



**Asia-Pacific
Economic Cooperation**

GENERAL INFORMATION CIRCULAR

Increasing Residents'
Income in APEC
Economies Through
Structural Reform
EC_104_2024A

18-19 August 2025
Beijing International Hotel,
Beijing, China

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01. OVERVIEW

Background

In the current complex and challenging global economic situation, economies may encounter difficulties in increasing their residents' income, which hinders inclusive economic growth. The IMF's World Economic Outlook in April 2024 pointed out that the pace of economic recovery varied from economy to economy, and the recovery of low-income developing economies was slower than the average. According to the World Bank, between 2020 and 2023, the growth rates of GNI per capita in high-income, upper middle-income, and low-income economies were 19.5%, 25.7%, and 17.6%, respectively, which also showed that some economies might have encountered obstacles in increasing residents' income, which may not be conducive to the inclusiveness of economic growth. This project emphasizes the importance of structural reform in accelerating income growth and advancing a more resilient, sustainable, and inclusive economy. In the meantime, enhancing inclusive growth is a pillar of China's IAP for the Enhanced APEC Agenda on Structural Reform (EAASR), with expanding the middle-income group as one of the key priorities. This project may help APEC economies to learn advanced experience from each other, thereby promoting the implementation of EAASR to expand the middle-income group in the APEC region as well.

Objectives

The key objectives of this event are to:

- identify structural reform tools that can assist APEC economies in promoting income growth, improving the quality of life for average people, and creating a resilient and sustainable future for all.
- supports the third pillar of the Enhanced APEC Agenda of Structural Reform (EAASR), which is "ensuring that all groups in society have equal access to opportunities for more inclusive, sustainable growth, and greater well-being".

Project Details

APEC Project: Increasing Residents' Income in APEC Economies Through Structural Reform (Project No) EC_104_2024A

Proposing Economy: China

Co-Sponsoring Economies: Hong Kong, China; Viet Nam

Fund Source: APEC Support Fund (ASF)

Agenda

The agenda is attached at Annex A.

02. EVENT DETAILS

Date	18 - 19 August 2025
Venue and Location	Beijing International Hotel, Beijing, China No. 9 Jianguomen Inner Street, Dongcheng District, Beijing, China
Format	In person
Language	The event will be conducted in English and Chinese.

03. NOMINATIONS

Targeted Participants

All 21 APEC member economies are welcome and invited to attend and actively participate in the workshop.

To facilitate fruitful and meaningful discussion, economies are encouraged to nominate participants who are responsible for economic structural reform, focus on macroeconomy and regional economic outlooks, share insights and provide policy recommendations. Participation of qualified female participants are particularly encouraged.

Expert Speakers

Members are invited to nominate qualified expert speakers to attend and present at the event for consideration by the Project Overseer.

APEC-Funded Participants

Up to two active expert participants from each APEC travel-eligible economy will be funded by APEC. The APEC travel-eligible economies are Chile, the People's Republic of China, Indonesia, Malaysia, Mexico, Papua New Guinea, the Republic of the Philippines, Peru, the Russian Federation, Thailand, and Viet Nam.

Representatives from non-travel-eligible economies are encouraged to attend the workshop on a self-funded basis. Appropriate expert speakers may be nominated by Economic Committee (EC) members for the Project Overseer's consideration.

Submission of Nominations

Nominations for APEC-funded participants and speakers must be coordinated and submitted through the Nomination Form (Annex B) by the economy's Economic Committee (EC) focal point of the travel-eligible economy only.

Nominations for self-funded participants and speakers may be submitted directly to the Project Overseer, using the Nomination Form (see below).

Nomination Form

The nomination form is attached in a separate document as Annex B.

Due Date for Nominations

The nomination form must be submitted by no later than July 11, 2025.

Late nominations may not be accepted.

Review of Nominations

Nominations will be reviewed by the Project Overseer:

- Expert speaker nominations: the Project Overseer will consider nominations for speakers in light of the agenda and budget and will contact the nominating economy directly.
- APEC-funded participant nominations: the Project Overseer will send the details to the APEC Secretariat who will contact the nominees directly regarding next steps.
- Self-funded participant nominations: once confirmed by the Project Overseer, self-funded participants (other than Non-Member Participants (NMPs)) may move ahead with booking flights and accommodation for in-person events.

04. ATTENDANCE

In-Person Participants

Registration will be available 15 minutes in advance of the first day's session. All participants are expected to complete the registration form to assist with APEC's data requirements.

Evaluation

All participants are required to complete an evaluation form that will be provided by the Project Overseer.

In this form, each participant is encouraged to share their views and advice on the event's impact and efficiency as well as possible suggestions and policy implications for future APEC-related cooperation initiatives and activities.

05. APEC FUNDING

Funding Principles

APEC will provide funding for approved speakers and up to two nominated participants from each travel-eligible APEC economy to attend (flights and per diem). Funding is provided subject to the project budget and in accordance with the [Guidebook on APEC Projects](#).

Airfares

Expert speakers: Approved speakers will be provided with round-trip airfares of restricted economy class and via the most direct route. Subject to budget availability, speakers may be eligible for restricted business class airfare if the flight time exceeds 12 hours.

Participants: Approved APEC-funded participants will be provided with round-trip airfares of restricted economy class and via the most direct route.

Per Diem

Approved expert speakers and APEC-funded participants will be entitled to a per diem allowance to cover costs such as accommodation, meals, transportation, transfers, travel insurance, visas, departure taxes, transaction and reimbursement costs (such as bank charges, and goods and services tax).

For this event, the per diem amount will be **USD237** per person per day for a maximum of 3.75 days (per diem of 3 days plus 75% of one day's per diem allowance to cover miscellaneous expenses). The actual amount to be paid will depend on the traveler's itinerary.

Approval Process

The APEC Secretariat will contact each approved APEC-funded participant and expert speaker and will request a travel quote. Once the travel quote has been accepted, the Secretariat will issue a Travel Undertaking which will set out the terms and conditions that will apply. The Travel Undertaking must be signed by each APEC-funded traveler before bookings are made and must be returned to the Secretariat by the requested date and no later than eight working days before the event.

Payment

Airfare and per diem allowances will be paid in accordance with the Guidebook on APEC Projects. Payments are normally provided on a reimbursement basis which will take up to 20 working days after the APEC Secretariat receives the required documents from the APEC-funded traveler following the event.

Requests for advance payment will be considered on a case-by-case basis and any requests must be sent by the due date for nominations.

06. APEC GUIDELINES

All APEC event organisers, speakers and participants are expected to comply with APEC's guidelines and policies.

Topic	Description	Link
Non-Member Participants	APEC highly values collaboration with appropriate external stakeholders. Participation in all APEC events is governed by APEC's Guidelines for Managing Co-operation with Non-members. Attendance of non-member nominees at this event (for example, individuals who are not government officials (or part of a government delegation) from APEC economies such as representatives from the private or academic sectors) may be subject to approval in accordance with the Guidelines.	<u>Guidelines for Managing Co-operation with Non-members</u>
Publications	<p>All presentations for the workshop must be sent to the Project Overseers. All workshop materials must comply with APEC Publication Guidelines.</p> <p>Presentations and other documents from the workshop may be made available on the APEC Meeting Document Database. Please inform the Project Overseer if you do not want your presentation materials to be made available to the public (in this case the material may be 'restricted' and made available to APEC members only). All materials will be made available to the public unless otherwise advised.</p>	<u>APEC Publication Guidelines</u>
Data Privacy	The APEC Secretariat collects, uses and stores personal data from participants in APEC-funded projects to support our project administration and evaluation processes. APEC Project Overseers transfer participant personal data to the APEC Secretariat for these purposes. APEC Secretariat has in place a Personal Data Protection Policy and collects, uses, stores and disposes of personal data in accordance with Singapore's Personal Data Privacy Act 2012.	<u>APEC Privacy Policy</u>

Topic

Description

Link

Hosting Guidelines

The event must comply with the [APEC Hosting Guidelines](#). In particular, all participants must follow APEC nomenclature in any workshop documents or powerpoint presentations and during any oral presentations. APEC is a grouping of economies. Therefore, it is inappropriate to use anything, such as flags or emblems, which may imply the “political status” of any member economy. Disputed maps should not be included in any presentations or materials distributed at an APEC event. Members of APEC should be referred to as “member economies” or “members” or “economies”. Please do not use in reference to APEC member economies the words “country”, “nation” or “national”.

Please also be mindful to use the correct names of the APEC economies: Australia; Brunei Darussalam; Canada; Chile; the People's Republic of China (China also acceptable); Hong Kong, China; Indonesia; Japan; the Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; the Republic of the Philippines (the Philippines also acceptable); the Russian Federation (Russia also acceptable); Singapore; Chinese Taipei; Thailand; the United States of America (the USA, the US or the United States also acceptable); Viet Nam.

[APEC
Guidelines for
Hosting APEC
Meetings](#)

08. CONTACTS

Project Overseer

For all substantive and logistics matters regarding the event, please contact the Project Overseers:

Name: SONG Yuancheng

Title: Deputy Division Director

Organisation: National Development and Reform Commission (NDRC)

Economy: China

Email: songyc@ndrc.gov.cn

Points of Contact

Name: ZHONG Wenjuan

Tel: +86 10 6390 6282

E-mail: zhongwj@vip.163.com

APEC Secretariat

For all financial and travel-related arrangements for APEC-funded participants, matters, please contact the APEC Secretariat:

Primary Contact

Name: Marianne Gail Luna Bernardes

Title: Program Executive

Organisation: APEC Secretariat

Email: mgb@apec.org

Name: Alice McKenzie

Title: Program Director

Organisation: APEC Secretariat

Email: amk@apec.org

ANNEX A - DRAFT AGENDA

APEC Structural Reform and Residents' Income Growth Workshop

18-19 August 2025

Beijing International Hotel - Beijing, China

Preliminary (as of June 9th, 2025)

Day 1 (August 18)

TIME	AGENDA ITEM
08:45-09:00	Registration
09:00-10:00	<p>Opening Session</p> <p>Speeches (3 speakers, 8 minutes for each speaker)</p> <ul style="list-style-type: none">• Leader of National Development and Reform Commission, P.R.China• APEC Executive Director• Chairman of APEC Economic Committee <p>Keynote Speeches (3 speakers, 8 minutes for each speaker)</p> <ul style="list-style-type: none">• Representative from the Department of International Economic Affairs of the Ministry of Foreign Affairs, P.R.China• Senior-level representative of APEC economies• Senior-level representative of APEC economies
10:00-10:20	Coffee Break
10:20-11:30	Session 1: Structural Reform and Increasing Residents' Income
11:40-13:40	Networking Lunch Buffet
13:40-14:50	Session 2: Methods and Methodology of Increasing Residents' Income
14:50-15:20	Coffee Break
15:20-16:30	Session 3: Best Experience and Practices of Structural Reform in Increasing Residents' Income
16:30-17:40	Session 4: Emerging Technologies in Increasing Residents' Income

Day 2 (August 19)

TIME	AGENDA ITEM
09:00-10:10	Session 5: MSMEs in Increasing Residents' Income
10:10-10:30	Coffee Break
10:30-11:40	Session 6: Regional Cooperation in Increasing Residents' Income
12:00-14:00	Networking Lunch Buffet
14:00-15:30	Cases Discussion
15:30-15:50	Coffee Break
15:50-16:50	Discussion on "Increasing Residents' Income in APEC Economies through Structural Reform" Research Report
16:50-17:10	Workshop Evaluation
17:10-17:40	Closing Summary (Given by Chairman of Economic Committee)



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