

# An Initiative to Reduce Consumption of Paper

## **Background**

SCCP meetings have been a very useful forum to enhance APEC's goals and have been a constructive exchange platform of information and views on customs related issues. All the proceedings have been conducted in a very well organized manner and in full consistence with the APEC's guidelines and established practices.

With a view to promoting further efficiency in our proceedings and contributing further to the overall efforts of saving energy and other resources, "*An Initiative to Reduce Consumption of Paper*" with the elements as in "Specific Procedures" below its announced to be endorsed intersessionally prior the 2<sup>nd</sup> SCCP Meeting in the margins of SOM3 2016.

## **Specific Procedures**

An Initiative to Reduce Consumption of Paper with the following procedures will be implemented from the 2<sup>nd</sup> SCCP Meeting 2016 to be held in Lima, Peru in August 2016:

1. All the documents for "*information*" purposes will not be available in paper.
2. The APEC Secretariat, working with the Chair and members, will help provide online access to meeting documents. For this purpose:
  - Only papers for consideration submitted prior to the established document submission deadlines will be printed. These must still be accompanied by a DRRF to help identify document details required to create the cover sheet and to update the document classification list.
  - The APEC Collaboration System (ACS), a module on the APEC Information Management Portal (AIMP), will be used to facilitate online access to meeting documents. Access to the AIMP requires a login ID and password. Delegates who currently do not have an AIMP ID and password will need to request one from the APEC Secretariat.
  - The APEC Secretariat will upload documents onto the SCCP ACS page Pre-Meeting Documents section as and when the documents are received from members. When the documents are first loaded, the APEC Secretariat will send an email to alert members. Thereafter, members are advised to turn on the alerts for the SCCP ACS page so they are alerted any time changes are made to the page.
3. All the other documentation-related practices and requirements, including but not limited to deadlines for consideration documents, submission of soft copies, submission of DRRF, classification of documents, review by the APEC Secretariat and archiving, will continue to be applied.