economies.

The Secretariat plays an important role in managing media relations for APEC and in generating media coverage for APEC events and developments, providing public affairs and media support to the host economy and APEC fora throughout the year.

APEC's document access policy has also been managed by the Secretariat and continuous improvements made to facilitate access to records via electronic means.

In response to the unabating climate of public skepticism towards free trade and globalisation, member economies endorsed a proposal at SOM III for the APEC Secretariat to proceed with work on developing a more proactive external communications and outreach strategy to more effectively publicise APEC achievements, maximise support and understanding of APEC's role and agenda and respond to increased questioning of the relevance of APEC.

### **General Outreach**

The APEC Secretariat has played an instrumental role in managing expanding APEC outreach requirements and expectations. The Executive Director has made numerous trips to APEC member economies, to assist the APEC Chair, member economies and APEC at large, in publicising APEC and its activities. Trips with an outreach focus were made to Chile; China; Hong Kong, China; Indonesia; Korea; Mexico; Peru; Russia; Chinese Taipei, USA; and Viet Nam. Successful outcomes were achieved in educating the public and related institutions on the mechanics of APEC and how to be involved in the process. The feedback received by the Secretariat has been extremely positive.

The Executive Director was invited to make a presentation on APEC's activities to the International Confederation of Trade Unions-Asia Pacific Labour Network (ICFTU-APLN) during its meeting in Brunei on 30 October 2000. In Indonesia, the Executive Director was invited to present keynote addresses to Seminars on *APEC: Challenges and Opportunities for Indonesian Economic Recovery* that was held in the capital, Jakarta, University Padjajaran of Bandung and University Gajah Mada of Yogyakarta. Presentations to business, government and student groups have also been made throughout the year by the Director of Public Affairs and other program directors.

(The list of speeches and interviews is attached as **Annex D.**)

## **Media Liaison, Media Briefings and Press Releases**

On-the-ground media liaison support has been provided by the Secretariat for SOM meetings in Brunei Darussalam and MRT in Darwin including setting up of interviews with SOM Chair, Ministers, Senior Officials and APEC Fora chairs and other key players. Assistance was provided before and during meetings to support coverage by international, regional and local media outlets including Reuters, Associated Press, AFP, Bloomberg, CNBC, Xinhua News Agency, South China Morning Post, The Star, Straits Times among others, and local Australian and Brunei media.

Media releases and advisories have been issued and disseminated regularly via email gateway and posted on the website on behalf of APEC Fora and direct contact made with journalists to encourage media coverage of key APEC events and activities, for example, in lead up APEC Tourism Ministerial Meetings.

## **Production of General Information Resources on APEC**

The Secretariat produced a range of scheduled publications during 2000 as part of its publishing programme including the *APEC 2000* booklet and three editions of *Update of Activities Within APEC*. These were distributed to all APEC economies, media contacts and other regular recipients on the Secretariat's distribution list and disseminated at relevant APEC meetings throughout the year.

An APEC video/CD-ROM was also produced as an outreach resource tool for use by the Secretariat, member economies and APEC fora and for use by media for broadcast purposes.

Regular consignments of publications, videos and CD-ROMs have been supplied to Brunei Darussalam for use in their publicity program as host for APEC 2000.

Through sales/marketing agreements with book agents/distributors in Australia; Brunei Darussalam; Hong Kong, China; Malaysia; New Zealand; Singapore; USA and the United Kingdom net total revenue of approximately S\$10,000 was realized from the sale of APEC publications and CD ROMS for the year. With increasing use of online and free downloadable versions of publications off the website, the Secretariat will continue to maintain a close watch on sales patterns and monitor print runs, sales figures and web statistics to ensure electronic/hard-copy publishing combinations support both information dissemination objectives and user needs.

The Secretariat continues to manage the production and sale of publications on behalf of APEC fora. (A full list of publications is attached as **Annex E** and Total Sales Revenue as **Annex F**).

## **APEC Website**

The Secretariat continues to record increasing use of the APEC website for information-gathering. The most frequently-accessed information from the website includes background information on APEC, new announcements and press releases and advisories. In line with the development of BizAPEC.com and Ecotech Clearing House and as announced at SOM II, APEC Secretariat has almost completed revamping its website to make it more user-friendly and accessible. The three deliverables this year (BizAPEC.com, Ecotech Clearing House and eIAP) will be prominently displayed. Feedback is welcome. Several new features will also be incorporated into the new revamped website. The general public will be able to access the new web portal by mid November 2000.

Following the launch by Australia of the **bizapec.com** site for business users, a plan for ongoing maintenance, development and promotion of this site is being mapped out by the Secretariat in consultation with Australia. The Secretariat is also providing advice and support on promotion and marketing of the APEC Ecotech Clearing House Site. The number of access for the APEC website are contained in **Annex G.**)

### **Management of APEC Document Access Policy**

The Secretariat is continuing to look at ways of improving and strengthening its management of APEC's document access policy. A new Information Manager with a strong background in information management systems has recently been recruited.

The Secretariat continues to receive a high volume of research and information requests from all over the world via telephone, fax and increasingly by email, many of which are now able to be referred directly to information published on the Website or other online sources.

### **Intellectual Property**

Management of APEC's intellectual property has become an increasingly important concern for the Secretariat. Recently there has been one unauthorised case of use of the APEC logo and acronym for an event and one case of misrepresented association with APEC by a publisher for potential commercial gain. The Secretariat has been in close contact with the SOM Chair and is currently reviewing protection of APEC's intellectual property and will soon be in touch with member economies through the Intellectual Property Rights Experts' Group (IPEG) to seek their assistance in improving domestic copyright/trademark protection. Interestingly the Secretariat has discovered eight organisations (totally unrelated to APEC) which share our acronym.

### **Output V: APEC Project Evaluation**

- Updated the *Guidelines for Reporting and Evaluation System for APEC Projects*, making the revisions approved by the BMC.

- Assisted the BMC to establish the procedures for evaluation of projects in forming seven BMC Small Groups for better study and evaluation of the evaluation reports of APEC fora.
- Assisted the BMC to revise the Guidelines for Reporting and Evaluation System for APEC Projects inclusive of amendment of the formats of the progress and evaluation reports.
- Assisted the BMC Small Groups to implement the established procedures to monitor the evaluation reports of APEC fora.

The Secretariat is playing a growing role in supporting the BMC's efforts to improve evaluation of APEC projects. The Secretariat has advised the BMC on revised evaluation procedures and provided comment on evaluation reports submitted by fora.

## **SECTION B: INTRA-SECRETARIAT SERVICES REQUIRED TO PRODUCE OUTPUTS**

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### **Service I: Communication and Information Services**

Communication and information technology continues to be critical to the work of the APEC Secretariat and to require substantial resources. This year, a number of projects were undertaken to improve IT systems and to ensure that IT was used to maximise the efficiency of the Secretariat's operations.

- All staff members attended in-house courses on the worldwide web and specially tailored courses were organised to meet computer-skills requirements of specific staff members.
- The Library has begun posting declassified APEC meeting documents on the website.
- Upgraded the designation of the Librarian to Information Manager, to give more focus on information management/retrieval.
- One member of the Secretariat's IT team attended the Conference of System Administration Networking and Security (SANS) in March. This is one of the attempts to enhance the Secretariat's capability to protect its network security.
- Close coordination with the Ministry of Foreign Affairs of Singapore to ensure that the Secretariat's communication needs are met in the planning for the new Secretariat office planned for end 2002.
- APEC Business website ([www.BizAPEC.com](http://www.BizAPEC.com)) was incorporated into the Secretariat's web server and APEC Secretariat now takes over the on-going maintenance/enhancement responsibility. Three members' new requests to link to their domestic business sites have been incorporated.
- A new data server was procured and properly configured for the implementation of the e-IAP project.

### **Service II: Management of the APEC Central Fund**

The Secretariat manages three accounts under the APEC Central Fund—the Administrative Account, the Operational Account and the TILF Special Account. The following financial report covers all these accounts.

## **Financial Report for the Period Ending 31 July 2000**

### 1. Asset Status

The Secretariat maintains all assets in deposits, most in the form of US dollar fixed deposits. Members' contributions are made in US dollars. Eventual disbursements to approved projects are also mostly made in US dollars. Singapore-dollar denominated expenditures is required for local costs of the APEC Secretariat. The relevant US dollar accounts are drawn upon and converted to Singapore dollars when such expenditures are necessary.

As at 31 July 2000, the total assets under the Operational and Administrative Accounts were as follows:

Fixed Deposit Account	US\$	5,528,200
Current Account		1,100
Amounts maintained in Singapore dollars (S\$232,100)		33,900*
Total:		5,663,200

The total assets under the TILF Special Account were as follows:

Fixed Deposit Account	US\$	11,452,300
Amounts maintained in Singapore dollars (S\$27,800)		16,000*
Total:		11,468,300

Fixed Deposit Account  
(\* Per exchange rate as at 31 July 2000)

### 2. Revenue

The total revenue for the period 1 January to 31 July 2000 for the Administration and Operational Accounts was US\$3,462,000 (**Annex H**).

The total revenue from 1 January to 31 July 2000 under the TILF Special Account was US\$4,898,900 (**Annex I**).

### 3. Expenditure

#### *Operational Account*

The total approved amount under the Operational Account for 1998, 1999 and 2000 projects was US\$6,762,600. The APEC Secretariat had up to 31 July 2000 disbursed a total of US\$3,145,000 (46.5%). (Details are at **Annex J**.)

### *TILF Special Account*

The total approved amount under the TILF Special Account for 1998, 1999 and 2000 projects was US\$9,972,300. The Secretariat had up to 31 July 2000 disbursed a total of US\$3,687,600 (37%). (Details are at [Annex K](#).)

### *Administrative Account*

The Administrative Account covers the costs of running the APEC Secretariat Office in Singapore and production of Operational Plan outputs. In 2000, the Secretariat continued to exercise prudence and tight control in managing this account. In July 2000, the Secretariat returned mid-year savings of US\$190,000, or 9% of the budget, to the Central Fund. As a result, the BMC approved an adjusted 2000 Administrative Account budget of US\$1,868,000. The expenditure incurred from 1 January to 31 July 2000 was US\$713,500 (38.2%). (Details are at [Annex L](#).)

#### 4. Uncommitted Reserves

The uncommitted reserves are the total funds under the management of the APEC Secretariat which are not committed by the BMC for any specific purpose at a specific point of time. These reserves consists of members' contributions, savings from expired and cancelled projects, bank interest, book sales, and any other income, minus all committed expenditures including approved budgets for project funding and upkeep of the APEC Secretariat, and provisions for other possible expenditures.

The uncommitted reserves for the Administrative and Operational Account as of 31 July 2000 amounted to US\$1,447,300. (Details are at [Annex M](#).)

The uncommitted reserves for the TILF Special Account as of 31 July 2000 amounted to US\$6,154,100. (Details are at [Annex N](#).)

#### 5. Forecast

The Secretariat presented the forecast of administrative budgets for 2002 and 2003 to the BMC. The BMC agreed that a prudent financial management approach should be adopted. It agreed that the total amount to be allocated to 2001 projects should be capped at US\$2 million and that the remaining uncommitted reserves should be left for future years. Ministers and Senior Officials were invited to note that without increasing members' contribution, a 2-million budget for the Operational Account may not be sustainable in the long run, especially when the host economies are far away from the Secretariat (for example, Mexico in 2002 and Chile in 2004).

### **Service III: Management Support**

- Information gathered on APEC members' protection of the APEC logo and acronym.

#### ***Specific Service Targets for 2000***

- Implementation of IT Strategy Plan
- Close coordination with Singapore MFA to ensure that the Secretariat's needs are met in the planning for the new Secretariat office.

The Secretariat welcomed Ambassador Zhang Yan of China as the new Deputy Executive Director on 4 January 2000.

The new secondees who joined the Secretariat as Program Directors since Ministers last met are Mr Mohan Mathews of Australia; Ms Sheryl Lowe of New Zealand; Mr So Kam Shing from Hong Kong, China; Ms Koh Siew Mui of Singapore; Ms Suriana Tengku Sulaiman of Malaysia; and Dr Helena Gaytan Fregoso of Mexico.

The Secretariat bade farewell to Mr Halimi Hussain of Malaysia; Mr Bradley Crofts of Australia; Ms Bridget Romanes of New Zealand; Mr. Jose Barojas of Mexico; and Mrs Iris Geddis from Singapore.

Canada and Russia have expressed interest in nominating secondees to the Secretariat in the near future. The Senior Officials of these economies have consulted the Executive Director of the APEC Secretariat to ensure continuity, assigning responsibilities and portfolios.

The attrition rate of our support staff remains low. Their dedication and loyalty provide valuable continuity to the Secretariat.

### **Service IV: Secretarial and Administrative Services**

#### ***Training Courses For Secretariat Staff***

The professional staff members completed a report writing course conducted by the British Council. In-house training programs were also organized for them for Lotus Notes (project data based) as well as refresher courses in Microsoft Windows and ACCESS 97. Ten of the professional staff also attended an Effective Presentation Skills Course at the British Council on 1-3 August 2000 to improve their presentation skill levels at meetings/workshops.

Twelve support staff attended an accelerated learning training course, basic and advance, conducted in-house by a consultant on 25-26 May 2000 and 21-22 Sept 2000. The objective of the courses is to assist staff members to reach their potential for accelerated learning and creativity, develop personal growth, positive attitudes, enjoy learning,

improve in self-esteem and self image, goal setting and time management, heighten awareness, concentration and focus on their daily activities and work.

To further boost staff competence and efficiency, the Secretariat is planning an in-house financial system-training course for the support staff who assists program directors with implementation of APEC projects. The Secretariat will continue to provide adequate training to our staff to ensure that a highly professional, flexible, efficient and skilled APEC team mans the Secretariat.

The Secretariat, aware of the development of the IT sector, encourages its IT team to attend seminars/courses in Singapore and selective conferences overseas. The IT manager attended the System Administrative networking and Security (SANS) Conference held in Orlando, USA from 21-28 March 2000. The conference, organized by SANS Institute, which is a cooperative research and education organization, facilitated the meeting of nearly 100,000 systems administrators, security professionals and network administrators to share experience and to find solutions. The IT staff will take turns to attend this yearly meeting to obtain information on IT development. The IT staff also attended local symposium and seminars on IT development as and when the opportunities arise.

#### ***Meetings at the APEC Secretariat***

The Secretariat organized the following meetings at the Secretariat's 19th floor conference room and at a few selected hotels in Singapore.

9-10 December	GOS Task Force
24-25 February	TWG Task Force
30-31 March	BMC Meeting
10 April	GIS – APEC Framework for the Integration of women
9-11 May	APEC Public Sector Management workshop
26-28 July	BMC Meeting
12-14 September	Workshop on Trade Facilitation

#### ***Construction of New APEC Secretariat Building***

The building, which is under critical planning stage and due for calling of tenders, is targeted for completion by 2002. An internal committee has been set up in the Secretariat to oversee user requirements relating to the new building and to make plans for subsequent relocation. The committee will also work closely with the Ministry of Foreign Affairs of Singapore to monitor the progress of construction and budget for maintenance of the new building.

APEC Secretariat expresses its gratitude to the officials of Ministry of Foreign Affairs of Singapore for the early and on-going consultation and look forward to see the fruition and the completion of the new building.



Version: 17 January 2000

**APEC SECRETARIAT 2000 OPERATIONAL PLAN**

**Contents**

- (i) Introduction
- (ii) Vision statement
- (iii) Statement of business
- (iv) Annual operational priorities and accountability
- (v) Statement of outputs
- (vi) Intra-Secretariat services required to produce outputs

### Introduction

The APEC Secretariat was established in February 1993. Singapore was selected as its site at the APEC Ministerial meeting in September 1992 in Bangkok. (Annex I contains the Secretariat accommodation and host-economy agreement)

*The Bangkok Declaration on Asia-Pacific Economic Cooperation (APEC) Institutional Arrangements* determined the principal functions, financial arrangements and staffing of the Secretariat. Refinements were made in 1995 in the *Report of the Task Force For the Review of the APEC Secretariat* and the 1996 and 1997 *Reports of the Task Force on Management Issues*.

From an initial complement of 11 professional staff seconded from among the then 15 member economies, the Secretariat has grown to number (23) from among the current 21 member economies. Local support staff personnel totals 23.

The position of Executive Director is filled on secondment from the member economy chairing APEC. The position of Deputy is similarly filled by the economy chairing APEC in the next year.

**Vision Statement**

To support and facilitate the achievement of APEC goals.

**Statement of Business**

The Secretariat is the core support mechanism for the APEC process.

The Secretariat provides advisory, operational and logistic/technical services to Member Economies and APEC fora to coordinate and facilitate conduct of the business of the organisation.

On behalf of Member Economies, it provides preparatory advice on formulation of APEC projects, manages project funding and evaluates projects funded from the APEC Operational and TILF Accounts.

The Secretariat produces a range of publications, liaises with the media and maintains a website to provide information and public affairs support on APEC's role and activities, including specific outreach efforts to business. It acts on behalf of APEC members as and when directed.

The Secretariat maintains a capacity to support research and analysis in collaboration with APEC Study Centres and PECC as required by APEC fora.

The Executive Director is responsible to APEC Senior Officials through the SOM Chair and manages the Secretariat in line with priorities set by SOM on behalf of Ministers.

**Annual Operational Priorities and Accountability**

APEC's operational priorities and activities are established annually by Leaders' and Ministers' tasking directions to Senior Officials. APEC Senior Officials (SOM) manage activities and may adjust priorities on behalf of Ministers in the course of the year.

The Executive Director of the Secretariat is responsible to Senior Officials through the SOM Chair and manages the Secretariat in line with priorities determined as above. Secretariat staff are responsible to the Executive Director for fulfillment of their respective responsibilities.

The Executive Director will provide performance accountability statements to SOM, as purchaser of Secretariat outputs, at its periodic regular meetings and also annually to Ministers.

The Executive Director will also provide relevant reports to the Budget and Management Committee (BMC).

## Statement of Outputs

### **Output I : Logistic and Advisory Support for APEC Fora**

This output involves delivery of a wide range of support services for the different fora (Committees, Working Groups, *ad hoc* groups, Task Forces, etc.) and associate bodies (e.g. ABAC) through which APEC conducts its business. Fora meet periodically, hosted by different Member Economies. Support is also provided to Ministerial meetings and meetings held in Singapore, including at the APEC Secretariat.

#### **Output Description**

#### **Collective Performance Indicators**

The Secretariat provides direct support to the Chair/Lead Shepherd at and between meetings as follows:

- A Managing document circulation at meetings and drafting documents, including
- *Agendas*
  - *Meeting records*
  - *Other documents, including background papers, as requested by fora*
- Primary Responsibility: Program Directors as assigned to fora
- B Providing regular briefings and advice on APEC policies and procedures contained in Annex II, including
- *Consolidated Guidelines on Non-Member Participation in APEC Working Group Activities*
  - *Use of APEC Logo and Acronym*
  - *APEC Publication Policy*
  - *Selection, Terms and Functions of Lead Shepherds of APEC WGs*
  - *Guidebook on Financial Procedures*
  - *Guidelines for Hosting APEC Meetings*
  - *Guidelines on APEC Database Projects*
  - *Guidelines on Information Sharing Among APEC Fora*
  - *Guidelines for Evaluation and Reporting System for APEC Projects*
  - *ctd over*

Member Economies representatives, in particular SOM Chair and Fora Chairs/Lead Shepherds/host economies express satisfaction with Program Director's support and delivery of agreed services. No complaints received by Executive Director.

Executive Director's deployment of staff is considered by SOM and Fora Chairs to be in line with agreed support requirements.

- *Implementation of the New Document Access Policy*
- *Guidelines on Ecotech Activities*
- *Guidelines for Business/Private Sector Involvement in activities of CTI, ESC, EC and their sub-fora*
- *Guidelines for Updating and Reporting System for IAPs*

Primary Responsibility: Program Directors as assigned to fora

- C Providing comprehensive information on relevant activities of other APEC fora, including Leaders/Ministerial/SOM tasking  
Primary Responsibility: Program Directors as assigned to fora

Fora have information at hand when planning activities

- D Representing the interests of particular fora in the Secretariat's general service areas (public affairs, the APEC website, and the project funding/management process) and acting as necessary as a channel of communication and coordination.

Accurate and timely flows of information maintained

Primary Responsibility: Program Directors as assigned to fora

- E Managing the production of publications on behalf of fora including collating information, sourcing printers/proofreaders/internet authoring and distribution.  
Primary Responsibility: Program Directors as assigned to fora  
Support from: Director (Public Affairs), Publications Manager, Director (IT)

Publications produced in accordance with *APEC Publication Policy*

- F Providing preparatory advice to Fora and project proponents on formulation and financing of projects, managing applications to BMC for APEC Operational and TILF account funding and providing BMC with independent advice on levels of support/participation, TILF linkage (for TILF projects), possible overlaps, and conformity with financial guidelines  
Responsibility: Director Finance, Project Coordinator, Program Directors as assigned to fora

Fora/project proponents fully advised of relevant procedures and requirements. Project applications to BMC are accompanied by accurate and complete Secretariat commentary. No surprises in BMC meeting.

G Providing electronic support to virtual taskforces

Responsibility: Director (IT)

Support from: Program Directors as assigned to fora

Support provided to maximise efficiencies of electronic communications, within Secretariat resources

Cost:

## Output II : Support for SOM Chair

This output involves delivery of support services to the SOM Chair

### Output Description

### Collective Performance Indicators

<p>A Providing analysis, advice and administrative support to the SOM Chair on substantive and procedural issues  <u>Primary Responsibility:</u> Executive Director, Special Assistant to ED  <u>Support from:</u> Relevant Program Directors</p>	<p>Support delivered in a timely and proactive way which meets with the approval of the SOM Chair.</p>
<p>B Drafting documentation for SOM Meetings, including;</p> <ul style="list-style-type: none"> <li>– <i>Agenda</i></li> <li>– <i>Detailed notes and Chair’s Summary Record</i></li> <li>– <i>Annual tasking statements</i></li> <li>– <i>Executive Director’s Report</i></li> <li>– <i>Other papers as requested by SOM Chair.</i></li> </ul> <p><u>Primary Responsibility:</u> Special Assistant to ED  <u>Support from:</u> Relevant Program Directors</p>	
<p>C Documentation for annual Ministerial Meeting including:</p> <ul style="list-style-type: none"> <li>– <i>Annual Report on Ecotech Activities</i></li> <li>– <i>CTI Annual Report</i></li> <li>– <i>EC Annual Report</i></li> <li>– <i>Annual Overview of APEC Activities in Sustainable Development</i></li> </ul> <p>Primary Responsibility: Program Directors for relevant fora</p>	
<p>D Management of the annual IAP collation and distribution process  <u>Primary Responsibility:</u> CTI Coordinator  <u>Support from:</u> Director Information Systems</p>	<p>Secretariat responsibilities undertaken in accordance with the <i>Guidelines for Updating and Reporting System for IAPs</i> and the timeframes agreed with SOM Chair and providing support for the work programs to be carried out in 2000 as directed by Ministers.</p>



E Support with media relations and information

- Managing press contacts and liaison at SOM meetings
- Drafting press releases
- Providing APEC Brochure and Update publications for distribution by SOM Chair
- Assisting with information distribution to media through Secretariat email journalist gateway

Primary Responsibility: Director (Public Affairs)

Support from: Program Directors

F Liaison with the SOM Chair on behalf of the EC, ESC, CTI and BMC Chairs

Primary Responsibility: Relevant Program Directors

Cost:

### Output III : Management of the APEC Operational and TILF Accounts

This output involves delivery of financial management services for APEC-funded projects. These projects are designed to build capacity in support of the objectives of APEC Leaders and Ministers.

#### Output Description

#### Collective Performance Indicators

- A Disbursement of funds for approved projects in liaison with relevant project proponents and fora.
- B Providing advice to fora and project proponents on project implementation processes including contracts and tendering (Requests for Proposals-RFPs)

Check lists of administrative requirements supplied to project overseers. Funds disbursed on time and according *Guidebook on Financial Procedures*. Project evaluation and progress reports submitted to BMC. Project proponents and BMC satisfied with Secretariat inputs.

Primary Responsibility: Director Finance

Support from: Project Coordinator, Program Directors whose fora propose projects.

Cost:

## Output IV : Public Affairs/Provision of Information on APEC

This output involves delivery of information on APEC to academics, business and the general public. It includes both generic information on APEC and its objectives as well as specific support to fora and their activities.

Output Description	Collective Performance Indicators
<p>A Production of general information resources on APEC</p> <ul style="list-style-type: none"> <li>- <i>APEC Update</i> publication (at least twice annually)</li> <li>- <i>APEC Brochure</i> publication (once annually)</li> <li>- APEC video (as required)</li> <li>- APEC posters for exhibition purposes</li> </ul> <p>Primary Responsibility: Director (Public Affairs), Publications Manager  <u>Support from:</u> All Program Directors</p>	<p>Information about APEC readily accessible and responsive approach to enquiries, positive response to requests for media briefings and speeches; website updated as and when required and reviewed bi-monthly, all meeting documents archived in hard copy and where possible electronically.</p>
<p>B Marketing APEC publications in accordance with the <i>APEC Outreach Strategy</i></p> <p><u>Primary Responsibility:</u> Director (Public Affairs), Publications Manager</p>	
<p>C Press liaison, media briefings and press releases in accordance with <i>Procedures for Issuing Press Advisories/Releases from the APEC Secretariat</i></p> <p><u>Primary Responsibility:</u> Director (Public Affairs)  <u>Support from:</u> All Program Directors</p>	
<p>D Speeches and briefings for outside groups and visitors to Secretariat</p> <p><u>Primary Responsibility:</u> Director (Public Affairs)  <u>Support from:</u> All Program Directors</p>	

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|---|---|
| <p>E Support for Fora Chairs in Media Relations.<br/> <u>Primary Responsibility:</u> Director (Public Affairs)<br/> <u>Support from:</u> All Program Directors<br/> <u>Website uploading:</u> Director (Information Systems)</p>  |   |
| <p>F Secretariat web site<br/> <u>Primary Responsibility:</u> Director (Information Systems)<br/> <u>Content update responsibility:</u> All Program Directors, IT Staff, Librarian</p>  | <p>Responsibilities of PSM fulfilled in accordance with <i>Responsibility and Timing Table to Update APEC Documents</i></p> |
| <p>G Management of APEC document access policy, including procedures for collection of meeting documents, and maintenance of archives of APEC meeting documents and other publications. Report to BMC annually on document access policy and any problems encountered.<br/> <u>Primary Responsibility:</u> Librarian<br/> <u>Support from:</u> All Program Directors.</p> | <p>PSMs deliver a full set of meeting documents to library immediately following meetings.</p>                              |
| <p>H Provision of Current Awareness Service to member economies<br/> <u>Primary Responsibility:</u> Librarian</p>   |   |
| <p>I Provision to ABAC and internet publication of quarterly <i>Business Briefing Newsletters</i> publication on key APEC activities<br/> <u>Primary Responsibility:</u> Program Director assigned to ABAC</p>  |   |
| <p>J Management of intellectual property (APEC logo, copyright for publications and data) on behalf of APEC members and provision of relevant advice to them.<br/> <u>Primary Responsibility:</u> Director (Administration), Director (Public Affairs)<br/> <u>Support from:</u> All Program Directors.</p>   |   |

<p>K Maintenance of a comprehensive manual of APEC Policies and Procedures containing the guidelines listed in Output 1 B  <u>Primary Responsibility:</u> Program Director (Management Issues)  <u>Support from:</u> Director (Administration), All Program Directors.</p>	<p>All policies and procedures reviewed internally at least annually and changes/updates recommended where appropriate.</p>
<p>L Secretariat representation at APEC fairs  <u>Primary Responsibility:</u> Relevant Program Directors  <u>Support from:</u> Director (Public Affairs).</p>	<p>Representation undertaken in accordance with the <i>Guidelines on APEC Secretariat's Participation in Exhibitions</i>.</p>
<p>M Support for new APEC members (namely PNG, Russia and Vietnam) on Outreach Activities.  Cost:</p>	<p>Seminar presentations on APEC in the new member economies.</p>

## Output V : APEC Project evaluation

This output involves assistance to the BMC and ESC in assessing completed APEC projects.

### Output Description

### Collective Performance Indicators

- A Administering the *Guidelines for Project Evaluation* as follows:
- Proactive liaison with APEC fora to ensure that progress and evaluation reports conform to Guidelines
  - Advice to the BMC and ESC on the progress and evaluation of specific projects

Primary Responsibility: Project Coordinator

Support from: Director (Finance), Program Directors whose fora undertake projects

- B Providing advice to the BMC on the development and implementation of the APEC project evaluation guidelines

Primary Responsibility: Project Coordinator

Support from: Director (Finance), Program Directors whose fora undertake projects

Cost:

Progress and evaluation reports supplied to BMC conform with procedures. Secretariat input on project evaluation regarded by BMC and ESC as proactive and constructive.

### Output VI : Research and Analysis Support (under review)

This output involves supporting research and analysis as requested by APEC fora.

Output Description	Collective Performance Indicators
<p>A Research requested by APEC fora, subject to approval on a case by case basis.  <u>Primary Responsibility:</u> Director (Research and Analysis)  <u>Support from:</u> Program Directors for fora requiring research</p>	<p>Research delivered in a cost-efficient way and to the satisfaction of the commissioning fora            Research synergies and information flows maximised.</p>
<p>B Liaison with APEC Study Centres and PECC  <u>Primary Responsibility:</u> Director (Research and Analysis)  <u>Support from:</u> Program Directors for fora requiring research.</p>	
<p>C Support, within the resources of the Secretariat library, for researchers on APEC.  <u>Primary Responsibility:</u> Librarian</p>	
<p>D Updating the APEC TILF Information Directory  <u>Primary Responsibility:</u> Program Directors as assigned to fora  <u>Support from:</u> Director Research and Analysis, Librarian, IT Specialist</p>	<p>Secretariat fulfills responsibilities four weeks before SOM III.</p>
<p>Cost:</p>	

<b>Specific Output Targets for 2000</b>	
<b>Output Description</b>	<b>Collective Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ To provide advice to SOM Chair on how to ensure better coordination among sectoral Ministerial Meetings, and the role the Secretariat can play in this process. <u>Primary Responsibility:</u> YYF</li> </ul>	To be completed to the satisfaction of SOM Chair.
<ul style="list-style-type: none"> <li>▪ To provide assistance to CTI, to come up with a prototype of new IAPs reporting using electronic means. <u>Responsibility:</u> Special Assistant to CTI Chair</li> </ul>	To be completed to the satisfaction of CTI.
<ul style="list-style-type: none"> <li>▪ Review of Research and Analysis work at the APEC Secretariat.</li> </ul>	To be completed and reported to SOM.



### Intra-Secretariat services required to produce outputs

#### **Service I: Communication and Information Services**

This service involves maintenance of operational capacities to facilitate current information flows and storage within the APEC Secretariat

Service Description	Collective Performance Indicators
<p>A Maintaining an IT system to meet word processing, communication, database, website support, and other IT requirements.  <u>Primary Responsibility:</u> Director Information Systems  <u>Support from:</u> IT staff</p>	<p>Systems meet needs of APEC Secretariat users in a cost efficient way.</p>
<p>B Maintaining a library of historical and current APEC-related material for reference or research by APEC Secretariat staff  <u>Primary Responsibility:</u> Librarian</p>	
<p>C Maintaining a record management (storage and retrieval) system for APEC Secretariat working documents and correspondence.  <u>Primary Responsibility:</u> Director (Administration)  <u>Support from:</u> Program Directors, Support Staff</p>	
<p>Cost:</p>	

## Service II: Management of APEC Administrative Budget

This service involves the development and prudential management of the Secretariat's operating budget

Service Description	Collective Performance Indicators
A Preparation of an annual budget estimate for consideration by BMC and subsequent outturn reporting on it	BMC satisfied with Secretariat performance
B Cost effective and prudential management of expenditure in accordance with the Administrative Budget approved by the BMC.	
Primary Responsibility: Director (Finance) <u>Support from:</u> Finance Staff	
Cost:	

**Service III: Management Support**

This service involves management of administrative systems and the terms and conditions of employment for Secretariat locally engaged staff. It also includes assistance to seconded staff.

Service Description	Collective Performance Indicators
<p>A Assistance to seconded staff with the following administrative matters:</p> <ul style="list-style-type: none"> <li>- <i>facilitation of privilege and immunities</i></li> <li>- <i>liaison work with government departments</i></li> <li>- <i>obtaining visas for official travel</i></li> <li>- <i>assistance for newly arrived seconded staff, including Guidance Booklet for New Arrivals</i></li> </ul>	<p>Staff matters processed efficiently and according to policies and procedures. <i>Guidance Booklet for New Arrivals</i> updated each February.</p>
<p>B Administration of the following policies and procedures for locally engaged staff:</p> <ul style="list-style-type: none"> <li>- <i>Recruitment policy</i></li> <li>- <i>Development of skills for learning</i></li> <li>- <i>Terms and conditions for local staff</i></li> <li>- <i>Annual review of performance</i></li> </ul>	
<p>C Property management: office equipment and security of premises  <u>Primary Responsibility:</u> Director Administration  <u>Support from:</u> Administration staff</p>	
<p>D Maintenance of a comprehensive manual of APEC Secretariat Internal Guidelines and Procedures (Refer Annex III).  <u>Primary Responsibility:</u> Director (Administration)  <u>Support from:</u> All Program Directors.</p>	<p>All policies and procedures reviewed at least annually and changes/updates recommended where appropriate.</p>
<p>Cost:</p>	

### **Service IV: Secretarial and administrative services**

This service involves the provision of secretariat, logistical and wordprocessing services for professional staff and at SOM, CTI, ESC, BMC and EC meetings, as well as others held in Singapore.

#### **Service Description**

#### **Collective Performance Indicators**

A Word processing and administrative support to Program Directors      Accurate and timely services provided to Program Directors

B Planning and organisation of conference facilities – management and support services for meetings held in Singapore, particularly at Secretariat.

Primary Responsibility: Director (Administration), Support Staff

Cost:

<b>Specific Service Targets for 2000</b>	
<b>Output Description</b>	<b>Collective Performance Indicators</b>
Service IA <ul style="list-style-type: none"> <li>▪ Implementation of IT Strategy Plan  <u>Responsibility: Director (IT)</u></li> </ul>	Strategy completed and reported to BMC.
Service IB <ul style="list-style-type: none"> <li>• Review of how the Secretariat accounts for the Admin budget, especially to investigate the feasibility of moving from cost to accrual accounting.  <u>Responsibility: Director (Finance)</u></li> </ul>	Review to be completed and reported to BMC.
Service IC <ul style="list-style-type: none"> <li>▪ Closely coordinate with Singapore MFA to ensure that the Secretariat's long term requirements are met in the planning for the new Secretariat office.  <u>Responsibility: Director (Administration)</u></li> </ul>	Work to continue until completion of building in 2001. To ensure continuity, an ad-hoc committee (Secretariat) is formed to follow-up progress. Progress report to SOM

**SECRETARIAT PARTICIPATION IN APEC MEETINGS  
(JANUARY – NOVEMBER 2000)**

- 21<sup>st</sup> Meeting of HRD WG (*Sapporo, Japan, 25-28 January*)
- Senior Officials' Meeting I (*Bandar Seri Begawan, 13-14 February*)
- Government Procurement Experts' Group (*Bandar Seri Begawan, 12-13 February*)
- Lead Shepherds/Committee Chairs Meeting (*Bandar Seri Begawan, 14 February*)
- Joint Fora (*Bandar Seri Begawan, 15 February*)
- Sub-committee on Standards and Conformance Experts' Group (*Bandar Seri Begawan, 15 February*)
- JAC Electrical MRA (*Bandar Seri Begawan, 15 February*)
- Committee on Trade and Investment (*Bandar Seri Begawan, 16-17 February*)
- Economic Committee (*Bandar Seri Begawan, 16-17 February*)
- SOM Sub-Committee on Economic and Technical Cooperation (*Bandar Seri Begawan, 16-17 February*)
- SOM Ad hoc Advisory Group on Gender Integration (*Bandar Seri Begawan, 16-17 February*)
- SCSC/Ad hoc Meeting on Guide to Good Regulatory Practice (*Bandar Seri Begawan, 17 February*)
- Sub-committee on Standards and Conformance Practice (*Bandar Seri Begawan, 18-19 February*)
- Sub-committee on Customs Procedures (*Bandar Seri Begawan, 18-20 February*)
- Gender Experts' Workshop (*Bandar Seri Begawan, 18-19 February*)
- Market Access Group (*Bandar Seri Begawan, 18 February*)
- Group on Services (*Bandar Seri Begawan, 18-19 February*)
- Infrastructure Workshop (*Bandar Seri Begawan, 18 February*)
- Informal Experts' Group on the Mobility of Business People (*Bandar Seri Begawan, 18 February*)
- 1<sup>st</sup> Meeting of the Steering Committee for the 4<sup>th</sup> Meeting of APEC Energy Ministers (*San Diego, USA, 17 February*)
- 1<sup>ST</sup> ABAC Meeting (*Bangkok, 24-26 February*)
- Symposium on Intellectual Property Rights (*Sapporo, 28-29 February*)
- 10<sup>th</sup> IPEG Meeting (*Sapporo, 2-3 March*)
- 12<sup>th</sup> Meeting of Trade Promotion Working Group (*Lima, Peru, 6-8 March*)
- Policy Level Group on Small and Medium Enterprises (PLGSME) Meeting (*Lima, Peru, 6-8 March*)
- APEC Investment Symposium and 2<sup>nd</sup> Phase of the Training Program on Menu of Options (*Shanghai, 13-15 March*)
- 18<sup>th</sup> Meeting of IST WG (*Pattaya, 13-17 March*)
- 1<sup>st</sup> Meeting of IEG (*Shanghai, 17-18 March*)
- 21<sup>st</sup> Tel Working Group Meeting (*Honolulu, 20-24 March*)

- 17<sup>th</sup> Meeting of TPT WG (*Singapore, 27-31 March*)
- Budget and Management Committee Meeting (*APEC Secretariat, 30-31 March*)
- APEC Forum on Shared Prosperity and Harmon (*Seoul, March 31 to April 1*)
- Expert Group Chairs' Meeting/APERC Seminar (*Bandar Seri Begawan, 4 April*)
- 2<sup>nd</sup> Meeting of the Steering Committee for 4<sup>th</sup> Meeting of APEC Energy Ministers/7<sup>th</sup> Meeting of Energy regulators Forum (*Bandar Seri Begawan, 5 April*)
- Senior Education Official Meeting (*Singapore, 5 April*)
- 2<sup>nd</sup> APEC Education Ministerial Meeting (*Singapore, 5-7 April*)
- 19<sup>th</sup> Meeting of EWG (*Bandar Seri Begawan, 6-7 April*)
- APEC Automotive Dialogue (*Bandar Seri Begawan, 5 April*)
- 16<sup>th</sup> Meeting of TWG (*Hong Kong, 26-28 April*)
- APEC Tourism Forum (*Hong Kong, 29 April*)
- APEC Workshop on Public Management (*APEC Secretariat, 9-11 May*)
- Meeting of Senior Energy Officials (*San Diego, 10-11 May*)
- 4<sup>th</sup> Meeting of APEC Energy Ministers (*San Diego, 12 May*)
- APEC E-Commerce Convention (*Tokyo, 15-16 May*)
- 4<sup>th</sup> ATC EG Meeting (*Hawaii, 15-17 May*)
- Seminar on Securing Initial Equity Funding for Start-up Companies – The Birth and Growth of SMEs in a Knowledge-based Economy (*Chinese Taipei, 16-18 May*)
- The 4<sup>th</sup> APEC Ministerial Meeting on the Telecommunications and Information Industry (*Hawaii, 18-19 May*)
- 2<sup>nd</sup> ABAC Meeting (*Beijing, 25-28 May*)
- Ad-Hoc Task Force on Trade Facilitation (*Bandar Seri Begawan, 29 May*)
- Competition Policy and Deregulation (*Bandar Seri Begawan, 26-28 June*)
- 2<sup>nd</sup> Meeting of Investment Experts Group (*Bandar Seri Begawan, 27-28 June*)
- Goods on Services (*Bandar Seri Begawan, 28-29 June*)
- Sub-committee on Standards and Conformance (*Bandar Seri Begawan, 28-29 June*)
- Trade Facilitation (*Bandar Seri Begawan, 29 June*)
- Infrastructure Workshop (*Bandar Seri Begawan, 29 June*)
- APEC Symposium on Knowledge-based Economies (*Seoul, 29-30 June*)
- Committee on Trade and Investment (*Bandar Seri Begawan, 30-31 May*)
- Informal Experts' Group on the Mobility of Business People (*Bandar Seri Begawan, 30-31 May*)
- SOM Sub-Committee on Economic and Technical Cooperation (*Bandar Seri Begawan, 30-31 May*)
- 22<sup>nd</sup> APEC HRD Meeting (*Bandar Seri Begawan, 27-29 May*)
- APEC Study Centres Consortium Meeting (*Bandar Seri Begawan, 26-28 May*)
- Senior Officials' Meeting II (*Bandar Seri Begawan, 2-3 June*)
- Meeting of APEC Ministers Responsible for Trade (*Darwin, 6-8 June*)
- 13<sup>th</sup> Meeting of MRC (*Lima, 7-10 June*)
- Women Leaders' Network (*Bandar Seri Begawan, 18-20 June*)
- SME Trade Fair (*Bandar Seri Begawan, 18-25 June*)

- Policy Level Group on Small and Medium Enterprises (PLGSME) Meeting (*Bandar Seri Begawan, 21 June*)
- E-Commerce Workshop (*Bandar Seri Begawan, 21-22 June*)
- SME Business Forum (*Bandar Seri Begawan, 21-23 June*)
- APEC SMEs Ministerial Meeting (*Bandar Seri Begawan, 21-23 June*)
- Tourism Senior Officials Meeting (*Seoul, 5 July*)
- 1<sup>st</sup> APEC Tourism Ministerial Meeting (*Seoul, 6-7 July*)
- IPEG XI Meeting (*Cheju Island, Korea, 12-14 July*)
- 11<sup>th</sup> FWG Meeting (*Seattle, USA, 17-21 July*)
- E-Commerce Steering Group Meeting (*Bangkok, 20-22 July*)
- 2000 APEC Economic Outlook Symposium (*Manila, 24-25 July*)
- Budget and Management Committee Meeting (*APEC Secretariat, 26-28 July*)
- 3<sup>rd</sup> Meeting of ABAC 2000 (*Lima, 24-27 August*)
- 3<sup>rd</sup> APEC Conference on Standards and Conformance (*Bandar Seri Begawan, 15-16 September*)
- Government Procurement Experts' Group (*Bandar Seri Begawan, 15-16 September*)
- 3<sup>rd</sup> Phase of the Training Program on Menu of Options and 3<sup>rd</sup> Meeting of Investment Experts' Group (*Bandar Seri Begawan, 14-16 September*)
- Sub-committee on Customs Procedures (*Bandar Seri Begawan, 16-18 September*)
- Sub-committee on Standards and Conformance Experts' Group (*Bandar Seri Begawan, 17-18 September*)
- Group on Services (*Bandar Seri Begawan, 17-18 September*)
- Market Access Group (*Bandar Seri Begawan, 17-18 September*)
- SOM Ad hoc Advisory Group on Gender Integration (*Bandar Seri Begawan, 17-18 September*)
- Ad-Hoc Task Force on Trade Facilitation (*Bandar Seri Begawan, 18 September*)
- Steering Group Committee Meeting of the WGTP (*Bandar Seri Begawan, 18 September*)
- Committee on Trade and Investment (*Bandar Seri Begawan, 19-20 September*)
- Sub-committee on Economic and Technical Cooperation (*Bandar Seri Begawan, 19-20 September*)
- AGGI Gender Experts' Workshop (*Bandar Seri Begawan, 19-20 September*)
- Infrastructure Workshop (*Bandar Seri Begawan, 18 September*)
- Economic Committee (*Bandar Seri Begawan, 19-20 September*)
- Senior Officials' Meeting III (*Bandar Seri Begawan, 22-23 September*)
- 1<sup>st</sup> APEC Youth Skill Camp (*Ulsan, Korea, 21-24 September*)
- 17th Meeting of TWG (*Morelia, Mexico, 8-12 October*)
- 19th Meeting of IST WG (*Bandar Seri Begawan, 9 - 12 October*)
- 22nd Meeting of the Telecommunications Working Group (*Bali, Indonesia, 9 - 13 October*)
- 18th Meeting of TPT WG (*Miyazaki, Japan, 16 - 20 October*)
- 20th Meeting of Energy Working Group (*Cusco, Peru, 19 - 20 October*)
- Informal SOM (*Bandar Seri Begawan, 10 - 11 November*)
- 12th APEC Ministerial Meeting (*Bandar Seri Begawan, 12 - 13 November*)
- APEC CEO Summit (*Bandar Seri Begawan, 13 - 15 November*)



- ABAC: 4th ABAC Meeting (*Bandar Seri Begawan , 13 - 15 November*)
- 8th Informal APEC Economic Leaders' Meeting (*Bandar Seri Begawan, 15 - 16 Nov*)

## **PARTICIPATION ISSUES**

*Since August 2000, the Secretariat has received the following requests:*

- A letter from Pakistan in August 1999 requesting renewal of its guest status in EWG activities;
- A letter from Macao Power Company (CEM) in August 1999 applying for guest status in activities of Utility Program under an EWG Expert Group;
- A letter from Colombia in Sept. 1999 requesting renewal of its guest status in both EWG and TEL activities;
- A letter from International Telecommunications Users Group (INTUG) in November 1999 applying for guest status in TEL activities;
- A letter from Cambodia in December 1999 applying for guest status in TWG activities;
- A letter from Pakistan in December 1999 requesting renewal of its guest status in TP activities;
- A letter from Association of Pacific Rim Universities (APRU) in February 2000 applying for guest status in HRD and IST activities;
- A letter from IEA International Centre of Gas Technology Information (ICGTI) in February 2000 applying for participation, as a guest, in EWG activities during 2000;
- A letter from Colombia in March 2000 applying participation in TP activities as a guest;
- A letter from the World Bank (WB) in March 2000 applying for participation in EWG19 and associated meetings as a guest;
- A letter from Bangladesh in March 2000 applying participation in EWG activities as a guest;
- A letter from International Air Transport Association (IMTA) in March 2000 applying participation in TPT activities as a guest; and
- A letter from the Economic and Social Commission for Asia and the Pacific of the United Nations (ESCAP) in September 2000 requesting participation in the meeting of Port Expert Group (PEG) under TPT during TPT18.

*During the same period, the Secretariat was also informed of the following requests/proposals:*

- A request from Asia-Pacific Laboratory Accreditation Cooperation (APLAC) applying guest status in TEL MRA Task Force activities;
- A request from Asia-Pacific Telecommunity (APT) requesting renewal of its guest status in TEL activities;
- A proposal in August 1999 to invited the World Bank (WB) and Asian Development Bank (ADB) to attend the meeting of Road Safety Expert Group (RSEG) of TPT during TPT16;
- A request in October 1999 from ESCAP to attend the meeting of PEG under TPT during TPT16;
- A proposal in December 1999 to invite WB and ADB to attend the meeting of RSEG under TPT during TPT17;
- A proposal in April 2000 to invite Southeast Asian Fisheries Development Center (SEAFDEC), Intergovernmental Organization for Marketing Information and Technical Advisory Services for Fishery Products in the Asia and Pacific Region (INFOFISH), Network of Aquaculture Centers in Asia Pacific (NACA), International Centre for Living Aquatic Resource Management (ICLARM), and the United Nation Food and Agriculture Organization (FAO) to attend FWG11; and
- Proposals in May 2000 to renew Pacific Region of Airports Council International (ACI-Pacific) guest status in TPT and grand guest status in TPT to International Motorcycle Manufacturers Association (IMMA), International Organization of Motor Vehicle Manufacturers (OICA), Federation International l'Automobile (FIA), International Maritime Organization (IMO), International Air Transport Association (IATA), International Civil Aviation Organization (ICAO).

In mid June 2000, the Secretariat also received a letter from Colombia exploring the possibility for it to attend MRT, which had been held the week before.

*Since October 2000 SOM has made the following decisions on non-member participation:*

- Approval, in October 1999, of the requests from Colombia and Pakistan to renew their guest status in EWG;
- Approval, in October 1999, of the request from CEM (Macao) to participate in Utility Program of an EWG Expert Group;
- Approval, in October 1999, of the proposal to invite WB and ADB to attend the meeting of Road Safety Experts Group of TPT during TPT16;
- Approval, in December 1999, of the requests from ABU and AOEMA for guest status in TEL;

- Approval, in December 1999, of the requests from APLAC for guest status in TEL MRA Task Force activities;
- Approval, in December 1999, of the requests from Colombia and APT to renew their guest status in TEL;
- Approval, in February 2000, of the request from Pakistan to renew its guest status in TP;
- Approval, in February 2000, of the proposal to invite WB and ADB to attend the meeting of RSEG under TPT during TPT17;
- Approval, in February 2000, of the request from Cambodia for guest status in TWG;
- Approval, in March 2000, of the request from ICGTI to participate in EWG activities during 2000 as a guest and the request from WB to attend EWG19 and associated meetings;
- Approval, in May 2000, of the request from Colombia for guest status in TP;
- Approval, in May 2000, of the request from Bangladesh for guest status in EWG;
- Approval, in May 2000, of the proposal to invite NACA, SEAFDEC, ICLARM and INFOFISH to attend FWG11; and
- Approval, in June 2000, of the request from IMTA for guest status in TPT, and the proposals to renew ACI-Pacific's guest status in TPT and to grant guest status in TPT for IMMA, OICA, FIA, IMO, IATA, and ICAO.

*Since October 2000, APEC fora have made the following decisions on non-member participation:*

- EWG decided in October 1999 to accept the request from Pakistan to renew its guest status in EWG and the request from CEM to participate in Utility Program of an EWG Expert Group;
- TPT decided in October 1999 to accept the proposal to invite WB and ADB to attend the meeting of RSEG under TPT during TPT16;
- EWG decided in October 1999 to accept the request from Colombia to renew its guest status in EWG;
- TPT did not reach consensus in October 1999 to accept the request from ESCAP to attend the meeting of PEG under TPT during TPT16;
- TEL decided in November 1999 to accept the requests from Colombia and APT to renew their guest status in TEL, the requests from ABU and AOEMA to participate in TEL activities as guests, and the request from APLAC to participate in TEL MRA Task Force activities as a guest;

- TPT decided in January 2000 to accept the proposal to invite WB and ADB to attend the meeting of RSEG under TPT during TPT17;
- TP decided in January 2000 to accept the request from Pakistan to renew its guest status in TP;
- TWG decided in February 2000 to accept the request from Cambodia to participate in TWG activities as a guest;
- EWG decided in March 2000 to accept the requests from ICGTI to participate in EWG activities during 2000 as a guest and the request from WB to attend EWG19 and associated meetings;
- TP decided in April 2000 to accept the request from Colombia for guest status in TP;
- FWG decided in April 200 to accept the proposal to invite SEAFDEC, INFOFISH, NACA, ICLARM, and FAO to attend FWG11;
- EWG decided in May 2000 to accept the request from Bangladesh for guest status in EWG;
- HRD did not reach consensus to accept the request from APRU for guest status in HRD; and
- TPT decided in May 2000 to accept the request from IMTA for guest status in TPT, and the proposals to renew ACIPacific's guest status in TPT and grand guest status in TPT for IMMA, OICA, FIA, IMO, IATA, and ICAO.

*In addition, APEC fora, on the authorization of SOM, have also approved numerous cases for non-member participation in one-off, non-policy APEC activities.*

**List of Speeches, Interviews and Articles by  
Ambassador Serbini Ali  
Executive Director  
And  
Ambassador Zhang Yan  
Deputy Executive Director  
APEC Secretariat**

1.	Interview by Agence-France Press 25 January, Singapore
2.	Speech at the 21 <sup>st</sup> APEC HRDWG Meeting 25 January, Sapporo, Japan
3.	Interview by South China Morning Post 27 January, Singapore
4.	Interview by Straits Times 31 January, Singapore
5.	Media Briefing to Xinhua News Agency, China Radio International and China Economic Daily 29 February, Singapore
6.	“APEC: Challenges for a New Millennium” Article for <i>Trade Route Asia Pacific Magazine</i> – 2000
7.	First Meeting of APEC Business Advisory Council 24-27 February, Bangkok, Thailand
8.	Remarks at the American Chambers of Commerce Event 1 March, Singapore
9.	Remarks at the Working Group Meeting on Trade Promotion 6 March, Lima, Peru
10.	Remarks to Policy Level Group on Small and Medium Enterprises Meeting 6 March, Lima, Peru
11.	Remarks at CONFIED (APEC-Peruvian Business Council) 8 March, Peru
12.	Speech at the 18 <sup>th</sup> APEC ISTWG Meeting 15 March, Pattaya, Thailand
13.	“PBEC-APEC Joint Workshop on Corporate Governance” 21 March, Hawaii, USA
14.	Speech at The World Summit on Small Business 29 March, Singapore
15.	Agenda Item 3: Overview from the Secretariat by the Executive Director at the Budget & Management Committee Meeting 30-31 March, Singapore
16.	Report to the 2 <sup>nd</sup> APEC Education Ministerial Meeting 6-7 April, Singapore
17.	Speech at the APEC Tourism Forum 29 April, Hong Kong, China
18.	Presentation on APEC 2000: Development and Business Participation at US-ASEAN Business Council 8 May, Washington, USA
19.	Presentation to the Foreign Affairs Academy 16 May, Chile
20.	Presentation at the Diplomatic Institute of Chile 16 May, Chile

21.	Speech at the Opening of the 4 <sup>th</sup> Ministerial Meeting of Telecommunications and Information Industry 24 May, Cancun, Mexico
22.	Speech at the 22 <sup>nd</sup> APEC HRDWG Meeting 27 May, Brunei Darussalam
23.	Presentation at the Women Leaders Network Meeting 17-20 June, Brunei Darussalam
24.	Report to The Seventh APEC SME Ministerial Meeting 22-23 June, Brunei Darussalam
25.	Report to 1 <sup>st</sup> APEC Tourism Ministerial Meeting 5-7 July, Seoul, Korea
26.	Opening Remarks at the Budget & Management Committee Meeting 26 July, Singapore
27.	Opening Remarks at the 2 <sup>nd</sup> APEC Youth Science Festival 2000 27 July, Singapore
28.	Congratulatory Message to the First APEC Youth Skills Camp 22-25 September, Ulsan, Korea
29.	Speech on APEC and Its Decade of Progress 2 October, Ha Noi, Viet Nam
30.	Keynote Address at the Seminar on APEC: Challenges and Opportunities for Indonesia's Economic Recovery 10 October, Jakarta, Indonesia & 12 October, Bandung, Indonesia
31.	Presentation to the Sixth Conference of the ICFTU-APLN 28-31 October, Bandar Seri Begawan, Brunei Darussalam

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**As at 19 October 2000**

	Jan-2000 S\$	Feb-2000 S\$	Mar-2000 S\$	Apr-2000 S\$	May-2000 S\$	Jun-2000 S\$	Jul-2000 S\$	Aug-2000 S\$	Sep-2000 S\$	Oct-2000 S\$	Nov-2000 S\$	Dec-2000 S\$
Total Publications Sold	139	19	32	17	28	24	5	23	51	49		
Gross Publication Sales	\$ 1,837.75	\$ 313.40	\$ 687.00	\$ 723.50	\$ 830.00	\$ 553.50	\$ 275.00	\$ 605.00	\$ 1,065.20	\$ 1,329.70		
Credit Sales	\$ 75.00	\$ 40.00	\$ 105.00	\$ 115.00	\$ 660.00	\$ 133.00	\$ 275.00	\$ 605.00	\$ 635.00	\$ 380.70		
Cyber Bookstore	\$ 12.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Australian Study Ctr	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Select Books	\$ 1,638.00	\$ 148.40	\$ 112.00	\$ 28.00	\$ -	\$ 150.50	\$ -	\$ -	\$ 385.70	\$ 21.00		
InfoSvcs (HK)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Brunei Press	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Resellers(Invoice)	\$ -	\$ -	\$ -	\$ 10.50	\$ -	\$ 30.00	\$ -	\$ -	\$ 24.50	\$ -		
Cash/Cheque	\$ 112.00	\$ 65.00	\$ 470.00	\$ 570.00	\$ 170.00	\$ 330.00	\$ -	\$ -	\$ 20.00	\$ 928.00	\$ -	\$ -
Less												
3% Commission	\$ 3.53	\$ 5.36	\$ 5.71	\$ 5.26	\$ 25.23	\$ 5.60	\$ 8.75	\$ 18.15	\$ 19.05	\$ 12.78		
Discounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.30		
<i>Net Sales Revenue</i>	\$ 1,834.22	\$ 308.04	\$ 681.29	\$ 718.24	\$ 804.77	\$ 547.90	\$ 266.25	\$ 586.85	\$ 1,046.15	\$ 1,236.63	\$ -	\$ -

Note:

\* Gross Publication Sales: Price of books sold to customers/booksellers. It excludes mailing fee & handling fee.

\* Discounts: One time discounts given to sale orders.

<b>Total</b>	
<b>S\$</b>	
	387
\$	8,220.05
\$	3,023.70
\$	12.75
\$	60.00
\$	2,483.60
\$	-
\$	-
\$	65.00
\$	2,665.00
\$	109.42
\$	80.30
\$	8,030.34

**Summary Statistics for the APEC Website**  
**1 October 1999 to 31 July 2000**

**1. General statistics (10 months)**

Total successful requests: 2,117,740  
Average successful requests per day: 7,059  
Total data transferred: 33,005 MB  
Average data transferred per day: 110 MB

**2. Monthly Report (Requests for pages)**

Oct 99	:	229,459
Nov 99	:	119,226
Dec 99	:	169,987
Jan 2000	:	196,560
Feb 2000	:	187,104
Mar 2000	:	247,279
Apr 2000	:	193,087
May 2000	:	244,298
Jun 2000	:	272,525
Jul 2000	:	178,215

**3. Top 10 Downloaded APEC Publications**

1. 1999 APEC Economic Outlook: 1,208
2. APEC SME Electronic Commerce Study: 1,111
3. A Progress Report "APEC Economies beyond the Asian Crisis": 1,019
4. APEC Publications, Website and Meeting Documents Guidebook: 835
5. Selected APEC Documents 1999: 755
6. APEC Investment Regime Guidebook, 4th edition 1999: 710
7. Assessing APEC Trade Liberalization and Facilitation – 1999 Update: 682
8. Free Trade and Investment in the Fisheries Sector of the Asia-Pacific Region:  
An Economic Analysis of Tariff: 424
9. Study on Competition Laws for Developing Economies: 402
10. SME Guidebook: 381

**Revenue for Administration and Operational Accounts**  
**01 January to 31 July 2000**

	Amount USD	Total USD
<b>(1) 2000 Members' Contributions received as at 31 July 2000</b>		
Australia	224,000	
Brunei	50,000	
Canada	303,000	
Chile	50,000	
People's Republic of China	258,000	
Hong Kong, China (Note 1)	92,000	
Indonesia	50,000	
Japan	601,000	
Republic of Korea	198,000	
Russia	135,000	
Malaysia	50,000	
Mexico	134,000	
New Zealand	92,000	
Papua New Guinea	50,000	
Peru	50,000	
Philippines	50,000	
Singapore (Note 1)	92,000	
Chinese Taipei	158,000	
Thailand (Note 1)	50,000	
United States of America	601,000	
Viet Nam (Note 2)	0	<b>3,288,000</b>
<b>(2) Bank Interest (January - July 2000)</b>		<b>173,312</b>
<b>(3) Publication Sales (January - July 2000)</b>		<b>3,115</b>
<b>(4) Other Income (January - July 2000)</b>		<b>95</b>
<b>Total</b>		<b>3,464,522</b>

Note:

1. Contribution received in 1999.
2. Viet Nam's contribution of US\$50,000 was received on 11 August 2000.

**Revenue for TILF Account  
01 January to 31 July 2000**

	<b>Total USD</b>
<b>(1) 2000 Contribution received on 19 &amp; 22 May 2000</b>	<b>4,599,925</b>
<b>(2) Bank Interest (January - July 2000)</b>	<b>298,972</b>
<b>Total</b>	<b><u>4,898,897</u></b>

**Projects Financed by Central Fund**  
**Status of Approved Budget & Actual Expenditure (01.01.98 - 31.07.2000)**

	1998 Projects		1999 Projects		2000 Projects	
	Approved Budget	Disbursement	Approved Budget	Disbursement	Approved Budget	Disbursement
	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)	(US\$)
<b>A. <u>WORKING GROUPS</u></b>						
1. Energy Working Group	224,600	191,683	289,100	131,112	304,310	10,620
2. Fisheries	19,388	5,436	216,130	125,774	157,000	11,700
3. Human Resources Development	316,866	240,403	224,330	137,211	296,035	-
4. Industrial Science & Technology	194,750	95,375	313,050	103,746	26,530	-
5. Marine Resources Conservation	153,700	92,279	152,650	66,031	205,900	32,460
6. Telecommunications	225,000	224,778	266,900	184,480	176,000	-
7. Tourism	68,700	58,200	123,764	66,408	-	-
8. Trade and Investment Data	84,400	78,790	4,350	4,350	-	-
9. Trade Promotion	7,000	2,656	-	-	133,450	36,908
10. Transportation	165,750	111,339	185,300	142,090	283,300	32,000
<b>B. <u>COMMITTEES/AD-HOC GROUPS</u></b>						
1. Committee on Trade and Investment	305,573	230,820	227,475	165,598	204,025	17,037
2. Economic Committee	138,000	81,240	190,600	86,804	102,300	855
3. SME Policy Level Group	160,000	81,229	70,000	61,256	54,810	-
4. Senior Official Meeting	-	-	136,200	122,967	12,000	-
5. Finance Ministers' Technical Working Group	-	-	25,658	17,881	135,530	53,020
6. SOM Sub-Committee & Economic Technical Cooperation	-	-	11,425	4,905	115,013	14,131
7. SOM Ad Hoc Advisory Group on Gender Integration	-	-	-	-	40,735	21,427
8. Agricultural Technical Cooperation Experts Group	-	-	-	-	15,000	-
<b>TOTAL</b>	<b>2,063,727</b>	<b>1,494,229</b>	<b>2,436,932</b>	<b>1,420,613</b>	<b>2,261,938</b>	<b>230,157</b>

**Projects Financed by TILF Fund**  
**Status of Approved Budget & Actual Expenditure (01.05.98-31.07.2000)**

	1998 Projects		1999 Projects		2000 Projects	
	Approved Budget (US\$)	Disbursement (US\$)	Approved Budget (US\$)	Disbursement (US\$)	Approved Budget (US\$)	Disbursement (US\$)
<b>A. WORKING GROUPS</b>						
1. Energy Working Group	391,950	354,625	284,000	102,488	576,850	47,000
2. Fisheries	75,000	75,000	84,005	60,000	-	-
3. Human Resources Development	548,400	491,941	-	-	196,500	-
4. Industrial Science & Technology	148,000	43,840	-	-	-	-
5. Marine Resources Conservation	-	-	-	-	149,100	-
6. Telecommunications	181,000	117,400	63,000	30,100	181,000	-
7. Trade and Investment Data	84,500	64,123	-	-	-	-
8. Trade Promotion	-	-	-	-	18,000	-
9. Transportation	-	-	67,000	66,040	113,750	-
<b>B. COMMITTEES/AD-HOC GROUPS</b>						
1. Committee on Trade and Investment	1,855,835	1,052,751	2,915,019	871,227	1,162,633	38,495
2. Economic Committee	342,000	171,543	-	-	-	-
3. SME Policy Level Group	110,000	85,935	424,753	15,075	-	-
<b>TOTAL</b>	<b>3,736,685</b>	<b>2,457,158</b>	<b>3,837,777</b>	<b>1,144,930</b>	<b>2,397,833</b>	<b>85,495</b>

## 2000 Administrative Account as at 31 July 2000

	Revised Budget * US\$	Actual Expenditure US\$
<b>(1) <u>TRAINING/SEMINARS</u></b>		
1.1 Course fees,registration fees and related items	15,000	2,187
<b>(2) <u>PUBLICATIONS</u></b>		
2.1 Publication of APEC Literature (e.g. APEC Brochure)	65,000	22,254
2.2 Support for press media and outreach programs	10,000	3
	<b>75,000</b>	<b>22,257</b>
<b>(3) <u>LIBRARY</u></b>		
3.1 Subscriptions (e.g. newspapers,journals,etc)	8,000	2,366
3.2 General reference books/Encyclopedia	3,500	65
3.3 Databases (electronic information)	20,000	4,946
3.4 CD ROMS and others	3,300	293
3.5 Scanning	17,400	0
	<b>52,200</b>	<b>7,670</b>
<b>(4) <u>PUBLIC RELATIONS</u></b>		
4.1 Official functions/receptions	15,000	3,247
4.2 Others	8,000	2,856
	<b>23,000</b>	<b>6,103</b>
<b>(5) <u>EQUIPMENT</u></b>		
5.1 Office equipment,furniture and fittings,etc.	45,400	15,930
<b>(6) <u>TRAVEL</u></b>		
6.1 Exec-Director/Deputy Exec-Director	94,100	60,131
6.2 Professional Staff	363,600	139,359
6.3 Support Staff	30,000	11,278
6.4 Other related expenses	16,000	151
	<b>503,700</b>	<b>210,919</b>
<b>(7) <u>PERSONNEL -SUPPORT STAFF</u></b>		
7.1 Recruitment costs	4,000	1,165
7.2 Salaries and bonus	757,700	330,579
7.3 Insurance	27,000	18,245
7.4 Others	3,000	0
	<b>791,700</b>	<b>349,989</b>
<b>(8) <u>RESEARCH AND ANALYSIS</u></b>		
8.1 Research	10,000	0
<b>(9) <u>ADMINISTRATIVE SUPPORT</u></b>		
9.1 Communications	86,000	15,801
9.2 Professional Fees	9,500	3,498
9.3 Maintenance/Insurance of Vehicles	19,000	7,249
9.4 Stationery	37,700	8,980
9.5 Postage and courier charges	30,000	13,376
9.6 Office and Building maintenance	51,300	21,089
9.7 Others	15,000	7,213
	<b>248,500</b>	<b>77,206</b>
<b>(10) <u>ACDS</u></b>		
10.1 Operational Costs	58,500	17,622
10.2 Development Costs	35,000	0
10.3 Miscellaneous Expenses	10,000	3,568
	<b>103,500</b>	<b>21,190</b>
<b>Grand Total :</b>	<b>1,868,000</b>	<b>713,451</b>



**APEC Operational & Administrative Accounts :  
Uncommitted Reserves as at 31 July 2000**

	US\$
Uncommitted reserves as at 31 Dec 1999	1,448,334
<u>Add</u>	
Returned funding for expired 1998 projects (IST 02/98, TPT 03/98 and TPT 04/98)	92,145
Returned funding for reprogrammed 2000 project (TP 01/2000)	4,125
Mid-year savings for 2000 Administrative Account	190,000
Bank interest income (Jan - Jul 2000)	173,312
Net publications income (Jan - Jul 2000)	3,115
Other Income (Jan - Jul 2000)	95
<u>Less</u>	
Approval of seven 2000 projects intersessionally in Dec 1999 (CTI 05/2000, AGGI 01/2000, ESC 01/2000, FIN 01/2000, FIN 02/2000, FIN 03/2000 and FIN 04/2000)	(341,903)
Urgent 2000 projects as approved in Mar 2000 BMC (MRC 05/2000 and CTI 06/2000)	(27,600)
Ex-gratia payment as approved in Mar 2000 BMC (HRD 06/97 and TWG 02/98)	(18,281)
Approval of additional funding for AGGI 01/2000 in July 2000 BMC	(23,595)
Approval of new funding for 2000 projects in July 2000 BMC (MRC 06/2000 and ESC 02/2000 & SOM 01/2000)	(52,475)
<b>Uncommitted reserves as at 31 July 2000</b>	<b><u><u>1,447,272</u></u></b>

**TILF Special Account: Uncommitted Reserves as at 31 July 2000**

	US\$
Uncommitted reserves as at 31 December 99	3,739,064
 <u>Add</u>	
Bank interest income (Jan - Jul 2000)	298,972
2000 TILF Contributions (Received 22 May 2000)	4,599,925
Returned funding for expired projects (TPT 03/97T, EWG 02/98T, CTI 09/98T, CTI 14/98T and SME 01/98T)	144,281
Returned funding for reprogrammed CTI 10/99T	15,280
 <u>Less</u>	
Funding of 2000 TILF Projects (approved MM, Sep 99)	(2,007,841)
Ex-gratia payment as approved in Mar 2000 BMC Meeting (CTI 05/98T)	(4,135)
Urgent 2000 TILF projects approved at Mar 2000 BMC Meeting (CTI 17/2000T and CTI 19/2000T) and intersessionally (CTI 18/2000T)	(389,992)
New funding for CTI 21/2000T	(241,449)
 <b>Uncommitted reserves as at 31 July 2000</b>	 <b><u><u>6,154,105</u></u></b>