

APMP Guidelines for Payment of Honoraria to Experts/Speakers

Dr Tang Lin Teo (APMP EC/Treasurer), Dr Angela Samuel (DEC Chair), Dr Victoria Coleman (Lead TC Chair) & Dr Jinyuan Li (APMP Secretariat)

Approved by the APMP Executive Committee via correspondence in May 2022

Background

This document provides guidelines for the awarding of honoraria to APMP and non-APMP experts/speakers at in-person, hybrid and virtual APMP events involving professional knowledge and/or skills transfer, as well as capability/capacity building. Such events typically take place during technical workshops organised by the Developing Economies Committee (DEC), Technical Committees (TCs), Focus Groups (FGs) or the Proficiency Testing Working Group (PTWG); or under APMP special projects, e.g., the APMP Response Programme against COVID-19. Speakers invited to make reports or provide updates at APMP events are not eligible for honoraria.

These guidelines have been developed in response to **Resolution ECCC36-02** from the 36th meeting of the APMP Executive Committee (EC) and Committee Chairs in November 2021: “The EC and the committee chairs agreed to provide honorariums and/or fees to experts from APMP and non-APMP member institutes for the delivery and/or creation of intellectual property for APMP knowledge transfer and/or capability building activities. The APMP Treasurer, DEC Chair, Lead TC Chair and APMP Secretariat are charged with drafting the policy and procedures for the use of budgets for TC/FG/COVID-19 initiatives and the DEC budget for these purposes.”.

Recommendation

The following is recommended for approval by the APMP Executive Committee and for inclusion as information in the Annex of Guidelines for APMP TCI & FGI Projects. It is also recommended that the same guidelines be applied to initiatives under the DEC, TC, FG, PTWG and APMP special projects:

Honoraria are paid based on the duration of the expert/speaker’s delivery of professional knowledge and/or skills, as well as preparation time. The payment of honoraria is intended to attract and recognise high quality experts/speakers contributing to the objectives of APMP in building regional capabilities, while balancing APMP’s principle of financial prudence and transparency. APMP proposes to use the honorarium payment schedule of the Asia Pacific Economic Cooperation (APEC; see Guidebook on APEC Projects, Appendix M, page 94) as the basis for its approach, noting the rigour of APEC’s project management system. It will review the rate from time to time (see Table 1).

Project Overseers/Organisers should apply for the budget and approval for payment of any honoraria using relevant APMP application form for project initiatives. This application should

be preferably made at least 4 weeks before the start of an event to allow sufficient time for reviews and approvals. It should be noted that

- An honorarium is a fee for the preparation and delivery of generated intellectual property, and is not paid for the purpose of supplementing travel or other costs, or as compensation for salaries;
- Honorarium rates in Table 1 already include preparation time expended by the experts/speakers;
- Experts/Speakers may receive an honorarium and still be entitled to travel allowances following existing APMP guidelines if they travel to the event venue;
- The payment of an honorarium needs to be justified by the Project Overseers/Organisers of the event by describing the scope and nature of the expert/speaker's contribution to the event, in particular emphasizing how they would provide technical knowledge and/or skills transfer as well as capability/capacity building;
- The honorarium and justification for its payment should be clearly indicated in the APMP application form for project initiatives;
- Upon receipt of approval, Project Overseers/Organisers should notify the experts/speakers on the payment schedule before the event. It is recommended to mention the maximum honoraria that will be awarded to the experts/speakers in case of event over-run;
- APMP will not accept requests for payments of honoraria retrospectively once the event is started; However, changing experts/speakers before the event due to sound reasons is allowed but subject to EC's prior approval.
- Honoraria should be paid to the experts/speakers only upon completion of an event; and
- Honoraria are typically paid in United States Dollars (USD).

Any deviation from the above guidelines should be approved by the EC.

Table 1 Honorarium payment schedule [Reference: Guidebook on APEC Projects, Edition 16, September 2021.]

HONORARIUM PAYMENT SCHEDULE	
Time (T) spent at the event*	Honorarium Rates (USD)
$T \leq 1$ hour	Up to \$500
$1 \text{ hour} < T \leq 3 \text{ hours}$	Up to \$700
$3 \text{ hours} < T \leq 6 \text{ hours}$	Up to \$800
$6 \text{ hours} < T < 8 \text{ hours}$	Up to \$1000
8 hours or more (or one whole-day event where event is 8 hours or more)	Up to \$1200

Multiple-day event (each event day is 8 hours or more)

Up to \$1500

**Based on total time spent (rounded up to the nearest hour) on presenting, active involvement at panel discussion or Q&A session, and/or transfer of skills at workshop.*