

**Capacity Building Workshop on Improving the Utilization of**

**APEC Business Travel Card (ABTC)**

**(BMG 01 2020A)**

**GENERAL INFORMATION CIRCULAR**

14 -15 September 2021

**Organizer: Ministry of Trade, Indonesia**

**Event held under APEC Project:** Capacity Building Workshop on Improving the Utilization of

APEC Business Travel Card (ABTC)– BMG 01 2020A

**Sponsoring Economy / Project Overseer:** Indonesia / Mr. Satrio Nugroho

**Co-sponsoring APEC economies:** Chile; People’s Republic of China; New Zealand; Papua New Guinea; Vietnam

**Funded by** APEC Support Fund – Connectivity Sub-Fund

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1. **OBJECTIVES**

Since its establishment, APEC Business Travel Card (ABTC) has made travel in the region easier by reducing the time and cost of visa applications and providing fast-track access at immigration lanes. However, challenges and risks involved in the ABTC application process and uneven growth of card holders among APEC members, urge participating economies to deliver better solutions to serve larger numbers of clients. According to the BMG Report, as of 31 January 2020, there were 330,017 active ABTCs across the APEC region, a noticeable increase of 25% from 2019. However, in the last five years, there are uneven growth of active ABTC holders among APEC economies. From 2018 to 2019, Most of participating economies experience decreasing numbers of active card holders, while the rest of member economies have been succeeded in maintaining the positive growth of ABTC holders. The data reflect that there are some issues faced by participating economies on the effort to increase the ABTC holders while also improving the efficiency and managing the risks involved in its application process.

Promoting mobility of businesspeople across region is one of APEC’s objectives to advance economic integration and to strengthen region’s connectivity. The overall objective of the project is to facilitate sharing knowledge, experiences and best-practices in implementing a more effective, efficient and low risk ABTC application process to support people-to-people connectivity pillar of APEC Connectivity Blueprint for 2015-2025 through a capacity building workshop. Best practices will be compiled to develop a set of recommendation that could serve as a reference to promote increase utilization and positive growth of ABTC holders across APEC region.

The workshop will:

1. Gain a better understanding on implementing effective, efficient and better risk management of ABTC application and verification process is established.
2. Sharing best practices in implementing effective and efficient ABTC application and verification process including challenges and opportunities to increase the number of ABTC are identified.
3. Develop a set of recommendation and future capacity building activities build on suggested actions from each session are produced.

**2. EVENT DATE**

14 September 2021 (Tuesday), 08.00 – 10.30 (GMT +7)

15 September 2021 (Wednesday), 08.00 – 10.30 (GMT +7)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time Zone** | **Economy** | **Date** | **Begin** | **End** |
| CDT | Mexico, Peru | 13 September 2021, Tue | 20.00 | 22.30 |
| 14 September 2021, Wed | 20.00 | 22.30 |
| EDT | Canada, Chile, United States | 13 September 2021, Tue | 21.00 | 23.30 |
| 14 September 2021, Wed | 21.00 | 23.30 |
| MSK | Russia | 14 September 2021, Tue | 04.00 | 06.30 |
| 15 September 2021, Wed | 04.00 | 06.30 |
| ICT | Indonesia, Thailand, Viet Nam | 14 September 2021, Tue | 08.00 | 10.30 |
| 15 September 2021, Wed | 08.00 | 10.30 |
| GMT | Brunei Darussalam; China; Hong Kong, China; Malaysia; The Philippines; Singapore; Chinese Taipei | 14 September 2021, Tue | 09.00 | 11.30 |
| 15 September 2021, Wed | 09.00 | 11.30 |
| JST | Japan, Korea | 14 September 2021, Tue | 10.00 | 12.30 |
| 15 September 2021, Wed | 10.00 | 12.30 |
| AEST | Australia, Papua New Guinea | 14 September 2021, Tue | 11.00 | 13.30 |
| 15 September 2021, Wed | 11.00 | 13.30 |
| NZST | New Zealand | 14 September 2021, Tue | 13.00 | 15.30 |
| 15 September 2021, Wed | 13.00 | 15.30 |

**3. TECHNICAL SPECIFICATIONS**

The event will be held in a virtual mode. Due to COVID-19 pandemic condition and safety protocols, only a very limited participants from Indonesia will participate in-person. Other economies will utilize a virtual meeting application, using the ZOOM Meetings platform. To ensure participants are able to efficiently interact with the speakers and other participants, we recommend the following minimum requirements of hardware:

|  |  |
| --- | --- |
| **Operating system** | Windows 7 - Windows 10 Mac OS X 10.9 (Mavericks) - macOS Catalina (10.15) Linux Google Chrome OS Android OS 5 (Lollipop) or later  iOS 10 - iOS 12 Windows Phone 8+, Windows 8RT+ |
| **Web browser** | Google Chrome (most recent 2 versions) Mozilla Firefox (most recent 2 versions) |
| **Internet connection** | Computer: 1 Mbps or better (broadband recommended)  Mobile device: 3G or better (WiFi recommended for VoIP audio) |
| **Software** | ZOOM Meetings desktop app ZOOM Meetings mobile app JavaScript [enabled](http://enable-javascript.com/) |
| **Hardware** | 2GB of RAM (minimum), 4GB or more of RAM (recommended) Microphone and speakers (USB headset recommended) |
| **Mobile device** | iPhone 4S or later iPad 2 or later  Android Mobile or Tablet Version 5.0 or later |

Attendees will be required to download either desktop or mobile ZOOM Meetings application at <https://zoom.us/download>.

Before the event dates, please follow the instruction to download the application or join with a web browser. For technical problems related to the application, please contact Mr. Satrio Nugroho ([apecsubdit2@gmail.com](mailto:apecsubdit2@gmail.com) or [satrio.nugroho@kemendag.go.id](mailto:satrio.nugroho@kemendag.go.id)) for assistance.

Alternatively, attendees can join the conference using a web browser that meets the above specifications (the conference organizers recommend downloading one of the applications above), if possible, as the web browser version comes with limitations.

**4. PARTICIPANTS AND SPEAKERS**

All 21 APEC member economies are welcome and invited to attend and actively participate in the workshop. This includes APEC fora and subfora such as Business Mobility Group (BMG), Committee on Trade and Investment (CTI), Transportation Working Group (TPTWG), Tourism Working Group (TWG), and representative from APEC Business Advisory Council (ABAC).

Up to **ten (10)** participants from each APEC Economy will be accepted to attend virtually. Please refer to Section 8 on the nomination procedures, the nomination form, and the nomination deadlines. Nominations of qualified female participants are particularly encouraged.

A Zoom access **link** to participate in the workshop will be provided. The link will be sent with a confirmation email upon successful registration and in reminder emails sent within 1 week before the event.

APEC policymakers responsible for ABTC management and immigration process, business association, private sectors and academia are strongly encouraged to take active part in the virtual event.

**5. AGENDA**

The tentative **agenda** of the workshop is attached as **ANNEX I**.

**6. METHODOLOGY**

(6.1) Organization of Program

Target audiences of this conference are:

Government sectors responsible for ABTC management and immigration process, business association, private sectors and academia are welcome to take active part in the virtual event. Economies are strongly encouraged to nominate **gender-balanced participation**, likewise in the line of experts to be invited to the virtual workshop.

(6.2) Evaluation

Participants are required to complete and return an electronic Evaluation Form before and by the end of the virtual workshop. In the e-form, each participant is encouraged to share their views and advice on the virtual workshop’s impact and efficiency as well as possible suggestions and policy implications for future APEC related cooperation programs and activities.

(6.3) Language

Capacity Building Workshop on Improving the Utilization of APEC Business Travel Card (ABTC)will be conducted in English.

**7. INSTITUTION**

The conference will be organized by the Ministry of Trade (MoT) of the Republic of Indonesia

Mr. Satrio Nugroho

Project Overseer

Ministry of Trade (MoT) of the Republic of Indonesia

Email: [apecsubdit2@gmail.com](mailto:apecsubdit2@gmail.com) or [satrio.nugroho@kemendag.go.id](mailto:satrio.nugroho@kemendag.go.id)

**8. APPLICATION PROCEDURES**

APEC member economies should nominate participants to attend the Workshop through their respective BMG, CTI, TPTWG, TWG, and ABAC focal points with the following procedures:

1. APEC BMG, CTI, TPTWG, TWG, and ABAC focal points from each member economies will coordinate participants’ registration and send copies of the Nomination Form (ANNEX II) with the details of the nominated speakers or participants applying to attend the Workshop to the contact indicated on the form through e-mail by the deadline. The deadlines for participants will be **6 September 2021**.
2. Speakers approved by the Project Overseer should submit their presentations **via email on or before 10 September 2021 at the latest.**

**9.** **ALLOWANCE AND HONORARIUM**

(9.1) Allowance principles

Since this will be a virtual event, the APEC Secretariat will not provide funding for speakers and participants invited by the Project Overseer for traveling purposes. Honorarium will be provided to eligible speakers in accordance with the APEC Guidebook on APEC Projects Edition 15.

(9.2) Signing of Undertakings for APEC funded speakers

Once the APEC Secretariat receives the final list of speakers from the organizers, the Secretariat’s Program Executive will contact each APEC-funded speaker and send a letter of undertaking for his / her signature.

The undertaking is a contract between you and the APEC Secretariat, in which you agree to perform the task for receiving the Honorarium and they commit to paying a speaker honorarium if applicable (may be subject to restrictions stated in the Guidebook on APEC Projects). An undertaking must be signed by each APEC-funded speaker at least 10 working days before the event.

**10. MISCELLANEOUS**

1. After confirmation of acceptance, all speakers and participants may wish to participate in a **test-run** on **13 September 2021** at **16.00 Western Indonesia Time (GMT +7**) or **17.00 SGT (GMT+8).**

(2) APEC highly values collaboration with appropriate external stakeholders. Participation in all APEC events is governed by APEC’s [Guidelines for Managing Co-operation with Non-members](http://mddb.apec.org/Documents/2015/SOM/SOM3/15_som3_005.pdf), and attendance of nominees for this workshop who are not government officials (or part of a government delegation), for instance from the private or academic sectors, may be subject to BMG approval as per the aforementioned Guidelines.

(3) Speakers and participants are required to strictly observe the workshop schedule.

(4) The presentations and other documents from the Workshop will be collated by the by the Project Overseer (or their delegate) who will send them to the APEC Secretariat within 2 weeks of the event. The presentations will be made publicly available shortly after through APEC’s [Meeting Document Database](http://mddb.apec.org/Pages/default.aspx) (unless they are indicated to be for restricted circulation only to BMG members). Presenters are reminded that all workshop materials must comply with [APEC Publication Guidelines](http://www.apec.org/~/media/Files/AboutUs/PoliciesandProcedures/Publications/APECPubs_guide_Oct16.pdf). The workshop deliberations also need to comply with the [APEC Hosting Guidelines](http://www.apec.org/~/media/Files/AboutUs/PoliciesandProcedures/Meetings/Guidelines%20for%20Hosting%20APEC%20meetings_Jul2016.pdf). In particular organizers, speakers and participants should ensure compliance with the following IMPORTANT APEC REQUIREMENTS contained in those Guidelines as required by APEC Senior Officials:

**All attendees need to ensure while drafting any workshop documents or making presentations at the meeting to please be mindful of APEC nomenclature. APEC is a grouping of Economies. Therefore, it is inappropriate to use anything, such as flags or emblems, which may imply the “political status” of any member economy. Disputed maps should not be included in any presentations or materials distributed at an APEC event. Members of APEC should be referred to as “member economies” or “members” or “economies”. Please do not use in reference to APEC member economies the words “country”, “nation” or “national”.**

**Please also be mindful to use the correct names of the APEC economies: Australia; Brunei Darussalam; Canada; Chile; the People's Republic of China (China also acceptable); Hong Kong, China; Indonesia; Japan; the Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; the Republic of the Philippines (the Philippines also acceptable); the Russian Federation (Russia also acceptable); Singapore; Chinese Taipei; Thailand; the United States of America (the USA, the US or the United States also acceptable); Viet Nam.**



**Tentative Agenda**

**Capacity Building Workshop on Improving the Utilization of**

**APEC Business Travel Card (ABTC)**

**14 – 15 September 2021**

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|  |  |
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| **Day 1** | **Tuesday, 14 September 2021** |
| **07.50-08.00**  (10 min) | **Promotional Video** |
| **08.00-08.05**  (5 min) | **MC announcement**  (general proceedings and administrative matters including pre-questionnaire reminder to all participants) |
| **08.05-08.10**  (5 min) | **Welcoming Remarks**  Director General for International Trade Negotiation, Ministry of Trade, Indonesia |
| **08.10-08.15**  (5 min) | **Keynote Speech**  Director General of Immigration, Ministry of Law and Human Rights, Indonesia |
| **08.15-08.20**  (5 min) | **Photo Session** |
| **08.20-09.20**  (1 H) | **Session 1: Overview on APEC Business Travel Card (ABTC) and Current Trends**  (Format: Presentation and Q&A)  *This session will provide an overview of the COVID-19 impact on cross-border travel, especially on the movement of business people in the region. Experts and researchers will also explore the current trends of ABTC usage, benefits of holding an ABTC, application process, and general eligibility criteria for ABTC applicants.*  *Experts will also provide a review of the ABTC implementation in some economies and highlight potential areas for enhancing the efficiency of its processes.*  **Moderator:** Representative from Directorate General of Immigration, Ministry of Law and Human Rights, Indonesia (tbc)  **3 Speakers (15 min each):**   1. Emmanuel A. San Andres, Policy Support Unit (PSU) 2. Younkyung Kim, The International Air Transport Association (IATA) 3. Washington CORE, L.L.C.   **Q&A (10 min)** |
| **09.20-09.25**  (5 min) | **Break** |
| **09.25-10.20**  (55 min) | **Session 2: Lesson Learned from APEC Member Economies on Improving ABTC Utilization including Challenges, Opportunities, and Best Practices**  (Format: Presentation and Q&A)  *In this session member economies particularly government related agencies will share their experiences in implementing ABTC. The discussions will touch on aspects related to ABTC application process (requirements, verification, and processing time), promotional strategies, technical and institutional challenges, as well as evaluation and review mechanism.*  *The session will also cover information exchange related to domestic regulations in this field, including measures to overcome challenges caused by COVID-19 pandemic. The session is expected to provide better understanding of the current legal framework in implementing ABTC among member economies and identify gaps and best practices.*  **Moderator**: Mrs. Netty Muharni, Assistant Deputy Minister for Regional and Sub-Regional Economic Cooperation, Coordinating Ministry of Economic Affairs, Indonesia  **Speakers:**   1. Representative from Directorate General of Immigration, Ministry of Law and Human Rights, Indonesia 2. Myeongkyu Seo, Ministry of Justice, Korea 3. Government Representative from New Zealand (tbc) 4. Government Representative from China (tbc) 5. Government Representative from Viet Nam (tbc)   **Q&A (15 min)** |
| **10.20-10.30**  (10 min) | **Wrap up and overview of day 2 agenda** |
| **END OF DAY 1** | |

|  |  |
| --- | --- |
| **Day 2** | **Wednesday, 15 September 2021** |
| **08.00-08.05**  (5 min) | **MC announcement**  (general proceedings and administrative matters) |
| **08.05-08.50**  (45 min) | **Session 3 : What Business Expect from ABTC**  (Format: Short presentations followed by panel discussions with speakers)  *This panel will explore views from businesses on issues and opportunities related to cross-border travel using ABTC. This session will offer insights from businesses on how to improve ABTC scheme that provide tangible and concrete benefit for businesses and elaborate opportunities on how to engage government and business partnership in ABTC future development.*  **Facilitator**: Representative from Directorate General of Immigration, Ministry of Law and Human Rights, Indonesia (tbc)   1. **Panel discussions** **(30 min)**  * Panellist 1: Representative from ABAC Singapore (tbc) * Panellist 2: Indonesia Chamber of Commerce and Industry (KADIN) * Panellist 3: Representative from Japan (tbc) * Panellist 4: Representative from Viet Nam (tbc)   **Q&A with participants (10 min)** |
| **08.50-09.45**  (55 min) | **Session 4: Reopening Borders: Current Development and Future Engagement of ABTC in post COVID-19 Era**  (Format: Presentation and Q&A)  *This session will**discuss the opportunities and challenges of ABTC implementation with the resumption of international travel Post-COVID19.*  *The session will cover perspectives from government, as well as businesses and international organizations on how the ABTC scheme can facilitate and support economic recovery, including discussions on the current development of Virtual ABTC (VABTC) which covers its utilization and transition opportunities within APEC economies.*  *Speakers will also elaborate discussions on how to advance existing APEC frameworks and initiatives as well as identify possible topics for new work. This may also include the possibility of harmonizing health and safety measures / protocol among member economies to facilitate ABTC holders.*  **Moderator** : Kimberlee Stamatis, APEC Business Mobility Group (BMG) Convenor   1. **3 speakers** **(15 min each)**  * Representative from Australia * Pratit Santiprabhob, Vice President for Information and Communication Technology, Assumption University of Thailand * Representative from Chile (tbc)   **Q&A with participants (10 min)** |
| **09.40-09.45**  (5 Min) | **Break** |
| **09.45-10.25**  (40 min) | **Session 5 – Next Steps and Recommendation**  (Format: panel discussions and engaging all participants)  In this final session, discussants and participants will discuss a set of recommendations that will be drawn from the previous sessions. This recommendation is expected to provide a meaningful and significant contribution to increase effectiveness of ABTC process and features, as well as to promote positive growth of ABTC utilization.  **Facilitator**: Representative from Directorate General of Immigration, Ministry of Law and Human Rights, Indonesia (tbc)   1. **Panel discussions**  * Discussant 1: Emmanuel A. San Andres, Policy Support Unit (PSU) * Discussant 2: Representative from BMG Australia (tbc) * Discussant 3: Representative from Ministry of Law and Human Rights, Indonesia * Discussant 4: Representatives from ABAC Singapore (tbc) * Discussant 5: Washington Core (tbc) |
| **10.25-10.30**  (5 Min) | **Session 6: Closing Statements and Conclusions**  Director of APEC and International Organization Negotiation, Ministry of Trade |
| **END OF DAY 2** | |

**ANNEX II**

**NOMINATION FORM**

Capacity Building Workshop on Improving the Utilization of APEC Business Travel Card (ABTC)

BMG 01 2020A

**Complete all fields and return to Nominations Focal Point below:**

**Mr. Satrio Nugroho**

Project Overseer, Ministry of Trade (MoT)

Email: [apecsubdit2@gmail.com](mailto:apecsubdit2@gmail.com) or [satrio.nugroho@kemendag.go.id](mailto:satrio.nugroho@kemendag.go.id)

**All data provided on this form, including any personal data, is collected by the APEC Secretariat and disclosed via communications with Project Overseers, host economy, and project participants. Disclosure includes transmission of this information outside of Singapore.**



**APEC MEMBER ECONOMY:** [INSERT]

**NOMINEE 1**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**NOMINEE 2**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No



**NOMINEE 3**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**NOMINEE 4**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**NOMINEE 5**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**NOMINEE 6**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**NOMINEE 7**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**NOMINEE 8**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**NOMINEE 9**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**NOMINEE 10**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**Name of official making the above Nomination(s):**

Economy Representative for which APEC Fora:

Title:

Organization:

Email:

Telephone:

Fax:

**Please complete all fields in this form and email it to the Nominations Focal Point given above, no later than: 6 September 2021** for both speaker and participant nominations