

APEC Expert Group on
New and Renewable Energy Technologies

Welcome to EGNRET 44



Asia-Pacific
Economic Cooperation

EGNRET

EGNRET 44 *Laoag, Ilocos Norte, Philippines 13-14 April, 2015*

Notes on APEC Project Submission Process

April 13, 2015

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APEC EGNRET Secretariat



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APEC Project Funding



Main Sources of APEC Project Funding

- **General Project Account (GPA, formerly Operational Account)**

All APEC member economies may apply for funding under GPA.

Projects may be fully funded under GPA. There are no self-funding requirements for GPA-funded projects.

- **APEC Support Fund (ASF)**

All APEC member economies may apply for ASF funds. There are no self-funding requirements.

- **APEC Trade Investment and Liberalization Fund (TILF)**

Developed economies must provide 50% self-funding; developing economies must provide 20% self-funding.

- **Self Funding (Endorsed by fora)**

* The financial year (FY) of APEC: 1 Jan to 31 Dec of each year

Source: Guidebook on APEC Projects (10 Ed.) (2013)

APEC Project Fund Accounts



The General Project Account (previously Operational Account)

- The GPA is funded from annual membership contributions. It supports initiatives under APEC's economic and technical cooperation agenda aimed at attaining sustainable growth and equitable development.
- All APEC member economies may apply for funding under GPA.
- **Projects may be fully funded under GPA. There are no self-funding requirements for GPA-funded projects.**

APEC Project Fund Accounts



The APEC Support Fund

- The ASF are sourced from voluntary member contributions. The ASF **supports capacity-building needs for APEC developing economies**.
- All APEC member economies may apply for ASF funds. There are no self-funding requirements for ASF funds. However, the ASF General Fund is subject to a cap of USD150,000 (not inclusive of any self-funding/co-funding portion of the project).
- For those projects requiring a lower budget, member economies are encouraged to co-fund the projects that they submit in the form of financial contributions and/or in-kind contributions on a voluntary basis.

APEC Project Fund Accounts



The APEC Support Fund

- ASF projects must clearly address **the capacity building needs of developing member economies.**
- APEC defines capacity building as activities that enable people, businesses, and government to improve skills and knowledge to engage in trade and investment liberalization and facilitation.
- POs have the option to identify which ASF sub-fund they believe their concept note could be eligible for.

APEC Project Fund Accounts



The Trade and Investment Liberalization and Facilitation Account (TILF)

- TILF is sourced from voluntary member contributions.
- All TILF projects must clearly contribute **to achieving trade and investment liberalization and facilitation**, as it relates to at least one of the 15 areas listed in Part 1 of the Osaka Action Agenda.
- The funding criteria for TILF require member economies to self-fund a percentage of the overall project cost

A project could be exempted from self-funding as its total project value (cumulative since the year the economy began its contribution, less self-funding portion) does not exceed the total amount contributed by 100% for non-travel eligible economies and by 250% for travel eligible economies.
When in excess, the current self-funding requirement (50% for non-travel eligible economies, 20% for travel eligible economies) applies. (BMC1 Feb 2014)

Project Discussion in EWG 47 Summary



- APEC EWG projects are classified as funding criteria #2 (support the APEC Leaders' Growth Strategy – Promotion of Renewable Energy, Energy Efficiency and Low Carbon Technology) which did not have competitive funding status in the first round of 2014.
 - The EWG should reconsider which accounts are applied for and consider projects with trade implications so they can be receive priority rank.
 - Dr. Yoshida encouraged expert carefully consider funding streams when proposing projects, and emphasized that projects with some self-funding receive higher rank

APEC Projects



■ APEC Projects 2010-2014

Total (GPA + TILF + ASF)	2010	2011	2012	2013	2014
Number of Projects Requesting Funding	177	186	215	219	224
Value of Projects Requesting Funding	17,292,248	20,645,763	25,135,842	29,139,167	26,659,596
Number of Projects Approved	95	138	103	109	69
Value of Projects Approved	8,704,269	14,473,848	11,504,811	13,229,978	9,025,294
% Approved	54%	74%	48%	50%	31%
Average Project Cost:	91,624	104,883	111,697	121,376	130,801

Source: 2014 BMC meeting

APEC Projects



■ APEC Projects 2014

Completed Projects	Approved Budget (USD)	Actual Expenditure (USD)	Actual / Budget
GPA	17 \$1,639,272 (\$96,428 / each)	\$1,056,824 (\$62,166 / each)	64%
TILF	11 \$1,139,868 (\$103,624 / each)	\$591,725 (\$53,793 / each)	52%
ASF General Fund	27 \$2,726,477 (\$100,981 / each)	1,488,581 (\$55,133 / each)	55%
Total 55	\$5,505,617 (\$100,102 / each)	\$3,137,130 (\$57,039 / each)	57%

- All the completed/expired projects in 2014 were within the respective approved budgets
- The budget of a approved project was US\$100,100 on average, and the actual expense on average was US\$57,000 (57%).

Source: Financial Reports for APEC-Funded Projects 2015/SOM1/BMC/005)

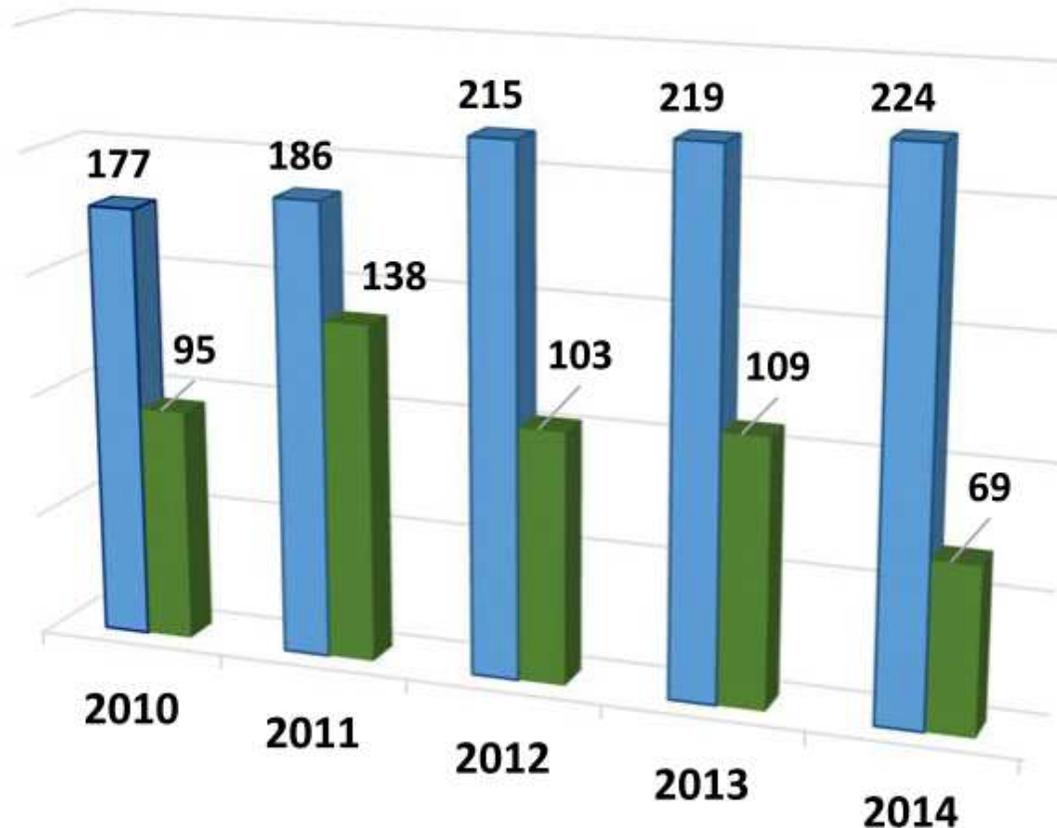
Success Rate of Project Submission



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Project Application vs Number Approved

■ Number of Projects Requesting Funding ■ Number of Projects Approved

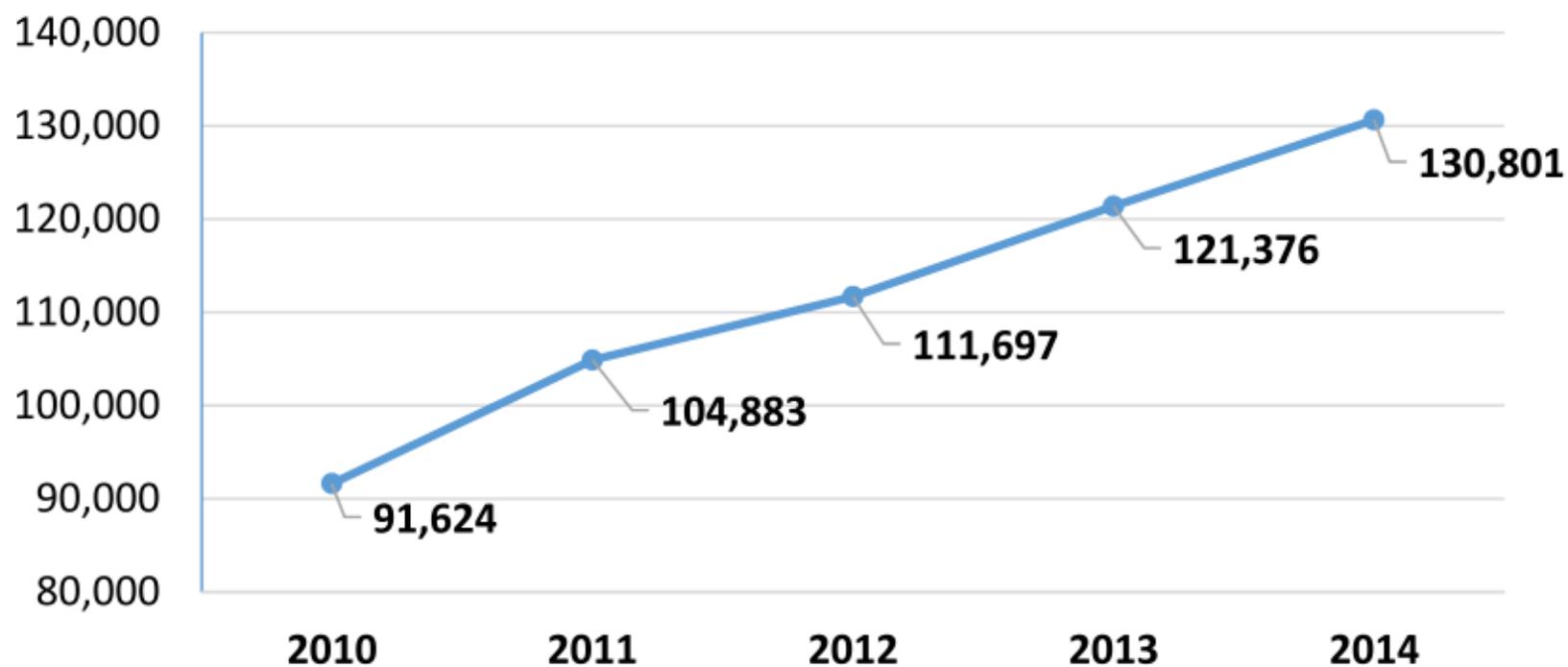


Average Project Value (APEC-funded portion), 2010-2014



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Average Project Value



Success Rate of Project Submission



Source: 2nd BMC Meeting (2014)

- **2014 Approved projects in each account**

APEC Fund Source	Amount Available Session 1, 2014 (US\$)	Amount Requested (US\$)	Number of Concept Notes Submitted	Number of Concept Notes Approved	% of Concept Notes Approved
Operational Account	905,466	2,845,070	26	8	31%
TILF Special Account	295,194	1,092,206	12	4	33%
ASF General Fund	372,042	4,698,490	44	2	5%

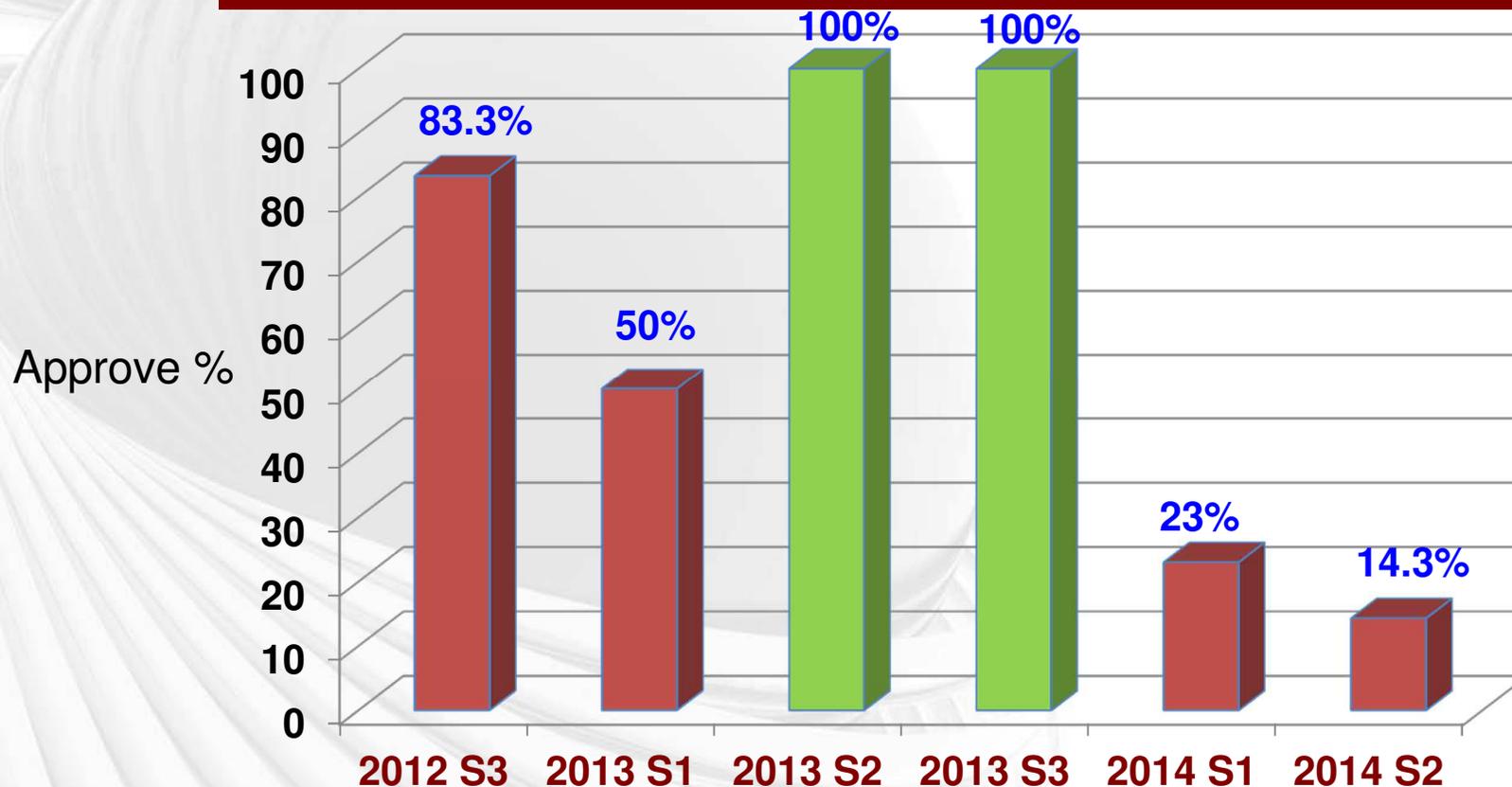
Success Rate of Project Submission of EGNRET



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■ EGNRET Success Rate:

83.3% for S3, 2012 ; 50% for S1, 2013 ; 100% for S2, 2013
100% for S3, 2013, 23% for S1, 2014; 14.3% for S2, 2014



EWG's Policy on Project Vetting



[1] Procedures for Project Proposals

EWG 43 (March, 2012)

- While EWG member economies retain the right to make project proposals directly to the EWG, member economies are highly encouraged to vet project proposals with an appropriate expert group or task force.
- This will ensure expert advice and coordination with ongoing and planned work as the project proposals are elaborated.
- Project proposals should normally be submitted by a EWG delegate or designated expert group or task force member.
- In cases where the subject matter of the proposal does not clearly relate to the remit of any existing expert group or task force, or in cases where the project would be self-funded by an economy or economies and no request is being made for support from APEC funding sources, the expert vetting process may not be necessary.

EWG's Policy on Project Vetting

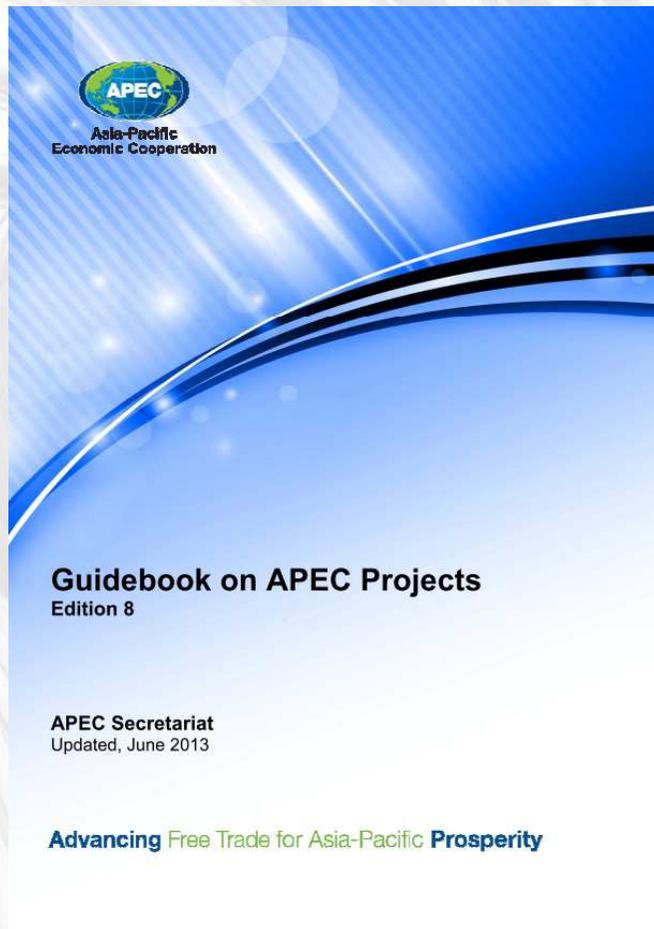


[2] Procedures for Projects Underway

EWG 43 (March, 2012)

- Each APEC-funded project underway should be assigned a lead expert group or task force to follow and advise it, along with an assisting expert group or task force where appropriate, to ensure coordination with ongoing or planned activities.
- Project assignments should be suggested by expert group and task force chairs collectively, and the assignments should then be endorsed by the EWG.
- The APEC and EWG Secretariats should maintain a list of current projects with leads and co-leads for each in consultation with the expert group and task force chairs, and this list should be reported to the EWG.

Guidebook on APEC Projects (10th Ed.)



New Guidebook: Feb., 2014

The new version is issued to facilitate the consultation of Project Proponents and Project Overseers and make easier the arrangements both the submission of proposals and travel undertakings

- The templates of Concept Notes and Full Project Proposals will be those containing in 10th Edition.
- For Monitoring and Completion Reports, Appendixes G & H are including the new templates to be fulfilled for that occasion.

Guidebook and Forms: <http://www.apec.org/Projects/Projects-Overview.aspx>

Develop a Concept Note/Project Proposal



- Concept notes (including title page) should be **less than 3 pages**. At least **two co-sponsors**.
- Each project proposal (full proposals) should be **no more than 12 A4 pages**, including the budget.
 - A minimum of **two Quality assessment forms (QAFs)** are required.
 - Assessors should not be from the proposing economy. Co-sponsoring economies may undertake the QAF. Project Proponents should incorporate all QAF comments into a single consolidated document.
- Project proposals are to be completed using the **APEC Project Concept Notes template and Proposal template**.

Develop a Project – Concept Note Template (Appendix B in the Guidebook)



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Appendix B

APEC Concept Note

Please submit through APEC Secretariat Program Director. Concept Notes of more than 3 pages (including title page) or incomplete submissions will not be considered.

Project Title: <input type="text"/>	
Fund Source (Select one): <input type="checkbox"/> General Project Account <input type="checkbox"/> TILF Special Account <input type="checkbox"/> APEC Support Fund	
For ASF: As per Guidebook Ch. 3, list ASF Sub-fund if appropriate for this project: <input type="text"/>	
APEC forum: <input type="text"/>	
Proposing APEC economy: <input type="text"/>	
Co-sponsoring economies: <input type="text"/>	
Expected start date: <input type="text"/>	
Expected completion date: <input type="text"/>	
Project summary: <input type="text"/>	
Describe the project in under 150 words. Your summary should include the project topic, planned activities, timing and location. <i>(Summary must be no longer than the box provided. Cover sheet must fit on one page.)</i>	
Total cost of proposal: (APEC funding + self-funding): USD <input type="text"/>	Total amount being sought from APEC (USD): <input type="text"/> By category: Travel: <input type="text"/> Labor costs: <input type="text"/> Hosting: <input type="text"/> Publication & distribution: <input type="text"/> Other: <input type="text"/> <i>(See Guidebook on APEC Projects, Ch. 9 to ensure all proposed costs are allowable.)</i>

Project Overseer Information and Declaration:

Name:
Title:
Organization:
Postal address:
Tel: Email:

Project Synopsis

- Relevance – Benefits to region:** What problem does the project seek to address? What is the relevance of the project? Does it have sustained benefits to more than one economy?
 - Relevance – Rank:** Which Rank in the annual APEC Funding Criteria does this project fall under? Briefly explain why. Is it also linked to other Ranks? If so, briefly explain which/how...
 - Objectives:** Describe the 2-3 key objectives of the project. (e.g. ensure workshop participants will be able to...; to create a framework...; to develop recommendations...; to build support...; to revise strategies...; to create an action plan...; to increase knowledge in; to build capacity in... etc.).
 - Alignment – APEC:** Describe specific APEC priorities, goals, strategies, workplans and statements that the project supports, and explain how the project will contribute to their achievement.
- Alignment – Forum:** Briefly explain how the project is aligned with your forum's workplan/strategic plan.
- Methodology:** How do you plan to implement the project? In this section, briefly address the following:
 - Workplan:** Project timelines, dates of key activities and deliverable outputs.
 - Beneficiaries:** The proposed selection criteria for participants, beneficiary profiles (e.g. workshop participants, end users, policy makers, researchers/analysts, gender) and how they will be engaged.
 - Evaluation:** Potential indicators developed to measure progress, project outcomes and impacts/successes. Where possible provide indicators which could assess impacts on women.
 - Linkages:** Information on other APEC and non-APEC stakeholders and how they will be engaged. If and how this proposal builds on (but does not duplicate) the work of other projects. How will this activity promote cross fora collaboration?..

Concept Note Submission



- **Concept Note should be passed to EGNRET Secretariat by EGNRET expert representative of each economy.**
- **Since 2015 Session 1, every concept note was asked for co-sponsor proof by APEC Secretariat.**

From APEC Secretariat comment on Session 1 submission:

- Submission by the EGNRET Secretariat does not suffice to be regarded as EWG endorsement.
- Please provide the proponent's communication together with the co-sponsors.
- EGNRET is not supposed to be originating forum. Put EWG only in the appropriate column.

(Implementation Project Duration)



- APEC projects are implemented **over two APEC financial years**, starting with the year that a project is approved and ending on 31 December the following year.
- **Examples**
 - 1) Projects approved in **March 2013** must be implemented by **31 December 2014**.
 - 2) Projects approved in **November 2013** must also be completed by **31 December 2014**.

Note: The financial year of APEC runs from 1 January to 31 December of each year

Following Deadlines of Session 1 in 2015



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Notification Date of Session 1 Concept Notes	May. 12
Submission of <u>Session 1 Full proposals</u> to APEC Secretariat	May. 8
	May. 22
	June. 8
Notification Date of Full proposals	May. 29
	Jun. 12
	Jul. 3

CN submission to EGNRET: 2 weeks before APEC deadline

Note: CN for Standard Project must be **endorsed** by EGNRET and EWG before submitted to APEC Secretariat.

Following Deadlines of Session 2 in 2015



Submission of <u>Session 2 Concept notes</u> to APEC Secretariat	Jul. 1
Notification Date of <u>Session 2 Concept notes</u>	Sep. 15
Submission of <u>Session 2 Full Proposal</u> to APEC Secretariat	Sep. 14 Oct. 6 Oct. 26
Notification Date of <u>Session 2 Full Proposal</u>	Oct. 6 Oct. 30 Nov. 19

2 project sessions every year since 2014

EGNRET Project Management



- When you submit full proposal to APEC Secretariat, Please also send a copy to EGNRET Secretariat.
- When you submit Monitoring Reports and Completion Report, please inform EGNRET Secretariat with a copy,
- Please send two-page project summary to EGNRET Secretariat, when the project is completed. This summary will be reported to EWG meeting..
- Please inform EGNRET Secretariat, when you upload the final report to APEC. EGNRET Secretariat will also inform all EGNRET members.
- If it would be possible, please present your project final outcome at EGNRET meeting, when project is completed.

Thank you very much for your kind assistance indeed.

Thank you for your attention!



EGNRET website: <http://www.egnret.ewg.apec.org/>

A screenshot of the EGNRET website homepage. The header includes the APEC logo and the text 'APEC Energy Working Group EXPERT GROUP ON NEW AND RENEWABLE ENERGY TECHNOLOGIES'. A navigation menu lists: Home, Representatives, Projects, Meetings, Workshops, Reports, Publications, Reference. The main content area features a large 'WELCOME' text, a welcome message, and a mission statement. Below this are three image-based sections: 'News' (water splash), 'Meetings' (wind turbines), and 'Contacts' (combine harvester). The footer contains copyright information and hosting details.

APEC Energy Working Group
EXPERT GROUP ON NEW AND RENEWABLE ENERGY TECHNOLOGIES

Home Representatives Projects Meetings Workshops Reports Publications Reference

WELCOME

Welcome to the official website of the APEC Expert Group on New and Renewable Energy Technologies (EGNRET)

The EGNRET has been established by - and reports - to the APEC Energy Working Group (EWG)

The mission of the EGNRET is to facilitate an increase in the use of new and renewable energy technologies in the APEC region

News **Meetings** **Contacts**

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This site is hosted by the New Energy Technology Division, Green Energy & Environment Research Laboratories of [Industrial Technology Research Institute](#), with support from the [Bureau of Energy, Ministry of Economic Affairs](#), Chinese Taipei.

The Operational Account

- The OA is funded from annual membership contributions. It supports initiatives under APEC's economic and technical cooperation agenda which is aimed at **attaining sustainable growth and equitable development**, while reducing economic disparities among APEC economies and improving economic and social well-being.
- All APEC member economies may apply for funding under OA.
- Projects may be fully funded under OA. There are no self-funding requirements for OA-funded projects.