



**MEMORANDUM**

FOR : **The Directors**  
Forest Management Bureau  
Environmental Management Bureau  
Biodiversity Management Bureau

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

SUBJECT : **NOMINATION FOR DELEGATES TO THE FIRST SENIOR OFFICIALS MEETING (SOM 1) WORKING GROUP MEETINGS**

DATE : **16 FEB 2021**

---

This refers to the invitation from the APEC National Secretariat dated 31 January 2021 to the First Senior Officials' Meeting (SOM1) and Related Meetings to be held virtually on 17 February - 13 March 2021 via Microsoft Teams.

The following are the schedule of related working group meetings to which DENR is involved:

Meeting	Date	Time*
Chemical Dialogue - EMB (w/ DTI-BOI)	Wednesday 17 February 2021	06:59 PM
	Thursday 18 February 2021	06:59 PM
Experts Group on Illegal Logging and Associated Trade - FMB	Friday 19 February 2021	10:00 AM
	Saturday 20 February 2021	10:00 AM
Ocean Fisheries Working Group - BMB/ EMB (w/ DA-BFAR)	Thursday 25 February 2021	10:00 AM
	Friday 26 February 2021	10:00 AM

*\*Manila, Philippine time*

In line with this, we would like to request your Office to submit the names and contact details of your designated focal persons/ delegates to the said meetings **on or before 16 February 2021, 12 Noon**, through this email address: [psddivision@gmail.com](mailto:psddivision@gmail.com) for consolidation by the Policy Studies Division. Attached are the e-mail invitation and the Administrative Circular for the SOM1 and related meetings provided by the APEC National Secretariat.

For your preferential and appropriate action.

  
**MARCIAL C. AMARO, JR., CESO III**



**MEMORANDUM**

**FOR :** **The Directors**  
Forest Management Bureau  
Environmental Management Bureau  
Biodiversity Management Bureau

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

**SUBJECT :** **NOMINATION FOR DELEGATES TO THE FIRST SENIOR OFFICIALS MEETING (SOM 1) WORKING GROUP MEETINGS**

**DATE :** **16 FEB 2021**

---

This refers to the invitation from the APEC National Secretariat dated 31 January 2021 to the First Senior Officials' Meeting (SOM1) and Related Meetings to be held virtually on 17 February - 13 March 2021 via Microsoft Teams.

The following are the schedule of related working group meetings to which DENR is involved:

Meeting	Date	Time*
Chemical Dialogue - EMB (w/ DTI-BOI)	Wednesday 17 February 2021	06:59 PM
	Thursday 18 February 2021	06:59 PM
Experts Group on Illegal Logging and Associated Trade - FMB	Friday 19 February 2021	10:00 AM
	Saturday 20 February 2021	10:00 AM
Ocean Fisheries Working Group - BMB/ EMB (w/ DA-BFAR)	Thursday 25 February 2021	10:00 AM
	Friday 26 February 2021	10:00 AM

*\*Manila, Philippine time*

In line with this, we would like to request your Office to submit the names and contact details of your designated focal persons/ delegates to the said meetings **on or before 16 February 2021, 12 Noon**, through this email address: [psddivision@gmail.com](mailto:psddivision@gmail.com) for consolidation by the Policy Studies Division. Attached are the e-mail invitation and the Administrative Circular for the SOM1 and related meetings provided by the APEC National Secretariat.

For your preferential and appropriate action.

  
MARCIAL C. AMARO, JR., CESO III

**Fwd: [IMPORTANT] Invitation to the First Senior Officials' Meeting (SOM1) and Related Meetings, 17 February - 13 March 2021, Microsoft Teams (virtual)**

1 message

**QUEIEA Secretariat** <oueiea.dentr@gmail.com>  
 To: PSD Document <psddivision@gmail.com>

Sun, Jan 31, 2021 at 3:58 PM

**Office of the Undersecretary**  
 Policy, Planning and International Affairs  
 Department of Environment & Natural Resources  
 Visayas Ave., Diliman, Quezon City  
 Philippines 1100  
 Telephone No.: (+632) 928 1195  
 Telefax No.: (+632) 928 1186

----- Forwarded message -----

**From: APEC PH National Secretariat** <apec@dfa.gov.ph>  
**Date:** Mon, Jan 25, 2021 at 4:48 PM  
**Subject:** [IMPORTANT] Invitation to the First Senior Officials' Meeting (SOM1) and Related Meetings, 17 February - 13 March 2021, Microsoft Teams (virtual)  
**To:** <almacario@dilg.gov.ph>, <desiriejbernardo@dti.gov.ph>, <dole.ilab@ymail.com>, <erin.tabangcura@abac.ph>, <frabelletan@abac.ph>, <info@privacy.gov.ph>, <ivypatdu@privacy.gov.ph>, <jamie.javier@dict.gov.ph>, <kathybrimon@yahoo.com>, <nfquinsayjr@dilg.gov.ph>, <officeofuseccuna@denr.gov.ph>, <pontejonas@gmail.com>, DTI-IPO - Atty. Teodoro C. Pascua <teodoro.pascua@ipophil.gov.ph>, ABAC PH - Patrick Chua <patrick.chua@mbc.com.ph>, ABAC PH Secretariat <secretariat@abac.ph>, ABAC Philippines <abacph@gmail.com>, Abbygale Molina <abbygale.molina@deped.gov.ph>, Aileen Jade K. Gamboa <aileenjade.gamboa@privacy.gov.ph>, Ana Dominique Consulta <ana.consulta@dotr.gov.ph>, APEC Business Travel Card Consular <oca.abtc@dfa.gov.ph>, ARTA - Atty. Janalyn B. Gainza-Tang <janalyntang@arta.gov.ph>, ARTA - Atty. Jeremiah B. Belgica <jbb@arta.gov.ph>, Assec. Allan Gepty <allangepty@dti.gov.ph>, ATC-PMC Vene Seane T. Aljas <atcpmc.mabini@gmail.com>, Austin Evangelista <aevangelista@gmail.com>, belly cabeso <belly\_cabeso@emb.gov.ph>, BI - Ma. Timotea Barizo <binaiat1@yahoo.com>, BOC - Johny G. Alvarez (cliffordcustomsaffairs@gmail.com) <cliffordcustomsaffairs@gmail.com>, BOC - Marietta Zamoranos <Marietta\_zamoranos@yahoo.com>, BOC - Trisha Lorraine M. Aguasa <trishalorraine.customs.ph@gmail.com>, BOC - Wilnora Cawile (cawilew@customs.gov.ph) <cawilew@customs.gov.ph>, BOC - Wilnora Cawile (wilnoracawile@yahoo.com) <wilnoracawile@yahoo.com.ph>, BPS Standards Mainstreaming Division <bps.smd@dti.gov.ph>, BSP - Asst. Gov. Edna C. Villa <evilla@bsp.gov.ph>, BSP - John Paul Centeno <jpcenteno@bsp.gov.ph>, BSP - Maria Teresa S. Duenas (mtduenas@bsp.gov.ph) <mtduenas@bsp.gov.ph>, BSP - Maril-Len Macasaquit (MacasaquitMR@bsp.gov.ph) <MacasaquitMR@bsp.gov.ph>, BSP - Ramil M Covar <CovarRM@bsp.gov.ph>, Catherine I. Salvador <CatherineSalvador@dti.gov.ph>, CHED - Atty. Lilly Freida Milla (lmilla@ched.gov.ph) <ias@ched.gov.ph>, CHED - Nelson G. Cainghog <ncainghog@ched.gov.ph>, CHED - Office of the Chairperson <chairperson@ched.gov.ph>, Christopher Castillo <christopher.castillo@dfa.gov.ph>, DA - 20. Undersecretary Rodolfo V. Vicerra [PPFS Senior Official] <rodolfo.vicerra@da.gov.ph>, DA - Janet Garcia <janetdgarcia@yahoo.com>, DA-BAFS - Dr. DA - BP Ms. Annalyn Lopez <biotechpiu@gmail.com>, DA-BFAR - Atty. Glady Mae Talan <gladymaetalan@gmail.com>, DA-BFAR - Drusila Bayate (drusilaesther@yahoo.com) <drusilabayate07@gmail.com>, DA-BFAR - Lilian Garcia <liliangarcia60@yahoo.com.ph>, DA-BFAR - Undersecretary Eduardo Gongona <bfar.director@gmail.com>, DA-BFAR Joeren Yleana <joerenyleana@yahoo.com>, DA-BP Annalyn Lopez <annalyn.lopez@da.gov.ph>, DENR - Llarina S. Mojica (llarinamojica@yahoo.com) <llarinamojica@gmail.com>, DENR - Ma. Lourdes D. Ferrer <ondet\_ferrer@yahoo.com>, DENR- Usec for Policy, Planning and International Affairs <oueiea.dentr@gmail.com>, DENR-Asec Corazon C. Davis <corazondavis@yahoo.com>, DENR-BMB - Amy Ortiz <coastalmarine@gmail.com>, DENR-BMB - Desiree Eve Maaño <desireeeve.maano@bmb.gov.ph>, DENR-BMB - Nilda Baling <nildasbaling@yahoo.com>, DENR-BMB - OIC Assec Ricardo Calderon <bmb@bmb.gov.ph>, DENR-BMB - Vincent V. Hilomen (vvhilomen@up.edu.ph) <vvhilomen@gmail.com>, DENR-EMB - Consolacion P. Crisostomo <consolacioncrisostomo@yahoo.com>, DENR-EMB - Engr. William Cuñado <od@emb.gov.ph>, DENR-EMB - Likha Alcantara <swmdco@emb.gov.ph>, DENR-EMB - Marie Joe Cristobal <majoe\_cristobal@emb.gov.ph>, DENR-EMB - Mary Esther Ofiaza <meyeth\_ofiaza@emb.gov.ph>, DENR-EMB Delia Valdez <delia\_valdez@emb.gov.ph>, DENR-FMB - Nonito Tamayo (fmb-director@mozcom.com) <fmb@denr.gov.ph>, DENR-FMB - Raul Briz (briz\_raul@yahoo.com) <briz\_raul@yahoo.com>, DepEd - Asec. Jesus L.R. Mateo (jesus.mateo@deped.gov.ph) <jesus.mateo@deped.gov.ph>, DFA OUCSCC - ROY ECRAELA <roybecraela@yahoo.com.ph>, DFA-Office of Consular Affairs - Office of the VISA Director <abtc.ph@gmail.com>, DICT <international@dict.gov.ph>, DICT - Gina Rodriguez <ginarodriguez@dict.gov.ph>, DICT - Ms. Maan A. Hernandez-Lara (maan.hlara@dict.gov.ph) <maan.hlara@dict.gov.ph>, DILG - PLANS AND PROGRAMS <fracruz@dilg.gov.ph>, Div2 MOAO <moao.div2@dfa.gov.ph>, DOE - Jesus Tamang (jtamang@doe.gov.ph) <jtamang@yahoo.com>, DOE - Lilian C. Fernandez <lilian.fernandez1315@gmail.com>, DOE - Mr. William Quinto <williamquinto1211@gmail.com>, DOF - Assec. Edita Z. Tan (didithtan@yahoo.com) <meztan@dof.gov.ph>, DOF - Ferdinand Ortila (ferdinandcortilla@gmail.com) <fortilla@dof.gov.ph>, DOF - Neil Adrian S. Cabiles <ncabiles@dof.gov.ph>, DOF - Undersecretary Mark Dennis Y.C. Joven <mdjoven@dof.gov.ph>, DOF - Usec. Gil Beltran <gbeltran@dof.gov.ph>, DOH - Dr. Allan Evangelista <aevangelista.bihc@gmail.com>, DOH - Heidi Umadac <humadac.bihc@gmail.com>, DOH - Joel Buenaventura <jbuenaventura.bihc@gmail.com>, DOJ - Atty. Rosario Elena Cuevas (relcuevas@doj.gov.ph) <relcuevas@doj.gov.ph>, DOLE - Asec. Alex Avila <papsdole@yahoo.com>, DOLE - Ms. Maria Genevic O. De Los Santos <ircd.ilab@yahoo.com>, DOLE - Usec. Nicon F. Fameronag <aralcalil@yahoo.com>, DOLE-BLE - Charish Mungcal <cmungcal.dole@gmail.com>, DOLE-BLE - Dominique Tutay (nikki\_planning@yahoo.com) <nikki\_planning@yahoo.com>, Donna A. Tavora <donna.tavora@privacy.gov.ph>, DOST - Asst. Secretary Dr. Leah J. Buendia (leahbuendia@yahoo.com) <leahbuendia@yahoo.com>, DOST - Dr. Josette Biyo <josette.biyo@sei.dost.gov.ph>, DOST - Elenita M. Leus (emleus@dost.gov.ph) <emleus@dost.gov.ph>, DOT - Alex Macatuno <ammacatuno@tourism.gov.ph>, DOT - Alex Macatuno <ammacatuno@yahoo.com>, DOT - Usec. Benito C. Bengzon Jr. (bcbengzonjr@tourism.gov.ph) <bcbengzonjr@tourism.gov.ph>, DOT ASSEC ALABADO <rpalabadoiii@tourism.gov.ph>, DOTR - LOVELY KRISHA M. MENDIOLA <icd@dotr.gov.ph>, DOTR - LOVELY KRISHA M. MENDIOLA <lovelymendiola18@yahoo.com>, DPWH - Luchie Encarnacion <luchie.encarnacion@yahoo.com>, Dr. DepEd - Dr. Margarita Consolacion Ballesteros <margarita.ballesteros@deped.gov.ph>, DSWD - Hannah Giray (hagiray@dswd.gov.ph) <hagiray@dswd.gov.ph>, DSWD - Ms. Hannah A. Giray <pead.pdpb@dswd.gov.ph>, DSWD - Usec. Florita R Villar (frvillar@dswd.gov.ph) <frvillar@dswd.gov.ph>, DTI - BIS Mel

A list of Related Meetings and Agencies expected to attend are listed below. In this regard, may we receive further **confirmation of your participation in the meetings**, or if you wish the Secretariat to attend on your behalf. If the latter, kindly also submit highlights of interventions that may be further raised among Senior Officials at the SOM 1 plenary on 12 to 13 March 2021.

1.	APEC Alliance for Supply Chain Connectivity – BOC
2.	Anti-Corruption and Transparency Working Group - DOJ, OMB
3.	Budget and Management Committee – DFA-OUMAIER
4.	Business Mobility Group – DFA-OCA, Immigration
5.	Chemical Dialogue – DTI-BOI, DENR-EMB
6.	Committee on Trade and Investment – DTI-BITR
7.	Counter-Terrorism Working Group – ATC-PMC, NICA, DFA-OUCSCC
8.	Digital Economy Steering Group - DTI E-Commerce, DICT, NPC, NTC, PCC
9.	Economic Committee / Competition Policy and Law Group – NEDA
10.	Experts Group on Illegal Logging and Associated Trade – DENR-FMB
11.	Group on Services – NEDA
12.	Health Working Group / Life Sciences Innovation Forum – DOH
13.	Investment Experts Group – DTI-BOI
14.	Intellectual Property Rights Expert Group – DTI-IPO, NPC
15.	Market Access Group – DTI-BITR, Tariff Commission
16.	Ocean Fisheries Working Group – DA-BFAR, DENR-BMB / EMB
17.	Policy Partnership on Food Security – DA
18.	Policy Partnership on Science, Technology and Innovation – DOST
19.	Sub-Committee on Customs Procedures – BOC, Tariff Commission
20.	SOM Steering Committee on Economic and Technical Cooperation – DFA-OUMAIER
21.	Sub-Committee on Standards and Conformance – DTI-BPS

Thank you for your continued support for the APEC process.

With our good wishes,

--

**APEC National Secretariat**

Department of Foreign Affairs

Office of the Undersecretary for Multilateral Affairs and International Economic Relations

2330 Roxas Boulevard, Pasay City, Philippines

Tel no: (632) 8834-4000 | Email: [apec@dfa.gov.ph](mailto:apec@dfa.gov.ph)

**CONFIDENTIALITY NOTICE:**

This e-mail and the accompanying documents, if any, or any other information from the Department of Foreign Affairs is intended for the individual or entity to which it is addressed and may contain matters which are confidential or privileged under the law. If you are not the addressee indicated in this e-mail, any use, copying or distribution, disclosure or dissemination of its contents including the accompanying documents is strictly prohibited. If you received this e-mail by error, please delete all such opinions and/or information from your computers and kindly notify the sender by reply e-mail.

---

 **SOM1 Admin Circular\_.pdf**  
1030K



# Contents

Join, Work, Grow. Together .....	1
1. Introduction.....	4
1.1. Welcome.....	4
2. SOM1 calendar .....	5
2.1. Timings.....	5
2.2. Detailed calendar .....	5
2.3. Experiencing Māori values and practices throughout APEC 2021 .....	5
3. Accreditation Officers .....	6
3.1. Delegation Accreditation Officer (DAO).....	6
4. Registration and accreditation .....	8
4.1. Delegate registration .....	8
4.2. Allocation of registrations.....	9
4.3. Non-APEC member participant and guest registration.....	9
5. Informal and Bilateral meetings.....	10
6. Media.....	10
6.1. Media registration.....	11
7. Meeting access and guidelines.....	13
7.1. Brief system setup overview.....	13
7.2. Accessing meetings .....	13
7.3. Pre-meeting setup/technical requirements and testing.....	14
7.4. User name/naming conventions .....	17
7.5. On Screen display name .....	18
7.6. Participant guidelines.....	18
7.7. Official photo.....	19
7.8. Dress code .....	19
7.9. Recording.....	19
8. Document submissions and access .....	20
8.1. Meeting document submission requirements .....	20



8.2. Document access .....	21
8.3. Final papers .....	21
8.4. Information disclosure .....	21
<b>9. Contact information.....</b>	<b>22</b>
9.1. Programme Directors and SOM Chair’s Office .....	22
9.2. Registration and accreditation .....	22
9.3. Media .....	22
9.4. Technology support .....	23
9.5. Bilateral meeting requests.....	23
<b>10. General Information .....</b>	<b>24</b>
10.1. Time.....	24
10.2. Summary of important dates.....	26
<b>Annex 1: Detailed meeting calendar.....</b>	<b>28</b>
<b>Annex 2: SOM1 meeting list .....</b>	<b>33</b>



# 1. Introduction

---

## 1.1. Welcome

For the 21 APEC economies, united by the Pacific Ocean, there has never been a more important time to join together.

As our communities reel from a global pandemic that has shaken the health of our people and the health of our economies, it is APEC, the most dynamic regional economy in the world that will help us all rebuild and recover.

We look forward to giving you a warm, virtual welcome to the first Senior Officials' Meeting (SOM1), and to continue building our connections and working towards positive change.

We are creating a digital experience that will strengthen our bonds and progress our important work.

This is a new era in digital diplomacy.

The way we respond as a region to today's challenges will be felt for generations to come. New Zealand looks forward to joining with you, and working together to progress the Asia Pacific region's recovery at APEC 2021.

As you have no doubt heard by now, we are using the phrases below to speak to New Zealand's focus this year on joining together with APEC economies, and working together so we can grow our economies for the benefit of all people in the Asia Pacific.

Throughout APEC 2021 we will use these words to speak to APEC's teamwork and collaboration.

**Join, Work, Grow. Together**  
**Haumi ē, Hui ē, Tāiki ē.**

Welcome to APEC 2021, hosted by Aotearoa New Zealand.

This Administrative Circular provides information for connecting to and participating in SOM1. Full, detailed participant guidelines will be released before meetings begin. We encourage you to read through both of these documents ahead of the first meeting to ensure your participation is smooth.



**Join, Work, Grow. Together.**  
**Haumi ē, Hui ē, Tāiki ē.**



## 2. SOM1 calendar

---

### 2.1. Timings

All SOM1 events will begin at 3:00pm, New Zealand Daylight Time (NZDT) or 11:59pm NZDT. Please see the table in section 10.1 for meetings times per APEC economy.

All timings in this document will appear in NZDT unless otherwise stated.

### 2.2. Detailed calendar

Please see Annex 1 for the full detailed calendar.

### 2.3. Experiencing Māori values and practices throughout APEC 2021

Kia ora! Māori are the indigenous people of New Zealand, and share a Treaty Partnership with the New Zealand Government.

Throughout APEC 2021, New Zealand will reflect Māori culture in our hosting. This involves the practices of whanaungatanga (building and strengthening relationships) and kaitiakitanga (recognising our role as stewards of Asia Pacific resources for future generations).

These practices and values, which form the basis of indigenous values and belief systems, are shared throughout APEC economies.

You'll hear more about the ways you'll experience this in the weeks to come.

Kia mataara mai! (Watch this space!)

## 3. Accreditation Officers

---

### 3.1. Delegation Accreditation Officer (DAO)

Each APEC delegation needs to appoint a primary Delegation Accreditation Officer (DAO) and an alternate DAO. The DAO is responsible for registering everyone who is participating in SOM1 meetings (i.e. Senior Officials, Technical Focal Point (TFP) and Economy Officials).

The DAO will be the primary point of contact regarding registration and accreditation issues prior to meetings. The DAO is also responsible for responding to requests from the host economy and for additional information.

In order for the DAO to participate in meetings, they will need to also register themselves as a participant using a **different email address for participation**.

At least one DAO is required to be appointed from the following:

- Each APEC economy
- The APEC Secretariat
- The ABAC Secretariat
- The Official APEC Observer Organisations (ASEAN Secretariat, PECC and PIF Secretariat).

Please note that the registration for the meeting will be done online through the APEC 2021 Registration Portal by the nominated DAO.

If your DAO was registered for ISOM they do not need to re-register. This process is only applicable for newly appointed DAOs.



To nominate a DAO, each delegation is requested to email [APEC2021Support@mfat.govt.nz](mailto:APEC2021Support@mfat.govt.nz) with the following information by 6:00pm Thursday 04 February NZDT, (please note you will receive an automatic response to confirm receipt of your email):

- Email subject line: Delegation Accreditation Officer – [insert economy name]
- First name
- Surname
- Email address (please use an email address for DAO purposes, that you do not need to use for participation purposes)
- Mobile phone number (including international dialling code)
- Economy/organisation name
- Job title.



## 4. Registration and accreditation

---

### 4.1. Delegate registration

The online registration for all SOM1 meetings is open from Friday 05 February NZDT.

All meeting participants must be registered by their respective DAO or alternate DAO via the APEC 2021 Registration Portal.

DAOs appointed for ISOM can use their existing credentials to log into the Registration Portal. For newly appointed DAOs, the link to the Registration Portal will be sent by email, on 05 February by the APEC New Zealand Registration Team.

To make sure the meeting access process is secure, participants will be required to set up two-factor authentication when they first log in to their account. The Senior Officials are excluded from the two-factor authentication process.

Please see the Participant Guidelines and DAO Guidelines for more information on the registration process.

For meetings, registration needs to be completed for the Senior Official or Head of Delegation, Technical Focal Point, and all members of the delegation that will be accessing the virtual meeting session with a separate login.

If a DAO experiences any issues with the registration process, they should contact [APEC2021Support@mfat.govt.nz](mailto:APEC2021Support@mfat.govt.nz).

Full instructions for requesting bilateral meetings are available in the DAO Guidelines.



## 4.2. Allocation of registrations

### SOM Retreat

Registration is limited to Senior Officials and the APEC Executive Director only.

### General

New Zealand's host objective is to use our virtual meeting platform to facilitate a broad level of participation by APEC members and observer bodies. However, based on the number of registrations received, it may be necessary to impose some limits on numbers of log-ins for specific meetings due to capacity constraints. New Zealand will advise member economies if and when this occurs.

## 4.3. Non-APEC member participant and guest registration

Invited guests who are not members of a delegation or who come from non-APEC economies, must be accredited through the process outlined in the [APEC Guidelines on Managing Cooperation with Non-Members \(PDF\)](#). The APEC Secretariat will be the contact point for applications to accredit non-members to all SOM1 meetings. Please contact the relevant Programme Director (PD) for the meeting, workshop or other event.



## 5. Informal and Bilateral meetings

---

The APEC 2021 virtual meeting platform is available for bilateral meetings. Booking requests can be made by each economy's DAO via the APEC 2021 Registration Portal.

Once the request has been confirmed by APEC NZ Delegate Services, your DAO can log into the Registration Portal to access the meeting link. This link can then be sent to the bilateral meeting attendees.

Please note: attendees of bilateral meetings must have an APEC 2021 virtual meeting platform account to participate.

You can arrange bilateral meetings from 7 days before the meeting cluster begins until the last day of the meeting cluster. They can be booked for any time that is convenient for the participating economies.

Please note that APEC New Zealand will not be providing support for these meetings.

## 6. Media

---

We are committed to providing media with access to everything they need to cover APEC 2021 remotely.

A virtual media conference with the APEC 2021 SOM Chair will be held adjacent to the Senior Officials' Meeting so media based anywhere in the world will be able to ask questions about New Zealand's host year, including New Zealand's policy priorities for APEC 2021.

The exact timing of the media conference and media access to other parts of the Senior Officials' Meeting 1 (SOM1) programme, including the SOM Chair's opening remarks, will be confirmed via a media advisory issued by the APEC Secretariat closer to the start of the meeting cluster.

Media will need to register to participate.



## Sign up for media updates

To receive APEC 2021 media updates, email [APEC2021media@mfat.govt.nz](mailto:APEC2021media@mfat.govt.nz), using the subject line 'Media updates'. You will be notified of the details of all media events in the APEC 2021 programme, including for SOM1, and receive media content and story ideas throughout the year.

## 6.1. Media registration

The online registration for SOM1 is open from Friday 05 February 2021 NZDT.

### If you are part of an APEC media delegation

All media participants must be registered by their respective Media Accreditation Officer (MAO) via the APEC 2021 Registration Portal.

To nominate a MAO, each Economy is requested to email [APEC2021Support@mfat.govt.nz](mailto:APEC2021Support@mfat.govt.nz) with the following information by 6.00 pm Thursday 04 February NZDT (please note you will receive an automatic response to confirm receipt of your email):

- Email subject line: Media Accreditation Officer – [insert economy name]
- First name
- Surname
- Email address (please use an email address for MAO purposes, that you do not need to use for participation purposes)
- Mobile phone number (including international dialling code)
- Economy/organisation name
- Job title.

MAOs will receive the link to the Registration Portal via email, on Friday 05 February NZDT from the APEC New Zealand Registration Team.



## If you are not part of an APEC media delegation

If you **are not** part of an APEC media delegation, and wish to register as a media delegate for the Senior Officials' Meeting 1 (SOM1) meeting cluster, you will need to apply by emailing [APEC2021Support@mfat.govt.nz](mailto:APEC2021Support@mfat.govt.nz). We will need the following information to consider your application:

- First name and surname
- Email address
- Media organisation
- Letter confirming employment by your media organisation (on your organisation's letterhead).

Once your application is approved, the APEC New Zealand team will contact you for further information to complete your registration.

If you need assistance with the registration process at any stage, please contact [APEC2021Support@mfat.govt.nz](mailto:APEC2021Support@mfat.govt.nz).

## Contacting the media team

Media registration enquiries: [APEC2021Support@mfat.govt.nz](mailto:APEC2021Support@mfat.govt.nz)

All other media enquiries, including interview requests: [APEC2021media@mfat.govt.nz](mailto:APEC2021media@mfat.govt.nz)

## Official APEC 2021 channels

Website: [apec2021nz.org](http://apec2021nz.org) – a SOM1 Media Kit will be available on the [Media Resources](#) page closer to the start of the meeting cluster.

Social media: Follow along #APEC2021

[Twitter](#)

[Facebook](#)

[YouTube](#)

[LinkedIn](#)

[Instagram](#)



**Join, Work, Grow. Together.**  
Haumi ē, Hui ē, Tāiki ē.



# 7. Meeting access and guidelines

---

## 7.1. Brief system setup overview

Throughout APEC 2021, we will use Microsoft Teams for all virtual meetings. When delegates are registered by their DAO, an APEC 2021 Teams account will be created per individual (this is your unique login). This account will allow delegates to access meetings throughout the year.

Once your account has been created, you will receive an official APEC 2021-branded email confirming your account creation with further details outlining the steps required to finish setting up your account. We'll also provide detailed instructions in the participant guidelines.

Once you've setup your account, meetings will be accessible by logging into your APEC 2021 Participant Portal and browsing to your meeting schedule. You can access the meetings from the Participant Portal via a web browser, or by the Teams application on your PC, laptop or mobile device.

We recommend installing the Teams desktop client so you have the best experience. This enables you to make use of additional features like viewing up to 49 cameras at one time in gallery view, and making a self-test call. You can still fully participate in APEC 2021 meetings using only the web browser or app, however some features may be limited, such as only being able to view 9 cameras at one time in gallery view.

## 7.2. Accessing meetings

### Download the Teams desktop client:

You can download the Teams desktop client from <https://www.microsoft.com/microsoft-365/microsoft-teams/download-app>.

If you are unable to install the desktop client, you may need to contact your organisation's technical support team for assistance. If you still cannot install the client, don't worry, you can still participate in meetings by using the web version or app.



## App for mobile devices:

The Microsoft Teams app is available for Apple and Android devices in their respective app stores.

## Web browser:

To access Teams via a web browser, go to <https://teams.microsoft.com> and log in. We would not recommend the web browser for any Chair/Presenter/Speaker as the functionality is more limited.

## 7.3. Pre-meeting setup/technical requirements and testing

### Testing your equipment

DAOs may register their head of delegation for one of three test windows on either Wednesday 17 February or Tuesday 2 March. It is OK for the Head of Delegation's support person/team to run the test on their behalf, using the equipment that will be used for SOM1.

All other participants are encouraged to use the Microsoft Teams self-test function which is described below.

The pre-meeting test windows are 10:00am-11:00am, 3:00pm-4:00pm and 7:00pm-8:00pm on Wednesday 17 February and Tuesday 2 March NZDT. It will take approximately five minutes per person.

DAOs can register Chairs/Presenters/Speakers/Heads of Delegation or a delegation support person for a test window at the same time as they register them for SOM1.



## Joining the test window

When you join your test window, please use the same equipment you will use to participate in the SOM1 meetings.

During the test, an APEC New Zealand team member will work through a basic equipment check. The Microsoft Teams controls and features will also be introduced to help you feel more comfortable using them.

Heads of Delegation or their support person/team are strongly encouraged to participate in the test windows to address any technical or equipment issues before the meeting, and to familiarise yourself with the platform, and source any additional equipment required.

If you are unable to join a test window, you can nominate a local support person to attend in your place. It is recommended they use the same equipment you would use in the meeting.

## Teams Self-Test

If the Teams desktop client has been installed on a device, the Microsoft-provided 'Make a test call' feature will be available to perform a self-test. The test call will allow participants to check their microphone, speaker, and camera are working.

1. To make a test call, select your profile picture, then **Settings > Devices**.
2. Choose **Audio devices > Make a test call**.
3. Follow the instructions from Test Call Bot and record a short message. The message will play back for you so you can hear if your audio is clear.
4. After that, you will get a summary of the test call. Use the summary to decide if you need to adjust your equipment.

### Note:

1. The test call feature is only available in English at present.
2. Your test recording is deleted immediately after the call. It will not be retained or used by Microsoft.
3. The test call feature is currently unavailable for Teams via a web browser. It is only available if you have downloaded the Teams client.



## Pre-meeting check

Each session will start one hour before the start time of the meeting to allow time for testing. All participants are encouraged to join the session during this time to spot and fix last minute technical issues.

For specific advice on equipment, please see the participant guidelines.

1. Test windows (10:00am – 11:00am, 3:00pm – 4:00pm, 7:00pm – 8:00pm on Wednesday 17 February and Tuesday 2 March, NZDT) – Heads of Delegation.
2. Teams Self-test (if client is installed) – All participants.
3. Pre-meeting check (1 hour pre-meeting) – All participants.

## Accessing the meeting platform

1. Login to the APEC 2021 Participant Portal through the invitation email sent to you by APEC New Zealand. Within this email will be your unique link to the Portal to set your password, and two-factor authentication.
2. Navigate to your meeting schedule. A list of meetings that your DAO has registered you for will be visible to you.
3. Select the link for the meeting that you wish to join. You will be taken directly to the meeting. Your on-screen name should appear correctly however if you do notice any issues, please get in touch with your technical support person or your Delegation Accreditation Officer.



Join, Work, Grow, Together.  
Haumi e, Hui e, Taiki e.

## 7.4. User name/naming conventions

The display name of each participant will be set based on the following naming convention:

<Economy code>/<Participant surname> (e.g. "13 NZ/TALBOT")

Note: The chair of each meeting will need to be identified to APEC New Zealand, so we can update their display name to fit with the naming convention.

CHAIR	01 CHAIR	01 CHAIR/SURNAME
AUSTRALIA	02 AUS	02 AUS/SURNAME
BRUNEI DARUSSALAM	03 BD	03 BD/SURNAME
CANADA	04 CDA	04 CDA/SURNAME
CHILE	05 CHL	05 CHL/SURNAME
PEOPLE'S REPUBLIC OF CHINA	06 PRC	06 PRC/SURNAME
HONG KONG, CHINA	07 HKC	07 HKC/SURNAME
INDONESIA	08 INA	08 INA/SURNAME
JAPAN*	09 JPN	09 JPN/SURNAME
REPUBLIC OF KOREA	10 ROK	10 ROK/SURNAME
MALAYSIA	11 MAS	11 MAS/SURNAME
MEXICO	12 MEX	12 MEX/SURNAME
NEW ZEALAND	13 NZ	13 NZ/SURNAME
PAPUA NEW GUINEA	14 PNG	14 PNG/SURNAME
PERU	15 PE	15 PE/SURNAME
THE PHILIPPINES	16 PHL	16 PHL/SURNAME
THE RUSSIAN FEDERATION	17 RUS	17 RUS/SURNAME
SINGAPORE	18 SGP	18 SGP/SURNAME
CHINESE TAIPEI	19 CT	19 CT/SURNAME
THAILAND	20 THA	20 THA/SURNAME



UNITED STATES	21 US	21 US/SURNAME
VIET NAM	22 VN	22 VN/SURNAME
APEC SECRETARIAT	23 APECSEC	23 APECSEC/SURNAME
ABAC	24 ABAC	24 ABAC/SURNAME
OBSERVERS (PECC, PIF, ASEAN)	25 PECC <b>OR</b> PIF <b>OR</b> ASEAN	25 PECC <b>OR</b> PIF <b>OR</b> ASEAN/SURNAME
GUESTS	26 GUESTS	26 GUESTS/SURNAME

\*Please note, for Senior Officials, *09 JPN METI* and *09 JPN MOFA* will be used as appropriate.

## Media conferences

Media attending official APEC 2021 media conferences will use the following naming convention:

MEDIA/<Journalist surname> (e.g. MEDIA/SMITH).

## 7.5. On Screen display name

Your display name is set automatically as part of your registration.

If you have any difficulties please contact your technical support person, or your DAO as appropriate.

If they are unable to resolve the issue or need to correct any information, please contact APEC New Zealand Delegate Services team on [APEC2021Support@mfat.govt.nz](mailto:APEC2021Support@mfat.govt.nz).

## 7.6. Participant guidelines

The participant guidelines provide information and tips on the successful use of the APEC 2021 Participant Portal and virtual meeting platform (Microsoft Teams). The guidelines will be sent to DAOs to distribute and will also be available on the APEC 2021 Participant Portal.



**Join, Work, Grow. Together.**  
Haumi ē, Hui ē, Tāiki ē.

## 7.7. Official photo

In meetings where an official photo is to be taken, this will be detailed in the meeting agenda and will be at the Chair's direction. It will be a simple shot of all delegates at their screens, together.

The official SOM photo will use a virtual background. This will be circulated ahead of time, with instructions for use.

Delegates should ensure they have good lighting from behind their camera, look towards the camera front-on, and fold one hand on top of the other on the desk. Please position your camera so your head and shoulders are showing. More details will be provided ahead of the official photo.

The dress code for the official photo is business casual.

## 7.8. Dress code

Senior Officials and Heads of Delegation are expected to appear on camera follow the APEC custom of business casual.

You can read the participant guidelines for more information on dress code.

## 7.9. Recording

It is acknowledged that participants, APEC organisers, or the APEC Secretariat may informally record meetings, including remote participation sessions and virtual meetings, for the purpose of assisting note taking. These recordings must be kept confidential.

Any recording of an APEC meeting that is meant to be shared with the public, including recording remote participation sessions, virtual meetings, and capacity building events, should be agreed beforehand by the Chair and members of the relevant fora.

For the purposes of public affairs (i.e. promoting APEC's broad agenda) the meeting host and the APEC Secretariat reserve the right to use photo and/or video images of delegates at APEC activities in official communication materials, including on social media.



# 8. Document submissions and access

---

## 8.1. Meeting document submission requirements

All meeting documents need to be submitted in electronic format by the stipulated deadlines to facilitate review and access in advance of the meetings.

Please do not password protect or lock files for editing. The APEC Secretariat needs access to insert the standard cover page into each document.

While drafting documents, please be mindful of APEC nomenclature. APEC is a grouping of economies and members are referred to as “Member Economies” or “Members” or “Economies”.

Please also be mindful of the correct names of each Economy.

While the APEC Secretariat endeavours to cross-check submitted documents prior to meetings, this may not be possible for documents submitted late.

### Submission of Papers for SOM1

Documents for SOM1 need to be emailed together a completed Document Information Request Form (DIRF), attached in annex 3, by **Friday 5 March 2021** to the following email addresses:

To: [gg@apcc.org](mailto:gg@apcc.org)

Cc: [APEC2021SOMChairOffice@mfat.govt.nz](mailto:APEC2021SOMChairOffice@mfat.govt.nz)

### Submission of papers for all other meetings

Documents for all other meetings held within the margins of SOM1 must be submitted directly to the relevant APEC Secretariat Program Director in charge of supporting the meeting. The APEC Secretariat Program Director in charge of supporting the meeting will contact members directly with instructions on the submission of papers, including deadlines, for meetings under their charge.





## 8.2. Document access

The SOM1 and related meetings will be paperless.

Documents submitted by the stipulated deadlines will be made accessible via the respective [APEC Collaboration System \(ACS\)](#) pages under the Pre-Meeting Documents section to facilitate access and review prior to and during the meetings.

Access to the ACS requires an APEC Information Management Portal (AIMP) ID and password. If you do not yet have an AIMP ID, please contact [aimp@apcc.org](mailto:aimp@apcc.org) well in advance of the meeting.

## 8.3. Final papers

Final meeting papers will be made available on the APEC Meeting Document Database (MDDDB) shortly after the conclusion of meetings.

The MDDDB can be accessed at: <http://mddb.apcc.org/Pages/default.aspx>

## 8.4. Information disclosure

APEC operates by consensus and it needs space to consider and debate issues away from public scrutiny in order to develop that consensus. For the deliberative process to function optimally, it is necessary to safeguard the free and candid exchange of ideas.

While APEC makes publicly available summary reports and other documents classified for public release by the originating fora, meeting participants are expected to display sensitivity by not disclosing to the public detailed information exchanged during the course of its deliberations, including any recordings.



## 9. Contact information

---

### 9.1. Programme Directors and SOM Chair's Office

If you have questions about the meeting agendas or other substantive arrangements for your Senior Officials' Meetings (SOM), please contact the APEC Secretariat or the programme Director as relevant, as identified in the table Annex 2.

If you have questions about the meeting agendas or other substantive arrangements as they relate to the Senior Officials' Meeting and related Senior Official events, please contact the APEC 2021 SOM Chair's Office: [APEC2021SOMChairoffice@mfat.govt.nz](mailto:APEC2021SOMChairoffice@mfat.govt.nz).

### 9.2. Registration and accreditation

If you have any questions about registration, please contact [APEC2021Support@mfat.govt.nz](mailto:APEC2021Support@mfat.govt.nz). You will receive an automatic response from this address to confirm your email has been received. If you do not receive a response, please ask your DAO to contact us on your behalf.

### 9.3. Media

Please direct any media enquiries for interviews, images or information to [APEC2021media@mfat.govt.nz](mailto:APEC2021media@mfat.govt.nz). You will receive an automatic response, confirming we have received your email.



## 9.4. Technology support

We recommend each economy organises needed technical support teams at home to ensure you have the best experience of APEC 2021. Support teams should have the appropriate technical knowledge to support your experience.

If you have any difficulties before your meeting starts, please:

1. Contact your organisation's technical support team to confirm your equipment is working correctly
2. Contact your Delegation Accreditation Officer (DAO) to confirm that you are correctly registered.

Should the issue persist, contact APEC New Zealand Delegate Services on [APEC2021Support@mfat.govt.nz](mailto:APEC2021Support@mfat.govt.nz). You will receive an automatic response, confirming we have received your email.

## 9.5. Bilateral meeting requests

If there are any issues with your bilateral meeting booking, please contact APEC New Zealand Delegate Services on [APEC2021Support@mfat.govt.nz](mailto:APEC2021Support@mfat.govt.nz). You will receive an automatic response, confirming we have received your email.



# 10. General Information

## 10.1. Time

All meetings will start at 3:00pm or 11.59pm NZDT. The local times per economy are below.

Australia	1:00pm	9:59pm
Brunei Darussalam	10:00am	6:59pm
Canada	9:00pm*	5:59am
Chile	11:00pm*	7:59am
China	10:00am	6:59pm
Hong Kong, China	10:00am	6:59pm
Indonesia	9:00am	5:59pm
Japan	11:00am	7:59pm
Korea	11:00am	7:59pm
Malaysia	10:00am	6:59pm
Mexico	8:00pm*	4:59am
New Zealand	3:00pm	11:59pm
Papua New Guinea	noon	8:59pm
Peru	9:00pm*	5:59am
The Philippines	10:00am	6:59pm
Russia	5:00am	1:59pm
Singapore	10:00am	6:59pm



Chinese Taipei	10:00am	6:59pm
Thailand	9:00am	5:59pm
USA	9:00pm*	5:59am
Viet Nam	9:00am	5:59pm

*\*Please note: all times with asterisks are the day before.*

Please note: New Zealand Daylight Time (NZDT) is five hours ahead of Singapore Time (SGT) and 13 hours ahead of Coordinated Universal Time (UTC). Please take care to check the table above for how the 3:00pm and 11:59pm NZDT meeting times correspond to your local time and date.



**Join, Work, Grow. Together.**  
Haumi ē, Hui ē, Tāiki ē.

## 10.2. Summary of important dates

<p>Nomination of changed/newly appointed DAO</p>	<p>By 6:00pm, Thursday 04 February NZDT.</p>	
<p>Online Registration opens/closes</p>	<p>Open: Friday 05 February NZDT. Close: 11:59pm, Friday 12 March NZDT.</p>	
<p>Testing - SOM1 for Chairs/Presenters/ Speakers or delegation support person</p>	<p>Wednesday 17 February, NZDT. DAO to please register Chairs/Presenters/Speake rs or delegation support person for one of three windows in the Registration Portal: 10:00am-11:00am, 3:00pm-4:00pm, 7:00pm- 8:00pm, (all times in NZDT).</p>	
<p>A further set of testing sessions will be held for those Chairing/ Presenting in the second part of SOM1 on Tuesday 2 March, at 10:00am, 3:00pm and 7:00pm NZDT.</p>	<p>A further set of testing sessions will be held for those Chairing/ Presenting in the second part of SOM1 on Tuesday 2 March, at 10:00am, 3:00pm and 7:00pm NZDT.</p>	



Submission of papers for all meetings other than SOM1	Programme Directors in charge of supporting meetings will contact members with instructions on paper submission and deadlines.	Papers should be submitted directly to relevant APEC Secretariat Programme Director in charge of supporting the meeting – see Annex 2 for list.
Submission of papers for SOM1	Friday, 05 March NZDT.	<a href="mailto:gg@apcc.org">gg@apcc.org</a>  CC: <a href="mailto:APEC2021SOMChairoffice@mfat.govt.nz">APEC2021SOMChairoffice@mfat.govt.nz</a>



# Annex 1: Detailed meeting calendar

## First Senior Officials' Meeting (SOM 1) and Related Meetings

17 February 2021 – 13 March 2021 – New Zealand time and date

<b>Wednesday 17 February 2021</b>	
11:59 pm	CD Chemical Dialogue
<b>Thursday 18 February 2021</b>	
3:00 pm	ACT NET Anti-Corruption and Transparency Working Group
	SCSC JRAC Sub-Committee on Standards and Conformance - Joint Regulatory Advisory Committee
	BMG ABTC (tbc) Business Mobility Group – APEC Business Travel Card Working Group
	IEG Investment Experts Group
	DESG DPS Digital Economy Steering Group - Data Privacy Subgroup
11:59 pm	CD Chemical Dialogue
<b>Friday 19 February 2021</b>	
3:00 pm	ACT WG Plenary Anti-Corruption and Transparency Working Group
	IEG Investment Experts Group
	SCSC SRB Sub-Committee on Standards and Conformance - Special Regional Bodies
	EGILAT Experts Group on Illegal Logging and Associated Trade
	DESG Digital Economy Steering Group
<b>Saturday 20 February 2021</b>	
3:00 pm	SCSC Sub-Committee on Standards and Conformance
	SCCP FOTC Sub-Committee on Customs Procedures Friends of the Chair
	EGILAT Experts Group on Illegal Logging and Associated Trade
	DESG Digital Economy Steering Group



**Join, Work, Grow. Together.**  
Haumi ē, Hui ē, Tāiki ē.



Monday 22 February 2021	
11:59 pm	LSIF RHSC Life Sciences Innovation Forum - Regulatory Harmonization Steering Committee
	OFWG/ CTI Workshop APEC Best Practice in Addressing Subsidies that Contribute to IUU Fishing
Tuesday 23 February 2021	
3:00 pm	SCSC Sub-Committee on Standards and Conformance
	IPEG Intellectual Property Rights Expert Group
	TEL HOD & Ex Comm Telecommunications and Information Working Group - Heads of Delegation & Executive Committee
	BMG Business Mobility Group
Wednesday 24 February 2021	
3:00 pm	IPEG Intellectual Property Rights Expert Group
	GOS Group on Services
	BMG Business Mobility Group
	PPSTI Policy Partnership on Science, Technology and Innovation
	A2C2 APEC Alliance for Supply Chain Connectivity
	TEL Workshop on Open Architectures and Network Visualisation
11:59 pm	LSIF Life Sciences Innovation Forum
Thursday 25 February 2021	
3:00 pm	IPEG Intellectual Property Rights Expert Group
	TEL CA & MRA TF Telecommunications – Conformity Assessment and Mutual Recognition Task Force
	CPLG Competition Policy and Law Group
	OFWG Ocean Fisheries Working Group
	PPSTI Policy Partnership on Science, Technology and Innovation
11:59 pm	LSIF Life Sciences Innovation Forum



**Friday 26 February 2021**

3:00 pm	<b>TEL DSG</b> Telecommunications and Information Working Group - Development Steering Group
	<b>CPLG</b> Competition Policy and Law Group
	<b>MAG</b> Market Access Group
	<b>OFWG</b> Ocean Fisheries Working Group
	<b>PPSTI</b> Policy Partnership on Science, Technology and Innovation
	<b>SCCP</b> Sub-Committee on Customs Procedures

**Saturday 27 February 2021**

3:00 pm	<b>TEL LSG</b> Telecommunications and Information Working Group - Liberalisation Steering Group
	<b>HWG</b> Health Working Group
	<b>CTWG</b> (tbc) Counter-Terrorism Working Group
	<b>SCCP</b> Sub-Committee on Customs Procedures

**Tuesday 2 March 2021**

3:00 pm	<b>PPFS</b> Plenary 1 Policy Partnership on Food Security
	<b>SCCP</b> Sub-Committee on Customs Procedures
	<b>TEL SPSG</b> Telecommunications and Information Working Group - Security and Prosperity Steering Group
	<b>BMC</b> Budget and Management Committee
11:59 pm	<b>HWG</b> Health Working Group
	<b>CTI</b> Retreat Committee on Trade and Investment Retreat
	<b>PMU Training</b> (tbc) Project Management Unit Training



Wednesday 3 March 2021	
3:00 pm	PPFS Plenary 2 Policy Partnership on Food Security
	PSU Board Policy Support Unit Board
	TEL Plenary 1 Telecommunications and Information Working Group
11:59 pm	CTI Committee on Trade and Investment
Thursday 4 March 2021	
3:00 pm	EC Economic Committee including Friends of the Chair
	SCE Policy Dialogue SOM Steering Committee on Economic and Technical Cooperation Policy Dialogue
	TEL Plenary 2 Telecommunications and Information Working Group
11:59 pm	CTI Committee on Trade and Investment
Friday 5 March 2021	
3:00 pm	EC Economic Committee
	SCE COW SOM Steering Committee on Economic and Technical Cooperation - Committee of the Whole
	SCSC Workshop Sub-Committee on Standards and Conformance - Workshop Communicating Cybersecurity
	PMU Training (tbc) Project Management Unit Training
Saturday 6 March 2021	
3:00 pm	EC Economic Committee
	SCE SOM Steering Committee on Economic and Technical Cooperation
	FOTC on Connectivity Friends of the Chair on Connectivity
Monday 8 March 2021	
11:59 pm	SOM ABAC Dialogue Senior Officials' Meeting – APEC Business Advisory Council
Tuesday 9 March 2021	
11:59 pm	SOM Retreat Senior Officials' Meeting Retreat



Wednesday 10 March 2021	
11:59 pm	SOM Plenary Senior Officials Meeting
Thursday 11 March 2021	
11:59 pm	SOM Plenary Senior Officials Meeting
Friday 12 March 2021	
11:59 pm	SOM Event (tbc) Senior Officials Event

*Please note: meetings that are marked with (tbc) will be confirmed in due course. A final version of the APEC 2021 meeting schedule will be distributed to economies by 3 February 2021*



**Join, Work, Grow. Together.**  
Haumi ē, Hui ē, Tāiki ē.

## Annex 2: SOM1 meeting list

Please see full contact information for the Programme Directors on the APEC Secretariat website: <https://www.apec.org/ContactUs/APECGroups>

1	A2C2	APEC Alliance for Supply Chain Connectivity	Benjamin Tan	Scott Pietan (US)
2	ACT	Anti-Corruption and Transparency Working Group	Denisse Hurtado Morales	Julie Read (NZ)
3	ACT-NET	Network of Anti-Corruption Authorities and Law Enforcements Agencies (ACT-NET)	Denisse Hurtado Morales	Graham Gill (NZ)
4	BMC	Budget and Management Committee	Joanna Tsui	Kalithasan Kaliappan (MAS)
5	BMG	Business Mobility Group	Pham Hoang Tung	Kimberlee Stamatis (AUS)
6	BMG-ABTC	Business Mobility Group – APEC Business Travel Card Working Group	Pham Hoang Tung	Kimberlee Stamatis (AUS)



7	CD	Chemical Dialogue	Johnny Lin	Kent C. Shigeton (US) Sergio Barrientos (CHL)
8	CPLG	Competition Policy and Law Group	Krirkbhumi Chitranukroh	Arunan Kumaran (MAS)
9	CTI	Committee on Trade and Investment	Benjamin Tan	Krasna Bobenrieth (CHL)
10	CTI	Committee on Trade and Investment Retreat	Benjamin Tan	Krasna Bobenrieth (CHL)
11	CTWG	Counter-Terrorism Working Group - TBC	Pham Hoang Tung	Kennedy M (MAS)
12	DESG	Digital Economy Steering Group	Kirill Makhrin	Vunnaporn Devahastin (THA)
13	DESG-DPS	Digital Economy Steering Group - Data Privacy Subgroup	Kirill Makhrin	Shannon Coe (USA)
14	EC	Economic Committee	Krirkbhumi Chitranukroh	James Ding (HKC)
15	EGILAT	Experts Group on Illegal Logging and Associated Trade	Febby Andryananto	Emma Hatcher (AUS)



16	GOS	Group on Services	Steven Milon	Arjuna Nadaraja (AUS)
17	HWG	Health Working Group	Johnny Lin	Chong Chee Kneong (MAS) Michael Pearson (CDA)
18	IEG	Investment Experts Group	Tetsuya Shimokawa	Faizal Mohd Yusof (MAS)
19	IPEG	Intellectual Property Rights Expert Group	David Barrientos	Nicholas Gordon (CDA)
20	LSIF	Life Sciences Innovation Forum	Johnny Lin	Erika Elvander (US)
21	LSIF-RHSC	Life Sciences Innovation Forum - Regulatory Harmonisation Steering Committee	Johnny Lin	Michelle Lomoli (US) Nobumasa Nakashima (JPN)
22	MAG	Market Access Group	Steven Milon	Helen Kwan (HKC)
23	OFWG	Ocean Fisheries Working Group	Pham Hoang Tung	Alicia Gallardo (CHL)



24	PMU	Project Management Unit Training	Lin Jing Yu	N/A
25	PPFS	Policy Partnership on Food Security	Clem Arlidge	Phil Holding (NZ)
26	PPSTI	Policy Partnership on Science, Technology and Innovation	Eva Nakamura	Daniel Dufour (CDA)
27	PSU	Policy Support Unit Board	Denis Hew	Tamsin Royson (NZ)
28	SCCP	Sub-Committee on Customs Procedures	Denisse Hurtado	Rebecca Jonassen (NZ)
29	SCE	SOM Steering Committee on Economic and Technical Cooperation	Renee Watkins	Cherdchai Chaivaivid (THA)
30	SCE-COW	SOM Steering Committee on Economic and Technical Cooperation - Committee of the Whole	Renee Watkins	Cherdchai Chaivaivid (THA)
31	SCE-DIA	SOM Steering Committee on Economic and Technical Cooperation - Policy Dialogue	Renee Watkins	Faith Mitchell (NZ)
32	SCSC	Sub-Committee on Standards and Conformance	Eva Nakamura	Adam Dubas (NZ)
33	SCSC-JRAC	Sub-Committee on Standards and Conformance - Joint Regulatory Advisory Committee	Eva Nakamura	Neil Catajay (PHL)





34	SCSC-SRB	Sub-Committee on Standards and Conformance - Special Regional Bodies	Eva Nakamura	Adam Dubas (NZ)
35	SCSC WKSP	Sub-Committee on Standards and Conformance - Workshop on Communicating Cybersecurity	Eva Nakamura	Kyle Johnson (US) and Elise Reysbergen (US)
36	SOM	Senior Officials Meeting	N/A	Vangelis Vitalis (NZ)
37	SOM	Senior Officials Meeting Retreat	N/A	Vangelis Vitalis (NZ)
38	SOM – ABAC	Senior Officials Meeting – APEC Business Advisory Council	N/A	Vangelis Vitalis (NZ ) and Rachel Taulelei (ABAC)
39	TEL	Telecommunications and Information Working Group	Kirill Makhrin	Nam Sang-Yirl (ROK)
40	TEL CA & MRA TF	Telecommunications and Information Working Group – Conformity Assessment and Mutual Recognition Task Force	Kirill Makhrin	Ramona Saar (US)
41	TEL-DSG	Telecommunications and Information Working Group - ICT Development Steering Group	Kirill Makhrin	Adam Murray (US)



42	TEL-HOD & Ex Comm	Telecommunications and Information Working Group - Heads of Delegation & Executive Committee	Kirill Makhrin	Nam Sang-Yirl (ROK)
43	TEL-LSG	Telecommunications and Information Working Group - Liberalisation Steering Group	Kirill Makhrin	Zorikto Gomboin (RUS)
44	TEL-SPSG	Telecommunications and Information Working Group - Security and Prosperity Steering Group	Kirill Makhrin	Wei Wei (PRC)
45	TEL WKSP	Telecommunications and Information Working Group – Workshop on Open Architectures and Network Virtualisation	Kirill Makhrin	Adam Murray (US)

