

APEC Project Proposal

Project Title and Number:	EC 02 2022A – Stakeholder Engagement and Capacity Building on the APEC Collaborative Framework on ODR to Improve Cross-Border Trade in Indonesia		
Fund Source: ASF Sub-fund on Strengthening Economic Legal Infrastructure (SELI)			
APEC Forum:	Economic Comiitee		
Proposing APEC Economy:	Indonesia		
Co-sponsoring Economies:	Chinese Taipei; Hong Kong, China; Japan; Viet Nam		
Expected Start Date:	September 2022		
Project Completion Date: <small>See Chapter 7 Guidebook on APEC Projects</small>	November 2023		
Project Summary: <i>In 150 words -</i> <ul style="list-style-type: none"> • What is the issue that you will address or examine in your project? • Outline the key things your project will do, in terms of what, where, when and with whom. <i>(Summary must be no longer than the box provided. Cover Sheet must fit on one page)</i>	<p>MSMEs account for around 99.9% of all businesses in Indonesia. A large number of MSMEs (77%) are also taking part in the total number of Indonesian enterprises engaging in cross-border trade. Thus, resolving cross-border disputes is a potential risk and a challenging task. The APEC Online Dispute Resolution (ODR) Collaborative Framework may provide an alternative and affordable online cross-border dispute resolution option for MSMEs, however, it is yet to have adequate exposure and recognition in Indonesia.</p> <p>The results of an ODR study conducted in Indonesia recommend the importance of further exploring the ODR Framework in terms of regulations, infrastructure, and beneficiaries. This project is a follow-up from the result of this original study, by conducting a further study with expected recommendations on how to design a more detailed regulatory framework for ODR mechanisms in Indonesia.</p> <p>The results and recommendations of this new study will be presented at a two-day workshop in Indonesia in May 2023. Speakers from academia, dispute resolution agencies, regulators, MSMEs, and private sectors from APEC economies will be invited to participate in the workshop and share experiences.</p>		
Summary of Proposed Budget (USD): 125,000	APEC Funding	Self-funding	Total Project Value
	100,000	27,120	127,120
List all project outputs:	<i>Project Overseers are encouraged to limit outputs to 3 or fewer</i> <ol style="list-style-type: none"> 1. Research Paper 2. Workshop 3. Workshop Report 		

Project Overseer Information and Declaration

Name	Netty Muharni	Titis Arba
Title	Assistant Deputy Minister for Regional and Sub-Regional Economic Cooperation	Economic Analyst
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As Project Overseer and on behalf of the above said Organization, I declare that this submission was prepared in accordance with the **Guidebook on APEC Projects** and any ensuing project will comply with said Guidebook. Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document's budget table, in the case of any inconsistencies within the document. By submitting this APEC Project Proposal to the APEC Secretariat, I agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Project Proposal, which I have provided to the APEC Secretariat in accordance with Singapore's Personal Data Protection Act 2012 and the APEC Secretariat's data protection policy (<https://www.apec.org/PrivacyPolicy>). The APEC Secretariat will transfer any data provided on this form, which may contain personal data of Project Overseer(s), to APEC member economies overseas via the APEC Secretariat.

Netty Muharni & Titis Arba, 6 Juni 2022 *Name of Project Overseer / Date*

Project Details

Project Objective:

- State the overarching objective of the project in 100 words or less (refer to your Concept Note).
- Establish a Project Objective that is aligned with the planned Project Outcomes (Section B.5).

(Please be concise. Provide the context in Section A: Project Relevance below.)

The project aims to analyze Indonesia's readiness to implement the APEC ODR Framework and to recommend regulatory elements to support ODR providers to build ODR mechanisms. The project will also facilitate sharing of knowledge and exchange of information on international legal instruments and ODR to support economic development through a capacity-building workshop. The result of the workshop will be compiled to develop a set of recommendations that could serve as a reference to promote the development of ODR mechanisms in APEC economies.

SECTION A: Project Relevance

1. **a) Issues: What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region? [Up to ½ page]**

The outbreak of the COVID-19 pandemic presented us with the momentum to transform our way of life to be more effective, efficient, and adaptable, especially in doing business. The APEC Online Dispute Resolution (ODR) Collaborative Framework, which encourages the use of digital technology to resolve cross-border business-to-business (B2B) disputes, is one of the options available to solve business disputes in an innovation-friendly manner. Moreover, with social distancing likely to become the new norm for a while, courts are faced with the task of balancing the public's need for an efficient justice system with everyone's health and safety. ODR, along with a host of other approaches, will likely play a role in tackling the post-pandemic demand for legal services (Houlberg, 2020).

Currently, knowledge and legal infrastructure in Indonesia regarding ODR are quite limited, particularly when it comes to the APEC collaborative framework for ODR. According to a 2021 study by the Indonesian Center for Law and Policy Studies (PSHK), creating awareness, developing capacity, and supporting the formulation of rules for dispute resolution institutions is the first step in Indonesia accepting the APEC ODR Framework. Technically, the Indonesian judiciary has used video conferencing facilities to listen to witness and expert testimony, both in the Constitutional Court and in district courts, and the process is expanding in the midst of a global pandemic. The B2B ODR Framework, on the other hand, is a comprehensive mechanism that makes use of technologies such as artificial intelligence, robust security, anonymity, and neutrality that are frequently underutilized in online litigation procedures. Although the online judicial process has a regulatory basis, the technical aspects of ODR in the Indonesian judicial and arbitration system have not been properly defined or regulated.

This project will explore the ODR Framework in terms of regulations and infrastructure as well as the benefit not only for Indonesia but also for other APEC Economies. This follow-up study is expected to produce a more detailed legal framework for ODR in Indonesia in terms of regulation, infrastructure, and beneficiaries, as well as raise stakeholder awareness of the potential benefits of ODR for MSMEs. The ODR mechanism that has been established in the APEC economies can be used as a benchmark for comparative analysis because alignment of the framework with other economies is necessary. The study's findings will be presented at a two-day workshop attended by prominent speakers from Indonesia and other APEC economies.

b) Alignment to APEC: Describe specific APEC priorities, goals, strategies and/ or statements that the project supports, and explain how the project will contribute to their achievement. [¼ page]

The project supports Thailand's host year APEC 2022 first priority, Open Trade and Investment to all opportunities, by accelerating APEC's work to support the digital economy. The project will help to boost awareness of MSMEs in utilizing ODR as an alternative dispute resolution. The project is also in line with the second economic driver of APEC Putrajaya Vision 2040, Innovation and Digitalisation to pursue structural reforms and sound economic policies to promote innovation and improve productivity and dynamism. Moreover, the project supports the collective actions on the Aotearoa Plan of Action, such as (i) Adopt new and emerging technologies to stimulate growth, connectivity, and

digital transformation and (ii) Promoting ecosystems that support MSMEs, including those in the creative industry, to take advantage of the digital economy.

c) Alignment to Forum: How does the project align with your forum's work plan/ strategic plan?

This project aligns with the fourth EAASR pillar in harnessing innovation, new technology, and skills development to boost productivity and digitalization by replacing face-to-face interaction with the internet. This project also follows one of the key areas on the 2021 APEC Ministerial Meeting Joint Statement, to utilize a variety of tools to advance structural reform and other business to reduce behind-the-border barriers and promote strong, balanced, secure, sustainable and inclusive growth in the region.

2. Eligibility and Fund Priorities: How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated Fund or Sub-fund?

The project seeks to be funded by APEC SELI Sub-Fund. This project will support Indonesia to strengthen its economic legal infrastructure in building awareness and understanding about ODR in Indonesia and the Asia-Pacific region. The contribution of this project would be in line with the SELI priorities to support MSMEs in their business transactions by helping to settle disputes more effectively and efficiently. In this pandemic era, where business should be done with minimum face-to-face interaction, this project may offer valuable insight to accelerate the implementation preparation to establish an ODR mechanism from the aspect of regulation, infrastructure and users as well as part of the efforts towards Indonesia's readiness to opt-in the APEC ODR Framework.

3. Capacity Building: How will the project build the capacity of APEC member economies. For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.)

The project is expected to develop the awareness of the ODR Framework with stakeholders in Indonesia and evaluate businesses' viability in utilizing the Framework. The project will also carry out an inventory, identification and consolidation phases with stakeholders regarding issues/topics in preparing the implementation of the APEC Collaborative Framework on ODR in Indonesia. The result of these activities will be recommendations to formulate policies/infrastructure, including the requirements of specific regulations or other legal provisions needed for the implementation of the Framework in Indonesia. The two-day workshop will then be organized as the final program of this project to showcase the study among stakeholders and invite APEC economies to stimulate further discussion and comments and to share their experiences on implementing the APEC ODR Collaborative Framework. The objective of the workshop is to develop capacity by increasing awareness and understanding and emphasize learning from the business community, policymakers, and experts on various topics related to the regulatory regimes, challenges, and opportunities for current and future utilization of the APEC ODR Framework.

SECTION B: Project Impact

4. Outputs: Using a numbered list in chronological sequence, identify and describe the key products or services that will happen during the implementation of your Project in support of the Outcomes. This may include workshops, reports, analysis and research work, recommendations, best practice guidelines, action plans, websites etc. Be brief but describe key parameters, like purpose, duration, location, expected scope and scale, timelines etc.

- 1) **Research Report.** The Report targeting of maximum 100 pages in length (excluding Appendices), with the purpose of the report is to produce detailed recommendations for the development of the APEC ODR legal framework in Indonesia with several comparisons to several opt-in APEC economies (e.g. United States, Singapore, Japan), which can be a reference for other APEC member economies. The scope of the research includes mapping the existing legal framework, analyzing the applicability of the APEC collaborative framework for ODR in Indonesia, analyzing the situation of MSMEs in Indonesia, and producing recommendations. We will develop the report by using desk research and in-depth interview methodologies. This research report will also include a comprehensive toolkit that stakeholders in Indonesia can utilize as a guideline. The toolkit will contain the elements of a detailed procedure setting guide from the beginning of the dispute to settlement. The final Research Report will be updated to reflect recommendations and discussions at the Workshop and will be an APEC Publication that will serve as a reference for all APEC economies.

- 2) **Workshop.** The two-day in-person workshop will be held in Bali, Indonesia around May 2023 with remote access available as a hybrid event. This activity is carried out to present research results and guidelines, as well as proposition participants' and experts' input and comments for refinement.

This workshop will invite several experts from (i) Government such as Ministries dealing with Justice, Ministry of Law and Human Rights, Supreme Court, and Ministry of Communication and Technology; (ii) business/MSMEs sector including business association; (iii) ODR Providers; (iv) academia or researcher focused on ADR subjects; and (v) related international organization such as UNCITRAL, HKIAC, and HCCH. These experts are expected to actively contribute by providing both comments and recommendations.

Before the workshop, all participants will be required to complete a pre-workshop evaluation and upon conclusion of the workshop, they will be required to complete a post-workshop evaluation as a part of the evaluation criteria.

Draft Workshop Agenda:

1. Research Report Presentation
2. Sharing best practice of APEC ODR mechanism APEC economies
3. Sharing best practice of international instruments academia on the Research Report
4. Sharing best practice of MSMEs associations and ODR providers
5. Discussion on the recommendations

- 3) **Workshop Report.** The workshop report will contain the summary of the discussion, findings, and recommendations raised in the workshop with a maximum of 20 pages. It will consist of the following but not limited to: (1) Executive Summary; (2) Summaries of Presentations; (3) Summaries of Discussion; and (4) Recommendation on detailed regulatory framework for ODR mechanisms design in Indonesia that could serve as a reference for other APEC economies. The workshop report will be [] circulated to the EC members for information.

5. **Outcomes: Using a numbered list, describe the specific impacts, changes or benefits that the Project is expected to deliver, which directly support the Project Objective (above). These include changes in policy, processes, or behaviour in the participating institutions, or in APEC more broadly. Be sure that each Outcome can be measured and is a direct result of the project.**

1. **Raise awareness.** The expected direct impact of a series of project activities, particularly engaging and workshop, is to raise awareness among MSMEs, policymakers in the MSME and business sectors, and arbitration institutions about the need to regulate and implement the APEC ODR Collaborative Framework in Indonesia, which will benefit MSMEs and the APEC economy. These outcomes will be measured with the Pre and Post Questionnaire prior to and after the workshop.
2. **To support policy plan and formulation.** The research findings and guidelines will be developed into detailed recommendations to assist policymakers and arbitration institutions in developing policies, regulations, and technology to support the implementation of the APEC ODR Collaborative Framework. It will be particularly useful for APEC economies that are considering implementing the ODR Collaborative Framework.

3. **Beneficiaries: Who are the direct project participants and users of the Outputs? Describe their qualifications, level of expertise, roles/level of responsibility, gender, economies represented, government departments, APEC fora involvement, etc. Explain how they will use and benefit from the project. Who else will benefit from the project and how?**

The direct beneficiaries of this project are APEC officials from the Ministries dealing with Justice, Ministry of Law and Human Rights, Supreme Court, Ministry of Communication and Technology, Ministry of Cooperatives and MSMEs with the focus on work related to ODR. The benefits for policymakers include: (1) Gain insights on ODR mechanisms and the necessary provisions of the Framework; and (2) benefit from knowledge and guidelines in developing specific policies regarding MSME legal aid and protection related to cross-border dispute settlement.

The secondary beneficiaries are (1) Business/MSME actors and their business associations; (2) mediation and arbitration institutions including ODR Providers; and (3) academia and legal experts focused on ADR subjects. Businesses will improve their awareness of the benefit of the Collaborative Framework as an alternative platform to settle cross-border disputes. The output will be beneficial for MSME actors or their associations to improve their awareness of the benefit of the Collaborative Framework as an alternative platform to settle cross-border disputes; to resolve disputes with foreign parties. It will also be a reference for mediation and arbitration institutions in developing internal regulations and ODR

technology for dispute resolution. Researchers and academics can utilize the findings resulting in study as base for their future research.

4. **Dissemination:** Describe plans to disseminate all output documents/reports and other results of the project, including:

- Whether the document(s) and/or report(s) will be an APEC Publication
- The number, form and content of publications (Note: Electronic publication is preferred. APEC will not fund publications that are only presentation slides, or website maintenance)
- Channels of dissemination (identify any websites, including the APEC website, or social media)
- The target audience of each output document/report
- Any intention to sell outputs arising from this project

The Research Report will be published on the APEC Publication website and will be communicated via various electronic channels, including websites and social media channels such as Meta, Twitter, LinkedIn, and Instagram to reach wider audience. The communication will be followed by brief information that is easy to understand and encourage the audience to learn more (e.g., through infographics) about the report's content and the guidelines that have been developed. Policymakers in the MSME and business sectors, associations of business actors, MSME actors, academics and practitioners in the economic and legal sectors, mediation and arbitration institutions, civil society organizations, and other communities are the main target of the publication.

The documents will be prepared by an appointed contractor with close monitoring by the PO. Online publication of the document will allow all member economies to have equal access to the documents at ease and disseminate further to their relevant home economy parties. APEC will receive ownership of all publications. APEC Intellectual Property and Logo will be attached on all publications produced in this report. The PO has no intention to sell outputs arising from this project.

The Workshop Report will be sent to all participants and EC members for information.

5. **Gender:** What steps will the project take to ensure the participation and engagement of both men and women in project activities? How do the project outcomes and the project objective benefit women? Please indicate the target percentages of female participants, and female speakers/experts, in the table below:

This project will involve equal participation of men and women in the following ways:

1. In terms of research data collection, we will conduct in-depth interviews with an equal number of male and female respondents without compromising the quality and competence of the interviewees;
2. In conducting the workshop, we will invite workshop resource persons with an equal number of men and women and ;
3. Encourage APEC member economy to promote qualified women participants to attend the workshop; and
4. Research report will include at least one policy recommendation relating to gender inclusion and address gender perspective in the research agenda.

To ensure the balanced gender representation during the whole project process, the organizer will inform economies that we collect gender balance / sex-disaggregated data for all speakers and participants (not only from APEC funded) on the project event. As women own and run more than 65 percent of MSMEs, this project will certainly benefit women significantly. The outcome of this project has the potential to protect women in cross-border transactions and dispute resolution.

Targets	
Female Participants (%)	50%
Female Speakers/Experts (%)	50%

Referring to the *Guide on Gender Criteria for APEC Project Proposals* in the Guidebook on APEC Projects, please tick the pillar or pillars that this project supports, in promoting women's economic empowerment:

5 Pillars (you may tick more than one)	
1	Access to Capital and Assets
2	Access to Markets
3	Skills, Capacity Building, and Health
4	Leadership, Voice and Agency
5	Innovation and Technology

SECTION C: Project Effectiveness

6. **Workplan:** Produce a Workplan using the table below. Refer to the Outputs section and make sure you include:

- All outputs as Deliverables such as research work/survey, events, and project reports/publications (*Indicate their submission dates. Ensure the same names for outputs are used*)
- Other Deliverables such as agenda, participant/speaker lists, evaluation activities, etc.
- Procurement steps and contractor related milestones
- Engagement with other economies, organizations and/or working fora
- One Monitoring Report per calendar year and a Completion Report two months after the Project Completion Date [1-2 pages. Answers can be adapted from the Concept Note]
- Indicate if you intend to record any project event. Refer to the APEC Project Event Recording Policy at Annex N of the Guidebook.

Timeline	Tasks	Deliverables
Sep 2022	Identify the contractor candidates Engaging and processing the contract	Contractor candidate list Documents required as per guideline (ToR, CV, etc) Appointment of Contractor
Oct 2022 – Jan 2023	Conducting research by appointed Contractor: a) Follow-up ODR Research in Indonesia (Literature Review, Data Collection, and Data Analysis) b) Comparison to several opt-in economies c) Research Report consultation with local stakeholders	Research Report - Draft
Feb – Apr 2023	Workshop Preparation: a) Identify and engage eligible speakers for each session b) Develop and circulate General Information Circular & Invitation of the workshop	List of speakers List of participants General Information Circular Pre- and post- workshop evaluation Workshop agenda

Timeline	Tasks	Deliverables
	<ul style="list-style-type: none"> c) Develop pre- and post- workshop evaluation d) Develop Workshop Agenda e) Invite other related fora to participate (CTI, SMEWG, and DESG) f) Invite domestic stakeholders g) Prepare for all the logistics (venue and other logistics required) h) Prepare for APEC NMP process (if necessary) 	
Mar 2023	Disseminate General Information Circulation to participant	General Information Circular
1 Apr 2023	Submit the APEC Project Monitoring Report	APEC Project Monitoring Report
May 2023	Administering pre-workshop evaluation	Participant fill the pre-workshop evaluation
May 2023	<ul style="list-style-type: none"> Conduct the 2-day workshop Administering post-workshop evaluation after the workshop 	<ul style="list-style-type: none"> Workshop agenda Event Attendance List Post-workshop evaluation
Jun 2023	<ul style="list-style-type: none"> Develop the Workshop Report Finalize the Research Report based on workshop input 	<ul style="list-style-type: none"> Workshop Report Research Report - Final
Jul 2023	<ul style="list-style-type: none"> Submission of the Workshop Report to the Secretariat for review and circulate to the EC forum Preparation of the Research Report as an APEC publication and endorsement by EC. 	<ul style="list-style-type: none"> Endorsed Workshop Report Endorsed Research Report
31 Jan 2024	Submission of the APEC Project Completion Report and supporting document to the Secretariat	APEC Project Completion Report
Jul – Dec 2024	Participation in the Long Term Evaluation of APEC Projects (LTEAP)	

7. **Risks:** What risks could impact project implementation and how will they be managed?

No.	Risks	How will it be managed?
1	Lack and validity of Data	Digging deeper and more thoroughly into the data sought, searching for valid data sources directly from the source and/or using the network to collect data

No.	Risks	How will it be managed?
2	Composition of male and female participation	(1) in terms of research data collection, namely in-depth interviews of an equal number of male and female respondents without compromising the quality and competence of the interviewees; (2) invite workshop resource persons with an equal number of men and women; and (3) encourage invited workshop participants to promote female members or staff to attend, if possible
3	Lack of participation in workshop, including due to potential ongoing COVID-19 travel restrictions	Circulate the General Information 8 weeks before the workshop Day, follow up attendance, and remind attendance at the workshop. Remote access will be provided as a hybrid event.
4	Publication does not reach target audience	Republish with specific targets in line with project planning.
5	Output is underutilized by stakeholders	<ul style="list-style-type: none"> Ensure the recommendation of the study is relevant to economies challenge Stakeholder coordination followed by sustainable awareness development through seminar and training as well as development of monitoring and evaluation mechanisms for utilization.
6	In-person participation is not meet the minimum number of 2 economies	<ul style="list-style-type: none"> Contact each respective economy to ensure their in-person participation

8. **Monitoring and Evaluation:** The project's success will be measured by the extent to which it has delivered all its planned Outcomes, in support of the Project Objective. Please use the matrix table below to indicate your project evaluation plans by specifying *what will be measured, which indicators will be used, what the target goals are, and how they will be evaluated and reported.*

**Examples have been given in the fields below for your easy reference. Please amend according to your project requirements. % of speakers/participants, if mentioned, should be consistent with Section B.8. [$\frac{1}{2}$ page]

	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting Method
Outputs	1. Research Report	1. Contracted executed	Sep 2022	Certification by PO	Contract
		2. Number of pages	100		Research Report
		3. Number of in-depth interviews to conduct with	4		
		4. Submission to the Secretariat	31 Jul 2023	Submission to the Secretariat	Email to the Secretariat
	2. Workshop	1. No. of participants (excl. speakers/experts)	100	Event Attendance List	Completion Report

	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting Method
		2. % of participating men/women (excl. speakers/experts)	50/50	Event Attendance List	Completion Report
		3. No. of speakers/experts engaged	6	Event Attendance List	Completion Report
		4. % of speakers/experts (men/women)	50/50	Event Attendance List	Completion Report
		5. No. of attending economies	11	Event Attendance List	Completion Report
	3. Workshop Report	1. No. of pages	20	Certification by PO	Email to the Secretariat with draft report
		2. Submission to the Secretariat	31 Jul 2023	Submission to the Secretariat	Email to the Secretariat with draft report
Out-comes	1. Increase the awareness of participant regarding APEC ODR and the need to implement it	Increase score of the post-test evaluation	60%	Pre- and Post-workshop evaluation	Completion Report
	2. Set of recommendation to assist policymakers in developing policies & regulations to support the implementation of the APEC ODR collaborative framework	No. of recommendations made	5	Included in the Research Report	Report to EC

9. **Linkages:** Describe the involvement of other APEC fora, and other relevant organizations. Include:

- **Engagement:** How are you engaging other relevant groups within and outside APEC?
- **Previous work:** How does this project build on, and avoid duplication of, previous or ongoing APEC initiatives, or those of other organizations working in this area?
- **APEC's comparative advantage:** Why is APEC the best sources of funds for this project?

The organizer will invite representatives from several APEC fora, including EC, CTI, SMEWG, DESG, and ABAC and non-APEC stakeholders from ODR Providers, and International Organizations, such as UNCITRAL, HKIAC, and HCCH to share their valuable experiences in the workshop.

SECTION D: Project Sustainability

10. **Sustainability:** Describe how the project will continue to have impact after the APEC Funding is finished.
- How will the Beneficiaries be supported to carry forward the results and lessons from the project?
 - After the project completion, what are the possible next steps to build on its Outputs and Outcomes? How will you try to ensure these future actions will take place? How will next steps be tracked?
 - How will progress on the Outcomes (Question 5) be measured?

The workshop will be designed to generate greater awareness among MSMEs, policymakers in the MSME and business sectors, and arbitration institutions about the need to regulate and implement the APEC ODR collaborative framework in Indonesia, which will benefit MSMEs and the APEC economy. The research findings and guidelines will be developed into detailed recommendations to assist policymakers and arbitration institutions in developing policies, regulations, and technology to support the implementation of the APEC ODR collaborative framework. Moreover, the study will also identify the need of future capacity building related of the subjects. These recommendation will also serve as reference for other APEC economies.

11. **Project Overseers:** Who will manage the project? Note that the scope of the duty includes managing of contractors and specialists. Include brief profile(s) of the PO(s) and any other main point(s) of contact responsible for this project. [Less than ½ page]

Mrs. Netty Muharni (Assistant Deputy Minister for Regional and Sub-Regional Economic Cooperation) together with Ms. Titis Arba (Economic Analyst) are the Project Overseers. Mrs. Netty Muharni is currently the vice-chair of APEC EC and has been highly involved in APEC EC since 2015.

The project overseer information is as follows:

Organization: Coordinating Ministry of Economic Affairs of Indonesia

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SECTION E: Project Efficiency

12. **Budget:** Complete the Itemized Budget and Budget Notes for the project in the template below. The Budget should include calculation assumptions (e.g., unit costs) and Self-funding contributions. Please consult the *Guidebook on APEC Projects* for eligible expenses.

APEC Project Itemized Budget Please consult the eligible expenses in the *Guidebook on APEC Projects*

All Figures in USD	# of Units	Unit Rate	APEC Funding	Self-funding	Notes
Direct Labour					
Speaker's honorarium (government officials ineligible)	3 speakers	1,200	3,600		Refer to Budget Note 1 for details
Contractor fees (Research)	204 hours	80	16,320		Refer to Budget Note 1 for details
Contractor fees (Non-Research)	78 hours	40	3,120		Refer to Budget Note 1 for details

All Figures in USD	# of Units	Unit Rate	APEC Funding	Self-funding	Notes
Short-term clerical fees	104 hours	20	2,080		Refer to Budget Note 1 for details
Travel (Speaker, Experts, Researchers)					
Per diem (incl. accommodation and "75% additional payment")	6 for 3 days (+75%)	200/day	4,500		Bali, Indonesia
Airfare	6 persons for 1 trip		9,000		
Travel for Participants (from travel-eligible economies only. Active participants only)					
Per diem (incl. accommodations and "75% additional payment")	22 persons for 3 days (+75%)	200/day	16,500		Bali, Indonesia
Airfare (<i>restricted economy class</i>)	22 persons, 1 trip		35,000		
Airfare + Per diem for domestic participants (officials from line ministries and local governments)	100 persons			20,000	
Other items					
Publication/distribution of report	20 copies			2,500	The Desktop Research Report will be distributed in hardcopy to line ministries and local governments
Specialized equipment or materials (<i>please describe</i>)	2 days webinar equipment	1,000		2,000	Possibility to conduct the hybrid workshop for participants that are unable to attend in-person
Photocopying				500	

All Figures in USD	# of Units	Unit Rate	APEC Funding	Self-funding	Notes
Communications (telephone, fax, mail, courier)					
Hosting (provide breakdown, e.g., room rental, stationery)	2 days for workshop	6,000	9,880	2,120	2 days meeting room & 2 days secretariat room
Total:			100,000	27,120	

Budget Note 1: Direct Labour - Provide information for APEC-funded positions, including a list of general duties, total hours per contracted tasks and who will be contracted, if known. (It is not acceptable to contract staff from your own organization or government employees.)

- 1) **Honorarium** – please refer to the Honorarium Payment Schedule at Appendix M of the Guidebook when proposing an honorarium rate for each Speaker/Expert:

Please use one row for <u>each</u> Speaker/Expert you propose APEC to fund*:				
No.	Indicate Role: Speaker? Moderator? Panelist?	Total time spent at the Project Event (in hours)	Proposed Honorarium Rate	Additional Information, if any
1.	Speaker Session 2	8	\$1,200	
2.	Speaker Session 3	8	\$1,200	
3.	Speaker Session 4	8	\$1,200	

*The roles/details of speakers/experts may be restructured according to final project requirements.

- 2) **Contractors to be funded by APEC (Short-Term Clerical Staff, Event Logistics Provider, Consultant and Researcher)** - Please use one table per Direct Labor item and list all relevant tasks to be performed by the Contractor(s). Please provide the number of work hours for each task.

Contractor – Research:

No.	Specific Tasks - Conducting desk research & in-depth interview to develop the Research Report including	No. of Hours
1.	Develop study on the development of the APEC ODR legal framework in Indonesia with scope of study: mapping the existing legal framework, analysing the applicability of the APEC collaborative framework for ODR in Indonesia, analysing the situation of MSMEs in Indonesia, and producing recommendations	84

No.	Specific Tasks - Conducting desk research & in-depth interview to develop the Research Report including	No. of Hours
2.	Develop comparison with several opt-in APEC economies	48
3.	Research report consultation with several local stakeholders – The contractor will conduct 4 in-depth interviews to the stakeholders to collect the information. Each in-depth interviews will take 2 hours (8 hours in total), 24 hours for analysis, and 4 hours for interview arrangements.	36
4.	Develop comprehensive toolkit that contains the elements of a detailed procedure setting guide from the beginning of the dispute to settlement.	24
5.	Drafting the 100-page Research Report which will include the recommendations and discussions at the Workshop, including incorporating EC members comments.	12
Total:		204

Contractor – Non-Research:

No.	Specific Tasks – workshop preparation & assist to develop report	No. of Hours
1.	Develop all the documents for the workshop (agenda including topic of the session, speaker short biographies, participant nomination form, General Information Circular, and pre- and post- workshop evaluation)	30
2.	Identify and suggest potential speakers and engage with the speakers	18
3.	Facilitate the workshop including liaising with the speakers and disseminating documents of the workshop	12
4.	Draft the 20-page Workshop Report	18
Total:		78

Short-Term Clerical:

No.	Specific Tasks – administrative & clerical works	No. of Hours
1.	Identify, process the contract, and manage all administrative works for venues and webinar vendors	48
2.	Identify, invite, and manage the confirmation for all project participants	26

No.	Specific Tasks – administrative & clerical works	No. of Hours
3.	Ensure the workshop run smoothly by: <ul style="list-style-type: none">• Conduct a dry run one day prior the event• Manage all workshop materials• Manage all aspects of equipment & hosting and become the contact person regarding the venue and webinar equipment	30
Total:		104

Budget Note 2: Waivers - Provide details of any requests for waivers from the normal APEC financial rules, with justifications in the 'Notes' column of the budget table, or below if the waiver requires a detailed explanation.