



**Asia-Pacific  
Economic Cooperation**

---

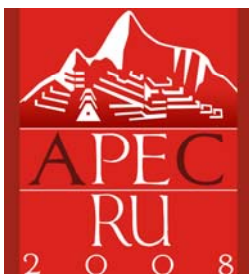
**2008/TEL38/PLEN/003**

Agenda Item: 5

## **APEC Project Proposals Presentation**

Purpose: Information

Submitted by: APEC Secretariat



**38<sup>th</sup> APEC Telecommunications and Working  
Group Meeting – Plenary Session**

**Lima, Peru**

**15-17 October 2008**

# APEC Project Proposals

## APEC Project Database (AIMP/PDB)

### I. Proposing Stage : Submission & Approval

#### 1. [Project Proposal Submission](#) (PO)

##### [Before Uploading]

- PO must hold an AIMP Login ID and password
- A project proposal (and supporting) file(s) must be completed ready for uploading in Microsoft Word 2003 format
- [Click Here](#) for Project Proposal template

##### [To upload a project proposal]

1. Click [Project Proposal site](#) to upload a new project
2. Key in information for the following steps:
  1. Type of funding: APEC-funded | Self-funded
  2. APEC forum/sub-forum, Title, Proposing/co-sponsoring economies
  3. Source of funding, Total Cost of Proposal and APEC Funding sought
  4. Project type/description, start and end date
  5. PO name and title.
  6. Upload Project Proposal document and any Supporting Documentation, and click Submit

##### [After Uploading]

1. After a proposal has been uploaded, it can be accessed by clicking [Submitted by me](#)
2. Open your project. If it is an **OA** or **ASF** Project, click on [Submit for QAF Review](#).  
If it is a **TILF** Project click on [Edit Proposal](#) to submit the completed QAF as a supporting document.

 [Download Project Proposal \(.zip\)](#) | [Edit Proposal](#) | [Submit for QAF Review](#) | [Delete Project Proposal](#)

3. PO can update their proposal by clicking on [Edit proposal](#)
4. PO can replace their proposal file or add a supporting document by clicking on [Edit Proposal](#)
5. After editing their proposal to reflect the QAF Review the PO can Resubmit the proposal for QAF review again if they wish.

 [Submit Proposal, Submit for QAF Review, Submit for FORA Approval](#)

 [Search & Edit project information](#)

#### 2. [QAF Review](#) (QAF members: after receiving proposals from PO)

If it is a TILF project skip this step. For TILF Projects send the completed QAF directly to the PO.

##### [QAF member action]

1. Open a project for QAF review by either;
  - click a hyperlink in a email notice which was delivered to you by AIMP system as PO submitted
  - or click [Draft Projects list](#), then select a project you want to open.

(QAF review menu)

 [Download Project Proposal \(.zip\)](#) | [Edit Proposal](#) | [Step 1 Work on QAF](#) | [Step 2 Submit QAF Result](#) | [Delete Pro](#)

\*\* "Step1" and "Step2" buttons only will be viewed to QAF members

2. Click "Step 1 Work on QAF", QAF members can do following works from the menu;
  - view QAF file by clicking a QAF file

- update QAF file via 1)Check-out, 2)Edit and 3)Check-in steps
- replace it with a new QAF file. In this case, delete an old one, and upload a new

(QAF file screen)

Type	Name	Modified	Modified By	Checked Out To	# Comments	Last Comment
	QAF ! NEW	12/9/2006 6:21 PM	[SEC] SPS Service		0	-

3. Once a review is done, click "Step 2 Submission QAF Result"

- \*\* Next stage is a submission for Fora consideration in order to submit for a BMC approval.
- \*\* At this step, a relevant PO will receive an email alert for a result of QAF review.

[QAF Review](#)

**3. Submission for FORA Approval** (PO: when a proposal is ready with QAF reviews\*)

[To submit Proposal for Fora Approval:]

1. Open a project by either:

- clicking the hyperlink in the email notice which was delivered to you when completed QAF reviews were submitted to the PDB by QAF members.
- or clicking on [Submitted by me](#), then selecting your project.

2. Upon opening your project you will see one of the following menus:

[Download Project Proposal \(.zip\)](#) | [Edit Proposal](#) |  [Submit for Proposing Fora Approval](#)

[Download Project Proposal \(.zip\)](#) | [Edit Proposal](#) |  [Resubmit for QAF Review/Submit for Proposing Fora Ap](#)

3. Click on [Submit for Proposing Fora Approval](#). Select [Proposing Fora Approval](#) and click [Submit](#). (The relevant Program Director will then receive an email informing them that the proposal has been submitted for Fora Approval).

The above steps for submission for Fora Approval are included in the following video as the last stage.

[Submit Proposal, Submit for QAF Review, Submit for FORA Approval](#)