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**MEMORANDUM**

**TO :** **The Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects**

**The OIC Assistant Secretary for Staff Bureaus and BMB Director, in concurrent capacity**

**The Directors**  
EMB, MGB, FMB

**The OIC Director**  
Policy and Planning Service

**FROM :** **The Undersecretary**  
Policy, Planning and International Affairs

**SUBJECT :** **NEW SCHEDULE OF VIRTUAL APEC CONCEPT NOTE AND PROJECT PROPOSAL WRITING WORKSHOP**

**DATE :** **October 19, 2020**

May we refer a copy of the letter dated 15 October 2020 signed by PH APEC Senior Official Lourdes O. Yparraguirre, Office of the Undersecretary for Economic and International Relations - APEC National Secretariat and International Economic Cooperation, Department of Foreign Affairs, forwarding the new schedule of the Virtual APEC Concept Note and Project Proposal Writing Workshop originally scheduled on 19 November 2020 and moved to 24 November 2020 9:00AM to 11:30AM.

The Roadshow on APEC Business Travel Card and the Apostille Convention is postponed indefinitely until an alternative date is determined.

The pre-registration to the workshop can be accessed by utilizing the form at <https://tinyurl.com/ANSWriteshop> on or before 07 November 2020.

For information and guidance.

  
ATTY. JUNAS R. LEONES

MEMO NO. 2020-519



OUEIEA Secretariat &lt;oueiea.denr@gmail.com&gt;

## [UPDATE] New Schedule of the Virtual Workshop on APEC Concept Note and Project Proposal Writing, 24 November 2020

APEC PH National Secretariat &lt;apec@dfa.gov.ph&gt;

Thu, Oct 15, 2020 at 7:44 PM

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**Message sent on behalf of Undersecretary Lourdes O. Yparraguirre, Philippines APEC Senior Official**

Dear TBAM Colleagues,

We trust this email finds you well.

This is to inform you that the **Virtual Workshop on APEC Concept Note and Project Proposal Writing** originally scheduled for 19 November 2020 has been moved to **Tuesday, 24 November 2020** from **09:00 am to 11:30 am**.

Meanwhile, the Roadshow on APEC Business Travel Card and the Apostille Convention is postponed indefinitely as we determine an alternative date and will inform you of the new schedule accordingly.

Those who have yet to pre-register may still do so by utilizing the form at <https://tinyurl.com/ANSWriteshop> **on or before 07 November 2020**.

Kindly please cascade this information to your regional offices and other stakeholders in Mindanao, for proper guidance.

Thank you very much.



*APEC National Secretariat*

**Department of Foreign Affairs**  
**Office of the Undersecretary for International Economic Relations**  
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**2 attachments**

 **[Z-ANSIEC-2020-123] Letter to TBAM New Schedule of APEC Writing Workshop.pdf**  
 207K

**TBAM Distribution List 2020\_as of 15Oct2020.docx**



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OUIER-LT-519-2020 | Reference No.: Z-ANSIEC-2020-123

OFFICE OF THE UNDERSECRETARY FOR INTERNATIONAL ECONOMIC RELATIONS  
APEC NATIONAL SECRETARIAT

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15 October 2020

Dear Colleagues,

This is further to our letter of 07 September 2020 regarding the Virtual APEC Concept Note and Project Proposal Writing Workshop originally scheduled on 19 November 2020.

With the recent changes on the schedule of the APEC Economic Leaders' Week (AELW), which is now scheduled to take place from 11 to -20 November 2020, we wish to inform the members of the Technical Board on APEC Matters (TBAM) and other stakeholders the necessity of moving the virtual workshop to **Tuesday, 24 November 2020** from **09:00AM to 11:30AM**.

Meanwhile, the Roadshow on APEC Business Travel Card and the Apostille Convention is postponed indefinitely as we determine an alternative date and will inform you of the new schedule accordingly.

We would appreciate your assistance in cascading this information to your regional offices and other networks previously invited, for proper guidance. The new program is also attached for reference.

Thank you for your preferential attention.

Sincerely yours,

  
LOURDES O. YPARRAGUIRRE

Undersecretary for International Economic Relations  
Senior Official of the Philippines to APEC

**[Please see attached distribution list]**

**OFFICE OF THE UNDERSECRETARY FOR INTERNATIONAL ECONOMIC RELATIONS**  
APEC National Secretariat  
Department of Foreign Affairs

**APEC Concept Note and Project Proposal Writing Workshop**

Tuesday, 24 November 2020  
Google Meet

9:00 am to 9:05 am	<b>Welcome Remarks</b>  <i>Undersecretary Lourdes O. Yparraguirre</i> DFA-OUIER
9:05 am to 10:30 am	<b>Developing Quality Concept Notes and Project Proposals</b>  <i>Ms. Lin Jing-Yu</i> Project Specialist, Project Management Unit (PMU) APEC Secretariat, Singapore
10:30 am to 11:25 am	Open Forum
11:25 am to 11:30 am	Closing Remarks  Mr. Eric Gerardo E. Tamayo Senior Special Assistant, DFA-OUIER

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