



Asia-Pacific  
Economic Cooperation

EGNRET

# Project Submission Process and Updates

EGNRET Secretariat

**EGNRET 62 Meeting**  
Hosted by Hong Kong, China  
April 10, 2025

# APEC Project Administration System (APAS)



- **APEC Project Administration System (APAS)** is an online system that automates the APEC project funding application process, which includes:
  - Concept Note assessment and scoring
  - Project Proposal draft
  - Project Proposal quality assessment
  - Letter of Acceptance

- Accessing APAS website:  
<https://apas.apec.org>
- Accessing [APAS User Guide](#)

## APAS Dashboard

The screenshot shows the APAS dashboard interface. At the top, there's a navigation bar with 'APEC | Project Administration System', a home icon, and a user profile 'APASPO4'. Below this, the main content area is divided into several sections. The 'My Inbox' section is highlighted, showing a table of workflow items. Below the inbox, there are three panels: 'Concept Notes', 'Useful Links', and 'Project Proposal', each containing a list of actions or links.

Workflow Type	Title	Received on	Received on
Project Proposal	Under Quality Assessment: (EWG_102_2023A) SET 04 - CN 04 PP QA APAS DEMO	2023-05-20	17:56:23
Project Proposal	Draft: (EWG_101_2023A) SET 04 - CN 03 PP APAS DEMO	2023-05-15	17:22:58
Create Concept Note	Draft: SET 04 - CN 01 APAS DEMO	2023-05-15	15:56:12

**Concept Notes**

- Create Concept Note
- My Concept Notes
- Pending Approval
- Approved In-Principle
- Not Approved
- Withdrawn

**Useful Links**

- Email to APAS Admin
- APAS User Guide
- Videos on Key Tasks
- Guidebook on APEC Projects
- Project Overseer's Toolkit
- Standard Guidelines to Drafting Proposals

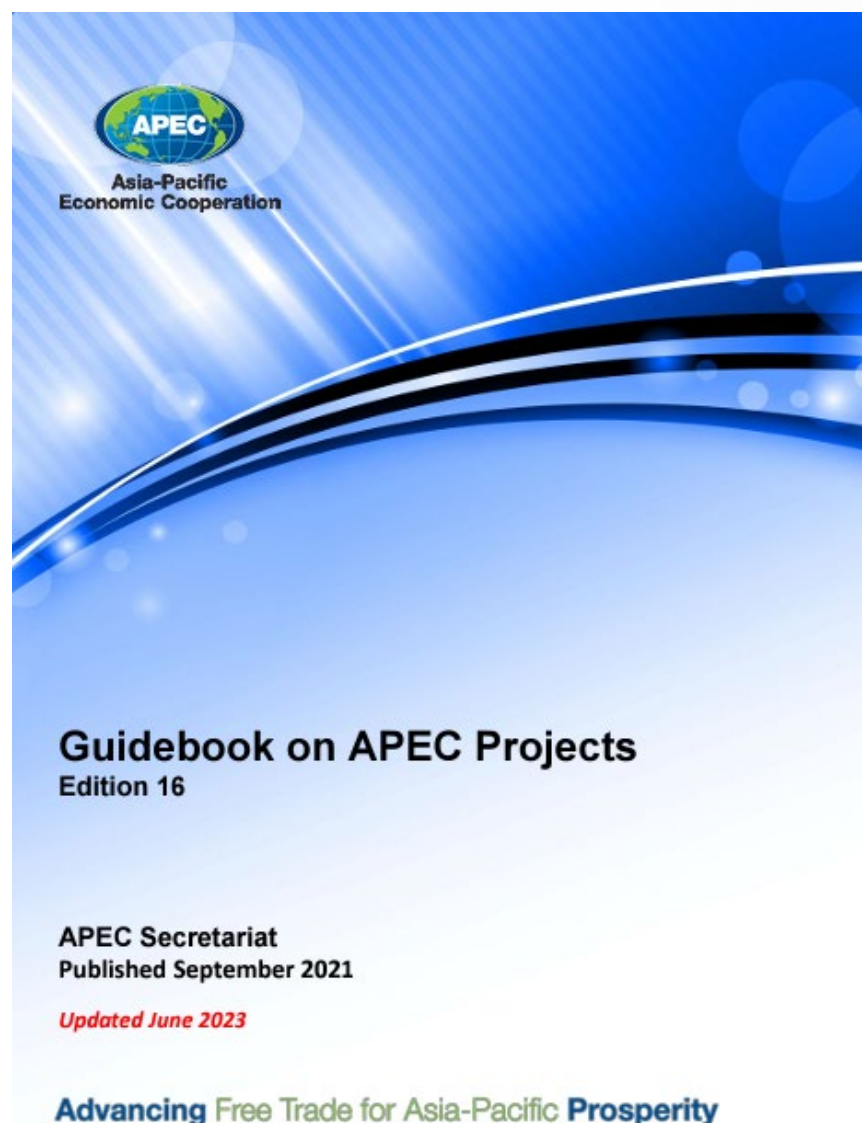
**Project Proposal**

- Draft a New Project Proposal \*\*\*
- My Project Proposals
- Under Review and Endorsement
- Under Quality Assessment
- Approved
- Not Approved
- Withdrawn



# Guidebook on APEC Projects (Edition 16)

- [Guidebook on APEC Projects](#) is a practical handbook for managing APEC projects. It is primarily aimed at those who are applying for APEC project funding and implementing APEC projects, but it also provides important information for other stakeholders involved in the project process.



- CH 1: Introduction
- CH 2: Roles and Responsibilities
- CH 3: Funding and Accounts
- CH 4. APEC Project Cycle
- CH 5: Applying for Funding
- CH 6. Project Implementation and Monitoring
- CH 7. Project Completion
- CH 8: APEC Project Expenses
- CH 9. General Disbursement Procedures
- CH 10. Changing a Project
- CH 11: Contracting
- Appendix Forms

■ Latest updates are on the [Project Overseer Toolkit](#) website

# Project Submission Process

## Stage 1

### Concept Note (CN)

1. Drafted by Project Overseer (PO)
2. Endorsed by forum and completed by PO (on APAS)
3. Eligibility assessment and scoring by economies within RAF (on APAS)
4. (if successful) In-principal approval by BMC

## Stage 2

### Project Proposal (PP)

1. Drafted by PO (on APAS)
2. Endorsed by forum and submitted by PO (on APAS)
3. Quality assessment by PMU until 'Satisfactory' (on APAS)
4. Final approval by BMC
5. PO completes Letter of Acceptance (on APAS)

## Stage 3

### Project Implementation and Monitoring

## Stage 4

### Project Completion

*Note: The application forms for CNs and PPs can be found on the [Applying for Funds](#) webpage*

# EELCER Sub-Fund

## Eligibility Criteria for Accessing Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCER) Sub-Fund:

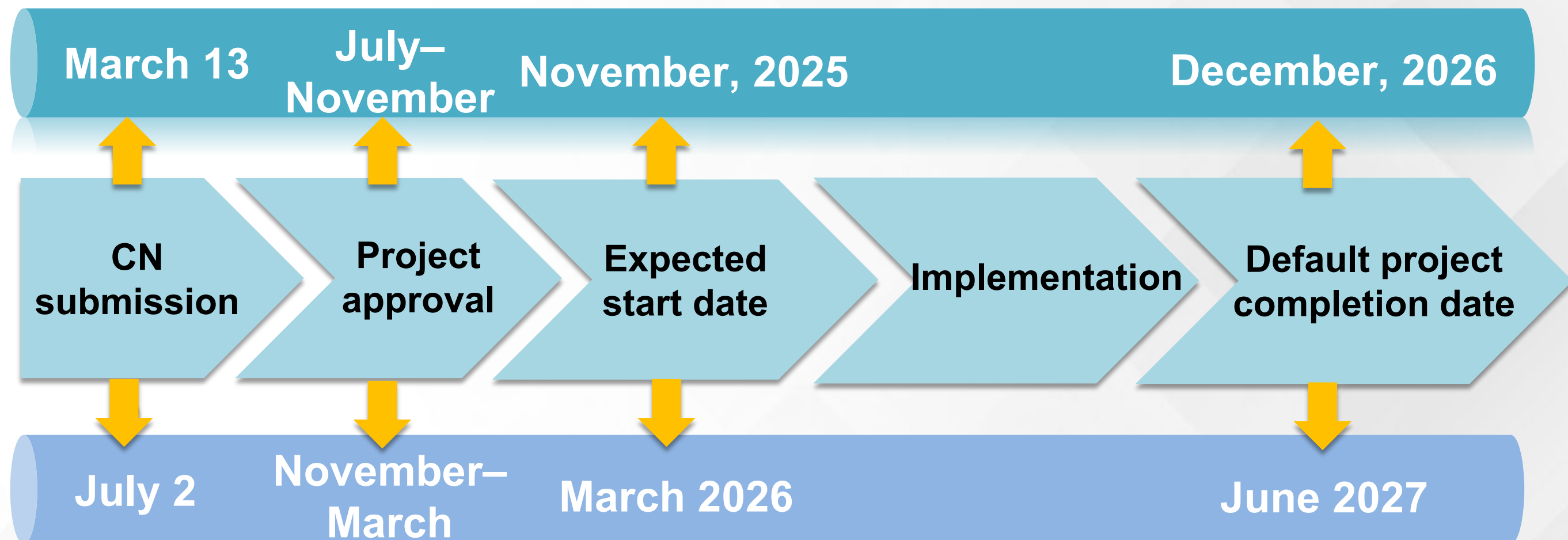
- Have at least 4 co-sponsoring economies from the project's originating forum, as confirmed by the APEC Secretariat; and
- Focus on activities which will contribute to achieving APEC's aggregate energy intensity reduction goal of 45% by 2035; and/or
- Focus on activities which contribute to achieving the goal of doubling the share of renewables by 2030; and/or
- Focus on activities which will contribute to enhance energy resiliency; and/or
- Focus on activities which will contribute to enhancing energy access.
- Demonstrate that the proposed project will meet capacity building needs for APEC developing economies; and
- In case of Category 2 projects, have a total APEC-funded budget of USD 100,000 or less.

# Project Development

## Setting start and completion dates

Project duration: **15 ~ 20** months

### Project Session 1, 2025



### Project Session 2, 2025



# Reminders for Concept Note

## Template

Make sure  
download the  
latest template for  
application on  
[Project Overseer  
Toolkit webpage](#)

## Co-sponsors

Secure at least  
two co-sponsoring  
economies

## Non-technical

Write for the  
generals  
audience,  
not the  
experts

## 5-page Max

CNs (including  
title page) that  
exceed five  
A4 pages will  
not be  
considered

Please make sure to use the latest CN template. The old format is no longer in use and will not be accepted.

*Note: CNs applying for the Energy Efficiency and Low Carbon Measures (EELCER) Sub-fund must have no fewer than four (4) co-sponsors.*

# Reminders for Project Submission

## Non-member participation

Non-member participation (NMP) list should be submitted to the Secretariat before the events.



## Completion Report

POs who fail to submit project completion report may affect all members' eligibility to submit CNs.

## Nomenclature

Project Overseers (POs) should review their draft publications for compliance with APEC Publication Guidelines ([here](#)).





# Project Updates (As of March, 2025)

Status	Projects
Concept Note	5
Project Proposal	0
Project in Implementation	18
Completion since EGNRET 61	3

# Project Updates (as of March 2025)

## 2025 PS1 Concept Note (5)

Economy	Project Title	Project Session	Status
<b>Chile</b>	Local demand as an enabler to a low-carbon hydrogen economy	PS 1	Endorsed
<b>China</b>	Sustainable and Resilient Communities: A Guide to Off-Grid Multi-energy Complementary Microgrids Toolkit	PS 1	Endorsed
<b>Japan</b>	Capacity Building Workshop for New and Renewable Energy Policy	PS 1	Endorsed
<b>Viet Nam</b>	APEC Workshop on Improving Governance and Policy Environment for Sustainable Energy Transition	PS 1	Endorsed
	APEC Workshop on Promoting the Application of Artificial Intelligence (AI) for Future Energy and Sustainable Development	PS 1	Endorsed

# Project Updates (as of March 2025)

## Projects In Implementation-1 (18):

Economy	Project No.	Project Title
<b>Chile</b>	EWG_106_2024A	Floating Offshore Wind Farms development in APEC economies for both electricity and green hydrogen production
	EWG_206_2023A	Conversion of coal-fired power plants using Energy Storage System: experiences, challenges, and opportunities
	EWG_207_2023A	Distribution System Operator as a facilitator for energy transition
	EWG_105_2024A	Certification of Hydrogen and its Derivatives in APEC Economies: its role in driving the market
<b>China</b> (Self-Funded)	EWG 03 2024S	Research on Energy Storage to Enable Energy Transition in APEC Cities
<b>Hong Kong, China</b>	EWG 01 2023A	Promoting Digital Solar Resource Maps and Management Technologies in Advancing Renewables Growth in APEC
<b>Korea</b>	EWG_201_2023A	Promoting APEC cooperation for Seaweed-Based Sustainable Bioenergy Production
	EWG 210 2023A	Promoting Decarbonization of Power Sector by Using Carbon-Free Energy (CFE)
<b>Malaysia</b>	EWG_201_2024	APEC Symposium on Energy Transition: Batteries, Fuel Cells, and Electric Vehicles



# Project Updates (as of March 2025)

## Projects In Implementation-2 (18):

Economy	Project No.	Project Title
<b>Chinese Taipei</b>	EWG_103_2024A	Benchmark of Facilitated Actions to Fulfill the Energy Efficiency Benefit of AMI in the APEC Region
<b>Thailand</b>	EWG_208_2024A	Promotion and Development of Biogas Technology and Biogas Inventory in the Livestock Farm among APEC Economies
	EWG_207_2024A	Enhancing Climate Change Adaptability and Resilience of Energy Infrastructure toward Carbon Neutrality Using Renewable Energy Scheme
<b>United States</b>	EWG 101 2024A	APEC Workshop on Pathways for a Just Energy Transition
<b>Viet Nam</b>	EWG 02 2023A	APEC Workshop on Promoting Technology to Contribute to Sustainable Energy Transition
	EWG_203_2023A	APEC Workshop on Promoting Biomass Energy for Rural and Remote Area Development
	ATC 02 2023A	Promoting APEC Cooperation for Sustainable Biomass Energy from Agriculture Wastes
	EWG_102_2024A	APEC Workshop on Promoting Energy Efficiency in the Manufacturing Sector
	EWG_204_2024A	APEC Workshop on Promoting Sustainable Energy Development in Garment and Textile Industry

# Project Updates (as of March 2025)

## Completed projects (3) :

Economy	Project No.	Project Title
<b>Japan</b> (Self-Funded)	EWG 03 2023S	21 <sup>st</sup> APEC Workshop on Energy Statistics: New Energy Technologies Data and Statistics
	EWG 02 2023S	APEC Peer Review on Low-Carbon Energy Policies (PRLCE) Phase 5
<b>Chinese Taipei</b>	EWG 13 2021A	The Legislation Recommendation and Promotion of Multifunctional Ocean Space Usage: Combine Floating PV Installations at Offshore Wind Farms

**Thank  
You  
For Your  
Attention!**

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





# Annex 1: Project Session Dates 2025

## Key Dates for Concept Note

	Internal Submission	Final Submission	BMC In-principle Approval
PS1	March 13	April 16	June 2
PS2	July 2	August 5	September 19

# Annex 2: Funding Resources

## Project Session 1, 2025 – Available Funding Sources

Project Fund	Project Session 1, 2025
<a href="#">General Project Account (GPA)</a>	\$ 361,500
<a href="#">Trade &amp; Investment Liberalisation and Facilitation Account (TILF)</a>	\$ 642,900
<a href="#">APEC Support Fund (ASF) General Fund</a>	\$ 1,722,300
<b>ASF Sub-funds</b>	
<a href="#">Human Security</a>	\$ 319,200
<a href="#">Energy Efficiency, Low Carbon and Energy Resiliency Measures</a>	\$ 1,374,200
<a href="#">Supply Chain Connectivity</a>	\$ 137,600
<a href="#">Free Trade Area of the Asia-Pacific and Global Value Chains</a>	\$ 72,300
<a href="#">Innovative Development, Economic Reform and Growth</a>	\$ 714,300
<a href="#">Connectivity</a>	\$ 706,400
<a href="#">Micro, Small and Medium Enterprises</a>	\$ 142,600
<a href="#">Women and the Economy</a>	\$ 350,400
<a href="#">Digital Innovation</a>	\$ 1,046,600
<a href="#">Marine Debris Management and Innovation</a>	\$ 1,014,100
<a href="#">Strengthening Economic Legal Infrastructure *</a>	\$ 841,000
<a href="#">Enhanced APEC Agenda for Structural Reform *</a>	\$ 715,700
<a href="#">Structural Reform and Sustainable Green Growth *</a>	\$ 827,400
<a href="#">Promoting Digitalisation for Green Transitions</a>	\$ 450,000
<b>Total Amount Available (GPA+TILF+ASF+Sub-Funds)</b>	<b>\$ 11,438,500</b>