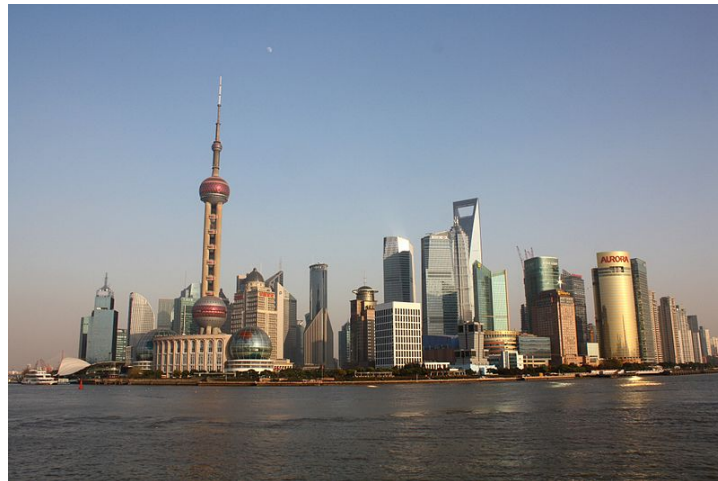




**Asia-Pacific  
Economic Cooperation  
EGNRET**

**39th Meeting  
of  
APEC Expert Group on New and Renewable Energy Technology  
and Associated Meetings**

**ADMINISTRATIVE CIRCULAR**



**11 - 14 December 2012**

**Shanghai Minya Hotel  
Shanghai, China**

## 1. INTRODUCTION

This Circular presents the arrangements and other relevant information for the 39th Meeting of the APEC Expert Group on New and Renewable Energy Technology (EGNRET) and Associated Meetings. EGNRET 39 will be held in Shanghai, China from December 11 to 14, 2012. In addition to EGNRET 39, APEC Distributed Energy Forum will be held alongside the meeting.

The documents related to EGNRET 39 can be downloaded from the website with the username and password at:

<http://www.egnret.ewg.apec.org/meetings/index.html>

Username: apec-egnret2012

Password: apec-shanghai

The username and password are case sensitive, and please keep them safe. Thanks a lot.

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

## 2. DATE

Tuesday, December 11 to Friday, December 14, 2012

## 3. VENUE

Both EGNRET 39 Meeting and APEC Distributed Energy Forum are held at Shanghai Minya Hotel.

### **Shanghai Minya Hotel**

Address: 500 Gushan Road, Pudong District, Shanghai, China  
(around 40 min by taxi from Shanghai Pudong Airport)

Phone: +86 (21) 5093-3333

Website: <http://www.minyahotels.com>

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

## 4. SCHEDULE

The tentative agenda for EGNRET 39 and the Forum can be found in **Annex A** in this Circular.

## 5. MEETING THEME

The theme for EGNRET 39 will be “**Applying Distributed Energy in APEC Member Economies**”. Please prepare the Member Economy presentations. If it would be possible, please send your

presentation files (PPT) to Dr. Keng-Tung Wu at [ktwu@itri.org.tw](mailto:ktwu@itri.org.tw) by **Monday, 3 December, 2012**. Thank you very much.

## 6. NEW PROPOSAL CONCEPT NOTE

If you would like to propose new project at EGNRET 39, please develop two-three page Concept Note, and send it to Dr. Keng-Tung Wu at [ktwu@itri.org.tw](mailto:ktwu@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. ELECTIONS

The elections will be held at EGNRET 39 for the positions of Chair and Vice-Chair for 2013-2014 term. Economies interested in holding an office are asked to provide the current Chair with their nominations prior to EGNRET 39.

## 8. REGISTRATION

To assist us with meeting preparations, we hope you notify us if you are planning to attend EGNRET 39. Please fill in the attached **EGNRET 39 Participant Registration Form (Annex B)** and return to Dr. Keng-Tung Wu at [ktwu@itri.org.tw](mailto:ktwu@itri.org.tw) by **Monday, 3 December, 2012**. 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.

## 9. ACCOMMODATION

### Shanghai Minya Hotel

Address: 500 Gushan Road, Pudong District, Shanghai, China

Phone: +86 (21) 5093-3333

Website: <http://www.minyahotels.com>

For the purposes of the event, Renmin University of China has arranged a special rate of **RMB 500** (around **US\$ 82.26**) per night for the event at the Minya Hotel.

For hotel reservation, please fill in the **Minya Hotel Shanghai Booking Form (Annex C)**, and e-mail the form to [reservations@towatours.com](mailto:reservations@towatours.com) no later than **Friday, 30 November, 2012**.

Enquiry Contact: Ms. Sandy Wong / Ms. Bigi Sin Phone: +852-2723-2386

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.

## 10. TRAVEL INFORMATION

### 10.1 Visa

According to the Administrative Law of the People's Republic of China on Entry and Exit of Foreigners, foreigners entering China should apply for a visa to the Chinese diplomatic representative or consular offices, or other institutions authorized by the Ministry of Foreign Affairs of People's Republic of China.

If you do need an invitation to apply a Chinese visa, please send your person information to Dr. Keng-Tung Wu at [ktwu@itri.org.tw](mailto:ktwu@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 China in a couple of days. Please note that the applicants should consider the processing time for applying the visa.

### 10.2 Transportation

Shanghai has two commercial airports: Hongqiao International Airport and Pudong International Airport.

Travel options from the airport to the Shanghai Minya Hotel include:

- City Taxi (about 40 minutes by taxi from either airport), or
- Shanghai Metro (Get on rail transit Line 2 from the Airport to Century Avenue Station, changeover changeover to transit Line 6, get off at Beijyangjing Station, just 10 minutes walk from Exit 1 at the Beiyangling Station.)

More detailed information can be found at <http://www.minyahotels.com/en/travel.html>

### 10.3 Time

Shanghai is 8 hours ahead of GMT (GMT/UTC + 8 hours).

### 10.4 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.

## **10.5 Currency**

Chinese currency is called Renminbi (literally people's currency), often abbreviated as RMB. Issued by the People's Bank of China, it is the sole legal tender for both the Chinese nationals and foreign tourists. The unit for RMB is Yuan, Jiao and Fen. The conversion among the three is: 1 Yuan = 10 Jiao = 100 Fen. RMB is issued in both notes and coins. The denominations of paper notes include 100, 50, 20, 10, 5, 2 and 1 Yuan.

One can change money upon arrival at the international airports of Shanghai. Also most hotels offer foreign exchange services and exchange cash and travelers cheques. The Bank of China exchanges money and travelers cheques. In China, wherever you exchange money the same day, the exchange rate is the same. The limit of RMB allowed to bring in or take out of China is 20,000 Yuan.

Exchange Rate: US\$ 1 = RMB 6.23 (Nov. 23, 2012)

Banking Hours: Mondays to Fridays, 9 am to 5 pm.

## **10.6 Tipping**

Usually no tipping.

## **10.7 VAT (Value-Added Tax)**

China tax administration levies a standard of 17% VAT on most goods and services and a reduced VAT of 13% on household necessities such as food. The VAT is paid by the retailers.

## **10.8 Getting Around**

Shanghai literally means the city by the sea. Shanghai is situated at 31°14' north latitude and 121° 29' east longitude, on the west shore of the Pacific Ocean. It is bordered on the north and west by Jiangsu Province, on the south by Zhejiang Province, and on the east by the East China Sea. Right in the middle of China's east coastline, Shanghai is an excellent sea and river port, boasting easy access to the vast hinterland.

The city is divided into two parts by the Huangpu River: Puxi (west of the Huangpu River) and Pudong (east of the Huangpu River). Puxi is the older part of the city and hosts the majority of shops, restaurants and museums. Landmarks Puxi include The BUND, Yuyang Garden and People Square. Pudong is the modern part, and is recognized for its rather unusual yet extremely impressive high-rises such as Shanghai's tallest buildings, the Shanghai International Financial Center, Jinmao Building and the Oriental Pearl TV Tower

The visiting site city Suzhou is about one and a half hour away from Shanghai, which is famous of its sightseeing. Located in the southeast of Jiangsu Province, Suzhou is a historical city lies in the center of Yangtze Delta. The city is widely known for its classic gardens, canals, silks, lakes, operas, legends and museums. More detailed information can be found at

<http://www.minyahotels.com/en/travel2.html>

## **10.9 Seasonal Information**

With a pleasant northern subtropical maritime monsoon climate, Shanghai enjoys four distinct seasons, generous sunshine and abundant rainfall. Its spring and autumn are relatively short compared with summer and winter.

In December, the average high temperature is 17°C, while the average low temperature is 2°C. The average monthly precipitation is 33 mm. Generally you will need appropriate sweater and overcoat in winter.

## **10.10 Smoking**

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

## **10.11 Emergency**

In a life threatening emergency dial **119** for **fire**, 120 for **ambulance** & 110 for **police**.

## **10.12 Electricity**

Shanghai electricity voltage for domestic use is 220 volts; 50Hz. Wall sockets accept both grounded 3 blade plug (interchangeable with types from Australia) and non-grounded 2 blade plug (interchangeable with types from North American/Japan).

## **11. CONTACT**

Dr. Tom, H. T. Lee  
Chair, APEC EGNRET  
E-mail: HTLee@itri.org.tw

Dr. Keng-Tung Wu  
APEC EGNRET Secretariat  
E-mail: ktwu@itri.org.tw

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

## **ACKNOWLEDGMENT**

We also thank China for hosting the EGNRET 39, and special gratitude is due to Dr Qin-hua Xu (Renmin University of China) and her colleagues for their kind assistance and arrangement on meeting affairs.

## **ANNEXES**

- (A) EGNRET 39 Draft Agenda**
- (B) EGNRET 39 Participant Registration Form**
- (C) Minya Hotel Shanghai Booking Form**
- (D) Map**
- (E) New Project Concept Note Template**

## Annex (A)

### EGNRET 39 Draft Agenda





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**Wednesday, 12 December, 2012**

EGNRET 39

Venue: Shanghai Minya Hotel

09:00-09:30	Invited Presentation: International Copper Association	ICA
09:30-10:00	Invited Presentation: Building IRENA Networks of Experts to Accelerate RE Market Deployment	IRENA
10:00-10:30	Discussion: Collaboration with Other Fora	Chair
10:30-11:00	Coffee Break	
11:00-11:40	Progress/Status of Current EGNRET Projects	Secretariat
	<ol style="list-style-type: none"> <li>1. <i>Addressing Challenges of AMI Deployment in APEC (EWG 07/2011A) (Chinese Taipei)</i></li> <li>2. <i>Stock-take of Electric Vehicle Interface with Electricity and Smart Grids Across APEC Economies and the Potential for Harmonization (EWG 11/2011) (New Zealand)</i></li> <li>3. <i>Piloting Smart/micro Grid Projects for Insular and Remote Localities in APEC Economies (S EWG 15 11A) (Russia)</i></li> <li>4. <i>Prospects for Marine Current Energy Generation in APEC Region (S EWG 23 11A) (Russia)</i></li> <li>5. <i>Best Practices in Energy Efficiency and Renewable Energy Technologies in the Industrial Sector in APEC Region (S EWG 19 11A) (Cooperated with EGEE&amp;C) (Thailand)</i></li> <li>6. <i>Urban Development Smart Grid Roadmap: Christchurch Recovery Project (EWG 08 2012) (Cooperated with EGEE&amp;C) (New Zealand)</i></li> <li>7. <i>Research on the Application of Physical Energy Storage Technology to Enhance the Deployment of Renewable Energy in an APEC Low Carbon Town (EWG 16 2012A) (China)</i></li> <li>8. <i>The Comprehensive Analysis and Research of Key Technologies and Commercial Model of Low Carbon Model Town Applied in Yujiapu CBD (EWG 11/2012A) (China)</i></li> </ol>	
11:40-12:00	Progress with APEC Energy Smart Communities Initiative (ESCI) and APEC Smart Grids Initiative (ASGI)	USA
12:00-13:30	Lunch	

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13:30-13:50	Notes on APEC Project Submission Process	Secretariat
13:50-14:20	Development of Project Proposal for Session 1, 2013 Funding	Chair
14:20-14:30	Elections for Positions of Chair and Vice-Chair (2013-2014)	Chair
14:30-15:00	EGNRET Administration & Operations - Review of EGNRET Terms of Reference - Next Expert Group Meeting - Other Business	Chair
15:00	Adjourn  (Coffee served after meeting)	Chair

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## APEC Distributed Energy Forum

<b>Wednesday, 12 December, 2012</b> APEC Distributed Energy Forum Venue: Shanghai Minya Hotel	
Afternoon	Registration
Evening	Welcome Party ( <i>Time TBA</i> )

<b>Thursday, 13 December, 2012</b> APEC Distributed Energy Forum Venue: Shanghai Minya Hotel Facilitator : Dr Xu Qin-hua, Project Overseer, Executive Director of Centre for International Energy and Environment Strategies Studies, Renmin University of China	
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09:00-09:30	Welcome Address	Government Official of Shanghai Municipal Government
	Opening Address	<ol style="list-style-type: none"> <li>1. Government Official of National Energy Administration</li> <li>2. Chair of APEC Expert Group of New and Renewable Energy Technologies (EGNRET)</li> </ol>
	Opening Address and Speech by Organizing Committee	Official of Renmin University of China
	Speech of Supporting Organizations	<ol style="list-style-type: none"> <li>1. Vice President of The Hong Kong Institution of Engineers</li> <li>2. Representative of UK Institution of Gas Engineers and Managers</li> <li>3. Representative of Shanghai Aerospace Energy Co., Ltd.</li> </ol>
	Presentation of Souvenirs to Officiating Guests and Speakers	<ol style="list-style-type: none"> <li>1. Government Official of National Energy Administration</li> <li>2. Official of Renmin University of China</li> <li>3. Vice President of The Hong Kong Institution of Engineers</li> </ol>

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	Group Photo	Officiating Guests and Speakers
<b>Session 1 Keynote Speech</b> <b>Distributed Energy Policy in APEC</b> APEC EGNRET Representatives		
10:00 - 11:15	Resolution of China Policy in Promoting Distributed Energy	Mr. Li Junfeng Secretary General, Development & Reform Commission, the National Response to the Climate Change Strategy Research Center and the International Cooperation Center, China Renewable Energy Society, China
	Promoting Distributed Renewable Energy in APEC	Dr. Tom Lee Chair, APEC EGNRET
	Distributed Energy Development Policies and Prospects in USA	Dr. Cary Bloyd PNNL, US
	Applying Distributed Renewable Energy in a Low Carbon Island: Peng Hu, Chinese Taipei	Dr. Chung-Hsien Chen Bureau of Energy, Chinese Taipei
	Distributed Energy Development Policies and Prospects in New Zealand	Mr. Shaun Bowler Energy Efficiency and Conservation Authority (EECA), New Zealand
11:15-11:45	Tea Break	
<b>Session 2 Keynote Speech</b> <b>Resources Management in Developing Distributed Energy</b>		
11:45-12:45	Prospects for the Development of Natural Gas in China	Mr. Che Changbo Deputy Director of the Ministry of Land and oil and Gas Strategy Center, China
	Natural gas distributed energy in China ( <i>TBC</i> )	Mr. Xu Xiaodong Director of Distributed Energy Professional Committee of China Gas Association, China
	<i>TBC</i>	Dr. Joan MacNaughton ( <i>TBC</i> )

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12:45-14:30	Lunch Break	
<b>Session 3</b>		
14:30-15:30	Low carbon campus building - A Case Study of Renmin University of China	Mr. Cheng Tin Kuen President of the Institution of Voluntary Emission Reduction, China
	Energy and Sustainability – Energy Smart Cities ( <i>TBC</i> )	Mr. Parker White Head of Energy and Sustainability Services, Jones Lang LaSalle
	<i>TBA</i>	Dr. Philipp Strauss Division of Systems technology & Distribution Grids Fraunhofer IWEW, Germany
15:30-16:00	Tea Break	
<b>Session 4 Technical Papers: Technology Development (Global Trench)</b>		
<b>Global Development of Distributed Energy</b>		
16:00-17:00	Distributed Energy Development in Chongqing City of China	Mr. Wang Ping Deputy Director in General of Chongqing National Development and Reform Commission, China
	Sustainable Cogeneration for Food Manufacturing Industry	Dr. Prasit Pornsaksit Managing Director of MSM Power Systems Co. Ltd, Thailand
	Implementation of Distributed Energy Systems in USA, UK and Australia	Mr. Tony Blaubaum General Manager of Cummins Power Generation, Australia
	Successful Business Case of Distributed Energy in Shanghai ( <i>TBC</i> )	Expert of Shanghai Aerospace Energy Co. Ltd., China
17:00-18:00	Break	
18:00-19:30	Forum Dinner	

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<b>Friday, 14 December, 2012</b> Technical Visit for Distributed Energy Venue: Shanghai and Suzhou		
09:00 -11:00	Shanghai Hongqiao Airport (stay ~1 hour)	DCHP Guided Tour by the Jardine Engineering Co., Ltd.
12:00- 13:30	Lunch	Merrylin Hotels (Wuzhong Road)
14:30 -15:30	1. Tour to Remin University, Suzhou 2. Tour to Shanghai Building	1. Guided Tour 1 by Renmin University 2. Guided Tour 2 by Jones Lang LaSalle
17:30	Arrive in the hotel	

## Annex (B)

### EGNRET 39 Participant Registration Form



**APEC NEW AND RENEWABLE ENERGY TECHNOLOGIES EXPERT GROUP  
EGNRET 39 Meeting 11-14 December, 2012 Shanghai, China**

## Participant Registration Form

- \* Please note that this form is for meeting arrangements only, NOT for hotel reservation.
- \* For hotel reservation, please fill in the Hotel Reservation Form, and contact hotel directly.

### 1. Participant details

Name	[Title] [Given name] [Family name]	[Male/Female]
Organization		
Job Title		
Economy		
Email		
Phone Number		
Mobile Number		
Fax Number		

### 2. Arrive-Departure information

Arrival date	[day/month/year]
Departure date	[day/month/year]

### 3. Accommodation

Hotel name	Shanghai Minya Hotel (If incorrect, please change it.)
Address	500 Gushan Road, Pudong District, Shanghai, China

### 4. Meeting Participation

Please indicate which meetings you will attend:

[Y/N]	11 Dec AM - EGNRET 39	[Y/N]	11 Dec PM - EGNRET 39
[Y/N]	12 Dec AM - EGNRET 39	[Y/N]	12 Dec PM - EGNRET 39
[Y/N]	13 Dec AM - DE* Forum	[Y/N]	13 Dec PM – DE Forum
[Y/N]	14 Dec - Site Visit	* DE: Distributed Energy	

### 5. Other information

Do you have any **special dietary requirements**? If so, please list them here.

--

For further arrangement, please send the form to **Dr. Keng-Tung Wu** at [ktwu@itri.org.tw](mailto:ktwu@itri.org.tw) by **3 December, 2012**. Thank you very much.

## Annex (C)

### Minya Hotel Shanghai Booking Form



## Minya Hotel Shanghai Booking Form

**Please e-mail the completed booking form back on or before 30 November 2012.**

### Personal Information

Title  Mr  Ms  Mrs

(Per Passport record) Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Travel Document Type: \_\_\_\_\_ Travel Document No: \_\_\_\_\_

Travel Document Expiry Date (DD/MM/YYYY): \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

### Accommodation Period: Check in: 2:00pm Check out: 12:00 noon

Check in Date: \_\_\_\_\_ Flight No.: \_\_\_\_\_ Estimated Flight Arrival Time: \_\_\_\_\_

Check out Date: \_\_\_\_\_ Flight No.: \_\_\_\_\_ Estimated Flight Dep. Time: \_\_\_\_\_

Room Type: Single Room (1 Bed)

### Room Preference (subject to room availability)

Smoking Room  Non-Smoking Room

Other room assignment request: \_\_\_\_\_

**Accommodation Guarantee by Credit Card: (The below information will be passed to hotel directly).  
I agree to use the below credit card no. to reserve my accommodation on guarantee basis  
and understand any booking alterations and/or cancellations will result fee penalty.**

Name of Credit Card Holder: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Credit Card Type:  Visa  Master

Credit Card Signature: \_\_\_\_\_

Note: Any room incidental and personal miscellaneous charges will be placed on guest's own account and settled upon guest's departure by the above credit card

### Airport Transfer Option (please tick if applicable)

Please help me to book airport transfer to/from hotel and quote the transfer rate.

### Terms & Conditions

- 1/ Single room rate is **RMB 500** per room per night with one daily breakfast and internet access. Complimentary usage of fitness center and swimming pool is included.
- 2/ The hotel booking is on request basis and subject to hotel's confirmation. Once hotel booking is confirmed, any alternations and/or cancellations will result full charge on room rate on staying period.
- 3/ Please make sure you have applied China visa (if necessary) for entry.

**Enquiry Contact: Ms. Sandy Wong / Ms. Bigi Sin Tel: (852)2723-2386  
Booking / Enquiry E-mail: [reservations@towatours.com](mailto:reservations@towatours.com)**

Annex (D) MAP



Courtesy of Shanghai Minya Hotel

## Annex (E)

### New Project Concept Note Template

# 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.*

<b>Project Title:</b>	
<b>Source of funds</b> (Select one): <input type="checkbox"/> Operational Account <input type="checkbox"/> TILF Special Account <input type="checkbox"/> APEC Support Fund	
<b>Committee / WG / Sub-fora / Task-force:</b>	
<b>Proposing APEC economy:</b>	
<b>Co-sponsoring economies:</b>	
<b>Expected start date:</b>	
<b>Expected completion date:</b>	
<b>Project summary:</b>  <b>Describe the project in under 150 words. Your summary should include the project topic, planned activities, timing and location:</b>  <i>(Summary must be no longer than the box provided. Cover sheet must fit on one page)</i>	
<b>Total cost of proposal:</b> (APEC funding + self-funding)  <b>USD</b>	<b>Total amount being sought from APEC (USD):</b>  <b>By category:</b> Travel: Labor costs: Hosting: Publication & distribution: Other:

**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:** Why should APEC undertake this project? What problem or opportunity will the project address and why is it important?
  
2. **Objectives:** Describe the 2-3 key objectives of the project. (e.g., to... create a framework...; ensure participants will be able to...; share experiences...; enhance understanding...; develop recommendations...; build interest...; revise strategies... etc.)
  
3. **Alignment:** Describe how the project will help achieve APEC's key priorities and meet your forum's work-plan or medium-term plan.
  
4. **Methodology:** How do you plan to implement the project? In this section, address:
  - **Timeline:** Project timelines and dates for key activities and deliverables
  - **Stakeholders:** Beneficiaries and stakeholders (APEC & non-APEC) and how they will be engaged
  - **Previous projects/activities:** If and how this proposal builds on the findings or lessons learned from previous projects/activities, while avoiding duplication
  - **Communication:** How you plan to communicate the results or benefits of this project to others