

## ANNEX 2

### Proposed PPWE Terms of Reference For Discussion at PPWE 2011

#### 1. Purpose

As endorsed by Senior Officials in Big Sky, Montana, in May 2011, the APEC Policy Partnership on Women and the Economy (PPWE) provides a streamlined and effective mechanism to integrate gender equality and women and the economy considerations and elevate the influence of women's economic issues in APEC. The PPWE advances the *Framework for the Integration of Women* in APEC based on the principle that gender equality is a cross-cutting issue within APEC. The PPWE, in conjunction with APEC processes, will provide the vehicle for SOM to continue work on issues that affect the economic empowerment of women in the APEC region.

The PPWE also promotes the full and equal participation of women in APEC economies through the Trade and Investment Liberalization and Facilitation (TILF) and Economic and Technical Cooperation (ECOTECH) agendas. The PPWE will provide policy and practical advice to APEC fora and Senior Officials to increase women's economic participation and drive economic growth in the APEC region.

#### 2. PPWE's Eight Tasks

The PPWE will conduct eight basic tasks:

1. Assist APEC fora and actively cooperate with them to identify and address priority gender equality and women and the economy issues within their work, including inviting the Chairs of the relevant sub-fora to the PPWE meetings to discuss issues that are relevant to each group.
2. Promote and report on women's representation across APEC and within individual fora.
3. Assess the use of gender equality criteria in project proposals, reporting and evaluation, revising the gender equality criteria, where appropriate and seek to ensure that at least one secretariat representative from member economies has specific gender equality and women in the economy expertise at all times.
4. Collect and share best practices in gender equality integration amongst fora and on an annual basis select one topic area of best practice to be featured at the PPWE meeting.
5. Support and report on the progress of implementation of gender integration within individual fora and across APEC economies, including following up on the implementation of policy recommendations on women and the economy called for by APEC Leadership.
6. Proactively engage key members of PPWE, including private sector members and APEC Business Advisory Council (ABAC), especially the host economy ABAC member to be selected to be PPWE Women and the Economy advisor, as well as other relevant stakeholders, including international organizations, to advance women's economic empowerment in APEC.
7. Collaborate/assist in the development of project proposals in the area of women in the economy.

8. Propose recommendations and areas of priority for advancing gender equality and women and the economy integration in APEC.

To achieve the tasks above, the PPWE will submit its medium-term and annual work plan to the SCE.

### **3. Functions**

The PPWE acts as an institutional mechanism for reporting to the Steering Committee on ECOTECH (SCE) on APEC gender activities and outcomes. The broad goal of the PPWE will be to provide linkages between APEC fora, APEC economies and the APEC Secretariat to advance the economic integration of women in the APEC region for the benefit of all economies.

### **4. Membership**

The key members of PPWE are:

1. Economy public and private PPWE delegates (The composition of each economy's PPWE delegation will ultimately be determined by that economy)
2. Women and the Economy Program Director
3. ABAC: 2 representatives

Responsibilities of each member are in Annex A.

### **5. The PPWE Management Council**

In order to ensure sustained efforts by the PPWE within APEC, the PPWE Management Council will be created. The core members of the Council will be the chair, who will be members from the current host economy, and the co-chairs, who will represent the previous host economy and the future host economy. The chair and co-chairs, who will be government officials, will use the Management Council to guide the efforts of the PPWE. The chair and co-chairs may invite private sector participants from their economies to serve as advisors. Interested members from other economies and ABAC would also be invited to join the discussion at the PPWE Management Council. The host economy will nominate one of their ABAC representatives to serve in an advisory capacity to the PPWE Management Council on women in the economy. The ABAC Women's Forum will also nominate a member to serve in an advisory capacity to the PPWE Management Council.

### **6. Role, Term and Membership of the Project Assessment Standing Committee (PASC)**

A PASC will be formed at the invitation of the PPWE Management Council Chair to assist the Women and the Economy Program Director in assessing the proposals submitted to APEC. The PASC will comprise:

1. The host economy;
2. The future host economy;
3. The previous host economy;

4. A volunteer developed economy<sup>1</sup>; and
5. A volunteer developing economy.<sup>2</sup>

The PASC will provide advice to the Program Director on the extent to which the gender criteria are addressed in project proposals. The group will facilitate technical assistance if necessary.

APEC Secretariat will send APEC proposals to the PASC for their review.

The Project Assessment Standing Committee (PASC) will be appointed annually and will assist the Program Director for the duration of one year from 1 January to 31 December of each year.

## **7. Timing of PPWE Meetings**

The PPWE will meet at least once annually, preferably before SOM III. This is to prepare the report and recommendations to the SCE for consideration by SOM, and the APEC Leaders and Ministers.

The PPWE meeting will be held in coordination with the SOM schedule, preferably succeeding the SMEWG meeting.

## **8. Reporting**

The PPWE will provide regular reports to SCE and other reports as appropriate. The annual report of the PPWE will be provided to SCE, and with agreement of SCE to the SOM and with its agreement to Ministers and Leaders where considered appropriate.

## **9. Sunset Clause**

In view of the revised TOR and the tasks assigned to the PPWE, the SCE will review PPWE's operations taking into account the various outcomes of the work programmes/projects carried out in the year.

---

<sup>1</sup> Developed Economies: Australia; Brunei Darussalam; Canada; Korea; Japan; New Zealand; Singapore; Chinese Taipei; United States.

<sup>2</sup> Developing Economies: Chile; China; Hong Kong, China; Indonesia; Malaysia; Mexico; Papua New Guinea; Philippines; Peru; Russia; Thailand; Viet Nam,

**Annex A**

## **APEC Policy Partnership on Women and the Economy**

### **Responsibilities of PPWE Members**

The APEC Policy Partnership on Women and the Economy will act as an institutional mechanism for reporting to SOM on APEC gender equality and women and the economy activities and outcomes. The broad goal of the PPWE will be to provide linkages between APEC fora, APEC economies and the APEC Secretariat to advance economic empowerment of women in the APEC region for the benefit of all economies. The PPWE will comprise Economy public and private PPWE delegates, assisted by an APEC Women and the Economy Program Director at the APEC Secretariat. The APEC Business Advisory Council (ABAC) will also provide advice and assistance to the Partnership.

#### **I. Economy PPWE Delegation Members**

Economy public and private PPWE delegates will be experts on women and the economy areas at the economy level. They will facilitate and advise on the implementation of the Framework at the economy level and provide assistance to their economy representatives in APEC fora.

Economy PPWE delegates will:

- promote and facilitate the implementation of the Framework as well as policy recommendations related to Women and the Economy called for by the APEC leadership within their economy through the cooperation between the public and private sector, and report on its progress annually;
- work collaboratively with the Women and the Economy Program Director to:
  - provide expert advice as appropriate to facilitate the development and implementation of gender equality-related and integrated projects by APEC fora;
  - support the Women and the Economy Program Director by providing gender equality expert advice and contributing to the further development of gender equality resources and tools;
  - contribute to and assist with the preparation of the annual report of the PPWE on gender equality and women and the economy integration and the Implementation of the Framework for Senior Officials and their report to Ministers and Leaders where considered appropriate; and prepare for the High-Level Policy Dialogue on Women and Economy, as appropriate;
- participate in the annual meeting of the PPWE to contribute to identification of gender issues for APEC consideration;
- maintain regular contact with other participants in the PPWE;
- maintain regular contact with participants in relevant ECOTECH subfora, such as the SMEWG and HRDWG to identify opportunities for collaboration and integrate gender considerations into existing APEC work streams; and
- contribute to the maintenance and development of APEC gender tools and resources.
- encourage women's participation in the process of policy formulation to realize the recommendations in each economy.

#### **II. Women and the Economy Program Director**

This role is essential to sustain gender integration across APEC. PPWE will seek to ensure that at least one secretariat representative from member economies has specific gender equality and

women and the economy expertise at all times. The Program Director will be a professional staff member appointed from within the APEC Secretariat with responsibility to:

- support and coordinate the activities of the PPWE, including coordinating the annual meetings and assisting with the High-Level Policy Dialogue on Women and the Economy, as appropriate;
- work with Economy public and private PPWE delegates to ensure access to gender equality expert advice relevant to the work of individual fora;
- assist the PPWE with:
  - regular reports of the PPWE as a standing agenda item in each SCE;
  - the annual report of the PPWE on gender equality and women and the economy integration and the Implementation of the Framework for Senior Officials and their report to Ministers and Leaders where considered appropriate;
- prepare an annual newsletter and other materials on gender equality and women and the economy activities in APEC; and
- maintain current and future APEC gender equality and women and the economy tools and resources including the:
  - Gender Equality guideline for APEC project proposals;
  - Gender Equality Webpage on the APEC Website;

The Women and the Economy Program Director should have significant experience in gender equality and women and the economy.

### **III. APEC Business Advisory Council (ABAC)**

The APEC Business Advisory Council (ABAC) is the private sector arm of APEC, and comprises three business leaders from each APEC economy appointed by their respective Leaders, and represents a range of business sectors, including small and medium enterprises. ABAC is a permanent forum established to advise Leaders and other APEC officials on issues of interest to business and to respond to requests from various APEC fora for information about the business perspective on specific areas of cooperation. ABAC's reports to Economic Leaders have provided recommendations on solving problems faced by business as well as advice on improving ECOTECH activities.

ABAC has an important role to play to ensure that gender equality issues, and women's economic empowerment, in particular, are integral to all APEC activities and policy formulation processes. A representative of the host economy's ABAC members will be nominated by the host economy to act in an advisory capacity to the PPWE Management Council on women in the economy and will be invited to attend the annual PPWE meeting. Alternatively, the host economy may work together with ABAC to select another ABAC representative to act in an advisory capacity to the PPWE Management Council.

ABAC has established an ABAC Women's Forum to work specifically on improving opportunities for women in business; the ABAC Women's Forum will also select a representative to act in an advisory capacity to the PPWE Management Council and to be invited to attend PPWE meetings. It is recognized that the enhanced participation of women in ABAC will contribute to the implementation of the Framework throughout APEC.

**Annex B****APEC Policy Partnership on Women and the Economy Management Council**

The APEC PPWE Management Council will act as an institutional mechanism to maintain the continuity of efforts and to report to PPWE on the progress made in implementing policies. The chair and co-chairs, who will be government officials, will use the Management Council to guide the efforts of the PPWE.

**I. Members**

1. Chair: a member (government official\*) from the current host economy (term:1 year)
2. Co-Chairs: members (government officials\*) from the previous host economy and the future host economy (term: 1 year)
3. \*The chair and co-chairs may invite private sector participants from their economies to serve as advisors
4. Members: 2 members from each interested economy
5. ABAC: 2 representatives

**II. PPWE Management Council's Tasks**

1. Monitor the implementation of the PPWE work plans and policy recommendations within APEC and across APEC economies.
2. Liaise and coordinate with each member economy and PPWE member.
3. Collect and report annually to the SCE on women and the economy information from each member economy.
4. Support the host economy's planning and coordination of each year's meetings; act as a resource for retaining memory for the organization.

**III. Timing of the Meeting**

The PPWE Management Council will meet at least once annually, in conjunction with the PPWE meeting.