

**APEC Expert Group on  
New and Renewable Energy Technologies**

**APEC Project  
Submission Process**

**Mar. 22, 2018**

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APEC EGNRET Secretariat**



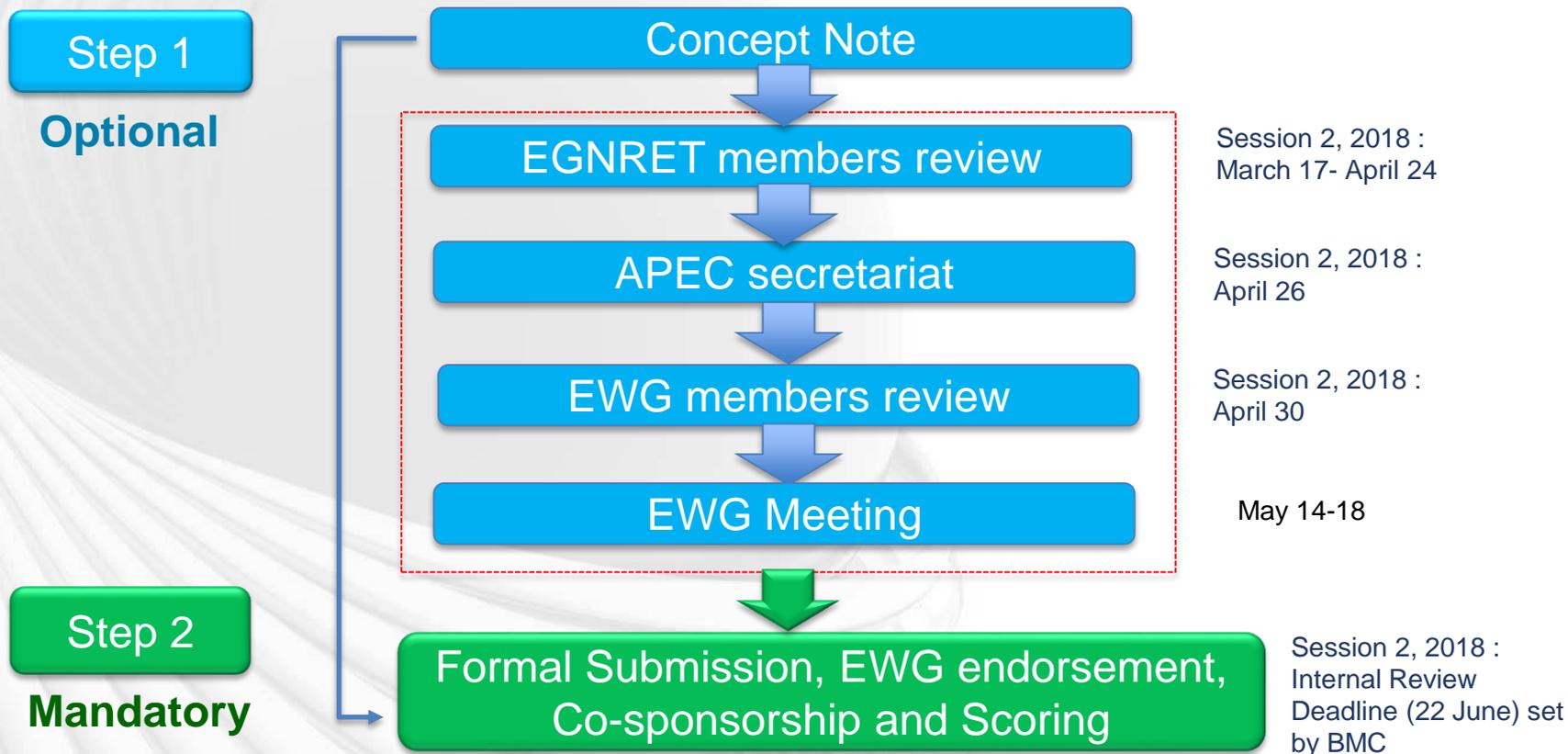
**Asia-Pacific  
Economic Cooperation**

**EGNRET**

# 1. Project Submission Process

## EWG Project Process

- ◆ Optional early submission for EWG and EG review of CNs
- ◆ CNs must be submitted by the BMC set deadline at the latest, and are still accepted even if it is the first submission



## 2. APEC Project Reform



### New Guidebook: 12th Edition in Oct 2017

1. Updates to the Concept Note, Project Proposal and Self-Funded Project Proposal **Templates.**
2. New Project Scoring Template:  
“**Supports Capacity Building**” will be added as a new scoring criteria.
3. **No longer** be required to undertake a Quality Assurance Framework (**QAF**) assessment for project proposals
4. Total funding will be allocated **60% to project session 1**, and **40% to project session 2**
5. Only one Monitoring Report for Projects approved 2018 onwards (1 April)-For Projects approved before 2018, 2 MRs a year still required

## 2. APEC Project Reform



### The Energy Efficiency and Low Carbon Measures sub-fund eligibility criteria

- ◆ Have **at least 4 co-sponsoring economies** from the project's originating forum, as confirmed by the APEC Secretariat; and
- ◆ Focus on activities which will contribute to achieving APEC's aggregate energy intensity **reduction goal of 45% by 2035** which was agreed at the APEC Leaders Meeting in Honolulu in 2011; and/or
- ◆ Focus on activities which contribute to achieving the goal of **doubling the share of renewables by 2030** which was endorsed by the APEC Leaders Meeting in Beijing in 2014; and
- ◆ Demonstrate that the proposed project will **meet capacity building needs** for APEC developing economies; and
- ◆ Maximum APEC-funding per project of **USD 100,000** (except for LCMT projects)

# 2. APEC Project Reform

## Changes to the EWG project process and EE sub-fund

- ◆ A new Appendix: APEC's capacity building goals, objectives and operational principles
- ◆ Scoring
  - Concept notes will be scored against the scoring criteria
  - There will be one scoring stage, a single integrated scoring sheet
  - EELCM Sub-fund has been assigned to EWG members to score



# 3. Funding Sources and Responsible Fora



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Fund	Fora	Funding Criteria
General Project Account	SOM	Senior Officials will approve annual criteria (incoming/outgoing host themes)
ASF General Fund	SOM	The Manila Framework on ECOTECH
TILF	CTI	The Osaka Action Agenda
Connectivity Sub-Fund	SCE*	Existing sub-fund eligibility and terms of reference as applicable.
Energy Efficiency Sub-Fund	EWG	As above
FTAAP and GVCs Sub-Fund	CTI*	As above
Health and Emergency Preparedness Sub-Fund	SCE	As above
Human Security Sub-Fund	SCE	As above
IERG Sub-Fund	SCE*	As above
Mining Sub-Fund	MTF*	As above
MSME Sub-Fund	SMEWG*	As above
RAASR Sub-Fund	EC*	As above
Supply Chain Connectivity Sub-Fund	CTI*	As above
*Already decide eligibility for these funds		

# 4. Revised Concept Note Template



**BMC has approved at SOM3 the revised template for APEC Concept Notes which should be used for Session 2 2018.**

## Appendix A

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

#### Project Overseer Information and Declaration:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Postal address: \_\_\_\_\_  
 Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

As Project Overseer and on behalf of the above said Organization, I declare that this submission was prepared in accordance with the Guidebook on APEC Projects and any ensuing project will comply with said Guidebook. Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document's budget table, in the case of any inconsistencies within the document.

\_\_\_\_\_  
 Name of Project Overseer / Date

### Project Synopsis

- Relevance – Benefits to region:** What problem does the project seek to address? Does it have sustained benefits for more than one economy? ..  
 \_\_\_\_\_
- Relevance – Eligibility:** How does the project fit the eligibility criteria and funding priorities for the nominated fund or sub-fund? (see [http://www.apec.org/Projects/Funding\\_Sources.aspx](http://www.apec.org/Projects/Funding_Sources.aspx) for eligibility criteria) ..  
 \_\_\_\_\_
- Relevance – Capacity Building:** How will the project build the capacity of APEC member economies? For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.) ..  
 \_\_\_\_\_
- 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 and/ or statements that the project supports, and explain how the project will contribute to their achievement. ..  
 \_\_\_\_\_
- Alignment – Forum:** How does the project align with your forum's work plan/ strategic plan? ..  
 \_\_\_\_\_
- Methodology:** How do you plan to implement the project? Briefly address the following: ..
  - Work plan:** Project timelines, dates of key activities and deliverable outputs..  
 \_\_\_\_\_
  - Beneficiaries:** Selection criteria for participants, beneficiary profiles (e.g. participants, end users, policy makers, researchers/ analysts, gender) and how they will be engaged..  
 \_\_\_\_\_
  - Evaluation:** 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? ..  
 \_\_\_\_\_

# 5. Documents Submission in Each Stage



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## After Concept Notes Approved by BMC

Stages	Documents	Deadlines	Appendix
Full Project Development	➤ Full proposals	-	B
	➤ Endorsed project proposal	Deadlines assigned by the Secretariat	-

## After Full Proposals Approved by BMC

Stages	Documents	Deadlines	Appendix
Project Implementation	➤ Monitoring Report	1 April	I
Project Completed	➤ Project Evaluation Survey		-
	➤ Completion Report	Within two months of the completion of the project	G

# 6. EGNRET Project Management



- ◆ When CN circulated in EGNRET, members should ensure that CNs:
  - are technically sound,
  - address gaps not already addressed, and
  - match goals contained in EWG Strategic Plan
- ◆ Economies putting forward CNs for funding are encouraged to present and discuss at EGNRET meeting.

# 6. EGNRET Project Management



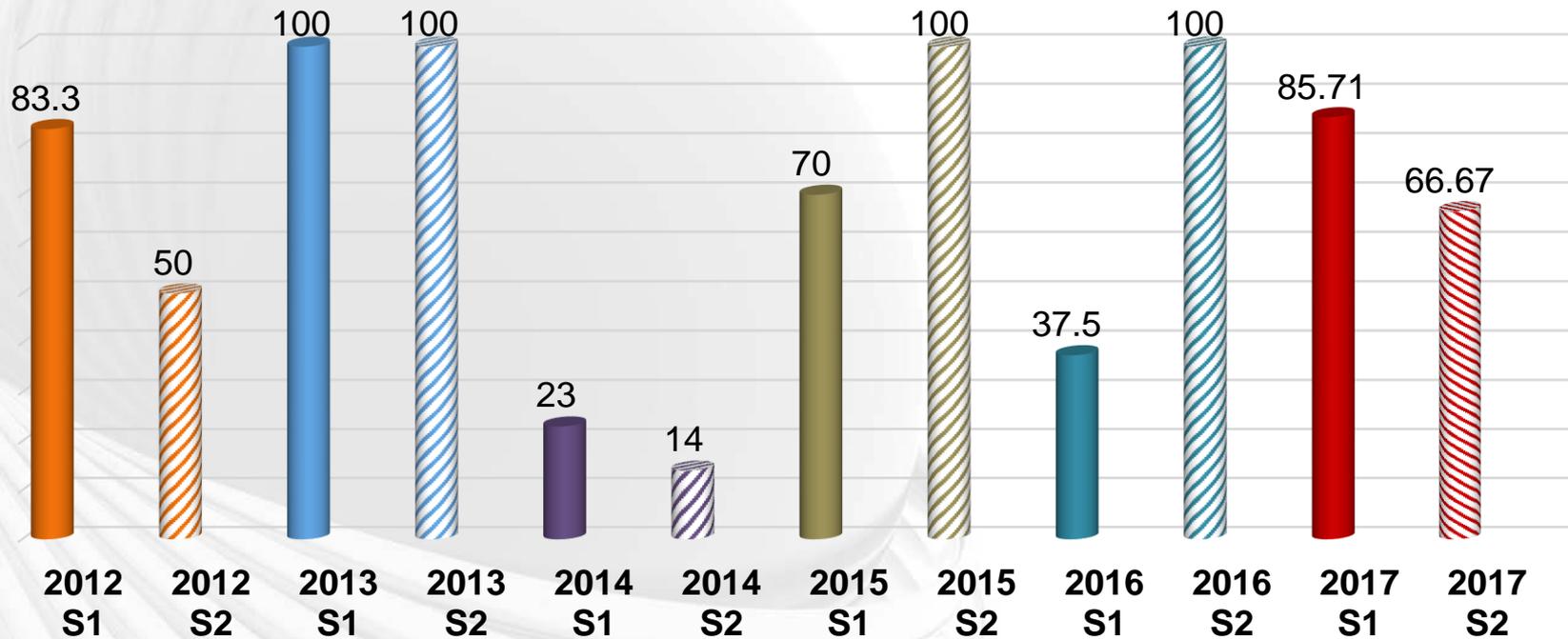
- ◆ When you submit full proposal, Monitoring Reports and Completion Report to APEC Secretariat, Please also send a copy to EGNRET Secretariat.
- ◆ Please send the project summary to EGNRET Secretariat, when the project is completed. This summary will be reported to EWG meeting.
- ◆ Please present your project final outcome at EGNRET meeting, when project is completed.

# 7. Success Rate of Project Submission of EGNRET



## EGNRET Project Success Rate

Approve %



# Thank you for your attention

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



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APEC Energy Working Group  
Expert Group on New and Renewable Energy Technologies



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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



PROJECTS



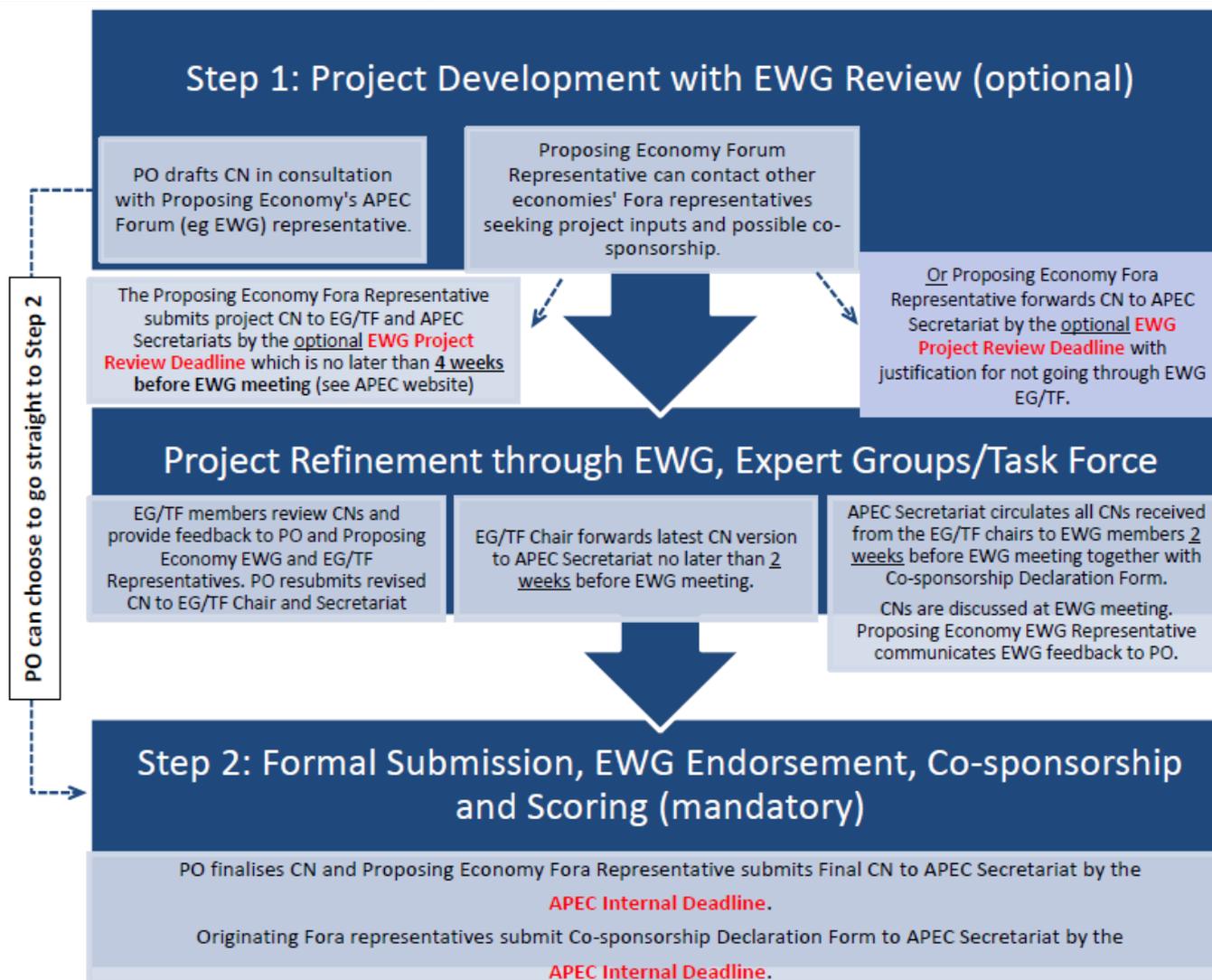
MEETINGS



# Annex 1: Project Submission Process



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# Annex 2: New Project Approval Timeline

## Session 2, 2018

Item	Deadline
Deadline for CN submission by <u>Economy Representative or Project Overseer</u>	15 March, 2017 ie the 'EWG Optional Review Deadline'
CNs sent by <u>EG/TF Secretariat</u> for EG/TF Members for review	17 March, 2018
Deadline for CNs EG/TF review and feedback to POs by <u>EG/TF Secretariat and Members</u>	21 April, 2017
Deadline for any revised CNs submission by <u>PO</u> to EG/TF Secretariat	24 April, 2017
CNs submitted to APEC Secretariat by <u>ER/TF Secretariat</u>	26 April, 2018
<u>APEC Secretariat</u> circulates CNs to EWG members for review and discussion at EWG54	30 April, 2018 ie 2 weeks before the EWG meeting

Making a brief presentation on their economy's draft CN and seek feedback and co-sponsorship from members

Note: Members can skip the EWG Review if they wish and simply submit their CNs by the Internal Review Deadline (22 June) set by BMC

