

U.S. Private Sector Participation in APEC

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Updated April 2017

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Background

The U.S. government recognizes the private sector as a vital partner in advancing our shared objectives in the Asia Pacific. The private sector contributes valuable advice and policy input on key economic issues and ensures we are pursuing practical and concrete outcomes for business in the region. There are several fora that by design include private sector delegates, and there are additional opportunities throughout the year to collaborate with government on workshops, dialogues, and projects. This guidebook is intended to clarify roles and responsibilities, the registration process, and ways to get involved as a private sector representative, including as a U.S. private sector delegate to an APEC meeting.

Roles and Responsibilities as a U.S. Private Sector Delegate to APEC

The U.S. government has the following expectations of private sector members registered to the U.S. delegation to an APEC meeting. The U.S. government may revoke his/her credential for current and future meetings if any of these guidelines are not adhered to.

1. The delegate represents his/her organization and U.S. industry in her/his positions. The delegate does not represent the U.S. government.
2. The delegate should reflect the cooperative atmosphere among APEC member economies, and work with the lead U.S. government official and/or the U.S. APEC Senior Official's Office to resolve any conflicts.
3. The delegate must seek written approval from the lead U.S. government official for meetings he/she wishes to attend. The delegate agrees to only participate in APEC meetings for which he/she has been approved in writing.
4. Project proposals and delegation positions should be coordinated through the lead U.S. government official to that group.
5. The delegate must strictly follow APEC rules, guidelines, and practices during his/her attendance, including the use of APEC nomenclature in his/her speech and presentations. See Annex 2 for a quick guide, with full information found here: http://apec.org/~media/Files/AboutUs/PoliciesandProcedures/Publications/APECPubs_guide_Nov12v2.pdf.
6. The delegate is expected to exercise discretion in disclosing to the public any information exchanged during the course of meeting deliberations, recognizing that APEC meetings are closed to the public and to the press. It is important for APEC to consider and debate issues in order to develop consensus with a free and candid exchange of ideas. APEC makes publicly available summary reports and other documents.

New Registration Process for SOM and Related Meetings Clusters

1. The State Department's Bureau of International Organizations (State-IO/C) sends registration information to private sector delegate.
2. Private sector individuals interested in attending APEC meetings must complete the below steps for all meeting sessions that he/she wishes to attend:

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- a. Interested private sector delegates will contact the lead U.S. government official for the working group/forum he/she would like to participate in and describe his/her role for the meeting (see Annex 1 for list of officials). Please note not all meetings are open to the private sector and sub-group meetings (friends of the chair/dialogues etc. fall under the parent group).
 - b. Lead U.S. government official will ensure all sub-fora and internal procedures are followed before granting approval. If attendance is approved, the lead government official will inform the State Department's Office of Economic Policy in the Bureau of East Asian and Pacific Affairs (State/EAP-EP) and the private sector individual that he/she is granted approval to participate in a specific group/meeting.
3. The private sector delegate fills out and submits all information required by State-IO/C.
4. The private sector delegate agrees to only participate in meetings he/she is approved in writing to attend, and understands credentials may be revoked for current and future meetings if this policy is not adhered to.
5. For all meetings outside the SOM and Related Meetings clusters, State-IO/C will not be involved in registration. Private sector delegates will work with the lead U.S. government official to the group for registration and participation questions.
6. This process must be repeated for each SOM and Related Meetings cluster. No approval can be carried over to future meetings.

APEC Meetings with Common Private Sector Involvement APEC Business Advisory Council (ABAC)

The APEC Business Advisory Council (ABAC) serves as the formal private sector group within the APEC structure. ABAC meets on a quarterly basis to assess the regional business climate and develop specific input to share with APEC senior and working-level officials on how "doing business" can be made easier. ABAC compiles these recommendations in a report, which is presented to APEC Leaders prior to their annual fall meeting. ABAC is comprised of up to three appointed representatives from each APEC member economy. ABAC has permanent observer status at every APEC meeting. The U.S. government has appointed Richard Cantor, Chief Risk Officer, Moody's Corporation; Marija Zivanovic-Smith, Vice President of Corporate Marketing, Communications and Government Relations, NCR Corporation; and Scott Price, Executive Vice President and Chief Administrative Officer, Walmart International. More information can be found at <http://www.ncapec.org>.

Alliance for Supply Chain Connectivity (A2C2)

The APEC Alliance for Supply Chain Connectivity (A2C2) was established in May 2014 by APEC Trade Ministers to serve as an advisory channel for all interested stakeholders- including experts from APEC economies, companies, industry associations, multilateral institutions and non-governmental organizations- to contribute to APEC's supply chain performance initiative. Over the last two years, under the auspices of APEC's Committee on Trade and Investment (CTI), A2C2 has provided key guidance and technical inputs on a number of capacity building programs in the Asia Pacific to help expedite the movement of goods and services in a seamless, efficient and cost-effective manner throughout the region.

Auto Dialogue

The APEC Automotive Dialogue (AD) was established because of the broad benefits to many economies of trade liberalization and facilitation in the automotive sector. It serves as a forum for APEC member economy officials and senior industry representatives to improve policy development, to identify barriers to growth, and to develop effective cooperative mechanisms for APEC economies to address and reduce impediments. The AD also provides actionable recommendations to APEC Ministers and Leaders. <http://apec.org/Groups/Committee-on-Trade-and-Investment/Automotive-Dialogue>

Chemical Dialogue

The Chemical Dialogue (CD) serves as a forum for regulatory officials and industry representatives to find solutions to challenges facing the chemical industry in the Asia-Pacific region. Issues addressed include chemical sector liberalization, chemical trade facilitation, and capacity building. The CD also focuses on improving regulatory policies and practices. <http://apec.org/Groups/Committee-on-Trade-and-Investment/Chemical-Dialogue>

High Level Policy Dialogue on Agricultural Biotech

APEC's High Level Policy Dialogue on Agricultural Biotechnology (HLPDAB) recognizes the importance APEC Ministers and Leaders place on member economies' work on the safe introduction of biotechnology products, and on obtaining public acceptance of these products. Policy makers use the HLPDAB to develop regulatory frameworks, facilitate voluntary technology transfer, encourage investment, and strengthen public confidence in biotechnology in order to increase agricultural productivity and protect the environment, with the ultimate objective of promoting food security. <http://apec.org/Groups/Other-Groups/Agricultural-Biotechnology>

Life Sciences Innovation Forum

Efficient and effective delivery of patient-focused products and services can improve a population's longevity, wellness, productivity, and economic potential. Established by APEC Leaders in 2002, the Life Sciences Innovation Forum (LSIF) has since grown to become APEC's leading initiative on health and health sciences innovation. It is a tripartite forum that engages representatives from government, industry, and academia to create the right policy environment for life sciences innovation. The LSIF brings together scientific, health, trade, economic, and financial considerations to address the challenges of infectious and chronic disease and ageing populations. Guiding principles include transparency, meaningful dialogue with stakeholders and recognition of due process. <http://apec.org/Groups/Committee-on-Trade-and-Investment/Life-Sciences-Innovation-Forum>

Policy-Partnership on Food Security

Recognizing that in the absence of any policy intervention the cost of food could rise substantially due to increasing demand and reduced production, APEC members created the Policy Partnership on Food Security (PPFS) in 2011 to strengthen public-private cooperation to address food security issues in the region. On the demand side, APEC economies must deal

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with a growing global population and changing food consumption patterns in the Asia Pacific. On the supply side, natural resources constraints will increasingly impact crops, fisheries, and aquaculture yields as well as the capacity to expand food production. In addition, increased cycles of adverse weather conditions associated with climate change will cause yield declines for some important staple food crops. <http://apec.org/Home/Groups/Other-Groups/Policy-Partnership-on-Food-Security.aspx>

Policy-Partnership on Science, Technology, and Innovation

Formed in 2012, the Policy Partnership on Science, Technology, and Innovation's (PPSTI) mission is to "support the development of science and technology cooperation as well as effective science, technology, and innovation policy recommendations in APEC through collaboration between government, academia, private sector and other APEC fora".

<http://apec.org/Groups/SOM-Steering-Committee-on-Economic-and-Technical-Cooperation/Working-Groups/Policy-Partnership-on-Science-Technology-and-Innovation>

Policy-Partnership on Women and the Economy

The goal of the Policy Partnership on Women and the Economy (PPWE) is to advance the economic integration of women in the APEC region and to coordinate gender activities across other APEC working groups. The PPWE was established in 2011, to create a single public-private entity designed to address five key pillars impacting women's economic participation: access to capital; access to market; skills, capacity building, and health; women's leadership, voice, and agency; and innovation and technology. <http://apec.org/Groups/SOM-Steering-Committee-on-Economic-and-Technical-Cooperation/Working-Groups/Policy-Partnership-on-Women-and-the-Economy>

Collaboration on Projects and Sponsorship

To be added soon.

Sharing Success Stories

To ensure robust and continuing U.S. government support for APEC, we would welcome U.S. private sector delegates/companies to send specific success stories of how he/she or the business has benefitted from involvement of APEC. Please send examples via e-mail to EAP-EP-Office-DL@state.gov.

Contact Information

State-EAP/EP serves as the coordinating office for U.S. involvement in APEC. Ambassador Matt Matthews serves as U.S. Senior Official for APEC and is the head of delegation for Senior Official and Related Meetings. For more information or questions that are not covered in the above please contact [DOSAPPEC@State.gov](mailto:DOSAPEC@State.gov) or FischerEA@State.gov.

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Annex 1: Primary U.S. government contacts for registration approval

Sub-fera Meetings	Lead Government Contact
SOM-level meetings	fischerea@state.gov
Committee on Trade and Investment	kenneth_schagrin@ustr.eop.gov
Economic Committee	sabbathsn@state.gov
SOM Steering Committee on ECOTECH	delimade@state.gov
Agricultural Technical Cooperation	zeke.spears@fas.usda.gov
Anti-Corruption and Transparency	lunadm@state.gov
Automotive Dialogue	todd.peterson@trade.gov
Business Mobility Group	stephanie.a.wood@cbp.dhs.gov
Chemical Dialogue	bryant_trick@ustr.eop.gov
Chief Science Advisors and Equivalents	purvisrobertsk@state.gov
Competition Policy and Law Group	thughes@ftc.gov ; Caldwell.Harrop@usdoj.gov
Counterterrorism Working Group	fosterja2@state.gov
Electronic Commerce Steering Group	shannon.coe@trade.gov
Emergency Preparedness Working Group	freemynkb@state.gov
Energy Working Group	elena.thomas-kerr@hq.doe.gov
Experts Group on Illegal Logging and Associated Trade	thompsonld@state.gov
Food Safety Cooperation Forum Partnership Training Institute Network	Renee.Hancher@trade.gov ; Megan.Crowe@trade.gov
Group of Friends on Disability Issues	codyae@state.gov
Group on Services	takazawam@state.gov
Health Working Group	erika.elvander@hhs.gov
High-Level Policy Dialogue on Agricultural Biotech	stacey.peckins@fas.usda.gov
Human Resources Development	delimade@state.gov
Intellectual Property Experts Group	daniel_lee@ustr.eop.gov
Investment Experts Group	sulbyan@state.gov
Life Science Innovation Forum	erika.elvander@hhs.gov
Market Access Group	bryant_trick@ustr.eop.gov
Mining Task Force	john.meakem@trade.gov
Oceans and Fisheries Working Group	kangmg@state.gov
Policy Partnership on Food Security	zeke.spears@fas.usda.gov
Policy Partnership on Science, Technology & Innovation	RijalS@state.gov
Policy Partnership on Women and the Economy	purvisrobertsk@state.gov
Senior Finance Officials Meeting	seth.bleiweis@treasury.gov
Small and Medium Enterprises Working Group	daniel.miller@trade.gov
Sub-Committee on Customs Procedures	margaret.v.williamson@cbp.dhs.gov
Sub-Committee on Standards and Conformance	kent_shigetomi@ustr.eop.gov
Telecommunications and Information Working Group	salzmanea@state.gov
Tourism Working Group	jennifer.aguinaga@trade.gov
Transportation Working Group	christopher.clement@dot.gov
Wine Regulatory Forum	Jamie.Ferman@trade.gov

Annex 2: Brief guide on APEC nomenclature

APEC publications -in electronic or printed copy form- include books, research manuals, research studies/reports, working papers, conference proceedings, and basic information documents such as brochures and newsletters.

Accepted Abbreviations and Nomenclature for Member Economies*

AUS	Australia	BD	Brunei Darussalam	CDA	Canada
CHL	Chile	PRC	People’s Republic of China (China acceptable)	HKC	Hong Kong, China
INA	Indonesia	JPN	Japan	ROK	Republic of Korea (Korea acceptable)
MAS	Malaysia	MEX	Mexico	NZ	New Zealand
PNG	Papua New Guinea	PE	Peru	PH	The Republic of the Philippines (the Philippines acceptable)
RUS	The Russian Federation*	SIN	Singapore	CT	Chinese Taipei
THA	Thailand	US/USA	United States	VN	Viet Nam

*The term 'The Russian Federation' is to be used for all APEC meetings at and above Ministerial level. The informal 'Russia' can be used for APEC meetings below that level and also for publications. When listing member economies in text, the names should be separated by semi-colons (e.g. Australia; Brunei Darussalam; Canada; etc). The term ‘three Chinas’ must not be used. Always refer separately to the People’s Republic of China (also can be referred to as China); Hong Kong, China; and Chinese Taipei.

The following errors are often made:

INCORRECT TERM ✘	CORRECT TERM ✔
Hong Kong	Hong Kong, China
South Korea	Korea
Philippines	The* OR the* Philippines
Taiwan	Chinese Taipei
United States (US or USA)	The** OR the United States (the US or the USA)
Vietnam	Viet Nam
Hanoi	Ha Noi

Members of APEC should be referred to as ‘member economies’ or ‘members’ or ‘economies’. The terms ‘nation’, ‘national’ or ‘country’ MUST NOT BE used as a synonym for an APEC member economy. The term ‘member economy government’ may be used as appropriate. It is strongly discouraged to use flags or maps that label oceans in slides/presentations.