



<Internal Guidance>

APEC Harmonization Center Project Expenses

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Submitted by: AHC Secretariat

A. Labor and Personnel

Labor costs are paid under the contract with the AHC before the work commenced. All payments are made directly upon satisfactory completion of tasks.

AHC Stand-alone Workshops/Trainings

AHC Secretariat oversees and determines all contracting activities.

AHC Co-host Workshops/Trainings

AHC and hosting institution have to have an agreement on each supporting item. Local hosting institution provides potential contractor and quotes for Secretariat's review, and helps communication between Secretariat and contracting party.

■ Allowable expenses are as follows

- Video recording and photography
- Simultaneous translation
- Technician and equipment rental
- Short-term administrative support
- Design and printing

■ Non-allowable expenses are as follows

- Honoraria for the speakers participating in AHC workshop/training

**Note - The expenses could benefit more when the training is held in Korea due to the AHC's local contract with related event performance parties.*

B. Travel Expenses

Travel expenses include the cost associated with participating in AHC workshop.

Eligibility

1. Active Participants

- Active participants are trainees from 11 travel-eligible economies who are to provide meaningful feedbacks and help disseminate the knowledge gained from the workshop.
- (※ Travel-eligible economies: Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, Peru, The Philippines, Russia, Thailand and Viet Nam)
- Active participants are selected within the category of Government officials, Government-affiliated institution or Academic representatives.

- Maximum of 11 active participants are supported, and nominee is limited to one from each 11 travel-eligible economy. However, based on availability, the Secretariat may consider to support additional nominees.

2. Speakers

- Speakers are trainers who have formal role and contribution at an expert level in AHC workshop.
- Maximum of 4 speakers can be supported and the priority is given to the speaker from the travel-eligible economies.

■ Allowable expenses are as follows

Airfare

- The AHC funds travel between cities, and flight should be:
 - The most **direct and economical route**
 - **Economy class**
- Arrangement and payment for airfare is made by AHC directly. No reimbursement will be allowed.

Accommodation

- Accommodation is provided from one day before the first day of the workshop to the last day of the workshop.
- Active participants and speakers reserve rooms by using the reservation form or code provided by the Secretariat, **and the payment is made by AHC directly.**

Meal Allowance

- Meal allowance for active participants and speakers during AHC workshop is provided daily at on-site in USD. Signature of the active participants and speakers are required as an acknowledgement of receipt and insuring their attendance.

■ Non-allowable expenses are as follows

- Travel expenses for additional transit or unnecessary transit for personal reasons
- Any additional expenses associated with traveling (i.e. ground transportation, travel insurance, etc.)
- Upgrade or additional request for the arrangement of flight
- Any cancellation fee or extra charges for re-scheduling of the flight booked
- Charges and fees occurred at the accommodation for using services or hotel amenities

■ Exceptions to Non-allowable expenses

- Business class flight is limited ONLY to participants with physical difficulties.
- Request for re-scheduling flight will ONLY be acceptable in special, unavoidable circumstances (i.e. delay in exit permit, unavoidable visa issues, etc.).

C. Publication and Distribution Costs

Publication includes both electronic and printed copy form of documents such as brochures, newsletters, conference proceedings, reports, etc. All the publications are to follow the AHC document template and must include APEC AHC logos.

■ Allowable expenses are as follows

- Brochures and newsletters related to the event (either electronic or printed copies)
- Conference proceedings such as speakers' presentation materials and meeting documents, etc. (either electronic ONLY)

■ Non-allowable expenses are as follows

- Promotional items
- Printed materials not related to the event such as travel information, etc.

■ Exceptions to Non-allowable expenses

- Printed copies of conference materials (speakers' presentation, meeting documents, and etc.) could be negotiable.

Cost associated with publication and distributive materials are paid in the following procedure:

- Upon satisfactory completion of the task, AHC Secretariat is to receive copy of the invoice indicating the number of copies, unit price and total amount.
- Once the invoice is received, the Secretariat then submits the purchase order form along with the invoice for payment.

D. Project Event Costs

Project event costs are the majority of expenses associated with project events such as renting places and equipment, developing teaching materials, photocopying and communication.

■ Allowable expenses are as follows

- Conference room and secretariat room rental (MUST have AHC's agreement in advance)

- Specialized materials or equipment needed for the event
- Banners (used for advertisement of the project event but not for promotion of products/services/organizations/ideas and the like)
- Conference kit (presentation materials, notepad, etc.)
- Photocopying and communication costs (including the costs of teleconference)
- Expenses to develop teaching and training materials

※ All conference proceedings including video recordings of presentations require to be uploaded on the APEC Harmonization Center website (www.apec-ahc.org), and the materials will be publically available. The recordings and presentation materials may be used for noncommercial purposes including but not limited to the development of future education and training activities. If any materials cannot be opened to the public, further discussion needed prior to the event.

■ **Non-allowable expenses are as follows**

- Promotional items and gifts
- Conference registration fees
- Ground transportation, including airport transfers, or costs of sightseeing
- Meals (including reception)

■ **Exceptions to Non-allowable expenses**

- Meals: One time reception costs can be considered.
- Field trips: Approval of field trips will be granted on an exceptional basis of assessment, when there are expected merits and strong justification on how the visit would support the delivery of project objectives.
- Lab consumable: If the program contains an experiential laboratory component, there will be expenses for the chemicals, specimens and sample vessels which cannot be reused.

E. Survey and Research

Survey and research costs are to find the areas of training needs and to design the improved curriculum.

■ **Allowable expenses are as follows**

- Purchase or rental (whichever is cheaper) of equipment or materials needed for the survey or research
- Expenses to develop teaching and training materials

- Photocopying and communication costs (including costs of teleconference)
- **Non-allowable expenses are as follows**
 - Promotional items and gifts
- **Exceptions to Non-allowable expenses**
 - Translation of training materials (if needed)

General consideration

- The AHC funds comes from Korean government to invite regulatory authorities, international organizations, industries, and academia in APEC economies for providing trainings to promote a higher level of international regulatory harmonization in the APEC region.
- The AHC's financial support could be available from **March 1 to the end of December**. Any activities proposed outside of this timeframe will not be considered for funding.
- All AHC projects are funded and calculated in either Korean won (KRW) or US dollars (USD).