



**Asia-Pacific
Economic Cooperation**

**APEC Architect Project
Secretariat**

December 30, 2008

APEC Architect Monitoring Committee Republic of the Philippines

As was accepted at the Second Council Meeting held in Mexico City on the 23 and 24 of May of 2006, Mexico would act as Secretariat to the APEC Architect Project from the 1st of January of 2007 until the 31st of December of 2008. On the Third Central Council Meeting held in Vancouver, Canada on the 7 and 8 of August of this year, it was approved that the Republic of the Philippines would act as Secretariat from the 1st of January of 2009 on to the 31st of December of 2010.

According to point 6.1 of the 2008 Operations Manual about the “Mechanism, Documents and Procedures to Hand over the Secretariat to Following Economy”, the following documents are included:

1. Information package for Incoming Secretariat

- 1.1. Secretariat Responsibilities Timetable and Workload
- 1.2. Central Council Website Information and Control
- 1.3. Guidebook on APEC Publications, Websites and Meeting Documents
- 1.4. APEC Protocols (2001 DEST Document – Department of Education, Science and Training of Australia)
- 1.5. APEC Logo Guidelines (2007)
- 1.6. APEC Publication Guidelines (2007)
- 1.7. Contact Information of Participating Economies
- 1.8. Contact Information of Principal International Organizations APEC Architect Project must be in communication with.
- 1.9. Third Central Council Meeting Summary – 7-8 August, Vancouver, Canada
- 1.10. Operations Manual of 2008
- 1.11. Approved Secretariat Funding Formula
- 1.12. Basic APEC information
 - 1.12.1. Guidebook on APEC Procedures and Practices
 - 1.12.2. Guidebook on APEC Projects
 - 1.12.3. APEC Website Guidelines



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- 1.13. Others
 - 1.13.1. Certificate Design Working Files
 - 1.13.2. Card Design Working File Front
 - 1.13.3. Card Design Working File Back

2. Documents passed over by past Secretariats

2.1. Meeting Summaries.

- 2.1.1. First Meeting of the Steering Committee – 12-14 June 2002, Sydney, Australia - 23 pages
- 2.1.2. Second Meeting of the Steering Committee – 12-13 December 2002, Kuala Lumpur - 27 pages
- 2.1.3. Third Steering Committee Meeting – 18-19 February 2004, Chinese Taipei – 27 pages
- 2.1.4. Fourth Meeting of the Steering Committee / First Meeting of the Provisional Council – 22-23 September 2004, Honolulu, Hawaii, USA, 29 pages
- 2.1.5. Second Provisional Council Meeting / First Central Council Meeting – 31 May – 1 June 2005, Tokyo, Japan – 34 pages
- 2.1.6. Second Central Council Meeting – 23-24 May 2006, Mexico City, Mexico – 26 pages
- 2.1.7. Third Central Council Meeting – 17-18 August, Vancouver, Canada - 38 pages

2.2. Operations Manuals

- 2.2.1. Operations Manual 2005, 18 pages
- 2.2.2. Operations Manual 2006, 19 pages
- 2.2.3. Operations Manual 2008, 20 pages

2.3. Meeting Agendas and Briefing Notes of all past meetings

- 2.3.1. The APEC Architect Project Meeting – 16-18 September 2001, Brisbane, Australia – 27 pages
- 2.3.2. Briefing Notes, First Meeting of the Steering Committee – 12-14 June 2002, Sydney, Australia - 39 pages
- 2.3.3.
- 2.3.4. Agenda and Briefing Notes, Third Steering Committee Meeting – 18-19 February 2004, Chinese Taipei – 42 pages, Meeting Delegates List - 10 pages
- 2.3.5. Agenda and Briefing Notes, Second Central Council Meeting – 23-24 May 2006, Mexico City, Mexico - 32 pages
- 2.3.6. Agenda and Briefing Notes, Third Central Council Meeting - 17-18 August, Vancouver, Canada - 40 pages



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- 2.4. Surveys –
2.4.1.1. 2001,
2.4.1.2. 2002,
2.4.1.3. 2003 - 2004

These documents will be handed over in digital and/or hardcopy accordingly. Although we have been in touch, we have not been able to establish a meeting date and venue that fits both our agendas. For this matter, we propose sending all possible documents in digital format via e-mail as a first step, and in our official meeting all other information as a second step.

As you recall, we had an official invitation to the Philippines for the first days of December which we were not able to attend. We are open to another possibility for your delegation to come to Mexico City due to an invitation from our new President of the Federación de Colegios de Arquitectos de la Republica Mexicana, A. C., Arq. Lizandro de la Garza Villarreal, on behalf of the Mexican Monitoring Committee, and which could be in early January of 2009. In this occasion we would take care of your Hotel reservations and costs.

If you have any other suggestion, please don't hesitate since we will be expecting any of your comments to comply in the best possible way in favor of the APEC Architect Project. In the meantime, we will be sending all digital information in our hands to you.

Best Regards

Fernando Mora Mora

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