



**Asia-Pacific
Economic Cooperation**

EGNRET

**42nd Meeting
of
APEC Expert Group on New and Renewable Energy Technology
and Associated Meetings**

ADMINISTRATIVE CIRCULAR



7 - 10 April, 2014

Moana Surfrider, A Westin Resort & Spa, Honolulu, USA

1. INTRODUCTION

This Circular presents the arrangements and other relevant information for the 42nd Meeting of the APEC Expert Group on New and Renewable Energy Technology (EGNRET) and Associated Meetings. EGNRET 42 will be held in Honolulu, Hawaii, USA on April 7-8, 2014. An EGNRET and EGEE&C (Expert Group on Energy Efficiency & Conservation) joint meeting will schedule on April 9, 2014. Then the EGEE&C 43 meeting will take place on April 10, 2014. A parallel site visiting for EGNRET delegates will be also arranged on April 10, 2014. Please note that due to the tropical climate, dress for the meetings will be **business casual**, which mean no suites or ties.

Delegates are strongly advised to complete your registration at your earliest convenience. Please kindly refer to the registration deadlines.

2. DATE

Monday, April 7 to Thursday, April 10, 2014

April 7 – 8, 2014	EGNRET 42 Meeting
April 9, 2014	EGNRET / EGEE&C Joint Meeting
April 10, 2014	Site visiting (<i>TBA</i>)

3. VENUE

EGNRET 42 Meeting and EGNRET/EGEE&C joint meeting are held at Moana Surfrider, A Westin Resort & Spa.

Moana Surfrider, A Westin Resort & Spa

Address: 2365 Kalakaua Avenue, Honolulu, HI 96815 USA

Phone: +1 (808) 922-3111

Website: <http://www.moana-surfrider.com/>

Detailed map is shown in **Annex D** in this Circular.

4. SCHEDULE

The tentative agenda for EGNRET 42 and the EGNRET/EGEE&C joint meeting can be found in **Annex A** in this Circular.

5. MEETING THEME

The theme for EGNRET 42 will be “**The Promotion of Biofuels in Transportation Sector**”. Please prepare the Member Economy presentations. If it would be possible, please send your presentation files (PPT) to Ms. Vivian Hsieh at vivianHsieh@itri.org.tw by **Monday, 31 March, 2014**. Thank you very much.

6. NEW PROPOSAL CONCEPT NOTE

If you would like to propose new project at EGNRET 42, please develop two-three page Concept Note, and send it to Dr. Bing-Chwen Yang at bcyang@itri.org.tw and Ms. Vivian Hsieh at vivianHsieh@itri.org.tw as soon as possible. Any presentation of the proposal concept at the meeting is welcome. The APEC new Project Concept Note Template (2012.6.12 version) can be found in **Annex E**. More forms and resources for the project submission are available at

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

7. REGISTRATION

To assist us with meeting preparations, we hope you notify us if you are planning to attend EGNRET 42. Please fill in the attached **EGNRET 42 Participant Registration Form (Annex B)** and return to Ms. Vivian Hsieh at vivianHsieh@itri.org.tw by **Friday, 28 March, 2014**. Thank you very much indeed. Also please note that this form is for meeting arrangements only, **NOT** for hotel reservation. For hotel reservation, please see below.

8. ACCOMMODATION

Hotel: Moana Surfrider, A Westin Resort & SPA

Address: 2365 Kalakaua Ave, Honolulu, HI 96815, USA

Phone: +1-800-782-9488; +1-808-922-3111

Website: www.moana-surfrider.com

For the purposes of the event, the United States has arranged a special rate of **USD 177** per night for the event at the hotel Moana Surfrider, A Westin Resort & SPA.

For hotel reservation, please fill in the **Moana Surfrider, A Westin Resort & SPA Honolulu Booking Form (Annex C)**, and send it directly to the hotel. You can fax it to **Lisa Kobayashi Reservation Center at +1-808-921-4696, or call the Reservation Center at +1-800-782-9488**. Please make your reservations no later than **Friday, 14 March, 2014**. The hotel does not accept email forms due to credit card security concerns.

Please note that any reservation made after the deadline would not be guaranteed for both room availability and rates. Detailed map is shown in **Annex D** in this Circular.

9. TRAVEL INFORMATION

9.1 Visas and Customs Information.

Generally, a citizen of a foreign country who wishes to enter the United States must first obtain a visa. Visitor visas are nonimmigrant visas for persons who want to enter the United States temporarily for business (visa category B-1), tourism, pleasure or visiting (visa category B-2), or a combination of both purposes (B-1/B-2).

The United States does not have a unique visa category for APEC delegates and advises that the normal procedures for requesting visas from U.S. embassies or consulates abroad for diplomats, international organization officials, employees of a foreign government, or business travelers should be followed. Meeting participants are advised to apply for the appropriate type of visa as early as possible. While letters of invitation to APEC meetings are not required in order to receive a U.S. visa, invited guests who are not members of an official APEC delegation may find it advantageous to present details of their APEC meeting participation when applying.

Each traveler is responsible for possessing a valid passport and appropriate visa, or for business travelers from economies participating in the Visa Waiver Program, an Electronic System for Travel Authorization (ESTA) clearance, to travel to the United States. Passports must be valid for at least 6 months beyond the intended date of departure from the United States and must have sufficient pages for visa stamps. Please contact your local U.S. embassy or consulate or refer to <http://travel.state.gov/> for more information regarding U.S. visas.

APEC travelers are advised that the APEC Business Travel Card (ABTC) cannot be used in place of a visa for entry into the United States.

Overseas travelers are processed by U.S. Customs and Border Protection (CBP) officials upon arrival at a United States Port of Entry. All travelers must complete prior to their entry into the international arrivals hall the CBP forms that airlines provide prior to landing. Please refer to <http://www.cbp.gov/travel/> for more information regarding CBP requirements.

If you do need an invitation to apply a U.S.A visa, please send your person information to Ms. Vivian Hsieh at vivianHsieh@itri.org.tw as soon as possible. The person information shall include:

Full name with title:
Gender:
Passport Number:
Job title:
Affiliation:
Address:
Economy:
E-mail:

You may receive the invitation issued by U.S.A in a couple of days. Please note that the applicants should consider the processing time for applying the visa.

9.2 Transportation

Travel options from the airport to the Hotel *Moana Surfrider, A Westin Resort & SPA* include:

- **Exclusive Starwood Airport Shuttle** provides transportation from Honolulu International Airport and the Sheraton Waikiki. Relax in the comfortable, air-conditioned, shared ride shuttle for the 20 to 25 minute ride to Waikiki.
Cost: US\$15.00 per person one way or US\$28.00 per person round trip.

Reservations available on-line at: www.sheraton-waikiki.com/property/airporttransfers.

- **Taxi:** Available outside of Baggage Claim. Estimated time from airport 20 to 30 minutes.
Cost: Approximately \$35 to \$40 each way

More detailed information can be found at

<http://www.moana-surfrider.com/propertyoverview/airporttransfers>

The standard time zone of Honolulu of the United States is UTC/GMT -10 hours.

9.4 Banking

There are branches of all the commercial banks throughout the city. All banks provide electronic banking facilities including ATMs outside almost all branches and in other positions where access to cash is regularly required by large numbers of people such as within shopping malls and pubs. All major credit cards (UnionPay, Visa, Mastercard, American Express) are accepted at most hotels, restaurants and shops.

9.5 Currency

The United States dollar (sign: \$; code: USD; also abbreviated US\$), is referred to as the U.S. dollar, or Federal Reserve Note. It is the official currency of the United States and its overseas territories.

The U.S. dollar is the fiat currency most used in international transactions and is one of the world's most dominant reserve currencies. Several countries use it as their official currency, and in many others it is the de facto currency. The unit of USD is Dollar, Dime, and Cent. The conversion among the three is: 1 Dollar = 10 Dime = 100 Cent.

One can change money upon arrival at the Honolulu International Airports of . Also most hotels offer foreign exchange services and exchange cash and travelers cheques.

There is no limit on the amount of money that can be taken out of or brought into the United States. However, if a person or persons traveling together and filing a joint declaration (CBP Form 6059-B) have \$10,000 or more in currency or negotiable monetary instruments, they must fill out a "Report of International Transportation of Currency and Monetary Instruments" FinCEN 105 (former CF 4790). Banking Hours: Mondays to Fridays, 9 am to 3 pm.

9.6 Tipping

While tipping is NOT mandatory in most of the United States, it is expected in many circumstances for service for approximately 15-20% of the total bill before tax being appropriate – a bit more or less depending on the quality of service, especially at almost all sit-down restaurants which offer table service. Tips of \$1-2 per bag are customarily given to baggage handlers at airports and hotel bellhops who take luggage to a guest room. It is also customary to tip hotel room cleaning staff \$1 to \$2 per day. Taxicab drivers are customarily tipped 10-15% of the fare.

9.7 VAT (Value-Added Tax)

The United States of America is a federal republic with autonomous state and local governments. Sales taxes are imposed by most states and some localities on the price at retail sale of many goods and some services. The Hawaii sales tax rate is 4%, and the maximum HI sales tax after local surtaxes is 4.712%. Sales tax rates vary widely among jurisdictions, from 0% to 16%, and may vary within a jurisdiction based on the particular goods or services taxed. Sales tax is collected by the seller at the time of sale, or remitted as use tax by buyers of taxable items who did not pay sales tax.

9.8 Getting Around

Honolulu is the capital and largest city of the state of Hawaii. Situated on the island of Oahu, It is the county seat of the City and County of Honolulu. It is a major worldwide-known tourist destination; the main gateway to Hawaii and a major gateway into the United States of America. It is also a major hub for international business, military defense, as well as famously being host to a diverse variety of east-west and Pacific culture, cuisine, and traditions.

As the center of government, transportation, and commerce for the state, Honolulu is home to a population of nearly one million people in the metro area (80% of the state's population) and Hawaii's best known tourist destination, Waikiki Beach -- the white sand beach shoreline fronting the neighborhood behind the Royal Hawaiian Hotel and the Moana Surfrider.

Major sights and attractions include:

Waikiki's sights and attractions. Waikiki has a variety of beaches include: Duke Kahanamoku Beach, Waikiki Beach, Kuhio Beach, Queens Surf Beach, etc. Waikiki also has a variety of attractions to see including the Waikiki Aquarium, the U.S. Army Museum, and the Honolulu Zoo across the street from the 100-acre Kapiolani Park. Not far from Waikiki you can go on an Atlantis Submarine ride, take a tour of stunning Shangri La or enjoy the ocean views from the coastal Leahi (Diamond Head) Lookouts.

Beyond the borders of Waikiki. You'll discover a wealth of interesting attractions, including the Ala Moana Shopping Center right cross the border, the Iolani Palace in down town, the USS Arizona Memorial in Pearl Harbor, the legendary beaches of the North Shore, etc.

9.9 Seasonal Information

Honolulu experiences a tropical semi-arid climate, with a mostly dry summer season due to a rain shadow effect. Temperatures vary little throughout the months, with average high temperatures of 80–90°F (27–32°C) and average lows of 65–75°F (18–24°C) throughout the year.

The only noticeable variation in seasons is in terms of rainfall. Honolulu is on the sunny, leeward side of the island, and where you are in the city will affect the chances for rain - areas like Waikiki, downtown, and the western side of the city will usually be sunny, while the hills or eastern side of

the city may get some passing clouds and very brief rainfall. On average, Honolulu gets less than half an inch of rain in the summer months to almost three inches in the winter months. Although the city is situated in the upper tropics, hurricanes are quite rare. The last recorded hurricane that hit the area was Category 4 Hurricane Iniki in 1992.

9.10 Smoking

Smoking is only allowed in smoking zones posted in the area.

9.11 Useful Telephone Numbers: Emergency (Police, Fire, and Medical): 911

In the event that a card is lost or stolen, the appropriate U.S. numbers to call are:

American Express: (800) 528-4800

Diners Club: (800) 234-6377

Discover: (800) 347-2683

MasterCard: (800) 826-2181

Visa: (800) 336-8472

9.12 Electricity and Water Supply

The voltage in the USA is 120V AC 60Hz. Most overseas voltage is 220V AC 50Hz. Tap water is safe to drink, but bottled water is widely available.

9.13 Travel Health Insurance

Meeting participants may wish to purchase travel health insurance due to the high cost of medical care in the United States. A visit to a doctor's office could cost \$200 or more, and a single visit to a hospital emergency room could exceed \$1,000, depending on the services provided. Although basic medical services will be provided at no cost to meeting participants during meeting hours (see Section 13.7), participants will be responsible for any costs incurred at other medical facilities, hospitals, or pharmacies.

9.14 Mobile Phone Information

Meeting participants who wish to utilize non-U.S. mobile phones during their time in the United States should note the following requirements:

- Mobile phones should be a Tri-Band or Quad-Band device possessing the ability to work on frequency range 850/900/1800/2100MHz
- Mobile phones should be provisioned with international voice and data through the international wireless local carrier
- The user should verify with their international wireless local carrier that a roaming agreement has been established with the United States

10. CONTACT

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Dr. Bing-Chwen Yang
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<http://www.egnret.ewg.apec.org/>

ACKNOWLEDGMENT

We also thank the USA for hosting the EGNRET 42, and special gratitude is due to Dr. Cary Bloyd, Senior International Research Advisor at Energy and Efficiency Division, Pacific Northwest National Laboratory (PNNL) for his kind assistance and arrangement on meeting affairs.

ANNEXES

- (A) EGNRET 42 Draft Agenda
- (B) EGNRET 42 Participant Registration Form
- (C) Moana Surfider, A Westin Resort & SPA Hotel Booking Form
- (D) Map
- (E) New Project Concept Note Template