

Project Quality Training

Training Events	Date and Time (Singapore Time – GMT+8)	Description
Workshop 1: Online Training: <i>Developing Quality APEC Concept Notes – including the use of online platform APAS</i>	Monday 2 September 9:00pm-11:30pm <i>(suitable for time zones outside Asia)</i>	This session will meet ONLINE and will run for 2.5 hours: <ul style="list-style-type: none"> ○ Project Cycle Overview ○ Developing Concept Notes (CNs) ○ Guide to Concept Note Scoring Criteria ○ Drafting CNs using APAS ○ Questions and Answers
Workshop 2: Online Training: <i>Developing Quality Project Proposals – including the use of online platform APAS</i>	Thursday 4 September 9:00am-11:30am <i>(suitable for time zones within Asia)</i>	This session will meet ONLINE and will run for 2.5 hours: <ul style="list-style-type: none"> ○ Project Cycle Overview ○ Developing Project Proposals (PPs) ○ Drafting PPs using APAS ○ Guide to the Quality Assessment process ○ Questions and Answers
<p>• Registration for PMU training is <u>only</u> via the links below: For Workshop 1, register here. For Workshop 2, register here.</p>		

Location: Both events will be held online (links will be provided to registered participants via email).

Summary: Each training session will focus on different topics:

- **Workshop 1** will deliver:
 - an overview of the APEC project approval process and guidance on drafting Concept Notes (CNs). Participants will learn how to turn project ideas into quality CNs.
 - a guide on the Scoring Criteria used by member economies to grade Concept Notes for funding eligibility.
 - a brief walkthrough of the online platform APAS, demonstrating how to navigate APAS to submit a CN online.
- **Workshop 2** will deliver:
 - an overview of the APEC project approval process and the quality criteria used for assessing Project Proposals (PPs). Participants will learn how to develop quality PPs for successful project implementation.
 - focused guidance on drafting specific sections of the PP, including Outputs, Beneficiaries, Budget and the Work Plan.
 - a brief walkthrough of the online platform APAS, demonstrating how to navigate APAS to draft a PP online.
 - a guide to the Quality Assessment process and reviewing the QA documents in PDF format

Each training will close with a Question and Answer session.

Please note that we cap attendance at the virtual training to a maximum of five (5) participants from the same organization, to ensure as many organisations as possible can access the training. PMU will monitor registrations and communicate with any organisations with more than 5 registered participants.

Who should attend?

- Individuals preparing to apply for APEC project funding for the first time;
- Existing Project Overseers of APEC projects seeking a refresher on the APEC project cycle.
- APEC delegates and prospective Project Overseers looking to familiarise themselves with APAS.

How are the sessions run?

Both events will be held **virtually** via Microsoft Teams. The online meeting links will be provided to registered participants closer to the event dates.

Who will present the sessions?

The sessions are presented by the Project Management Unit (PMU) of the APEC Secretariat and key members of the APAS Core Team:

Ms Dwi Prameswari, Project Coordinator,
 Ms Estella Ho, Project Coordinator,
 Ms Jingyu Lin, Senior Manager,
 Mr Teddy Pavon, Program Director.

If you have any questions, please contact pmu@apec.org. See you at the training sessions!