

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

# **APEC Project Submission Process**

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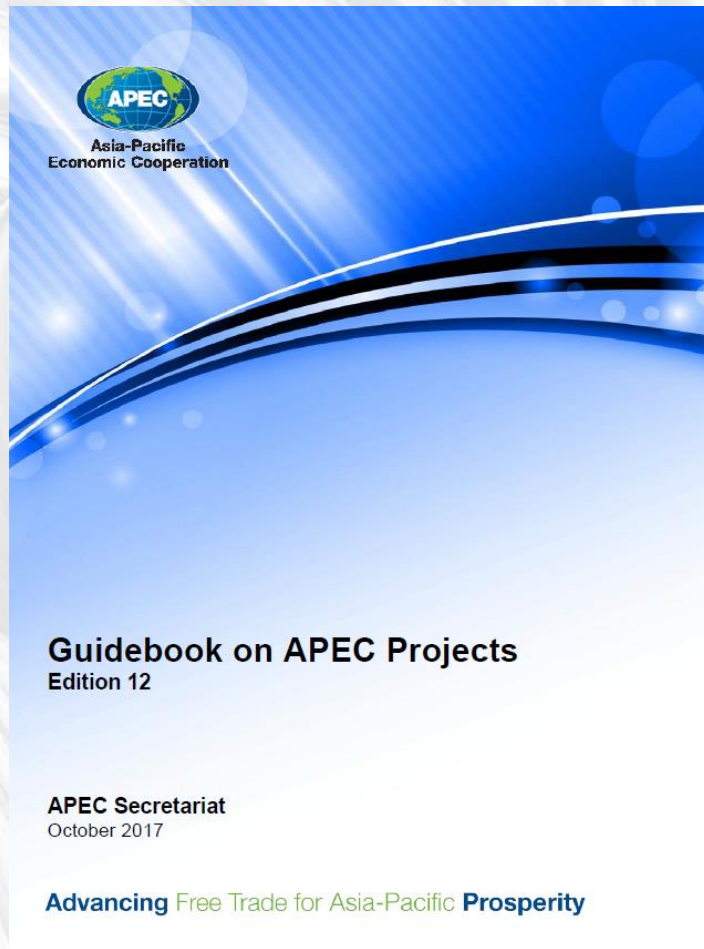
**Asia-Pacific  
Economic Cooperation**

**EGNRET**

# Guidebook on APEC Projects



**New Guidebook: updated in Oct., 2017**



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

# 1. Project Submission Process

PO drafts CN in consultation with sponsoring economy's APEC fora (eg EWG) representative.

Proposing Economy Fora Representative can contact other economies' Fora representatives seeking project inputs and possible co-sponsorship.

1

The Proposing Economy Fora Representative submits project CN to EG/TF and APEC Secretariats by the optional EWG Project Review Deadline which is no later than 4 weeks before EWG meeting

Or

Sponsoring Economy Fora Representative forwards CN to APEC Secretariat by the optional EWG Project Review Deadline with justification for not going through EWG EG/TF.

Project Refinement through EWG, Expert Groups/Task Force

PO resubmits revised CN to EG/TF Chair and Secretariat

EG/TF Chair forwards latest CN version to APEC Secretariat no later than 2 weeks before EWG meeting.

APEC Secretariat circulates all CNs received from the EG/TF chairs to EWG members 2 weeks before EWG meeting together with Co-sponsorship Declaration Form.

2

Formal Submission, EWG Endorsement, Co-sponsorship and Scoring

3

EWG and EELCM Sub-fund Project Endorsement, Eligibility Assessment and Scoring

## 2. Revised Concept Note Template

**BMC has approved at SOM3 the revised template for APEC Concept Notes which should be used for Session 1 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:  <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): .....	Total amount being sought from APEC (USD): .....
USD .....	By category: Travel: ..... Labor costs: ..... Hosting: ..... Publication & distribution: ..... Other: ..... <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: ..... 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

1. **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> 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.) .....

2. **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.) .....

3. **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? .....

4. **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 for collaboration? .....



# 3. Project Session 1, 2018: Overview of Changes



- ◆ POs will need ensure that their CN specifically identifies the APEC fund or sub-fund they are looking to use.
  - ◆ *For example, with ASF, POs must nominate either ASF General, or one of the ASF sub-funds (for example, ASF Human Security). Don't simply nominate "ASF".*
- ◆ POs will need to demonstrate how the CN meets the eligibility of the funding source in question.
  - ◆ *Every funding source has eligibility criteria, in some cases very specific, and you should ensure familiarity with the criteria. See <https://www.apec.org/Projects/Funding-Sources>.*
- ◆ **The APEC Funding Criteria will no longer be used; instead, CNs will be scored by the degree to which they meet the funding priorities/criteria already established for the fund or sub-fund in question.**

### 3. Project Session 1, 2018: Overview of Changes



- ◆ The CN will no longer be scored by the proposing forum – instead, once the Final Submission Deadline has passed, the Secretariat will pass all compliant CNs to one of the *Responsible APEC Fora* who will then assess the eligibility of the CN and score the CN, using the APEC Scoring Template.

# CN reviewed by EGNRET



- ◆ 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 be prepared to present on and discuss any feedback their economy's CN at EGNRET meeting.

# New Project Approval Timeline

**Session 1, 2018**

Item	Deadline
CNs sent by EG/TF Secretariat for EG/TF Members for review	5 October, 2017
Deadline for CNs EG/TF review and feedback to POs by EG/TF Secretariat and Members	25 October, 2017
Deadline for any revised CNs submission by PO to EG/TF Secretariat	31 October, 2017
CNs submitted to APEC Secretariat by EG/TF Secretariat	2 November, 2017
APEC Secretariat circulates CNs to EWG members for review and discussion at EWG54	3 November, 2017





# Documents Submission in Each Stage

## After Concept Notes Approved by BMC

Stages	Documents	Deadlines	Appendix
Full Project Development	➤ Full proposals	-	B
	➤ QAF (minimum 2)	-	D
	➤ Endorsed project proposal ➤ QAF(with feedback)	Deadlines assigned by the Secretariat	-

## After Full Proposals Approved by BMC

Stages	Documents	Deadlines	Appendix
Project Implementation	➤ Regularly informed	Every two months	-
	➤ Monitoring Report	Aug. 1 <sup>th</sup> and Feb. 1 <sup>th</sup>	I
Project Completed	➤ Project Evaluation Survey		-
	➤ Completion Report	Within two months of the completion of the project	G

# EGNRET Project Management

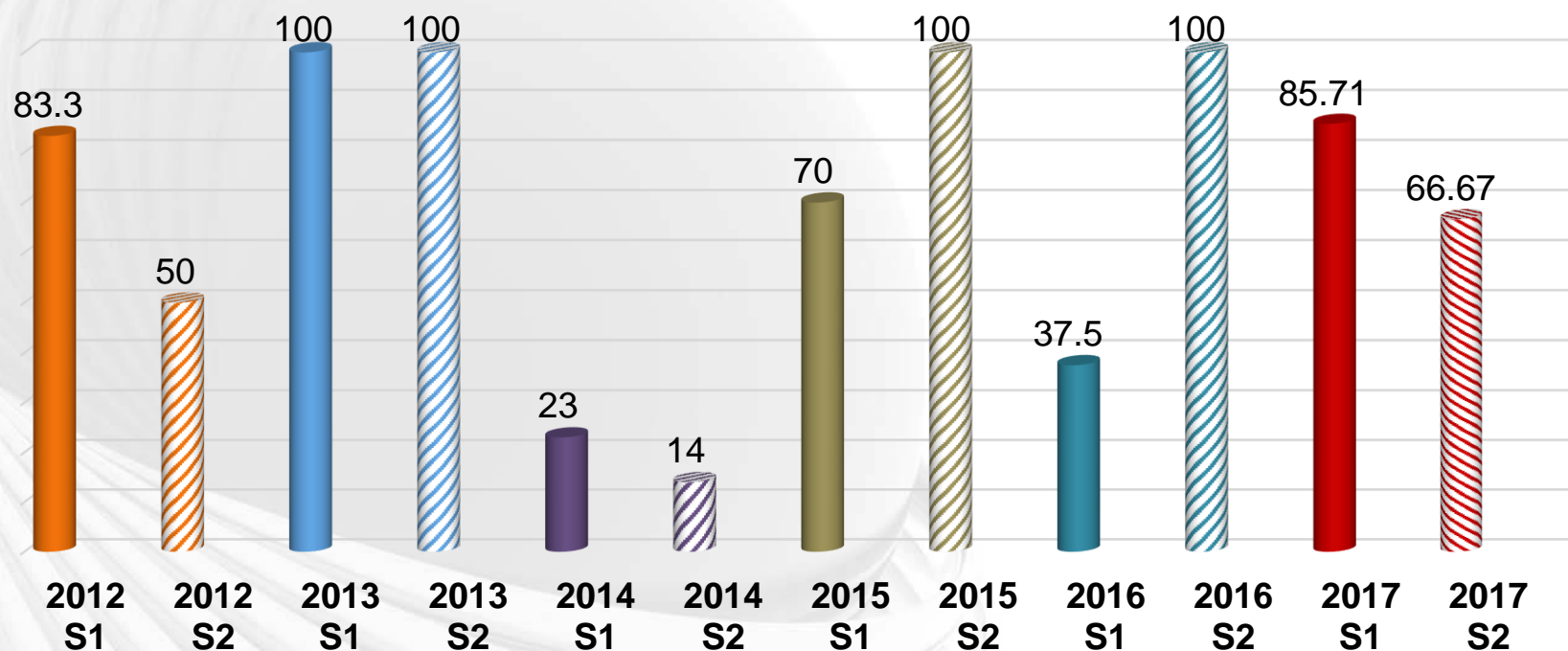


- ◆ When you submit full proposal, Monitoring Reports and Completion Report to APEC Secretariat, Please also send a copy to EGNRET Secretariat.
- ◆ Please send the project summary to EGNRET Secretariat, when the project is completed. This summary will be reported to EWG meeting.
- ◆ If it would be possible,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

# 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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Economic Cooperation



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

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## WELCOME

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

